

## Jim Palenick

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**From:** Jim Palenick <jpalenick@dallasnc.net>  
**Sent:** Friday, April 24, 2015 10:33 AM  
**To:** 'Rick & Donna Coleman'; 'ronniemorrow@att.net'; 'hoylewithers@yahoo.com'; 'huggybarber@att.net'; 'sdmalker@gmail.com'; 'jjerryc2@att.net'  
**Cc:** 'Maria'; 'Gary Buckner'; 'Steve Lambert'; 'Doug Huffman'; 'Bill Trudnak'; 'A Martin'; 'J Kiser'; 'jthomashunn@aol.com'; 'kcarter@dallasnc.net'  
**Subject:** Town Manager's Weekly Report (#118)  
**Attachments:** CDBG final.pdf

### Mayor & Board of Aldermen(Women):

#### The Town Manager's Weekly Report for the Week-ended, Friday, April 24, 2015 is as follows:

- One of the Town's Public Works employees, Streets & Solid Waste maintenance worker, William, "Billy" Harrelson, unexpectedly retired to begin the week – leaving an opening on the solid waste pick-up crew. As such, we immediately crafted a position opening advertisement which will run in Sunday's Gaston Gazette, Shelby Star, and multiple on-line job sites. You may recall that we are currently recruiting for two other openings within the Water/Sewer Department as well. Applications have been coming in for those positions and we are scheduling and conducting interviews.
- On Tuesday morning, Bill Trudnak, Jack Kiser and I traveled to Shelby for a meeting with regional engineering staff of NCDOT to attempt to expedite the approvals for our delayed CMAQ (Congestion Mitigation/Air Quality) Grant-assisted sidewalk project to be constructed along Dallas-High Shoals Hwy. Our contracted engineers from Diamond Engineering, who are responsible for the project design, were also in attendance. The NCDOT Grant covers 80% of construction costs to a maximum of \$190,000, with the Town of Dallas responsible for at least 20% of construction costs; all engineering and design costs; and any overages in project cost which would exceed the NCDOT maximum. At this point, we have budgeted an expected \$47,000 "match" by the Town of Dallas, but that figure could easily be exceeded due to either the cost of acquiring needed "right-of-way", or, in the alternative of such acquisition, the construction of a 250'-long retaining wall. We are now working with Diamond to select both the most appropriate, and cost-effective solution as well as to expedite this effort so that NCDOT approval can be acquired and the project move forward to construction yet this year. We will provide further updates as we move forward.
- On a different front, and with different engineers, we are also awaiting NCDOT approval on the plans for the new signalization and cross-walk upgrades for the two intersections at Trade and Holland, and Trade and Gaston. In this case, we believe we have done everything requested and necessary, we just can't seem to get NCDOT to be responsive. This is being handled in Raleigh, so we don't have the luxury of speaking with our regional representatives in Shelby. If we can't break something free from the bureaucracy soon, we may have to look to some additional tactics. Here too our hope was to engage the work yet in 2015.
- Following completion of the State Commerce Department' Community Assistance Division, on-site monitoring and close-out Audit visit for our CDBG Grant (\$750,000) project, we received the attached "close-out letter" summarizing the results of the final Audit. To that end, I am very pleased to report that the letter essentially qualifies as a "clean bill of health" for the administration and handling of the Grant Funds, and for our accomplishments consistent with Federal requirements. That is, everything went well, was fully acceptable, and we are in no jeopardy of having to repay any portions of the Grant. The only remaining requirement on our part

is the holding of the final, “close-out” Public Hearing, scheduled for the May 12<sup>th</sup> Board Meeting, and the acknowledgement and reporting on same. Overall, the project went exceptionally well.

- Like last year, the Town of Dallas will again be a featured sponsor (\$200) for one of the “Blues out Back” concerts to be held by the Gaston County Museum of Art & History, as part of their now-long-running outdoor concert series of Summer performances.
- Don’t forget that our April Board Work Session on the 28<sup>th</sup>, beginning at 5:00 p.m., will focus exclusively on the FY2015-16 Town Budget. To that end, I completed and distributed Agenda packets yesterday in which were included; the fully balanced and complete Draft FY2015-16 comprehensive Town Budget; A highlighted list of the significant impacts, features, and expected accomplishments contained within the Budget; An analysis of Revenues and Tax data for Dallas and comparable Gaston County communities; as well as other pertinent data which I will present at the Meeting as background to the process which resulted in the ultimate Budget Draft as produced. By getting all this information out well in advance of our scheduled May Budget Work Sessions, we should all be well-prepared for a smoother and more easily-understood process.
- Since I am on track to complete all of the Budget development and presentation efforts in advance of the promised deadlines, and since Maria Stroupe is scheduled to return to work (at least part-time) from her extended medical leave, beginning next week, I have scheduled a few days off over the next two weeks. Specifically, I am taking Friday, May 1<sup>st</sup>, along with Thursday and Friday, May 7<sup>th</sup> and 8<sup>th</sup> as vacation in order to enjoy some extended weekends.

**Thank You,**

James M. (Jim) Palenick  
Interim Town Manager  
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**North Carolina  
Department of Commerce  
Community Assistance  
Community Development & Planning Division**

**Pat McCrory, Governor  
Dr. Patricia Mitchell, CEcD, Assistant Secretary**

**John E. Skvarla III, Secretary  
Melody Adams, Acting Director**

April 20, 2015

The Honorable Rick Coleman, Mayor  
Town of Dallas  
210 N. Holland Street  
Dallas, North Carolina 28034-1798

Subject: Monitoring Visit  
CDBG Number: **11-C-2351** (IF)

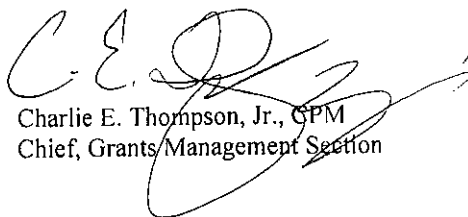
Dear Mayor Coleman:

On **April 10, 2015**, Vanessa M. Alexander and Valerie Moore with the Grants Management Section visited the town and monitored your Infrastructure (IF) Community Development Block Grant (CDBG) program progress. Procedures and documentation were reviewed in the areas of Conformity with the application, General Administration, Procurement, Financial Management, Labor Standards, Compliance and Fair Housing. In general, the program files and supporting documentation appeared to be in compliance with all applicable laws and regulations.

It should be noted that a review of this nature would not necessarily disclose all instances of non-compliance with the Community Development Block Grant (CDBG) regulations. As discussed with Mr. Jim Palenick, Town Manager at the conclusion of the monitoring visit, the areas reviewed appear to be generally in compliance with the applicable CDBG regulatory requirements. The attached monitoring summary lists areas that were reviewed. **No response to this monitoring letter is necessary at this time.**

Thank you for the time and courtesies extended to Ms. Alexander and Ms. Moore by your staff. If you have questions concerning your CDBG program, please feel free to contact Ms. Alexander, at (919) 919-715-0500.

Sincerely,

  
Charlie E. Thompson, Jr., GPM  
Chief, Grants Management Section

CETJ/VMA

Attachment

cc: Mr. Jim Palenick, Town Manager  
Mr. James Luster, Grant Administrator

**Thrive NC**

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**Monitoring Summary  
Town of Dallas  
Contingency Project  
CDBG Number: 11-C-2351**

The following areas were reviewed for the Town of Dallas's Infrastructure (IF) Project: Conformity, Benefit, Schedule, General Administration, Procurement, Financial Management, Labor Standards, Compliance and Fair Housing:

**Conformity:** Your grant's activity was reviewed for conformity with the approved application. The approved activity consists of:

<b><u>C-1</u></b>	<b><u>Proposed</u></b>	<b><u>Accomplishments</u></b>
	Water Improvements 19,050 L.F.	17,023 L. F. completed

A review was made of the activity in the Town of Dallas's IF Project and it was noted that the activity has taken place in the approved project area and carried out as described in the approved application. The noted activity is eligible in accordance with the **Code of Federal Regulations (CFR) 570.482 and 570.483**. Also, the noted eligible activities comply with the **North Carolina Community Development Block Grant (CDBG) Program's Regulations, 4NCAC 19L, Section .0301 Eligible Activities**.

**Benefit:** A review was completed on your grant's cumulative beneficiary information to determine if the documentation is consistent with **CFR 570.483 (Criteria of National Objectives)**, and the **N.C. CDBG Regulations, 4NCAC 19L, Section .0502 A (1) Eligibility Requirements**.

**Schedule:** Project progress was reviewed. The project is on schedule based on the performance based contract.

**Financial Management**

The Town of Dallas's financial management of the grant was reviewed for compliance. Based on the review, the town's financial management systems comply with **Office of Management and Budget (OMB) Circular A-87** and with the **North Carolina CDBG Program Regulations 4 NCAC 19L, Section .0906, Financial Management Systems**. The Grant Project Ordinance was adopted January 8, 2013. Requests for payments are approved by a minimum of two persons prior to payment by the finance office. The town uses the Reimbursement Payment method of requisitioning CDBG funds. A review of the disbursements found that the payments were for eligible activities and were supported by back-up documentation.

**General Administration**

Centralina Council of Governments administers the grant for the town. Based upon our review, your grant's administrative requirements are consistent with **CFR 570.487** (Other applicable laws and related program requirements), and the **North Carolina CDBG Regulation 4 NCAC 19L, Sections .0900, .0911, .0102, and .0103**, were reviewed. Progress reports with expenditures are provided for the Town board. No complaints concerning the CDBG project have been received.

### **Procurement**

The town followed the procedures as described in **24 CFR 85.36, Procurement**, and the **North Carolina CDBG Program Regulations 4 NCAC 19L, Section .0908, Procurement Standards**, in obtaining the construction contract for Ralph Hodge Construction Company.

### **Compliance**

The town's equal opportunity activities were reviewed. The town has a total of 55 employees, of which 3 are minority males and 1 are minority female. The town advertises as an Equal Opportunity employer. Overall, the town's equal opportunity procedures appear to be adequate. The town's equal opportunity practices foster the **Civil Rights Act of 1964 (P.L. 88-352)** and **Title II of the Americans with Disabilities Act of 1990 (P.L. 101-36)**. The town's Equal Opportunity requirements are in compliance with the **North Carolina CDBG Program Regulations 4 NCAC 19L, Section .1001, Equal Opportunity and Nondiscrimination**.

### **Labor Standards**

The labor standard case file was reviewed for compliance with **Davis-Bacon Act of 40 U.S. A 276 (a) and the North Carolina Program Regulations, 4 NCAC 19L Section .1006**. Based on the review, the required wage decision information, payrolls and employee interview forms are in compliance with the noted CDBG regulatory requirements.

### **Fair Housing**

A review of the town's fair housing activity was conducted for compliance with **Title VIII of the Civil Rights Act of 1968** and the **North Carolina CDBG Program Regulation 4 NCAC 19L, Section .1001, Equal Opportunity and Non-discrimination**. The town appears to have complied with its approved fair housing plan and implemented the scheduled quarterly activities.

**END OF SUMMARY**