

## **MEMORANDUM**

To: Mayor and Board of Aldermen

From: Barry Webb, Interim Town Manager

Re: Weekly Report

Date: April 15, 2016

### **BUDGET PREPARATION UPDATE**

Staff is now well into the process for preparing the annual budget for FY 2016-2017. As of earlier this week, Maria and I completed an initial round of budget meetings with all of the department heads. We are now working on developing a set of projected budget figures for both revenues and expenditures. Once we have all of those numbers calculated, we plan to have a second round of meetings with the department heads to discuss refinements to the departmental budget as warranted by the overall balance of revenues and expenditures. We are approaching this budget with a goal of stabilizing our fund balances to the greatest degree possible. While much has been accomplished recently, the fund balances have experienced declines in more than one fund, and we want to ensure that this does not become a problem for the future.

### **PLANNING BOARD MEETING**

The Dallas Planning Board is scheduled to meet on Tuesday, April 12, 2016. The one action item appearing on the Planning Board's agenda deals with proposed changes to the Town's Zoning Code addressing regulations for political campaign signs. As you know, this issue appeared on the agenda of the Board's March 8, 2016 meeting, but the public hearing scheduled for that night was continued to the April meeting due to questions raised about the conformity of the proposed amendments to provisions in State legislation restricting the authority of municipal sign ordinances on State-maintained roadways. At the April 12<sup>th</sup> Board meeting, the hearing was again continued to the May 10<sup>th</sup> meeting to allow time for the Planning Board to consider the latest modifications to this text that have been prepared by Development Services Director Martine Vaca.

### **EVENT SPACE REQUEST**

Yesterday, I received a call from Kim George, Executive Director of the Gaston Arts Council, inquiring about the availability of space for two events she would like to host in Dallas. One of these would be an arts workshop for up to 30 students, which she would like to hold on a Saturday in June. The other would be what Kim referred to as an arts "town hall" meeting for up to 150 people, for which she is targeting either June 9<sup>th</sup> or June 16<sup>th</sup>. The Civic Building could accommodate the first event, and it is my understanding that the Courthouse could seat the number cited for the second event. I will get some further details from Kim so that we can discuss her request at your May 24<sup>th</sup> work session.

### **PROJECT UPDATES**

As discussed at the Board meeting this past Tuesday, the bid opening for the Town Hall Parking Lot Project was conducted yesterday afternoon by representatives of Alfred Benesch & Company, the project design firm. Three bids were submitted, ranging from a low of \$266,273 to \$325,937 with the low bid coming from Cedar Hill Grading, Inc. Benesch is still reviewing the details of the bid proposals, particularly as they pertain to the bid alternate addressing the stamped paving. Barring any unforeseen developments, we anticipate having an item for award of this contract on the agenda of your May 10, 2016 meeting.

Also this week, an initial meeting was held with Allison Pell, the architect who is working on a design for the pedestrian gateway that will form the entrance to the passage from Trade Street to the Town Hall Parking Lot area. Mr. Pell is working to incorporate elements in this design that highlight specific elements of Dallas' history, including metal roofing shingles that were actually produced in Dallas. He is refining his design sketches, and we anticipate having those available for your review at the May 24<sup>th</sup> Board work session.

Finally, the demolition of the rear section of the Trade Street building, which was authorized at Tuesday's Board meeting, got underway this morning. This work is progressing quickly, and it appears that it will essentially be finished by the end of the day.

### **EMPLOYEE APPRECIATION DAY**

As mentioned at Tuesday's Board meeting, the Dallas' Employee Appreciation Day event has now been rescheduled for Saturday, April 30th at Dallas Park, beginning at 3:00 p.m. Food will be served at 5:00 p.m.

### **OUT-OF-OFFICE DATES**

I wanted to make you all aware that I will be out of the office on Monday and Tuesday, April 18-19, for a trip to the mountains. I will have my cell phone (704-616-7481) with me throughout that time, so please don't hesitate to call me if a need arises.