

Jim Palenick

From: Jim Palenick [jpalenick@dallasnc.net]
Sent: Friday, March 15, 2013 2:38 PM
To: 'Rick Coleman'; 'ronniemorrow@att.net'; 'huggybarber@att.net'; 'hoylewithers@yahoo.com'; 'JOHN BEATY'; 'Martin, Scott'
Cc: 'MStroupe'; 'gbuckner@dallasnc.net'; 'slambert@dallasnc.net'; 'David Kahler'; 'Doug Huffman'; 'Bill Trudnak'; 'A Martin'; 'J. Thomas Hunn'
Subject: FW: Town Manager's Weekly Report (#22)

All:

I looked at the wrong number for the last item below. The Cost estimate for the parking lot near the jail should read:
\$223,485.00.

From: Jim Palenick [mailto:jpalenick@dallasnc.net]
Sent: Friday, March 15, 2013 2:31 PM
To: 'Rick Coleman'; 'ronniemorrow@att.net'; 'JOHN BEATY'; 'Martin, Scott'; 'huggybarber@att.net'; 'hoylewithers@yahoo.com'
Cc: 'MStroupe'; 'slambert@dallasnc.net'; 'gbuckner@dallasnc.net'; 'Bill Trudnak'; 'Doug Huffman'; 'David Kahler'; 'A Martin'; 'J. Thomas Hunn'
Subject: Town Manager's Weekly Report (#22)

Mayor & Board of Aldermen:

Please accept the following as the **Town Manager's Report for the Week-ended Friday, March 15, 2013.**

- The Town received a formal correspondence this week from the Office of the State Treasurer, in response to our required submittal of the Audited financial reports for the Fiscal Year-ended June 30, 2012. The correspondence notifies us that we must, in turn, provide a return response as to how we have, or will, remedy the Auditors notes regarding internal control weaknesses. Specifically, our lack of surety bonds for those with cash handling and collection responsibilities; and the accounting for cash collections outside of Town Hall (recreation). In this regard, we are in the process of acquiring a \$50,000 surety bond on Maria Stroupe, the Town's Finance Officer, consistent with State law, as well as acquiring a blanket "crime coverage" policy for the remainder of Town employees who have access to public funds or inventories. When these are in place, I will include copies of documents evidencing coverage and include those along with my response letter. Also, in that letter, I have informed the state of our implementation of electronic cash registers and daily register tape/cash reconciliations which we have put in place for recreation concession and admission sales.
- By late tomorrow morning, Maria Stroupe, with assistance from our insurance representatives, will have completed all of the in-person employee meetings regarding the implementation and sign-up for our New employee Health care coverage program and Health Savings Account creation. By all accounts the meetings have gone well and the new program is being received with cautious optimism. We do expect to achieve the changeover effective April 1st, and should have each full-time covered employee's initial Health Savings Account contribution of \$1700 in their account by the changeover date.
- The capital campaign fund-raising efforts of the Dallas Historic Courthouse foundation are starting to yield the actual receipt of contributions. So far, for the month of March, \$3,750.00 in contributions have been receipted in on the Foundation's behalf. As you know, also, the DHCF is sponsoring and holding the "Celebrating the History of Dallas" Program, this Sunday at 4:00 p.m., at the Holy Communion Lutheran Church. Former Senator Hoyle will be speaking; the Gentlemen Songsters will perform; donation cards will be distributed for the

courthouse capital campaign; and a 150th Town sesquicentennial cake will be served at the reception following the program.

- Paula Gornto, the landscape architect with site solutions who was subcontracted to produce the landscaping and grounds master plan for the Courthouse square plaza, has finished her assignment and provided the Town with the completed plan and a cost estimate for all the improvements contemplated. While we know this work is likely a second phase –following the fund-raising and associated improvement to the actual courthouse building, we nonetheless are now possessed of a comprehensive master plan for the work, and know it carries with it an all-inclusive estimated cost of \$451,000.00
- Following up on the Board's request for an analysis, plan and cost estimate for developing the vacant lot at the corner of Gaston and Trade Streets (next to the historic jail building) into a parking lot, Johnny Denton and Progressive Engineering have completed the work and returned both a detailed site plan and complete cost estimate. Those documents reveal that a properly constructed lot with landscaping and sidewalk improvements could contain 43 total paved and striped parking spaces (including 2 designated for handi-cap access); and could be developed at an all-inclusive, estimated total cost of \$102,926.00.

Thank You,

Jim Palenick
Interim Town Manager