

# Town of Chapel Hill



## Second Quarterly Report 2004-2005

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Submitted to the Town Council  
February 14, 2005

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# **SUMMARY**



**PART I: SUMMARY OF THE SECOND QUARTER REPORT  
FOR 2004-05  
(period ending December 31, 2004)**

The Town of Chapel Hill brings responsive and well-managed local government service to about 51,000 residents. The vision for our community is shaped by policies set by the Mayor and Town Council, and delivered by more than 650 employees who work to ensure that citizens live in a safe and sustainable community that is served by an open, effective and accountable government.

The Town provides services in areas that include fire and police protection, finance, planning, public works, inspections, engineering, transportation, library, parks and recreation, and housing. The following report summarizes the Town's activities and initiatives for the second quarter of the 2004-05 fiscal year.

**Fiscal Conditions**

*The Town is committed to enhancing its ability to provide services and manage its development through financial stability and fiscal planning.*

**Town awarded for budget preparation**

The Government Finance Officers Association (GFOA) announced in December that the 2004-05 budget report for the Town of Chapel Hill qualifies for a Distinguished Budget Presentation Award. Considered the highest form of recognition in governmental budgeting, it has been awarded six times previously to Chapel Hill.

Of the 541 municipal budgets from North Carolina for this fiscal period, only 22 cities submitted budgets for peer review. While Chapel Hill met the challenging standards for the Distinguished Budget Presentation Award, it also received the Certificate of Achievement for Excellence in Financial Reporting from GFOA in October of 2004. It was the 19<sup>th</sup> year the Town received this certificate. There are only 37 other entities in North Carolina, including city and county governments and school districts, that have received both awards in 2004.

**Council authorizes budget consultant**

In an effort to hold down the tax rate, the Council advertised in December 2004 for a management consultant. The aim is to analyze the Town's operations and budget and to suggest ways to keep an expected tax increase for 2005-06 to a minimum. The Town will require the consultant to work with a small committee of citizens and Town Council members in reviewing and making recommendations.

The consultant and the committee are scheduled to present their findings to the Council on April 11, about two and a half months before the Council is slated to approve a budget.

### Town completes audit of Police Department

On November 1, 2004, the Town completed an audit of its Police Department by the Department of Labor, and met all audit requirements with a minor exception – an adjustment of \$111 for an \$18 million payroll over a two-year period. The audit was described as a routine review by the Department of Labor, which began its inquiry in August.

## **University Relations**

*The Town endeavors to provide an environment where the Town of Chapel Hill, UNC, and the UNC Health Care System can collaborate to maximize mutual benefits.*

### Council agrees to discuss changes to OI-4 zoning

The Council reviewed a proposal to change the Office/Institutional-4 zoning district, as recommended by the Town Manager and Planning Board on October 18, 2004.

The Office/Institutional-4 zoning district was created in 2001 for construction of projects on large tracts of land on the university campus and related sites. Under current standards, the university can submit development plans to the Town Council, which then has 90 days to review and approve or deny those plans. Both the Town manager and Planning Board recommend that the university be required to submit a concept plan prior to a development plan application, that the Council's time to review perimeter transition areas be increased, and that a system of quarterly meetings with the university be established to discuss future developments.

The Council wanted the university's input before voting on any of the changes. On November 22, 2004, the Council decided to hold a public dialogue meeting this spring, inviting university officials and anyone with interest in this topic to engage in a discussion.

### Council funds improvements to Old Chapel Hill Cemetery

The Council allocated \$220,000 for various improvements to the Old Chapel Hill Cemetery, (circa 1776) located on the corner of Country Club and South Roads. Listed on the National Register of Historic Places, the earliest gravestone in the cemetery is that of a university student who died in 1798.

The funds will be used to repair iron fences around historic plots; install benches, lights along pathways, and directional signage; and plant large trees. A portion of funds will be used for restoring damaged grave markers in the cemetery, in sections that include areas where African American residents were buried dating back to the time of slavery.

The improvements stemmed from recommendations by a joint university and Town task force that formed in January 2004 to review specific needs for the cemetery, including historic preservation, pedestrian improvements, and archives and public information. The Historic District Commission will be asked to consider playing a role in the oversight of future cemetery improvements.

## **Regional Cooperation**

*The Town engages in effective regional cooperation that promotes sustainable growth patterns, recognizing that economic development, land use, transportation, environmental, natural area linkages, and other planning issues transcend the boundaries of Chapel Hill.*

### **Town helps organize roundtable discussion on homelessness**

Government officials, nonprofit leaders, clergy, social workers and others gathered on November 18, 2004, for a half-day forum to discuss the creation of a long-term plan to end homelessness in Orange County. In December 2004, when social service agencies and law enforcement officers did their last official count, there were 236 homeless people in Orange County.

The discussion comes at a time when many towns, cities and counties are beginning to engage in similar efforts. The U.S. Interagency Council on Homelessness launched a \$35 million initiative a year ago with the ambitious goal of stamping out chronic homelessness by 2013.

### **Fire Chief wins Goodmon Award**

Chapel Hill Fire Chief Dan Jones was named a winner of the 2004 Goodmon Award on December 13. Sponsored by Leadership Triangle, the award honors people and organizations who have exhibited regional leadership.

Jones shared the award with fire chiefs from Cary, Durham and Raleigh, as the award recognized their partnership to form and operate a regional Urban Search and Rescue Team, conduct Triangle-wide terrorism drills, and facilitate a successful grant for communications improvements.

## **Economy and Employment**

*The Town works to increase employment opportunities for residents and satisfy local demand for commercial and retail services.*

### **Town issues Request for Qualifications for Downtown Economic Development Initiative**

The Council continued its evaluation of whether to proceed with the proposal to convert Town-owned parking lots into mixed-use developments by approving the issuance of a request for qualifications from potential development teams.

The potential building program slated for existing Town parking lots would feature 62,000 square feet of retail space, 300 condominiums, 55,000 square feet of public space, and 1,200 parking garage spaces. In addition to the proposed mixed-use buildings and public space, the

project would include a 43,000-square-foot bus transfer center and a new second-story pedestrian bridge across Rosemary Street near the Columbia Street intersection.

The preliminary estimated cost of the total development is \$73 million according to a plan drafted by the Town's consultant. Potential public investment would include construction of underground parking spaces at Lot 5, development of a transit center at Lot 2, and construction of a parking garage at the present site of the RBC Centura Bank at Rosemary and Columbia Streets.

In addition to discussion at a series of Council meetings, public input was solicited at special public information meetings, held November 4 and 5, on the potential downtown projects. The Council called for further input from downtown neighborhoods, business interests, the Downtown Economic Development Commission, the Downtown Commission, the Chamber of Commerce, and the University of North Carolina. The meetings were held in advance of Council authorization in December 2004, to issue a request for qualifications to developers.

### **Housing**

*The Town aims to increase the availability of well-designed, affordable, safe and sanitary housing for all citizens of Chapel Hill.*

#### **Housing Department earns status as "high performer"**

The Chapel Hill Housing Department earned status as a 2004 "high performer" in December 2004, from the U.S. Department of Housing and Urban Development. With an overall score of 95, the Town achieved its superior score in an annual HUD assessment of U.S. public housing agencies.

HUD evaluates agencies through its Public Housing Assessment System, a method of measuring the effectiveness of agencies nationwide. There are four components to the assessment – physical inspections, financial submissions, management operation certifications, and resident satisfaction surveys.

### **Land Use and Development**

*The Town promotes orderly development and redevelopment to achieve appropriate and compatible use of land.*

#### **Council acts on report concerning proposed Carolina North campus**

The 22-member Horace Williams Citizens Committee submitted in October 2004 an analysis to the Council on UNC's draft proposal for the Carolina North campus. UNC leaders envision the Carolina North campus as a combination of research, office and retail space, housing and green space, to be built over many years on the nearly 1,000-acre property along Airport Road.



The committee compared the draft conceptual plan for the Carolina North development with community interests, goals and objectives. The committee's report stated that UNC's proposal lacks detail for adequate analysis.

The Council requested that the university respond to its January 2004 report and to the Council's letter of April 28, 2004. The Council already has initiated a Transportation Master Plan to evaluate Carolina North's potential impact on the community's transportation infrastructure. In October 2004, committee members voiced support for rezoning a portion of the Horace Williams tract. The Council agreed that its next steps were to consider equity and conservation issues in regard to the proposed development.

#### Planning Department receives 149 applications for development

The Planning Department received 149 applications for development permits in this quarter. Six amendments to the Land Use Management Ordinance are currently being prepared for Council consideration.

The downtown economic development proposal, administration of development regulations, and proposed changes to the Land Use Management Ordinance dominated Planning Department was among the work completed in the second quarter of the budget year.

#### Montclair Subdivision Application

The Council approved a preliminary plat application for the subdivision of 11.02 acres to the north of Culbreth Road into 13 lots for residential construction.

#### Chancellor's View Cluster Subdivision

The Council approved a preliminary plat application for the subdivision of 32.41 acres northwest of the intersection of Old Lystra Road and Zapata Lane. It is a 25-lot cluster development.

### **Environment**

*The Town strives to identify, protect and preserve open spaces and critical natural areas and enhance the community's air quality and water resources.*

#### Town celebrates Arbor Day

The Town celebrated Arbor Day on November 19, 2004, with the planting of 10 Eastern Red Cedar trees at the Old Chapel Hill Cemetery.

During the ceremony, the Town received its Tree City USA recognition and Growth Award for 2003 from the Urban Forestry Program of the N.C. Division of Forest Resources. Chapel Hill

Mayor Kevin Foy received the award and read the Arbor Day Proclamation, with participation from third-grade students from Glenwood Elementary School. This is the fifth year that Chapel Hill has received national recognition as a Tree City USA by the National Arbor Day Foundation.

#### Council to consider proposed revisions to the Town's Energy Conservation Ordinance

In November 2004, the Council scheduled a public forum on a proposal from the Committee on Sustainability, Energy and Environment that would require green building features to be incorporated in Town building projects.

The proposal includes a requirement to achieve the Leadership in Energy and Environmental Design (LEED) "silver" certification for construction of new Town facilities. Examples of criteria include reduction of light pollution, Stormwater management, provision of alternative transportation, water-efficient landscaping, renewable energy systems, use of low-emitting paints and other materials, and innovation in design.

#### Council approves a program for Stormwater fee assistance

Chapel Hill property owners received fee notices in August 2004 for a new Stormwater Management Program established to restore streams, reduce flooding and protect the environment.

In November 2004, the Council approved a program offering relief from Stormwater fees to persons covered by the Homestead Act, a program that reduces taxes and fees for Orange County residents with disposable incomes of \$18,800 or less. The Town estimates that more than 110 households will qualify for the exemption. A reserve of \$6,500 will cover the cost of individuals applying for assistance.

Responding to new federal and state mandates – as well as new local regulations – program activities are designed to restore streams, reduce flooding and protect the environment. These include maintaining streets and drainage systems, reducing soil erosion and sedimentation, planning and implementing watershed management, administering local and state regulations, mitigating flood damage, and responding to drainage assistance requests from citizens.

#### Seminars held on solar energy and sustainability

The Town of Chapel Hill's Million Solar Roofs Committee hosted three solar "meet-ups" in fall of 2004. The free and informal educational seminars focused on energy and sustainability topics. The committee is striving to implement 500 solar-powered home systems in Chapel Hill and surrounding areas as part of The Million Solar Roofs Initiative, a program established by President Bill Clinton in 1997. The goal of the project is to have 1 million solar-powered homes nationwide by the year 2010.

## **Transportation**

***The Town values the development of a balanced, multi-modal transportation system that will enhance mobility for all citizens, reduce automobile dependence, and preserve/enhance the character of Chapel Hill.***

### **2003 Chapel Hill Mobility Report Card**

A public forum was held on November 22, 2004, on the 2003 Mobility Report Card update conducted by L.S.A. Associates. The study represents a snapshot of mobility in Chapel Hill during the fall of 2003 and is a follow-up to the original Mobility Report Card conducted in 2001.

The town showed improvement in most areas with a 55 percent increase in transit ridership, a 25 percent increase in pedestrian activity, decreased vehicular travel time and a 14 percent increase in the total length of sidewalks. The report also showed a decline in bicycle riders of some 20 percent.

This and future updates are a means to monitor and evaluate progress toward townwide mobility goals. Survey elements include traffic counts along key arterials, bicycle and pedestrian counts at key locations, and transit passenger summaries.

### **N.C. 86/Airport Road Pedestrian and Bicycle Safety Study**

A study of pedestrian and bicycle safety along the Airport Road corridor was completed by the University of North Carolina Highway Safety Research Center and funded with a grant through the Chapel Hill Active Living by Design program. A public forum was held on November 22, 2004, to receive comments on the study.

The report notes that traffic volumes and speeds within the corridor, coupled with the design of current bicycle and pedestrian facilities or lack of facilities, have created unsafe conditions for bicyclists and pedestrians.

### **Chapel Hill receives \$2M to refurbish buses**

U.S. Rep. David Price (NC-04) announced on December 9, 2004, the awarding of \$2 million in federal funding to help refurbish buses in Chapel Hill. Price made the announcement at the maintenance bay at Chapel Hill Transit.

Thirteen of the 83 buses from the fleet will be stripped and overhauled, eight of them with the funding Price secured. The rehabilitation will make them nearly like new – and more importantly, back on the road to handle ever-increasing ridership since the transit system went fare-free nearly three years ago. From 2001 to 2002, ridership jumped 42 percent, and 14 percent from 2002 to 2003.

The older buses in the Chapel Hill Transit fleet are Nova buses. With their steel frames and workmanship, they are considered some of the best-manufactured buses in the industry. These older models will be stripped to their frames and rebuilt, complete with new engines, passenger bays, wheelchair lifts, bicycle racks and other modern features.

New buses have a service life of 10 to 12 years and 500,000 miles, and refurbished buses have nearly equivalent lifetimes. However, the refurbished buses will cost only \$196,000, compared to the \$300,000 cost of new buses.

#### Sidewalk and Bicycle Facilities Construction Plan for 2004-05

The Council received public input in November 2004 on the development of a proposed Sidewalk and Bicycle Facilities Construction Plan. A sidewalks priority list is based on factors including the proximity to pedestrian generators (schools, parks, transit stops, shopping, downtown, UNC), length of the project, classification of the street (arterial, collector, local), and whether there are existing facilities for pedestrians. It has been the Council's practice to authorize sidewalk projects that are constructed by both contractors and Town crews, to achieve cost savings.

The proposed plan would use \$730,000 from the 2004 bond sale and about \$20,000 in Community Development program funds for new sidewalk and bicycle facilities projects. It also recommends applying for up to \$200,000 in direct allocation funds from the state for sidewalks and bicycle facilities. New sidewalks proposed include portions along Legion Road, Rosemary Street, Westminster Drive, Ransom Street, Prestwick Road, Cameron Avenue and Umstead Drive. Bicycle route are recommended along sections of Finley Golf Course Road, Cleland Drive and Burning Tree Drive.

### **Community Facilities and Services**

***The Town provides community facilities and services that meet the physical, social, and cultural needs of Chapel Hill's population.***

#### Halloween draws about 80,000 to Franklin Street

Although Halloween fell on a Sunday night in 2004, it still drew a large number of people to Franklin Street. The crowd peaked after midnight at approximately 80,000 people. The closed area had to be expanded on West Franklin Street to accommodate the crowd size.

Expenses totaled more than \$130,000 to hire police officers, as well as additional parking and cleaning crews. More than 300 officers were brought in from neighboring jurisdictions.

The streets were cleared of people at 2:30 a.m. and opened to traffic around 3:45 a.m. after being cleaned by Town crews. Town shuttle buses provided transportation from four park-and-ride lots. About 15,000 individual rides were provided.

#### Property crime increases, violent crime decreases

Crime rates in Chapel Hill reflect an overall increase of 3 percent. Property crime rose 4 percent and violent crime decreased 3 percent. Robbery decreased 43 percent, while aggravated assault (an assault that involves a weapon or results in serious injury) increased 32 percent, from 58 to 77.

Burglaries decreased 7 percent. The increase in property crime is due mainly to larcenies from vehicles (49 percent increase, from 283 to 422 in the six months). Vehicles parked in apartment parking lots and park-and-ride lots were being broken into.

Northside, as the rest of the Town, experienced a decrease in robberies and an increase in aggravated assaults. Property crime rose at a slightly lower rate than the entire town. Total crime in the Northside neighborhood increased by 13 percent.

#### Police respond to petition to prevent teenage drinking

In response to a citizen petition requesting Town support for reducing drug and alcohol violations by teenagers, the Police Department reported in December 2004 on several new protocols, including increasing the number and frequency of compliance checks at businesses licensed to sell alcohol.

Police also are conducting full criminal investigations of teen parties when evidence is available that might help identify persons who provided alcohol to teenagers. The Council directed Town staff to add to its list of legislative requests that state legislators consider funding for additional alcohol law enforcement officers. It also requested regular police reports, innovative approaches to address the issue, and additional public information.

#### Police report on downtown crime

Over the past three years, the number of crimes in downtown has decreased and the number of arrests has increased. The Police Department assigns eight foot patrol officers to the downtown area. One officer provides daytime coverage on weekdays between 9 a.m. and 6 p.m. Four of the eight officers provide nighttime coverage from 3:30 p.m. to 3:30 a.m., seven shifts per week. In addition to the eight-person downtown unit, the regular patrol platoons make every effort to assign at least one bike officer to downtown patrol as staffing levels permit.

#### Chapel Hill Library ranks first in state

The latest ranking of American libraries rates the Chapel Hill Library as first in the state and North Carolina as 36<sup>th</sup> in the nation.

The library received high marks for traditional library activities such as circulation, staffing, collection, reference service and funding levels. Hennen's American Public Libraries Rating (HAPLR) Index was released by the U.S. Department of Education and published in the October 2004 *American Libraries* magazine. In the five previous editions of the HAPLR Index, Chapel Hill Library received the highest score of any public library system in North Carolina.

### 32<sup>nd</sup> Annual Festifall held on Franklin Street

The Town sponsored the 32<sup>nd</sup> Annual Festifall Arts & Crafts Street Fair on Franklin Street in downtown Chapel Hill on October 3. Everything from live music and original arts and crafts to international foods and a Kids Zone were displayed. Several entertainment acts were presented on three separate stages with more than 75 arts and craft booths, several international food vendors, and an array of non-profit organizations.

### Council breaks ground on Town Operations Center

The Town held a groundbreaking ceremony on October 29, 2004, for the Town Operations Center, the largest capital project in Town government's history. The site is on Millhouse Road, north of Eubanks Road and between I-40 and the railroad.

The \$42.9 million facility will house the Public Works and Transportation departments, which are required to vacate their current, UNC-owned site along Airport Road by the end of 2006. The project will reflect the Council's key values of sustainability, environmental sensitivity and fiscal prudence.

The groundbreaking marked the first work to be completed on the site, which includes site clearing, preliminary grading and installation of sediment control measures and Stormwater controls. This first phase of work should be completed by next spring. Construction is expected to begin in early 2005.

The entire lot is 89 acres with the center complex occupying about 54 acres. Design work is under way by local architects Corley Redfoot Zack.

### Artist selected for the Aquatics Center at Homestead Park

The Council approved the Public Arts Commission's selection of Ray King to create a public art project in conjunction with the Homestead Park Aquatics Center.

An estimated \$55,130 would be set aside for the art project under the Town's Percent for Art Ordinance, which stipulates that 1 percent of the capital improvement plan be allocated for public art.

King proposes a project that would transform the floor of the aquatic center's main lobby into a luminous mosaic promenade by embedding thousands of light-responsive laminated glass elements into the floor. King's modern glass creations have been exhibited at the Museum of

Contemporary Crafts in New York, the Renwick Gallery of the Smithsonian Institution in Washington and the Hokkaido Museum of Modern Art in Sapporo, Japan.

#### Chapel Hill Fire Department receives DHS grant

The Fire Department received a \$311,000 grant in December 2004 from the 2004 Assistance to Firefighters Grant Program administered by the U.S. Department of Homeland Security. The grant will be used to improve radio technology.

While the Town works toward improving communications between fire and police responders, grants also are being solicited to upgrade systems across the Triangle. Cooperation among fire chiefs in Chapel Hill, Cary, Durham and Raleigh was noted this month with a Leadership Triangle Award. The chiefs were recognized in part for working together on communication grant applications.

### **Governance**

*The Town makes every effort to maximize citizen participation so that Town government is representative of and responsive to the population; and to serve and govern the population in an honest, efficient, and equitable manner.*

#### Council encourages rigorous discussion on street renaming proposal

The Council approved on December 6 a special committee's primary recommendation to change the name of Airport Road to Martin Luther King Jr. Blvd. and also have separate street signs underneath with the designation "Historic Airport Road."

The Town Council encouraged considerable public comment on the renaming proposal. Public forums were held in 2004 on April 19, May 24, and June 14. The Council voted to establish a special committee to consider the creation of memorials to the life and legacy of Dr. Martin Luther King Jr., including the renaming of Airport Road. The review process was assisted by Open Source Leadership Strategies Inc., a group of facilitators who met with committee members at meetings held November 4 and 5, and November 20. They issued a report and recommendations to the Council in December.

The Council received additional recommendations from the committee, including assisting individuals along Airport Road who will be impacted by the renaming. Other suggestions are to create a room at the Chapel Hill Public Library with a collection of materials honoring Martin Luther King Jr. and civil rights in Chapel Hill. The committee recommended supporting a museum exhibit about Airport Road and honoring Martin Luther King Jr. with information signs saying "Peace, Racial, and Economic Justice." It also suggested establishing a branch of the library in the African American community. The committee urged the community to address racial and power issues in Chapel Hill by creating a racial justice commission/task force.

### Employees Serving Citizens

William Letteri was selected as the Town's new Public Works director. Letteri has spent the past 11 years as chief of administration and facilities management in the public works department in Charlottesville, Va. A national search was conducted to fill the Public Works position, which was vacated in January by Bruce Heflin, now assistant Town manager.

Sabrina Oliver was welcomed as Chapel Hill's new Town Clerk. Oliver has spent the past 12 years as town clerk and zoning and subdivision coordinator for the Town of Elon, N.C. A regional search was conducted to fill the position, which was vacated in November by Joyce Smith, who retired after 23 years with the Town.





**DEPARTMENT  
DETAIL/GRAPHS**



**Second Quarter, 2004-2005**

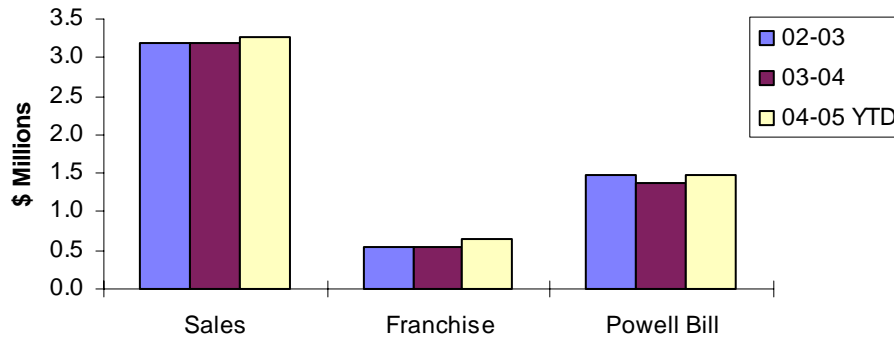
**General Revenue**

<b>GENERAL FUND REVENUES/EXPENDITURES</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change From Prior Year</b>
TOTAL REVENUES	40,532,512	41,155,495	41,483,757	21,123,644	25,390,493	9.8%
TOTAL EXPENDITURES	38,047,162	40,872,965	41,483,757	17,906,150	18,499,177	3.3%
EXPENDITURES AS a % OF BUDGET					44.6%	

<b>GENERAL FUND MAJOR REVENUES</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change From Prior Year</b>
<b>REVENUES</b>						
PROPERTY TAXES	21,070,055	21,649,413	22,613,525	15,041,326	16,900,378	12.4%
<b>STATE SHARED REVENUES</b>						
Sales Taxes	6,974,456	6,654,959	7,384,700	3,182,457	3,270,503	2.8%
Utility Franchise Tax	2,023,320	2,465,974	2,110,700	541,824	639,853	18.1%
Powell Bill	1,490,126	1,315,545	1,315,000	1,375,512	1,473,800	7.1%
State Fire Protection	849,764	849,764	850,000	424,882	424,882	0%
Beer and Wine Tax	221,998	217,615	205,000	--	--	--
TOTAL STATE SHARED REVENUES	11,259,974	11,259,974	11,865,400	5,968,457	5,809,038	(2.7%)

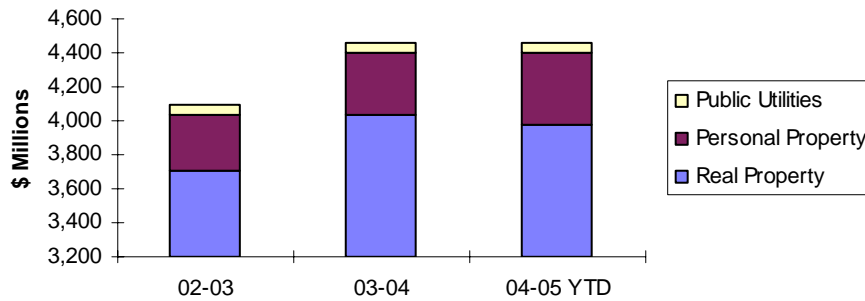
<b>TAX BASE</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
REAL PROPERTY	3,688,289,625	3,791,942,402	3,890,000,000	3,850,530,211	3,921,715,046	1.8%
PERSONAL PROPERTY	415,023,471	455,906,761	490,000,000	455,906,761	477,014,606	4.6%
PUBLIC UTILITIES	63,868,306	57,587,809	60,000,000	60,209,819	57,774,008	(4%)
TOTAL	4,167,181,402	4,305,436,972	4,440,000,000	4,366,646,791	4,456,503,660	2.0%

**Major State-Shared Revenues**



Sales tax revenues were about 2.3% more than last year for the second quarter. Second quarter franchise taxes increased by 18.1% while fuel tax (Powell Bill) amounts increased 7.1% from last year.

**Property Tax Base**



The tax base valuation based on billing through December 31, 2004, was \$4,456,503,660 or about .02% less than last year for the first quarter. This total includes eight months of motor vehicle tax billings and public utility valuations certified but not yet billed.

<b>REVENUES/EXPENDITURES</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change From Prior Year</b>
Revenues	143,359	144,886	137,300	92,040	38,138	-58%
Expenditures	951,902	1,254,949	1,005,912	566,782	498,871	-12%
Expenditures as % of Budget					50%	

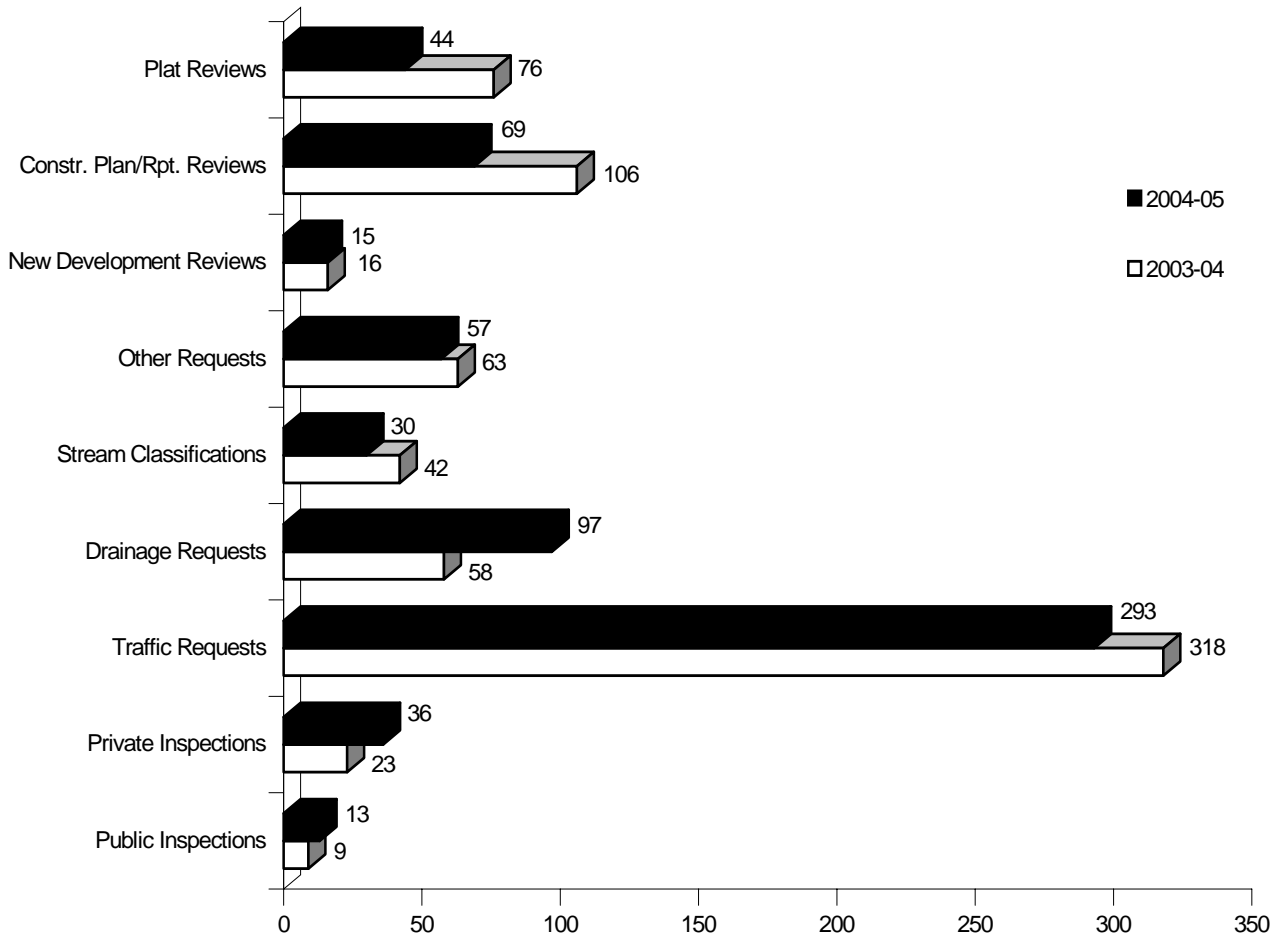
<b>ADDITIONAL DETAIL</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change From Prior Year</b>
Drainage Requests*	80	91	150	58	97	+67%
Traffic Requests	534	599	500	318	293	-8%
Other Requests	94	96	90	63	57	-10%
Plat Reviews	137	155	120	76	44	-42%
New Development Reviews	24	42	35	16	15	-6%
Constr. Plan/Rpt. Reviews	171	256	150	106	69	-35%
Steam Classifications	83	88	80	42	30	-28%
Private Projects Being Inspected	47	55	60	23	36	+56%
Public Projects Being Inspected	19	22	20	9	13	+44%
Cemetery Spaces Sold	134	137	120	73	53	-27%
Cemetery Spaces Staked	83	103	120	53	55	+4%
Cemetery Monuments Staked	72	71	60	33	17	-48%

\* Stormwater Management Utility Related Requests: 174

<b>SAFETY PERFORMANCE</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change From Prior Year</b>
Safety Training: # of staff hours of training (# of employees X training time)	8.0	-0-	N/A	-0-	-0-	-0-
Safety Inspections: # of hazards identified/ % of items mitigated	1/100%	0/0%	N/A	0/0%	0/0%	-0-

<b>OBJECTIVES</b>	<b>PROGRESS/STATUS</b>
To provide timely, consistent, thorough reviews and construction supervision of both public and private development projects.	Our review process assures consistency and a timely level of service in meeting review deadlines. We meet with engineers about review comments, and continue to improve interdepartmental communications and procedures. We maintain a high level of field supervision and direction during construction.
To administer a comprehensive Stormwater Management Program which addresses community stormwater quantity and quality issues.	We continue existing stormwater related services and preparation for compliance with Federal and State mandates. We investigate expanded program areas relating to water quality and control of stormwater runoff to the extent practicable. A local stormwater utility has been established and is in its first year of operation.
To manage, operate, and maintain a computerized traffic signal system in Chapel Hill and Carrboro.	We manage the system for maximum efficiency and effectiveness. We supplement and improve the system as necessary. We are continuing negotiations with the State regarding signal system upgrade. We are revising signal timings on major transportation corridors. Traffic Calming Policy and Procedures have been adopted by the Council and are being implemented.
To expand and improve in-house land surveying and engineering design services necessary for developing Town improvement projects.	We maximize use of Town engineering and surveying resources for design and development of Town projects.
To develop, coordinate, and manage a comprehensive Geographic Information System.	We continue to develop G.I.S. applications to improve Town information services and coordination with other local and State agencies. We continue coordination with State regarding new floodplain mapping. Aerial photography mapping services to update contour lines will be completed in Third Quarter.
Provide and upgrade safety equipment for all department operations as needed.	We continuously monitor needs and provide safety equipment as needed.
Upgrade equipment and implement department ergonomic adjustments as needed.	We continuously monitor needs and provide ergonomic equipment as needed.
Identify and mitigate potential and/or actual department safety risks.	On going review of work areas. Deficiencies corrected as identified.
Progress on Priority Projects named for the year.	Safety program improvements are on-going.
Explanation for uncorrected inspection items.	No items identified this quarter.

**Engineering Reviews, Assistance, Inspections, and Surveys**



Plans and reports involving all types of improvements, traffic engineering, and stormwater management relating to new development are reviewed. Formal requests for assistance which require a written or verbal response are indicated. Traffic-related requests remain at a high level, as traffic issues continue to be important to the community. Drainage-related request for assistance have increased significantly as a result of implementation of the Land Use Management Ordinance and the local Stormwater Management Utility. The Engineering Department inspects streets and related improvements for proper construction. Most of this work involves infrastructure supporting private development.

**Second Quarter, 2004-2005**

**Finance**

<b>REVENUES/EXPENDITURES</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
Expenditures	884,199	908,483	996,501	416,229	436,299	4.8%
Expenditures as % of Budget					43.8%	

<b>ADDITIONAL DETAIL</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
<b>ACCOUNTING &amp; BUDGETING</b>						
# Payroll checks and direct deposit vouchers written	28,369	29,086	---	14,839	15,342	3.4%
# Vendor checks written	11,657	10,331	---	5,076	4,775	(5.9%)
<b>PURCHASING</b>						
# Purchase Orders Issued	2,092	2,082	---	1,394	1,322	(5.2)%
# Contracts Processed	287	362	---	212	189	(10.8)%
\$ Formal Bids	---	1.2m	---	.33m	1.639m	397%
\$ Informal Bids	2.22m	1.73m	---	.97m	.43m	(55.7)%
\$ Architectural and Engineering Bids	.11m	3.35m	---	.02m	.007m	(65.0)%
\$ Construction Bids	.29m	1.66m	---	.80m	1.03m	28.8%
\$ Contracts received by Minority/Women Owned Enterprises	---	---	---	---	---	N/A
% Contracts received by Minority/Women Owned Enterprises	---	---	10%	---	---	N/A
<b>RISK MANAGEMENT</b>						
# Insurance Claims Processed	95	185	---	99	99	0%
\$ Claims Collected	38,023	56,180	---	29,076	12,287	(57.7)%
<b>SAFETY PERFORMANCE</b>						
Safety Training: # of staff hours of training (# of employees x training time)	---	---	---	---	---	N/A
Safety Inspections: # of hazards identified/ % of items mitigated	---	---	---	---	---	N/A

<b>OBJECTIVE</b>	<b>PROGRESS/STATUS</b>
<b>BUDGET AND ACCOUNTING</b>	
<p>Maintain accounting records in a manner that supports the operation of the Town and enables the Town to obtain an unqualified audit opinion on its annual financial statements. Renew the Certificate of Achievement for Excellence in Financial Reporting from the National Government Finance Officers Association.</p>	<p>Unqualified audit opinion obtained. Comprehensive financial report presented to Council in November 2004. Certificate of Excellence received for the Fiscal Year 2003 report for the 19<sup>th</sup> consecutive year. Fiscal Year 2004 Comprehensive Annual Financial Report to be submitted in January to GFOA for the Certificate of Excellence award..</p>
<p>Monitor the Town's investment program to assure maximum return on invested funds (considering safety and liquidity) and to assure that at least 98% of all funds are invested daily.</p>	<p>Funds monitored and properly invested. Interest rates on investments ranged from 1.25% in October to 1.97% at the end of December.</p>
<p>Provide financial, budgetary and accounting assistance in the coordination and implementation of bond projects and other debt financing requirements.</p>	<p>As authorized by Council, we sold \$4 million of General Obligation bonds, delivered on October 26, 2004 with an average interest rate of 4.015%.</p>
<p>Include information in annual budgets necessary to continue to receive the Distinguished Budget Presentation Award from Governmental Finance Officers Association.</p>	<p>Distinguished Budget Preparation Award received for the Fiscal Year 2004-05 budget.</p>
<b>PURCHASING AND RISK MANAGEMENT</b>	
<p>Maintain at least a 10% participation level for minority and women-owned businesses in formally bid Town construction projects.</p>	<p>There were no formally bid Town construction projects this quarter.</p>



**Second Quarter, 2004-2005**

**Fire**

<b>REVENUES/EXPENDITURES</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
Expenditures	4,990,815	5,348,840	5,575,478	2,092,024	2,825,400	+26%
Revenue from Inspections	3,845	5,495	3,000	2,830	7,919	+64%
Expenditures as % of Budget					51%	

<b>ADDITIONAL DETAIL</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
<b>ADMINISTRATION</b>						
# of injuries to citizens due to fire	0	1	0	0	2	+2
# of on-the-job injuries to employees	9	7	0	7	1	-6
# of deaths due to fire	0	1	0	1	0	-1
<b>LIFE SAFETY</b>						
# of primary inspections of commercial buildings	1,145	998	300	424	501	+77
# of secondary inspections of commercial buildings	366	254	420	110	142	+32
# of hazards/deficiencies cited in occupancies	2,215	3,103	1,100	1,471	806	-665
# of site/construction plans reviewed for Fire Code compliance	211	189	75	91	70	-21
# of fire occurrence investigations for cause and circumstances	19	17	50	6	5	-1
<b>EMERGENCY OPERATIONS</b>						
# of primary inspections of commercial buildings	163	329	600	88	85	-3
# of *secondary inspections of commercial buildings	79	46	600	2	40	+38
# of Public Education Contacts	352	484	300	204	192	-12
# of fire responses (emergency)	2,088	1,787	1,600	958	913	-45
# of **1st Responder emergency medical responses	984	1,066	1,200	555	522	-33
# of fire responses (non-emergency)	254	368	200	202	149	-53

\*The Fire Department initiated a policy change during last FY to manage inspection work load. Under the new policy only one follow-up inspection is made to correct non-life safety code violations. This policy has reduced the need for repeated non-productive re-inspections.

\*\*1st Responder is the program where Town fire personnel are dispatched along with a County ambulance to provide first aid to victims.

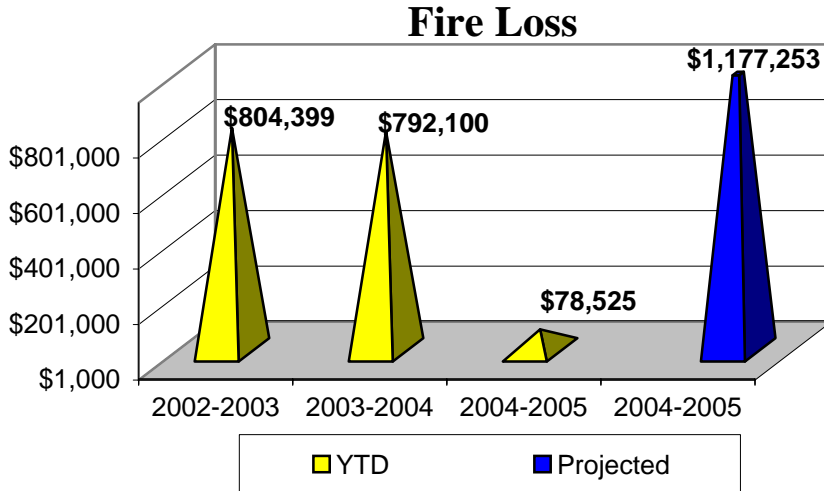
NOTE: Home inspection program has been altered. Home inspections are conducted when requested and not solicited door to door as before.

**Fire****Second Quarter, 2004-2005**

<b>ADDITIONAL DETAIL cont.</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
Average Fire Response Time**	3.3	3.3	5.0	3.3	4.2	+0.9
Average 1st Responder Response Time	3.2	3.3	5.0	3.2	3.4	+0.2
Average Time Spent on the scene of a 1st Responder Call (minutes)	11.3	10.8	20.0	21.4	25.0	+3.6
Type of Fire Loss:						
Commercial	1	4	11	2	1	-1
Institutional	1	1	6	0	1	+1
Multi-family residential	2	2	16	4	7	+3
Single-family residential	5	5	18	1	0	-1
Vehicle	n/a	n/a	n/a	n/a	12	n/a
Total fire loss	1,058,199	2,244,200	1,177,253	792,100	78,525	-713,575

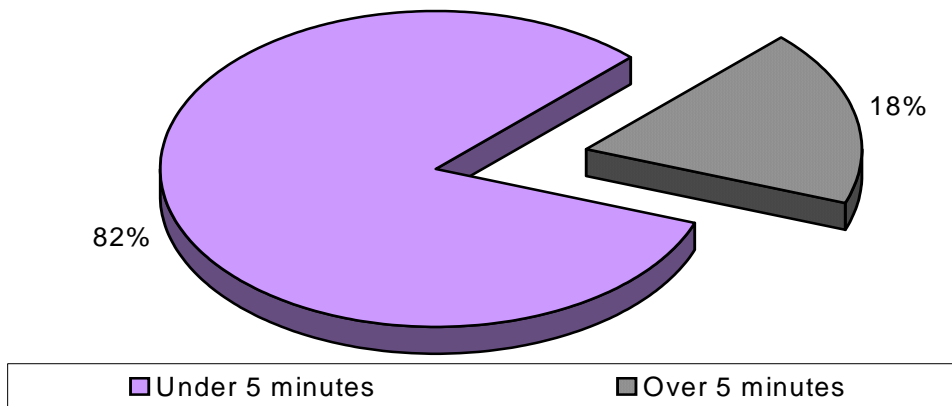
<b>OBJECTIVES</b>	<b>PROGRESS/STATUS</b>
To reduce property loss from fire to 25% lower than the average loss for the previous five years.	Fire damage for the first and second quarters was \$78,525. At this rate of loss, the anticipated year end loss would be 157,050 which would reflect lower than the 25% goal.
To maintain an average emergency response time of less than five minutes with no more than 10% of responses exceeding five minutes.	Average fire response time was 4.2 and average 1st responder response time was 3.4. Eight-two percent of the emergency fire calls were answered in less than 5 minutes from time of dispatch.
To improve fire safety in commercial buildings by the primary inspection of 900 occupancies during FY 96-97 and follow-up inspections estimated at 1,020.	The Life Safety and Emergency Operations Divisions this quarter conducted a total of 318 primary inspections and 101 secondary inspections.

\*\*Response time is the difference between the time the Fire Department acknowledges the dispatch from the communications center and the time fire personnel arrive on scene. The response time can also be viewed as the travel time for the call.



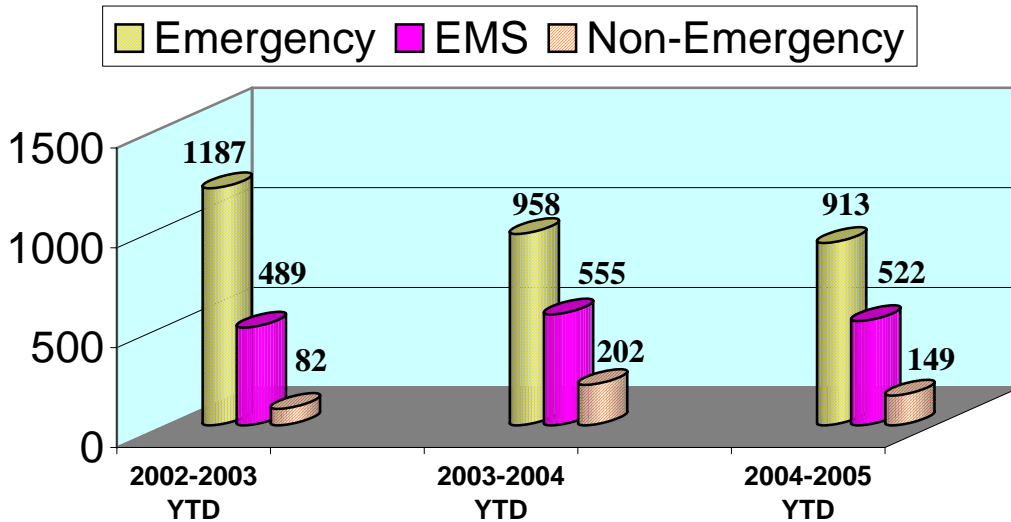
Property damage due to fires in the 1<sup>st</sup> and 2<sup>nd</sup> quarters totaled \$78,525. The estimated fire loss of \$1,177,253 reflects the average fire loss over the last five years. This trend is targeted by Fire Department staff for reduction through fire prevention, code enforcement and suppression activities.

### Fire and Emergency Response Time



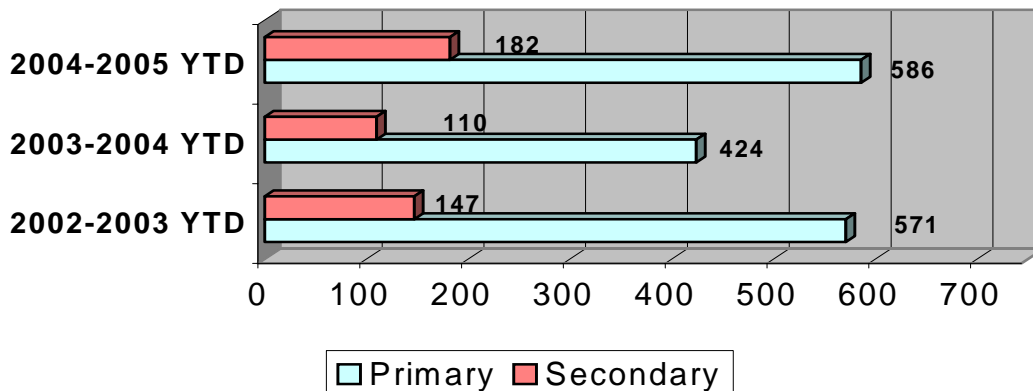
Approximately 82% of emergency fire calls received a response within 5 minutes of a dispatch from Orange County 911 Center. The objective is 90%. The 18% that received a response greater than 5 minutes reflects the possible impact from multiple calls occurring in the same fire district, requiring a response from fire personnel from a back-up station.

### Calls for Service



Fire personnel responded to 454 emergency fire-related calls and 86 non-emergency fire-related calls this quarter. In addition, fire apparatus responded to 275 first responder calls. The total number of calls where fire personnel have rendered assistance the second quarter is 815.

### Commercial Inspections



Inspection of commercial buildings consisted of 318 primary and 101 secondary visits by Life Safety and Emergency Operations Divisions during the 2<sup>nd</sup> quarter.

**Second Quarter, 2004-2005**

**Housing**

<b>REVENUES/EXPENDITURES</b>	<b>Actual 2002-03</b>	<b>Actual 2003-04</b>	<b>Budget 2004-05</b>	<b>YTD 2003-04</b>	<b>YTD 2004-05</b>	<b>Change from Prior Year</b>
Revenues: Operations	1,553,621	1,420,470	1,674,050	741,224	754,977	+2%
Expenditures: Operations	1,384,144	1,479,527	1,674,050	666,404	668,629	+1%
Expenditures as % of Budget					40%	

<b>ADDITIONAL DETAIL</b>	<b>Actual 2002-03</b>	<b>Actual 2003-04</b>	<b>Budget 2004-05</b>	<b>YTD 2003-04</b>	<b>YTD 2004-05</b>	<b>Change from Prior Year</b>
<b>EXPENDITURES</b> (Percent of each budget expended to date)						
Capital Fund Program for public housing renovations.	632,308	200,684	1,584,282	126,323	365,868	+189,628%
Note: Program Closed Out 12/31/03 Drug Elimination Grant	11,318	3,100	0	3,100	0	-100%
<b>HOUSING SERVICES</b>						
# of Vacant Apartments Prepared for Occupancy	53	57	50	21	12	-42%
# of Units Refurbished	38	40	38	19	17	-11 %
# of Work Orders Completed this quarter: 744	3,260	3,210	3,300	1,411	1,439	+2%
Preventive Maintenance Inspections	1,344	1,344	1,344	188	672	+258%
Safety and Emergency Repairs	2,353	2,403	2,000	1,175	683	-41%
# of Families on Public Housing Waiting List	237	259	250	185	215	+14%
Percent of Rent Collected On Time	95%	96%	95%	81%	82%	+1%
Units Occupied	317	310	NA	321	310	-3%
Units Under Renovation	15	0	30	0	20	100%
Units Vacant *	66	71	50	12	4	-67%

\* The number of vacant apartments includes 2 apartments that are being used as Community space.

**Housing****Second Quarter, 2004-2005**

<b>SAFETY PERFORMANCE</b>	<b>Actual 2002-03</b>	<b>Actual 2003-04</b>	<b>Budget 2004-05</b>	<b>YTD 2003-04</b>	<b>YTD 2004-05</b>	<b>Change from Prior Year</b>
Safety Training: <ul style="list-style-type: none"> <li>• # of staff hours of training</li> <li>• # of employees X training time</li> <li>• # of safety committee meetings</li> </ul>	3 (15)	3 (15)	N/A	1 (15)	0	0
Safety Inspections: <ul style="list-style-type: none"> <li>• # of inspections</li> <li>• # of hazards identified/</li> <li>• % of items mitigated</li> </ul>	0	0	N/A	0	0	0
Time lost due to work-related injury or illness	0	0	N/A	5	0	0

<b>OBJECTIVES</b>	<b>PROGRESS/STATUS</b>
To Recertify Eligibility for Public Housing Tenancy every Twelve Months	There were 27 interim adjustments and 45 Annual recertifications effective this quarter. There were 305 rent changes effective December 1 due to the Annual Utilities Allowance update.
To complete refurbishing work in 38 public housing apartments	Refurbishing work was completed in 17 public housing apartments.
To begin renovation work at the Airport Gardens public housing neighborhood	The first phase of the renovation work began in August 2004 and is expected to be completed in the spring of 2005.
To provide resources and training opportunities through the ACHIEVE! Family Self-Sufficiency Program to help public housing residents move towards economic independence	There continue to be regular meetings with Program participants to review progress in meeting goals. The Program has 5 participants, of which none are employed.
To provide financial and homeownership training opportunities for participants in the Transitional Housing Program	The one program participant is participating in a homeownership program that includes financial counseling and budgeting. Upon completion of the program, which is sponsored by an area bank, the participant will receive mortgage assistance.
To purchase the second home for the Transitional Housing Program	We have identified a house in the Colony Lake area that we believe would be suitable for the Transitional Housing Program.

**Second Quarter, 2004-2005****Human Resources**

Beginning the first quarter of Fiscal Year 2004-05, the Human Resources Department has revised some of the measures and content of the Department's quarterly and annual reports. These revisions are designed to present a more accurate and complete picture of the major tasks and projects completed during the year.

For this fiscal year, the prior measures and content which are continuing will include reference comparisons to prior years. The new measures and content (marked in italics) will be provided for the current year and will be used as a reference point for comparative data in the next fiscal year. We believe these changes will provide useful and relevant information on the tasks and projects completed by the Department.

<b>REVENUES/EXPENDITURES</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
Expenditures	513,857	503,637	625,853	222,955	244,453	8.8%
Expenditures as % of Budget					39.1%	

<b>EMPLOYEE TRANSACTIONS AND RECRUITMENT</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
# of Personnel Transaction Forms Processed	2,898	1,708	N/A	785	1,212	427
# of Recruitments for Regular Positions	96	86	N/A	40	34	-6
# of Job Applications Received (regular and temporary)	4,093	1,960	N/A	971	1,152	181
# of New Hires (regular positions)	56	80	N/A	48	21	-27
# of Regular positions filled through transfers	N/A	N/A	N/A	N/A	1	N/A
# of Regular positions filled through promotions	N/A	N/A	N/A	N/A	11	N/A
# of Hires from temporary to regular positions	N/A	N/A	N/A	N/A	15	N/A
# of Career Progression Advancements	44	58	N/A	29	12	-17

<b>TURNOVER (Total number of separations from regular positions)</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
Turnover %	5.60%	6.00%	N/A	3.00%	3.00%	0.00%
# of Voluntary Resignations	30	26	N/A	11	16	5
# of Service Retirements	9	9	N/A	3	3	0

**Human Resources****Second Quarter, 2004-2005**

# of Disability Separations (including Disability Retirements)	2	5	N/A	1	3	2
# of Involuntary Terminations	4	2	N/A	2	0	-2
Total # of Separations from Employment	45	42	N/A	17	22	5
# of Unemployment Claims and Appeals	N/A	N/A	N/A	N/A	8	N/A

<b>SAFETY AND WORKERS' COMPENSATION</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
# of Lost Days-Workers' Compensation	555.05	441.58	N/A	249.38	380.69	131.31
# of New Workers' Comp Claims with 3+ Days of Lost Time	1	11	N/A	7	2	-5
# of Open Claims at Quarter's End	N/A	N/A	N/A	N/A	48	N/A

<b>TRAINING AND EDUCATION</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
# of Employees Trained by Human Resources staff	53	139	N/A	69	248	179
# of Training Hours Conducted by Human Resources Staff	212	323.5	N/A	229	19.5	-209.5
# of Employees Trained by Others and Coordinated by HR Staff	0	110	N/A	0	6	6
# of Training Hours by Others and Coordinated by HR Staff	0	55	N/A	0	1.5	1.5
# of Employees Completing New Employee Orientation	N/A	N/A	N/A	N/A	46	N/A
# of Approved Applications for Tuition Assistance Paid	N/A	N/A	N/A	N/A	4	N/A
# of Employees Receiving Safety Training	N/A	N/A	N/A	N/A	117	N/A
# of Employees Receiving Benefits Education or Assistance	N/A	N/A	N/A	N/A	248	N/A

<b>EMPLOYEE RECOGNITION PROGRAMS</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
# of Employees Receiving Longevity Awards	N/A	N/A	N/A	N/A	400	N/A
# of Employees Receiving Service Awards	N/A	N/A	N/A	N/A	140	N/A



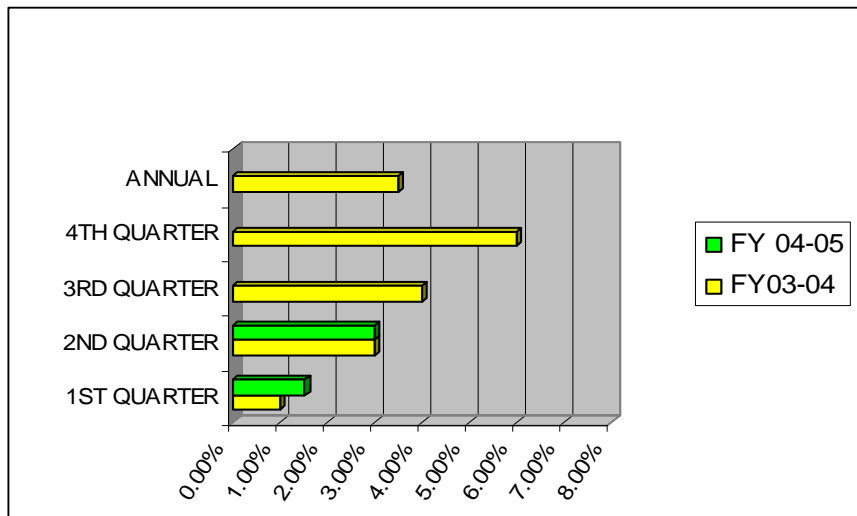
<b>SPECIAL OBJECTIVES</b>	<b>PROGRESS/STATUS</b>
Evaluate the current Human Resources departmental functions in each program area, set goals for each and work toward partnerships with departments. Work with departments to define department and Human Resources roles, specify processes, feedback loops and documentation requirements.	Program reviews are completed, and the majority of HR departmental procedures and daily activities have been revised and implemented. Training programs for supervisors and managers are now being planned to improve skill levels and understanding of how to use the revised programs effectively.
Search for and develop means of automating processes to increase effectiveness of communications and maximum information dissemination to departments and employees.	Many of the forms and processes used by employees and departments are now available online through the Human Resources Shared Directory on the Town intranet. This has expanded employees' and departmental representatives' ability to work independently, take action more quickly to make changes and to obtain information needed more easily.

<b>ON-GOING OBJECTIVES</b>	<b>PROGRESS/STATUS</b>
Conduct and coordinate training for employees as requested by employees and departments. Training topics may include Safety, Benefits programs, Town policies and procedures or other relevant topics.	During this quarter, information was provided to employees on Health issues, 401(k) account information, group health insurance, and use of prescription drug benefits.
Continue to work with departmental Payroll and Benefits Committee (made up of employees from each department who are responsible for payroll and other personnel functions) to improve the quality and accuracy of payroll, personnel records and timesheets, in communicating benefits information, and in documenting policies and procedures.	Regular meetings with this group continue; topics discussed include, FLSA regulations and processes, Family Medical Leave, means of improving employees' understanding of their benefits programs. Quality improvements in administration of payroll, employee records and timesheets continue as awareness and knowledge levels of policies and procedures increase.
Revised organizational structure for the Human Resources Department will be completed and implemented with the goal of improving regulatory and programmatic achievement of goals.	The final position in the revised structure for the Human Resources Department staff, Training Coordinator, is under recruitment. The next steps will be to survey, define and establish programs which address departmental and Town-wide needs for training in a variety of areas including Supervision and Management, application of Human Resources policies and procedures, interpersonal skills and other topics as identified. Feedback from employees, supervisors and department heads has been positive.

ON-GOING OBJECTIVES	PROGRESS/STATUS
<p>The Human Resources Department continues to serve as liaison/staff support for the Town-wide Employee Forum Committee (initially recommended by consultant Henry McKoy in 2002). The group meets monthly with goals to:</p> <ul style="list-style-type: none"> <li>*Identify ways to recognize individual worth and uniqueness of each employee</li> <li>*Identify ways for the Town to value diversity</li> <li>*Identify ways for employees to provide input to the Town administration and provide a venue for that communication</li> <li>*Encourage as sense of community among Town employees</li> <li>*Assist in the communication of issues and activities affecting employees</li> </ul>	<p>The Employee Forum continues to meet monthly, and is considering and discussing the issues identified by the group or requested by other employees. Elections for the group are now occurring, with the new body to begin terms in January 2005. Regular meetings with the Manager include discussion and consideration of issues identified by the group as important to Town employees. The group has a website on the Town's main page where employees may view information about the mission, members, minutes and recent activities of the group.</p>

**Turnover Comparison Chart**  
FY 2003-2004 vs. FY 2004-2005

Annual YTD turnover is 3.0%, no change from the prior year.



**Information Technology**
**Second Quarter, 2004-2005**

REVENUES/EXPENDITURES	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Expenditures	639,444	745,925	859,309	256,904	245,425	-4%
Expenditures as % of Budget					28.6%	

ADDITIONAL DETAIL	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
% World Wide Web site uptime	100%	98%	NA	100%	100%	0%
% Council information (schedule, agenda, minutes) published on web site within one day of availability	98%	96%	NA	95%	100%	+5%
% Requests for help desk support for which initial troubleshooting is completed within one day.	89%	90%	NA	75%	75%	0%
# Hours of training provided to Town staff members	16	24	NA	12	6	-50%
<b>SAFETY PERFORMANCE</b>						
Safety Training: # of staff hours of training (# of employees x training time)	--	--	--	--	--	NA
Safety Inspections: # of hazards identified/ % of items mitigated	--	--	--	--	--	NA

OBJECTIVES	PROGRESS/STATUS
To maintain the World Wide Web site information available to the public on a continuous basis.	Continuous availability is maintained through the use of two web sites - a commercial web site and a Town Hall web site.
To publish Council meeting schedules, agenda, and minutes on the World Wide Web within one day of release to the public.	Council agenda and minutes are published on receipt and normally within one day of release to the public.
To provide timely response for help desk calls by providing initial troubleshooting within one day of the request.	Initial response normally met within eight hours. Wide area network outage troubleshooting reduced response times.
Provide computer software application training for staff members each quarter.	No requests for training during quarter.

**Second Quarter, 2004-2005**

**Inspections**

<b>REVENUES/EXPENDITURES</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
Revenues-Permits & Fees	791,583	690,486	554,500	331,819	374,687	+11%
Revenues-Rental Licensing	77,710	80,434	75,000	75,263	71,405	-05%
Expenditures	649,101	734,926	779,868	372,695	365,871	-02%
Expenditures as % of Budget					48%	

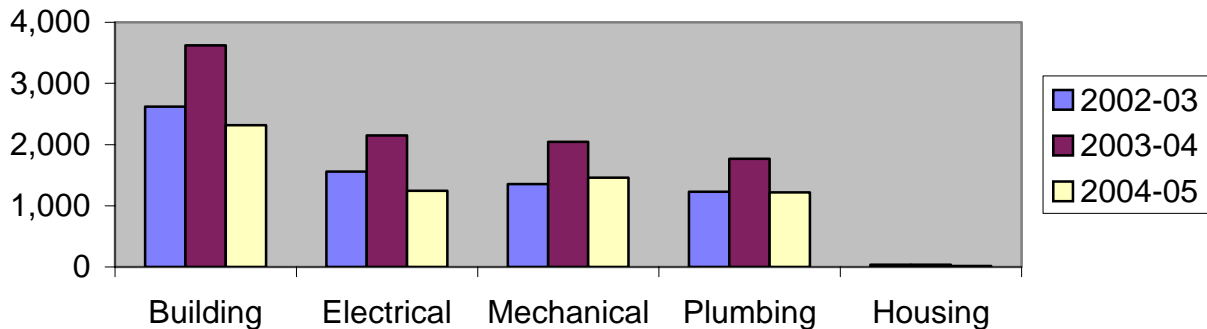
<b>ADDITIONAL DETAIL</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 03-04</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
# Sign Inspections	*392	*863	0	268	*598	+123%
# Zoning Inspections	82	94	100	22	32	+45%
# Day Care Center Inspections	5	8	25	8	3	-63%
# Private Property Complaints	24	62	100	44	18	-59%
# Business Occupancy Inspections	67	77	50	25	38	+52%
<b>VALUE OF CONSTRUCTION</b>						
<b>Type of Construction</b>						
New Residential	78,935,474	67,744,463	30,000,000	33,768,753	47,181,492	+40%
New Non-Residential	20,314,719	10,736,000	10,000,000	10,736,000	12,563,250	+17%
Residential Alterations	21,813,667	18,056,377	5,000,000	8,508,408	19,602,010	+130%
Non-Residential Alterations	20,993,668	10,544,241	7,500,000	5,506,844	6,235,848	+13%
<b>TOTAL PERMITTED VALUES</b>	<b>142,057,528</b>	<b>107,081,081</b>	<b>52,500,000</b>	<b>58,520,005</b>	<b>85,582,600</b>	<b>+46%</b>
<b>INSPECTION TYPE</b>						
Building	5,338	6,217	3,660	3,624	2,318	-36%
Electrical	3,031	3,979	1,830	2,149	1,246	-42%
Mechanical	2,676	4,159	1,830	2,044	1,457	-29%
Plumbing	2,369	3,347	1,830	1,767	1,220	-31%
<b>Total Number of Inspections</b>	<b>13,414</b>	<b>17,702</b>	<b>9,150</b>	<b>9,584</b>	<b>6,241</b>	<b>-35%</b>

<b>SAFETY PERFORMANCE</b>						
Safety Training: # of staff hours of training (# of employees X training time)	42	42	42	21.25	21.25	-
Safety Inspections: # of hazards identified/ % of items mitigated	1	1	N/A	1	-	-

\*These were signs in the public right-of-way and were removed.

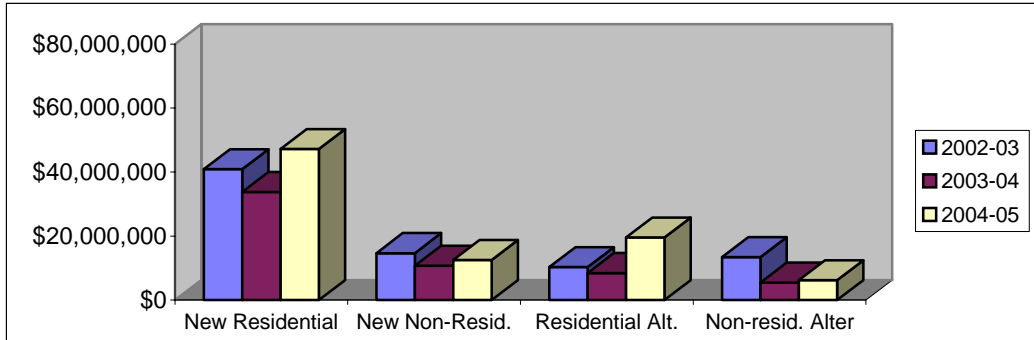
<b>OBJECTIVE</b>	<b>PROGRESS/STATUS</b>
To review plans, inspect construction projects and assure correction of all Code violations found on an estimated 685 units of construction.	We reviewed plans, inspected construction projects and assured correction of code violations on 444 units of construction.
To investigate all requests for enforcing the Minimum Housing Code and to have corrected 80% of all deficiencies within 60 days.	We investigated 45 requests for enforcing the Minimum Housing Code and 16 were corrected within 60 days, using Minimum Housing Code procedures, for a 36% compliance rate.
*To investigate dilapidated vehicles on private property and have them removed.	We investigated 6 dilapidated vehicles and had 0 removed.
Vehicle fire extinguisher and First Aid kit inspection monthly.	Inspected monthly.

**Number of Inspections**



The number of inspections has decreased by 35% due to the large number of condominium and townhouse units being completed.

Construction Values



Total construction values are up 32% from last year due largely to the increase in residential alterations.

**Second Quarter, 2004-2005**

**Library**

REVENUES/ EXPENDITURES	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Revenues	470,324	480,180	468,000	219,417	220,583	+0.5%
Expenditures	1,873,330	1,867,406	2,014,554	932,281	965,446	+3.6%
Expenditures as % of Budget					47.9%	

ADDITIONAL DETAIL	Actual 02-03	Actual 03- 04	Budget 04- 05	YTD 03-04	YTD 04-05	Change from Prior Year
Adult and young adult	432,377	437,935	446,000	218,912	212,387	-3.0%
Children	353,107	363,842	372,000	185,128	187,776	+1.4%
<b>TOTAL CIRCULATION</b>	<b>785,484</b>	<b>801,777</b>	<b>818,000</b>	<b>404,040</b>	<b>400,163</b>	<b>-1.0%</b>
Circulation per hour: In library 68 hours	222.1	226.75	231.3	228.5	226.3	-1.0%
Interlibrary loan requests	475 <sup>1</sup>	731	202	319	346	+8.5%
Reserves of materials	8,286	8,554	2,400	4,204	4,346	+3.4%
Patron registration	25,506	27,659	29,000	26,367	29,171	+10.6%
Reference activity	107,404	96,809	98,750	NA <sup>2</sup>	NA <sup>2</sup>	NA <sup>2</sup>
Public Internet sessions	37,480	41,138	80,000	NA	40,905	+100.0%
Children's computer sessions	7,478	7,010	7,500	3,404	1,879	-81.1%
Volunteer hours	2,460	2,262	2,500	591.50	578.75	-2.2% <sup>3</sup>
<b>PROGRAMS</b>						
Meeting Room Attendance	8,154	13,342	14,000	6,319	5,795	-8.3%
Children's Program: Attendance	8,716	9,701	10,500	4,734	6,198	+30.9%
Collection size (catalogued & un-catalogued)	148,706	150,408	160,000	152,627	152,915	+0.2% <sup>4</sup>

1 Reflects patron response to increase in interlibrary loan fee (from \$1.00 to \$10.00)

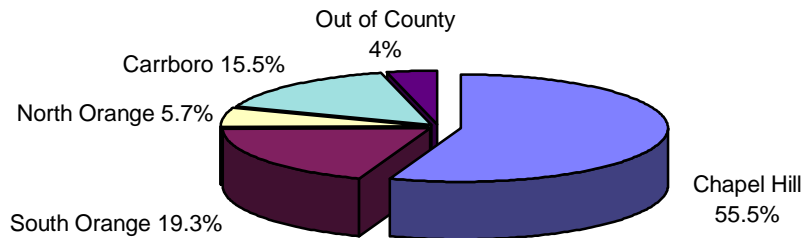
2 Figure based on 3 surveys conducted throughout the year and reported in 4<sup>th</sup> quarter.

3 Five regular library volunteers were unavailable for work during second quarter, due to illness and other personal reasons.

4 Reflects a one-time major weeding of long-overdue materials in 2003-2004.

OBJECTIVES	PROGRESS/STATUS
To meet the informational, educational, and recreational reading needs of the community during the 68 hours the Library is open each week by: circulating books and other library materials (770,200; +2%); staffing the Reference Desk with two employees an average of 61 hours per week; supporting thirteen Internet terminals for reference; answering reference and readers advisory questions (104,000); staffing the Information Desk with volunteers an average of 40 hours per week.	400,163 books and materials circulated (-1%).  Reference use surveys are done 3 times throughout the year and reported in the 4 <sup>th</sup> quarter.
Provide a well-balanced, up-to-date collection of library materials (148,000) which meets the reading and informational needs and interests of community by adding new, gift and replacement books to the collection.	6,965 materials were cataloged and added to the collection. 6,738 materials were withdrawn from the collection. 689 donations were added to the collection. Total current collection: 152,915 (+0.2%).
Stimulate interest in using the main Library by providing a variety of children’s programs: weekly pre-school story times, Times for Toddlers/Babies, after-school programs for elementary-aged children; monthly pajama story times, Teen Breakfast Clubs, Dial-A-Story services, and seasonal programs such as the Summer Reading Program.	2,973 children participated in 128 story times. 773 children kept Summer Reading Program records. 1,211 children attended Summer Reading programs. 26 Dial-a-Story tapes were heard by 1,369 children. 478 individuals toured the Children’s Room. 763 children participated in 39 special activities (Teen Book Club; Adventures in Books; Book Bunch; Trivia Tuesday)
Provide Outreach services to children 0-10 years of age by: providing materials for area daycare centers; adding 75 juvenile Spanish materials to the collection; and providing programs for children in local public housing areas upon request; and providing 12 programs during the year that target the culturally diverse community.	48 Spanish titles were ordered.  208 children attended a total of 8 multi-cultural programs.
Encourage support of the Library by volunteers and community groups including: supervising 40 volunteers (3,000 hours per year); providing staff support for Friends of the Library activities (4 annual book sales, 4 children’s programs, 6 Meet-the-Author Teas); providing staff support for the Chapel Hill Public Library Foundation activities.	Volunteers worked 578.75 hours.  Friends of the Library offered 2 book sales, 4 Meet-the-Author teas, 3 Sunday series programs.

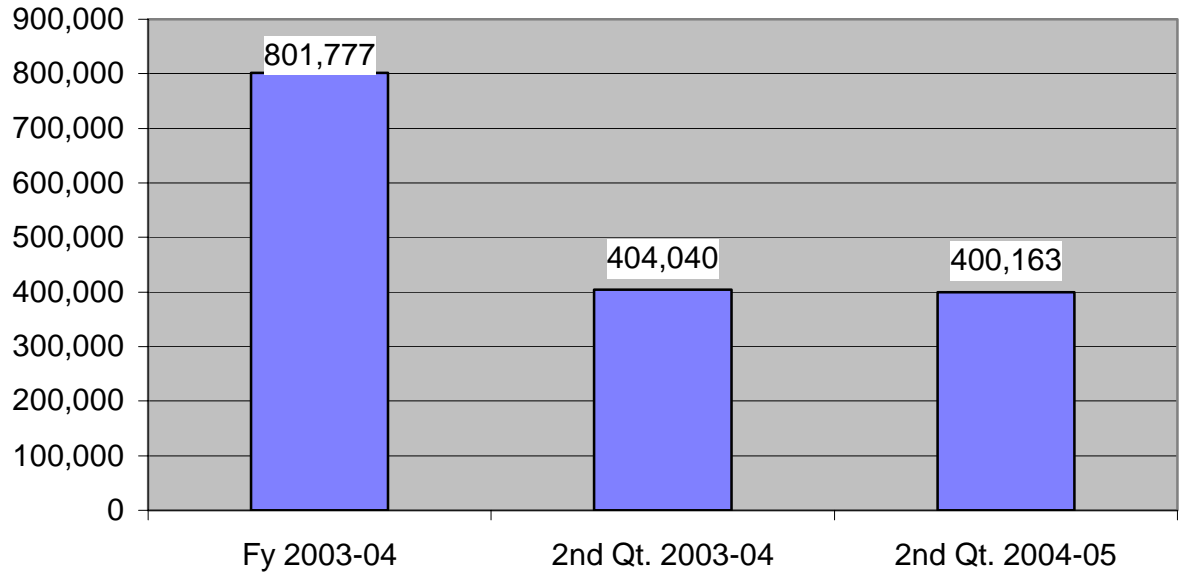
**Geographic Analysis of Registered Library Users FY 2004-05**



The total number of registered borrowers through the second quarter of FY 2004-05 is 29,171, an increase of over 10% from the same period last year. An analysis of patron records shows that approximately 44% of the library’s patrons live outside of Chapel Hill.

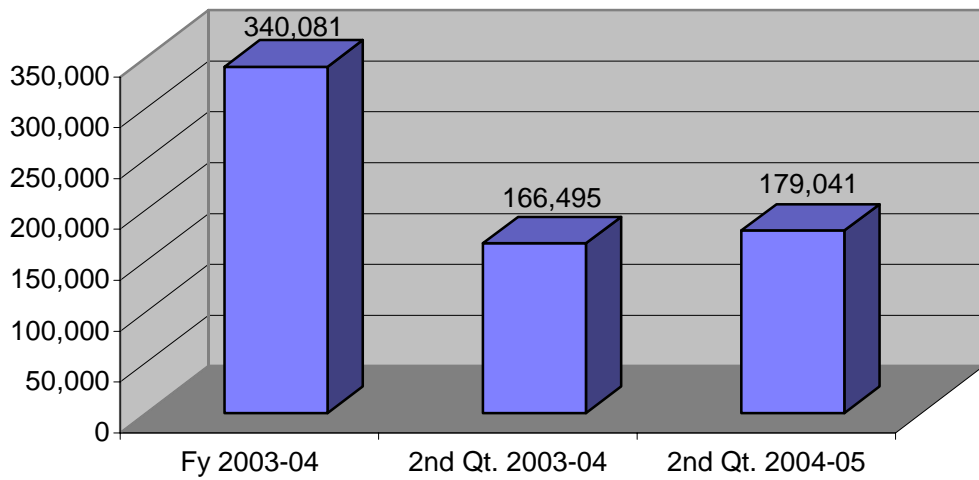


**Library Circulation 2004-05**



Library circulation through the second quarter of FY 2003-04 was 400,163. This 1% below last year figures.

**Library User Count 2004-05**



Patrons made over 179,000 visits to the library through the second quarter of FY 2004-05. This is 7.5% increase from the same period last year.

<b>REVENUES/EXPENDITURES</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
Expenditures	950,139	1,000,811	1,078,326	485,940	498,316	+7.4%
Expenditures as % of Budget					53.8%	

<b>ADDITIONAL DETAIL</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
# of agenda packets produced (regular meeting, public hearing, public forum, work session)	50	48	--	22	14	-8
<b>SAFETY PERFORMANCE</b>						
Safety Training: # of staff hours of training (# of employees x training time)	--	--	--	2.5	--	-2.5
Safety Inspections: # of hazards identified/ % of items mitigated	3/100%	3/100%	--	3/100%	--	-1

<b>OBJECTIVES</b>	<b>PROGRESS/STATUS</b>
To continue maintenance of a computerized index and retrieval system for Council minutes, contracts, and mailing lists of interested parties.	Indexing of Council minutes continues. Mailing lists, including electronic lists, are updated as new information is received.
To recommend a budget and capital improvements program in accord with the schedule adopted by the Council.	On September 7, the Council adopted a schedule and process for considering the budget, five-year capital program and Community Development grant application in 2005. The process includes public forums on January 26, and March 23. A public hearing has been scheduled for May 11, 2005, on the recommended budget and capital program.
To provide comprehensive and clear staff reports on all items placed on the Council's agenda by the Manager, so that there are no more than two items on which the Council delays a decision due to incomplete staff work.	There were no items in the 2 <sup>nd</sup> quarter on which the Council deferred a decision due to incomplete staff work.
Progress on priority safety projects named for this fiscal year.	N/A
Explanation of safety inspection items.	N/A



**Second Quarter, 2004-2005**

**Parks and Recreation**

<b>REVENUES/EXPENDITURES</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
Revenues	359,323	386,612	323,950	166,045	158,648	-4%
Expenditures	2,007,096	2,213,473	2,324,695	1,166,737	1,089,748	-6%
Expenditures as % of Budget					46%	

<b>ADMINISTRATION</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
% of budget spent/encumbered	94%	99%	99%	52%	46%	-11%
% of projected revenues recovered	111%	109%	100%	47%	49%	4%
Cost of providing fee waivers	78,078	104,204	108,000	52,109	46,558	-10%
# of Internal Maintenance & Repair Projects Completed	393	392	400	190	218	14%
# of facility/equipment rentals <sup>1</sup>	228	779	800	244	266	9%

<b>RECORDED USE OF MAJOR FACILITIES BY NUMBER OF HOURS AVAILABLE FOR UNSTRUCTURED ACTIVITIES</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
Community Center Pool - open/lap swim	2,863	3,064	3,000	1,434	1,329	-7%
Community Center gym free play	2,707	2,812	2,800	1,256	1,304	3%
AD Clark Pool - open/lap swim <sup>2</sup>	171	413	500	200	308	54%
Hargraves Center free play <sup>3</sup>	108	1,824	1,200	925	643	-30%
Northside Gym free play	2,360	2,279	2,500	1,183	1,354	14%
Lincoln Center Gym free play	1,039	1,274	1,250	698	1,039	48%
Rashkis Gym free play <sup>4</sup>	n/a	550	750	132	408	209%
<b>TOTAL HOURS</b>	<b>9,248</b>	<b>12,216</b>	<b>12,000</b>	<b>5,828</b>	<b>6,385</b>	<b>9%</b>

- 1 We are using more accurate method of counting rentals.
- 2 Hours were expanded and the pool was kept open later in September than last year.
- 3 Hargraves Center hours changed from 2:00 – 9:00 pm to 6:00 – 8:00 pm in the afternoon.
- 4 New gymnasium. Programming began in second quarter 2003-2004.

**Parks and Recreation****Second Quarter, 2004-2005**

<b>SPECIAL EVENTS - Estimated Attendance</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
Fall street fair – Festifall <sup>1</sup>	21,000	18,500	19,000	18,500	15,000	-19%
Spring street fair-Apple Chill	34,000	50,000	35,000	n/a	n/a	n/a
4th July (est.)	500	22,000	22,000	22,000	24,000	9%

<b>NUMBER OF CITIZENS PARTICIPATING IN REGISTERED PROGRAMS</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
Teen Programs <sup>2</sup>	5,263	7,455	7,500	6,022	3,867	-36%
Community Center Programs	3,322	2,700	3,000	1,254	1,405	12%
Mainstreaming Programs	586	795	800	439	367	-16%
Therapeutic Programs	213	676	700	302	281	-7%
Summer Day Camps	341	364	400	364	330	-9%
Hargraves Center Programs	18,575	16,755	17,000	9,198	8,933	-2%
Dance and Exercise Programs	2,973	2,448	2,500	1,130	1,128	0%
Fine Arts Programs (Pottery & Theatre)	373	217	250	24	60	150%
Community Events <sup>3</sup>	1,865	2,135	2,000	1,485	300	-80%
<b>SUBTOTAL</b>	<b>33,510</b>	<b>33,545</b>	<b>34,150</b>	<b>20,209</b>	<b>16,671</b>	<b>-17%</b>

1 Attendance may be down due to lack of marketing and promotions.

2 Less money and emphasis placed on the music bands by Street Scene Inc resulted in less use of the center.

3 Two of the four summer concert events were rescheduled due to inclement weather, which led to low attendance.

**Second Quarter, 2004-2005**

**Parks and Recreation**

<b>ATHLETICS - CLASSES</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
Adults (18 and older)						
Swimming <sup>1</sup>	106	391	400	142	228	60%
Tennis	98	102	100	49	30	-38%
Youth (up to 17)						
Basketball	76	66	75	n/a	n/a	n/a
Swimming <sup>1</sup>	719	599	600	294	363	23%
Tennis	139	102	100	70	52	-25%
National Junior Tennis League <sup>2</sup>	n/a	70	70	70	45	-35%
Sports Camps <sup>3</sup>	64	72	75	0	54	100%
Punt/Pass/Kick <sup>4</sup>	50	17	20	17	24	41%
Lacrosse	n/a	16	20	16	12	-25%
<b>SUBTOTAL</b>	<b>1,252</b>	<b>1,435</b>	<b>1,460</b>	<b>658</b>	<b>808</b>	<b>22%</b>
<b>ATHLETICS - LEAGUES</b>						
Adults (18 and older)						
Basketball	390	645	650	405	360	-11%
Softball	600	540	550	100	100	0%
Tennis	n/a	12	15	12	11	-8%
Youth (up to 17)						
Basketball <sup>5</sup>	868	856	850	216	120	-44%
Softball-Baseball	465	415	425	n/a	0	0%
<b>SUBTOTAL</b>	<b>2,323</b>	<b>2,468</b>	<b>2,490</b>	<b>733</b>	<b>591</b>	<b>-19%</b>
<b>TOTAL PARTICIPATION</b>	<b>37,085</b>	<b>37,448</b>	<b>38,100</b>	<b>21,600</b>	<b>18,070</b>	<b>-16%</b>

- 1 Numbers increased for several reasons including new classes, higher registration in established classes, more use of private instruction, and the addition of drop-in participants in classes.
- 2 NJTL program at Hargraves Park cancelled due to tennis court reconstruction.
- 3 Sports camps were cancelled in FY 2003-04 due to low registration.
- 4 Registration improved from last year's numbers.
- 5 Fewer teams registered for summer basketball program.

**Parks and Recreation**

**Second Quarter, 2004-2005**

<b>SAFETY PERFORMANCE</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
Safety Training (Number of hours) (# of employees X # of hours trained)	48.25	43.25	50	34.75	36	3%
Safety Inspections: Total number of inspections	57	55	50	40	48	20%
Safety Mitigation: (# of hazards identified and # of items mitigated) “fd”=found “res”=resolved	23 fd 21 res	26 fd 19 rd	0 fd 0 res	15 fd 13 rd	10 fd 10 res	-33% -23%
Safety Mitigation: % mitigated	91%	73%	100%	86%	100%	16 %
Hours lost through injury <sup>1</sup>	0	111.25	0	111.25	8	-93%

1 One employee lost one day of work and worked restrictive duty for seven days.

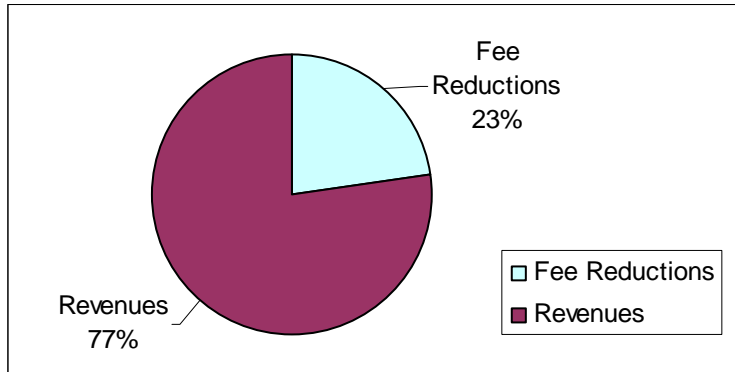
<b>SAFETY OBJECTIVES</b>	<b>PROGRESS/STATUS</b>
Establish a comprehensive safety program for our department a. Identify regulatory requirements for the department; establish methods to fulfill compliance. b. Identify certification requirements for staff; establish methods to fulfill certifications. c. Identify staff training needs; establish a method and timeline to provide training. d. Perform job hazards assessment on all ‘regular’ positions.	In progress
The Office Manager will participate in the Town’s Safety and Health Committee	In progress
Repair fencing at softball fields (backstops)	In progress
First Aid certification for Athletic temporary staff	In progress
Community Center- Implement an improved system of securing the gym lift to avoid possible damage	Check out procedure in place for key use – waiting for a cost estimate for having a special cover made for lift
Main Office- first aid, CPT, and Blood borne Pathogen certification for regular staff as needed	In progress
Repair walkway coming from the ball field parking lot to the Northside Gym.	In progress
Enclosed the opening under the basketball goal in the Northside Gym and replaced the padding.	In progress



**2004-05 Program Revenues**  
Parks and Recreation Department

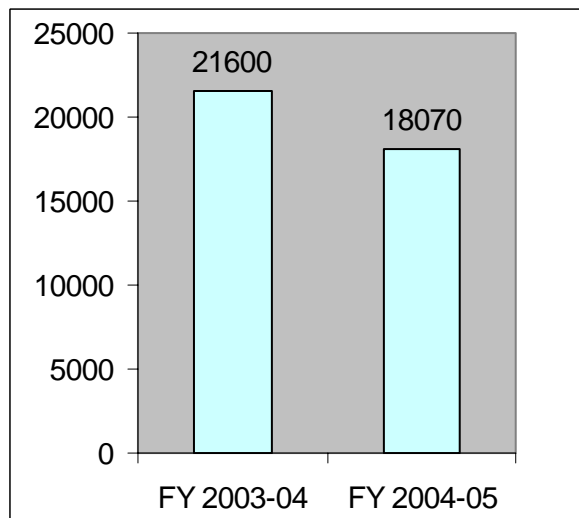
Total Fees Waived: \$46,558  
\$158,648

Total Fees Collected:



Fees are collected for programs, admissions, rental of facilities, and concessions. The Town reduced some program fees to allow low-income citizens to participate in these activities. Most fee reductions are granted for camps, afterschool programs and small classes and programs at the Hargraves Center.

**Registered Program Participation**



Reported program levels decreased 16% from last years first quarter. There were fluctuations in most program areas including some increases and decreases. Major decreases were at the Teen

Center and with the Community Events program. We expect to see increases in program registration in the third quarter.

**Second Quarter, 2004-2005**

**Planning**

<b>PLANNING BUDGET: REVENUES/EXPENDITURES</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
Revenues	188,691	367,386	203,500	101,423	136,827	+35%
Expenditures	956,137	1,092,880	1,166,497	472,601*	478,673*	+1%
Expenditures as % of Budget					41%	

\*Reimbursement of 1/2 Transportation Planner's personnel costs from Transportation grant funds pending.

<b>COMMUNITY DEVELOPMENT BUDGET EXPENDITURES</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change From Prior Year</b>
Expenditures	484,153	346,488	802,318	137,447	251,737	+83%

\*Community Development expenditures reflect expenditures from multiple years of Community Development grants.

<b>ADDITIONAL DETAIL</b>	<b>Actual 03-03</b>	<b>Actual 03-04</b>		<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change From Prior Year</b>
<b>NEW DEVELOPMENT REQUESTS</b>						
Master Land Use Plans	0	0		0	1	na
Development Plans	1	0		0	1	na
Site Development Permits for above	6	3		1	0	-100%
Subdivisions ~ Minor & Major Plats	21	10		4	8	+100%
New Lots in above:	152	95		50	79	+58%
Special Use Permits, Site Plan Reviews and Administrative ZCP	28	37		7	29	+314%
Proposed square footage for above:						
Office Square Feet	47,945	103,745		53,745	247,600	
Institutional Square Feet	31,560	29,400		22,500	21,757	
Commercial Square Feet	<u>10,730</u>	<u>80,162</u>		<u>78,772</u>	<u>0</u>	
Totals:	90,235	213,307		155,017	274,924	+77%
Multi-Family Dwelling Units	282	151		0	0	no change
Concept Plans	14	13		5	9	+80%
Zoning Map Amendments	2	1		1	0	-100%
Zoning Compliance Permits (SF/2F)	143	414		227	208	-8%
Zoning Compliance Permits (Resource Conservation District Encroachments and Final Plans)	28	47		37	12	-68%
Land Use Management Ordinance Text Amend's	2	5		4	0	-100%
Sign Plan Reviews	72	48		28	12	-57%
Variances and Appeals	3	4		0	1	na
Certificates of Appropriateness	64	33		16	16	no change
Annexations: Petitions	0	1		1	0	-100%
Town-initiated	1	0		0	0	

OBJECTIVE	PROGRESS/STATUS
<b>Current Development Projects</b>	
Provide assistance to citizens and developers on all land development inquiries.	On-going assistance provided for telephone and walk-in inquiries. Regular Public Information Meetings provided for development applications. Progress made adjusting the Single-Family/Two-Family Zoning Compliance Permit application forms to aid understanding by home owners.
Process Concept Plan Review requests for Community Design Commission and Town Council review.	Three Concept Plan review requests processed this quarter.
Evaluate development proposals to determine whether they meet all development regulations and coordinate review by multiple departments and outside agencies. Applications include Development Plans, Site Development Permits, Master Land Use Plans, Special Use Permits, Minor and Major subdivision applications, Site Plan Review applications, Zoning Compliance Permits, single-family/two-family Zoning Compliance Permits, Resource Conservation District encroachments, Home Occupation Permits, Christmas Tree Lot Permits, Unified Sign Plans, and single sign permits. Process Certificates of Appropriateness applications for changes in the local historic districts. Assist advisory boards and Town Council with development review.	One hundred forty-nine (149) applications for development permits received from October 2004 to December 2004.
Process Building Elevation and Lighting Plan review for the Community Design Commission, including the new duplex elevation review.	Ongoing.
Provide staff support to the Board of Adjustment with variance and appeal applications.	One Board of Adjustment decision was appealed to Superior Court this quarter. Progress is being made with preparation of the transcript for the case and preparation of the record for the court.
Monthly staff meetings with UNC staff.	Monthly meetings to monitor status of pending and future University development applications.
Participation in capital project review.	Regular participation in preparation of Town project submittals continues for Homestead Aquatics Center, Greenway projects, and the Town Operations Center as well as several generator placements.
Staff support to Planning Board investigation of Lighting Regulations as the regulations pertain to Dark Sky initiative and comparison of nearby jurisdictions.	Staff support to Planning Board completed this quarter.
Staff support to Historic District Commission committee investigating Demolition by Neglect Ordinances.	Staff support to Historic District Commission investigating Demolition by Neglect provision continues.
Provide regular review and update of the Land Use Management Ordinance with preparation of text amendments as necessary.	Work on six text amendment initiatives underway this quarter: Office/Institutional-4 adjustments, limited house size/affordable housing provision rounding of numbers, subdivision plat certification, school site reservation, parking regulation changes, and Demolition by Neglect in Historic Districts.
Coordination and consultation with the Parking Study Consultant.	Detailed parking data provided to the consultant. Review of initial drafts of data analysis provided by staff.

OBJECTIVE	PROGRESS/STATUS
Provide regular assistance to the Inspections Department with zoning enforcement.	Coordination with Inspections Department and Town Attorney. Follow-up with violators to prepare necessary violation remedies.
<b>Long Range Planning Projects</b>	
Implement Joint Planning Agreement with Orange County.	Joint Planning Public Hearing held March 29, 2004 on proposal to change the Southern Transition Area to Rural Buffer and to rezone the area to Rural Buffer. Proposal on hold until Orange County holds a neighborhood information meeting in White Rock Church area.
Continue Cooperative planning initiatives with Chatham County, Durham City/County, and University of North Carolina.	Durham/Chapel Hill Work Group meeting quarterly. Emphasis on Durham-Chapel Hill-Carrboro Thoroughfare Plan, New Hope Corridor Study, 15-501 Corridor Study, and development proposals. Joint meetings held with Chatham County. Work completed to formalize a planning agreement among Durham City, Durham County, and the Town of Chapel Hill.
Implement key portions of Chapel Hill's Comprehensive Plan: <ul style="list-style-type: none"> <li>- Action Plan</li> <li>- Downtown Small Area Plan (adopted 3/27/00)</li> <li>- Growth Management Report</li> </ul>	Working to implement Action Plan items. Fifth Annual report on Action Plan submitted November 22, 2004.  Prepared analysis of status of Action Plan for Council's retreat on January 13, 2005. Council to consider adopting 2005 Goals in February 2005.  Working with Council Committee on Parking Lots 2 and 5 (see below).
Continue efforts to annex developed land in Town's Urban Services Area.	Two annexation petitions received and submitted to Council on October 11, 2004 and October 18, 2004. Petition area is located outside of Town's Urban Services Area. Information Report prepared for November 8, 2004 Council explaining legal reasons why the petitions cannot be accepted.  Annual annexation report to Council submitted on November 22, 2004.
Capital Improvements Program (CIP).  2003 Bond Program Implementation.	Worked with Finance Department to publish the Adopted Budget for 2005-2006, including the Capital Improvements Program for 2004-2019. Work began on planning for the 2005-2020 Capital Improvements Program.  Prepared schedule and plan for implementation of 2003 Bonds for Council review at March 30, 2004 work session. Council adopted schedule for issuing bonds on April 14, 2004. Working to implement sidewalks and energy efficiency aspects of the program.
Town Comprehensive Plan Data Book.	Work completed on publication of the Sixth Edition 2004 Data Book. Published July 2004.
Geographic Information System development.	Staff participating with Engineering Department in developing applications for the system.
Million Solar Roofs.	Grant application submitted November 2001; awarded \$4,000 in November 2002. Additional grant funding request submitted October 2003; funding in the amount of \$10,800 awarded. Providing staffing to Committee for bi-monthly meetings.

OBJECTIVE	PROGRESS/STATUS
Million Solar Roofs (continued).	Working to implement grant-funded projects. Annual solar homes tour held October 2, 2004. Three solar “meet-ups” held in Fall, 2004. Annual report submitted to the Council on November 22, 2004. At that time, Council reauthorized staff assistance for another year.
Intergovernmental Council for Local Environmental Initiatives (ICLEI).	Proposal to prepare inter-jurisdictional emissions plan under discussion, with funding from the Durham-Chapel Hill Metropolitan Planning Organization and local match funds. Request for Qualifications issued by Orange County, and proposals received are under review.
Council Committee on Parking Lots 2 and 5.	On October 27, 2003, the Council authorized a contract for economic development consulting services with John Stainback. On November 20, 2003, the Council Committee sponsored a public meeting on the project. A market demand study and conceptual plans were completed in spring, 2004. On June 14, 2004, the council authorized proceeding with a financial analysis. The Committee reviewed drafts of the financial analysis in August – October 2004. On November 8, 2004, the Council authorized drafting a Request for Qualifications document. On December 6, the Council authorized proceeding with issuing a Request for Qualifications to potential developers. The Committee has met eight times in August-December 2004.
Greene Tract Work Group.	Provided staff support to inter-jurisdictional work group looking at future use of 109 remaining acres of Greene Tract. Council adopted resolution on November 11, 2002. Next steps are pending.
Water and Sewer Assistance Fund.	<p>Report to Council on March 8, 2002 concerning petition from Emily/Partin neighborhood. Attended OWASA meeting with neighbors on June 18, 2002. On September 23, 2002, the Council expanded the availability of the Water/Sewer Reserve fund. Prepared budget work paper on April 30, 2003. OWASA discussions with neighborhood are continuing.</p> <p>On September 13, 2004 received a petition from a homeowner on Weaver Dairy Road requesting assistance. On October 27, 2004, the Council revised the Town’s Water and Sewer Assistance Policy to permit use of the fund for individual properties with failing septic systems.</p>
Council Committee on Energy, Environment and Sustainability.	<p>Committee developed charge and reported to the Council on February 24, 2003. Energy work session held on March 19, 2003. Committee proposed green infrastructure bond on April 28, 2003 and made a recommendation on potential projects and amounts to Council on May 28, 2003.</p> <p>Committee obtained Council authorization for a sustainable community development grant proposal on May 12, 2003. Grant submitted to State of North Carolina; the Town was notified of project award in March 4 in amount of \$91,200. Project grant budget established March 22, 2004.</p> <p>Council Committee now planning implementation of energy bonds approved by voters in November 2003 and implementation of grant funding.</p>

OBJECTIVE	PROGRESS/STATUS
<p>Council Committee on Energy, Environment and Sustainability (continued).</p>	<p>Work underway on revising the Town's energy ordinance.</p> <p>Meetings held on May 5, June 21, September 17, September 30, and October 26, 2004. Report to Council made on November 8 concerning possible changes in the Town's energy ordinance. Public forum called for February 21, 2005.</p>
<p>Horace Williams Advisory Committee.</p>	<p>Council Committee developed proposal for citizen's committee for Council consideration on October 7, 2002. Staff assistance provided to citizens' committee. Council appointed 22 Committee members, and the Committee began meeting on March 4, 2003. First report to Council submitted June 9, 2003. Committee presented its Goals and Principles on August 25, 2003 to the Council and presented its completed report on October 8, 2003. The Council held work sessions on November 10 and November 24, 2003, and asked the Committee to make additional review comments.</p>
<p>Horace Williams Advisory Committee.</p>	<p>The Committee met on December 18, 2003 and December 15, 2004 to complete a revised report. Final report presented to Council on January 28, 2004. Council held a public forum on March 1, 2004. Council accepted report on 3/22/04 and authorized its transmittal to the University of North Carolina.</p> <p>On May 5, 2004, the University made a presentation on its planning for Carolina North to the Council in a work session. On May 24, 2004, Council asked the Horace Williams Citizens Committee to compare the presentation to the Town's report on March 22, 2004. Report submitted to the Council on October 11, 2004.</p> <p>On October 11, Council asked the Manager to report on a process for rezoning the property, options for addressing fiscal equity recommendations, and potential land conservation techniques. Report made on December 6, 2004 (considered on January 10, 2005).</p>
<p>Northside Neighborhood Conservation District Advisory Committee.</p>	<p>On February 24, 2003, the Council authorized proceeding with developing a Northside Neighborhood Conservation District proposal.</p> <p>Guidelines for the Northside Neighborhood Conservation District were approved by the Council on February 23, 2004. Design guidelines approved by the Council on June 30, 2004. A landscape architect has developed a manual of the design guidelines for public. Document was presented to the Council for information on December 6, 2004.</p>
<p>Transportation Modeling.</p>	<p>Worked with Durham-Chapel Hill-Carrboro MPO to update transportation model for use in development of 2030 Long Range Transportation Plan.</p>
<p>Development Review.</p>	<p>Prepared analysis of development proposals, including comprehensive plan, roadway, transit, bicycle/pedestrian impacts. Provided staff support to Transportation Board.</p>
<p>2003 Mobility Report Card</p>	<p>Coordinated review of Report Card with Town Advisory Boards and preparation of material for Council consideration. Public Forum held on November 22, 2004.</p>

OBJECTIVE	PROGRESS/STATUS
Long Range Transit Plan	Reviewed Consultant draft Report and provided comments.
Transit Ridership Survey.	Continued to monitor and analyze 2004 transit ridership data.
Short-Range Transit Plan.	Updated base data and worked with University and Carrboro to refine possible service changes for 2005-2009 service periods. Reviewed data from ridership surveys.
Pedestrian/Bicycle Planning.	Continued work on implementing Capital Improvements Program and annual sidewalk/bicycle construction plan.  On October 11, 2004, the Council authorized use of residual capital improvements funds for construction of missing sections of sidewalk on Legion Road. The Council held a public forum on November 8, 2004 on the 2004-2005 sidewalk/bicycle construction plan. On December 6, the Council received a proposed annual construction plan (considered by Council on January 24, 2005).
Bicycle and Pedestrian Action Plan.	Council approved a process and schedule for undertaking a Bicycle and Pedestrian Action Plan on September 8, 2003. Draft plan submitted to the Council on June 30, 2004 and referred to advisory boards for comment. Public forum held September 20, 2004. The Council adopted the plan as a component of the Comprehensive Plan on October 27, 2004.
Old Durham-Chapel Hill Road Feasibility Study.	Reviewed draft memorandum of agreement between Durham and Chapel Hill.
Transportation Improvement Program (TIP).	Developed schedule for reviewing draft State 2006-2010 TIP and developing Metropolitan TIP. Also developed schedule for preparation of priority list and development of 2007-2011 TIP.
Triangle Regional Model.	Worked with regional staff on scope of work to upgrade regional transportation model. Coordinated with TTA to respond to federal comments on model deficiencies.
US 15-501 Corridor Study.	Worked with Triangle J to develop final corridor alignment and analyze impact of station modifications in southwest Durham County.
NC54/I-40 Transit Corridor Study.	Monitored discussion between MPO and NCDOT over next phase of I-40 HOV process.
Air Quality Response Program.	Continued to monitor implementation of federal clean air standards. Coordinated with Metropolitan Planning Organization and Triangle J Council Of Government on development of air quality analysis and timeline. Worked with Carrboro and Orange County on Greenhouse Gas Audit.
Triangle Transit Authority Fixed Guideway Study.	Monitored implementation of Phase I rail system.
Regional Transportation Planning.	Worked with Durham-Chapel Hill-Carrboro Transportation Advisory Committee and Technical Coordinating Committee on various regional projects.



OBJECTIVE	PROGRESS/STATUS
Active Living By Design Grant.	Implemented grant program and administered ALBD grant. Prepared materials for Active Living Advisory Committee and various subcommittees. Participated in organizing National Walk to School activities. Reviewed draft NC86 Pedestrian and Bicycle Safety Study and Northside Reports. The Council received the N.C. 86 Study and referred it to advisory Boards on September 27, 2004. A public forum was held on for November 22, 2004.
Regional 2030 Transportation Plan.	Worked with MPO to refine elements of the 2030 Plan and begin preparation for 2040 Plan.
I-40 Congestion Management Study.	Monitored I-40 HOV project.
Transportation Management Plan (TMP).	Monitored collection of new Transportation Management Plan data and continued collection of 2003 survey.
Regional Transit Consolidation Study.	Monitored implementation of Consolidation Study in Raleigh and Durham.
<b>COMMUNITY DEVELOPMENT PROGRAM</b>	
<p><b>2004-2005 Activities:</b> On February 2 and March 24, 2004, the Council held public hearings on how to spend \$711,000 of 2004-2005 Community Development funds. The Council authorized the following Community Development Plan on April 26, 2004. On December 6, 2004 the Council amended the Community Development Program to allocate \$91,318 of program income to the Neighborhood Revitalization activity. The total 2004-2005 program budget was increased to \$802,318.</p>	
<p><b>Public Housing Renovation - \$206,000</b> Coordinate use of Community Development funds with Comprehensive Grant funds.</p>	<p>\$150,000 was budgeted to help fund renovation of the Airport Gardens public housing community. Funds would be used along with Capital Grant Funds to renovate the apartments. In June 2004, the Council awarded a contract for 18 of 26 apartments. Renovation of 5 of these 18 apartments is complete. Remaining renovations should be complete in May 2005. Renovation is underway. \$50,000 was also budgeted for the public housing refurbishing program. Program is underway. 21 apartments refurbished to date. \$13,881 spent to date. \$6,000 budgeted to repair and replace playground equipment at various public housing sites. The Housing Dept. is in the process of identifying sites to use these funds.</p>
<p><b>Neighborhood Revitalization - \$213,018</b> Eligible activities include second mortgage assistance, property acquisition or renovation, public improvements, or community service activities. Activities must serve households earning less than 80% of the area median income, and must serve households living in the Northside, Pine Knolls, or public housing communities.</p>	<p>We expect to use a majority of these funds on public improvement activities in the Northside neighborhood. Ongoing projects include constructing a sidewalk along West Rosemary Street between North Roberson and North Graham Street and other sidewalks in the Northside neighborhood, and fencing improvements at Hargraves Center.</p>
<p><b>Comprehensive Rehabilitation - \$100,000</b> Provide deferred rehabilitation loans to lower income households in the Northside neighborhood.</p>	<p>The Council approved program guidelines on April 14, 2004. We will soon sign a Performance Agreement with Orange County to administer the rehabilitation portion of this program. Town staff is responsible for identifying eligible households the program. We are currently reviewing applications for assistance.—We have identified two properties for rehabilitation. In January, a notice was sent to Northside property owners informing them of the program.</p>

OBJECTIVE	PROGRESS/STATUS
<p><b>Homeownership Assistance - \$100,000</b></p>	<p>Orange Community Housing and Land Trust will use these funds to reduce the sales price of ten (10) three bedroom townhome units from \$115,000 to \$105,000. On November 11, 2004, we entered into a Performance Agreement with the Land Trust for use of these funds. One house sold in January 2005. The Land Trust is identifying buyers for the remaining townhomes.-</p>
<p><b>Community Service Programs - \$81,700</b> Provide community service activities to low- and moderate-income citizens.</p>	<p><u>Orange County Family Resource Center:</u> \$15,000 was budgeted to operate an after school enrichment program at the South Estes Drive Family Resource Center located in the South Estes Drive Public Housing community. Program is underway. 12 children enrolled in the program.</p> <p><u>Chapel Hill Police Department:</u> \$40,000 was budgeted to the Chapel Hill Police Department for several programs: to continue the Youth Work program (\$31,900); a public housing resident's initiatives program (\$2,600); the Career Explorers work program (\$5,500). All programs are underway. 31 youths participated in the Youth Work Program and 2 participated in the Career Explorers Program. 8 youths continue to work through the school year. Programs for public housing youths are ongoing. \$24,859.40 spent to date.</p> <p><u>NC Cooperative Extension:</u> \$13,700 will be used to operate a 10-week program for thirty overweight youths and their families to promote a healthier lifestyle. The program will serve lower income Chapel Hill youths. The program is underway. 13 eligible youths participated in the program.</p> <p><u>YMCA:</u> \$13,000 was budgeted to the YMCA to continue to provide free after school programs for children living in the Pine Knolls neighborhood and South Estes Drive public housing communities. Program underway. Twelve children enrolled.</p>
<p><b>Administration - \$106,600</b></p>	<p>Funds are used for the Community Development Coordinator's salary, a portion of the Long Range Planning Coordinator's salary, a contract Program Monitor position and program administration. \$47,868 spent to date.</p>
<p><b>2003-2004 Activities:</b> On January 29 and March 26, 2003, the Council held public hearings on the 2003-2004 Community Development program. On April 28, 2003 the Council adopted the following activities for the 2003-04 Community Development program. On December 6, 2004 the Council amended the Community Development Program and reallocated residual funds from the YMCA After School Program and Affordable Rental's property acquisition activity to the Neighborhood Revitalization activity.</p>	

<p><b>Public Housing Renovation - \$221,000</b>          Coordinate use of Community Development funds with Comprehensive Grant funds.</p>	<p>\$165,500 is being used to renovate the Airport Gardens public housing community. In June 2004, the Council awarded a contract for 18 of 26 apartments. Renovation of 5 of these 18 apartments is complete. Remaining renovations should be completed in May 2005. \$11,395 spent to date. \$50,000 was also budgeted for the public housing refurbishing program. All funds spent. 40 apartments refurbished. \$6,000 budgeted to repair and replace playground equipment at various public housing sites. The Housing Dept. is in the process of identifying sites to use these funds.</p>
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<b><i>Second Quarter, 2004-2005</i></b>	<b><i>Planning</i></b>
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<b>OBJECTIVE</b>	<b>PROGRESS/STATUS</b>
<p><b>Comprehensive Rehabilitation - \$150,000</b>            Provide deferred rehabilitation loans to lower income households in the Northside neighborhood.</p>	<p>The Council approved program guidelines on April 14, 2004. We will contract with Orange County Housing and Community Development to oversee the rehabilitation work, and the Town will be responsible for administrating the program. We will soon sign a Performance Agreement with Orange County to administer this program. To date, two owners are eligible for the program. Rehabilitation process should begin soon. In January 2005, a notice was sent to Northside property owners informing them of the program.</p>

<p><b>Neighborhood Revitalization - \$123,342</b></p> <p>Eligible activities include second mortgage assistance, property acquisition or renovation, public improvements, or community service activities. Activities must serve households earning less than 70% of the area median income, and must serve households living in the Northside, Pine Knolls, or public housing communities.</p>	<p><u>Police Work Program</u>: \$20,000 was reserved for the Police Department Summer Work Program. The Summer Work Program is complete. 21 youths participated in the program that placed youths in various Town Departments and with several non-profit organizations. Left over funds and additional funds were used to continue the program through the school year. All fund spent.</p> <p><u>Other Projects</u>: Remaining funds will be used for eligible neighborhood revitalization projects and will focus on public improvement activities in the Northside neighborhood. Ongoing projects include replacing the fence around the pool at the Hargraves Center and assistance to homeowners in Northside to correct sewer problems. \$73,750 spent to date.</p>
<p><b>Affordable Rentals, Inc. - \$73,225</b></p>	<p>In January 2004, funds were used to purchase an apartment in the Tyler Creek apartment complex on Airport Road in Chapel Hill. The unit will be used as permanently affordable rental housing for a household earning between 30% and 50% of the area median income. \$73,225 spent. Project complete. Remaining funds were reprogrammed by the Council on December 6, 2004.</p>
<p><b>Community Service Programs - \$40,683</b> Provide community service activities to low- and moderate-income citizens.</p>	<p><u>Orange County Family Resource Center</u>: \$15,000 was budgeted to operate an after school enrichment program at the South Estes Drive Family Resource Center located in the South Estes Drive Public Housing community. Program is complete. 13 children participated in the program. All funds spent.</p> <p><u>Orange County Literacy Council</u> – \$13,500 was budgeted to the Literacy Council to continue to operate computer-based literacy programs and GED training in public housing communities and to lower income residents. \$2,855 has been spent to date. The program was on hold as we worked with the Literacy Council staff to determine how best to proceed with this program. Revised contract signed and program reinstated.</p> <p><u>YMCA</u> - \$12,183 was budgeted to the YMCA to continue to provide free after school programs for children living in the Pine Knolls neighborhood and South Estes Drive public housing communities. Program is complete. 11 children enrolled.</p>
<p><b>Administration - \$120,000</b></p>	<p>Funds are used for the Community Development Coordinator's salary, a portion of the Long Range Planning Coordinator's salary, a contract Program Monitor position, a part-time Community Development Technician, and program administration. \$100,915 has been spent to date.</p>

<b>Planning</b>	<b>Second Quarter, 2004-2005</b>
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OBJECTIVE	PROGRESS/STATUS
	<p><b>2002-2003 Activities:</b> On January 29 and March 26, 2002, the Council held public hearings on the 2002-2003 Community Development program. The Council adopted a recommended 2002-2003 Community Development program on April 22, 2003 that included the following activities: Renovation of Airport Gardens Public Housing (\$170,000), Neighborhood Revitalization (\$168,500), and Habitat for Humanity (\$17,000), Community Service Programs (\$30,500), and Administration (\$75,000). Majority of funds spent. Renovation of Airport Gardens is underway (\$115,000). \$40,440 spent to date. In June 2004 the Council authorized use of funds budgeted to Habitat for improvements to the site. Infrastructure development is underway and is expected to be complete in November. Construction of houses is scheduled to begin in November and completed in September 2006. All funds allocated to Habitat have been spent. All other activities are complete.</p>
	<p><b>2001 – 2002 Activities:</b> Public hearings held on January 23 and March 28, 2001 to receive comments on the use of \$441,000 of federal funds and \$35,000 of program income. On April 23, 2001, the Council approved submittal of an Annual Update to the</p>

Consolidated Plan to the U.S. Department of HUD and the following activities: Public Housing Renovation (\$170,000), Meadowmont Affordable Townhomes (\$80,000), Neighborhood Revitalization (\$80,000), and Habitat for Humanity (\$50,000), Community Service Programs (\$20,000), and Program Administration (\$76,000). All funds spent except for Neighborhood Revitalization (\$5,377 remains). On June 14, 2004, Council authorized Habitat to use its remaining \$19,682 for infrastructure development to the Rusch Road site. Funds will be spent in October 2004.

**HOME PROGRAM ACTIVITIES**

Coordinate Grant activities with the Orange County HOME Consortium (Chapel Hill, Carrboro, Hillsborough, and Orange County).

On October 23, 2000, the Council authorized participation in the Orange County HOME Program Review Committee and appointed Mayor pro tem Edith Wiggins to serve as the Town's representative to this Committee. The purpose of the Committee is to allow elected officials to be more involved in the process of evaluating proposals and developing the annual HOME Program plan each year. The Committee will also provide the Council with regularly updated information on the status of HOME funded programs.

For activities funded through the HOME Program, all funds must be committed to a specific activity within two years of the award (i.e. a signed Development Agreement with Orange County), and spent within four years from the date of the award.

**2004-2005 Activities:** On February 2 and March 24, 2004, the Council held public hearings on the use of \$905,336 of HOME Program funds (grant \$739,050; match \$166,286). The Council adopted a 2004-2005 HOME Program Plan on April 26, 2004. The following plan was also approved by all four participating jurisdictions: Rental Assistance (\$236,431); Property Acquisition (Town of Chapel Hill – Transitional Housing) \$125,000; Property Acquisition (Habitat for Humanity – Winmore) \$125,000; Second Mortgage Assistance (EmPOWERment) \$100,000; Second Mortgage Assistance (Habitat for Humanity) \$80,000; Down Payment Assistance (Orange Comm. Hsg. and Land Trust – Pacifica and Winmore) \$140,000; Infrastructure Development (Habitat for Humanity) \$25,000; Administration (Orange County Hsg. and Comm. Devel.) \$73,905.

**2003-2004 Activities:** On January 29 and March 26, 2003, the Council held public hearings on the use of \$905,999 of HOME Program funds (grant \$739,591; match \$166,408). The following plan was approved by the Council on April 28, 2003. The following activities were approved by the four participating jurisdictions:

**Comprehensive Rehabilitation - \$277,040**

Funds will be used to rehabilitate low-income owner-occupied housing in Orange County. \$37,040 spent to date.

**Second Mortgage Assistance - \$225,000**

Habitat for Humanity: \$150,000 was budgeted to Habitat for Humanity to provide second mortgages for 10 homebuyers earning less than 50% of the area median income. Homes will be located in the Richmond Hills Subdivision in Efland. All funds spent.

Community Revitalization: \$75,000 was allocated for second mortgage assistance. Qualified non-profit organizations could use funds for property acquisition and renovation of property for first time homebuyers earning less than 80% of the area median income. \$44,809 spent to date.

***Second Quarter, 2004-2005***

***Planning***

**OBJECTIVE**

**PROGRESS/STATUS**

<b>Property Acquisition - \$220,000</b>	<p><u>Affordable Rentals, Inc.</u>: \$188,000 was budgeted to Affordable Rentals to purchase a seven unit apartment building on Fidelity Street in Carrboro. The building was purchased in November 2003 and all funds have been spent.</p> <p><u>Town of Chapel Hill</u>: \$32,000 was budgeted to the Town to purchase an additional house Transitional Housing Program. The Town has not yet identified a house to purchase with these funds.</p>
<b>Second Mortgage Assistance - \$100,000</b>	<p>Orange Community Housing and Land Trust will use \$100,000 budgeted to provide down payment assistance for 10 first time homebuyers in the Greenway Condominiums project in Meadowmont for first time homebuyers earning less than 80% of the area median income. All funds have been spent. The Land Trust purchased a 16-unit building on December 15, 2003. All 16 units have been sold. One bedroom units sold for \$80,000 - \$90,000.</p>
<b>Operational Support - \$10,000</b>	<p>\$10,000 provided to Orange Community Housing and Land Trust for administrative costs related to developing the Greenway Condominium project. All funds spent.</p>
<b>Administration - \$73,959</b>	<p>Funds appropriated to the Orange County Housing and Community Development office for administration of the program.</p>
<p><b>2002-2003 Activities:</b> On January 29 and March 26, 2002, the Council held two public hearings on the use of \$663,217 of HOME funds for 2002-2003.</p> <p>The Council and other members of the HOME Consortium approved the following activities for the 2002-2003 HOME Program:</p>	
<b>Property Acquisition - \$248,117</b>	<p><u>OPC Mental Health</u> - \$75,000 budgeted to acquire and renovate properties for clients with severe disabilities earning less than 30% of area median income. Funds used to purchase a house on Roosevelt Drive in Chapel Hill. All funds spent.</p>
<b>Property Acquisition - \$248,117</b>	<p><u>Residential Services</u> - \$75,000 budgeted to Residential Services Inc. to purchase a house in Orange County for individuals with autism. Property not yet identified. No progress has been reported by Residential Services on this activity. The HOME Committee imposed a deadline of January 31, 2005 to provide detailed information about a project. If a report is not received, funds will be reprogrammed.</p> <p><u>Affordable Rentals Inc.</u> - \$70,000 budgeted to purchase a duplex on McMasters St. Property will be used as permanently affordable rental housing for residents with incomes between 30% and 50% of the area median income. Affordable Rentals has entered into a Development Agreement with the County for these funds. Property purchased in March 2003. All funds spent.</p> <p><u>Town of Chapel Hill</u> - \$28,117 budgeted to purchase a house for the Town's Transitional Housing Program. The Town is in the process of identifying a house for this program.</p>

OBJECTIVE	PROGRESS/STATUS
<b>Downpayment Assistance - \$77,000</b>	Funds will be used by Orange Community Housing and Land Trust to provide downpayment assistance for 15 first time homebuyers in the Vineyard Square (formerly The Homestead) and 7 homes in the Larkspur subdivisions in Chapel Hill. Funds will be available to first time homebuyers earning less than 80% of the area median income. To date, \$67,375 has been spent for seven second mortgages in Vineyard Square.
<b>New Construction - \$50,000</b>	Funds will be provided to Habitat for Humanity to partially fund the construction of infrastructure for a development on Rusch Road. Habitat intends to construct 12 single-family homes and 3 duplex rental units on the site. Project is underway.
<b>Homebuyer Assistance - \$140,000</b>	<p><u>EmPOWERment</u> - \$100,000 was budgeted to EmPOWERment to provide second mortgage assistance to households throughout Orange County earning less than 80% of the area median income. The County has entered into a Development Agreement with EmPOWERment for this project. All funds spent.</p> <p><u>Habitat for Humanity</u> - \$40,000 awarded to Habitat to provide deferred second mortgages for 3 homebuyers earning 50% of the area median income. Funds to build a house on Creel Street in Carrboro. All funds spent to date.</p>
<b>Community Revitalization - \$100,000</b>	Funds will be provided to qualified non-profit organizations for property acquisition and renovation for first time homebuyers earning less than 80% of the area median income. Properties will be located throughout Orange County.
<b>Administration - \$48,100</b>	Funds were allocated to the Orange County Housing and Community Development Department for administration of the program.
<p><b>2001-2002 Activities:</b> On January 23 and March 28, the Council held two public hearings on the use of \$743,475 of HOME Program funds for 2001 – 2002. Council approved a Plan on 4/23/01. The County Commissioners, and the Boards of Carrboro and Hillsborough also approved the Plan before it was submitted to the U.S. Department of Housing and Urban Development on May 15, 2001.</p> <p>The Council and the governing bodies of Carrboro, Hillsborough and Orange County approved the following activities for the 2001-2002 HOME Program: Property Acquisition - Town of Carrboro (\$120,000) \$105,525 spent. When the property is sold to qualified buyers, funds will revolve back into this fund for future eligible use. Property Acquisition – Town of Chapel Hill (\$100,000). All funds spent; Property Acquisition - OPC Mental Health (\$58,625). All funds spent; Property Acquisition – EmPOWERment (\$50,000). Land Acquisition – Residential Services (\$100,000) All funds spent; Land Acquisition – Orange Comm. Hsg. and Land Trust (\$30,000) \$18,140 spent to date; New Construction – Orange Comm. Hsg. and Land Trust (\$80,000) All funds spent; New Construction – Habitat for Humanity (\$20,000); Homebuyer Assistance – EmPOWERment (\$69,750). The County has entered into Development Agreements with the agencies with outstanding funds.</p>	
<b>Other Housing Projects</b>	
<b>Orange Community Housing and Land Trust</b>	Continued work with the Orange Community Housing Corp. to produce affordable housing opportunities in Chapel Hill. The Land Trust continues to work with the developers of several projects to administer Council imposed affordable housing requirements in developments such as Larkspur, Vineyard Square and Greenways Condominiums. The Land Trust used the Revolving Acquisition Fund to purchase a house in Culbreth Park May 2004.

<b>OBJECTIVE</b>	<b>PROGRESS/STATUS</b>
<b>Orange Community Housing and Land Trust (continued)</b>	The house purchased by a qualified buyer in October. The Land Trust also worked with EmPOWERment to sell a home in the Northside Neighborhood. The house was sold to a qualified lower income buyer in November 2004.



**Second Quarter, 2004-2005**

**Police**

<b>REVENUES/EXPENDITURES</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change From Prior Year</b>
Revenues	497,236	527,023	356,200	91,220	69,028	-24%*
Expenditures	8,288,882	9,570,286	10,080,655	4,145,130	4,659,522	+12%
Expenditures as % of Budget					46%	

<b>ADDITIONAL DETAIL</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change From Prior Year</b>
<b>PATROL SERVICES</b>						
# calls for service	24,778	29,385	30,000	13,073	15,853	+21%
<b>CRIME</b>						
<b>Reported Major Crimes</b>						
Personal crimes						
Homicide	1	1	0	0	0	same
Rape	4	14	10	9	9	same
Robbery	81	93	90	53	30	-43%
Aggravated assault	134	128	130	58	77	+32%
Property crimes						
Burglary/break-in	432	548	475	321	301	-7%
<i>(residential)</i>	<i>(311)</i>	<i>(395)</i>	<i>(350)</i>	<i>(223)</i>	<i>(222)</i>	<i>(same)</i>
<i>(non-residential)</i>	<i>(112)</i>	<i>(153)</i>	<i>(125)</i>	<i>(98)</i>	<i>(79)</i>	<i>(-19)</i>
Larceny	1,892	1,566	1,650	850	910	+7%
<i>(vehicle break-in)</i>	<i>(819)</i>	<i>(554)</i>	<i>(650)</i>	<i>(283)</i>	<i>(422)</i>	<i>(+49)</i>
Motor vehicle theft	107	75	85	47	50	+6%
<b>Total Major Crimes</b>	<b>2,630</b>	<b>2,425</b>	<b>2,440</b>	<b>1,338</b>	<b>1,377</b>	<b>+3%</b>
<b>%of major crimes cleared by arrest or exceptional means</b>						
Personal crimes	46%	52%	55%**	46%	42%	-4 pct pts
Property crimes	26%	17%	23%**	14%	14%	same
<b>JUVENILE</b>						
# of offenses involving youth under 18 years of age as victim	384	388	400	193	117	-40%
# of offenses involving youth under 16 years of age, as suspect	249	294	275	153	218	+42%
<b>NARCOTICS AND ALCOHOL ARRESTS</b>						
# of drug charges	364	390	420	185	136	-26%
<b>Total # of alcohol charges</b>						
# of underage possession of alcohol	71	103	120	42	49	+17%***
# of use of false identification	11	18	20	13	6	-53%
# of other (non-traffic) alcohol charges	9	24	25	8	20	+150%***
# of citations for violation of Town ordinance regarding public consumption or possession of alcohol	59	116	80	57	78	+37%

\* Federal Block Grants funds will be less than in previous years.

\*\*The statewide clearance rate in 2003 for personal crimes was 55% and 23% for property crimes.

\*\*\*The increase in alcohol related arrests is due in part to two undercover operations that targeted establishments that sell alcohol.

**Police**

**Second Quarter, 2004-2005**

	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change From Prior Year</b>
<b>OTHER ARRESTS</b>						
Panhandling	7	27	20	14	7	-50%
<b>TRAFFIC</b>						
# traffic citations issued	3,448	3,902	3,750	1,534	2,337	+52%
# DWI arrests	315	370	400	157	143	-9%
Total # traffic collisions	2,134	2,171	2,200	1,142	1,068	-6%
# involving bicyclist	17	9	15	4	4	same
# involving pedestrian	18	18	18	6	12	+100%
# on private property with no injury	497	542	550	284	265	-7%
Persons Injured or Killed						
# of injuries	532	454	500	242	186	-23%
# of fatalities	1	1	0	1	2	+100%
<b>OTHER POLICE CALLS</b>						
# of noise/loud party calls	1,208	1,203	1,000	602	295	-2%
<b>SPECIAL EVENTS</b>						
# of special events requiring police planning	76	106	120	50	38	+60%
<b>CRISIS INTERVENTION</b>						
# of cases	1,769	1,775	1,800	896	827	-8%
Nature of Crises						
domestic violence	21%	23%	30%	22%	24%	+2 pct pts
sexual assault	3%	5%	4%	6%	5%	-1 pct pt
victims of other crimes	29%	29%	32%	31%	26%	-5 pct pts
trauma	6%	7%	7%	7%	6%	-1 pct pt

Per Capita Crime Comparison for the Northside Neighborhood and the Town

	<b>Town</b>				
	Actual Number		Per 1,000		Change
	FY 03-04	FY 04-05	FY 03-04	FY 04-05	
Homicide	0	0	0	0	same
Rape	9	9	.18	.18	same
Robbery	53	30	1.09	.62	-43%
Aggravated Assault	58	77	1.19	1.58	+32%
<b>Total Personal Crimes</b>	<b>120</b>	<b>116</b>	<b>2.46</b>	<b>2.38</b>	<b>-3%</b>
Burglary	321	301	6.58	6.17	-7%
Larceny	850	910	17.44	18.67	+7%
Motor Vehicle Theft	47	50	.96	1.03	+6%
<b>Total Property Crimes</b>	<b>1,218</b>	<b>1,261</b>	<b>24.98</b>	<b>25.87</b>	<b>+4%</b>
<b>Total</b>	<b>1,338</b>	<b>1,377</b>	<b>37.45</b>	<b>28.25</b>	<b>+3%</b>
<b>Drug Charges</b>	<b>185</b>	<b>136</b>	<b>3.79</b>	<b>2.79</b>	<b>-26%</b>

	<b>Northside</b>				
	Actual Number		Per 1,000		Change
	FY 03-04	FY 04-05	FY 03-04	FY 04-05	
Homicide	0	0	0	0	same
Rape	1	0	.80	0	same
Robbery	4	2	3.22	1.61	-50%
Aggravated Assault	5	15	4.02	12.06	+200%
<b>Total Personal Crimes</b>	<b>10</b>	<b>17</b>	<b>8.04</b>	<b>13.67</b>	<b>+70%</b>
Burglary	38	39	30.55	31.35	+3%
Larceny	20	20	16.08	16.08	same
Motor Vehicle Theft	1	2	.80	1.61	+100%
<b>Total Property Crimes</b>	<b>59</b>	<b>61</b>	<b>47.43</b>	<b>49.04</b>	<b>+3%</b>
<b>Total</b>	<b>69</b>	<b>78</b>	<b>55.47</b>	<b>62.70</b>	<b>+13%</b>
<b>Drug Charges</b>	<b>53</b>	<b>37</b>	<b>42.60</b>	<b>29.74</b>	<b>-30%</b>

**Crime Rates**

Town-wide crime increased by 3%. Property crime rose by 4% and violent crime decreased by 3%. Robbery decreased by 43%, while aggravated assault (an assault that involves a weapon or results in serious injury) increased by 32%, from 58 to 77.

Burglaries decreased by 20 (7%). The increase in property crime is due mainly to larcenies from vehicles (49% increase, from 283 to 422 in the six months). Vehicles parked in apartment parking lots and park-and-ride lots were being broken into.

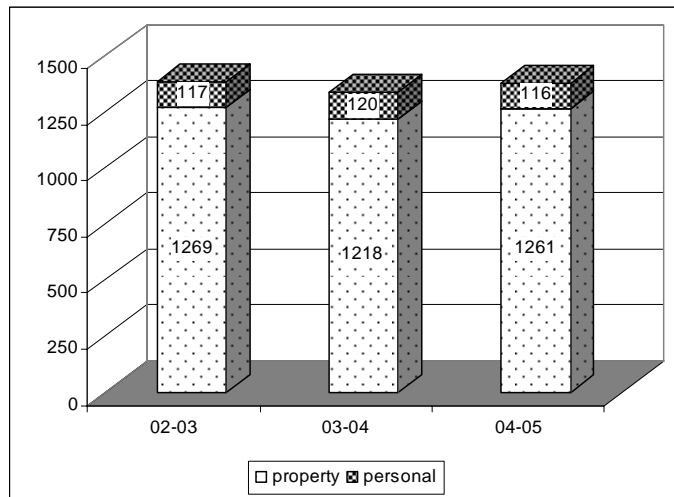
Northside, as the rest of the Town, experienced a decrease in robberies and an increase in aggravated assaults (5 to 18). Property crime rose at a slightly lower rate than the entire Town (3% as compared to 4%). Total Northside crime increased by 13% (69 to 78 incidents) while the Town rose by 3% (from 1,338 to 1,377 reported crimes).

**Drug Charges**

The number of drug arrests decreased by 30% in Northside. Drug sales decreased in the Northside neighborhood following arrests at a known drug house made at the end of last fiscal year and in the first quarter of Fiscal Year 2004-05. However drug activity has moved from Northside to other areas of Town including the West Franklin Street area and the Pine Knolls neighborhood. Department efforts have also moved to those areas, resulting in 26% more drug arrests Town-wide (185 to 136).

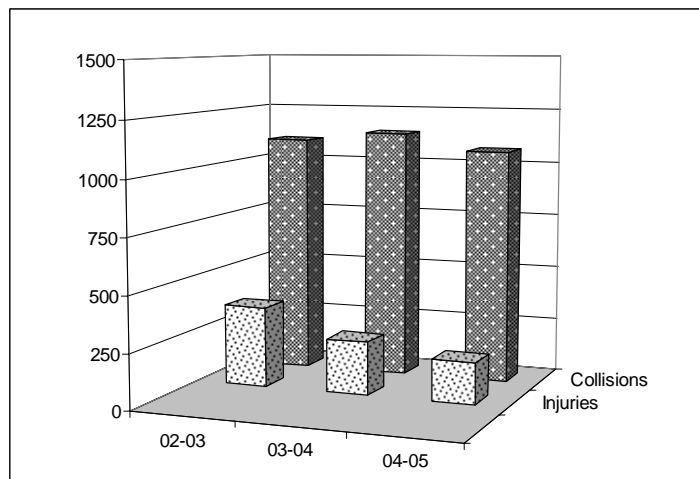
<b>OBJECTIVE</b>	<b>PROGRESS/STATUS</b>
<p>Continue traffic education and enforcement efforts by focusing on both high traffic and residential areas. Directed patrols will be based on collision locations, citizen input, and officer observation.</p>	<p>During the first six months, the number of citations increased by 52%. Enforcement efforts were focused high accident locations and in residential neighborhoods.</p> <p>The number of collisions decreased by 6%. The number injuries from collisions were down 23% from last year however there have been two fatalities.</p>
<p>Increase outreach efforts to underserved populations including senior citizens, the Latino community, and adolescents.</p>	<ul style="list-style-type: none"> <li>• The Office of Senior Services was established in the first quarter. Crime prevention and educational programs have been presented.</li> <li>• The Latino Outreach Crisis Counselor provided services to 2 sexual assault victims and 33 domestic violence victims. He also assisted Investigators in 9 cases involving Latinos.</li> </ul>
<p>Continue to enhance technology advancements for officer safety, more efficient use of resources, and improved services to citizens.</p>	<p>The Department has received three technology grants.</p> <ul style="list-style-type: none"> <li>• \$850,000 for radio communications equipment</li> <li>• \$100,000 for in-car digital recording systems</li> <li>• \$48,000 for crime analysis and mapping programs</li> </ul>
<p>Work to decrease alcohol offenses and injuries by 1) increasing enforcement efforts and 2) working with the University, secondary schools, and community groups.</p>	<ul style="list-style-type: none"> <li>• The Department conducted three undercover operations using as under-aged buyer at off-premise locations.</li> <li>• The Chief and Crisis Unit staff have participated in community meetings addressing underage consumption of alcohol.</li> <li>• The Orange County ABC Commission appointed 3 Chapel Hill officers as Alcohol Law Enforcement officers. They are authorized to enforce administrative statutes concerning establishments that sell alcohol.</li> <li>• Officers responded to 16 teen parties (involving approximately 80 young people) where alcohol was present. Parents of all identified participants were contacted.</li> </ul>
<p>Review case clearance procedures in order to assure cases are tracked correctly. That data will be used to evaluate effectiveness of investigation methods.</p>	<p>Investigations supervisors were trained in using case management software to better track case assignments and status.</p>
<p>Focus efforts in high crime neighborhoods by continuing visible patrols, covert operations, and contact with residents and community groups.</p>	<p>Arrests at a known drug house decreased the level of drug dealing in the Northside neighborhood. Community Services Officers followed up on all noise complaints, visiting 55 residences.</p>
<p>Provide services in the Central Business District that will enhance the safety of the area and make it more appealing to merchants and visitors.</p>	<p>The Department partnered with the Chamber of Commerce and many Central Business District merchants to address downtown crime. Officers provided security surveys, employee training, and shared information through the Business Alert Network. Officers worked with the Public Works Department and Duke Power on installing additional lighting.</p> <p>Officers and Wakenhut Security personnel provided approximately 300 hours of bicycle patrols in the Central Business District.</p>

Major Crimes Reported



In the first six months there was a 3% decrease in reported personal crime (homicide, rape, robbery, and aggravated assault). However property crimes increased by 4%. Robberies decreased by 43% (53 to 30) while aggravated assault increased by 32% (58 to 77). Overall reported major crimes increased by 3%.

Traffic Collisions



Traffic collisions decreased by 6% as compared to the first quarter of 2003-04 (1,142 to 1,068). Injuries decreased by 23%, from 242 to 186. There have been two fatality this fiscal year.

**Second Quarter, 2004-2005**

**Public Works**

<b>REVENUES/EXPENDITURES</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change From Prior Year</b>
Revenues (1)	445,278	1,101,554	2,091,400	498,404	1,869,050	+275%
Expenditures (2)	9,085,991	10,317,663	10,797,000	4,932,889	5,054,746	+2.5%
Expenditures as % of Budget					47%	

<b>ADDITIONAL DETAIL</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change From Prior Year</b>
<b>SUPPORT SERVICES</b>						
# of lost-time injuries/# of days lost	1/19	2/125	<20 inj	none	2/120	--
# of preventable accidents	6	10	<20	1	1	same
Turnover: # of individuals/%	4/3.4	4/3.1	n/a	none	1/<1	--
# of plans reviewed for compliance with tree ordinance and Town design standards	156	169	150	99	96	-3%
<b>FIELD OPERATIONS – TRAFFIC</b>						
# of street signing/marketing activities	671	677	450	252	257	+2%
<b>FIELD OPERATIONS – CONSTRUCTION</b>						
# projects completed	31	48	30	18	44	+144%
Sq yds of streets reconstructed (3)	225	5,500	5,500	5,500	none	--
<b>FIELD OPERATIONS – STREETS</b>						
Miles of streets resurfaced (4)	4.71	5.5	5.5	5.5	5.99	+9%
Truckloads of leaves collected	600	560	550	463	613	+32%
Frequency of street cleaning						
Major streets	Weekly	Weekly	Weekly	.9/Wk	Weekly	+13%
Residential streets	7.5 cycles	6 cycles	4 cycles	4 cycles	4 cycles	same
Town Center (5)	1.5/Week	1.75/Week	2/Week	1.5/Week	2/Wk	+33%

ADDITIONAL DETAIL	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change From Prior Year
<b>INTERNAL SERVICES</b>						
Fuel use, in gallons (General Fund only)	242,347	259,703	200,000	130,791	128,779	-1.5%
# of building emergency requests/% of responses less than 30 minutes	46/91%	21/95%	90%	9/89%	12/100%	+33%/ +12%
<b>SOLID WASTE SERVICES</b>						
Tons of refuse collected:						
Residential	7,899	8,183	9,030	4,143	4,127	-.4%
Commercial	12,658	12,124	13,100	5,862	5,730	-2.3%
Yard waste (6)	3,435	3,529	3,350	1,850	1,409	-23.8%
<b>TOTAL TONS COLLECTED</b>	23,992	23,836	26,000 (rd)	11,855	11,266	-5%
Average pounds of residential refuse per collector per week	23,370	26,278	28,900	26,555	26,455	-.4%
Average length of brush collection cycle	1 Wk	1 Wk	1 Wk	1 Wk	1Wk	same

#### Notes

1. Revenues for 2003-2004 included \$546,900 related to FEMA reimbursements for costs associated with the severe winter storm of December, 2002, and Hurricane Isabel in September, 2003. Revenues for 2004-05, both for budget and year-to-date, reflect inclusion of Powell Bill funds; in prior years, this revenue account was not shown as departmental revenue.
2. 2004-05 Budget includes \$35,434 re-appropriated to cover carry-overs from 2003-04.
3. Reconstruction work is anticipated later in the fiscal year. New funding in fiscal 2004-2005 includes \$36,000, along with a \$3,000 encumbrance carry-over from last fiscal year, for a current year total of \$39,000.
4. During first quarter, 23 streets totaling 5.99 miles in length were resurfaced by contract; an additional 9 streets were milled by contract crews using more than 26,850 square yards of asphalt.
5. Relative increase in cleaning Town Center streets in the current year resulted from the diversion of resources in the first quarter of last fiscal year for work related to Hurricane Isabel.
6. Decrease primarily resulted from high quantity of brush generated by Hurricane Isabel on September 18, 2003.

**DIVISION: SUPPORT SERVICES**

<b>OBJECTIVE</b>	<b>PROGRESS/STATUS</b>
Management reports/studies.	Major work during the second quarter involved 1) processing annual performance evaluations for existing departmental personnel; 2) analyzing departmental costs associated with potential annexation of two areas; 3) translating current departmental budget into functional budget format; and 4) completing various tasks related to grievances. Management staff continued to work with consultants on development of new Town Operations Center, focusing on need to reduce overall costs to be more consistent with available funding.
Minimum injuries/accidents.	To date, there were 12 personal injuries, 2 of which resulted in loss of 120 work days; 1 vehicular accident was the fault of town employee.
Review design plans to assure compliance with Town's Landscape and Tree Protection Ordinance.	Design review accomplished within time period allotted. Work to date included review of 96 sets of plans.
Inspect development sites to assure compliance with permits as approved, consistent with Town's Landscape and Tree Protection Ordinance.	Frequency of site inspections generally adequate.

**DIVISION: FIELD OPERATIONS - ADMINISTRATION**

<b>OBJECTIVE</b>	<b>PROGRESS/STATUS</b>
Complete reports, studies and program analyses related to divisional operations as required.	The Field Operations Superintendent spent considerable time completing annual performance evaluations. In absence of supervisor for traffic programs, he continues to provide on-going supervision and management of divisional programs in this service area.
Evaluate/implement various professional recommendations and CIP projects.	Preparation of next CIP update started in second quarter, and carried forward into third quarter.

**DIVISION: FIELD OPERATIONS - TRAFFIC**

<b>OBJECTIVE</b>	<b>PROGRESS/STATUS</b>
Improve traffic flow and safety through signing improvements.	To date, program staff performed maintenance on and/or installed 257 traffic signs town-wide (of which 186 were in the second quarter).



OBJECTIVE	PROGRESS/STATUS
Maintain closed loop signal system.	Traffic detection loops were replaced at various locations and staff responded to 127 reported malfunctions (flash, detection, timing, bulb problems, etc.) in the first quarter and 161 during second quarter, for a year-to-date total of 288. Major tasks completed in second quarter included preventive maintenance in various traffic zones, replacement of pedestrian heads town-wide as needed and repair of damaged signals at various intersections.
Provide street lighting consistent with existing town policy along all classes of streets.	In first quarter, we authorized Duke Power Company to install new street lights at Vineyard Square, Weaver Dairy Road Extension and Greene Street. During second quarter, we requested seven lighting installations town-wide, of which four were completed. To date, we have requested 48 repair service work orders by Duke Power Company.

**DIVISION: FIELD OPERATIONS - RIGHTS-OF-WAY/DRAINAGE**

OBJECTIVE	PROGRESS/STATUS
Maintain Town's drainage system through ongoing services.	<p>Work completed during the second quarter included cleaning/installing and/or repairing ditches, pipes and catch basins at 13 locations (for a total of 23 to date); and resetting and/or replacing 14 catch basin tops (for a total of 28 to date). To date, crews cleaned and/or re-graded 381' of ditches at 5 locations; flushing 551' of storm sewer pipe at 51 locations; checking catch basins and removing debris as needed town-wide; and removing blockages along Bolin Creek.</p> <p>In the mosquito control program, we monitored and treated known mosquito breeding sites on public properties during the first quarter. Additional mosquito control work is anticipated during the fourth quarter.</p>
Clean streets in downtown areas twice weekly and major streets weekly; check and clean residential streets as needed once every six weeks.	To date, downtown areas were swept 52 times, for an average of two times per week. Major streets were cleaned on average once per week and 4 cycles were completed along residential streets.
Improve appearance and enhance lines of sight along rights-of-way through maintenance of existing trees and vegetation.	To date, a total of 20 trees ranging in size from 2" to 30" was removed town-wide, seven of which were dead. Removal resulted from sidewalk projects, renovation projects, residents' requests and emergency calls. This included removal of two large trees along Booker Creeks that were impeding water flow. Tree planting work completed in the first quarter included installation of 120 tree gators town-wide; during the second quarter, 127 various species of trees were planted at the new Town Operations Center site. Tree watering was completed at installations along Airport Road, Franklin Street, Fordham Boulevard, Highway 54 and Cameron Avenue.

**DIVISION: FIELD OPERATIONS - CONSTRUCTION**

<b>OBJECTIVE</b>	<b>PROGRESS/STATUS</b>
Reconstruct selected streets town-wide based on prioritized need using annual ITRE survey data.	Street reconstruction work is anticipated later in the fiscal year.
Construct various projects for other Public Works divisions and Town departments.	Miscellaneous projects to date were completed at Hargraves, Memorial Cemetery, kiosks throughout downtown, the new Town Operations Center site and the Community Center.
Construct miscellaneous projects, including Streetscape, sidewalks and drainage improvements.	Major project work to date related to Streetscape included locating existing electrical conduit at 408 and 412 West Franklin Street and installing seven electrical boxes at located turnouts. Miscellaneous sidewalk repairs to date were made along 830 linear feet at four sites, including Caldwell Street, Roberson Street, South Elliott Road and Hamilton Road.

**DIVISION: FIELD OPERATIONS - STREETS**

<b>OBJECTIVE</b>	<b>PROGRESS/STATUS</b>
Improve about 7 miles of street pavement using contract resurfacing (5.6 miles) and slurry seal (1.3 miles).	In the first quarter, 23 streets were resurfaced by contract town-wide, totaling 5.99 miles in length and 9 streets were milled by contract, using a total of about 26,850 sq. yds. of asphalt. While no contract street resurfacing was completed during the second quarter, contract crews selectively milled an additional two streets totaling 345 linear feet.
Maintain the Town's street system through ongoing patching.	Extensive patching was completed in the first two quarters; work included patching on the streets that were resurfaced. Crews placed about 159 tons of I-2 and 742 tons of H-binder on 39 streets town-wide; repaired potholes on 39 streets; used cold patch on 7 streets; and treated an additional 18 streets with asphalt.
Collect leaves and pine straw October through March.	The seasonal program started on schedule in mid-October, 2004. By the end of the second quarter, two complete collection cycles were completed, and part of a third. The total collected was 613 loads, equaling 2,452 tons.
Clear streets in times of inclement weather, including snow and ice, consistent with current priorities and Town policy.	Inclement weather conditions typically occur during the third quarter. We had prepared for possible responses to various hurricanes during the first quarter that did not hit our area.

**DIVISION: INTERNAL SERVICES**

<b>OBJECTIVE</b>	<b>PROGRESS/STATUS</b>
Expand use of automated fleet management system.	<p>Ongoing; data are maintained to generate information related to road calls and fleet preventive maintenance, as well as repair service. During the first two quarters, 89 emergency road service calls were made at an average cost of \$122.77 per call. The average preventive maintenance cost per vehicle serviced was \$115.43. These unit costs, both for road service calls and preventive maintenance, include labor, materials and equipment.</p> <p>Fuel use to date was down 2,011 gallons, or about 1.5%, compared to last year. The cost per gallon averaged \$1.46 during the first quarter and \$1.55 during the second, for a year-to-date average of \$1.50; this compares to an average unit cost of \$1.06 last year (note: budget assumes \$1.60 for bio-diesel and \$1.40 for gasoline).</p>
Perform preventive maintenance per mileage benchmark system—about 400 services per year on 195 items.	A cumulative total of 342 automotive PM's was completed, for an average of about 13.2 per week.
Adhere to both interior and exterior building maintenance schedules.	Maintenance schedules generally were met at all public facilities for which the division is responsible. Cumulative totals of 854 building maintenance and 124 non-maintenance work orders were completed.

**DIVISION: SOLID WASTE SERVICES**

<b>OBJECTIVE</b>	<b>PROGRESS/STATUS</b>
Collect estimated 26,000 tons of residential (including yard waste) and commercial refuse as scheduled, with minimum complaints.	Total volume to date was down 589 tons (5%) compared to that for last year. This decrease resulted primarily from the greater quantity of brush debris generated by Hurricane Isabel in mid-September, 2003. The data exclude 371 tons of commercial refuse collected from compactors. Collection schedules for all residential and commercial routes generally were met.
Provide efficient level of collection of brush/bulky items.	<p>The average collection cycle for brush was 1 week during the first two quarters.</p> <p>Bulky items (white goods) collected to date totaled 31 tons compared to 54 tons in the same period last year.</p>
Minimize injuries/accidents.	There were two lost-time injuries, resulting in the loss of 120 work days. There were no accidents that were the fault of town Solid Waste personnel.
Maintain high service level, both in terms of service and operations.	Residential refuse collection services were conducted in an efficient, safe and productive manner. Commercial collection remains highly efficient and safe. Enforcement of the cardboard ban continues. We continue to work with front-loading commercial customers to replace unsafe dumpsters and we continue to encourage replacement of side-loading

	dumpsters with front-loading containers.
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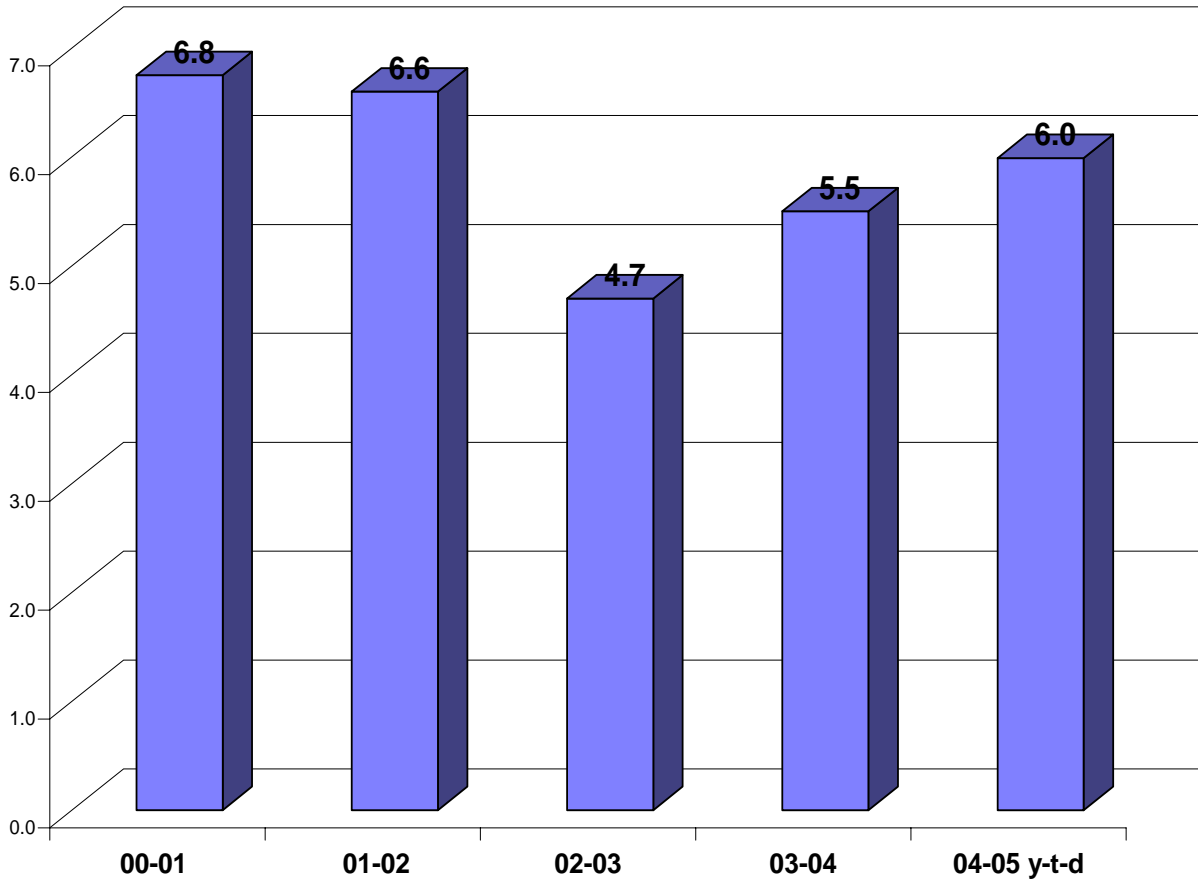
**Second Quarter, 2004-2005**

**Public Works**

**DIVISION: LANDSCAPE**

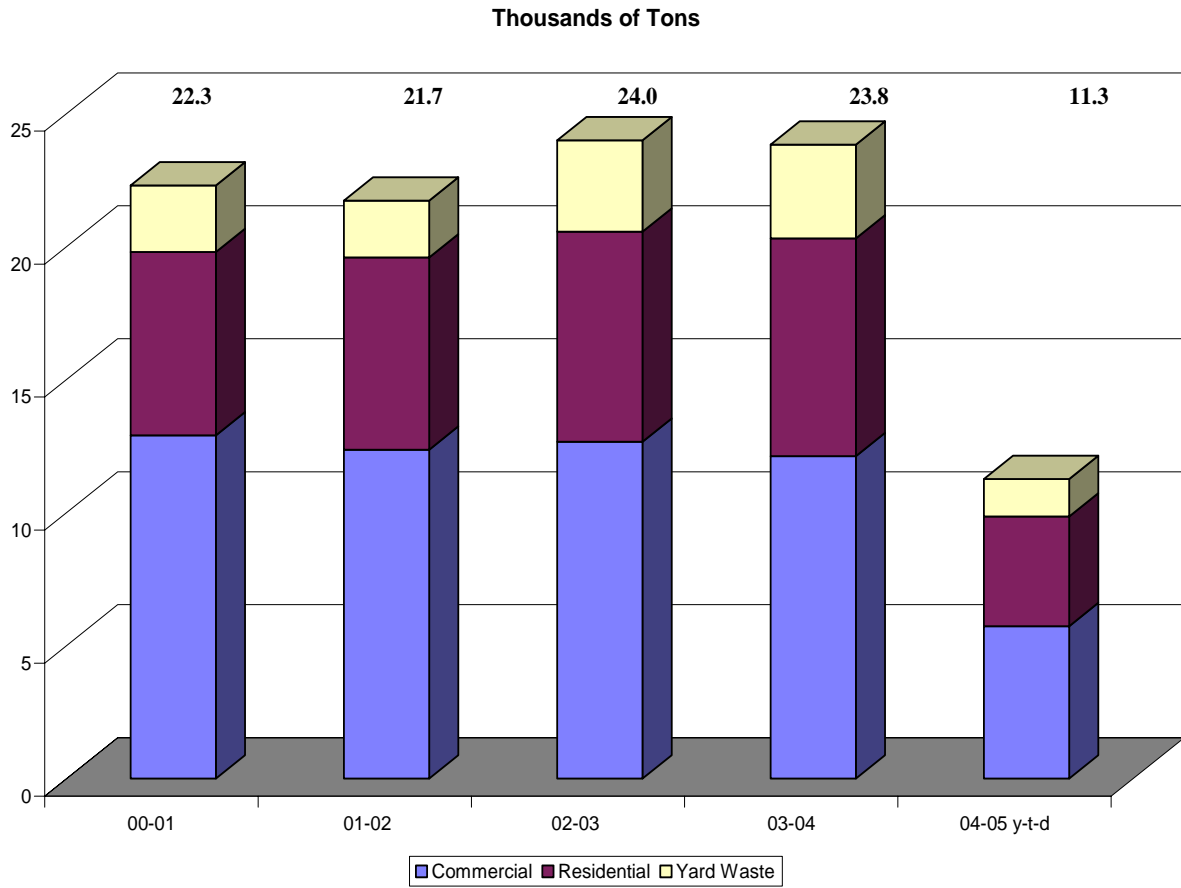
OBJECTIVE	PROGRESS/STATUS
Evaluate and implement projects included in the Capital Improvements Program and proposed by consultants.	<p>During the second quarter, department staff met with staff from Parks and Recreation Department and school officials to discuss maintenance of Meadowmont soccer fields and the Little Creek Trail system. Also, staff attended a town-wide Festifall organizational meeting.</p> <p>Small Park Improvement work is anticipated later in the year.</p>
Improve appearance and safety along rights-of-way through mowing road shoulders.	Seasonal mowing cycles were completed as scheduled throughout the first two quarters.
Adhere to grounds maintenance schedules at parks, cemeteries, parking lots, public housing and other public locations.	<p>Grounds maintenance schedules generally were met or exceeded at all public facilities and areas for which division is responsible. The planting program included 26 trees, 79 shrubs and 3,510 perennials town-wide, including 2,225 bulbs at the Chapel Hill Library. In addition, staff assisted in the planting of 102 trees at the Town Operations Center site.</p> <p>During the first two quarters, a total of 47 work orders was completed, primarily for Housing and Parks and Recreation.</p>

**MILES OF STREETS RESURFACED**



Contract resurfacing was completed on 5.99 miles of streets during the first quarter. The budget objective is 5.5 miles. An additional 1.5 miles of streets is anticipated to receive slurry seal by contract.

SOLID WASTE COLLECTION



The Solid Waste Services Division collected 5% less refuse compared to the same period last fiscal year. The decrease primarily results from the quantity of brush generated by Hurricane Isabel that hit in mid-September, 2003. The goal for all solid waste collections this year is 26,000 tons (rounded).

**Second Quarter, 2004-2005**

**Transportation**

<b>REVENUES/EXPENDITURES</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
Revenues	10,927,883	11,433,963	11,420,609	6,623,381	4,534,966	-31.5%
Expenditures	9,058,475	10,638,014	11,420,609	4,136,805	4,991,026	20.6%
Expenditures as % of Budget					43.70%	

<b>ADDITIONAL DETAIL</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>YTD 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
<b>TRANSPORTATION</b>						
Fixed route trips	4,589,559	5,090,860	5,356,684	2,558,619	2,797,212	9.3%
Demand response trips	66,267	64,267	68,108	33,371	31,511	-5.6%
Tar Heel Express trips/Charter	142,840	157,089	164,392	93,115	96,496	3.6%
Service miles (actual)	2,178,222	2,180,107	1,954,404	993,724	977,434	-1.6%
Passenger trips/service mile	2.64	2.86	2.86	2.7	2.99	10.8%
Operating Costs	9,058,475	10,638,014	11,420,609	4,136,805	4,991,026	20.6%
Operating Revenue	347,793	432,292	394,700	237,777	222,489	-6.4%
Patron revenue/trip	0.07	0.08	0.07	0.09	0.08	-14.1%
System cost/trip	1.89	2.00	2.04	1.54	1.71	10.7%
Ratio of Revenue from Patrons to cost	0.04	0.04	0.03	0.06	0.04	-22.4%
Miles/road call	30,,972	29,877	25,000	39,749	51,189	28.8%
Road calls (mechanical)	46	66	60	25	34	36.0%
Preventable accidents	16	18	25	9	16	77.8%
Miles/Preventable accidents	136,139	121,117	35,000	110,414	61,090	-44.7%

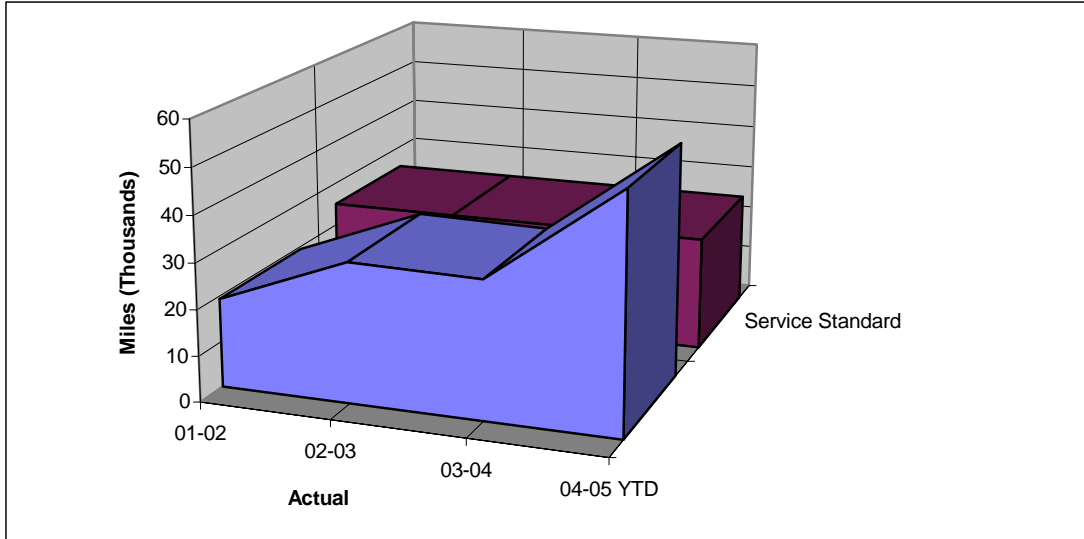
**Transportation****Second Quarter, 2004-2005**

<b>SAFETY PERFORMANCE</b>	<b>Actual 02-03</b>	<b>Actual 03-04</b>	<b>Budget 04-05</b>	<b>Same Period 03-04</b>	<b>YTD 04-05</b>	<b>Change from Prior Year</b>
Safety Training: #of staff hours of training (#of employees X training time)	4,260	3,751	NA	661	974.5	47.4%
Safety Inspections: #of hazards identified/ % of items mitigated	0	0	NA	0	0	N/A
Time lost due to work-related injury or illness	131	1,068	NA	528	413.9	-27.6%

<b>OBJECTIVES</b>	<b>PROGRESS/STATUS</b>
To operate fixed route transit service in Chapel Hill, Carrboro, and on the UNC campus. Routes will serve 90% of the residences and will meet the published schedule 98% of the time.	Operated approximately 35,169 hours of service during the period. Fixed Route Ridership was up from the second quarter of FY 2004.
To operate demand responsive services in areas not served by fixed routes and for certified senior and handicapped patrons. Will meet service standards set by the Transportation Board.	Operated approximately 6,440 hours of service during the period. Average trip time of 21 minutes was above our standard of 15 minutes per trip
To operate all transit services with no more than one preventable vehicular accident per 35,000 miles.	Miles between preventable accidents averaged 61,090.
To operate a reliable transit operation with no more than one (mechanical) road call per 25,000 miles.	Miles between road calls for mechanical reasons averaged 51,189.

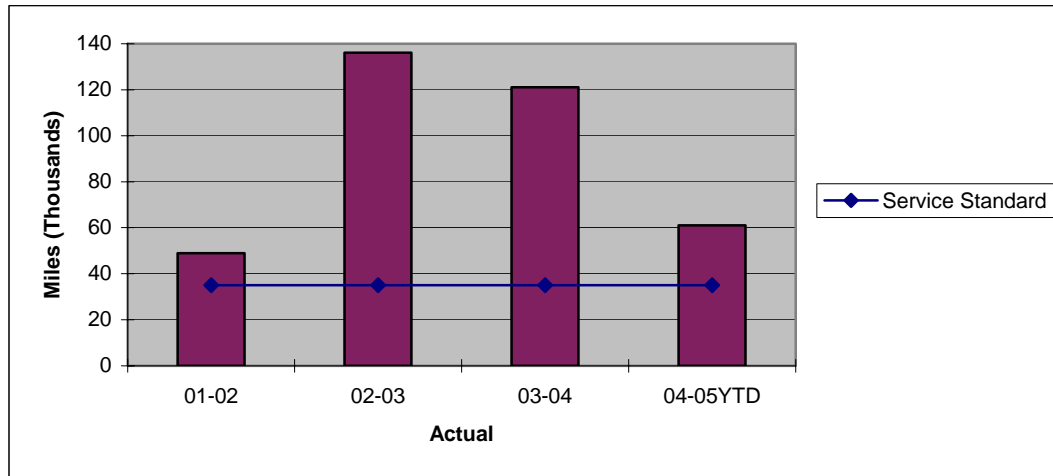


**TRANSIT RELIABILITY  
AVERAGE MILES BETWEEN ROAD CALLS DUE TO  
MECHANICAL PROBLEMS**



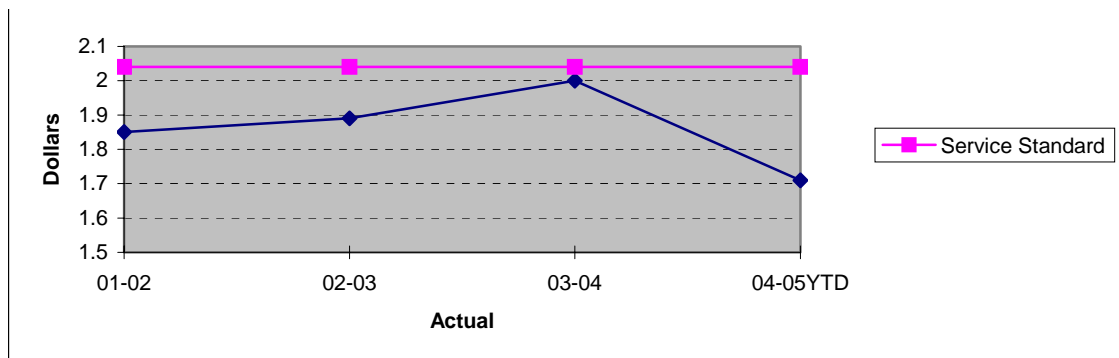
The miles between road calls has declined slightly from last year as the newest buses are getting some miles on them and are experiencing some mechanical failures.

**TRANSIT SAFETY  
MILES BETWEEN PREVENTABLE ACCIDENTS**



Transit vehicle safety is measured by tracking the average miles between preventable accidents. The addition of a Safety and Training Coordinator has helped in addressing safety concerns.

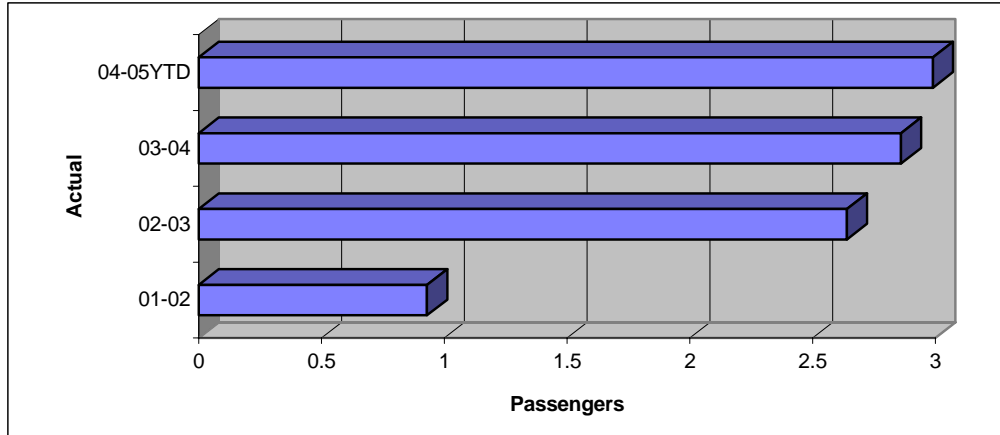
**PUBLIC TRANSPORTATION  
SYSTEM COST PER PASSENGER TRIP**



Transit service efficiency is monitored by calculating the system-wide cost per passenger trip.

**PUBLIC TRANSPORTATION**

**PASSENGERS PER SERVICE MILE**



Transit service productivity is monitored by calculating the passenger trips per service mile.



# **CAPITAL PROJECTS**



**TOWN OF CHAPEL HILL**  
**Status of Capital Projects**  
**December 31, 2004**

This report provides information on the status of capital projects on which Town staff are now working or that have recently been completed. Projects are classified as “Completed,” “Under Construction” and “In Planning.”

**Completed**

**Hargraves Center/A.D. Clark Bath House Renovations**

Project: Perform extraordinary maintenance identified in 2000 Facilities Assessment Study, including, at the Center, replacement of interior surfaces, of electrical, heating and air conditioning systems, and plumbing fixtures; adding Americans with Disabilities Act (ADA) accessible entrance and restroom facilities, and repairing the roof; and at the bath house, raising the roof, adding day lighting, adding ADA accessible entrances and restroom facilities and replacement of all surfaces and mechanical equipment; and replacement of mechanical equipment and re-pouring the floor of the pump house.

Budget: \$1,200,000 to be financed over 10 years included in CIP from 2001- 2010.

Status: Work began in April 2002. Change orders adding significant work, such as removal of asbestos, replacement of siding, roofing membrane, water-damaged sheathing and window flashing on the Center, more extensive reconstruction of the bath house, and more repairs on the pool, extended the completion date to March 31. The punch list walk through on March 31 identified several relatively minor issues which delayed full occupancy. However, the building was stocked with furniture in April and the grand opening was held on May 10. The pool opened as usual on Memorial Day Weekend.

The project has been completed including punch list items that were awaiting the closing of the pool.

Final costs are \$1,200,000.

**Homestead Gym Siding**

Project: Re-siding of wood-frame building on Homestead Road, acquired as part of the development of Vineyard Square. Some drainage work is included to improve positive drainage.

Budget: \$33,000 from the rent paid by the firm that uses the building for gymnastics classes. The contract for siding replacement was \$28,200.

Status: The siding work is completed. The drainage work was delayed due to equipment problems. Town forces will re-grade and landscape the area around the building to improve drainage and appearance in the fall of 2005.

## **Homestead Gym Site Building Removal**

Project: Remove old dilapidated wood buildings on the 14-acre Town-owned property.

Budget: \$6,000 from the rent paid by the firm that uses the building for gymnastics classes.

Status: This project was completed in fourth quarter of last fiscal year.

## **IFC Shelter**

Project: This project includes extraordinary and deferred maintenance as defined in 2000 Facilities Assessment Study, with emphasis on exterior repairs necessary to protect the structure.

Budget: \$450,000 to be financed over 10 years included in CIP from 2003-04 – 2013-14.

Status: The 2003-04 – 2013-14 CIP included financing for \$450,000. We awarded a construction contract to D.W. Ward and we issued our “Notice to Proceed” on April 22, 2004. Change orders increased the contract amount to \$387,687. The project was completed on schedule in first quarter including the punch list.

## **Police Headquarters Renovations**

Project: Repair of the leaks and the damage caused by them, replacement of roof and roof mounted air conditioning units and any other work needed to preserve the public’s asset.

Budget: \$700,000 of 1996 Public Safety Bonds

Status: The initial contract of \$500,000 provided for repair and renovation, completing the waterproofing of all foundation and basement walls, replacement of the roof and of the air conditioning units on the roof and repair of floor and wall surfaces on the first floor. This work was completed in May 2002, except for the final check of HVAC system which was concluded during the hot weather in the summer of 2004.

The remaining \$200,000 provided for additional work on a safer configuration of the magistrate’s office, building security, renovation of the public lobby, and reorganizing space previously used for processing and storing paper records. Informal bids were opened in November, and a contract was executed with Jacobsen Construction for all of the above mentioned work. Construction on this follow-up project was scheduled to begin on January 5, 2004; however, construction was halted soon after it began to allow the designer sufficient time to develop plans and specifications for changes requested by the Police Department. Construction resumed in mid-April. This project including punch list and carpet was completed in the first quarter of 2004–05.

## **Pritchard Park Renovations**

Project: Comprehensive renovations of 15-unit public housing neighborhood on Pritchard Drive Extension.

Budget: \$960,700, including HUD's Capital Grant and Community Development Block Grant funds.

Status: Site work, including demolition, concrete, and rehabilitation work in the first phase of six units began in June 2002. Progress was delayed due to long fabrication time for windows and delivery of other components. The first phase of six dwelling units was completed and occupied in January 2003, the second phase of four units in mid-April. However, a unit in the third phase suffered fire damage at the end of March, and negotiations with the insurance company and contractors delayed completion of the project. Occupancy of all units except the one damaged by fire was completed by September 5, 2003, and the last unit was occupied on October 16. Duke Power and the contractor completed installation of yard lighting and associated site work in July 2004. The renovation work at Pritchard Park is complete.

The total cost for the project was \$803,040.

## **Sidewalks**

Legion Road Phase 1 and 2: In-house project on south side between Clover and Ephesus Church Roads; and between Scarlette Drive and Martin Luther King Jr. Street. Both sections were completed by Public Works crews at a cost of \$68,000, the original budget.

## **Under Construction**

### **Airport Gardens Renovations**

Project: Comprehensive renovations of 26-unit public housing neighborhood on Airport Road, including drainage and site work, replacement of windows, doors, cabinets, appliances, etc.

Budget: Approximately \$1,000,000 is now available for Phase I. Phase I funding will depend on the cost of emergency repairs needed at Trinity Court neighborhood. Federal funds available in October 2004, are anticipated to be sufficient to complete the last eight apartments and the site work.

Status: The architect was selected and began schematic design work in January 2003, with attention paid to site work and drainage issues as well as renovation of interior of apartments. Design drawings and bid package were ready by mid-May and were held in abeyance until September 2, when news of the amount of the next Capital Fund Grant was received from HUD. Construction bids were opened in December 2003. In April 2004, the Council rejected all bids for this project and directed the renovation work to be re-bid. In June 2004, the construction bids were re-opened and the Council awarded a contract to renovate 18 of the 26 apartments. The

contractor has completed renovation work on five of the 18 apartments in Phase One. Renovation work in Phase One is expected to be completed in May 2005.

### **Dry Creek Trail**

Project: Land acquisition north and south of I-40 and construction of a trail from East Chapel Hill High School to Providence Road. Another branch of the trail is proposed to connect Chapel Hill and Durham trail systems on land north of I-40.

Budget: \$415,430, including a \$200,000 grant from the Clean Water Management Trust Fund, National Trails Grants totaling \$100,430, payment in lieu of open space funds of \$10,800 and 1996 Open Space bonds.

Status: Sterling Ridge Apartments completed a trail segment from Providence Road to Erwin Ridge subdivision. Eagle Scouts have cleared a trail corridor from East Chapel Hill School to Perry Creek Road. Stairs and boardwalk have been constructed between San Juan Road and Perry Creek Road using a National Trails Program grant and Eagle Scout volunteers. Bids for a parking area off Erwin Road exceeded available funds. Work continues on two separate portions of this project:

- A contractor has been selected to solve a serious erosion problem on the East Chapel Hill High School end of the trail. Construction is anticipated for the spring of 2005. Signs will be installed upon completion of the erosion work.
- A design firm was selected for the pedestrian/bicycle bridge that will connect the Springcrest neighborhood to the Town's 34-acre open space tract at the southwest corner of the intersection of I-40 and Erwin Road. A public forum to discuss the idea was held on September 8. Design work is underway. Construction is anticipated in the spring of 2005.

All necessary properties south of I-40 have been acquired. A 31-acre parcel south of I-40 on Erwin Road was acquired in 2003, across from the 35-acre parcel acquired in 2000. Negotiations with owners of two parcels north of I-40 have so far been unsuccessful. However, acquisition of a third parcel north of I-40 was completed in 2003, using Clean Water Management Funds and 1996 bond funds.

### **Legion Road Sidewalk Phase 3**

Project: Construction of a sidewalk along Legion Road (north side) at a point approximately opposite Turnberry Lane northwards to an existing sidewalk which runs south from Europa Drive.

Budget: \$12,000.



Status: On October 11, 2004, the Council approved use of residual Capital Improvements Program funds (for new sidewalk and bicycle facilities projects), to be used to construct missing sections of sidewalk on Legion Road as funding permits. Construction is underway.

### **Town Operations Center**

Project: Acquisition of land for and design and development of operations facilities for the Public Works Department, Transportation Department, the Police Vehicle Impoundment Lot and Public Housing Maintenance.

Budget: The Council approved a budget of \$42,926,527. The total budget for architect and engineering fees is \$3,823,792.

Status: Eighty-eight acres north of Eubanks Road, west of I-40 and east of Millhouse Road, were acquired and financed from 2001 through 2003 for a total capital cost of \$1,436,000. An additional 4.1 acres west of Millhouse Road were acquired in June to allow for necessary realignment of the road. The cost of that purchase was \$68,747.

The designers worked on the schematic design throughout the second quarter, completing their work on schedule by March 31. The detailed design phase was completed in the first quarter of this fiscal year and preparation of construction drawings and bid documents is now underway. The designers and Town staff worked on revising the design in response to higher than anticipated cost estimates. The project team reported to the Council in October on the revisions.

The Town applied for a Special Use Permit on November 18, and the Council approved it on April 14.

The first construction contract was awarded on September 27 and the initial work on clearing, grubbing, grading, soil erosion control and stormwater management is now underway.

### **In Planning**

#### **Aquatics Center**

Project: Construction of an aquatic facility on a site in Homestead Park. The Council-approved conceptual plan includes a competition pool, warm water pool, locker rooms, office, and classroom and reception area.

Budget: Total of \$5,555,000, including \$1,200,000 from 1996 Town Park bonds and \$855,000 from 1997 and \$3,500,000 from 2001 Orange County Park and Recreation bonds.

Status: On March 5, 2001, the Council adopted the conceptual plan and requested that the Board of County Commissioners release the remaining \$855,000 in 1997 bonds. A committee of elected officials from both jurisdictions developed a process for joint development of the Aquatics Center and the governing bodies agreed to it March 3 and 5, 2003. The Council resolved on June 23 to request the Board of County Commissioners to approve the concept plan

and follow the same process as the one in use for the joint development of the Southern Community Park. The Commissioners approved the concept plan on October 1, 2003.

GGA Architects, the firm that had developed the concept plan, is now under contract for design services. A public forum was held in January 2004, to solicit ideas from swimmers. The Committee also directed the Public Arts Commissions of both the Town and the County to develop a way to incorporate public art into the planning process for the center. That process is underway.

A Special Use Permit application was submitted in October 2004. The Council has granted expedited processing for the project.

We are currently evaluating the budget as it relates to recent increases in the costs of construction materials and possible costs of sustainability measures. We expect to report to the Council in the third quarter.

### **Booker Creek Linear Park**

Project: Construction of a park and trail along Booker Creek from East Franklin Street to Fordham Boulevard, between Eastgate and Village Plaza commercial areas.

Budget: \$447,100, including \$349,700 from North Carolina Department of Transportation, \$10,000 from the developer of the Plaza Theaters, and a local match of \$87,400.

Status: Rose Engineering completed the study needed for the No Rise Certificate from FEMA, and found that the original concept plan was not feasible. The Council approved relocation of the pedestrian bridge in June 2002 and plans have been revised. Two of the three necessary easements have been acquired. After considerable study and discussion of alternatives, it was decided to delete the bridge and route pedestrians across the stream along the shoulder of Elliot Road. Approval of this change by DOT was received in September 2003, and first round Zoning Compliance Permit drawings have been prepared. A necessary easement from the Federated Theaters developers has not yet been received. The project can be bid once the easement has been acquired.

### **Burning Tree Drive Drainage Project**

Project: Alleviation of flooding of a private residence on Burning Tree Drive during heavy rain.

Budget: \$67,625 of Street bond funds.

Status: In-house design of the replacement of undersized storm drainage pipes under Burning Tree Drive and broadening of channel downstream was completed and reviewed by OWASA for necessary replacement of segments of a water and sewer line. An easement from one neighbor was available, but extensive negotiations with another neighbor did not result in the necessary easement. Therefore, the staff studied the feasibility and cost of providing an earthen (dry flood proofing) landscaped berm to protect the house from flooding during certain rain events.

Property owner agreement, surveying, preliminary plans, cost estimates and a feasibility study have been completed; final plans, permitting and bid documents were completed in the second quarter. Construction by a private contractor, pending receipt of an acceptable bid, is anticipated during the third quarter.

### **Chapel Hill Community Center**

Project: Perform extraordinary maintenance identified in 2000 Facilities Assessment Study, including replacing the gym floor, repairing and/or replacing the building's roof and pool deck, reconfiguring the pump room and renovating the mechanical and electrical systems.

Budget: \$1,440,000 for construction and \$150,000 for design work, to be financed over a 10-year period with CIP funds starting in 2005.

Status: The Town issued Requests for Qualifications (RFQ's) in the second quarter. We received an inadequate response to our solicitation. We issued a second RFQ in the second quarter and interviewed three candidate firms during January 2005. We expect to select a design firm and begin design work before the end of January 2005.

### **Generator for Town Hall**

Project: Installation of a generator capable of providing the power necessary to operate Town Hall during emergencies.

Budget: \$130,000, to be financed over 10 years, from CIP funds.

Status: The first engineering report presenting three options for location was prepared in April, and one option was selected for full development. Changes in personnel of the contract engineering firm caused delay. The consulting engineer initially projected a cost of about \$150,000; however, upon completion of the detailed design work they have presented a new, much higher cost estimate. We opened bids for this project on April 14, 2004. The apparent low bid was for \$354,000. We rejected this bid as unaffordable within our budget and are attempting to redesign the project with a reduced scope of work.

### **Generator for Police Headquarters**

Project: Installation of a generator capable of providing the power necessary to operate the Police Headquarters.

Budget: \$110,000, to be financed over 10 years from CIP funds.

Status: This project is being designed and bid in conjunction with the Town Hall generator project. We opened bids for this project on April 14, 2004. The apparent low bid was for \$232,000. We rejected this bid as unaffordable within our budget and are attempting to redesign the project with a reduced scope of work. We expect the design consultant to complete the

revisions to construction documents by the end of March 2005. We will then rebid the project and hope to complete construction by the end of June 2005.

### **Legion Road Sidewalk (additional phases)**

On October 11, 2004, the Council approved use of residual Capital Improvements Program funds (for new sidewalk and bicycle facilities projects), to be used to construct missing sections of sidewalk on Legion Road as funding permits. Work is planned to begin during the third quarter.

### **Morgan Creek Greenway**

Project: Construction of a paved trail along Morgan Creek from Merritt Pasture on US 15-501 to Smith Level Road.

Budget: \$89,375, 80 percent federal funding through NCDOT, 20 percent CIP for concept planning only.

Status: The Conceptual Plan Committee convened in November 2002, held a public forum June 10, 2003 and then suspended work while waiting for revised flood mapping. We have recently learned that the State will not re-map this section of the stream. We are working on a new flood model so that the design process can continue.

### **Old Chapel Hill Cemetery Improvements**

Project: Implementation of Cemetery improvements consistent with the Old Chapel Hill Cemetery Master Plan including specific projects approved by the Council on December 6, 2005.

Budget: \$220,000 including a \$100,000 grant from the University of North Carolina.

Status: Detailed plans and specifications have been developed for proposed lighting and stone gutter improvements and bids are currently being reviewed. These projects are anticipated to be completed in the fourth quarter of this fiscal year. Detailed plans and specifications for cast iron fence repair and marker restoration are currently being developed and are anticipated to be distributed to potential bidders in the current quarter.

### **Old Post Office Capital Repairs Project**

Project: Renovation of exterior portions of the Old Post Office Building. The original scope of work was for both exterior and possibly interior portions of the building.

Budget: \$1,500,000, to be financed over an as-yet-undetermined period of time. This budget assumes the entire scope of work. The revised scope will result in a reduced budget, which is unknown until the design is completed.

Status: The project is being delayed so as to allow earlier renovation of the Community Center. We will replace the roof and make some immediate repairs to the Post Office to protect the

building's integrity until the major renovation can occur. We expect to complete our design work by the end of February 2005. We will advertise for bids during March 2005 and expect to complete construction by the end of June 2005.

### **Pritchard Park**

Project: Construction of a primarily passive park on the 34 acres of Town-owned land surrounding the library, including trails, small playground and a sculpture garden.

Budget: \$164,000, including a \$100,000 gift from the Pritchard family.

Status: A committee consisting of representatives of the Library Board, Public Arts Commission, and Parks and Recreation Commission worked with Town and Hotel Siena staff, and all agreed on a recommendation to the Council, based on the conceptual plan adopted by the Council in November 2000. The Council approved a proposed financial agreement with the Siena on November 25, 2002. A memorandum of understanding between the Town and the Siena was held in abeyance until the Land Use Management Ordinance was enacted so the impact of regulations related to the Resource Conservation District would become clear. A memorandum of understanding was then developed, but the owner of the Siena decided in June, 2003, that he wanted to proceed with a different project. He agreed to have a proposal ready for the Council after the summer, and later decided that the proposal would be in the form of a Special Use Permit application.

The applicant requested that the Town enter into another round of discussions. The Council authorized the formation of a second Pritchard Park Arts Garden Committee. The Committee drafted a recommendation that it presented to the Council in September 2004. The Council reviewed the report in November and authorized the Manager to open negotiations with the Siena Hotel. Talks are currently underway and are expected to conclude in January.

In the meantime, trails that circumnavigate the site have been built by Eagle Scout candidates, and the Audubon Road stub-out roadbed has been removed, seeded, and landscaped.

### **Sidewalks**

South Columbia Street: Revised design for street improvements by NCDOT includes a sidewalk on the west side of the street from Mason Farm Road to Purefoy Road. NCDOT will construct a new sidewalk subject to a municipal agreement for local match funding. The preliminary cost estimate is \$65,000. The Town would need to execute a municipal agreement and set aside \$26,000 for the 40% local match, possibly from 2004 bonds. The projected date of construction is 2008.

Airport Road: Sidewalk on the east side of the road, from Timber Hollow Court to Homestead Road. A Municipal Agreement with NCDOT was executed in April, 2004 which will allow us to receive \$200,000 in Direct Allocation funds. Local matching funds of \$50,000 are budgeted. The project will likely be built by contract and must be completed within two years of execution of the agreement. On September 27, 2004, the Town Council received and referred to Advisory

Boards and Commissions, NCDOT and the UNC Transportation Department the Airport Road Corridor Study prepared for the Town by the Highway Safety Research Center. The Town Council also held a public forum to consider the Study on November 22, 2004. On February 14, the Council will consider a report on options to implement recommendations of the Study.

West Rosemary Street: Funding of \$25,000 was originally allocated for a segment on the north side of the street, from IFC Community House to Church Street. That project, however, has been delayed by difficulties in acquiring several easements and an attempted redesign. Community Development Block Grant funding will be used to fill in a sidewalk on the south side of Rosemary Street, between Roberson and Graham Streets. The project is being designed and we expect to begin construction using Town crews in the third quarter of FY 2004-05.

Weaver Dairy Road: Sidewalk from Cedar Fork Trail to Kingston Drive, along the south side of Weaver Dairy Road. Budget includes \$180,000 of 1996 Street Bond funds. Funds are being held at least until NCDOT's road improvement project is designed and cost estimates are made. The projected date of construction is 2007.

## **2004-2005 Sidewalks and Bicycle Facilities Construction Plan**

### **Sidewalks**

Project: Sidewalks included in 2004-2005 Sidewalks and Bicycle Facilities Construction Plan.

Budget: \$600,000, from 2003 bond proceeds.

Status: On January 24, 2005, the Council approved a list of 32 sidewalks (24 Town-maintained and 8 State-Maintained) for construction beginning in 2004-2005. Construction planning is underway on the first approved projects. More detailed information will be provided in subsequent reports.

### **Crossing Improvements**

Project: East Rosemary Street and Henderson Street.

Budget: \$50,000, from 2003 bond proceeds.

Status: On January 24, 2005, the Council approved this project as part of 2004-2005 Sidewalks and Bicycle Facilities Construction Plan. Construction planning is underway.

Project: West Rosemary Street and Church Street

Budget: \$50,000, from 2003 bond proceeds.

Status: On January 24, 2005, the Council approved expenditure for this project as part of 2004-2005 Sidewalks and Bicycle Facilities Construction Plan. Construction planning is underway.

## **Bicycle Routes:**

### Projects:

1. Finley Golf Course Road/Old Mason Farm Road (from NC Highway 54 to South Fordham Boulevard.).
2. Cleland Drive/Cleland Road (from Pinehurst Drive to existing off-road path at Fordham Boulevard.).
3. Burning Tree Drive/Pinehurst Drive (from NC Highway 54 to Ephesus Church Road.).

Budget: \$30,000, from 2003 bond proceeds.

Status: On January 24, 2005, the Council approved expenditure for signing these routes as part of 2004-2005 Sidewalks and Bicycle Facilities Construction Plan. Staff is currently investigating routes and appropriate signage.

## **Southern Community Park**

Project: Community Park to include three soccer fields, basketball court, inline hockey court, spray park, picnic facilities, woodland trails, paved paths, play areas, dog park, parking and site for a community center.

Budget: Land was purchased with \$1,090,000 from 1986 Town of Chapel Hill Parks bonds and \$658,000 from 1989 Town of Chapel Hill Parks bonds. The Park development budget is funded from \$895,000 of 1997 Orange County Bond funds and \$2 million of 2001 Orange County bond funds.

Status: Fifty acres were acquired in 1988 for \$1,050,000 and 30 acres acquired in 1990 for \$679,000. A conceptual plan was approved by the Town Council and forwarded to the County Commissioners on January 26, 2002. On March 5, 2003, the Board of County Commissioners approved the conceptual plan and a process for the planning and construction of projects that include County bond funds. The Project Planning Committee selected OBS Landscape Architects on August 25. On October 1, 2003, the Board of County Commissioners agreed to spend one percent of County bond funds on public art and asked the Public Arts Commissions of the Town and the County to develop a process for doing so.

On December 8, 2003, the Project Planning Committee agreed to move the dog park from the southernmost tip of the park to a spot just south of Dogwood Acres Drive and to realign the soccer fields to a north-south direction to improve playability in the afternoon sun.

A Special Use Permit application was submitted in July 2004. A Public Hearing is scheduled for February 2005. The Council has granted expedited processing for the project.

## **Streetscape**

Project: Improve sidewalks, street trees, street furniture and street lighting along town center streets, including Franklin and Rosemary Streets, from east of Henderson Street to Merritt Mill Road, and the connecting North Columbia Street. Our intention is to implement in increments the plan adopted by the Council in 1993, some of it being done by developers of adjacent land and some by Town forces.

Budget: Of the \$1,000,000 in 1996 Street Bond proceeds allocated, approximately \$828,000 has been expended or encumbered, and \$125,000 of the remaining approximately \$172,000 allocated for pending signal system improvements. The balance remaining is approximately \$47,000.

Status: Reconstructed sidewalk segments have been completed on the north side of West Franklin Street from Carolina Cleaners to Ham's, from the multi-tenant retail building housing Vespa's to Church Street, and from Bruegger's Bagels to Columbia Street; on the south side of West Franklin Street from Merritt Mill Road to Roberson Street, adjacent to 411 West Franklin Street, and adjacent to the University Baptist Church; on both sides of North Columbia Street from Franklin Street to Rosemary Street; on the north side of East Franklin Street from Columbia Street to the Presbyterian Church; and on the south side of East Franklin Street from Columbia Street to McCorkle Place.

Custom street and pedestrian lighting improvements have been installed on the north side of West Franklin Street from Carolina Cleaners to Ham's and on both sides of East Franklin Street from Columbia Street to Henderson Street, and both sides of North Columbia Street from Franklin Street to Rosemary Street.

On October 27, 2003, the Council authorized the Town Manager to allocate \$125,000 to supplement the North Carolina Department of Transportation's proposed downtown signal system improvement project thereby permitting the installation of single-arm mast arm signal poles at three downtown intersections. These improvements, at the West Franklin Street/Church Street, East Franklin Street/Henderson Street and North Columbia Street/Rosemary Street intersections were originally scheduled to be completed by the first quarter of FY 2004 – 05. The Franklin Street/Church Street and North Columbia/Rosemary Street intersections are now scheduled to be completed in the third quarter. The remaining intersection has been delayed due to rising cost estimates.

On April 14, 2004, the Council authorized the Town Manager to allocate \$95,000 for custom street and pedestrian lighting improvements on the north side of West Franklin Street from the multi-tenant retail building housing Vespa's to Church Street and on the south side of West Franklin Street adjacent to University Baptist Church. A specialty lighting request has been submitted to Duke Power Company and we believe these improvements will begin in the third quarter of this year.