

2017

2016 PLANNING CONFERENCE TO-DO LIST

ITEM	ASSIGNED	Original Date	Due Date	NOTES
Obtain cost estimates of selected pilot projects in Downtown Streetscape Plan (some may have good/better/best options) and include a couple pilot projects in the CIP.	KI	6/30/2016		In the FY 17 budget is \$72,000 for multiuse trail along railroad parking lot and stairs up to Bank Street.
Proposed replacement schedule for fire vehicles	Fire Chief	6/30/2016		Attached is five year CIP/replacement schedule for the Fire and EMS department.
Consider paying for CAFS and pumper - order in FY 17 and pay in FY 18	RK	6/30/2016	10/31/2016	Chief Kinniburgh discussed at the Nov 14th Board meeting
Bring proposal back to board focusing on preservation and preventative maintenance of roads	CJO	6/30/2016		Approved by Board at August 8 meeting
Continue to ID potential park properties through town	CK	6/30/2016		Attached is a memo from Corey King discussing potential additional sites for park property. This item was discussed with the Board at the August 22nd meeting. Board is requesting a more comprehensive overview i.e. other town owned green space, school property, county property greenways. Scheduled for additional discussion at the October mini-conference.
CJO to investigate McKee A point ranking – would ranking improve if Matthews offered funds?	CJO	6/30/2016		The Town has committed \$2.0 million toward the construction of McKee Road in order to improve our ranking. At this point we do not know if it received funding.
Ensure employee recruiting and screening practices are inclusive in nature	BH	6/30/2016		Attached is a thorough memo from Becky Hawke regarding the Town's recruiting and promotional process. I am confident that supervisors will continue to hire and promote the most qualified person for the position while also continuing to look for new opportunities to diversify Town staff. We have also attached a diversity statistics spreadsheet showing the demographic makeup of Matthews citizens at the Town by department.
Review consultant costs over last three years	BH	6/30/2016		See attached.
Downtown Streetscape Plan: review shall vs. should issue. Communicate with Transportation Advisory Committee. Add actions delineating required vs. suggested components	KI	6/30/2016		The downtown streetscaping plan has been approved by the town board.
Charlie to investigate possible penalties for infractions of tree protection ordinance	CB	6/30/2016		Charlie Buckley emailed a memo to the town board about possible penalties for violating the Tree Protection Ordinance. Attached is a copy. Board will be updated at the September Board meeting.
Update a/v for Hood Room prior to 6/30 (3 companies)	LC	6/30/2016		A/V improvements to begin in the Hood Room on August 24th.
Sportsplex informational kiosk: approach County to create opportunity, then hand off	CK	6/30/2016		Attached is a memo from Corey King. The County has not committed to installing kiosks at the sportsplex. We will revisit this issue after the sportsplex is complete.
Investigate economic development liaison – Jay/Becky	BH	6/30/2016	10/31/2016	Economic development was discussed at the Nov 14th meeting
Draft resolution promoting equity and inclusion	BH	6/30/2016		Equity and Inclusion policy statement will be part of the update personnel policy- Sept. 30.
Reevaluate the community meeting process for park planning.	CK	6/30/2016		Attached is a memo from Corey King recommending how to improve the public meeting process for the future.
Revise technology allowance from \$3,500 to \$3,600 per two year term - start July 1, 2016.	HB	6/30/2016		Completed as part of FY17 budget.
What's the gap between our current funding model and what we actually need to properly maintain roads. Investigate town/regional asphalt production.	CJO	9/30/2016		To be discussed at the mini-planning conference.
Hold Town Hall-style meeting for public – "Let's Talk Traffic" – with DOT in attendance	HB	9/30/2016		Public meeting is set for 11/10/16 at 7:00 p.m.
Evaluate redundancies/distribution of responsibilities between Red Brick Partnership/EDAC/Quad/and the Chamber of Commerce	HB	9/30/2016		Manager to provide a report at the Nov 28th meeting.
Review parks and rec masterplan; Have parks and rec advisory committee work on update.				At the mini-conference the Board reviewed additional plans. Corey is assembling the plans into a masterplan addition.
Complete installation of mural at Town Hall wall	CK	9/30/2016		done
Start discussions with Lat Purser regarding parklet/active seating area in parking space in front of Dilworth Coffee – get design and preliminary costs	KI	9/30/2016		Staff has reviewed preliminary design concepts from Lat Purser's office that can accommodate private and public use. Plans were approved by the Town Board at the December 12 meeting.
Job to work with CMS on traffic flow at Matthews Elementary	RH	9/30/2016		Mini-planning conference discussion.
Trend line out revenues projections – use actual revenues from 3-5 year trend line to prepare revenue estimates	CT	9/30/2016	10/31/2016	This report in on the Nov 28th agenda.

Computers are getting cheaper

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