

Jim Palenick

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ent: Friday, October 12, 2012 11:32 AM
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Subject: Town Manager Weekly Report

Mayor & Board of Aldermen:

Please accept the following as my **Town Manager Report; For the week-ended Friday, October 12th, 2012:**

As you know, the Town is aggressively moving forward with the nearly-\$4Million, comprehensive rehabilitation of underground water-mains in a 4-phased approach (3, non-CDBG portions and 1, CDBG-supported area); and Phase I is now nearly ready to bid-out. However, there is a 1900-foot section of 2-inch main serving Rosewood Lane residents that is so severely restricted by the accumulation of internal deposits that it is causing the residents being served by the line such undue hardship as to require an immediate fix. Literally, these water users are having to coordinate normal daily necessities like bathing or showering in order to assure adequate water availability. We simply can't wait for the larger project to commence, so we have awarded a small contract to get this area some more-immediate relief. The work is being done by Tim's Trenching & Boring and the total cost of both supplies and contracted services is just over \$15,500.00. Eight (8) total water services are being affected, and this will not affect the overall water-line project budget, we are simply breaking out this small effort quickly in order to respond appropriately to this emergency situation.

Each year, the Town has, in addition to the Holiday Bonus, provided employees with some modest gift (often an article of clothing or personal item) as a year-end token of appreciation for their dedication and effort. The gifts are usually distributed at the employee Christmas Lunch, which this year will occur on an as-yet-to-be-determined day in Mid-December at the Fire Hall. We have altered our approach this year, however, to give greater flexibility of use and overall value to the gift distribution. Specifically, each employee will receive a \$25 gift certificate from the local Ingles Market to be used for purchase of any items (including gas) they sell. Because we bought the certificates in bulk, we received a discount to face-value, meaning we paid only \$23.75 for each \$25 certificate.

Earlier this morning I sent off a packet of executed documents to the Commerce Department's Division of Community Assistance regarding our CDBG Grant Award. This included the Funding approval form; the actual Grant Agreement; the Bank designation and electronic funds transfer authorization; the signatory certification cards; and a certified copy of our recently-adopted Resolution approving each such document and action. With this now done, we will have approval to draw down funds to pay for all of the administrative efforts to move forward. To that end, I have contacted the Centralina Council of Governments (CCOG) to get a proposal for Grant Administration services. Centralina has a long-established history of successful CDBG Grant Administration experience and are well-regarded by the Commerce Department for their work. Also, since they are a Public Agency, we can, if we choose, simply "designate" (by Board action) them to serve as our Grant Administrators without going through the cumbersome and protracted procurement process necessary to select and employ a private consultant. I will update you all further once we receive their proposal.

Work on the improvements at the Gym is progressing well. This week the concrete drive approach and walkway connector was completed and all the sub-base prepped for final paving of the parking lot was finished. Paving will occur at any time pending appropriate weather. Both Bathrooms have seen all demolition completed and work is now commencing to begin installation of all the new plumbing, tile work, stalls, and fixtures. In addition, we have identified an opportunity to remove the old boiler and tank and repurpose that room as a storage area for the football programs. Because this area will have separate exterior door access and doesn't connect to any other portion of the gym, it can be keyed independently and result in no further need for general gym access to these users for the purpose of accessing

and storing equipment. We believe that the salvage value of the steel to be removed will largely cover the cost of prepping this room for the transition.

A small outdoor storage shed building is being acquired for storage of maintenance equipment at the Carr School athletic fields. The Parks/Recreation Department will first acquire written authorization from the School system before putting the facility in place. Once established, this will allow us to have more immediate and convenient access to maintenance equipment at that location rather than relying on Publics works crews ferrying such to and from the site. Particular emphasis will be placed on the soundness of construction for the lock and hasp mechanism employed on the building to assure security is maximized.

The Town Auditors (Collis & Associates) spent three full days on-site this week performing sample financial testing and review and may or may not yet return for some on-site follow-up. It remains entirely dependent upon whether or not they feel confident that they have examined, reviewed, and audited sufficient data and reports to this point; as well as if any questions have arisen. We will continue to work closely with them to finalize this year's Comprehensive Financial report (CAFR).

Thank You,

Jim Palenick
Interim Town Manager