

Town of Chapel Hill



Third Quarterly Report January, February, and March 2004-2005

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SUMMARY

**PART I: SUMMARY OF THE THIRD QUARTER REPORT
FOR 2004-05
(period ending March 31, 2005)**

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 600 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 third 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.

Council enlists consultant and citizens to focus on budget preparation

In the early part of 2005, considerable effort already was being devoted to budget preparations. The Council appointed a Budget Review Advisory Committee in January, and also engaged the Maximus consulting firm to analyze the town's budget and operations.

The groups held numerous public meetings in this quarter to evaluate Town services for opportunities for the Town to increase efficiency and reduce costs while maintaining service level effectiveness. Departments from across the Town organization cooperated in providing detailed information to assist their review. The consultant gathered data to analyze the Town's cost of services and explored areas where fees could be raised or established for the first time.

Council restates support for the Town Operations Center

Because of rising construction costs and interest rates, the Town is moving forward as swiftly as possible on the design and construction of the Town Operations Center. The first payments on debt for the Center will factor into the Town's 2005-06 budget. The approved budget for the Town Operations Center is about \$44 million. The transit portion would cost about \$19 million, \$17 million of which will be covered State and federal grants. Chapel Hill's Public Works and Transportation facilities have been located on land owned by UNC at a lease of \$1 per year. This lease expires at the end of 2006.

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 holds public hearings to consider rezoning of portions of Horace Williams Tract

Numerous residents spoke at March public hearings in favor of rezoning the Horace Williams property within the Town of Chapel Hill. The property contains three different zonings: Residential-2 (R-2), Office/Institutional-2 (OI-2), and Office/Institutional-3 (OI-3). About 167 acres just north of Estes Drive Extension and the North Haven subdivision already are zoned OI-2, the Town's standard office designation. A large central area of 286 acres, extending west of Airport Road to Seawell School Road, is zoned OI-3. About 160 acres on the site are zoned for low-density residential use.

Projects built under OI-3 do not require Council approval and lack specific standards, such as a limit on building heights. The permitted uses under OI-3 include residential, office/institutional, hospitals, hotels and places of assembly. An OI-2 zoning would allow office and institutional uses but gives the Town more power to regulate. Under OI-2, that list of permitted uses includes only residential and office/institutional facilities, while R-2 allows only residential uses.

Citizens urged the Council to rezone the OI-3 land to OI-2, but keep the R-2 zoning in place. Members of the Neighborhoods for Responsible Growth group supported this rezoning at the hearing, as did the Horace Williams Citizens Committee.

Note: On April 24, the Council rezoned the OI-3 portion of the property to OI-2.

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.

Council establishes legislative requests

In March, following a meeting with delegates from the North Carolina General Assembly, the Council formalized its legislative requests and items of interest. These include: 1) Authorization of a per-ticket fee on events at large venues, possibly with the revenue being earmarked for public transportation or public safety funding. 2) State registration of beer kegs. 3) Repeal of the Defense of Marriage Act. 4) Opposition to the proposed Constitutional amendment defining marriage as only the union of one man and one woman. 5) Addition of sexual orientation as a category under the North Carolina hate crimes law. 6) Support for adjustments to the homestead tax exemption. 7) Reconsideration of a local bill to authorize an additional tax on utility bills to provide funding to put overhead power distribution lines underground. 8) Application of state vehicle regulations to electric personal assistive mobility devices. 9) Repeal of state law prohibiting public sector employee collective bargaining; enactment of a law to establish collective bargaining rights for public sector employees.

Council receives annexation service reports

A public hearing was held on March 21 on the question of annexing the Vineyard Square area and the Larkspur area. Vineyard Square is located northwest of the present Town limits and includes the Vineyard Square multi-family residential development, abutting properties with frontage on Homestead Road. Larkspur is northwest of the present Town limits and includes the Larkspur subdivision phases I and II. Reports provided to the Council showed that property taxes and other revenues from each annexation area would be sufficient to pay for the services to each area.

Note: On April 11, the Council voted to annex both areas effective at 11:59 p.m. on June 30, 2005.

Economy and Employment

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

Council moves toward selecting developer for potential downtown project

The Council in March approved a short list of developers invited to submit proposals to develop Town Parking Lot 5 and the Wallace Parking Deck. The developers are East-West Partners Management Co. Inc. of Chapel Hill and Stonebridge Associates of Bethesda, Md.; Grubb Properties of Charlotte and Leyland Alliance, LLC of Tuxedo, N.Y.; Opus South Corporation of Alpharetta, Ga.; The Pizzuti Companies of Columbus; and Ram Development Co. of Palm Beach Gardens, Fla. The schedule calls for the Council to consider selecting a developer on June 13.

Earlier in the year, Chapel Hill and Stainback Public/Private Real Estate (SPPRE) solicited qualifications from developers for the potential downtown development. A pre-proposal conference was held on Jan. 11, in Chapel Hill to answer questions and tour the sites.

The Town Council is seeking a qualified firm with the capacity to complete the development projects that would transform the sites into an active, productive and vibrant part of the Town. The Council's concern is for achieving proposals that are financially feasible and with exceptionally strong design and quality of space that enhance the downtown. Of paramount importance in developing the sites is creating vibrant, exciting and active pedestrian spaces that are well designed for active uses such as retail shops, restaurants, outdoor cafes and art galleries.

Housing

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

Airport Gardens renovation to begin

Renovation work was under way this quarter for the Airport Gardens neighborhood. The first phase of the renovation work includes 18 of 26 apartments. Renovation work has been

completed in eight of 18 apartments. Renovation work in the remaining ten apartments is expected to be completed in May 2005.

Town joins regional effort to end homelessness

In January, the Town Council adopted a resolution to enter into a partnership to end homelessness in Orange County with Orange County, Carrboro and Hillsborough. The partnership proposes that a planning committee would be charged with developing a process for the creation of a Ten-Year Plan to End Homelessness in Orange County.

Applications received for CDGB and HOME funds

The Town of Chapel Hill Community Development Block Grant (CDBG) and the Orange County HOME Program accepted applications for 2005-2006 funding through the end of February. The U.S. Department of Housing and Urban Development distributes CDBG and HOME funds for the purpose of Community Development and Affordable Housing, respectively. This year, the Town of Chapel Hill CDBG may receive up to \$666,392 in funding. The Orange County Home Program expects up to \$707,948 in funding. Eligible applicants for both programs include non-profit organizations, for-profit entities, individuals and neighborhoods.

Land Use and Development

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

Planning Department receives 165 applications for development permits

The Planning Department received 165 applications for development permits in this quarter, up slightly from last quarter. Work continues on litigation and appeals for a number of disputed applications. Additional amendments to the Land Use Management Ordinance are currently being prepared for Council consideration. Administration of development regulations, and proposed changes to the Land Use Management Ordinance, continue to dominate Planning Department staff work.

Approved Special Use Permit for Wilson Assemblage

The Council approved in March a special use permit application for a mixed-use development proposed for about 20 acres northeast of U.S. 15-501 and Erwin Road. The applicant intends to construct 149 dwelling units and 48,000 square feet of office/retail space. As an affordable-housing component, the developer proposes adding 32 apartment units to the adjacent Dobbins Hill apartments, with rents affordable to tenants making 50 percent of the area's median income.

Dobbins Hill Concept Plan

The Council heard a concept plan on January 24 for a proposal by Crosland Inc., to construct 32 multi-family units. The proposal includes adding residential units to the Dobbins Hill apartment

complex located on the north side of Dobbins Drive. The proposal includes two buildings with a total of 32 multi-family units and 54 parking spaces. The Dobbins Hill development is a tax-credit project that provides rental housing to families whose income does not exceed 50 percent of the area median income. This Dobbins Hill Phase II application is closely linked to the Wilson Assemblage project. There is common infrastructure and the affordable housing associated with this Dobbins Hill Phase II application is an important component of the overall development of this area.

Note: On April 11, the Council authorized a special use permit for this project.

Approved Montessori Community School Special Use Permit

The Council approved a special use permit to allow the expansion and renovation of the Montessori Community School at 4512 Pope Road.

Response to Request from Habitat for Humanity Regarding Sunrise Road Proposal

The Council authorized a modification to the terms of the performance agreement between the Town and Habitat for Humanity for a loan for the acquisition of property on Sunrise Road. Habitat has submitted a concept plan to the Town for the development of 50 homes on this property, and is working on a formal development application for submittal to the Town. The Town will extend the term of the performance agreement for an additional year to allow Habitat sufficient time to complete the development application process.

Chapel Hill awarded hazard mitigation grant

The U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) approved a project in January totaling \$2.3 million to remove frequently flooded dwellings from a flood hazard area in Chapel Hill. The project, using a FEMA Hazard Mitigation grant along with State and local funding, will be used to purchase and demolish 36 condo units at Camelot Village, if the owners agree. The implementation of this project is designed to eliminate future structural and contents damages resulting from flooding.

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.

43 acres along Erwin Road goes to public hands

In March, the Chapel Hill Town Council became the first body to contribute \$100,000 toward buying and preserving land off Erwin Road. The purchase means the entire property -- which is on the northeast corner of the intersection of Erwin and Pickett Roads -- will become part of a 76-acre preserve.

Duke University owns the tract located along the Durham-Orange county line. Crosland Properties had an approved subdivision plan for the property, and a contract to buy the land. Duke expressed its willingness to sell the land to local governments instead for \$1.5 million. The

land includes about 32 acres in Durham. The rest lies in Orange, all of it beyond the Chapel Hill Town limits. Because the lands are adjacent to the New Hope Creek Corridor, and are central and accessible to a large population, the Council expressed a strong desire to see the area preserved.

Due to conditions of the arrangement, Chapel Hill later contributed another \$25,000 to the deal, while Orange County committed to paying \$200,000. The city of Durham and the Triangle Land Conservancy each supplied \$75,000. The Durham County Commissioners agreed to put up to \$900,000 to make the purchase possible.

Town Operations Center incorporates environmentally friendly design

Several "green" features are planned for the \$44 million Town Operations Center that could reduce the building's energy consumption by as much as 35 percent. Green building elements include extensive use of daylighting to reduce energy use; rainwater collection for washing buses and flushing toilets; photovoltaic panels that use the sun to produce electricity; solar-heated water; and a geo-thermal system to dissipate heat in the summer and collect it in the winter. The Operations Center complex will house the Public Works and Transit departments and the maintenance facilities for the Housing Department. Site preparation began in October, and the center is due to be completed in December 2006.

Workshop offered on "Backyard Pollution Prevention"

The Town's Stormwater Management Program and UNC's Environmental Resource Program hosted a free workshop titled "Backyard Pollution Prevention," on February 22 at the Chapel Hill Public Library. Topics included assessing yards for pollution sources, practicing responsible home, lawn and vehicle maintenance, and using native plants and rain gardens in landscaping. Participants explored solutions to reducing the number one pollutant for freshwater streams in North Carolina – urban runoff and drainage. Much of the rain that falls on streets, roofs, parking lots and other impervious surfaces is not absorbed, but rushes into creeks after picking up pollutants. The Stormwater Management Program is committed to protecting streams, reducing flooding and protecting the environment.

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.

Held Public Forum on Chapel Hill Transportation Priorities

The Council held a public forum to hear citizen comments on developing a 2007-2013 Chapel Hill Transportation Priority List. The list is traditionally updated every two years. The Council last adopted a priority list in October 2003 for the 2006-2012 Transportation Improvement Program. Chapel Hill's Transportation Priority List is used to develop Metropolitan and State Transportation Improvement Programs.

"Assessing Barriers to Mobility in the Northside Neighborhood"

The Town's Active Living by Design project aims to improve existing infrastructure and create a culture of active living in Chapel Hill. As part of the project, NC Prevention Partners completed an assessment of the Northside neighborhood, reviewing the physical activity patterns among residents. The assessment, presented to the Council in February, identifies barriers within the community that inhibit residents from being more active and provides recommendations to remove those barriers.

Carrboro-Chapel Hill Transit Forum

The Transit Forum on January 13 was an opportunity for citizens to share opinions and ideas on bus services in Carrboro and Chapel Hill. Representatives of Chapel Hill Transit and the Triangle Transit Authority attended the meeting and met with citizens. The forum is co-sponsored by the Chapel Hill Transportation Board and the Carrboro Transportation Advisory Board.

Community Services and Facilities

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

March 7 marked the final collection of loose leaves for the season

The Public Works Department made its final collection of loose leaves in early March. Residents disposing of leaves after this date put them in a yard waste roll cart or other rigid container such as a garbage can or cardboard box. By this time of year, crews collected about 805 loads of leaves, a 44 percent increase over last year's 560 loads. This is attributed to a mild winter that allowed people to rake their yards more frequently. In mid-October, the Town will start the loose-leaf collection program again. Backyard composting is encouraged as an alternative to disposal of leaves and yard waste.

Library offers Community Workshop Series

The Chapel Hill Public Library teamed with UNC University Libraries to offer a series of workshops in March on computer and online research skills. University volunteer instructors led the free workshops, some of which were offered in Spanish.

Library circulation through the third quarter was 603,964. Patrons made more than 266,000 visits to the library through this period, a 6.3 percent increase from the same period last year. The total number of registered borrowers through the third quarter of 2004-05 is 29,408, an increase of more than 11 percent from the same period last year. An analysis of patron records shows that about 45 percent of the library's patrons live outside Chapel Hill.

Orange County spring celebration set for March 19

The annual Orange County Egg Hunt for children was held on March 19 at Riverview Park behind the Orange County Courthouse in Hillsborough. Hundreds of children participated in the free celebration sponsored by parks and recreation departments from Chapel Hill and Carrboro, and Orange County.

Street Scene celebrates 20th anniversary

Street Scene, a community teen club located in the basement of the Post Office building on Franklin Street, celebrated its 20th anniversary with an open house to the public on March 17. Street Scene is cosponsored by the Chapel Hill Parks and Recreation Department and Street Scene Inc. Teen Center. The program offers a computer lab, a music production room with guitars, drums, and bass with teen band performing opportunities, art supplies, billiards, an air hockey table, ping pong, movies, video games, board games, occasional snacks, and birthday party opportunities.

Chapel Hill recruiting for Police Academy

During the early part of 2005, the Chapel Hill Police Department rigorously recruited across the region for law enforcement officers in an effort to fill vacancies due to attrition and retirement. Officers visited dozens of campuses and military installations as part of their recruiting effort and produced a video featuring employment information. The department hopes to hire eight officers.

Summer camp registration begins

The Chapel Hill Parks and Recreation Department began summer camp registration on February 7. Full-day summer camps will be offered at Hargraves Camp and half-day camps range from basketball and ultimate frisbee to cooking and the arts.

Chapel Hill responds to snow and ice in January

On January 19, a fast moving and generally unforecast winter storm struck the Triangle region with snow and freezing rain. This storm followed several consecutive days of below normal temperatures and a very dry air mass for the region that left road surfaces abnormally cold. Snow began to fall at around 11:30 a.m. and continued for two to three hours reaching a total of 0.9 inch. Road surfaces froze quickly as the snow melted and refroze as a glaze. Because the storm was unexpected, roads were not pre-treated.

Because Chapel Hill Public Works was able to quickly mobilize and begin treatment of roads on bridges and hills, the January 19 weather event did not affect the Chapel Hill community at the same level seen in Wake County. Road conditions did deteriorate very quickly in Chapel Hill. There were numerous minor vehicular accidents that resulted from slippery conditions and some traffic "slow downs," but no circumstances of grid lock reported.

Chapel Hill-Carrboro Public Schools released students early, but there were no problems in this community of students not reaching their homes safely. Chapel Hill Transit continued service with a few minor problems reported.

Received reports regarding Town Operations Center

Larry Kirkland, the artist selected for the Town Operations Center (TOC) Percent for Art Projects, updated the Council on the art projects at the Public Works and Transit facilities. His planned work will be a plaza and stone wall to reflect the mission of the Public Works department. Part of the project will be a curved marble and granite bench inspired by the form of an enormous bus.

Forum explores "Art of Place Making"

Urban planner and designer Ronald Lee Fleming, AICP, presented "The Art of Place Making: Strategies for Thinking about Urban Design and Public Art" at a public education forum held Feb. 10. The forum was organized in response to the Town Council's consideration of a proposal to develop Town-owned property in downtown Chapel Hill. The proposed development would include a mix of residential, retail and public space with underground parking and a transit transfer center for buses. The focus for Fleming's talk was to share examples of how other communities have resolved downtown design issues with respect to public art, streetscapes, gateways, environmental profiles, and public civic space.

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.

Considered regulation of leaf blowers and other powered yard equipment

The Council received public comment on January 24 on the possible regulation of the use of leaf blowers and similar equipment the Town might consider regulating in order to improve air quality. The Town Attorney has issued an opinion that prohibiting the operation of gasoline powered leaf blowers would likely be beyond the Town's authority under North Carolina law, but that additional reasonable regulations on the use of such equipment could be considered. A follow-up report will be delivered to the Council for further consideration.

Naming of Martin Luther King Jr. Boulevard and Jackie Robinson Street

Early this year, the Town notified more than 800 residents and business owners on Airport Road that the street name will change to Martin Luther King Jr. Blvd. A public information meeting was held on March 22 for those affected by the address change.

Because address numbers and zip codes will not change, automatic updating of records has become feasible for many, including the U.S. Postal Service, which has agreed to automatically change its records and forward mail. Utility companies that will make automatic changes to their

records are OWASA, Duke Power, PSNC Energy, BellSouth and Time Warner Cable. Orange County departments have volunteered assistance to automatically change records affecting property and tax records, as well as the 911 emergency response system and voter registration. The Town also will make automatic address changes for records including business permits, parking rentals and commercial garbage collection.

Another change affected by name change was the required renaming of the existing Martin Luther King Jr. Street in the Colony Woods West neighborhood. In a door-to-door survey, residents from about 30 homes in the neighborhood provided suggestions for new street names. Residents from Martin Luther King Jr. Street were asked to narrow this list and select their top three choices. On April 5, 2005, the residents selected "Jackie Robinson Street" as their top choice. New street signs will be erected on this street at the same time the new "Martin Luther King Jr. Boulevard" signs to up.

Employees Serving Citizens

Planning Director Roger Waldon announced that he will retire effective June 1. Waldon will begin a new career as a private planning consultant, working with Clarion Associates. In addition to his 21 years with the Town of Chapel Hill, his community service has included election to the Chapel Hill-Carrboro School Board and board membership for the Chapel Hill-Carrboro YMCA.

Town Purchasing Coordinator Coco Hall brought statewide recognition to Chapel Hill by becoming a Certified Local Government Purchasing Officer (CLGPO) in January. Chapel Hill becomes one of only 16 cities or towns from more than 500 in North Carolina to have a Certified Local Government Purchasing Officer administering their purchasing program.

**DEPARTMENT
DETAIL/GRAPHS**

Third Quarter, 2004-2005

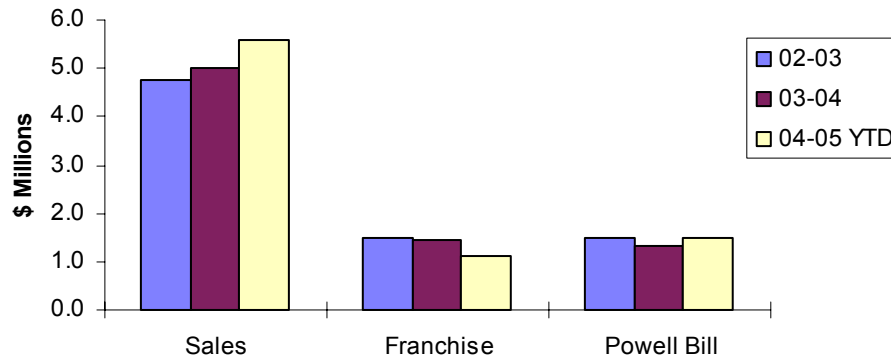
General Revenue

GENERAL FUND REVENUES/EXPENDITURES	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change From Prior Year
TOTAL REVENUES	40,532,512	41,155,495	41,483,757	33,190,068	34,639,156	5.0%
TOTAL EXPENDITURES	38,047,162	40,872,965	41,483,757	29,812,752	26,762,005	(11.0%)
EXPENDITURES AS A % OF BUDGET					65%	

GENERAL FUND MAJOR REVENUES	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change From Prior Year
REVENUES						
PROPERTY TAXES	21,070,055	21,649,413	22,613,525	21,235,558	22,575,333	7.0%
STATE SHARED REVENUES						
Sales Taxes	6,974,456	6,654,959	7,384,700	4,996,908	5,565,573	12.0%
Utility Franchise Tax	2,023,320	2,465,974	2,110,700	1,437,032	1,101,796	(24.0)%
Powell Bill	1,490,126	1,315,545	1,315,000	1,315,545	1,473,800	7.1%
State Fire Protection	849,764	849,764	850,000	637,323	637,323	0.0%
Beer and Wine Tax	221,998	217,615	205,000	--	--	--
TOTAL STATE SHARED REVENUES	11,259,974	11,259,974	11,865,400	7,635,563	8,778,492	15.0%

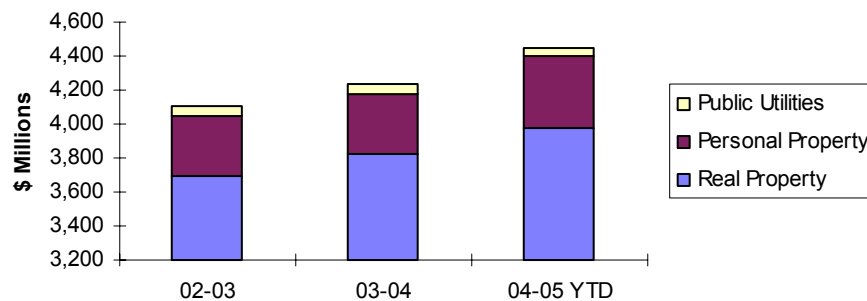
TAX BASE	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
REAL PROPERTY	3,688,289,625	3,791,942,402	3,890,000,000	3,828,827,418	3,972,973,611	4.0%
PERSONAL PROPERTY	415,023,471	455,906,761	490,000,000	344,161,762	422,317,380	23.0%
PUBLIC UTILITIES	63,868,306	57,587,809	60,000,000	60,205,985	57,774,008	(4.0)%
TOTAL	4,167,181,402	4,305,436,972	4,440,000,000	4,233,195,165	4,453,064,999	6.0%

Major State-Shared Revenues



Sales tax revenues were about 12% more than last year for the third quarter. Third quarter franchise taxes decreased by 24.0%, while fuel tax (Powell Bill) amounts increased 7.1% from last year. The recognition of five quarters of franchise taxes in 2003-04 caused the decrease in franchise taxes in 2004-05 from the prior year.

Property Tax Base



The tax base valuation based on billing through March 31, 2005, was \$4,453,064,999 or about 6.0% more than last year for the third quarter.

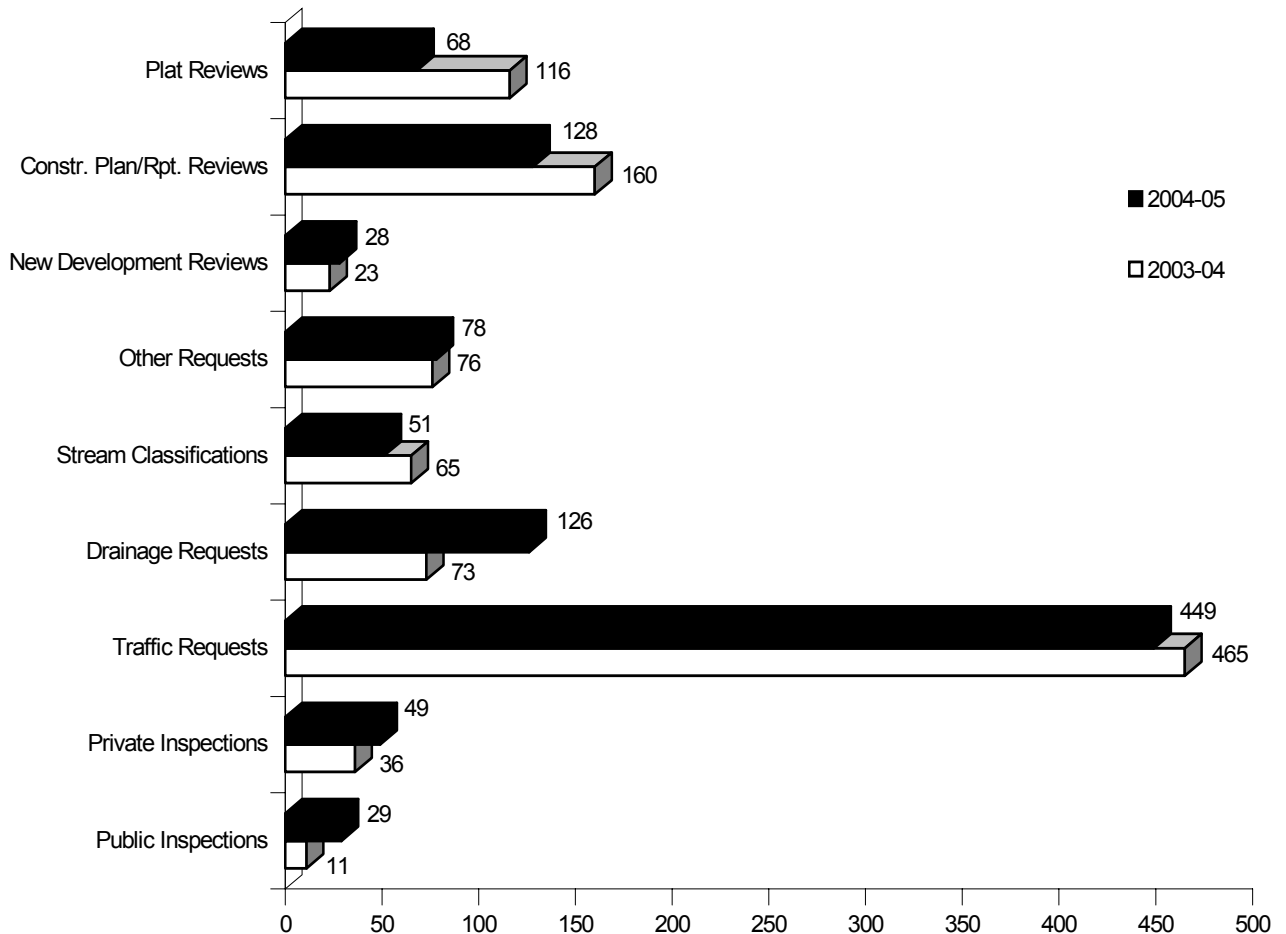
REVENUES/EXPENDITURES	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change From Prior Year
Revenues	143,359	144,886	137,300	122,686	69,249	-43%
Expenditures	951,902	1,254,949	1,005,912	860,754	702,318	-18%
Expenditures as % of Budget					70%	

ADDITIONAL DETAIL	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change From Prior Year
Drainage Requests	80	91	150	73	126	+73%
Traffic Requests	534	599	500	465	449	-3%
Other Requests	94	96	90	76	78	+3%
Plat Reviews	137	155	120	116	68	-41%
New Development Reviews	24	42	35	23	28	+22%
Constr. Plan/Rpt. Reviews	171	256	150	160	128	-20%
Steam Classifications	83	88	80	65	51	-22%
Private Projects Being Inspected	47	55	60	36	49	+36%
Public Projects Being Inspected	19	22	20	11	29	+164%
Cemetery Spaces Sold	134	137	120	108	84	-22%
Cemetery Spaces Staked	83	103	120	79	87	+15%
Cemetery Monuments Staked	72	71	60	49	29	-41%

SAFETY PERFORMANCE	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change From Prior Year
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-

OBJECTIVES	PROGRESS/STATUS
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 were 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.

Third Quarter, 2004-2005

Finance

REVENUES/EXPENDITURES	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Expenditures	884,199	908,483	996,501	633,039	653,411	4.0%
Expenditures as % of Budget					66%	

ADDITIONAL DETAIL	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
ACCOUNTING & BUDGETING						
# Payroll checks and direct deposit vouchers written	28,369	29,086	---	21,745	22,060	2.0%
# Vendor checks written	11,657	10,331	---	7,552	7,079	(7.0%)
PURCHASING						
# Purchase Orders Issued	2,092	2,082	---	1,720	1,642	(4.5)%
# Contracts Processed	287	362	---	285	256	(10.2)%
\$ Formal Bids	---	1.2m	---	.33m	3.83m	1,060%
\$ Informal Bids	2.22m	1.73m	---	1.41m	.79m	(44.0)%
\$ Architectural and Engineering Bids	.11m	3.35m	---	2.91m	.03m	(99.1)%
\$ Construction Bids	.29m	1.66m	---	1.20m	1.03m	(14.2)%
\$ Contracts received by Minority/Women Owned Enterprises	---	---	---	---	---	N/A
% Contracts received by Minority/Women Owned Enterprises	---	---	10%	---	---	N/A
RISK MANAGEMENT						
# Insurance Claims Processed	95	185	---	145	148	2.07%
\$ Claims Collected	38,023	56,180	---	54,640	15,649	(71.4)%
SAFETY PERFORMANCE						
Safety Training: # of staff hours of training (# of employees x training time)	---	---	---	---	---	N/A
Safety Inspections: # of hazards identified/ % of items mitigated	---	---	---	---	---	N/A

OBJECTIVE	PROGRESS/STATUS
BUDGET AND ACCOUNTING	
<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 the Council in November 2004. Fiscal Year 2004 Comprehensive Annual Financial Report was submitted to GFOA in December for the Certificate of Excellence award and we are awaiting the results of our submission. Requests for proposals were sent out to CPA firms in order to solicit proposals for audit services for 2004-05 and four subsequent fiscal years.</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 2.11% in January to 2.58% at the end of March 2005.</p>
<p>Provide financial, budgetary and accounting assistance in the coordination and implementation of bond projects and other debt financing requirements.</p>	<p>The Council has approved financing of up to \$26 million for the Public Works portion of the Town Operations Center. We expect financing to take place in the last quarter of fiscal year 2004-05.</p>
<p>Include information in annual budgets necessary to continue to receive the Distinguished Budget Presentation Award from Governmental Finance Officers Association.</p>	<p>The budget preparation process began in January 2005 and continued throughout the quarter.</p>
PURCHASING AND RISK MANAGEMENT	
<p>Maintain at least a 10% participation level for minority and women-owned businesses in formally bid Town construction projects.</p>	<p>There was no minority or women-owned business participation in formally bid Town construction projects this quarter.</p>

Third Quarter, 2004-2005

Fire

REVENUES/EXPENDITURES	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Expenditures	4,990,815	5,348,840	5,575,478	3,597,498	4,072,330	+11.6%
Revenue from Inspections	3,845	5,495	3,000	3,785	11,259	+66.3%
Expenditures as % of Budget					73%	

ADDITIONAL DETAIL	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
ADMINISTRATION						
# of injuries to citizens due to fire	0	1	0	1	3	+2
# of on-the-job injuries to employees	9	7	0	0	1	+1
# of deaths due to fire	0	1	0	0	0	0
LIFE SAFETY						
# of primary inspections of commercial buildings	1,145	998	300	684	783	+99
# of secondary inspections of commercial buildings	366	254	420	178	197	+19
# of hazards/deficiencies cited in occupancies	2,215	3,103	1,100	2,509	1,268	-1,241
# of site/construction plans reviewed for Fire Code compliance	211	189	75	137	111	-26
# of fire occurrence investigations for cause and circumstances	19	17	50	12	5	-7
EMERGENCY OPERATIONS						
# of primary inspections of commercial buildings	163	329	600	222	158	-64
# of *secondary inspections of commercial buildings	79	46	600	35	69	+34
# of Public Education Contacts	352	484	300	433	321	-112
# of fire responses (emergency)	2,088	1,787	1,600	1,421	1,344	-77
# of **1st Responder emergency medical responses	984	1,066	1,200	812	796	-16
# of fire responses (non-emergency)	254	368	200	288	222	-66

*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.

Fire**Third Quarter, 2004-2005**

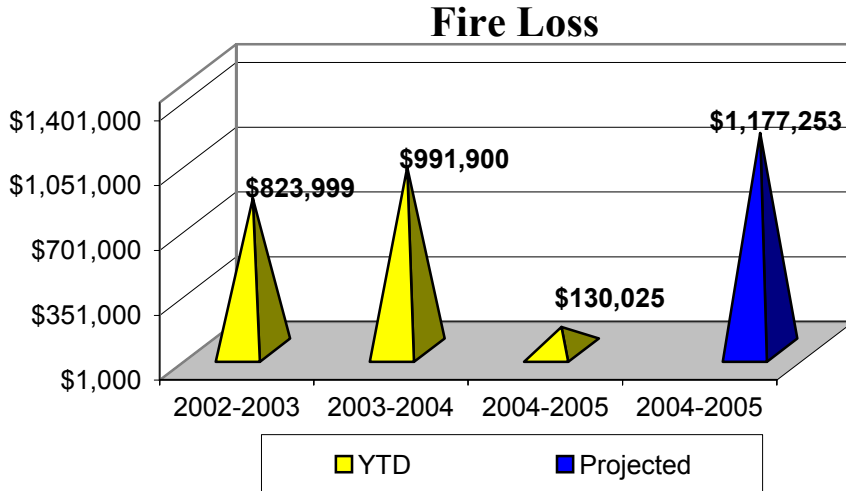
**1st Responder is the program where Town fire personnel are dispatched along with a County ambulance to provide first aid to victims.

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

ADDITIONAL DETAIL cont.	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Average Fire Response Time**	3.3	3.3	5.0	3.3	4.0	+0.7
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	21.5	22.2	+0.7
Type of Fire Loss:						
Commercial	1	4	11	1	1	0
Institutional	1	1	6	1	1	0
Multi-family residential	2	2	16	2	10	+8
Single-family residential	5	5	18	5	2	-3
Vehicle	n/a	n/a	n/a	n/a	13	n/a
Total fire loss	1,058,199	2,244,200	1,177,253	991,900	130,025	-861,875

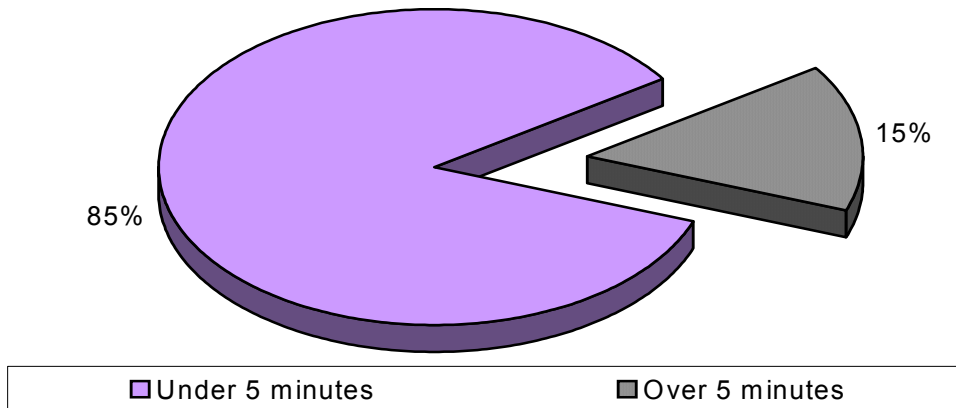
OBJECTIVES	PROGRESS/STATUS
To reduce property loss from fire to 25% lower than the average loss for the previous five years.	Fire damage for the first, second and third quarters was \$130,025. At this rate of loss, the anticipated year end loss would be \$173,366 which would reflect lower than the 25% 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 4.0 and average 1 st responder response time was 3.4. Eight-five 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 355 primary inspections and 84 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.



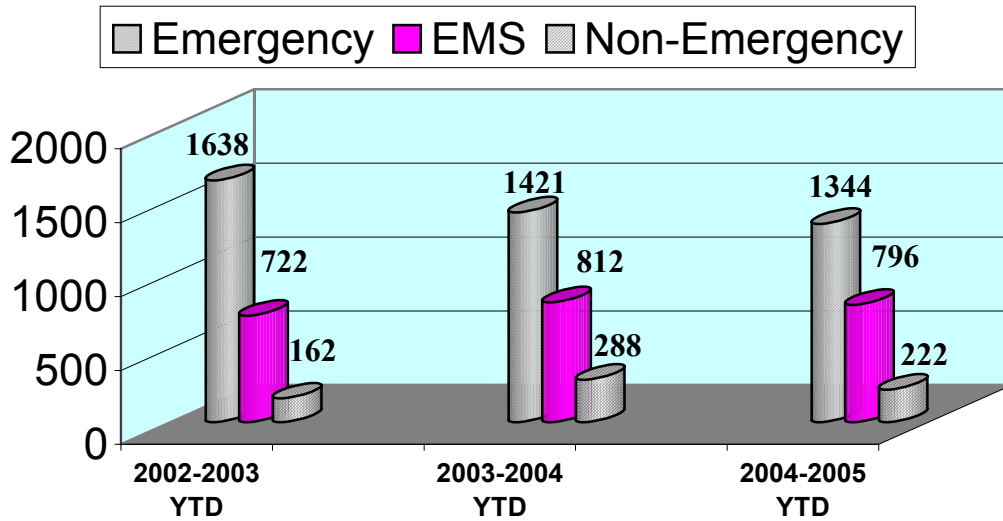
Property damage due to fires in the 1st, 2nd, and 3rd quarter totaled \$130,025. The estimated fire loss of \$1,177,253 reflects the average fire loss over the last five years. This trend is targeted by Fire Department staff for reduction through fire prevention, code enforcement and suppression activities.

Fire and Emergency Response Time



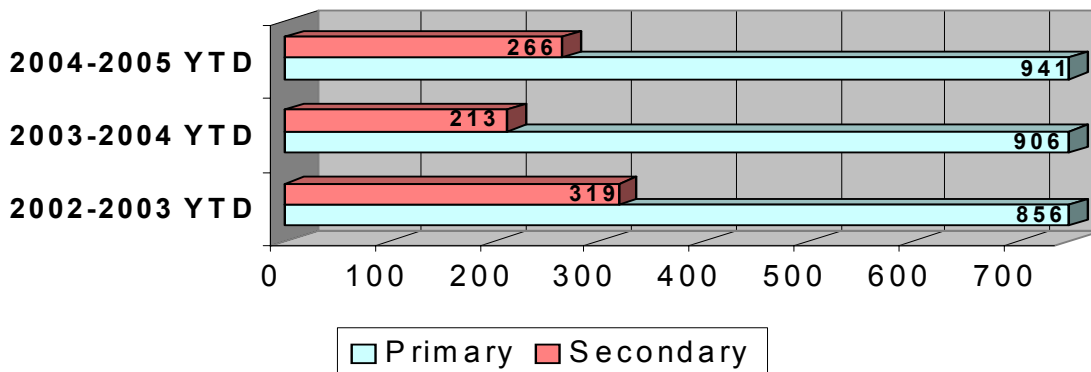
Approximately 85% of emergency fire calls received a response within 5 minutes of a dispatch from Orange County 911 Center. The objective is 90%. The 3% that received a response greater than 5 minutes reflects the possible impact from multiple calls occurring in the same fire district, requiring a response from fire personnel from a back-up station.

Calls for Service



Property damage due to fires in the 1st, 2nd and 3rd quarters totaled \$130,025. 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.

Commercial Inspections



Inspection of commercial buildings consisted of 355 primary and 84 secondary visits during the 3rd quarter (941 primary and 266 secondary year-to-date) by Life Safety and Emergency Operations Divisions.

Third Quarter, 2004-2005

Housing

REVENUES/EXPENDITURES	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change From Prior Year
Revenues: Operations	1,553,621	1,420,470	1,674,050	1,074,547	1,109,966	+3%
Expenditures: Operations	1,384,144	1,479,527	1,674,050	1,112,100	974,886	-12%
Expenditures as % of Budget					58%	

ADDITIONAL DETAIL	Actual 02-03	Actual 03-04	Estimated 04-05	YTD 03-04	YTD 04-05	Change From Prior Year
EXPENDITURES (Percent of each budget expended to date)						
Capital Fund Program for public housing renovations.	632,308	200,684	1,584,282	147,457	468,567	+217.765%
Note: Program Closed Out 12/31/03 Drug Elimination Grant	11,318	3,100	0	3,100	0	-100%
HOUSING SERVICES						
# of Vacant Apartments Prepared for Occupancy	53	57	50	39	30	-23%
# of Units Refurbished	38	40	38	27	28	+4%
# of Work Orders Completed this quarter: 755	3,260	3,210	3,300	2,156	2,194	+2%
Preventive Maintenance Inspections	1,344	1,344	1,344	260	873	+235.769%
Safety and Emergency Repairs	2,353	2,403	2,000	1,903	1,351	-29%
# of Families on Public Housing Waiting List	237	259	250	213	228	+7%
Percent of Rent Collected On Time	95%	96%	95%	92%	87%	-5%
Units Occupied	317	310	NA	313	320	+2%
Units Under Renovation	15	0	30	0	30	100%
Units Vacant *	66	71	50	65	53	-18%

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

Housing**Third Quarter, 2004-2005**

SAFETY PERFORMANCE	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change From Prior Year
Safety Training: • # of staff hours of training • # of employees X training time • # of safety committee meetings	3 (15)	3 (15)	N/A	3 (15)	0	0
Safety Inspections: • # of inspections • # of hazards identified/ • % of items mitigated	0	0	N/A	0	0	0
Time lost due to work-related injury or illness	0	0	N/A	0	0	0

OBJECTIVES	PROGRESS/STATUS
To Recertify Eligibility for Public Housing Tenancy every Twelve Months	There were a total of 15 interim rent adjustments and 90 recertifications of eligibility this quarter.
To complete refurbishing work in 38 public housing apartments	Refurbishing work was completed in 28 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 continues to be regular meetings with Program participants to review progress in meeting goals. The number of participants dropped from 5 to 4. No Program participants are employed.
To provide financial and homeownership training opportunities for participants in the Transitional Housing Program	The one Program participant continues to participate in a homeownership program that includes workshops, financial counseling.
To purchase the second home for the Transitional Housing Program	The second home for the Transitional Housing Program was purchased in February 2005. We are in the process identifying a third home to purchase for the Program. The third house would be purchased with \$125,000 appropriated under the 2004-2005 HOME Program.

Third 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.

REVENUES/EXPENDITURES	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Expenditures	513,857	503,637	625,853	299,379	376,156	20.4%
Expenditures as % of Budget					60.1%	

EMPLOYEE TRANSACTIONS AND RECRUITMENT	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
# of Personnel Transaction Forms Processed	2,898	1,708	N/A	1,401	1,380	-21
# of Recruitments for Regular Positions	96	86	N/A	40	64	24
# of Job Applications Received (regular and temporary)	4,093	1,960	N/A	1,350	1,493	143
# of New Hires (regular positions)	56	80	N/A	64	42	-22
# of Regular positions filled through transfers	<i>n/a</i>	<i>n/a</i>	N/A	<i>n/a</i>	2	<i>n/a</i>
# of Regular positions filled through promotions	<i>n/a</i>	<i>n/a</i>	N/A	<i>n/a</i>	12	<i>n/a</i>
# of Hires from temporary to regular positions	<i>n/a</i>	<i>n/a</i>	N/A	<i>n/a</i>	16	<i>n/a</i>
# of Career Progression Advancements	44	58	N/A	42	21	-21

TURNOVER (Total number of separations from regular positions)	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Turnover %	5.60%	6.00%	N/A	3.69%	5.78%	2.09%
# of Voluntary Resignations	30	26	N/A	16	26	10
# of Service Retirements	9	9	N/A	3	7	4

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

# of Disability Separations (including Disability Retirements)	2	5	N/A	3	4	1
# of Involuntary Terminations	4	2	N/A	2	1	-1
Total # of Separations from Employment	45	42	N/A	24	38	14
# of Unemployment Claims and Appeals	n/a	n/a	N/A	n/a	8	n/a

SAFETY AND WORKERS' COMPENSATION	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
# of Lost Days-Workers' Compensation	555.05	441.58	N/A	356.19	421.09	64.9
# 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	76	n/a

TRAINING AND EDUCATION	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
# of Employees Trained by Human Resources staff	53	139	N/A	109	406	297
# of Training Hours Conducted by Human Resources Staff	212	323.5	N/A	283.5	204	-79.5
# of Employees Trained by Others and Coordinated by HR Staff	0	110	N/A	0	151	151
# of Training Hours by Others and Coordinated by HR Staff	0	55	N/A	0	129	129
# of Employees Completing New Employee Orientation	n/a	n/a	N/A	n/a	70	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	158	n/a
# of Employees Receiving Benefits Education or Assistance	n/a	n/a	N/A	n/a	337	n/a

EMPLOYEE RECOGNITION PROGRAMS	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
# 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

SPECIAL OBJECTIVES	PROGRESS/STATUS
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.

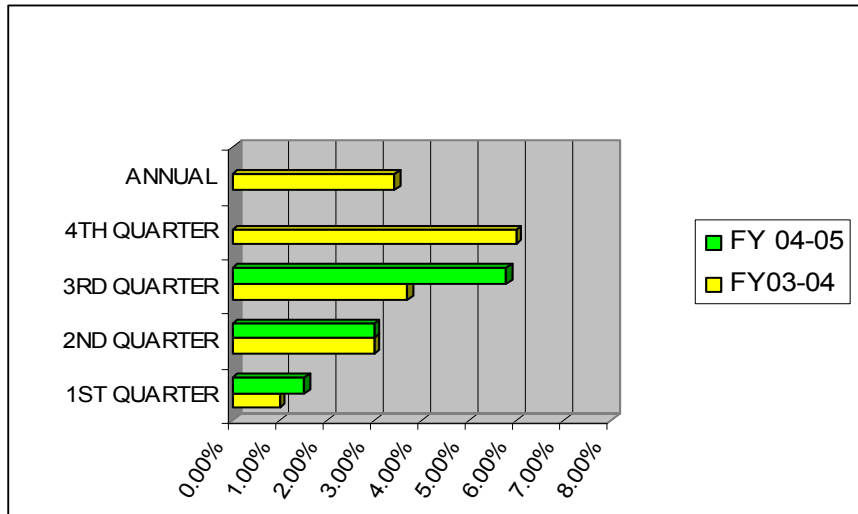
ON-GOING OBJECTIVES	PROGRESS/STATUS
Conduct and coordinate training for employees as requested by employees and departments. Training topics may include Safety, Benefits programs, Town policies and procedures or other relevant topics.	During this quarter, information was provided to employees on Health issues, 401(k) account information, group healthy living and wellness, understanding health insurance and vision coverage, and effective 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, has been filled by a promotion from within the Town. Next steps are 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"> *Identify ways to recognize individual worth and uniqueness of each employee *Identify ways for the Town to value diversity *Identify ways for employees to provide input to the Town administration and provide a venue for that communication *Encourage as sense of community among Town employees *Assist in the communication of issues and activities affecting employees 	<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. Other employee committees which meet regularly are in Public Works and Transportation. Their discussions and suggestions are shared with the Manager and the Human Resources department staff.</p>

Turnover Comparison Chart

FY 2003-2004 vs. FY 2004-2005

Annual YTD turnover is 5.78%, 2.09% higher than last year.



Information Technology
Third 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	377,030	433,243	+14%
Expenditures as % of Budget					49.6%	

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	95%	100%	+5%
% Council information (schedule, agenda, minutes) published on web site within one day of availability	98%	96%	NA	92%	100%	+8%
% Requests for help desk support for which initial troubleshooting is completed within one day.	89%	90%	NA	90%	85%	-5%
# Hours of training provided to Town staff members	16	24	NA	12	11	-8%
SAFETY PERFORMANCE						
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.
Provide computer software application training for staff members each quarter.	Five hours of training during quarter.

Third Quarter 2004-2005

Inspections

REVENUES/EXPENDITURES	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Revenues-Permits & Fees	791,583	690,486	554,500	525,178	520,505	-01%
Revenues-Rental Licensing	77,710	80,434	75,000	80,003	74,945	-06%
Expenditures	649,101	734,926	779,868	501,020	539,229	+07%
Expenditures as % of Budget					69%	

ADDITIONAL DETAIL	Actual 02-03	Actual 03-04	Budget 03-04	YTD 03-04	YTD 04-05	Change from Prior Year
# Sign Inspections	*392	*863	0	*507	*889	+75%
# Zoning Inspections	82	94	100	70	88	+26%
# Day Care Center Inspections	5	8	25	8	3	-63%
# Private Property Complaints	24	62	100	47	42	-11%
# Business Occupancy Inspections	67	77	50	63	57	+10%

VALUE OF CONSTRUCTION

Type of Construction

New Residential	78,935,474	67,744,463	30,000,000	54,619,063	64,179,517	+17%
New Non-Residential	20,314,719	10,736,000	10,000,000	10,736,000	14,293,250	+33%
Residential Alterations	21,813,667	18,056,377	5,000,000	12,414,232	22,771,501	+83%
Non-Residential Alterations	20,993,668	10,544,241	7,500,000	7,058,905	9,870,039	+40%
TOTAL PERMITTED VALUES	142,057,528	107,081,081	52,500,000	84,828,200	111,114,307	+31%

INSPECTION TYPE

Building	5,338	6,217	3,660	4,960	3,400	-31%
Electrical	3,031	3,979	1,830	3,088	1,904	-39%
Mechanical	2,676	4,159	1,830	3,166	2,147	-32%
Plumbing	2,369	3,347	1,830	2,491	1,689	-32%
Total Number of Inspections	13,414	17,702	9,150	13,705	9,140	-33%

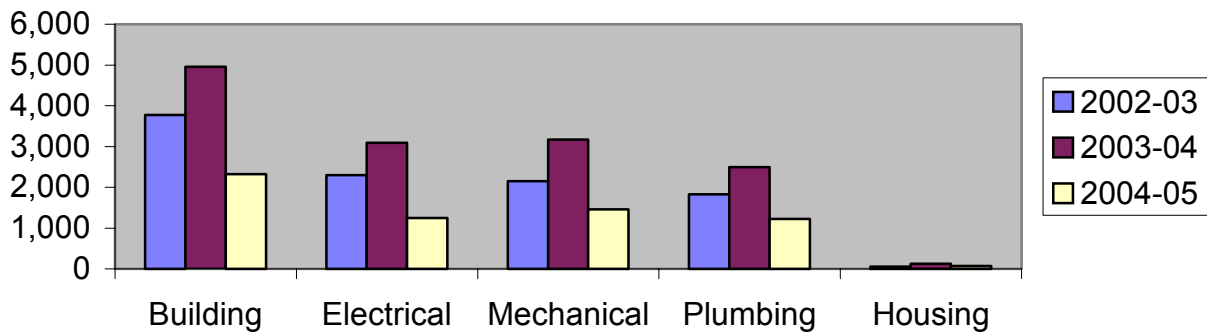
SAFETY PERFORMANCE

Safety Training: # of staff hours of training (# of employees X training time)	42	42	42	31.75	31.75	-
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.

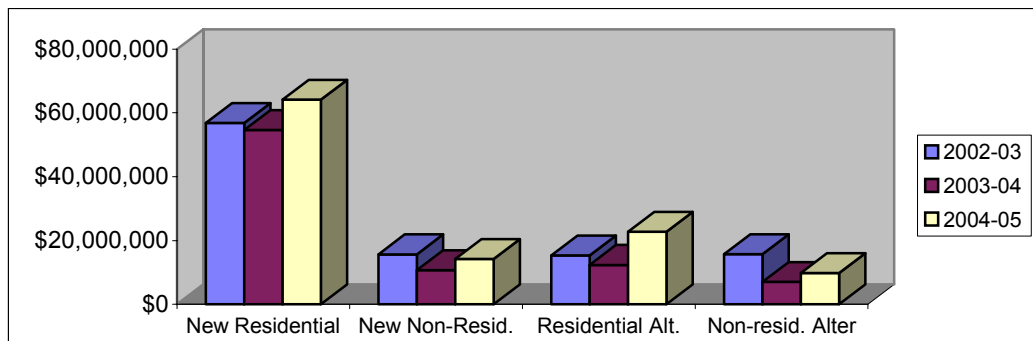
OBJECTIVE	PROGRESS/STATUS
To review plans, inspect construction projects and assure correction of all Code violations found on an estimated 685 units of construction.	We reviewed plans, inspected construction projects and assured correction of code violations on 610 units of construction.
To investigate all requests for enforcing the Minimum Housing Code and to have corrected 80% of all deficiencies within 60 days.	We investigated 69 requests for enforcing the Minimum Housing Code and 30 were corrected within 60 days, using Minimum Housing Code procedures, for a 44% compliance rate.
*To investigate dilapidated vehicles on private property and have them removed.	We investigated 7 dilapidated vehicles and had 1 removed.
Vehicle fire extinguisher and First Aid kit inspection monthly.	Inspected monthly.

Number of Inspections



The number of inspections has decreased by 33%.

Construction Values



Total construction values are up 31% from last year due to residential alterations.

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	374,421	312,463	-19.8%
Expenditures	1,873,330	1,867,406	2,014,554	1,351,282	1,262,507	-7%
Expenditures as % of Budget					59.5%	

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	327,284	321,576	-1.7%
Children	353,107	363,842	372,000	274,173	282,388	+3%
TOTAL CIRCULATION	785,484	801,777	818,000	601,547	603,964	+4%
Circulation per hour: In library 68 hours	222.1	226.75	231.3	226.85	227.74	+4%
Interlibrary loan requests	475	731	202	574	541	-5.7%
Reserves of materials	8,286	8,554	2,400	6,420	6,673	+3.9%
Patron registration	25,506	27,659	29,000	26,410	29,408	+11.4% ¹
Reference activity	107,404	96,809	98,750	NA ²	NA ²	NA ²
Public Internet sessions	37,480	41,138	80,000	NA	61,413	NA ³
Children's computer sessions	7,478	7,010	7,500	5,006	6,405	+27.9%
Volunteer hours	2,460	2,262	2,500	1,995	1,852	-7.7% ⁴
PROGRAMS						
Meeting Room Attendance	8,154	13,342	14,000	9,965	9,670	-3%
Children's Program: Attendance	8,716	9,701	10,500	6,838	8,834	+29%
Collection size (catalogued & un-catalogued)	148,706	150,408	160,000	146,112 ⁵	154,710	+5.9%

1 Increase reflects new registration requirements for public computer use.

2 Figure based on three surveys conducted throughout the year and reported in the 4th quarter.

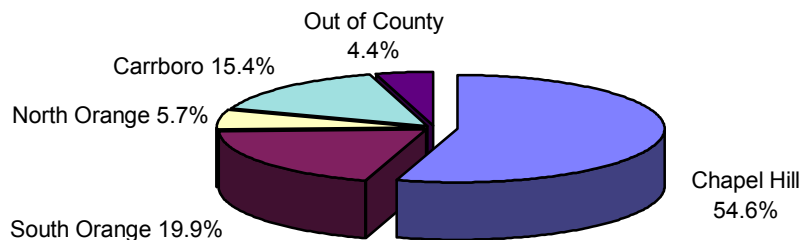
3 Computer lab increased from 13 to 22 seats in April 2004. Comparison figures are not applicable.

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

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

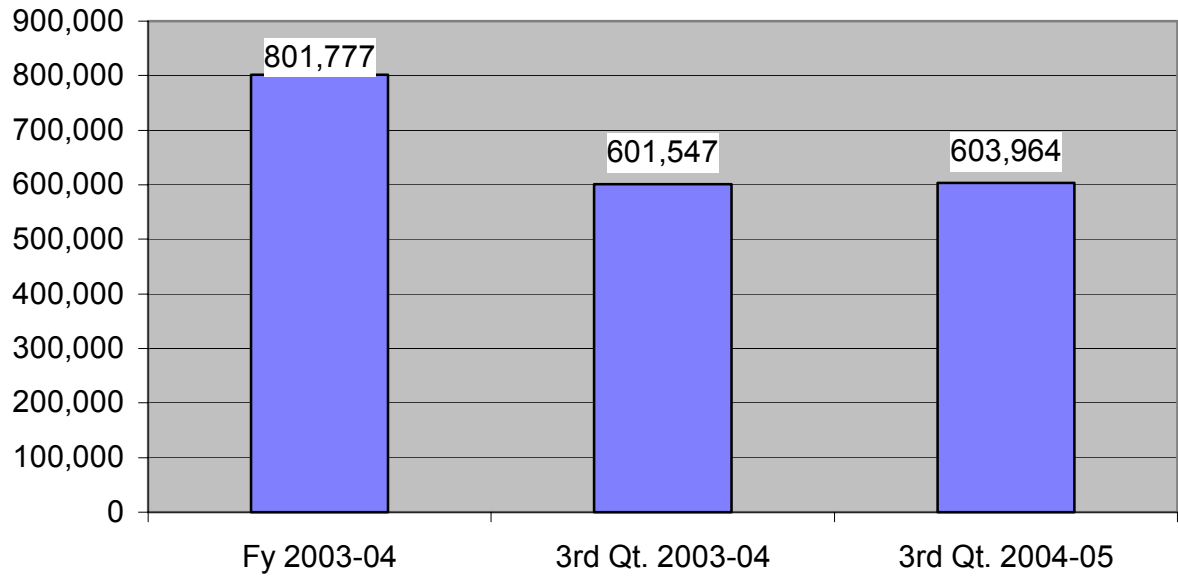
OBJECTIVES	PROGRESS/STATUS
To meet the informational, educational, and recreational reading needs of the community during the 68 hours the Library is open each week by: circulating books and other library materials (818,000; +2%); staffing the Reference Desk with two employees an average of 61 hours per week; supporting 22 Internet terminals for reference; answering reference and readers advisory questions (98,750); staffing the Information Desk with volunteers an average of 40 hours per week.	603,964 books and materials circulated (+.4%). Reference use surveys are done 3 times throughout the year and reported in the 4 th quarter.
Provide a well-balanced, up-to-date collection of library materials (160,000) which meets the reading and informational needs and interests of community by adding new, gift and replacement books to the collection.	11,169 items were cataloged and added to the collection. 8,276 materials were withdrawn from the collection. 635 donations were added to the collection. Total current collection: 154,710 (+5.9%).
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.	4,530 children participated in 201 story times. 773 children kept Summer Reading Program records. 1,211 children attended Summer Reading programs. 39 Dial-a-Story tapes were heard by 1,903 children. 872 individuals toured the Children's Room. 1,448 children participated in 66 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; providing programs for children in local public housing areas upon request; and providing 12 programs during the year that target the culturally diverse community.	74 Spanish titles were ordered. 385 children attended a total of 14 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 1,852 hours. Friends of the Library offered 3 book sales, 6 Meet-the-Author teas, 5 Sunday series programs, and sponsored 13 children's programs (attendance: 952).

Geographic Analysis of Registered Library Users FY 2004-05



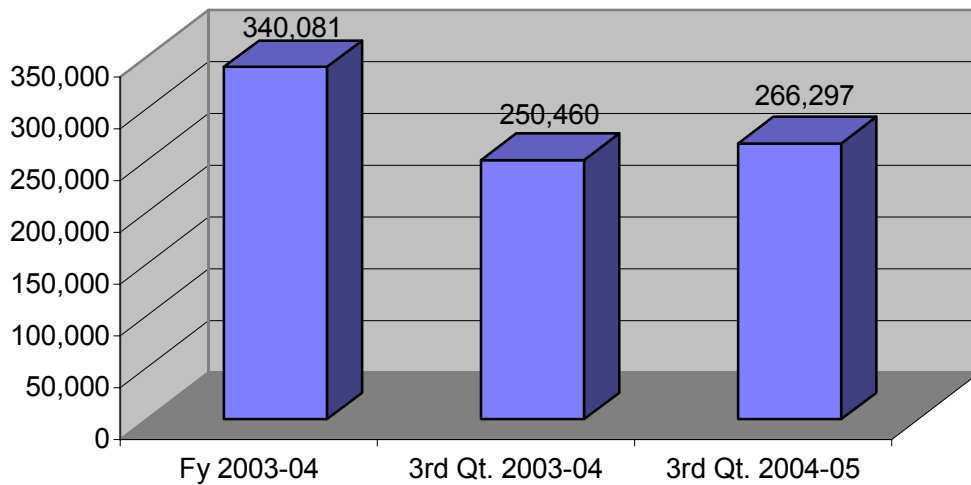
The total number of registered borrowers through the third quarter of FY 2004-05 is 29,408, an increase of over 11% from the same period last year. An analysis of patron records shows that approximately 45% of the library's patrons live outside of Chapel Hill.

Library Circulation 2004-05



Library circulation through the third quarter of FY 2003-04 was 603,547. This is .4% higher than last year's figures.

Library User Count 2004-05



Patrons made over 266,000 visits to the library through the third quarter of FY 2004-05. This is a 6.3% increase from the same period last year.

REVENUES/EXPENDITURES	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Expenditures	950,139	1,000,811	1,078,326	725,351	789,778	+1.1%
Expenditures as % of Budget					72.8%	

ADDITIONAL DETAIL	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
# of agenda packets produced (regular meeting, public hearing, public forum, work session)	50	48	--	40	26	-14
SAFETY PERFORMANCE						
Safety Training: # of staff hours of training (# of employees x training time)	--	--	--	5.0	--	-5.0
Safety Inspections: # of hazards identified/ % of items mitigated	3/100%	3/100%	--	4/100%	--	+1

OBJECTIVES	PROGRESS/STATUS
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 3rd 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

Third Quarter, 2004-2005

Parking Services

REVENUES/EXPENDITURES	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Revenues	1,868,041	1,886,899	1,887,840	1,435,637	1,432,517	(0.2%)
Expenditures	2,233,758	1,949,808	1,887,840	803,015	739,912	2.0%
Expenditures as % of Budget					19%	

ADDITIONAL DETAIL	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Revenues/Space/Day						
Wallace Deck	5.13	5.23	5.34	5.39	5.59	3.6%
Lot 2	11.91	11.92	12.15	12.10	12.09	(0.1%)
Lot 3	1.84	1.91	1.96	1.95	1.64	(18.9%)
Lot 4	2.54	3.16	3.43	3.30	3.98	17.1%
Lot 5	3.37	2.86	3.03	2.63	3.74	29.7%
Lot 6	3.18	3.31	3.20	3.18	3.21	0.9%
Meters	4.30	4.32	4.57	4.38	4.55	3.7%
Turnover						
Wallace Deck	1.61	1.78	---	1.78	1.78	0.0%
Lot 2	4.68	4.51	---	4.51	4.51	0.0%
Citation Collection Rates						
# of Citations Issued\	19,737	19,595	---	14,651	14,784	0.9%
# of Citations Collected	15,572	15,437	---	11,653	13,008	10.4%
Dollar Value of Collected Citations	\$400,907	\$394,566	---	\$302,834	\$292,385	(3.6%)
% of Citations Paid vs. Issued	79%	79%	---	80%	88%	10.0%

Number of days missed due to on the job injury 0
 Number of on the job injuries 0

No additional training time provided for safety issues during this time frame.

Decrease in Lot 3 revenues due to availability of free parking in adjacent areas.

Third Quarter, 2004-2005

Parks and Recreation

REVENUES/EXPENDITURES	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Revenues	359,323	386,612	323,950	288,238	287,922	0%
Expenditures	2,007,096	2,213,473	2,324,695	1,582,452	1,558,431	-1%
Expenditures as % of Budget					67%	

ADMINISTRATION	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
% of budget spent/encumbered	94%	99%	99%	71%	67%	-5%
% of projected revenues recovered	111%	109%	100%	82%	88%	7%
Cost of providing fee reductions ¹	78,078	104,204	108,000	68,987	56,346	-18%
# of Internal Maintenance & Repair Projects Completed	393	392	400	309	336	9%
# of facility/equipment rentals ²	228	779	800	540	399	-26%

RECORDED USE OF MAJOR FACILITIES BY NUMBER OF HOURS AVAILABLE FOR UNSTRUCTURED ACTIVITIES	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Community Center Pool - open/lap swim	2,863	3,064	3,000	2,222	1,980	-11%
Community Center gym free play	2,707	2,812	2,800	1,977	1,890	-4%
AD Clark Pool - open/lap swim ³	171	413	500	200	308	54%
Hargraves Center free play ⁴	108	1,824	1,200	1,407	1,064	-24%
Northside Gym free play	2,360	2,279	2,500	1,783	1,846	4%
Lincoln Center Gym free play ⁵	1,039	1,274	1,250	864	1,031	19%
Rashkis Gym free play ⁶	n/a	550	750	305	627	106%
TOTAL HOURS	9,248	12,216	12,000	8,758	9,114	4%

1 Fewer requests were made for fee assistance this year and fewer families are receiving full fee waivers.

2 We are using more accurate method of counting rentals.

3 Hours were expanded and the pool was kept open later in September than last year.

4 Hargraves Center hours changed from 2:00 – 9:00 pm to 6:00 – 8:00 pm in the afternoon.

5 There was no maintenance shutdown this year.

6 New gymnasium. Programming began in second quarter 2003-2004.

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

SPECIAL EVENTS - Estimated Attendance	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Fall street fair – Festifall ¹	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%

NUMBER OF CITIZENS PARTICIPATING IN REGISTERED PROGRAMS	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Teen Programs ²	5,263	7,455	7,500	6,427	5,441	-15%
Community Center Programs	3,322	2,700	3,000	2,304	2,575	12%
Mainstreaming Programs	586	795	800	537	481	-10%
Therapeutic Programs	213	676	700	499	382	-23%
Summer Day Camps	341	364	400	364	330	-9%
Hargraves Center Programs	18,575	16,755	17,000	12,924	12,785	-1%
Dance and Exercise Programs	2,973	2,448	2,500	1,800	1,905	6%
Fine Arts Programs (Pottery & Theatre)	373	217	250	154	168	9%
Community Events ³	1,865	2,135	2,000	1,485	300	-80%
SUBTOTAL	33,510	33,545	34,150	26,494	24,367	-8%

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. Closed temporarily due to flooding of the basement.

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

Third Quarter, 2004-05**Parks and Recreation**

ATHLETICS - CLASSES	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Adults (18 and older)						
Swimming ¹	106	391	400	248	361	46%
Tennis ²	98	102	100	75	30	-60%
Youth (up to 17)						
Basketball	76	66	75	66	n/a	n/a
Swimming ¹	719	599	600	384	466	21%
Tennis	139	102	100	102	52	-49%
National Junior Tennis League ³	n/a	70	70	70	45	-35%
Sports Camps ⁴	64	72	75	0	54	n/a
Punt/Pass/Kick ⁵	50	17	20	17	24	41%
Lacrosse	n/a	16	20	16	12	-25%
SUBTOTAL	1,252	1,435	1,460	978	1,044	6%
ATHLETICS - LEAGUES						
Adults (18 and older)						
Basketball	390	645	650	370	360	-2%
Softball	600	540	550	100	100	0%
Tennis	n/a	12	15	12	11	-8%
Youth (up to 17)						
Basketball	868	856	850	856	846	-1%
Softball-Baseball	465	415	425	n/a	n/a	0%
SUBTOTAL	2,323	2,468	2,490	1,373	1,317	-4%
TOTAL PARTICIPATION	37,085	37,448	38,100	28,845	26,728	-7%

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 All tennis program registration was lower this year.

3 NJTL program at Hargraves Park cancelled due to tennis court reconstruction.

4 Sports camps were cancelled in FY 2003-04 due to low registration.

5 Registration improved from last year's numbers.

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

SAFETY PERFORMANCE	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Safety Training (Number of hours) (# of employees X # of hours trained)	48.25	43.25	50	43.25	47	8%
Safety Inspections: Total number of inspections	57	55	50	40	41	0%
Safety Mitigation: (# of hazards identified and # of items mitigated) ¹ “fd”=found “res”=resolved	23 fd 21 res	26 fd 19 rd	0 fd 0 res	26 fd 19 rd	16 fd 13 res	-38% -32%
Safety Mitigation: % mitigated	91%	73%	100%	73%	81%	11 %
Hours lost through injury ²	0	111.25	0	111.25	8	-93%

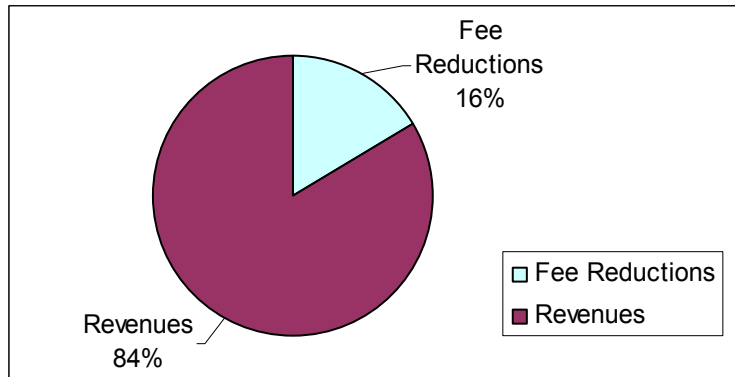
- 1 Mitigations still unresolved: Hargraves Center – intercom is hanging from the wall, safety pads need repair and hand railing is down.
- 2 One employee lost one day of work and worked restrictive duty for seven days.

SAFETY OBJECTIVES	PROGRESS/STATUS
Establish a comprehensive safety program for our department <ul style="list-style-type: none"> 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. 	Department Safety Team held four meetings. A department safety mission statement was established and posted. Safety bulletin boards were set up at all facilities and include upcoming safety meeting dates and prior meeting minutes. MSDS books established at all facilities; review of chemicals in facility and MSDS update in progress. Staff safety training schedule 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, CPR, 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

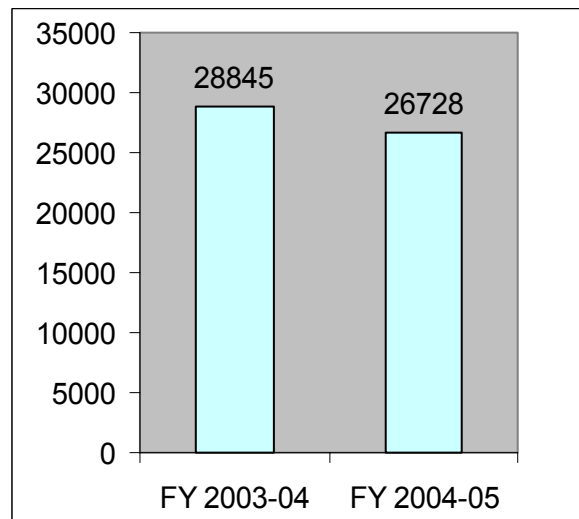
Total Fees Waived: \$56,346
\$287,922

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 7% from last years third 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.

Third Quarter, 2004-2005

Planning

PLANNING BUDGET: REVENUES/EXPENDITURES	Actual 02-03	Actual 03-04	Revised Budget 04-05	YTD 03-04	YTD 04-05	Change From Prior Year
Revenues	188,691	367,386	203,500	246,338	265,845	+8%
Expenditures	956,137	1,092,880	1,166,497	724,219*	813,836*	+12%
Expenditures as % of Budget					70%	

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

COMMUNITY DEVELOPMENT BUDGET EXPENDITURES	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change From Prior Year
Expenditures	484,153	346,488	802,318	255,872	543,800	+200%

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

ADDITIONAL DETAIL	Actual 02-03	Actual 03-04		YTD 03-04	YTD 04-05	Change From Prior Year
NEW DEVELOPMENT REQUESTS						
Master Land Use Plans	0	0		0	1	Na
Development Plans	1	0		0	1	Na
Site Development Permits for above	6	3		1	1	No change
Subdivisions ~ Minor & Major Plats	21	10		9	9	No change
New Lots in above:	152	95		83	81	-2%
Special Use Permits, Site Plan Reviews and Administrative ZCP	28	37		25	41	+64%
Proposed square footage for above:						
Office Square Feet	47,945	103,745		103,745	247,600	
Institutional Square Feet	31,560	29,400		27,000	21,757	
Commercial Square Feet	10,730	80,162		78,772	66,909	
Totals:	90,235	213,307		209,517	336,266	+60%
Multi-Family Dwelling Units	282	151		151	0	-100%
Concept Plans	14	13		7	13	+86%
Zoning Map Amendments	2	1		1	0	-100%
Zoning Compliance Permits (SF/2F)	143	414		314	302	-4%
Zoning Compliance Permits (Resource Conservation District Encroachments and Final Plans)	28	47		37	15	-59%
Land Use Management Ordinance Text Amend's	2	5		5	1	-80%
Sign Plan Reviews	72	48		39	31	-21%
Variances and Appeals	3	4		4	1	-75%
Certificates of Appropriateness	64	33		25	23	-8%
Annexations: Petitions	0	1		1	0	-100%
Town-initiated	1	0		0	2	na

OBJECTIVE	PROGRESS/STATUS
Current Development Projects	
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.	Four 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 sixty-five (165) applications for development permits received from January 2005 to March 2005.
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.	Ongoing.
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.	Ongoing.
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 five text amendment initiatives underway this quarter: Office/Institutional-4 adjustments, subdivision plat certification, school site reservation, parking regulation changes, and Demolition by Neglect in Historic Districts.
Coordination and consultation with the Parking Study Consultant.	Review of initial drafts of consultant's 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.
Long Range Planning Projects	
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: - Action Plan - Downtown Small Area Plan (adopted 3/27/00) - Growth Management Report	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 adopted 2005 Goals on February 28, 2005. Working with Council Committee on Parking Lots 2 and 5 (see below).
Town Comprehensive Plan Data Book.	Work completed on publication of the Sixth Edition 2004 Data Book. Published July 2004. Work underway on Seventh Edition 2005 Data Book for publication next quarter.
Work Session on Affordable Housing Strategies in the Comprehensive Plan.	On January 10, 2005 the Council decided to hold a work session on affordable housing strategies in the Town's Comprehensive Plan. At that time, Council also received staff reports on current affordable housing initiatives and a report on Davidson, North Carolina's approach to inclusionary zoning.
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. Resolution of intent to annex Vinyard Square and Larkspur adopted on January 10, 2005. Service Report approved by the Council on January 24, 2005. Public information meeting held on March 3, 2005. Public Hearings held March 21, 2005.
Capital Improvements Program (CIP).	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.

OBJECTIVE	PROGRESS/STATUS
2003 Bond Program Implementation.	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.
Geographic Information System development.	Staff participating with Engineering Department in developing applications for the system.
Million Solar Roofs.	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. Committee submitted a \$5,000 grant proposal to the NC Solar Center in March 2005.
Million Solar Roofs.	Proposal to prepare inter-jurisdictional emissions plan under discussion, with funding from the Durham-Chapel Hill Metropolitan Planning Organization and local match funds. ICLEI Energy Services has been selected as consultant. Work continues on draft contract and joint memorandum of agreement to be presented to the Council, Carrboro Board of Aldermen and County Board of Commissioners.
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.	<p>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.</p> <p>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 met eight times in August-December 2004, and three times in January-March, 2005.</p> <p>On January 11, 2005 the Council held a pre-proposal conference for potential developers. Request for Qualifications proposals were submitted January 31; the Council Committee evaluated proposals, and made a recommendation to the Council on February 28, 2005 to select five firms for consideration. On March 7, the Council authorized issuing a Request for Proposals to the five firms, and authorized the Town’s Consultant, John Stainback, to complete the Request for Proposals process. Proposals are due on May 2, 2005.</p>
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.

OBJECTIVE	PROGRESS/STATUS
<p>Water and Sewer Assistance Fund.</p>	<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>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> <p>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>
<p>Council Committee on Energy, Environment and Sustainability.</p>	<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>
<p>Council Committee on Energy, Environment and Sustainability.</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 held on February 21, 2005. Follow-up report scheduled for May 9, 2005.</p> <p>Committee has recommended that the Council approve designating Chapel Hill as a Carbon Reduction Project site, which involves pledging to substantially reduce carbon dioxide emissions. Follow-up report scheduled for May 23, 2005.</p>

OBJECTIVE	PROGRESS/STATUS
Horace Williams Advisory Committee.	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.
Horace Williams Advisory Committee.	<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>
Rezoning of the Horace Williams Property.	On January 10, Council called a public hearing to consider rezoning portions of the Horace Williams property to Office/Institutional-2. Public hearing held on March 21, 2005.
Greenwood Area Rezoning.	On February 28, 2005, the Council called a public hearing for April 18 to consider the rezoning of the Greenwood neighborhood from Residential-1 to Residential-Low Density 1 or Residential-1A.
Neighborhood Conservation Districts.	<p><u>Greenwood Neighborhood:</u> On February 14, 2005 the Planning Board petitioned the Council to consider making the Greenwood neighborhood a Neighborhood Conservation District.</p> <p><u>Pine Knolls Neighborhood:</u> On February 28, 2005, Ms. Delores Bailey, on behalf of the Pine Knolls neighborhood, presented a petition requesting Council consideration of a Neighborhood Conservation District for the Pine Knolls neighborhood. On April 5, 2005, the Planning Board also petitioned the Council in support of the Pine Knolls request.</p> <p><u>Coker Hills Neighborhood:</u> On March 7, the Coker Hills neighborhood petitioned the Council to consider establishing a Neighborhood Conservation District for the neighborhood. On March 29, 2005, the neighborhood submitted its formal petition with signatures from property owners to the Town Clerk.</p> <p>A report to the Town Council on a potential process for addressing these petitions is scheduled for April 25, 2005.</p>

OBJECTIVE	PROGRESS/STATUS
<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>Worked with Durham-Chapel Hill-Carrboro MPO and Regional Model staff to begin efforts to update Triangle Regional Model for use in the development of the 2040 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>Mobility Report Card.</p>	<p>Coordinated review of 2003 Report Card with Town Advisory Boards and preparation of material for Council consideration. Public Forum held on November 22, 2004. Plan adopted by the Council on January 24, 2005.</p> <p>Secured funding from MPO to prepare 2005 Mobility Report Card.</p>
<p>Long Range Transit Plan.</p>	<p>Reviewed Consultant draft Report with Transportation Board. and provided comments.</p>
<p>Transit Ridership Survey.</p>	<p>Continued to monitor and analyze 2004 transit ridership data. Coordinated with Regional Model team for collection of 2005 transit ridership data.</p>
<p>Short-Range Transit Plan.</p>	<p>Updated base data and worked with University and Carrboro to refine possible service changes for 2005-2009 service periods. Reviewed data from ridership surveys.</p>
<p>Pedestrian/Bicycle Planning.</p>	<p>Continued work on implementing Capital Improvements Program and annual sidewalk/bicycle construction plan.</p> <p>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. On January 24, 2005, the Council adopted the annual construction plan.</p>
<p>Bicycle and Pedestrian Action Plan.</p>	<p>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.</p>

OBJECTIVE	PROGRESS/STATUS
Old Durham-Chapel Hill Road Feasibility Study.	Reviewed draft memorandum of agreement between Durham and Chapel Hill. Provided staff assistance to planning workshop held on April 15, 2005. Recommended modifications to project schedule to allow adequate time for review by public and Town Council.
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. Prepared Council memorandum for March 21, 2005 Council forum on 2007-2013 local priority list for Council consideration. Began review of draft State 2006-2012 TIP.
Triangle Regional Model.	Continued work 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.	Continued work with Triangle J to develop final corridor alignment and analyze impact of station modifications in southwest Durham County.
NC54/I-40 Transit Corridor Study.	<p>Monitored discussion between MPO and NCDOT over next phase of I-40 HOV process.</p> <p>Participated in ongoing discussions between MPO, TTA, CAMPO and NCDOT over next phase of I-40 HOV process.</p>
Air Quality Response Program.	<p>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.</p> <p>Reviewed final 2030 Air Quality Conformity Report. Worked with Carrboro and Orange County on Greenhouse Gas Audit.</p>
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.
Active Living By Design Grant.	<p>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 November 22, 2004. Staff review of study is underway.</p> <p>Continued implementation of program and administered ALBD grant. Prepared materials for Active Living Advisory Committee and various subcommittees.</p>

OBJECTIVE	PROGRESS/STATUS
Active Living By Design Grant (continued).	Participated in organizing National Walk to School activities. Began staff review of recommendations of NC86 Pedestrian and Bicycle Safety Study and Northside Reports. Worked with Ephesus Elementary School subcommittee to prepare requests for pedestrian safety improvements.
Regional 2030 Transportation Plan.	<p>Worked with MPO to refine elements of the 2030 Plan and begin preparation for 2040 Plan. Air Quality Conformity Report recommendations approved by the Council on February 14, 2005.</p> <p>Continued work with MPO to refine elements of the 2030 Plan and begin preparation for 2040 Plan.</p>
I-40 Congestion Management Study.	Monitored I-40 HOV project.
Transportation Management Plan (TMP).	<p>Monitored collection of new Transportation Management Plan data and continued collection of 2003 survey. Report to the Council scheduled for April 25, 2005.</p> <p>Collected data for report to Council on TMP program.</p>
Regional Transit Consolidation Study.	Monitored implementation of Consolidation Study in Raleigh and Durham.
COMMUNITY DEVELOPMENT PROGRAM	
<p>2004-2005 Activities: 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>Public Housing Renovation - \$206,000 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. \$9,734 spent to date. 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. 30 apartments refurbished to date. \$21,211 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>Neighborhood Revitalization - \$213,018 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 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. We are working with Orange Community Housing and Land Trust to identify other homeownership opportunities.</p>

OBJECTIVE	PROGRESS/STATUS
<p>Comprehensive Rehabilitation - \$100,000 Provide deferred rehabilitation loans to lower income households in the Northside neighborhood.</p>	<p>The Council approved program guidelines on April 14, 2004. We have signed a Performance Agreement with Orange County to administer the rehabilitation portion of this program. Town staff is responsible for identifying eligible households the program. In January, a notice was sent to Northside property owners informing them of the program. We have identified properties for rehabilitation.</p>
<p>Homeownership Assistance - \$100,000</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. Council authorized a modification to this Agreement on February 14, 2005 to allow the Land Trust to distribute the remaining portion of its allocation among the unsold units. To date, the Land Trust has sold nine of these homes. \$90,000 spent.</p>
<p>Community Service Programs - \$81,700 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. \$6,634 spent to date. 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). 31 youths participated in the Youth Work Program, and 8 youths continue to work through the school year. 2 youths participated in the Career Explorers Program. Program is complete. Programs for public housing youths are ongoing. \$28,107 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>Administration - \$101,600</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. \$74,921 spent to date.</p>
<p>2003-2004 Activities: 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>	

OBJECTIVE	PROGRESS/STATUS
<p>Public Housing Renovation - \$221,000 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. \$100,489 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 the Craig Gomains and Oakwood Public Housing Communities.</p>
<p>Comprehensive Rehabilitation - \$150,000 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 have signed 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>Neighborhood Revitalization - \$123,342 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 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. \$84,582 spent to date.</p>
<p>Affordable Rentals, Inc. - \$73,225</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>Community Service Programs - \$40,683 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>

OBJECTIVE	PROGRESS/STATUS
<p>Community Service Programs - \$40,683 (continued) Provide community service activities to low- and moderate-income citizens.</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>Administration - \$120,000</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. \$108,712 has been spent to date.</p>
<p>2002-2003 Activities: 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). \$51,910 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>2001 – 2002 Activities: 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 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. All funds spent.</p>	
<p>HOME PROGRAM ACTIVITIES</p>	
<p>Coordinate Grant activities with the Orange County HOME Consortium (Chapel Hill, Carrboro, Hillsborough, and Orange County).</p> <p>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.</p> <p>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.</p>	
<p>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 - \$40,000 spent; Down Payment Assistance (Orange Community Housing. and Land Trust – Pacifica and Winmore) \$140,000; Infrastructure Development (Habitat for Humanity) \$25,000; Administration (Orange County Housing. and Community Development) \$73,905.</p>	
<p>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:</p>	
<p>Comprehensive Rehabilitation - \$277,040</p>	<p>Funds will be used to rehabilitate low-income owner-occupied housing in Orange County. Funds are provided as a deferred loan to qualified homeowners. \$37,040 spent to date.</p>

OBJECTIVE	PROGRESS/STATUS
<p>Second Mortgage Assistance - \$225,000</p>	<p><u>Habitat for Humanity</u>: \$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.</p> <p><u>Community Revitalization</u>: \$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.</p>
<p>Property Acquisition - \$220,000</p>	<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 purchased a house in Chapel Hill. Funds have been spent.</p>
<p>Second Mortgage Assistance - \$100,000</p>	<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>
<p>Operational Support - \$10,000</p>	<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>
<p>Administration - \$73,959</p>	<p>Funds appropriated to the Orange County Housing and Community Development office for administration of the program.</p>
<p>2002-2003 Activities: 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>	
<p>Property Acquisition - \$248,117</p>	<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>
<p>Property Acquisition - \$248,117</p>	<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.</p> <p>A proposal was received and the County has entered into a Development Agreement with Residential Services for this project.</p>

OBJECTIVE	PROGRESS/STATUS
<p>Property Acquisition - \$248,117 (continued).</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 has purchased a house using these funds. All funds spent.</p>
<p>Downpayment Assistance - \$77,000</p>	<p>Funds will be used by Orange Community Housing and Land Trust to provide down payment 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, all funds have been spent for eight second mortgages in Vineyard Square.</p>
<p>New Construction - \$50,000</p>	<p>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. All funds have been spent.</p>
<p>Homebuyer Assistance - \$140,000</p>	<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>
<p>Community Revitalization - \$100,000</p>	<p>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.</p>
<p>Administration - \$48,100</p>	<p>Funds were allocated to the Orange County Housing and Community Development Department for administration of the program.</p>
<p>2001-2002 Activities: 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 Community Housing. and Land Trust (\$30,000) \$18,140 spent to date; New Construction – Orange Community Housing. 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>	

OBJECTIVE	PROGRESS/STATUS
Other Housing Projects	
Orange Community Housing and Land Trust	<p>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.</p> <p>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.</p>

Third Quarter, 2004-2005

Police

REVENUES/EXPENDITURES	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change From Prior Year
Revenues	497,236	527,023	356,200	148,450	124,067	-16%*
Expenditures	8,288,882	9,570,286	10,080,655	6,391,495	6,822,990	+7%
Expenditures as % of Budget					68%	

ADDITIONAL DETAIL	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change From Prior Year
PATROL SERVICES						
# calls for service	24,778	29,385	30,000	19,915	23,095	+16%
CRIME						
Reported Major Crimes						
Personal crimes						
Homicide	1	1	0	0	0	same
Rape	4	14	10	11	16	+45%
Robbery	81	93	90	75	37	-51%
Aggravated assault	134	128	130	76	111	+46%
Property crimes						
Burglary/break-in	432	548	475	418	415	-1%
<i>(residential)</i>	<i>(311)</i>	<i>(395)</i>	<i>(350)</i>	<i>(266)</i>	<i>(304)</i>	+14%
<i>(non-residential)</i>	<i>(112)</i>	<i>(153)</i>	<i>(125)</i>	<i>(152)</i>	<i>(111)</i>	-27%
Larceny	1,892	1,566	1,650	1,203	1,265	+5%
<i>(vehicle break-in)</i>	<i>(819)</i>	<i>(554)</i>	<i>(650)</i>	<i>(401)</i>	<i>(588)</i>	+46%
Motor vehicle theft	107	75	85	55	70	+27%
Total Major Crimes	2,630	2,425	2,440	1,838	1,914	+4%
% of major crimes cleared by arrest or exceptional means						
Personal crimes	46%	52%	55%**	46%	44%	-2 pct pts
Property crimes	26%	17%	23%**	18%	14%	-4 pct pts
JUVENILE						
# of offenses involving youth under 18 years of age as victim	384	388	400	281	315	+12%
# of offenses involving youth under 16 years of age, as suspect	249	294	275	219	184	-16%
NARCOTICS AND ALCOHOL ARRESTS						
# of drug charges	364	390	420	272	185	-32%
Total # of alcohol charges						
# of underage possession of alcohol	71	103	120	65	68	+5%
# of use of false identification	11	18	20	18	7	-61%
# of other (non-traffic) alcohol charges	9	24	25	23	30	+30%
# of citations for violation of Town ordinance regarding public consumption or possession of alcohol	59	116	80	56	102	+82%

* 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.

Police**Third Quarter, 2004-2005**

	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change From Prior Year
OTHER ARRESTS						
Panhandling	7	27	20	16	9	-44%
TRAFFIC						
# traffic citations issued	3,448	3,902	3,750	2,489	3,513	+41%
# DWI arrests	315	370	400	277	232	-12%
Total # traffic collisions	2,134	2,171	2,200	1,650	1,594	-3%
# involving bicyclist	17	9	15	7	8	+14%
# involving pedestrian	18	18	18	15	21	+40%
# on private property with no injury	497	542	550	420	402	-4%
Persons Injured or Killed						
# of injuries	532	454	500	327	280	-14%
# of fatalities	1	1	0	1	2	100%
OTHER POLICE CALLS						
# of noise/loud party calls	1,208	1,203	1,000	897	819	-9%
SPECIAL EVENTS						
# of special events requiring police planning	76	106	120	73	71	-3%
CRISIS INTERVENTION						
# of cases	1,769	1,775	1,800	1,332	1,252	-6%
Nature of Crises						
domestic violence	21%	23%	30%	24%	24%	same
sexual assault	3%	5%	4%	5%	5%	same
victims of other crimes	29%	29%	32%	30%	21%	-9 pct pts
trauma	6%	7%	7%	5%	9%	+4 pct pts

Per Capita Crime Comparison for the Northside Neighborhood and the Town

	Town				
	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	11	16	.23	.33	+45%
Robbery	75	37	1.54	.76	-51%
Aggravated Assault	76	111	1.56	2.28	+46%
Total Personal Crimes	162	164	3.32	3.36	+1%
Burglary	418	415	8.57	8.51	-1%
Larceny	1,203	1,265	24.68	25.95	+5%
Motor Vehicle Theft	55	70	1.13	1.44	+27%
Total Property Crimes	1,676	1,750	34.38	35.90	+4%
Total	1,838	1,914	37.70	39.26	+4%
Drug Charges	272	185	5.58	3.79	-32%

	Northside				
	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	1	.80	.80	same
Robbery	6	2	4.82	1.61	-66%
Aggravated Assault	8	20	6.43	16.08	+150%
Total Personal Crimes	15	23	12.06	18.49	+53%
Burglary	29	55	23.31	44.21	+89%
Larceny	26	27	20.90	21.70	+4%
Motor Vehicle Theft	0	2	0	1.61	+200%
Total Property Crimes	55	84	44.21	67.52	+52%
Total	70	107	56.27	86.01	+53%
Drug Charges	63	51	50.64	41.00	-19%

Crime Rates

Town-wide crime increased by 4%. Property crime rose by 4% and violent crime increased by 1%. Robbery decreased by 51%, while aggravated assault (an assault that involves a weapon or results in serious injury) increased by 45%, from 76 to 111.

The increase in property crime is due mainly to larcenies from vehicles (46% increase, from 401 to 588 in the nine month period). 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 (8 to 20). Burglaries in Northside increased from 29 in 03-04 to 55 in 04-05. The per capita crime for Northside residents is 86.01, while the Town-wide per-capita crime rate is 39.26. Total Northside crime increased by 53% (55 to 84 incidents) while the Town rose by 4% (from 1,838 to 1,914 reported crimes). The department continues to assign officers to the Northside neighbor in order to have a visible presence, particularly at night.

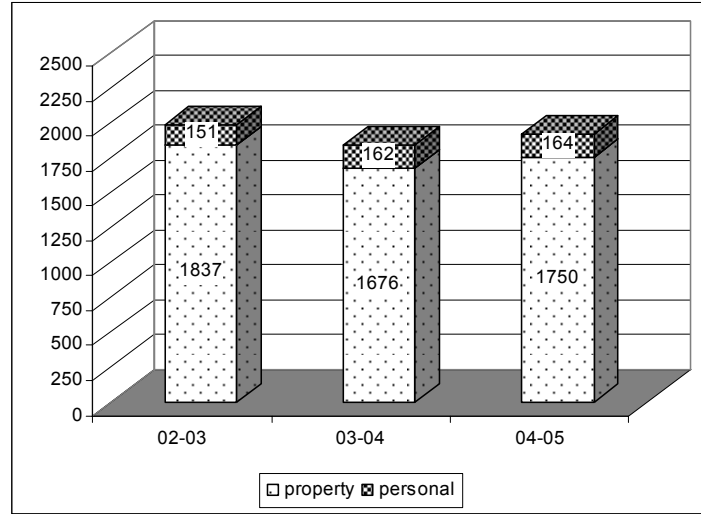
Drug Charges

The number of drug arrests decreased by 19% in Northside and 32% Town-wide. 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.

OBJECTIVE	PROGRESS/STATUS
<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 nine months, the number of citations increased by 41%. Enforcement efforts were focused high accident locations and in residential neighborhoods.</p> <p>The number of collisions decreased by 3%. The number injuries from collisions were down 14% from last year however there have been two fatalities.</p> <p>Traffic Education and Enforcement Officers provided child safety seat information at the elementary schools.</p>
<p>Increase outreach efforts to underserved populations including senior citizens, the Latino community, and adolescents.</p>	<ul style="list-style-type: none"> • The Office of Senior Services was established in the first quarter. Crime prevention and educational programs have been presented. • The Seniors Striders, a mall walking program, started March 16th. University Mall is open Monday through Friday at 7:30 A.M for walkers. The third Wednesday of every month there are programs dealing with health and safety issues important to older citizens and breakfast is provided. • The Latino Outreach Crisis Counselor provided services to 5 sexual assault victims and 55 domestic violence victims. He also assisted Investigators in 16 cases involving Latinos.
<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"> • \$850,000 for radio communications equipment • \$100,000 for in-car digital recording systems • \$48,000 for crime analysis and mapping programs
<p>Work to decrease alcohol offenses and injuries by:</p> <ol style="list-style-type: none"> 1) increasing enforcement efforts, and 2) working with the University, secondary schools, and community groups. 	<ul style="list-style-type: none"> • The department conducted three undercover operations using as under-aged buyer at off-premise locations. • The Chief and Crisis Unit staff have participated in community meetings addressing underage consumption of alcohol. • Officers provided training for bar and restaurant employees on ABC laws. • 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. • Officers responded to 16 teen parties (involving approximately 80 young people) where alcohol was present. Parents of all identified participants were contacted. • A policy was written on "Teen Party Response" in order to standardize department response and follow-up to parties where underage drinking is occurring.
<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 have altered the method of assigning and clearing cases which will eliminate errors in case disposition status. Old cases are being reviewed and their statuses updated.</p> <p>Investigator case loads are reviewed monthly in order to clear cases in a more timely manner.</p>

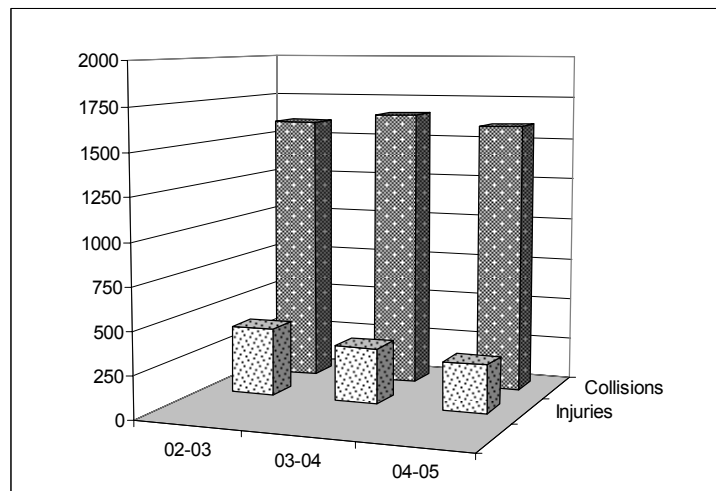
<p>Focus efforts in high crime neighborhoods by continuing visible patrols, covert operations, and contact with residents and community groups.</p>	<p>Arrests at a known drug house decreased the level of drug dealing in the Northside neighborhood. Monthly Community Watch meetings are held. Community Services Officers follow up on all residential noise complaints.</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>Additional officers have been assigned to the central business district on weekend nights.</p> <p>Officers and Wakenhut Security personnel provided approximately 650 hours of bicycle patrols in the central business district.</p> <p>The department, along with other Town departments, planned for and managed basketball celebrations. Large crowds congregated with few injuries and minimal property damage.</p>

Major Crimes Reported



In the first nine months there was a 1% increase in reported personal crime (homicide, rape, robbery, and aggravated assault). Property crimes increased by 4%. Robberies decreased by 51% (75 to 37) while aggravated assault increased by 46% (76 to 111). Overall reported major crimes increased by 4%.

Traffic Collisions



Traffic collisions decreased by 3% as compared to the first nine months of 2003-04 (1,650 to 1,594). Injuries decreased by 14%, from 327 to 280. There have been two fatality this fiscal year.

Third Quarter, 2004-2005

Public Works

REVENUES/EXPENDITURES	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change From Prior Year
Revenues (1)	445,278	1,101,554	2,091,400	558,615	1,890,926	+238.5%
Expenditures (2)	9,085,991	10,317,663	10,797,000	7,107,687	7,198,388	+1.3%
Expenditures as % of Budget					67%	

ADDITIONAL DETAIL	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change From Prior Year
SUPPORT SERVICES						
# of lost-time injuries/# of days lost (3)	1/19	2/125	<20 inj	1/12	3/214	+200% 1,683%
# of preventable accidents	6	10	<20	8	1	-87.5%
Turnover: # of individuals/%	4/3.4	4/3.1	n/a	4/3.1	2/1.6	-50% -48%
# of plans reviewed for compliance with tree ordinance and Town design standards	156	169	150	134	138	+3%
FIELD OPERATIONS – TRAFFIC						
# of street signing/marketing activities	671	677	450	364	419	+15%
FIELD OPERATIONS – CONSTRUCTION						
# projects completed	31	48	30	29	48	+65.5%
Sq yds of streets reconstructed (4)	225	5,500	5,500	5,500	none	--
FIELD OPERATIONS – STREETS						
Miles of streets resurfaced (5)	4.71	5.5	5.5	5.5	5.99	+9%
Truckloads of leaves collected	600	560	550	560	613	+32%
Frequency of street cleaning						
Major streets	Weekly	Weekly	Weekly	.9/Wk	Weekly	+11%
Residential streets	7.5 cycles	6 cycles	4 cycles	5 cycles	4 cycles	same
Town Center (6)	1.5/Week	1.75/Week	2/Week	1.67/Week	2/Wk	+20%

ADDITIONAL DETAIL	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change From Prior Year
INTERNAL SERVICES						
Fuel use, in gallons (General Fund only)	242,347	259,703	200,000	193,281	189,929	-1.7%
# of building emergency requests/% of responses less than 30 minutes	46/91%	21/95%	90%	16/94%	21/100%	+31%/+6%
SOLID WASTE SERVICES						
Tons of refuse collected:						
Residential	7,899	8,183	9,030	6,067	6,074	+1%
Commercial	12,658	12,124	13,100	8,550	8,421	-1.5%
Yard waste (7)	3,435	3,529	3,350	2,616	1,899	-27.4%
TOTAL TONS COLLECTED	23,992	23,836	26,000 (rd)	17,233	16,394	-4.9%
Average pounds of residential refuse per collector per week	23,370	26,278	28,900	25,927	25,957	+1%
Average length of brush collection cycle	1 Wk	1 Wk	1 Wk	1 Wk	1 Wk	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. Days lost in 2004-05 include those carried forward from prior injuries.
4. Reconstruction work is anticipated in the fourth quarter. 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.
5. 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.
6. 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.
7. Decrease primarily resulted from high quantity of brush generated by Hurricane Isabel on September 18, 2003.

DIVISION: SUPPORT SERVICES

OBJECTIVE	PROGRESS/STATUS
Management reports/studies.	Major work thus far this year included 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; 4) completing various tasks related to grievances; 5) preparation of budget request for next year, for both operations and capital programs; 6) completion of several follow-up budget working papers; 7) working with management consultants and citizens budget committee relative to departmental improvements; 8) coordination of conversion of street name signs along Airport Road to Martin Luther King, Jr. Boulevard; 9) development of recommendations for departmental reorganization; coordination of work with the Solid Waste Advisory Board; and 10) exploration with Downtown Commission for improvements to overall cleanliness of downtown areas, especially alleys. 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 19 personal injuries, 3 of which resulted in loss of 214 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 138 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

OBJECTIVE	PROGRESS/STATUS
Complete reports, studies and program analyses related to divisional operations as required.	The Field Operations Superintendent spent considerable time completing annual budget requests, both operational and capital. He served as departmental coordinator for events related to the NCAA national championship. 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

OBJECTIVE	PROGRESS/STATUS
Improve traffic flow and safety through signing improvements.	To date, program staff performed maintenance on and/or installed 419 traffic, street and miscellaneous signs town-wide (of which 162 were in the third 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, 161 during second quarter and 118 in the third quarter, for a year-to-date total of 406. Major tasks completed in third quarter included preventive maintenance in various traffic zones, replacement of pedestrian heads town-wide as needed and repair of damaged signals at various intersections. Staff assisted in activities related to NCAA championship.
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; and in the third quarter, four new lights were requested. To date, we have requested 63 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 third quarter included cleaning/installing and/or repairing ditches, pipes and catch basins at 9 locations (for a total of 32 to date); and resetting and/or replacing 13 catch basin tops (for a total of 41 to date). To date, crews cleaned and/or re-graded 1,070' of ditches at 13 locations; flushing 713' of storm sewer pipe at 55 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 78 times, for an average of two times per week. Major streets were cleaned on average once per week and 6 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 32 trees ranging in size from 2" to 40" was removed town-wide, thirteen of which were dead. Removal resulted from sidewalk projects, renovation projects, residents' requests and emergency calls. This included removal of four large trees along Booker Creek and Bolin Creek 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; during the third quarter, several of these trees had to be straightened. Tree watering was completed at installations along Airport Road, Franklin Street, Fordham Boulevard, Highway 54 and Cameron Avenue.

DIVISION: FIELD OPERATIONS - CONSTRUCTION

OBJECTIVE	PROGRESS/STATUS
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. Crews were involved extensively in work related to the NCAA championship.
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 930 linear feet at six sites, including Caldwell Street, Roberson Street, South Elliott Road, Hamilton Road, Huntington Drive and Lakeshore Drive. During the third quarter, a sidewalk – curb/gutter project was completed along Legion Road #3, consisting of 293' of sidewalk and 310' of curb and gutter.

DIVISION: FIELD OPERATIONS - STREETS

OBJECTIVE	PROGRESS/STATUS
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; contract crews selectively milled an additional two streets totaling 345 linear feet. No contract street resurfacing was completed during the second and third quarters, during which time the seasonal leaf collection program was operational.
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 third quarter, six complete collection cycles were completed, two of which were completed by the end of calendar year 2004. The total collected was 848 loads, equaling 3,400 tons; the quantity collected last season totaled 560 loads.
Clear streets in times of inclement weather, including snow and ice, consistent with current priorities and Town policy.	During the third quarter, crews were staged for three inclement weather events; however, only minor responses were necessary because of relatively light accumulations.

DIVISION: INTERNAL SERVICES

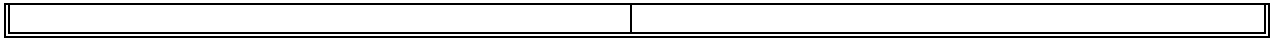
OBJECTIVE	PROGRESS/STATUS
Expand use of automated fleet management system.	<p>Ongoing; data are maintained to generate information related to road calls and fleet preventive maintenance, as well as repair service. During the first three quarters, 120 emergency road service calls were made at an average cost of \$123.39 per call. The average preventive maintenance cost per vehicle serviced was \$116.70. These unit costs, both for road service calls and preventive maintenance, include labor, materials and equipment.</p> <p>Fuel use to date was down 3,352 gallons, or 1.7%, compared to last year. The cost per gallon averaged \$1.46 during the first quarter, \$1.55 during the second quarter and \$1.55 during the third quarter; for a year-to-date average of \$1.52; this compares to an average unit cost of \$1.12 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 488 automotive PM's was completed, for an average of 12.5 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. During the third quarter, 472 building maintenance work orders were completed, for a cumulative total this year of 1,326.

DIVISION: SOLID WASTE SERVICES

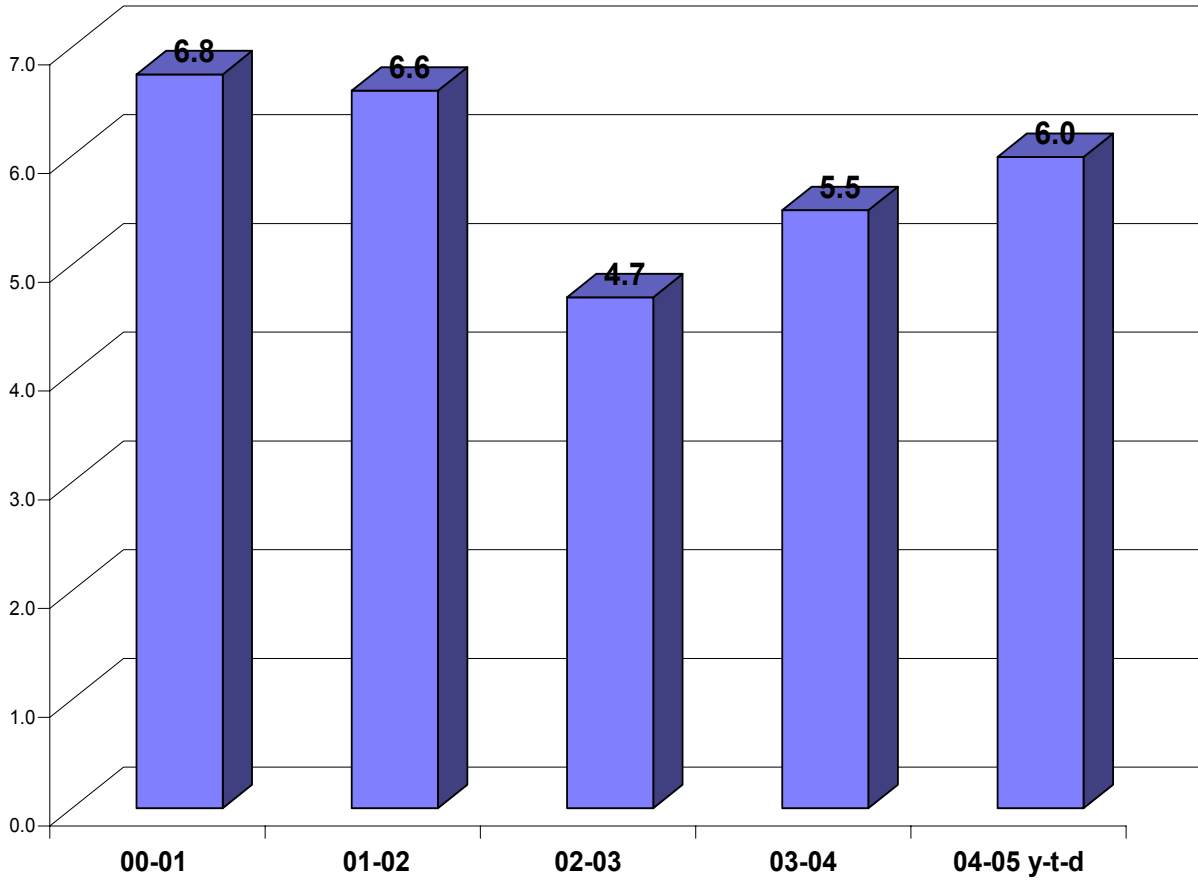
OBJECTIVE	PROGRESS/STATUS
Collect estimated 26,000 tons of residential (including yard waste) and commercial refuse as scheduled, with minimum complaints.	Total volume to date was down 839 tons (4.9%) compared to that for last year. This decrease resulted primarily from the greater quantity of brush debris generated by Hurricane Isabel in mid-September, 2003. The data exclude 531 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.	The average collection cycle for brush was 1 week during the first three quarters. Bulky items (white goods) collected to date totaled 40.5 tons compared to 78 tons in the same period last year.
Minimize injuries/accidents.	There were two lost-time injuries, resulting in the loss of 198 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.

DIVISION: LANDSCAPE

OBJECTIVE	PROGRESS/STATUS
Evaluate and implement projects included in the Capital Improvements Program and proposed by consultants.	During the third 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. Small Park Improvement work is anticipated later in the year.
Improve appearance and safety along rights-of-way through mowing road shoulders.	Seasonal mowing cycles were completed as scheduled throughout the first three quarters.
Adhere to grounds maintenance schedules at parks, cemeteries, parking lots, public housing and other public locations.	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. During the first three quarters, a total of 47 work orders was completed, primarily for Housing and Parks and Recreation.

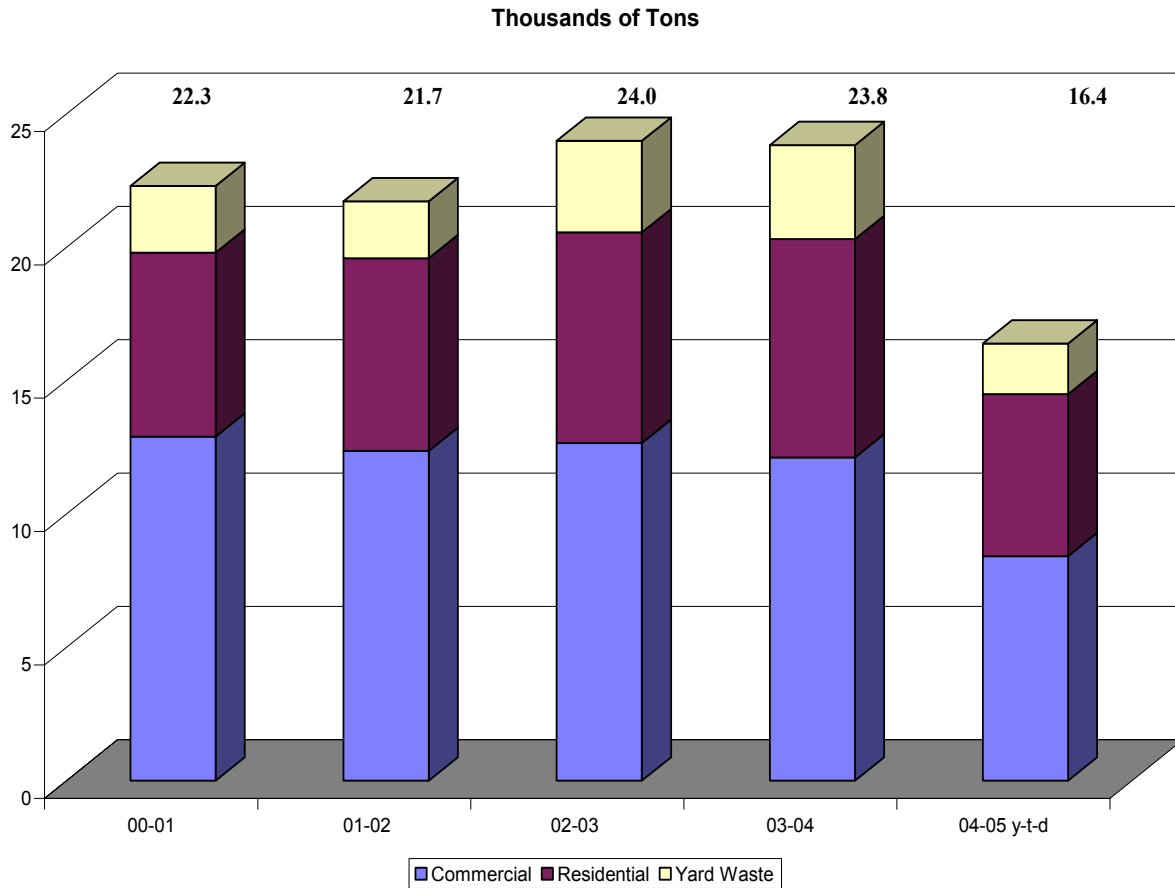


MILES OF STREETS RESURFACED



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).

Third Quarter, 2004-2005

Transportation

REVENUES/EXPENDITURE	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Revenues	10,927,883	11,433,963	11,420,609	9,736,092	10,607,648	9.0%
Expenditures	9,058,475	10,638,014	11,420,609	6,551,663	7,915,781	20.8%
Expenditures as % of Budget					69.31%	

ADDITIONAL DETAIL	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
TRANSPORTATION						
Fixed Route Trips	4,589,559	5,090,860	5,356,684	3,960,925	4,390,350	10.8%
Demand Response Trips	66,267	64,267	68,108	48,876	50,106	2.5%
Tar Heel Express trips/Charter	142,840	157,089	164,392	142,634	153,148	7.4%
Service Miles (actual)	2,178,222	2,180,107	1,954,404	1,486,987	1,481,348	-0.4%
Passenger Trips/Service Mile	2.20	2.44	2.86	2.79	3.10	11.0%
Operating Costs	9,058,475	10,638,014	11,420,609	6,551,663	7,915,781	20.8%
Operating Revenues	347,793	432,292	394,700	398,859	382,680	-4.2%
Patron Revenue/Trip	0.07	0.08	0.07	0.10	0.08	-15.3%
System Cost/Trip	1.89	2.00	2.04	1.58	1.72	9.2%
Ratio of Revenue from Patrons to Cost	0.04	0.04	0.03	0.06	0.05	-25.9%
Miles/Road Call	30,497	29,877	25,000	37,175	38,982	4.9%
Road Calls (Mechanical)	46	66	60	40	41	2.5%
Preventable Accidents	16	18	25	9	23	155.6%
Miles/Preventable Accidents	136,139	121,117	78,176	165,221	64,406	-156.5%

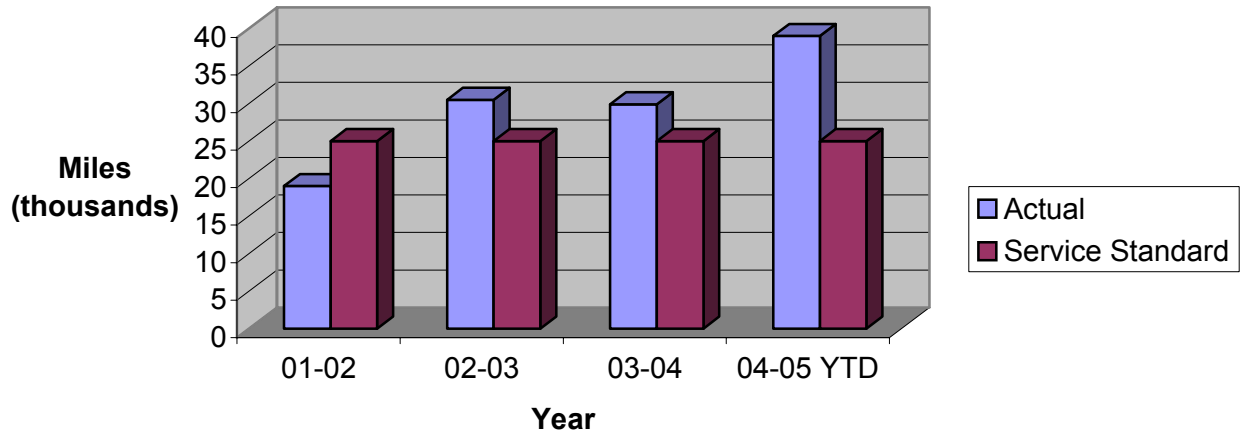
Transportation**Third Quarter, 2004-2005**

SAFETY PERFORMANCE	Actual 02-03	Actual 03-04	Budget 04-05	YTD 03-04	YTD 04-05	Change from Prior Year
Safety Training: # of staff hours of training (# of employees * training time)	4,260	3,751	NA	2,875	1,438	-99.9%
Safety Inspections: # of hazards identified/% of items mitigated	-	-	NA	-	-	0.0%
Time lost due to work-related injury or illness	131	1,068	NA	838	657	-27.5%

OBJECTIVES	PROGRESS/STATUS
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 36,530 hours of service during the period. Fixed Route Ridership was up from the third 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 8,627 hours of service during the period. Average trip time of 28 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 64,406.
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 38,982.

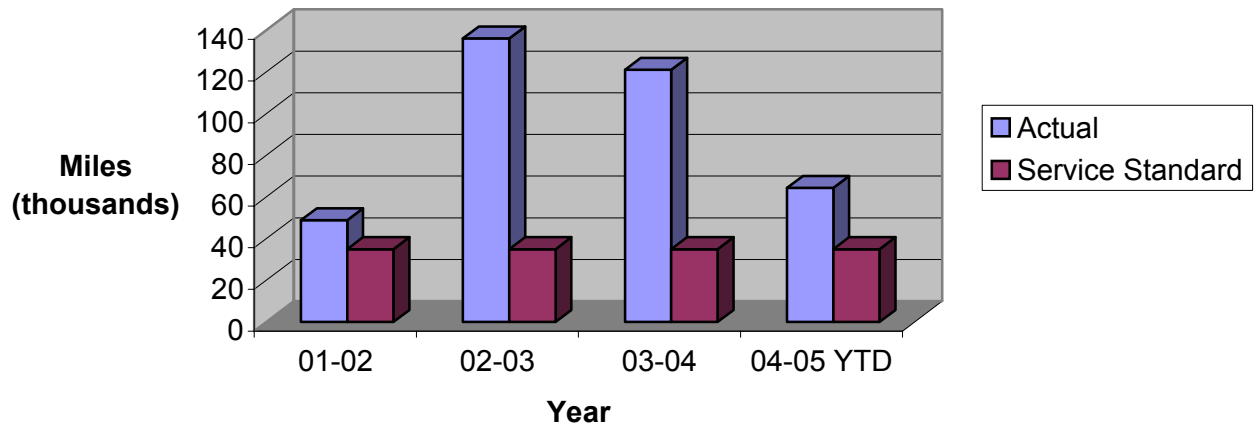
TRANSIT RELIABILITY

Average Miles Between Road Calls Due To Mechanical Problems

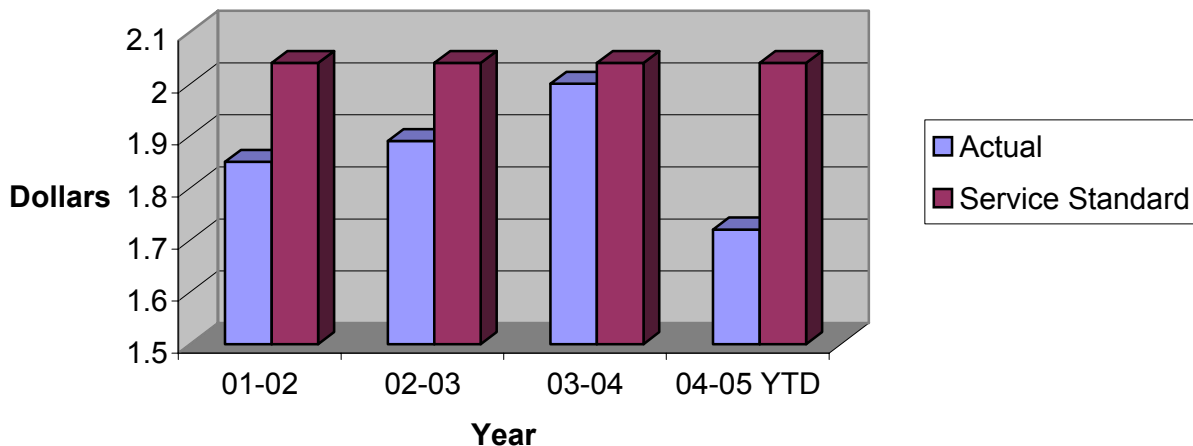


TRANSIT SAFETY

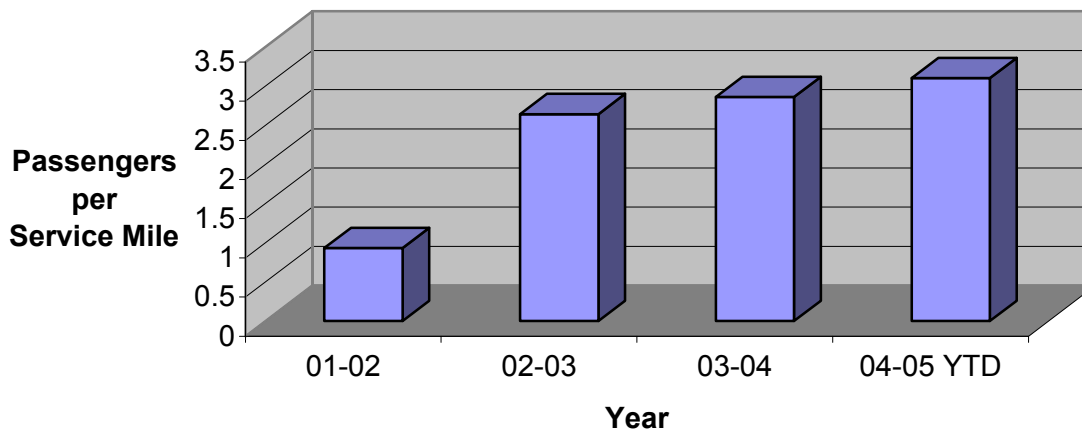
Miles Between Preventable Accidents



**PUBLIC TRANSPORTATION
System Cost Per Passenger Trip**



**PUBLIC TRANSPORTATION
Passengers Per Service Mile**



CAPITAL PROJECTS

TOWN OF CHAPEL HILL
Status of Capital Projects
March 31, 2005

This report provides information on the status of capital projects on which Town staff are now working or that are recently 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 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 complete. 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 acres 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 4th 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 2003/4– 2013/14.

Status: The 2003/4 – 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 1st 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.

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.

Legion Road Sidewalk Phase 3: In-house project to construct 400 feet of sidewalk on the north side of the street at a point approximately opposite Turnberry Lane northwards to an existing sidewalk which runs south from Europa Drive. This section was completed by Public Works crews in March 2005 at a cost of \$12,000. This project was # 1 on our 2004-05 Construction list.

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 8 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 8 of the 18 apartments in Phase One. Renovation work in Phase One is expected to be completed in May 2005. Phase Two of the renovation work is being solicited for bids. The bid opening date is scheduled for April 27, 2005, and we expect to award a contract by June 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 complete. 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 4

Project: Construction of a sidewalk along Legion Road (south side) at a point approximately opposite Europa Drive, southwards to Turnberry Lane approximately 800 feet. Project # 2 on Town's 2004-05 Construction list.

Cost estimate: \$56,000, using residual funds from the CIP (\$45,000) and 2003 Street bond funds (\$11,000).

Legion Road Sidewalk Phase 5

Project: Construction of a short section of sidewalk with alteration of driveway apron and drainage improvements at the intersection with Ephesus Church Road (north side). Project # 5 on Town's 2004-05 Construction list.

Cost Estimate: \$8,500 from 2003 Street bond funds.

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.

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 schematic design was completed in the second quarter of 2004. 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.

Bids for the second (off-site improvements, including utility and road construction) and third (general building construction and site improvements) phases are to be opened in May. Construction on these phases is scheduled to begin in mid-June of 2005.

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 fourth 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 second quarter. Prior to bidding the project, area neighbors agreed to meet and discuss options to secure the necessary easements to construct the more comprehensive project originally proposed by the Town Engineering Department. Discussions are continuing among neighbors, and we expect to determine by the end of the fourth quarter whether the necessary easements will be made available for the project to proceed as originally planned. If so, we will secure the necessary permits, and identify additional funding that will be needed for the comprehensive project.

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 2nd quarter. We received an inadequate response to our solicitation. We issued a second RFQ in the 2nd quarter and interviewed three candidate firms during January 2005. As of April 13, 2005 we are negotiating with a designer to agree upon a fee proposal and project schedule.

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 was 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 decided to redesign the project with a reduced scope of work. Instead of proceeding this year, we transferred funds to the Town Hall generator project. If CIP funding for this project is available in FY 2005-06, we will revise the construction documents and rebid the project with a reduced scope of work.

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% federal funding through NCDOT, 20% 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. We believe that the concept plan may be ready for Council review in the first quarter of FY 2005-06.

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: The stone gutter improvements along the Cemetery's western crosswalk were completed in the third quarter. A contract has been awarded for pedestrian level lighting improvements which are anticipated to be completed in the current quarter. 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. The project was bid in April, 2005 and we 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 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 agreed to sell about one acre of land to the owners of the Siena Hotel. Talks are currently underway and are expected to conclude in the fourth quarter.

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.

Pedestrian and Bicycle Improvements:

State Transportation Improvement Program (STIP), Projects which include sidewalks that are partially Town funded:

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 2009.

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 2009.

Durham Chapel Hill Carrboro Metropolitan Planning Organization (DCHC MPO) Surface Transportation Direct Allocation Program (STPDA), Projects which include sidewalks that are partially (20 percent) Town funded:

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 considered a report on options to implement recommendations of the Study. The staff is working on a follow-up report to the Town Council to be presented later this year.

2004-2005 Sidewalks and Bicycle Facilities Construction Plan

Sidewalks

These projects are sidewalks included in 2004-2005 Sidewalks and Bicycle Facilities Construction Plan. \$600,000 from 2003 bond proceeds was allocated by the Council.

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 following projects:

Town-maintained Streets (prefix T)

Project: (T3) West Rosemary Street (south side) at Roberson Street.

Budget: \$65,000 (estimate).

Status: 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 approximately 100 feet of sidewalk on the south side of Rosemary Street, between Roberson and Graham Streets. The project has been designed. Work to relocate a utility pole and constructing a retaining wall has been contracted out. The sidewalk part of the project will be constructed using Town crews in the fourth quarter of FY 2004-05.

Project: (T7) West Rosemary Street, south side at S. Graham Street.

Budget: \$7,000 (estimate).

Status: This project includes about 100 feet of sidewalk and has been combined with project T3 and will be constructed at the same time.

Project: (T6) Curtis Road west side from Clayton Road to Elliott Road.

Budget: \$28,000 (estimate).

Status: This project consists of approximately 400 feet of sidewalk connecting an existing sidewalk on Clayton Road to an existing sidewalk on Curtis Road, and will assist access to Estes Hills Elementary School. The sidewalk will be constructed using Town crews. We anticipate work will begin in the first quarter of FY 2005-2006.

State-maintained Streets (prefix S)

Project: (S1) Airport Road west side, north and south of Northfields Drive.

Budget: \$21,000 (estimate).

Comment: This project includes approximately 300 feet of sidewalk. The Town is seeking agreement to extend the scope of scheduled NCDOT work to install a stop light at Northfields Drive which is required in accordance with a stipulation for the development of Chapel Ridge Apartments.

Status: The project is in design, seeking NCDOT approval and an inter-local agreement for the funding. Projects S1, S3 and S6 will be bundled together as one contract for construction.

Project: (S3) Estes Drive, south side from Franklin Street to Willow Drive.

Budget: \$72,000 (estimate).

Comment: This project includes approximately 1000 linear feet of sidewalk that would connect the existing sidewalks on Franklin Street with worn paths to the Community Center.

Status: The project is in design, seeking NCDOT approval. Projects S1, S3 and S6 will be bundled together as one contract for construction.

Project: (S6) Fordham Boulevard, east side, at northeast corner intersection with Estes Drive.

Budget: \$4,000 (estimate).

Comment: This project includes approximately 60 feet of sidewalk in place of a worn dirt path to an existing pedestrian signal crossing.

Status: The project is in design, seeking NCDOT approval. Projects S1, S3 and S6 will be bundled together as one contract for construction.

Project: (S8) Culbreth Road, south side, between Cobble Ridge Drive and Rossburn Way.

Budget: \$45,000 (estimate).

Comment: This project consists of approximately 500 feet of sidewalk that connects existing sidewalks in Chapel Hill and Carrboro along the south side of Culbreth Road leading to the middle school. It would connect those sidewalks to the sidewalk to be constructed on Smith Level Road leading to the new high school.

Status: The project is in design and since it affects an existing storm water detention area, will require approval from the North Carolina Department of Natural Resources. The project is more complex than originally expected and may require the construction of a retaining wall. The cost estimate may need to be revised.

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 the 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. We expect to complete the design of the project in the fourth quarter with construction in the second quarter of 2005-06.

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 1% 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 Dec. 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 was scheduled for February 2005. The Council has granted expedited processing for the project, authorized the Manager to amend the Special Use Permit application to add 60 parking spaces along Dogwood Acres Drive, and approved a phasing plan for use of the \$2,500,000 in the project budget.

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 current quarter.