

Jim Palenick

From: Jim Palenick <jpalenick@dallasnc.net>
Sent: Friday, March 06, 2015 4:12 PM
To: 'Rick Coleman'; 'ronniemorrow@att.net'; 'huggybarber@att.net';
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Cc: 'Maria Stroupe'; 'Doug Huffman'; 'Bill Trudnak'; 'gbuckner@dallasnc.net'; 'Steve Lambert'; 'A Martin'; 'Jack Kiser'; 'J. Thomas Hunn'
Subject: Town Manager's Weekly Report (#112)

Mayor & Board of Aldermen(Women):

Please accept the following as the **Town Manager's Weekly Report for the Week-Ended, March 6, 2015.**

- With regard to the close-out of the Courthouse renovation project, we have reached an understanding with Rehab builders that Rehab will, at exclusively their own cost, discontinue their sub-contract with the shutter fabricator/installer and have all the otherwise-non-spec. shutters newly-fabricated by an alternate, quality provider and will, in turn, then have their own forces install the units once all are received and can be changed out rapidly. This process should take 4 weeks from Monday. With regard to the painting of the cast-iron railings on the front steps, Rehab has agreed to allow the Town to deduct an adequate amount from the contract (approx.. \$4,000) for the Town to have an alternate painting contractor of our choice (Paintwork Pros of Dallas/Todd Michaels) redo the work. Beyond those matters, we believe everything else is either now completed satisfactorily or in the process of being completed within the week. The Town has been retaining something over \$27,000 from the Contract pending final close-out and agreement.
- Our Design Engineers for the Trade Street intersection signalization and cross-walk improvements at Gaston and Holland Streets have completed their design and submitted the plans to NCDOT for their review and final approval. Along with those plans, we have also submitted a request to NCDOT for "Encroachment Agreements" where the Town improvements to sidewalks and pedestrian crossing areas will encroach further into the existing NCDOT right-of-way. We will now await approval from NCDOT. In the meantime, since this project spans multiple fiscal-years, we will need to transition it from a budgeted line-item in FY2014-15 to a separate Project Budget Ordinance not tied to any single fiscal year.
- Maria Stroupe, the Town's Administrative Services Director and Clerk will be on Medical Leave after Monday, March 9th and extending for an expected 6-week period. During her absence, Kelly Carter, the newly-appointed Deputy Clerk/Administrative Assistant, will be picking up some of Maria's duties, including taking Minutes at Board Meetings. Ms. Carter is also taking on programming for the electronic message board sign and maintenance and updates for the soon-to-be-debuted new Town Web-site.
- Speaking of the Web-site, Ms. Carter and I will be meeting with our web-design and hosting firm on Wednesday next week to finalize many of the features to be included and to get training on the use and maintenance of the system. While we have experienced some delays in roll-out, we hope to go live with the new site by April 1st.
- This afternoon (Friday March 6th), Steve Mason, the owner of a 41-acre parcel of undeveloped property beyond Town limits, South of Ratchford Drive and North of the Gibson Court Industrial park, submitted a formal request for voluntary annexation. That process, which involves several public notices, hearings and Board actions, will now commence and usually takes a minimum two months to conclusion.
- I am in the process of developing a request for proposals (RFP) for ongoing cleaning and janitorial services for the Town Hall, Police Department, Civic Building, and Courthouse combined. The Town Hall and Civic Building have been cleaned by one group, while the Police Department has been contracted elsewhere. The Courthouse, because it was unused, did not receive such services. Now, since we can combine all facilities together under one umbrella cleaning contract, that we will offer for a multi-year contract, we hope to save some cost over the combination of the individual, non-coordinated contracts among varying vendors. I will attempt to have the proposal results for the April 14th Board meeting for contract commencement May 1st.

- The contractors for the Brightfield super-fast electric car charger installation, behind Town Hall, are very nearly complete with their installation and will be finishing up next week in keeping with the terms of their Grant requirements.

Thank you,

James M. (Jim) Palenick
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