

Jim Palenick

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Content: Friday, March 27, 2015 4:09 PM
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Subject: Town Manager's Weekly Report (#114)

Mayor & Board of Aldermen(Women):

The Town Manager's Weekly Report for the Week-ended Friday, March 27, 2015 is as follows:

- I spent the week completing the Revenue Budgets for the Town's multiple Funds for the proposed FY2015-16 Budget, along with a series of Expenditure Budgets for Funds otherwise not assigned to individual Department Heads. Each of the Department Heads also submitted their draft Budget proposals to me this week for me to begin reviewing in advance of our series of department Budget Meetings, which will be held next week. In that regard, by the conclusion of next week, I hope to have my first draft of what will be a comprehensive budget (yet to be balanced) which will then get worked and re-worked to determine any recommended wage/compensation changes; expenditure cuts; use of fund balance and/or inter-fund transfer; revenue additions or otherwise, which will be proposed in order to bring the final version into balance. Of course, the final Draft Budget I propose to the Board will be completely in balance.
- At the request of a residents group of home-owners in Summey Knoll who have organized a "Community Watch" group, the Town erected a series of standard, logo-identifiable "Community Watch" signs on major entrance roads and at the entrance and exits of the Subdivision. Since these volunteers are stepping up to commit their efforts to the greater safety and security of their neighborhoods, we are more than glad to assist in this rather minor way.
- Several cleaning/janitorial firms have either already completed, or will (on Monday) conduct tours of the Town's four buildings being consolidated under the Request for Proposal for cleaning services. It is anticipated that each of these firms will, in turn, be submitting proposals for a multi-year cleaning contract per the specifications, in advance of the April 1st deadline for submission. I remain optimistic that the economies of scale of such an arrangement will result in decreased total costs for Town cleaning overall – beginning with the FY2015-16 Budget year.
- The Planning Board met last Thursday for their Regular March Meeting and took up the question of the proposed amended Fence Ordinance – specifically as it relates to the height and type of fences to be allowed within the Front yard areas of residentially-zoned districts. The result of their review was a unanimous recommendation, which will come back to the Board of Aldermen for action in April, to limit the height of front-yard fences to four (4) feet. The suggestion that so-called "transparent" fences be allowed at five (5) feet, received no support.
- None of the delayed concrete and/or paving projects the Town has been waiting on (Jaggers Park picnic shelter; warehouse building floor; Town-wide re-paving) occurred this week due to soil conditions, weather or scheduling conflicts. We hope next week proves the charm.
- I did find some time near the end of this week to give detailed direction on a number of applications, operational features, narrative themes, and graphic design and photos to be used or incorporated by the web-

site builder/designers hired by the Town to create our new web-site. As a result, those inclusions and/or changes are now being made and we are getting closer to the more finalized “bones” of the new site. I hope to have a follow-up session next week with these consultants to further refine the overall portal.

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