

A RESOLUTION APPROVING THE 2002-2003 ACTION AGENDA AUGUST STATUS REPORT
Resolution No. 11/2002-03

NOW THEREFORE BE IT RESOLVED by the Carrboro Mayor and Board of Aldermen that the Aldermen have reviewed the *2002-2003 Action Agenda August Status Report* and make the following changes:

The foregoing resolution having been submitted to a vote received the following vote and was duly adopted this 27th day of August 2002.

TOWN OF CARRBORO

2002-2003 ACTION AGENDA STATUS REPORT – AUGUST 2002

I. ENVIRONMENTALLY RESPONSIBLE POLICIES AND PRACTICES				
ACTION ITEM	DEPARTMENT	END PRODUCT	START DATE	END DATE
1. Report Analyzing Carrboro's Recycling Program/Produce a Scope of Services for Consultant Study (1) Develop a background paper that describes the current status of the recycling program for single family and multi-family residential, and commercial solid waste collection in Carrboro. This paper would determine the opportunity for further improvements in the recycling program through comparisons with other jurisdictions. The paper will take in to consideration recent studies or initiatives in similar communities that have proven to be successful. For this research, it is hoped that specific recommendations about Carrboro's solid waste collection system can be made in order to equal or exceed the recycling goal specified in the Solid Waste Management Plan. If specific recommendations are not possible, a request for proposals will be drafted for consultative services. (2) RFP to look at Carrboro's specific situation and make recommendations about what could be done to meet Orange County goals.	Public Works Planning as of (2002)	(1) Report (2) RFP	September 2001	May 2002
Decrease Solid Waste Going into the Landfill				
				Report on Carrboro's solid waste and recycling programs presented on 28 May 2002. Implementation of user fee program for the pickup of all non-multi-family refuse dumpsters slated to begin 1 October 2002. Staff to study and review the cost associated with current collection of all multifamily dumpsters and the rollout cart collection system for the Board's consideration to implement a user fee schedule for these collection two systems. This should be completed for the Board's review by 1 April 2003.

2. Implement Carrboro's Zero Waste Resolution Study and make recommendations on appropriate steps to move toward zero waste such as reducing solid waste, increasing recycling, identifying and attracting businesses that use local waste products as raw materials, and supporting national efforts toward zero waste.	Planning	List of businesses; recommendations	Pending action on item 1	Project initiated with Planning Department's preparation of report under Project 1. Report on Zero Waste scheduled for 24 September 2002.
3. Encourage Businesses to Sell Recyclable Products Develop a strategy to encourage local businesses to sell recyclable products.	Public Works	Strategy	Pending action on items 1 and 2	On <i>Quarterly Calendar</i> - to be scheduled in January
Move Toward Sustainable Resource Use				
4. Perform Environmental Audit/Study Alternative Fuel Vehicles Inventory and report on activities in purchasing, vehicle use, town operations, i.e., fuel use; identify two or three high leverage areas to examine and make recommendations. Review recommendations and decide if changes are needed.	Planning	Inventory and Report	December 2001	December 2002 The Town received software for Cities for Climate Protection (CCP) and the International Council for Local Environmental Initiatives (ICLEI). Acquired training software in February of 2002. Met with UNC Sustainability Coalition in March. Project scheduled for completion in late December.
Provide and Protect Green Space				
5. Consider "Shaping Orange County's Future" Policies Consider proposals to protect the rural buffer as a component of the Shaping Orange County plan.	Planning	Resolution	On hold pending further review by County Commissioners	Carboro staff submitted comments as approved by the Board of Aldermen to Orange County in April. Orange County staff is completing style and format changes and will be preparing an abridged newspaper insert version soon.
Protect and Restore Water Ways				
6. Protection of Bolin Creek Report on ordinance compliance and enforcement; establish effective stream watch group.	Planning	Report	March 2002	March 2003 The EAB established a committee to review current protection activities and to recommend appropriate protection strategies.

7. Review Non-residential Uses Allowed in the University Lake Watershed Review allowable commercial uses and other non-residential uses in the watershed and their impact on the appearance of entryways to the Town.	Planning	Report	April 2002	December 2002	A report on non-residential uses and their impact on the appearance of entryways into the Town was prepared and submitted to the Board of Aldermen on 8 May 2001. The Board requested additional information on the potential water quality impacts of currently permitted nonresidential and residential uses and included this item in the <i>2002-2003 Action Agenda</i> . That report is scheduled for Fall 2002.
8. Regional Storm Water Management The Army Corps of Engineers will provide the Town with a hydrologic study and model of Morgan and Bolin Creek Basins.	Planning	Report and Hydrologic Model	February 2001	January 2003	The Army Corps of Engineers agreed in March to continue with the completion of the flood plain mapping project. In mid-April, the Governor recaptured the state's matching grant. Carrboro staff will continue to work with member entities on this project.
Ensure Tree Protection and Preservation					
9. Urban Forestry Study of Carrboro Ordinance Conduct an urban forestry study to evaluate the effectiveness of the Town's tree ordinance and policies. Investigate securing grant assistance to fund the study and explore the possibility of having graduate students conduct the study with staff assistance.	Planning	Report	February 2001	April 2002	This project includes three steps: 1) A grant-funded analysis of tree cover change has been completed; 2) the evaluation of the Landscape with Wildlife for Orange County has been completed and is scheduled for advisory board review in September 2002; and 3) the evaluation of the effectiveness of tree protection policies and regulations is underway. The project is scheduled for presentation in Fall 2002.
10. Strengthen Tree Protection Ordinance Prepare LUO text amendment and possible changes to policies and enforcement procedures in following up to April 1999 report.	Planning	Ordinance	March 2002	September 2003	Completion will follow Project 9. A presentation will be scheduled in January 2003.
Public Education on Environmental Policies, Practices, and Enforcement					

11. Examine and Re-assess Enforcement Capacity and Sanctions Develop a policy that identifies a strategy to enhance enforcement of the town's environmental policies as specified in the land use ordinance. Emphasize a strategy that is preventive and targets groups for educational and enforcement training. Also evaluate the effectiveness of present level of sanctions to deter violations. Include within the NPDES permitting process as a component of the required community education effort.	Planning	Policy	October 2002	May 2003	Staff is exploring educational programs available locally and regionally for possible inclusion in the town's NPDES permit application.
Complete 1999-2000 Projects Improve Air Quality					
II. PROVIDE EFFECTIVE, EFFICIENT, AND RESPONSIBLE GOVERNMENT Provide Accessible, User-Friendly Communications and Services to the Public					
12. Services for the Latino-Hispanic Community Prepare a policy that identifies services and programs needed to serve the Latin community. [Get copy of Chapel Hill's <i>Frequently Asked Questions</i> brochure]; work with El Latino Centro; EMS staff to learn Spanish.	Police	Plan	April 2001	July 2002	Draft will be available by December.
13. Town Communication Plan Prepare a policy that identifies a strategy outlining how the Town communicates with its citizens and businesses.	Manager's Office	Policy	April 2002	June 2002	Scheduled for September 24
14. Review Screening and Set-back Requirements; Review Special Exceptions to Set-back Requirements in Land Use Ordinance Review screening and setback requirements; investigate other instances where special exceptions may be applied; Report to Board for recommended modifications.	Planning	Report	August 2001	June 2002	Board reviewed on March 5. Review of B-1(g) and B-2 ongoing and worksession to be scheduled for January 2003.
Minimize the Tax Rate Through Responsible Planning and Budgeting					
15. Set Debt Limit As a commitment to sound financial planning and to ensure that the Town maintains a reasonable level of debt capacity, the Board has asked staff to develop a debt policy.	Management Services	Policy	August 2002	December 2002	Will be presented in January 2003.

16. Provide Alternative Budget Scenarios (1) Develop alternative tax rate scenarios based on different projected economic conditions and tie these scenarios to the Five Year Plan and CIP. (2) Develop a budget process for FY03-04 that includes a scenario for various service levels. (3) Present a budget format that offers service level options for FY02-03.	Management Services	Scenario Descriptions	September 2002	January 2003	Will be presented in January 2003.
17. Revise Agenda Abstract Format to Include Budget and Tax Rate Implication of Items	Manager's Office	Revised Abstract Policy	April 2002	May 2002	Standard Procedure revision approved August 22 and will be implemented beginning with the September 3 agenda.
Organize and Manage Staff and Operations Efficiently and Effectively					
18. Revise Personnel Ordinance to be More "User Friendly"	Personnel	Ordinance	Pending Board Decisions		No revisions will be made this year.
19. Disband Agenda Planning Committee	Aldermen	Resolution	March 2002	March 2002	Complete
20. Reduce Number of Board Meetings	Mayor Nelson Alderman Dorosin	Discussion	April 2002	April 2002	Scheduled for August 27.
21. Develop Town Manager Job Description	Alderman Herrera	Job Description			
Provide for Staff Satisfaction and Retention					
III. BUILD STRONG SENSE OF COMMUNITY					
22. Report to Explain Police Department's Strategy to Deal With Chronic Crime in Neighborhoods Develop long-term strategy to deal with chronic crime in at-risk neighborhoods and discuss criminal justice relationship.	Police	Strategy and Monthly Report	March 2002	March 2003	Initial report provided in January 2002. A follow-up report is scheduled for September.
23. Identify Major Road To Name After Rev. Dr. Martin Luther King, Jr.	Planning	Recommendation	August 2002	November 2002	Investigated state road naming procedures. Street or road identification and selection process has begun.
24. Develop Process to Create Town Logo Begin with Century Center logo	Aldermen Herrera	Discussion	August 2002	October 2002	Scheduled for October 8
Increase Citizen Participation and Support and Promote Community-Sponsored Programs					
25. Establish Sister City Relationship with Juventino Rosas, Mexico	Aldermen Herrera	Discussion	April 2002	June 2002	Letter from Board forwarded to Juventino Rosas.

26. Substance Abuse Treatment Program Develop strategy to attract TROSA-like program and possibly partner with Chapel Hill.	Community & Economic Development	Report	March 2002	April 2002	Meeting will be scheduled to discuss current level of service in Carboro. The next steps will be to identify needs for additional services and to make a report to the Board. Scheduled for October 22.
Retain Businesses that Provide for Social and Cultural Vitality					
Develop/Implement Programs for Youth Participation in the Community					
Programs to Integrate Immigrants and Other Newcomers					
IV. ENCOURAGE THE DEVELOPMENT OF AFFORDABLE HOUSING					
Increase Housing Units for Households with 80% or less than the Median					
27. Subsidize land trust units at a rate of \$5,000 per unit and encourage Orange County and Chapel Hill to subsidize at a rate of \$15,000 per unit The number of subsidized land trust units will cap at the number that does not exceed the proposed one-cent tax.	Aldermen	Budget Appropriation	April 2002	June 2002	Complete – not funded.
28. Revisit Inclusionary Zoning Issue/ Affordable Housing as Adequate Public Facility (1) Prepare a report on inclusionary zoning (2) Prepare analysis/report of Davidson's method of affordable housing as an adequate public facility	Planning	Report	August 2002	December 2002	Not yet underway
29. Cooperative Housing Study and support cooperative housing projects	Community & Economic Development	Report	August 2002	October 2002	Monitoring new project on Hillsborough Road and its request for HOME funds for additional units. A report will be provided October 8.
Focus Affordable Housing Efforts on Identified Target Populations					
30. Consider Creating a Housing Subsidy as Town Employee Benefit. Town employees to be one of target groups for a loan fund similar to the town's Revolving Loan Fund.	Alderman Dorosin	Decision to provide subsidy			
Encourage Alternative Building Methods that Reduce Housing Costs					
31. Tear-Down/Rebuild Ordinance Develop ordinance to control residential tear down/rebuild i.e., removing a small house and replacing it with a considerably larger house.	Planning	Ordinance	November 2002	February 2003	
Focus Affordable Housing Efforts on Identified Target Populations					

32. Tenants' Bill of Rights (1) Develop tenants' bill of rights and consider landlord licensing. Evaluate privilege/revenue type licensing vs. establishing a certification requirement. (2) Examine what other N.C. Municipalities are doing. Explore legal and practical limitations with regard to the contractual relationship between a landlord and a tenant.	Planning	Report	July 2002	August 2002	Project completion scheduled for November 2002.
Reduce the Government's Impact on Housing Costs					
V. ENCOURAGE ECONOMIC AND SOCIAL DIVERSITY					
Provide and Encourage Viable Business Opportunities for Poor People					
Include More Diversity in Town Events and Activities and on Town Boards					
33. Community Outreach/Develop a Neighborhood-Focused Agenda Convene community meeting/forum/summit targeted to working class, minority neighborhoods to learn about issues in those neighborhoods and identify priorities and concerns. As a result of the forum, identify community leaders. Keep it simple, informal, and check with people involved previously to determine why some past efforts have not succeeded over time.	Alderman Dorosin	Community meeting/forum/summit; identification of neighborhood issues, priorities, concerns, and community leaders.			On <i>Quarterly Calendar</i> - to be scheduled
34. Citizens' Participation in Town Activities Identify and eliminate barriers that prevent citizens' participation in town activities, i.e., child care	Aldermen Broun and Dorosin	Plan			
Increase Support for Arts and Other Cultural Activities					
35. Establish Permanent Town Arts Endowment Establish one million dollar permanent Town arts endowment and commit \$10,000 annually.	Mayor Nelson	Budget Appropriation	March 2001	June 2002	Complete - not funded
36. Promote Carboro as a Place to do Business with Focus on the Arts Conduct marketing gap analysis to continue promoting Carboro as a place to do business with a focus on the arts.	Community & Economic Development	Report	August 2002	October 2002	
Provide Support and Encouragement for Minority Businesses					
VI. PROMOTE, DEVELOP, AND SUPPORT A BROAD-BASED ECONOMIC VITALITY					
Double Non-Residential: Expand Economic Development Opportunities - Town's Role					

37. Downtown Vision A. Create a downtown development plan 1) Goal of doubling non-residential sq. footage 2) Create new economic development opportunities 3) Board members involved with work group 4) Board to approve process B. Reconsider use of automobiles in the downtown 1) Review traffic patterns at triangle area (Main, Weaver, Greensboro) 2) Consider no left turns, one-way, roundabouts, narrower streets Develop and implement a comprehensive plan for expanding economic development opportunities in the downtown encompassing land use, infrastructure, and regulatory structure. The elements of the plan will show detailed plans for meeting the Board's goals of doubling non-residential square footage; create a people and technology friendly infrastructure; energize Carrboro's downtown as vibrant social center and economic engine, while maintaining Carrboro's unique character, and show visualized scenarios.	Community & Economic Development/ Planning	Policy	June 2000	June 2002	The Parking Task Force has been meeting over the summer. A report will be scheduled for the Fall. The DDC is leading a discussion on the proposed building height ordinance. A public hearing on the revised ordinance will be scheduled in the Fall.
38. Obstacles to Development – Review Allowable Uses in Downtown and Obstacles to Starting a Small/Micro Business in Carrboro Hold a meeting with the development community and communicate Board's commitment to addressing obstacles created by the Board's decisions (parking, setbacks, infill, etc.); Review LUO provisions that will impact the infill development in developed areas. Discuss the development of a comprehensive policy regarding road, sidewalk, and neighborhood connectivity as it relates to infill.	Aldermen Broun and Zaffron	Meeting			As the DDC discusses downtown building heights and parking issues, the affected parties are bringing forth issues that they consider obstacles to development. Staff is making note of the issues and a report will be prepared for the Board. On <i>Quarterly Calendar</i> – to be scheduled.

39. Review Recreation Points in Lieu of Facilities Provisions Review recreation points in lieu of facilities provisions of the land use ordinance. (Planning Board, Recreation & Parks Committee, and staff to examine the use of the recreation point system and its effectiveness for providing usable recreational facilities; where are we now? What does and does not work? The Planning Board to present a report considering the legal aspects.) Is the Board satisfied with the point system? What does the Board want the developers to do?	Recreation and Parks	Report	April 2002	August 2002	Joint meeting between Recreation and Parks Commission and the Planning Board scheduled for August 27. On <i>Quarterly Calendar</i> – to be scheduled
Encourage a Supportive Business Environment					
40. Retain & Support Information Technology and Music Industries As part of the downtown visioning process, review the comments from the winter 2000 meeting with the music, technology, and retail industries and address the identified needs.	Community & Economic Development	Strategy	November 2000	March 2002	On <i>Quarterly Calendar</i> – to be scheduled
41. Encourage and Support Home Businesses Continue support of home-based businesses through dialogue and identify where assistance can be given. The Orange County EDC has surveyed the businesses to determine the assistance that may be needed in Carrboro. The Downtown Development Commission will work with the Planning Department to review ordinance to see if there are obstacles to doing business.	Community & Economic Development	Policy Review	Ongoing	March 2002	Scheduled for October 15
42. Economic Development – Work Session Conduct work session to develop strategies and a fast track review process	Community & Economic Development/ Planning	Work Session	March 2002	April 2002	A worksession conducted on April 9. The Board identified fast track items. The Parking Task Force is preparing a report. The Building Heights ordinance is being revised.
VII. PROMOTE SAFE, EFFICIENT, AND VIABLE INFRASTRUCTURE					

43. Purchase Three Parking Lots – S. Greensboro Street Funding Explore purchasing lots with owners and develop funding strategy to pay for other two.	Community & Economic Development	Budget Appropriation		Met with one of the Rosemary Street Parking Lot owners who has expressed an interest in selling a portion of the lot to the Town. However, an appraisal will be conducted to determine the value before negotiations go forward. Other opportunities for parking lot sites that are centrally located in the downtown are being sought. Working with Parking Task Force to identify additional downtown locations that might be suitable for purchase.
	Complete 1999-2000 Projects			
	Increase, Enhance, and Expand Public Transportation			
44. Develop Plan to Increase Carboro's Participation in the Operation of Chapel Hill Transit Develop strategy to increase Carboro's participation in the operation of Chapel Hill Transit; Board work session on how Chapel Hill Transit is funded, how decisions are made; examine roles of different partners; include discussion of fare-free service and short-term.	Planning	Strategy; Board work session	May 2001	Revised MOU being prepared with tentative schedule for review and adoption in Fall 2002. Scheduled for October 18.
	Promote a Comprehensive Approach to Creating a Walkable Community			
45. Conduct Study on How to Pay for New Sidewalks and Where to Construct Them (Implementation Plan) Establish a task force and charge them with creating a list of proposed sidewalks, means of funding, identifying additional sidewalks not on the map foundation – establish priority needs with guidance from the Board.	Planning	Task Force	May 2001	TAB has been developing an evaluation strategy and reviewing existing and proposed sidewalks and is expected to conclude review in mid-October. On <i>Quarterly Calendar</i> – to be scheduled
46. Improve Pedestrian Friendliness of Signalized Intersections Survey signalized intersections to assess visibility and friendliness of operation or traffic signals to pedestrians; modify light shields, cycles, and pedestrian-activated buttons as needed; report to board.	Planning	Report	July 2002	Completed the survey of signalized intersections. Report to be scheduled in November.

47. Pedestrian Access Consider multiple approaches to pedestrian access across NC 54 and Jones Ferry Road as developed for Glen Lennox (Transportation planner to present status report for pedestrian access to Carboro Plaza and review the Glen Lennox report to determine its applicability to Willow Creek Shopping Center. Place larger stop signs at Poplar Street and NC 54 and Oleander Avenue and NC 54.	Planning	Report	March 2001	November 2002 The Board received a report on 22 August 2000 regarding pedestrian access to shopping centers. Staff is working with NCDOT to further evaluate pedestrian access at several locations in town. Report is to be scheduled for presentation in November.
48. Develop Plans for Communication/Technology Infrastructure Improvements* Implement communication and technology improvements budgeted in 1999-2000. Upon implementation of the current network infrastructure, the Department will develop a multi-year Technology report with plans for future improvements in communication and technology and infrastructure. This process will begin following implementation of the town web page and completion of core network infrastructure.	Management Services	Development of Technology Report	April 2001 March 2002	Other technology projects have taken higher priority such as installing fiber optic lines; maintaining the town's fiber optic structure; installing replacement computers; writing a database program to bill and collect for dumpster charges and an on-line customer complaint system for Public Works; troubleshooting system and service issues; assisting employees with pc software and hardware problems; updating the town's website; setting up PCs in the training room; and rewiring the Board room for presentations. Scheduled for September 17
49. Explore the co-location of public facilities Create a public facilities campus.	Manager's Office	Report	March 2002	April 2002 On <i>Quarterly Calendar</i> - to be scheduled