

Jim Palenick

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Sent: Friday, March 20, 2015 2:06 PM
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Subject: Town Manager's Weekly Report (#114)

Mayor & Board of Aldermen(Women):

Please accept the following as the **Town Manager's Weekly Report for the Week-ended Friday, March 20, 2015.**

- On Thursday we conducted the final progress meeting for the Phase IV, CDBG-Grant-funded water-line improvement project, in advance of the March 25th (Wednesday of next week) deadline for completion of all project expenditures per the Grant Agreement. I am pleased to report that every aspect of the project will be fully complete by the 25th deadline so that we will have completed the project on time and just slightly under budget. We will be getting the final, "close-out" pay application next week and will process it to make final payment to Ralph Hodge Construction, pending the final "punch-list" walk-through. The actual date of substantial completion was March 13th, which will be the start date for the 1-year warranty from the Contractor. Of the \$750,000 in CDBG Grant funds, the Town has now received all but \$9,066.62, which will cover the last several months of construction administration and which will be drawn down sometime after May 12th, when the Town will conduct the Project Closeout Public Hearing to complete the last requirement of the Grant. From the efforts of the Grant administrator, to our engineering manager and inspector in the field, to the contractors and their crews, and to our own Public works staff, this project team has performed exceptionally well and made this project stand out among the four phases as a shining success.
- As to Phases I, II, and III of the water-line project, while each has been more protracted and lengthy than Phase IV, we are now rapidly nearing completion for each. The Clark Ledbetter crews doing the Phase I extension on Gaston Avenue merely need to complete the last three tie-ins at Holland, Carolina, and Gibbs Streets, along with some clean-up and punch-list items and they will be complete. The Advanced Development Concepts Crews (Phases II and III) have been finishing their final patches and clean-up and are also nearing close-out. All on-site work attached to any of the Water-line project phases will be fully finished within the next 2-3 weeks. Anyone who has yet to take advantage of the Town's program to assist with the cost (75% of cost up to \$300) of replacing their home's water service lateral to any new water-main, should do so soon – I believe we originally contemplated that the program would extend approximately 6 months beyond the time when all new water-mains are in place. It should be noted as well, that since so few home-owners have taken advantage, we have also extended to properties occupied by rental tenants.
- The BrightfieldTS crew is on site today (Friday) completing their installation of the super-fast-charging electric vehicle charging station behind Town Hall. The Town's Electric Department Tree crew was also working behind Town Hall this week completing the tree trimming and removals associated with preparing the former-Summey property portion of the new, Town Center parking lot site.
- Weather has been the big limiting factor in our ability to move a number of projects forward this year and we have seen some obvious delays as a result of the very wet late Winter and early Spring. We are continuing to expect that our paving contractor will begin the extensive re-paving segments we have budgeted for, along with the coordinated NCDOT re-paving of Gaston Avenue, just as soon as we see a forecast for extended, dry, warm

weather –that could be this coming week. The same can be said for final completion of the concrete work for the Jagers Park picnic shelter and the Public utilities warehouse building. Stay tuned.

- I have been working much of this week on forecasting and budgeting the Revenue side of the FY2015-16 Town Budget – completing the last portions today. Next week all Department Heads will be required to have completed and submitted their draft Expenditure Budget requests by Tuesday. I also am completing several such Expenditure Budgets and soon will begin the process of meeting with each Department Head to refine and finalize those component Budgets. Much of the ensuing 5-6 weeks, on my part, will be devoted to the preparation of the final, comprehensive Budget document.
- The final employee enrollment meetings for the just-approved coverage year of health insurance will be completed on Monday, and the \$1200 contributions to the individual Health Savings Accounts should occur effective April 1st consistent with the beginning of the coverage year and re-setting of the yearly deductibles. We are also rolling out an incentivized wellness program this year to try and get employees more proactively involved in managing their general health, diet, and fitness.

Thank You,

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