

Council Goals 2009 Action Summaries

Updated January 15, 2010

Council Goals 2009

Council Goal # I Steward Organizational Cultural Change	Priority: A1 Public Art Strategy	Goalkeeper: Jeffrey York	Date of Summary: January 15, 2010
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- With the move of the Public Arts Office to the Parks & recreation Department, a new goal of developing a Cultural Arts Program was established.
 - Figuring out how public arts and the Public Arts Commission fit within this new goal has been a priority for the Office, as well as beginning the necessary community dialogue as to what a Cultural Arts Program might look like for CH.
 - A community dialog was held on November 6, 2009 and a report was submitted.
 - Follow up to determine action plans based on the top priorities identified are planned within the already developed Cultural & Economic Development Task Force
 - A review of the Public Arts Commission's organizational and procedural documents, including the Contextual Plan is underway in order to revise and submit the Plan to Council for adoption
 - A Commission retreat in March will help formalize a draft public arts strategy to present for public comment.
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Council Goal # I Steward Organizational Cultural Change	Priority: A2 Communications Strategy	Goalkeeper: Catherine Lazorko	Date of Summary: January 15, 2010
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- Toward the development of a Communications Strategy, we have held four focus groups in 2009 (Nov. 10, Nov. 17, Nov. 24, Dec. 1) with key stakeholders, including media, employees, members of boards and commissions, and the general public. We have received great input.
- In addition, we conducted random surveying at UNC-Chapel Hill, the Seymour Senior Center, and Hargraves Recreation Center; and created an online survey which we have distributed via Chapel Hill eNews.
- We have set a meeting with the Mayor's Committee on Communications to review the input and begin writing the Communications Strategy.

Council Goal # I Steward Organizational Culture Change	Priority: A3 Sustainability Strategy	Goalkeeper: John Richardson	Date of Summary: January 15, 2010
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- The staff has developed a potential process and framework for developing the strategy. Once approved, this will include a structure for the plan, task-based work, the identification of key stakeholders and a public process.
- The staff has identified EPA Sustainable Skylines Initiative Coordinator, Melissa McCullough as a resource for this project. Through an Intergovernmental Placement Act (IPA) detail, Ms. McCullough's assistance would be provided by the EPA. In exchange, the Town can participate as a non-grant community for the Sustainable Skylines Initiative—a complementary EPA program designed to enhance community sustainability planning and reduce greenhouse gas emissions.
- The staff has begun a gap analysis of the Town's various plans, policies and ongoing projects to identify areas of a Sustainability Strategy that require further attention.
- In February, the staff will present information on the strategy development process to the SEE Committee—the Council Committee assigned to this strategy.

Council Goals 2009

Council Goal # I Steward Organizational Cultural Change	Priority: A4 Affordable Housing Strategy	Goalkeeper: Loryn Clark	Date of Summary: January 15, 2010
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- Updated Affordable Housing Overview Priority Matrix
 - Developed structure for development of Strategy
 - Developed public process to solicit input from stakeholders
 - Discussed ideas with Chair of Council Committee on Affordable Housing
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Council Goal # I Steward Organizational Cultural Change	Priority: B1 Day of Dialogue Extended to Public Safety Departments	Goalkeeper: Frances Russell	Date of Summary: January 15, 2010
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- Committee developed plan for manager's review which included Day of Dialogue methodology, content, and needed resources.
- Committee gathering vendor information and developing Day of Dialogue goals and objectives for manager's review.

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Council Goal # I Steward Organizational Cultural Change	Priority: B2 Extend Facilitative Leadership course throughout the Town organization	Goalkeeper: Roger Stancil	Date of Summary: January 15, 2010
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- We have now conducted three sessions with 25 people each. These people are in all levels of the organization. Approximately 10% of the Town's workforce have received this training.
- The Senior Management Team is currently working with Anne Davidson to develop a strategy for sustaining these skills and developing them in our on-going work.
- The Senior Management Team is also discussing stress strategies for an organization in change and developing our ability to work as a Team and think more systemically
- If resources are available in the 2010-11 budget, we will offer the facilitative leader session to 25 additional employees.

Council Goal # I Steward Organizational Cultural Change	Priority: B3 Develop and implement supervisory training program	Goalkeeper: Valerie Meicher	Date of Summary: January 15, 2010
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- Initial basic supervisory training developed in May 2009 and external trainer selected, Diane Bennett.
- Senior Management Team and Superintendants and Assistant Directors receive briefing of the Supervisory Training program and goals to be achieved.
- Starting in June 2009, 150+ supervisors completed two full days of training focused on managing individuals and managing teams. Twelve training sessions completed by August 2009.
- Final evaluation of the program and recommendations for follow up training developed.
- Supervisory training on Workers' Compensation accident and injury reporting procedure developed initiative underway.
- Other training initiatives in development or proposed i.e. Reasonable Suspicion, Customer Service.

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Council Goal # I Steward Organizational Cultural Change	Priority: C1 Community Survey	Goalkeeper: Catherine Lazorko	Date of Summary: January 15, 2010
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- Preliminary results of the Community Survey will be ready to present to the Council Planning Retreat on Jan. 30, 2010.
- The final report should be prepared by the ETC Institute in February 2010. Conducting this survey was one of the Town Council's goals for this year as a means to help us understand our residents' perception of the services the Town provides. It will become one of the tools we will use in establishing budget priorities and making policy decisions.
- This is the first survey conducted by the Town. The survey was mailed during the second week of December to 2,000 randomly selected Chapel Hill households. A mailed survey was preferred over Internet because there is no way to provide statistical validity with an Internet survey. The random selection is critical to the statistical validity of the survey results. However, an online survey was provided to offer interested residents an opportunity to view and complete the survey.

Council Goal # I Steward Organizational Cultural Change	Priority: C2 Develop and implement employee survey	Goalkeeper: Valerie Meicher	Date of Summary: January 15, 2010
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- Researched employee survey strategies and survey development to obtain unbiased information and provide effective analysis.
- Identified vendors with employee survey development, administration and analysis experience.
- Completed initial discussions with vendors and vendor customers to gain understanding of experience and outcomes.
- Vendor identified for development and administration of the survey. Timing of survey under discussion.

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Council Goal # I Steward Organizational Cultural Change	Priority: C3 Metrics that measure advancement of the Council goals	Goalkeeper: Ken Pennoyer	Date of Summary: January 15, 2010
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- The performance measurement internal committee (John Richardson, Jason Damweber, Jonathon Yoemans, Matt Brinkly and Ken Pennoyer) has been meeting to review balanced scorecard
- Existing measures were evaluated during the FY009-10 budget process
- Consulting engagement with David Ammons of SOG has been executed
- Training has been scheduled for SMT and Key Staff; Pilot projects being selected

Council Goal # I Steward Organizational Cultural Change	Priority: C4 Additional round of Listening Sessions by the Town Manager, sharing progress since last Listening Sessions and soliciting current thoughts on what is going well and what could go better	Goalkeeper: Roger Stancil	Date of Summary: January 15, 2010
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- Sessions deferred until after the Council election
- Beginning in March, I will schedule session with the same groups and sponsors I used in 2007, working with Jim Huegerrich in our Police Department as the facilitator of the discussion.
- Framework for listening session will be review of comments from last listening sessions, actions taken as a result of those sessions as well as discussion of Council Goals and results of community survey, with final report to community.

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Council Goal # I Steward Organizational Cultural Change	Priority: D1 Consider organizational options to address serious incidents	Goalkeeper: Roger Stancil	Date of Summary: January 15, 2010
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→ Employee group appointed to work with Manager in developing options for consideration

Council Goal # II Champion Downtown	Priority: A Implement Council Approved Parking Study Recommendations	Goalkeeper: Ken Pennoyer	Date of Summary: January 15, 2010
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→ Parking advisory committee has been formed and has held two meetings

→ Parking signage design has been completed and procurement of signage is progress

→ RFP for coordinated parking meter/ pay-station system has been developed and will be issued in late January

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Council Goal # II Champion Downtown	Priority: B Revisit Downtown Master Plan As a guide to investment	Goalkeeper: Dwight Bassett	Date of Summary: January 15, 2010
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- Worked with Jim Norton to answer questions raised by Council at the 2009 Retreat.
- Drafted RFP to present to Council.
- Sent [out RFP](#) in conjunction with CHDP. Town staff participated in reviewing proposals.
- Compared notes with Partnership staff and volunteers and worked with Jim Norton to develop a recommended consultant.
- Plan to contract with consulting firm, once approved by Town Manager, by end of January 2010.

Council Goal # II Champion Downtown	Priority: C Complete and Implement Streetscape Master Plan	Goalkeeper: Lance Norris	Date of Summary: January 15, 2010
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- September-October, 2009 solicited right-of-entry forms from adjacent property owners for survey of right-of-way lines
- Survey of boundary and existing conditions completed November 2009. Photos of project area provided to consultant.
- Right-of-way platted. Completed base map provided to consultant December 2009
- Awaiting an updated design schedule and preliminary plan from consultant.

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Council Goal # II Champion Downtown	Priority: D Evaluate and Implement New Lighting Standards Downtown	Goalkeeper: Lance Norris	Date of Summary: January 15, 2010
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- Consultant Report on Downtown Streetscape including lighting upgrades was presented to the Town Council
- Council approved the downtown lighting upgrades as recommended by the Town staff. The upgrades includes LED Pilot program and other upgrades such as Metal Halide lights
- Town staff met with Duke Energy and developed a plan for upgrades with a time frame
- LED program on East Franklin Street between Columbia Street and Henderson Street was implemented in early 2009 as pilot project and we are currently working with the Duke Energy to extend the pilot program for one more year
- Upgrades to the pedestrian level and other lights including Metal halide on Franklin St and Columbia St in the streetscape portion of the downtown were completed in November, 2010.

Council Goal # III Continue Focus on Land Use, Transit, and Development	Priority: A Continue Improvement of Development Review process	Goalkeeper: Bassett/Stancil	Date of Summary: January 15, 2010
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- Worked with Mary Jane Nirdlinger and other Task Force Members in conjunction with Technology Consultant to draft RFP.
- Participated in Pre-proposal conference on December 7, 2009.
- Seven proposals submitted 1/15/2010
- Council approved Project budget January 25, 2010

<http://rhjassociates.com/chapelhilldrprfp/Chapel%20Hill%20Development%20Review%20and%20Permitting%20RFP.pdf>

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Council Goal # III Continue Focus on Land Use, Transit, and Development	Priority: B1 Revised Tree Ordinance for Council Consideration	Goalkeeper: Culpepper/Norris	Date of Summary: January 15, 2010
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- Public Information Session held on October 26, 2009 to review draft language and receive input
- Staff provided summary of input and responses to Planning Board on key issues on January 5, 2010
- Second public information session scheduled for January 19, 2010 to review revised ordinance language
- Planning Board reviews further revisions based on public input and makes recommendation to the Council
- Public Hearing scheduled for February 22, 2010

Council Goal # III Continue Focus on Land Use, Transit, and Development	Priority: B2 Inclusionary Zoning Ordinance	Goalkeeper: JB Culpepper	Date of Summary: January 15, 2010
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- Contracted with consultant to develop draft ordinance
- Task Force completed its work in September, 2009
- Draft Ordinance presented to the Council on September 28, 2009
- Council adopted process for public review on October 28, 2009
- Public Information meeting held on December 2, 2009

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- Planning Board review scheduled to begin on January 19, 2010
- Second Public Information Meeting scheduled for February 2, 2010
- Public Hearing scheduled for March 15, 2010

Council Goal # III Continue Focus on Land Use, Transit, and Development	Priority: B3 Historic Preservation Legislation	Goalkeeper: JB Culpepper	Date of Summary: January 15, 2010
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- Continued to work with the Historic District Commission to develop a text amendment that would establish a waiting period of forty-eight (48) months after a historic structure is demolished during which the Town could not accept development applications associated with the property on which the demolished historic structure was located.
- October 8, 2009, the Historic District Commission requested that staff create a historic structure inventory to which the proposed regulations would apply.
- January 8, 2010, staff submitted to the Historic District Commission a draft historic structure inventory of structures identified in the following sources:
 - Lists, maps, and supporting documents for the Town's local Historic and National Register Districts.
 - Little, M. Ruth. Town and Gown Architecture of Chapel Hill, North Carolina, 1795-1975. Chapel Hill, NC: UNC Press, 2006.
 - Historic Sites Survey. Conducted in 1992 by Mary Beth Gatza on behalf of the Town of Chapel Hill.
- January 11, 2010, the Council scheduled a tentative public hearing for May 17, 2010.
- January 14, 2010, the Historic District Commission established a public information process for the continued development of the proposed text amendment and draft historic structure inventory.

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Council Goal # III Continue Focus on Land Use Transit and Development	Priority: B4 New Ordinance for Transit and Energy – Report on Energy Bonuses	Goalkeeper: John Richardson	Date of Summary: January 15, 2010
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- The Staff Committee on development incentives explored other community programs and identified a list of existing and candidate incentives. It was determined that a number of impending activities could enhance the final recommendation of the Committee.
- Based on the findings above, the Committee formulated the following recommendation for a process which integrates development incentives planning with other ongoing and highly related activities. These activities include:
 - The development of incentive-related questions for the Economic Development Office's survey entitled, *Barriers to Small Business Development in Chapel Hill*.
 - The study of a more robust expedited review process in the context of a web-based system.
 - Greater understanding of the Land Use Management Ordinance updates which may explore new elements such as energy and greenhouse gas emissions standards.
 - Greater understanding of the incentives associated with the Inclusionary Zoning Ordinance.
- This process was sent to the Council via the Manager.
- The Committee continues to monitor the activities above and will develop a more robust recommendation based on the outcome of the aforementioned activities.

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Council Goal # III Continue Focus on Land Use, Transit, and Development	Priority: B5 Stormwater Management Program Master Plan	Goalkeeper: Sue Burke	Date of Summary: January 15, 2010
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- Draft prioritization procedures developed for CIP and drainage assistance. Provided to the Stormwater Advisory Board in June 2009 for its review and comments.
- Stormwater Advisory Board has provided some initial comments. Staff will work with prioritization procedures on trial sites to determine sensitivity.
- Staff is reviewing criteria used for prioritization.

Council Goal # III Continue Focus on Land Use, Transit, and Development	Priority: B6 Updates and amendments to Comprehensive Plan – Rogers Road Report	Goalkeeper: JB Culpepper	Date of Summary: January 15, 2010
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- Task Force endorsed a final report in February, 2009.
- March 2009 – November 2009: The Council received the Task Force report and referred the document to advisory boards and local government agencies. It was also a topic of discussion at the March 26, 2009 Assembly of Governments meeting.
- Public Hearing on draft Rogers Road Small Area Plan held on November 16, 2009.
- Draft Plan to return to the Council in March for possible action. Implementation Plan to be updated at that time.
- Joint Public Hearing with the County tentatively scheduled for April.

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Council Goal # III Continue Focus on Land Use, Transit and Development	Priority: B7 Complete long range Transit Plan and build consensus among partners about the future growth	Goalkeeper: Steve Spade	Date of Summary: January 15, 2010
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- Finalized the Long range Transit Plan
- Received agreement from the Policy Committee (Chapel Hill, Carrboro and UNC) to submit the LRTP to policy bodies for review.
- Made formal presentations to Town Council and Board of Aldermen
- Held seven public information sessions on the LRTP between Oct 20 and January 12, 2010.
- Town Council Public Forum on the Long Range transit plan is scheduled for February 15, 2010

Council Goal # III Continue Focus on Land Use, Transit, and Development	Priority: C Support the Sustainable Community Visioning Task Force	Goalkeeper: JB Culpepper	Date of Summary: January 15, 2010
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- First meeting of Task Force held on May 27, 2009.
- Community Listening Sessions held in June, 2009.
- On August 25, 2009, the Task Force recommended the appointment of six new members.
- Following a review of background material, the task force has been working with a Facilitator to develop a group vision and work plan.

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- Update provided to the Council on November 24, 2009.
- Task Force expected to endorse guiding principles in January, 2010.
- Next Report to Council scheduled for May, 2010.

Council Goal # III Continue Focus on Land Use Transit and Development	Priority: D Enhance Sustainability Efforts – Sustainable Operations & Services Team Work Plan	Goalkeeper: John Richardson	Date of Summary: January 15, 2010
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- The Sustainable Operations and Services (SOS) Team has developed and received Managerial approval on its 2010 Work Plan. This Plan addresses the areas of Communication, Employee Advocacy, Health & Safety, Energy & Water, Waste, and Purchasing. Sixteen tasks are found within the plan, each of which is classified as an *exploration*, *pilot* or *action* project. Exploration projects are intended to generate assessments which can lead to greater implementation as pilot or full-scale projects in future years. Pilot projects are designed to explore the success and possible full-scale implementation of a particular concept. Action projects are those which the committee intends to implement immediately across all relevant departments and divisions.
- The SOS Team has identified subcommittees for each of the aforementioned focus areas. These subcommittees are in charge of implementing the projects within each focus area and providing monthly and quarterly progress reports to the full committee.
- The SOS Team subcommittees have identified team leaders and are finalizing staff assignments, milestones, reporting deadlines and Team-wide performance expectations that will all be included in an implementation plan (complement to the Work Plan) for the Manager's review in February.

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Council Goal # III Continue Focus on Land Use Transit and Development	Priority: D Enhance Sustainability Efforts – Greenhouse Gas Emissions Inventory 2005-2008	Goalkeeper: John Richardson	Date of Summary: January 15, 2010
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- The Sustainability Office acquired graduate assistant, Brian Callaway, for a one-year internship to assist with the development of the Town's inventory project (fall 2009 – spring 2010). Brian Callaway's position is funded through the UNC-Chapel Hill Institute for the Environment and serves as a symbol of the Institute's continued commitment to the Town's greenhouse gas emissions reduction program.
- The Staff has completed the 2005-2008 municipal emissions inventories.
- The Staff has developed a draft presentation and short report for the Council's consideration in the spring.
- The 2009 municipal emissions inventory is currently underway.
- Preliminary planning is also underway for a community-wide emissions inventory.

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Council Goal # IV Maintain & Improve Community Facilities and Services	Priority: A Bid and begin the Library expansion project as soon as economically feasible	Goalkeeper: Kathleen Thompson	Date of Summary: January 15, 2010
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- Summer 2009: Staff reviewed draft construction drawings.
- Fall 2009: Architects completed 60% detailed construction drawings.
- Fall 2009: Consultants delivered a draft construction schedule, including tasks required to meet the schedule.
- Fall 2009: Plan introduced to store 20% of the library collection at the Town Operations Center during construction.
- January 2010: Manager recommendation to begin project under consideration by Council
- Ongoing: Staff continuing review of options and sites for transition library services during construction.

Council Goal # IV Maintain & Improve Community Facilities and Services	Priority: B Enhance focus on safety for employees	Goalkeeper: Valerie Meicher	Date of Summary: January 15, 2010
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- Developed curriculum for new Hazard Awareness training based on Town accident and injury experience and OSHA requirement.
- Training piloted in November 2009 with Human Resource Development Department.
- Hazard Communication training added to New Employee Orientation in December 2009.
- Training for all employees initiated in December 2009 and all departments are scheduled.

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Council Goal # IV Maintain & Improve Community Facilities and Services	Priority: C1a GIS Website	Goalkeeper: Chase Barnard	Date of Summary: January 15, 2010
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- Launched Public GIS Web Portal
- Launched GIS Map and Data Download Page
- Launched Interactive Leaf Collection Map
- Launched Interactive Adverse Weather Map

Council Goal # IV Maintain & Improve Community Facilities and Services	Priority: C1b Technology – Improve downtown wireless	Goalkeeper: Bob Avery	Date of Summary: January 15, 2010
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- June 2009 – Replaced hotspot antenna with improved version supporting increased signal range
- September 2009 – Upgraded hotspots with units that have higher power and are more reliable
- December 2009 – Upgraded hotspot Internet modems with Clearwire WiMax units that support 4x higher bandwidth
- Town hotspots support five sites in the downtown area as well as Hargraves Community Center, S. Estes Community Center. Airport Gardens Housing Neighborhood and S. Estes Housing Neighborhood.

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Council Goal # IV Maintain & Improve Community Facilities and Services	Priority: C1c Complete Priority Projects: Technology/Upgraded Signal System with Municipal Fiber Optic	Goalkeeper: Kumar Neppalli	Date of Summary: January 15, 2010
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- Funding was secured from the State TIP Program
- Working with NCDOT, project was accelerated using stimulus funds (ARRA Funds)
- State advertised bids in August/September, 2009
- State awarded the contract in October 2009
- Committed Town signal staff resources to work with the Contractor and NCDOT to complete the construction prior to 7/31/2012
- Monthly construction progress meetings, working issues with NCDOT and Contractor, and informing Town Management with periodic updates of the project status are the tools that will be used to complete the project before 7/31/2012
- First monthly construction meeting was held on January 9, 2010. Contractor is mobilizing equipment and staffing resources to Chapel Hill.

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Council Goal # IV Steward Organizational Cultural Change	Priority: C1d Website Project	Goalkeeper: Sabrina Oliver	Date of Summary: January 15, 2010
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→ While the new website launched in June 2009, we continue to work on updating and reformatting web content on the site. The web stewards require frequent training and assistance in order to use the web publishing tools required to keep their department web pages fresh and interesting. Recent new features added to the website include Report a Problem, Council Goals Report Card, Communications Online Survey, Adverse Weather Map, Leaf Collection Map and numerous improvements to the Planning site.

Council Goal # IV Steward Organizational Cultural Change	Priority: C1e Paperless Agenda	Goalkeeper: Sabrina Oliver	Date of Summary: January 15, 2010
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→ Toward the development of a Paperless Agenda, we continue to work toward perfecting the process and will turn over hosting of the site to an independent vendor. The new host will offer dependable and immediate support to staff. We are working to create the product we need.

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Council Goal # IV Maintain & Improve Community Facilities & Services	Priority: C2 Complete Priority Projects	Goalkeeper: Jeffrey York	Date of Summary: January 15, 2010
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- Community Center Wall project completed in late September. Ceremony to dedicate wall to be held January 28, 2010
- Greenway Prototype Art Project on schedule for May completion. Artist to present design ideas to Council January 11, 2010. Once approved construction documents will be completed, the work fabricated and installed. Through grant funds, a separate contract for four completed benches to be signed by January 15, 2010 and also to be completed in May.
- Ram Development has expressed interest in reactivating the Lot V, Art Area I Project. An early February conference call to be held with the artist, Ram, and the Public Art Review Committee to determine next steps in completing the project.
- The Library Art Project remains on hold
- The Superstreet Artwork Design Project begins January 11th with a meeting between the artist and the Public Art Review Committee to familiarize the Committee with the artist work and working methodology, and to discuss details of the site and NCDOT requirements. The project will move forward from there. Design plans to be submitted in March.
- Ten pieces of sculpture have been installed around Town (parks, community centers, library, CH museum, Peace & Justice Plaza, senior center) and at Southern Village Green (sponsored by Southern Village).

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Council Goal # Goal IV Maintain & Improve Community Facilities and Services	Priority: D and D1 Focus on ways to improve maintenance of current facilities	Goalkeeper: Butch Kisiah	Date of Summary: January 15, 2010
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- Initiate “Town within a Park” theme: The “Town within a Park” theme is a means to connect all of the landscape maintenance initiatives across Chapel Hill and give staff and the public a visual clue as to the level of quality we would like to see in our landscaping efforts. This creates a partnership with the people in Chapel Hill to provide the community a well maintained, pleasurable and inviting landscape.
- Realign people and resources for efficiency and effectiveness: Over the past year we have incorporated the Landscape Division into the Parks and Recreation Department and adjusted how we are providing landscape services. We have moved from a division of resources based on like facilities, to one based on geographic location. In this way staff spends more time doing landscaping work and less time traveling from location to location all across town. We have conducted an extensive study of position classifications and job descriptions to allow for greater flexibility in utilizing our workforce, provide more opportunity for staff to be creative and empowered in how they complete tasks using their skills and abilities. This has also allowed management and staff to gain a better understanding of the work to be done.
- Provide specialized landscaping training: A greater emphasis on training for staff has been created as we have realigned people and resources to provide more emphasis on horticultural work rather than concentrating on mainly turf grass related issues. We have developed a schedule of training opportunities provided both in-house and with outside instruction.
- Create dedicated crew for cemeteries: This crew has been established and a remarkable improvement in the condition and care of the four cemeteries in Chapel Hill is a direct result. The Cemeteries Advisory Committee is very pleased with the improvements made, especially at the Old Chapel hill Cemetery and the Chapel Hill Memorial Cemetery. Improvements in turf conditions, better trimming and pruning techniques and a greater emphasis on overall cemetery beautification have led to numerous positive comments by the public and a sense of ownership by staff. A list of “winter-time improvement projects”

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has been developed including extensive tree work and removal of overgrowth material, pathway rehabilitation and restoration projects to historic structures in the Old Cemetery

- Create dedicated crew for athletic field maintenance: The athletic field crew has been established and the result is an almost immediate improvement in the condition and playability of the Town's athletic fields. The crew is responsible for all aspects of athletic field maintenance and preparation inside the fenced area of the fields. Mowing, and associated turf maintenance, lining, dragging of infields, rehabilitation of batters boxes and pitching mounds and maintenance of irrigation and drainage infrastructures are among this crew's various responsibilities. The crew has also worked to solve erosion problems and coordinates activities with the Athletic Division to reposition equipment such as soccer goals when high impact areas begin to show signs of compaction and degradation. Upcoming improvements include extensive grading work at Cedar Falls and Homestead fields to correct drainage issues and a pilot program to over seed homestead soccer fields with annual ryegrass to allow for greater protection of the Bermuda Grass during early season play.

Council Goal # Goal IV. Maintain & Improve Community Facilities and Services	Priority: D2 Parks and recreation facilities	Goalkeeper: Butch Kisiah	Date of Summary: January 15, 2010
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- Present parks/greenways assessment to Council: The Town Council received the report in June with a follow-up presentation and discussion in November. Council passed a resolution at its November 23, 2009 Business Meeting that contained the following:
- Authorize the Manager to provide a proposal in the FY 10-11 budget that would develop a comprehensive master plan. We estimate that such a comprehensive master plan could cost about \$140,000.
 - Authorize the development of a financial plan for parks and recreation capital development, based on the proposed update of the comprehensive master plan.
 - Increase the amount of funding in the parks and recreation maintenance operating budget for items such as contract mowing and repair work in the 2010 – 2011 fiscal year operating budget. We can bring specific recommendations to the Council during next year's budget deliberations. Our preliminary estimate is that an increase in maintenance funding to meet our proposed objectives could be about \$150,000 to \$170,000.
 - Increase the Small Parks section of the Capital Improvement Program to address small capital renovation projects within the parks and trails system. We will make specific recommendations to the Council during the 2010-11 CIP

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process. We believe an appropriate level of funding could be about \$100,000 annually (current year's funding is \$60,000).

- Begin Needs Assessment for parks and recreation facilities that includes Long Term Capital Investment Plan and Land Bank: Using the parks/greenways assessment as the basis for additional study, the proposed comprehensive masterplan will determine the needs and provide the information needed to develop a long term capital investment plan and identify possibilities for land banking potential park, greenway and open space areas.
- Complete maintenance management plans for each park and greenway: After receiving training on organization and development of maintenance management plans, staff has prepared plans for each greenway and park in the Town's park system. This is a real milestone as for the first time we have developed a detailed plan dedicated to organizing our maintenance efforts. These plans will not only guide staff in the day to day maintenance of these facilities, they will provide a baseline for establishing funding requests for maintenance and upkeep of these valuable resources.
- Begin staff planning for recreation program facility: Staff is working with the Town's space needs work group to identify potential existing buildings and/or building sites that will meet the programming needs of the department, specifically cultural arts programming needs, along with administrative space needs. We continue to refine the list of office, storage, activity and performance spaces.

Council Goal IV Maintain & Improve Community Facilities and Services	Priority: E Begin planning for new public safety administrative and training facilities	Goalkeeper: Brian Curran	Date of Summary: January 15, 2010
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- Staff from several departments have met regularly in recent months to assess space needs and consider potential site opportunities and building configurations.
- Several possible building plans have been developed that would provide additional Police Department space as well as create space for Fire administrative offices and a new Emergency Operations Center.

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Council Goal IV Maintain & Improve Community Facilities and Services	Priority: F Evaluate and define community expectations of policing in Chapel Hill and develop staff leaders that can achieve those expectations.	Goalkeeper: Brian Curran	Date of Summary: January 15, 2010
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- CHPD leaders are working with community facilitators to hold a series of “Town Hall” style meetings during which residents, business leaders, and UNC officials will be encouraged to share thoughts and perceptions about policing services in Chapel Hill.
- A similar series of meetings will be held with affiliated agencies like the District Attorney, other Orange County law enforcement agencies, Court system, probation/parole, etc. to get feedback on the Department’s performance.
- Promotional processes completed and leadership team is in place. Leadership training is underway for all supervisors.
- Process will start this spring to develop an updated strategic plan for the Department. Information gleaned from the public Town Hall meetings will be incorporated into this process.
- The vacant Crime Analyst position has been filled. Department will use this position to benchmark efforts; deploy resources based on data, and plan for future resource needs. Process to fill the Police Attorney position is nearly complete.
- Department has received a grant with which additional in-car cameras will be purchased. A web-based software that will allow citizens to map crime in their area and access current crime statistics will also be purchased with the grant funds in the coming months.

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Council Goal # V Improve Town Fiscal Condition	Priority: A Develop a Recommended Budget based on a lowered tax rate calculated as revenue neutral, generating the same property tax revenue as 2008-09 from a higher tax base	Goalkeeper: Roger Stancil	Date of Summary: January 15, 2010
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→ Manager recommended and Council adopted 2009-10 Budget with lowered tax rate calculated as revenue neutral, generating the same property tax revenue as 2008-09 from a higher tax base

Council Goal # V Improve Town Fiscal Condition	Priority: B Enhance the non-residential tax base following the elements of the Economic Development Strategy (Develop a Retail Market Analysis)	Goalkeeper: Dwight Bassett	Date of Summary: January 15, 2010
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→ Acquired data from Nielsen-Claritas.

→ Analyzed data in preparation of Public Presentation in June 2009.

→ Public Presentation (June 2009) and listed [PowerPoint presentation on web site](#).

→ Complete.

Council Goals 2009

Council Goal # V Improve Town's Fiscal Condition	Priority: C1 Consider all aspects of changes in Workers' Compensation rules.	Goalkeeper: Ken Pennoyer Valerie Meicher	Date of Summary: January 15, 2010
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- Workers' Compensation Accident Pay ordinance repealed June 2009.
- Developed employee communication fact sheets and talking point information for managers and distributed in summer 2009 to ensure employees understood WC changes.
- Revised Workers' Compensation Policy under review. Supplemental salary calculation tool developed.
- Worker's Compensation Accident and Injury procedure supervisory training developed and initiated in December 2009.

Council Goal # V Improve Town's Fiscal Condition	Priority: C2 Council approve Retirement Health Savings Plan	Goalkeeper: Ken Pennoyer Valerie Meicher	Date of Summary: January 15, 2010
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- Council presentation of Retirement Health Savings Plan May 2009.
- Council passed Retirement Health Savings Plan Resolution and Ordinance October 28, 2009.
- Plan design completed and documents signed to implement plan December 2009.
- Implementation strategies under development.

Council Goals 2009

Council Goal # V Improve Town's Fiscal Condition	Priority: C3 Refresh actuarial study	Goalkeeper: Ken Pennoyer Valerie Meicher	Date of Summary: January 15, 2010
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→ Completed actuarial Study and incorporated results into CAFR (1st year OPEB Liability reported)

Council Goal # V Improve Town's Fiscal Condition	Priority: C4 Additional recommendations to council on Healthcare	Goalkeeper: Ken Pennoyer Valerie Meicher	Date of Summary: January 15, 2010
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- Worked with consultant to prepare information for Healthcare Task Force and for budget preparation
- Healthcare Task Force continues to meet with Manager

Council Goal # V Improve Towns Fiscal Condition	Priority: D Develop and Implement a Debt Management Plan	Goalkeeper: Ken Pennoyer	Date of Summary: January 15, 2010
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- Analyzed Towns debt and financial benchmarks, historical financial ratios and revenue outlook to establish debt affordability as the basis of a long range debt management plan
- Contracted with Davenport (FA) to perform affordability analysis for building purchase
- Refunded outstanding 1998 and 2000 GO bonds achieving 10% savings and increasing future debt capacity
- Provided information to bond rating agencies resulting in reaffirming triple A ratings from Moody's and S&P
- Currently working on formalized debt policies for FY2010-11 budget process

Council Goals 2009

Council Goal # VI Plan Ahead for Carolina North	Priority: A Complete and Present Transportation Impact Analysis	Goalkeeper: Kumar Neppalli	Date of Summary: January 15, 2010
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- In May, 2009, successfully completed the first TIA on Carolina North and presented to the Council
- In August, 2010, successfully signed an agreement with VHB, Consultant to prepare the TIA Update with new counts and data collected in September/October of 2009. Significant staff time is allocated to manage and coordinate the project with the Consultant.
- A Team of staff members from the Town and University periodically reviewed the progress and draft TIA reports submitted by the Consultant
- A Public Information Meeting was conducted on December 10, 2009 on the draft final TIA report and received input
- The final TIA report was submitted on December 31, 2009 and the reports were published on the Town website:
<http://www.townofchapelhill.org/index.aspx?page=900>
- The report will be presented to the Town Council at their February 8, 2010 meeting

Council Goal # VI Plan Ahead for Carolina North	Priority: B Complete new Zone and Development Agreement	Goalkeeper: JB Culpepper	Date of Summary: January 15, 2010
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- Council approved zone and agreement June 2009

Council Goal # VI Plan Ahead for Carolina North	Priority: C Develop Implementing agreements	Goalkeeper: Senior Management Team	Date of Summary: January 15, 2010
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- Underway