

# World Class, Multi-Seasonal Resort Destination

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Beautification and Cleanliness of Public Spaces		<b>Dept/Team:</b> Public Works Operations		
<b>Program/CIP:</b> Flowers/Holiday Lights/ Beautification				
<b>Action Step</b> - Provide Hanging Basket to Main Street & Prospector area	Streetscape beautification	Clint Dayley Maria Barndt	Jun 2013	On Track
<b>Action Step</b> - Provide Holiday Lighting to City Buildings, Parks & Main Street	Festive City appearance	Clint Dayley Maria Barndt	Dec. 15, 2012	Completed
<b>Strategy:</b> Emergency Management: Mitigation		<b>Dept/Team:</b> Emergency Management		
<b>Program/CIP:</b> Emergency Management				
<b>Action Step</b> - Update Hazard Inventory & Vulnerability Analysis (HIVA)	Updated section in the CEMP	Emergency Manager, Emergency Management Group	May 2013	On Track
<b>Action Step</b> - Develop a Continuity of Operations Plan (COOP)	Completed Plan	Emergency Manager	Dec 2015	On Track
<b>Action Step</b> - Develop a Critical Infrastructure Protection Plan	Completed plan with list of recommendations for increased security	Emergency Manager	Jun 2014	On Track
<b>Action Step</b> - Review current MAG plan and provide updates	Updated Park City section to the MAG Mitigation Plan	Emergency Manager	Dec 2014	On Track
<b>Strategy:</b> Emergency Management: Preparedness		<b>Dept/Team:</b> Emergency Management		
<b>Program/CIP:</b> Emergency Management				
<b>Action Step</b> - Complete Community Wildfire Protection Plan (CWPP)	Completed Plan presented to Council	Emergency Manager; PIO	Dec 2013	On Track
<b>Comment/Update:</b> Ahead of schedule but waiting on PCFD and State to finish technical data				
<b>Action Step</b> - Develop an online employee preparedness program	Develop a Power Point with sound program for all employees	Emergency Manager	Jul 2013	On Track
<b>Action Step</b> - Implement the CWPP goals	Engage partners to complete goals	Emergency Manager; PIO; Deputy City Manager	Dec 2013	On Track
<b>Action Step</b> - Continue and expand as able the Be Ready Park City outreach campaign	Complete at least two communitywide outreach programs per year	Emergency Manager; PIO	Dec 2013	On Track
<b>Comment/Update:</b> Received \$10,000 EMPG matching project grant for this program				
<b>Action Step</b> - Become a Storm Ready community	Work with NWS to meet the requirements for designation	Emergency Manager	Jun 2013	On Track

# World Class, Multi-Seasonal Resort Destination

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Emergency Management: Recovery		<b>Dept/Team:</b> Emergency Management		
<b>Program/CIP:</b> Emergency Management				
<i>Action Step</i> - Begin the process of developing a Recovery Plan for a major disaster	Recovery Plan	Emergency Manager	Jun 2014	On Track
<i>Action Step</i> - Update snow removal contracts to include emergency debris removal	Updated contracts	Emergency Manager, Public Works Operations	Dec 2013	On Track
<b>Strategy:</b> Emergency Management: Response		<b>Dept/Team:</b> Emergency Management		
<b>Program/CIP:</b> Emergency Management				
<i>Action Step</i> - Update the three-year training and exercise plan	New plan as required for EMPG compliance	Emergency Manager, Emergency Management Group (EMG)	Feb 2013	On Track
<i>Action Step</i> - Update the two-year employee training matrix	New compliance matrix for updated CEMP	Emergency Manager, Emergency Management Group (EMG)	Dec 2012	Completed
<i>Action Step</i> - Update EOC equipment as needed	Replace aging equipment according to schedule	Emergency Manager	Jun 2013	On Track
<b>Program/CIP:</b> Emergency Mgt Program Equipment Fund				
<i>Action Step</i> - Add to EOC equipment	Purchase additional equipment	Emergency Manager	Jun 2013	On Track
<i>Action Step</i> - Add to Response & Building equipment	Purchase additional equipment	Emergency Manager	Jun 2013	On Track

# World Class, Multi-Seasonal Resort Destination

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Emergency Management: Security		<b>Dept/Team:</b> Emergency Management		
<b>Program/CIP:</b> Emergency Management				
<i>Action Step</i> - Convert and update all closed circuit video systems to centralized network	Centralized digital camera system	Emergency Manager, IT, Building Maintenance	Jun 2015	On Track
<b>Comment/Update:</b> Ahead of schedule				
<i>Action Step</i> - Convert, update and add electronic access control (electronic locks) to centralized network	Centralized Access control System	Emergency Manager, IT, Building Maintenance	Dec 2016	On Track
<b>Program/CIP:</b> Security Measures & Equipment				
<i>Action Step</i> - Purchase necessary equipment and upgrade to digital where possible	All systems moved to the central network	Emergency Manager, IT, Building Maintenance	Jun 2015	On Track
<i>Action Step</i> - Purchase new electronic locks and move towards a centralized system	Convert buildings one at a time to centralized system	Emergency Manager, IT, Building Maintenance	Dec 2016	On Track
<b>Strategy:</b> Ensure the timely maintenance/ replacement of core infrastructure		<b>Dept/Team:</b> Building, Planning & Engineering		
<b>Program/CIP:</b> Deer Valley Drive Reconstruction				
<i>Action Step</i> - Reconstruction project	Reconstruction of Road	City Engineer	Fall 2013	On Track
<b>Program/CIP:</b> Royal Street				
<i>Action Step</i> - Reconstruction project	2013 – repair failed section of Royal Street. 2014 – construction of retaining wall	City Engineer	Summer 2014	On Track

# World Class, Multi-Seasonal Resort Destination

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Environmentally Sensitive Regional Public Transit		<b>Dept/Team:</b> Transit & Transportation		
<b>Program/CIP:</b> Park City Mobility				
<i>Action Step</i> - Expand mobility capacity or service	Add additional ADA vehicle\driver	Transit-Transportation Manager	TBD based on demand or route expansion	On Track
<b>Comment/Update:</b> Ongoing monitoring of existing capacity\demand.				
<b>Program/CIP:</b> Summer Transit Service				
<i>Action Step</i> - Service Expansion	Increase City service core route operating hours to be 7:30-Midnight (June –Sept) 1.5 hour expansion	Transit Operations Team Leader	Jun 2013	On Track
<i>Action Step</i> - Service Expansion	Increase county hours to run until midnight (June - Sept)	Transit Operations Team Leader	Jun 2013	On Track
<i>Action Step</i> - Service Expansion	Expand fixed route service to Quinn's Junction-PC Heights	Transit-Transportation Manager	TBD based upon PC Heights buildout & occupancy	On Track

## World Class, Multi-Seasonal Resort Destination

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Program/CIP:</b> Winter Transit Service				
<b>Action Step</b> - Implement transit equipment coordinator	Equipment coordinator position filled.	Transit Admin Team Leader	Jan 2013	Completed
<b>Comment/Update:</b> <i>Equipment coordinator position filled</i>				
<b>Action Step</b> - Transit Coaches Replacement and renewal	Procure 5 buses and 3 support vehicles	Transit Admin Team Leader	Dec 2013: 3 support vehicles, 3 buses 2014: 2 buses	On Track
<b>Comment/Update:</b> <i>Staff assembling procurement documentation.</i>				
<b>Action Step</b> - Service expansion	Expansion Of County service to run until Midnight 1.75 hour expansion	Transit-Admin Team Leader	Jan 2014	On Track
<b>Action Step</b> - Service expansion	Begin service planning coordination with Wasatch County-Heber City	Transit-Transportation Manager	Dec 2013	On Track
<b>Action Step</b> - Route & stop review	Formal review of all routes based upon data generated by AVL system	Transit – Transportation Manager	Oct 2013	On Track
<b>Action Step</b> - Service Expansion	Expand fixed route service to Quinn's Junction-PC Heights	Transit-Transportation Manager	TBD based upon PC Heights buildout & occupancy	On Track

**Strategy:** Facilitate well defined process regarding special events and safety and code enforcement

**Dept/Team:** Building, Planning & Engineering

**Program/CIP:** Code Enforcement

<b>Action Step</b> - Special event inspections	Record of site inspections and status for special events	Chief Building Official	End of FY 2013	On Track
<b>Action Step</b> - Increase in inspections	Night and Weekend inspections to increase level or compliance with City regulations	Chief Building Official	End of FY 2013	On Track

**Program/CIP:** Special Planning Projects

<b>Action Step</b> - Sundance project management	Manage ambush marketing matrix so that they are properly permitted	Planning Director	Feb 2013	Completed
--	--	-------------------	----------	-----------

**Comment/Update:** *2013 Sundance was successfully managed - additional conversation and changes to be decided on for 2014.*

# World Class, Multi-Seasonal Resort Destination

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Historic District Parking		<b>Dept/Team:</b> Transit & Transportation		
<b>Program/CIP:</b> Parking Management				
<i>Action Step</i> - HPCA Parking Program coordination	6 hour time limits China Bridge presented to Council for review and direction.	Transit & Transportation Manager	Nov 2012	Completed
<b>Comment/Update:</b> T1 year trial of 6-hour time limits underway in China Bridge. Staff will assess effectiveness (working with HMBA) in late Summer 2013				
<i>Action Step</i> - Parking Management Technology	Parking Software, Pay-by-Cell Phone, and License Plate Recognition system implemented	Parking & Fleet Team Leader	Jul 2013	On Track
<b>Comment/Update:</b> Contract approved implementation in process				
<i>Action Step</i> - China Bridge Capital Maintenance Project	China Bridge South Stairwell Refurbish	Parking & Fleet Team Leader	Dec 2012 Revised: Jul 13	Delayed
<b>Comment/Update:</b> Major portions of work completed in 2012 Minor item (seal coat) delayed due to cold temps and rescheduled for completion early summer 2013.				
<i>Action Step</i> - HPCA Parking Program coordination	Enforcement program contract or in-house analysis completed	Parking & Fleet Team Leader	Jan 2013	On Track
<b>Comment/Update:</b> Staff plans to have analysis completed by January 31, 2013				
<i>Action Step</i> - Parking Wayfinding	Coordinate parking wayfinding plan with overall Citywide wayfinding plan.	Transit & Transportation Manager	Oct 2013	On Track
<b>Comment/Update:</b> Initial wayfinding inventory completed				
<i>Action Step</i> - Parking Wayfinding	Coordinate implementation with overall wayfinding project	Transit & Transportation Manager	(unspecified)	On Track
<b>Comment/Update:</b> Deadline shall be determined when planning work completed (October 2013)				

# World Class, Multi-Seasonal Resort Destination

<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Maintain Recreation, Cemetery and Open Space Infrastructure		<b>Dept/Team:</b> Public Works Operations	
<b>Program/CIP:</b> Cemetery			
<i>Action Step</i> - Create a headstone Inspection program, repair unsafe monuments	Visitor safety / preservation of monuments	Clint Dayley Jarren Chamberlain	Jun 2013 On Track
<b>Program/CIP:</b> Golf Course Capital Improvement projects			
<i>Action Step</i> - Replace aging driving range fence	Keep range balls within golf course property	Clint Dayley	Oct 2014 On Track
<i>Action Step</i> - Realign cart path away from 2 Green	Improved playing experience	Clint Dayley	Oct 2014 On Track
<b>Program/CIP:</b> Golf Course Equipment Replacement			
<i>Action Step</i> - Purchase 3 new Hybrid Greens Mowers	Reliable, fuel efficient equipment	Clint Dayley	Apr 2013 Completed
<i>Action Step</i> - Replace Bunker Rake	Reliable equipment	Clint Dayley	Apr 2013 On Track
<b>Program/CIP:</b> Golf Course Sprinkler Head Update			
<i>Action Step</i> - Install sprinkler head conversions	Increase sprinkler head efficiency	Clint Dayley	Oct 2013 On Track
<b>Program/CIP:</b> Irrigation controller upgrade in Parks			
<i>Action Step</i> - Replace outdated 20 year old controllers	Reduce system failures due to aging equipment.	Clint Dayley	On Track

# World Class, Multi-Seasonal Resort Destination

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Maintain Transportation Network/Infrastructure		<b>Dept/Team:</b> Public Works Operations		
<b>Program/CIP:</b> Pavement Management				
<i>Action Step</i> - Apply 5,000 ton asphalt 60,000 Sq. yrs. Slurry 33 tons crack seal	A City street network with an average RSL (Remaining Service Life) of 10 years	Blake Fannesbeck; Troy Dayley	Oct 2013	On Track
<b>Program/CIP:</b> Snow Plow Blade Replacement				
<i>Action Step</i> - Complete replacement of existing snow plow blades	Reduce downtime for plow blade failure	Troy Dayley	May 2013	Completed
<b>Program/CIP:</b> Street & Sidewalk Maintenance				
<i>Action Step</i> - Complete an internal street and sidewalk condition assessment	Identify and prioritize repair and maintenance efforts	Troy Dayley; Jake Rudolph	Jun 2013	On Track
<b>Program/CIP:</b> Street Lights & Signs				
<i>Action Step</i> - Inspect / replace regulatory street signage to comply with new MUTCD requirements	Compliance of all city regulatory signs	Troy Dayley	Jan 2014	On Track
<i>Action Step</i> - Retrofit existing lights on Silver King Dr. to LED	Reduce power use by 45%	Troy Dayley	Jul 2013	On Track
<b>Program/CIP:</b> Walkability Maintenance				
<i>Action Step</i> - Perform annual inspection to sidewalks and bike paths, repair potential hazards	Provide safe walkable sidewalks and bike paths	Jake Rudolph	Jun 2013	On Track
<b>Program/CIP:</b> Winter Snow Operations				
<i>Action Step</i> - Continue Implementation of Main Street Mini-haul program	Improved parking, vehicular and pedestrian travel	Troy Dayley	2012/13 winter season	On Track
<i>Action Step</i> - Maintain sequential plow priorities. Plow each street to a minimum of 20ft within 8 hours following a snow event.	Provide safe / drivable streets during winter months - per priority sequence	Troy Dayley	2012/13 winter season	On Track
<i>Action Step</i> - Locate a new snow storage site.	Long term snow storage.	Blake Fannesbeck; Troy Dayley		On Track
<b>Comment/Update:</b> We have secured a temporary snow dump site East of the Quinns Sports Complex. However it is only available at this time from year to year.				



# World Class, Multi-Seasonal Resort Destination

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Planning & Operation of State Owned Transportation Corridors		<b>Dept/Team:</b> Transit & Transportation		
<b>Program/CIP:</b> Transportation				
<i>Action Step</i> - SR 224 Corridor Plan Implementation	Project co-op agreement with UDOT on SR-224 Lame Dog-Homestake signal and intersection improvements	Transit-Transportation Manager	Oct 2013	On Track
<b>Comment/Update:</b> <i>Initial discussions about project with UDOT Region II Executive and engineering staff.</i>				
<i>Action Step</i> - SR 248 Corridor Plan Implementation	UDOT project scope and Bid documents for \$2,000,000 in improvements from Richardson Flats (including Richardson Flat Road intersection) to Comstock.	Transit-Transportation Manager	Feb 2013	On Track
<b>Comment/Update:</b> <i>Scope of project completed, design documents in final stages UDOT Planning bid for mid-late February 2013.</i>				
<i>Action Step</i> - SR 224 Corridor Plan Implementation	Survey Homestake\Lame Dog intersection project area for use in easement negotiations and design drawings	Transit-Transportation Manager	Jan 2013	Completed
<b>Comment/Update:</b> <i>Survey data compiled</i>				
<i>Action Step</i> - SR 248 Corridor Plan Implementation	Ongoing coordination with UDOT on completion of construction of improvements from Richardson Flats (including Richardson Flat Road intersection) to Comstock.	Transit Transportation Manager	Oct 2013	On Track
<b>Comment/Update:</b> <i>Intersection improvements scheduled for construction by UDOT in summer 2013. Improvement of Richardson Flat Road (as per annexation agreement) may experience delay depending on Park City Heights &amp; EPA actions.</i>				
<i>Action Step</i> - Intelligent Highways Plan - Wayfinding	Coordinate concept plan with City Staff and negotiate letter of intent to design, fund and build a smart messaging system on SR-224 and SR-248.	Transit-Transportation Manager	Dec 2013	On Track
<b>Comment/Update:</b> <i>Staff developing concept plan. Initial project discussions have been held with UDOT executive and engineering staff.</i>				
<i>Action Step</i> - SR-224 Corridor Plan Implementation	Work with UDOT to develop, adopt and begin implementation of an Access Consolidation Plan	Transit-Transportation Manager	Dec 2014	On Track
<b>Comment/Update:</b> <i>Access inventory completed.</i>				
<i>Action Step</i> - SR 224 Corridor Plan Implementation	CIP Budget request for design of Homestake\Lame Dog Intersection Improvements	Transit Transportation Manager	Mar 2013	On Track
<b>Comment/Update:</b> <i>Staff refining cost estimates</i>				

# World Class, Multi-Seasonal Resort Destination

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Provide a Resort Quality Recreation Experience		<b>Dept/Team:</b> Golf Shop		
<b>Program/CIP:</b> Driving range improvements				
<i>Action Step</i> - Purchase new ball machine, mats, and balls annually update capital replacement program	Improved driving range facilities	First Assistant Golf Professional	April 2013	On Track
<i>Comment/Update:</i> Ordered range materials including new ball machine, have met with IT and Finance to resolve compatability issues.				
<b>Program/CIP:</b> Golf Management Operations				
<i>Action Step</i> - Review rates, fees, and user mix.	Work with budget to design matrix to put together 5 year proforma	Golf Manager	Nov 2012 <b>Revised:</b> <b>February 2013</b>	In Progress
<i>Comment/Update:</i> Budget Dept. working on forecasting model.				
<i>Action Step</i> - Provide employee training and feedback	Manual that will include policies and procedures that are not included in the City's P&P manual.	First Assistant Golf Professional	April/ October 2013	In Progress
<i>Comment/Update:</i> Currently collecting information.				
<i>Action Step</i> - Retail Operations	Annually attend local golf retail shows and every other year attend the National PGA retail show in Orlando to keep updated on retail trends in golf industry.	Golf Shop coordinator	Winter / Spring 2013	On Track
<i>Comment/Update:</i> Fall 2012 show attended, Spring 2013 March will complete buying for the season.				
<b>Program/CIP:</b> Golf Shop Programs				
<i>Action Step</i> - Volunteer program	Annually asses the program. Create two surveys, one for volunteers and one for users to evaluate program. Utilize results to better program.	Golf Management Team	Fall 2013	Design in progress
<i>Comment/Update:</i> Creating a template survey for employees/volunteers				

# World Class, Multi-Seasonal Resort Destination

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Provide Amenities, Facilities, Trails & Infrastructure		<b>Dept/Team:</b> Sustainability		
<b>Program/CIP:</b> Backcountry Trails Program				
<i>Action Step</i> - Transportation Master Plan Report Card	Report Card	Trails & OS Proj Mgr	Dec 2012 <b>Revised: Undetermined</b>	Delayed
<b>Comment/Update:</b> Information has been compiled, working with Engineering Dept to finalize an initial report card.				
<i>Action Step</i> - Pave Silver Quinn Trail	Paved Trail	Trails & OS Proj Mgr	Complete	Completed
<b>Program/CIP:</b> Downtown Enhancement Projects				
<i>Action Step</i> - Identify location and complete construction	Build Plaza Downtown	Econ Dev Mgr	Oct 2014	On Track
<i>Action Step</i> - Swede Alley Crosswalks	Completed Crosswalks	Sr. Project Manager	Complete	Completed
<i>Action Step</i> - Sidewalk Reconstruction & Streetscape	Sidewalk & Streetscape Improvements	Sr. Project Manager	Start 2012; complete by 2020	On Track
<i>Action Step</i> - Egyptian Walkway	Completed Walkway	Sr. Project Manager	July 2013	On Track
<i>Action Step</i> - Historic Wall	Preserved Wall	Sr. Project Manager	July 2013	On Track
<i>Action Step</i> - City Hall Plaza	Completed Promenade	Sr. Project Manager	Oct 2014	On Track
<i>Action Step</i> - Coalition Plaza/trailhead	Completed Project	Sr. Project Manager	Oct 2016	On Track
<i>Action Step</i> - Miners Plaza	Completed Project	Sr. Project Manager	Oct 2017	On Track
<b>Program/CIP:</b> Economic & Redevelopment Program				
<i>Action Step</i> - Wi-Fi Network Feasibility Analysis	ID Priority Locations & Cost	Econ Dev Mgr & IT Mgr	Mar 2013 <b>Revised: Fall 2013</b>	Delayed
<i>Action Step</i> - City Way-finding & SMART Messaging	Complete Plan	Econ Dev Mgr	July 2013	Delayed
<b>Comment/Update:</b> Staff considering options and defining next steps				
<i>Action Step</i> - Open Space	Methodology for open space procurement	Trails & OS Proj Mgr	Feb 2013	On Track
<b>Comment/Update:</b> COSAC assembled, will establish methodology in February				
<i>Action Step</i> - Property Management	Round Valley Mgmt Plan	Trails & OS Proj Mgr	Dec 2012	Completed
<b>Comment/Update:</b> Going to Council for adoption in April-May				

## World Class, Multi-Seasonal Resort Destination

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Program/CIP:</b> Open Space				
<i>Action Step</i> - Osguthorpe Property	Fences and trail construction	Trails & OS Proj Mgr	Aug 2013	On Track
<b>Program/CIP:</b> Urban Trails & Walkability Program				
<i>Action Step</i> - Dan's to Jan's Implementation	Completed Phase I Projects	Trails & OS Proj Mgr	Oct 2014	On Track
<i>Action Step</i> - Wyatt Earp Implementation	Completed Street Improvements	Trails & OS Proj Mgr	Oct 2013	On Track

**Strategy:** Provide Exceptional Customer Service

**Dept/Team:** Golf Shop

<b>Program/CIP:</b> Retail				
<i>Action Step</i> - Analysis or retail sales, conduct survey of users for product selection	Retail buying plan	Golf Shop coordinator	April 2013	In Progress
<b>Comment/Update:</b> Design survey February 2013, send to all league members March 2013 to assist with buying plan for Fall 2013.				
<b>Program/CIP:</b> Survey data				
<i>Action Step</i> - Perform annual customer survey	Use results from survey to update programs and future capital projects	Golf Manager	November 2012	Complete
<b>Comment/Update:</b> Survey results will be included in March City Council report.				
<b>Program/CIP:</b> Training and Feedback				
<i>Action Step</i> - Spring customer service training and product training	Training for current staff and new hires and product training for all employees	Golf Shop coordinator	June 2013	In Progress
<b>Comment/Update:</b> Gathering information from vendors for product detail.				

# World Class, Multi-Seasonal Resort Destination

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Provide level of inspection services to ensure quality and safety of housing stock and uses of right-of-way		<b>Dept/Team:</b> Building, Planning & Engineering		
<b>Program/CIP:</b> Arson Inspection Equipment				
<i>Action Step</i> - Arson Investigation	Training and certification to allow for ongoing arson investigations	Deputy Fire Marshall	End of FY 2013	
<b>Program/CIP:</b> Inspections				
<i>Action Step</i> - Education of contractor and home owners on Building codes	Seminars and instructional classes	Chief Building Official	Annually Annual (update Fall & Spring)	On Track
<i>Action Step</i> - Customer Satisfaction	Overall rating of BPE Team from results of a satisfaction survey	Chief Building Official	Mar 2013	Delayed
<b>Comment/Update:</b> Same as 16 I believe #16 needs to be removed?				
<i>Action Step</i> - Online services	Creation of computer / input policy for electronic submittals	Chief Building Official	Mar 2013	On Track
<i>Action Step</i> - Architectural inspections	Add required inspections for Planning to sign off prior to issuance of all Final inspections or COOs	Planning Director	Feb 2013	Completed
<b>Comment/Update:</b> The Building Department has implemented EDEN measures and also requires Planning sign-offs on all physical building permits on site.				

**Strategy:** Public Safety: Education

**Dept/Team:** Police

**Program/CIP:** Community Support

*Action Step* - Increase social media presence.

- 1) Report to Chief of Police on new social media developments that could be used by department.
- 2) Use crime mapping internally to help project crime trends.

Phil Kirk

Jan 2013  
Revised: Mar 2013

In progress.

**Comment/Update:** 1) Officer Powers and I are working on posting our "Most Wanted" suspects on the PD's FaceBook page but we've run into some technical issues that still need to be resolved. 2) Phil & Officer Thor are working on increasing the usage of crime maps

# World Class, Multi-Seasonal Resort Destination

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Public Safety: Preparedness		<b>Dept/Team:</b> Police		
<b>Program/CIP:</b> All programs				
	<i>Action Step</i> - Physical Fitness Requirements	All officers meet year one requirements according to four year plan.	Department Administration	Year 1: Nov '12 Year 2: Nov '13 On Track
<b>Comment/Update:</b> Department members are taking advantage of the City Wellness Program as well as personal fitness programs and regimenes. Many members are hitting the 3rd and 4th year testing standards in year number one.				
<b>Program/CIP:</b> Community Support				
	<i>Action Step</i> - Establish and continue education with Park City Community Anti-bullying Coalition	Continue to meet with community coalition and set yearly agenda.	Wade Carpenter	Jan 2013
<b>Program/CIP:</b> Emergency Management				
	<i>Action Step</i> - Senior elected officials emergency management training.	Completed training	Wade Carpenter & Hugh Daniels	Jul 2013 ongoing
	<i>Action Step</i> - Maintain and update mandatory ICS training.	Monitor new dates of hire to make sure all new employees complete training	Wade Carpenter, Hugh Daniels, Rick Ryan & Phil Kirk	Ongoing Revised: Ongoing In progress.
<b>Comment/Update:</b> Training sergeant Vai is working with new employees, Jay Randall and Andrew Leatham, to complete the required training in the next few weeks.				
<b>Program/CIP:</b> Patrol, Traffic, Dispatch				
	<i>Action Step</i> - Compstat Training	All employees trained on how to utilize Compstat.	Phil Kirk	Jul 2013 In progress
<b>Comment/Update:</b> Phil is working with CrimeReports.com and the patrol sergeants to develop the training needed to accomplish this goal.				

# World Class, Multi-Seasonal Resort Destination

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Public Safety: Prevention		<b>Dept/Team:</b> Police		
<b>Program/CIP:</b> Community Support				
	<i>Action Step</i> - Establish victim advocates support.	To have service up and running.	Phil Kirk & Lisa Rogers	Nov 2012 completed
<i>Comment/Update:</i> Tawnya Cazier was hired as the Victim Advocate Coordinator in Nov. of 2012. The program is operational but she's still in the process of selecting and training volunteer advocates.				
<b>Program/CIP:</b> Patrol Operations				
	<i>Action Step</i> - Continue to evaluate community needs and adapt patrol & investigative tactics accordingly.	Presentation on how they are using data from crime reports to adapt tactics.	Phil Kirk & Rick Ryan	Mar '13, Ongoing In progress
<i>Comment/Update:</i> Phil is still working on this training presentation.				
<b>Program/CIP:</b> Traffic Enforcement				
	<i>Action Step</i> - Evaluate traffic enforcement efforts to improve walkability and bike-ability of community.	Report on effectiveness of increased officer presence.	Phil Kirk	Mar '13, Ongoing In progress
<i>Comment/Update:</i> Phil is working with Traffic Sergeant Robinson on completing this evaluation.				
<b>Strategy:</b> Public Safety: Response		<b>Dept/Team:</b> Police		
<b>Program/CIP:</b> Active Shooter Policy - Run, hide, fight				
	<i>Action Step</i> - Train employees on how they should respond in given scenarios. Starts in November 2012.	Finish developing policy, schedule training. Conduct the training exercise.	Rick Ryan	Jan 2013 completed
<i>Comment/Update:</i> Employee training was conducted in Decemeber of 2012.				
<b>Program/CIP:</b> Patrol Operations				
	<i>Action Step</i> - Increase use of Compstat technology.	Increased officer accountability for reducing crime for their sector. Evaluate Compstat technology.	Phil Kirk	Jan 2014 In progress. Revised: Mar 2013
<i>Comment/Update:</i> Phil needs to still work with the patrol sergeants on developing the program and conducting the training.				

# World Class, Multi-Seasonal Resort Destination

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Pursue Development and Redevelopment Consistent with General & Area Plans		<b>Dept/Team:</b> Sustainability		
<b>Program/CIP:</b> City's Posture on RDA				
<b>Action Step</b> - Use the Input from the 5 joint meetings to inform implementation of the Area and General Plans	Economic Element of the GP completed	Econ Dev Mgr, Planning Director and Sr. Planner	Mar 2013 <b>Revised: April, 2013</b>	Delayed
<b>Program/CIP:</b> Economic & Redevelopment Program				
<b>Action Step</b> - Parking Redevelopment at PCMR Lot	1) LOI 2) RDA Extension 3) Signed Agreement 4) Phase I - Woodward Facility 5) Parking & Transit Ctr Construction	Econ Dev Manager	1)Complete 2)Complete 3)Feb 2013 4)Oct 2013 5) 2014 <b>Revised: 1)Complete 2)Complete 3)Fall 2013 4)Oct 2014 5) 2015</b>	Delayed
<b>Comment/Update:</b> Signed Agreement expected Fall 2013; Phase I Delayed				
<b>Action Step</b> - Treasure Hill Negotiations	Conclude an agreement to: 1) keep ½ density at Treasure; 2) Move ½ density to a receiving zone; 3) Keep ski & uphill capacity improvements to Treasure; 4) Ensure hot beds are created	City Manager, City Attorney & Econ Dev Mgr	Jun 2013	On Track
<b>Action Step</b> - Develop City role in redevelopment of major buildings on Main St.	Policy Discussion w/ Council	Econ Dev Mgr	Apr 2013	On Track
<b>Program/CIP:</b> General Plan				
<b>Action Step</b> - Update Economic Element	Complete Chapter	Sr. Planner	TBD <b>Revised: April, 2013</b>	Delayed
<b>Comment/Update:</b> To be completed along with General Plan Update				
<b>Program/CIP:</b> Implementation of BOPA Plan				
<b>Action Step</b> - Develop Business Retention and Attraction Plan	Adopted Business Retention and Attraction Plan	Strategic Initiatives Mgr	Apr 2013	On Track
<b>Action Step</b> - Identify Preferred Incentive Tools	Incentive Toolbox	Strategic Initiatives Mgr	Apr 2013	On Track



## World Class, Multi-Seasonal Resort Destination

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Program/CIP:</b> Implementation of LPA RDA Area Plans				
<i>Action Step</i> - Library Needs Assessment/Expansion	1) Completed Needs Assessment 2) Construction	Lib Director; Econ Dev Mgr, & Sr. Project Mgr	1) Complete 2) Dec 2013	On Track
<i>Action Step</i> - Neighborhood Needs Assessment/Construction	1) Completed Needs Assessment 2) Construction	P.A. Mgr & Sr. Project Mgr	1) Jul 2013 2) Oct 2015	On Track
<b>Program/CIP:</b> Land Mgmt Code				
<i>Action Step</i> - Modify LMC to encourage, support vitality, activity while protecting scale and integrity of historic buildings	TBD	Econ Dev Mgr & Planning Dir	TBD <b>Revised: Aug, 2013</b>	Delayed
<b>Comment/Update:</b> <i>Following adoption of General Plan</i>				

### **Strategy:** Support & Manage World Class Events

### **Dept/Team:** Sustainability

<b>Program/CIP:</b> Special Events Program				
<i>Action Step</i> - Refine the event process and calendar to balance community goals and ROI	Report to Council concurrent with Economic Health Report	Econ. Dev. Mgr	April 2013	On Track
<i>Action Step</i> - Secure Sundance Agreement thru 2028 & Address MLK Conflict	Study Session Code Changes Possible Changes to Agreement	City Manager and Econ. Dev. Mgr	Apr 2013 May 2013 End 2013	On Track
<i>Action Step</i> - Event Overhaul	1) Admin Process/ Fee Changes 2) Temporary Bus Licensing	Econ. Dev. Mgr and Event Project Manager	1) Done 2) May '13	On Track

### **Strategy:** Utilize facilities as Economic Development Tool

### **Dept/Team:** Recreation

<b>Program/CIP:</b> Youth & Adult Programs, Tennis Tournaments, Tennis Programming,				
<i>Action Step</i> - More welcoming to visiting tennis players	Tennis Concierge program; Walk-In Tennis Lessons/Clinics; Destination tennis camps	Tennis Director	Spring 2013	On Track
<i>Action Step</i> - Increase/Offer destination tennis tournaments.	Submit bid for Husband/Wife National Indoor Championships; Include prize money to attract top level recreational players; Apply for Wheelchair Tennis tournament; Apply for additional youth sectional tournament	Tennis Director	Fall 2013	On Track
<b>Comment/Update:</b> <i>Didn't receive husband/wife tournament; attending national tennis tournament directors conference to investigate other options; holding wheelchair tennis clinic</i>				

# World Class, Multi-Seasonal Resort Destination

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Utilize Facility as an Economic Development Tool		<b>Dept/Team:</b> Ice Arena		
<b>Program/CIP:</b> Economic Development				
<b>Action Step</b> - Implement Sales and Marketing Plan	Compensation Plan, price list, recruit for PT sales position	Operations Manager	November, 2012 <b>Revised: February 2013</b>	Delayed
<b>Comment/Update:</b> agreement term negotiations took a long time, but are now finalized. The agreement will be going to Council in February				
<b>Action Step</b> - Host Chamber Kick-Off Event	Plan and Host the Winter 2013 Chamber Kick-off Event	Front Desk Supervisor	Nov 2013	On Track
<b>Comment/Update:</b> The Front Desk Supervisor is creating a proposal to submit to the Chamber				
<b>Action Step</b> - Recreation Master Plan	Work with RAB, Recreation Dept. to Produce a Recreation Master Plan for Park City	Operations Manager, Business Development Manager	Dec 2012 <b>Revised: Dec 2013</b>	On Track
<b>Comment/Update:</b> The Business Development Manager is working with the Recreation Manager and the RAB. In the process of securing funding to develop the master plan.				

## Preserve & Enhance the Natural Environment

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Annual update of infrastructure studies and programs		<b>Dept/Team:</b> Building, Planning & Engineering		
<b>Program/CIP:</b> OTIS				
<i>Action Step</i> - Old Town Improvement Study (OTIS)	Update of the OTIS program to identify areas of improvement for the infrastructure in Old Town	City Engineer	Biennial (update Nov-Dec)	On Track
.....				
<b>Program/CIP:</b> Storm Water Master Plan				
<i>Action Step</i> - Selection of projects to complete each fiscal year	Prioritize and program storm water capital projects	City Engineer	Annual (update June)	Delayed
.....				
<b>Program/CIP:</b> Storm Water Utility Study				
<i>Action Step</i> - Storm Water Utility Study	Study to look at the issues associated with creating and maintaining a storm water utility	City Engineer	Jun 2013	On Track
.....				
<b>Strategy:</b> Continue to explore opportunities that encourages alternative modes of transportation		<b>Dept/Team:</b> Building, Planning & Engineering		
<b>Program/CIP:</b> Traffic & Transportation Master Plan				
<i>Action Step</i> - Yearly Update	Provide Council a yearly update of the transportation report card	City Engineer	Annual (update Nov-Dec)	On Track
 <b>Comment/Update:</b> <i>First year of information compiled. After second year, we will compare and report to Council</i>				

## Preserve & Enhance the Natural Environment

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Enhance Municipal and Community Carbon Mitigation, Energy Reduction and Conservation		<b>Dept/Team:</b> Sustainability		
<b>Program/CIP:</b> Carbon Reduction				
<b>Action Step</b> - Municipal Carbon Footprint Reductions, including Financial Analysis and Savings	1) Annual carbon footprint and ENERGY STAR 2) 2007-2012 muni carbon footprint goal and next steps 3) Facility, fleet, and maintenance (RFP)	Environmental Project Mgr	1) Apr 2013 2) May 2013 3) Jun 2013	On Track
<b>Action Step</b> - Community Carbon Footprint Updates and Mitigation Initiatives	1) Permitting improvements and rebates for residential solar PV – clean tech econ 2) Launch and support car sharing program – outreach & mktg. 3) Communications Initiatives: Websites, Social Media, TV, Radio	Environmental Sustainability Manager	1) Mar 2013 2) Nov 2012 3) Apr-Aug 2013	On Track
<b>Comment/Update:</b> Summit Community Solar project approved by City Council, on track for 2013 roll-out. Community car sharing fully launched in December 2012.				
<b>Program/CIP:</b> Community and Large-scale Municipal Programs				
<b>Action Step</b> - Receive policy direction on Dark Skies, Green Biz Program, LEED, ISI, City Codes, and Solar PV	Analysis and recommendation to Council – Assist Capital Projects	Environmental Sustainability Manager	Nov 2012 – Oct 2013	On Track
<b>Comment/Update:</b> Dark Skies presentation completed, Council direction received. Council approved community bulk solar program. Institute for Sustainable Infrastructure (ISI) protocol is being applied to Main Street improvements. Other items in staff research queue.				
<b>Program/CIP:</b> Low Carbon Diet				
<b>Action Step</b> - Ongoing program implementation and partner procurement	Household carbon emissions reductions	Environmental Project Mgr	Sept 2013 Update	On Track
<b>Comment/Update:</b> Low Carbon Diet momentum slowed with loss of part-time program coordinator, staff intends to provide additional attention in spring 2013.				

# Preserve & Enhance the Natural Environment

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Mitigate Mining Legacy Including Mine Waste, Soils and Physical Hazards		<b>Dept/Team:</b> Sustainability		
<b>Program/CIP:</b> Mine Hazard Ordinance				
<i>Action Step</i> - Submittal of Mine Hazard Mitigation Plans	Mine hazard mitigation plans	Environmental Reg. Program Manager	Dec 2012	Completed
<b>Comment/Update:</b> <i>Reviewing submittals for completeness. Will notify property owners of defficiencies in Feburary.</i>				
<i>Action Step</i> - Implementation of Plans	Completed Mitigation	Environmental Reg. Program Manager	Dec 2013	On Track
<b>Program/CIP:</b> Prospector Drain				
<i>Action Step</i> - Administrative Order of Consent (AOC)	AOC ready for Council approval	Environmental Regulatory Affairs	Dec 2012	Completed
<b>Comment/Update:</b> <i>AOC has been approved by Council and has been sent to Agencies for signaturs.</i>				
<b>Program/CIP:</b> Soils Ordinance				
<i>Action Step</i> - GIS Update	New GIS Environmental Information Resource	Environmental Reg. Program Manager	Feb 2013	On Track
<b>Comment/Update:</b> <i>Currently still uploading data.</i>				
<i>Action Step</i> - Develop better public outreach	Public Outreach Plan	Environmental Reg. Program Manager	May 2012	On Track
<b>Program/CIP:</b> Triangle VCP				
<i>Action Step</i> - Evaluate future uses and when those uses will be needed.	Analysis and recommendation to Council.	Environmental Reg. Program Manager	TBD Revised: April, 2013	On Track
<b>Comment/Update:</b> <i>Blue Ribbon Commission is set to begin meeting in February.</i>				

# Inclusive Community of Diverse Economic & Cultural Opportunities

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Develop long range planning practices that achieve the Community's vision and City's Core Values				
		<b>Dept/Team:</b> Building, Planning & Engineering		

**Program/CIP:** Landscaping

<i>Action Step</i> - Landscaping Ordinance	Adopt an ordinance to better guide the community and staff when adding or changing landscaping	Planning Director	Dec 2013 Revised: N/A	On Track
--	--	-------------------	--------------------------	----------

**Comment/Update:** *General Plan should be adopted prior to development of a Landscaping Ordinance*

**Program/CIP:** Long Range Planning

<i>Action Step</i> - Bonanza Park Redevelopment Area Plan	Implementation of Form Based Code for BOPA as adopted by City Council	Planning Director	End of FY 2013 Revised: N/A	On Track
---	---	-------------------	--------------------------------	----------

**Comment/Update:** *The draft General Plan should be in review stages prior to the adoption of a Form Based Code.*

<i>Action Step</i> - General Plan	Draft of an updated General Plan presented to Planning Commission	Planning Director	Jan 2013 Revised: March 2013	Delayed
-----------------------------------	---	-------------------	---------------------------------	---------

**Comment/Update:** *Deadline for draft General Plan revised by City Council*

<i>Action Step</i> - Rocky Mountain Power System Upgrade	1) Approvals for new substation 2) Replacement of overhead power lines 3) Judge Station upgrade	City Engineer	1) 2015 2) 2023 3) 2023	
--	---	---------------	-------------------------------	--

<i>Action Step</i> - Lower Park Redevelopment Area Plan	Draft of an area plan presented to City Council	Planning Director	Dec 2013 Revised: N/A	On Track
---	---	-------------------	--------------------------	----------

**Comment/Update:** *Pending adoption of General Plan and Form Based Code for Bonanza Park prior to draft of Lower Park Redevelopment Area Plan*

# Inclusive Community of Diverse Economic & Cultural Opportunities

<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Emphasize & Expand Educational Aspect of Libraries (Programs, Exhibits, Classes & Book Clubs)		<b>Dept/Team:</b> Library	

**Program/CIP:** Adult Services

<i>Action Step</i> - Assess community interest and needs for programs, classes & exhibits and capitalize on partnerships to minimize expenses	Roster of programs and classes that match community interests and needs utilizing partnerships when possible	Jasmina	Sep '12 - Ongoing	Completed
---	--	---------	-------------------	-----------

**Comment/Update:** Conducted survey to assess community interests & preferences Sept. 2012. Data was presented to library board and will be used to guide programming decisions.

<i>Action Step</i> - Tailor DVD Collection purchases to more closely align with community preferences	Survey users and report findings to Library Management Team	Trish	Oct 2012	Completed
---	---	-------	----------	-----------

**Comment/Update:** Survey was completed Oct 2012.

<i>Action Step</i> - Refresh collection by systematically removing out-of-date and low use items from library collection	Develop de-selection schedule and run reports to identify items to be considered for removal from collection	Linda, Jasmina, Trish & Brianna	Dec 2013	On Track
--	--	---------------------------------	----------	----------

**Program/CIP:** Youth Services

<i>Action Step</i> - Adjust early literacy programming to target current needs and future trends	Programming that meets needs & incorporates learning that will prepare children with 21st Century Skills	Tegan	Dec 2012	Completed
--	--	-------	----------	-----------

<i>Action Step</i> - Assess community interest and needs for programs, classes & exhibits and capitalize on partnerships to minimize expenses (Youth Services)	Roster of programs and classes that match community interests and needs utilizing partnerships when possible	Tegan	Sep '12 - Ongoing	On Track
--	--	-------	-------------------	----------

<i>Action Step</i> - Implement Utah Kids Ready to Read	Storytimes that incorporate UKRTR principles	Tegan	Sep '12 - Ongoing	On Track
--	--	-------	-------------------	----------

# Inclusive Community of Diverse Economic & Cultural Opportunities

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Foster Affordable Housing and Senior Services		<b>Dept/Team:</b> Sustainability		
<b>Program/CIP:</b> Affordable Housing				
<i>Action Step</i> - Complete feasibility analysis for mortgage assistance program	Feasibility Study	Rhoda Stauffer	Apr 2013	On Track
<b>Comment/Update:</b> RFP drafted for Feb 2013 release				
<i>Action Step</i> - Identify current physical and financial condition of deed-restricted housing.	Asset Study	Rhoda Stauffer	Sep 2013	On Track
<b>Program/CIP:</b> Senior Services				
<i>Action Step</i> - Expand program and service options to encourage wider participation	1) Partnerships such as Health Dept for Med Education 2) Identify existing age-in-place services and meet with MAG to discuss expansion 3) Develop community service hours program for high school	Rhoda Stauffer & ReNae Rezac	1) Jul 2013 2) Jan 2013 3) Sep 2013	On Track
<b>Comment/Update:</b> Consistent with adopted senior strategic plan				
<i>Action Step</i> - Facilitate the development of more housing options for seniors	Include senior housing needs in PC and County General Plans	Rhoda Stauffer; Planning Staff	Dec 2012	Delayed
<b>Comment/Update:</b> Input provided t appropriate staff/agencies. Plans not yet adopted.				
<i>Action Step</i> - Facilitate the development of more housing options for seniors	Seek opportunities for housing suitable for senior households	Rhoda Stauffer; Planning Staff	Mar 2013	On Track
<b>Strategy:</b> Outreach to Underserved Populations (Latinos, Seniors, and Low Income)		<b>Dept/Team:</b> Library		
<b>Program/CIP:</b> Adult Services				
<i>Action Step</i> - Invite key individuals in underserved communities to library board meeting(s) to discuss needs	Compile ideas for programming based upon input received	Library Board & Library Management Team	Dec 2012 <b>Revised:</b> <b>Ongoing</b>	Completed
<b>Comment/Update:</b> Leo Nieto from Holy Cross Ministries attended library board meeting in Nov 2012.				
<i>Action Step</i> - Evaluate & Update Book Donations for Special Groups	Donations aligned with stated group needs	Jasmina & Val	Nov 2012	Completed
<b>Program/CIP:</b> Youth Services				
<i>Action Step</i> - Work with current outreach coordinator to identify needs & adjust as well as implement new programming for Latinos	Programming that builds attendance & raises awareness of library services	Tegan	Spring 2013	On Track



# Inclusive Community of Diverse Economic & Cultural Opportunities

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>	
<b>Strategy:</b> Promote City Branding & Promotion		<b>Dept/Team:</b> Sustainability			
<b>Program/CIP:</b> Economic & Redevelopment Program					
	<i>Action Step</i> - Participate in Ski Resort Interconnect Concept Plan when Invited	N/A	Econ Dev Mgr	N/A	Ongoing
<b>Comment/Update:</b> <i>Jon W. and Bill Malone invited to participate as a member of the Economic Committee on Moutnain Transportation</i>					
<b>Program/CIP:</b> Reusable bag program					
	<i>Action Step</i> - ID if Council is interested in pursuing a program with event banners	Frame policy and resource discussion	ED Manager	April 2013	On Track

# Inclusive Community of Diverse Economic & Cultural Opportunities

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Provide a Variety of High Quality Recreational Opportunities		<b>Dept/Team:</b> Recreation		
<b>Program/CIP:</b> Basketball Courts				
<i>Action Step</i> - PC MARC Basketball Courts	Replace old side backboards with larger glass backboards	Recreation Supervisor	Fall 2013	Completed
<i>Comment/Update:</i> Received RAP tax funding				
<b>Program/CIP:</b> Tennis Courts				
<i>Action Step</i> - City Park Tennis Court Expansion	New Courts	Recreation Manager	Jul 2013	On Track
<i>Comment/Update:</i> Received necessary approvals from planning Department; Construction will start this spring.				
<i>Action Step</i> - PC MARC Tennis Court Expansion	New Courts	Recreation Manager	Oct 2013	On Track
<i>Comment/Update:</i> Working with VCBO to redesign certain aspects in an effort to lower the project cost.				
<b>Program/CIP:</b> Youth & Adult Programming				
<i>Action Step</i> - Get Out and Play	Plan logistics of providing safe instruction for 80 skaters	Skating Director	November, 2012	Completed
<i>Comment/Update:</i> The program began in November, with participants taking classes in: learn to skate, learnt to play hockey, figure skating and speed skating				
<i>Action Step</i> - Dryland Training	Develop a dryland training program that meets the needs of Hockey players and speed skaters	Skating Director	November, 2013	Completed
<i>Comment/Update:</i> Off-ice strength and agility training and ballet classes are now being offered to meet the needs of all youth sport participants				
<i>Action Step</i> - Minority Outreach Programming	Work with the PC School District to identify and invite multicultural youth who want to learn to skate and/or play ice hockey.	Hockey Director	November, 2013	On Track
<i>Comment/Update:</i> The skating director will be meeting with school and youth group leaders to determine strategies for attracting the underserved portions of the local youth population				
<i>Action Step</i> - Therapeutic Skating Program	Develop a Skating program tailored to disabled participants	Skating Director	November, 2013	On Track
<i>Comment/Update:</i> The skating director will be meeting with the NAC to begin the program development process.				
<i>Action Step</i> - Adult Sized Hockey Rental Equipment	Purchase adult sized hockey equipment for rental to beginner hockey players	Hockey Director	July, 2013	Delayed
<i>Comment/Update:</i> Decided to not move forward at this time. There is no ice time available for offering adult Learn to Play hockey classes				

## Inclusive Community of Diverse Economic & Cultural Opportunities

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Program/CIP:</b> Youth & Adult Programs; Tennis Programs; Childcare				
<i>Action Step</i> - Tennis will develop a program pathways	Talent identification and appropriate class placement	Tennis Director	Fall 2013	On Track
<b>Comment/Update:</b> <i>Developed pathway that identifies skill level as well as commitment to the game</i>				
<i>Action Step</i> - Community Wellness	Monthly lunch & learn; Wellness fair	Recreation Supervisor	Fall 2012	On Track
<b>Comment/Update:</b> <i>Holding monthly lunch &amp; learns and have had two wellness fairs.</i>				
<i>Action Step</i> - Expanded Childcare	Hrs to meet the needs of working families	PC MARC Coordinator	Fall 2012	Completed
<b>Comment/Update:</b> <i>Had vening hours but they were not being well utilized so added Saturday morning hours. Participation has been good</i>				
<i>Action Step</i> - Expanded Scholarship program	Create mechanism for department to receive donations from public to fund scholarships	Business & Marketing Coordinator	Fall 2012	Completed
<b>Comment/Update:</b> <i>Donations can be made to the scholarship program at any time.</i>				
<i>Action Step</i> - Expanded group Fitness Schedule	Additional classes added	Recreation Coordinator	Fall 2012	Completed
<b>Comment/Update:</b> <i>We have continued to add classes as demand warrents. We are currently offering 83 classes a week up from 58 before the facility opened.</i>				

**Strategy:** Provide Adequate & Inviting Physical Space for Library Services & Operations

**Dept/Team:** Library

**Program/CIP:** Lower Park Avenue RDA Plan

*Action Step* - Select architect & begin planning for library expansion project if approved for funding by City Council

Completed architecture and engineering plans.

Linda

Dec 2012

In Progress

# Inclusive Community of Diverse Economic & Cultural Opportunities

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Provide Community Programs and Opportunities to “Grow the Game”		<b>Dept/Team:</b> Golf Shop		
<b>Program/CIP:</b> Golf Camps, clinics, private lessons				
<i>Action Step</i> - Assess the need for additional Jr. clinics	Needs assessment for additional clinics	Assistant Golf Professional	May 2013 <b>Revised: June 2013</b>	On Track
<b>Comment/Update:</b> Meet with staff to assess current programs and possible implementation of additional camps later in season to meet new target audience.				
<i>Action Step</i> - Teaching staff clinics	Conduct monthly staff teaching clinics	First Assistant Golf Professional	May 2013	In Progress
<b>Comment/Update:</b> Currently designing curriculum. Plans to include all MOD's in teaching aspect to share ideas etc.				
<b>Program/CIP:</b> Leagues				
<i>Action Step</i> - Assess Men's league programs and participation	Survey members to implement new programs and tournaments	Assistant Golf Professional	May 15 2013	In Progress
<b>Comment/Update:</b> Design survey February 2013, send to all league members March 2013 to assist with buying plan for Fall 2013.				
<i>Action Step</i> - Assess Women's / Couples league programs and participation	Survey members to implement new programs and tournaments	Golf Shop Coordinator	May 15 2013	In Progress
<b>Comment/Update:</b> Design survey February 2013, send to all league members March 2013 to assist with buying plan for Fall 2013.				
<b>Strategy:</b> Provide Exceptional Customer Service		<b>Dept/Team:</b> Ice Arena		
<b>Program/CIP:</b> Operations				
<i>Action Step</i> - Provide Wi-Fi Access for Our Guests	Installation of Wi-Fi equipment, landing page agreement, public access	Arena Operations Manager	Nov 2012	Completed
<b>Comment/Update:</b> Wi-Fi is now available for public use, and our guests are very pleased with this service.				
<i>Action Step</i> - Replace Existing Arena Management Software	Replacement of Class Software	Front Desk Supervisor	Jul 2013	Completed
<b>Comment/Update:</b> Class was replaced with Frintline in early January, 2013.				
<i>Action Step</i> - Determine Policy Direction for Arena Scheduling	Revenue and Usage Comparisons/Projections, Staff Report, Council Meeting	Operations Manager	March, 2013 <b>Revised: April, 2013</b>	On Track
<b>Comment/Update:</b> Will be coming To Council for discussion and direction in Late February or early March.				
<i>Action Step</i> - Increase Rentable Equipment Locker Inventory	Purchase and install lockers in the east hallway	Building Maintenance Coordinator	August, 2013	On Track
<b>Comment/Update:</b> Pricing has been received. Hoping to receive funding for the purchase.				

# Inclusive Community of Diverse Economic & Cultural Opportunities

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Public Safety: Education		<b>Dept/Team:</b> Police		
<b>Program/CIP:</b> Community Support				
<i>Action Step</i> - Train citizens on public safety. (11 week program)	Understanding of how police department functions, tactical training, etc.	Phil Kirk & Terry Knechtel	May 2013	On track
<i>Comment/Update:</i> Officer Knechtel has it planned for May 2013 but doesn't have the exact dates yet.				
<b>Program/CIP:</b> Emergency Management				
<i>Action Step</i> - Prepare personal safety training for city employees.	Completed training and set dates.	Wade Carpenter, Phil Kirk & Rick Ryan	Jul 2013	On Track
<i>Comment/Update:</i> Training has been conducted and offered to all city employees in a class room setting and two practical simulated shooting scenarios have been conducted for the Marsac Employees.				
<b>Strategy:</b> Retain & Attract Diversified Business Types		<b>Dept/Team:</b> Sustainability		
<b>Program/CIP:</b> Economic & Redevelopment Program				
<i>Action Step</i> - Define & Test City's Role in High Altitude Destination	Study Session	Ice Business Mgr	Complete	Completed
<i>Action Step</i> - Identify target properties and Development of a Direct Business Recruitment Plan	Business Recruitment Program	Strategic Initiatives Mgr	April 2013	On Track
<i>Action Step</i> - Annual Economic Health Update	Presentation to Council & Updated Metrics	Econ Dev Mgr	April 2013 Revised: June 2013	Delayed
<i>Action Step</i> - County Economic Development Task Force	Presentation to Council	Econ Dev Mgr	Complete	Ongoing

# Inclusive Community of Diverse Economic & Cultural Opportunities

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Safeguard Historic Preservation through nationally and locally recognized preservation standards		<b>Dept/Team:</b> Building, Planning & Engineering		
<b>Program/CIP:</b> Historic District Design Review				
<b>Action Step</b> - Annual Historic Site Inventory update	Updated Historic Site Inventory and individual property site forms adopted by the Historic Preservation Board	Planning Director	End of FY 2013 <b>Revised: End of FY 2014</b>	Delayed
<b>Comment/Update:</b> CRSA has been awarded an intensive level survey contract for Main Street - it is scheduled to be concluded by end of FY 2014. Results may require an update to the Historic Site Inventory.				
<b>Action Step</b> - Annual Historic Guidelines update	Updated Historic Guidelines adopted by the Historic Preservation Board and daily utilization by Planning Staff	Planning Director	End of FY 2013 (Biennial) <b>Revised: End of FY 2013</b>	Delayed
<b>Comment/Update:</b> A draft update will be produced and brought before the Historic Preservation Board by end of FY 2013.				
<b>Action Step</b> - Historic Preservation Guarantee Policy	Written policy outlining procedure for the historic preservation guarantee requirements for construction on Historic Sites	Chief Building Official	Mar 2013 <b>Revised: May 2013</b>	Delayed
<b>Comment/Update:</b> Have draft policy completed by Mar 2013				
<b>Action Step</b> - Annual Historic Award	Historic Preservation Board to designate an awardee, commission an artist to illustrate the awardee, and present the award at a function	Planning Director	End of FY 2013 <b>Revised: Dec 2013</b>	Delayed
<b>Comment/Update:</b> Due to a delay in the award of the 2012 Historic Award the 2013 award is delayed. Revised timeline will be to designate an awardee by August 2013 and present the award by December 2013.				
<b>Program/CIP:</b> Historic Preservation				
<b>Action Step</b> - Intensive Level Survey of Main Street Historic District	An intensive level survey of each historically designated site to identify important characteristics for preservation	Planning Director	End of FY 2014 <b>Revised: N/A</b>	On Track
<b>Comment/Update:</b> Contract awarded to CRSA				
<b>Program/CIP:</b> Historic Structure Abatement Fund				
<b>Action Step</b> - Establishment of revolving fund for abatement of dangerous buildings	Report presenting abatement projects	Chief Building Official	End of FY 2013	On Track

## Inclusive Community of Diverse Economic & Cultural Opportunities

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Select Print & Electronic Material which Meet the Needs of the Community		<b>Dept/Team:</b> Library		
<b>Program/CIP:</b> Adult Services				
<i>Action Step</i> - Tailor DVD Collection purchases to more closely align with community preferences	Survey users and report findings to Library Management Team	Trish	Oct 2012	Completed
<b>Strategy:</b> Select Print & Electronic Material which Meet the Needs of the Community (Adults)		<b>Dept/Team:</b> Library		
<b>Program/CIP:</b> Adult Services				
<i>Action Step</i> - Offer a greater variety of e-books to the community	Increase e-book collection by 25%	Linda, Jasmina, Tegan & Trish	Dec 2012	Completed
<i>Action Step</i> - Refresh collection by systematically removing out-of-date and low use items from library collection	Develop de-selection schedule and run reports to identify items to be considered for removal from collection	Linda, Jasmina, Trish & Brianna	Dec 2013	On Track
<b>Strategy:</b> Select Print & Electronic Material which Meet the Needs of the Community (Youth)		<b>Dept/Team:</b> Library		
<b>Program/CIP:</b> Youth Services				
<i>Action Step</i> - Refresh collection by systematically removing out-of-date and low use items from library collection	Develop de-selection schedule and run reports to identify items to be considered for removal from collection	Tegan	Dec 2013	On Track
<i>Action Step</i> - Offer a greater variety of e-books to the community	Increase e-book collection by 25%	Tegan	Dec 2012	Completed

# Responsive, Cutting-Edge & Effective Government

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Access to and Functionality of public facilities		<b>Dept/Team:</b> Public Works Operations		
<b>Program/CIP:</b> ADA Implementation				
<i>Action Step</i> - Install truncated domes to Prospector bike path at intersections	Handicap accessible / ADA compliance	Jake Rudolph	Oct 2013	On Track
<b>Program/CIP:</b> Asset Management				
<i>Action Step</i> - Complete a Building Assessment of all City owned buildings	Preservation of city assets / allocation of current and future funding	Mike Lennon; CH2MHILL	Dec 2012	Completed
<i>Action Step</i> - Exterior coatings for Parks and Golf, Public Works, Swede Alley compactor & Transit Center buildings	Preservation of exterior finishes on buildings	Mike Lennon	Oct 2013	On Track
<b>Program/CIP:</b> Inspections and Contract Supervision				
<i>Action Step</i> - Elevator Inspection	Safety, regulatory compliance	Mike Lennon	Jul 2013	On Track
<i>Action Step</i> - Implementation of building security access cards(FOB) for Public Works, Marsac and Spiro Water Plant	Improved building security and safety	Mike Lennon; Hugh Daniels; Scott Robertson	Jul 2014	On Track
<i>Action Step</i> - Fire suppression inspection	Safety, regulatory compliance	Mike Lennon	Aug 2013	On Track
<b>Program/CIP:</b> Janitorial Services				
<i>Action Step</i> - Re-Bid Janitorial Service Contract	New Contract	Mike Lennon	Jul 2013	On Track
<b>Program/CIP:</b> Spriggs Barn				
<i>Action Step</i> - Implement engineering designs for temporary building stabilization	Preserve structural integrity of building	Mike Lennon; Dave Gustafson	Jan 2013	Completed
<b>Strategy:</b> Efficient Use of Resources		<b>Dept/Team:</b> Recreation		
<b>Program/CIP:</b> Youth & Adult Programs, Tennis Programming; Operations; Marketing				
<i>Action Step</i> - Utilize tennis courts more efficiently	U10 Tennis Lines on all indoor courts	Tennis Director	Winter 2013	Completed
<b>Comment/Update:</b> lines were put on the remaining 2 indoor courts as well as the 3 courts covered by the bubble				
<i>Action Step</i> - Utilize Gymnasium more efficiently	Marketing of space to be rented by private groups	Recreation Supervisor	Fall 2012	On Track
<b>Comment/Update:</b> Gymnasium is being well utilized by a variety of community groups; minimal availability				
<i>Action Step</i> - Web based marketing	Ad Taxi & targeted display ads on the web.	Business & Marketing Coordinator	Winter 2013	On Track
<b>Comment/Update:</b> Ad up & running				



# Responsive, Cutting-Edge & Effective Government

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Ensure the timely maintenance/ replacement of core infrastructure		<b>Dept/Team:</b> Building, Planning & Engineering		
<b>Program/CIP:</b> Engineering Project Management				
<i>Action Step</i> - Safety program	Development of a safety program for work performed on Right-of-way. Program starts in FY 2013 and carries through to 2014	City Engineer	FY 2014	On Track
<i>Action Step</i> - ROW Landscape Guideline	Guidelines adopted by City Council to help reduce the water used to maintain landscaping in the ROW	City Engineer	Jun 2013	On Track
<b>Strategy:</b> Facilitate Citizen Engagement, Public Participation and Timely Communication		<b>Dept/Team:</b> Sustainability		
<b>Program/CIP:</b> Community Outreach and Citizen Engagement				
<i>Action Step</i> - Develop Virtual Town Hall	Launch Mind Mixer	Phyllis Robinson	Dec 2013	Delayed
<b>Comment/Update:</b> Site launch Feb 4. Advised to delay launch during holidays/Sundance.				
<i>Action Step</i> - Research, develop and implement 2013-15 Communications Plan	Communication Plan	Phyllis Robinson	Feb 2013	On Track
<i>Action Step</i> - Conduct citizen education programs to increase public participation	Public Participation Training	Phyllis Robinson; Legal Staff	Winter 2013	On Track
<b>Comment/Update:</b> Training is in participation with Legal Dept.				
<i>Action Step</i> - Enhance Consumer Confidence in Water	Water PI contract and program management	Phyllis Robinson; Water Staff	October 2012 – December 2013	On Track
<b>Comment/Update:</b> Scope of project complete. Contract to council on 2/7				
<i>Action Step</i> - Develop and Implement Public Information Campaigns for Capital Projects (e.g., Water line, substation, DVD)	Project PI plans and collateral.	Phyllis Robinson; Project Manager	October 2012 – December 2013	On Track
<b>Comment/Update:</b> PI plans developed for 2013 construction projects				
<i>Action Step</i> - Citizen Satisfaction Survey	National Citizen Survey Complete	Phyllis Robinson	Jul 2013	On Track
<b>Comment/Update:</b> Survey to be administered in May 2013				

# Responsive, Cutting-Edge & Effective Government

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Fiscally Responsible, Self Sustaining Enterprise Fund		<b>Dept/Team:</b> Golf Shop		
<b>Program/CIP:</b> Budget management				
<i>Action Step</i> - Meet with staff, Friends of Golf and budget department annually to review rates and player mix	Use data from golf course model for future rate changes	Golf Manager	Feb 2013	On Track
<b>Comment/Update:</b> <i>Scheduled to go to Council March 2013 with data. Discussion in progress with Budget regarding fees/possible rate changes.</i>				
<b>Program/CIP:</b> Finance management				
<i>Action Step</i> - Work with finance department and State auditors to accurately report daily sales	New checkout procedure	Golf Manager	Nov. 15 2013 <b>Revised: Nov. 2012</b>	Complete
<b>Comment/Update:</b> <i>Worked with Finance and State Auditor to develop new system.</i>				
<b>Program/CIP:</b> Staff Management				
<i>Action Step</i> - Monitor spring and fall staffing. Assess necessity of each position	Shoulder season staffing plan	Golf Manager	March 2013	On Track
<b>Comment/Update:</b> <i>Update in progress, maximize volunteer staff/full time staff to reduce shoulder season operating expenses.</i>				

# Responsive, Cutting-Edge & Effective Government

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Focus on Efficient Use of Resources		<b>Dept/Team:</b> Ice Arena		
<b>Program/CIP:</b> Operations				
<u>Action Step</u> - Utilize Lobby More Effectively	Rearrange layout of lobby, purchase new furniture and set up to be more welcoming and comfortable	Front Desk Supervisor	November, 2012	Completed
<b>Comment/Update:</b> Purchased bar-height tables and stools from IKEA and have them positioned in front of the lobby windows so guests can sit and watch the activities. This has been very well received by our guests.				
<u>Action Step</u> - Replace Rubber Flooring Throughout Facility	Design Layout, Issue Bids and Choose Vendor to Provide/Install Flooring	Operations Manager	Jul 2013 <b>Revised: September 2013</b>	On Track
<b>Comment/Update:</b> Staff has begun developing the RFP and hopes to publish it by the end of February.				
<u>Action Step</u> - Implement the Use of "Tablets" for Operations Staff	Purchase tablets/software, train staff and have staff use tablets to improve operational efficiency	Building Maintenance Coordinator	January, 2013 <b>Revised: July 2013</b>	Delayed
<b>Comment/Update:</b> Staff has tried to test the technology, but the loaner iPad is not accessing our network.				
<u>Action Step</u> - Complete Operations Training Videos	Develop and produce training videos for operations staff to improve standardization and efficiency of training process	Operations Assistant	October, 2012 <b>Revised: October 2013</b>	Delayed
<b>Comment/Update:</b> This project has moved down the priority list, but is moving forward slowly.				
<u>Action Step</u> - Renovate the "Concessions" Room	Remove walls and plumbing from the room, determine best use of space and outfit for that function	Building Maintenance Supervisor	Aug 2013	On Track
<b>Comment/Update:</b> The room has been gutted and a use has been determined. Now need funds to complete renovation.				

<b>Strategy:</b> Promote Emergency Preparedness and Community Response		<b>Dept/Team:</b> Sustainability		
<b>Program/CIP:</b> Emergency Communications				
<u>Action Step</u> - Develop and implement annual preparedness campaign	Multi-media campaign	Phyllis Robinson; Hugh Daniels	Jun 2013	On Track
<u>Action Step</u> - Update Emergency Communications Plan	Updated plans with templates	Phyllis Robinson	Feb 2013	On Track
<u>Action Step</u> - Staff training for crisis communications	Training and resource sheet	Phyllis Robinson	Mar 2013	On Track
<u>Action Step</u> - Conduct a JIC Drill to enhance PIO skills for SCECN	Drill and evaluation	Phyllis Robinson; Katie Mullaly	Jun 2013	On Track
<b>Comment/Update:</b> In collaboration with Summit County Health and Summit Emergency Communications Network				

# Responsive, Cutting-Edge & Effective Government

<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Provide Exceptional Customer Service		<b>Dept/Team:</b> Recreation	
<b>Program/CIP:</b> Operations			
<i>Action Step</i> - Determine Policy Direction for Memorial wall plaques	Develop policies & procedures; present to RAB & Council	Recreation Supervisor	March, 2013 On Track
<b>Comment/Update:</b> Received RAB approval; went to Council in a manager's report 1/31			
<b>Program/CIP:</b> Operations; Cemetery			
<i>Action Step</i> - Replace existing recreation registration software	Replacement of Class Software	Recreation Supervisor	Fall 2013 On Track
<b>Comment/Update:</b> Completion will depend on funding			
<i>Action Step</i> - Memorial Wall	Complete Memorial wall in cemetery along with policies and procedures for selling plaques.	Recreation Supervisor	Spring 2013 On Track
<b>Program/CIP:</b> Tennis & PC MARC operations, Pro Shop; Youth & Adult programs; Childcare; Parks & Fields			
<i>Action Step</i> - Provide Wi-Fi Access for Our Guests	Installation of Wi-Fi equipment, landing page agreement, public access	Recreation Manager	Spring 2013 Completed
<b>Comment/Update:</b> PC MARC has free Wi-Fi for patrons			
<i>Action Step</i> - Recreation Master Plan	Work with RAB & SBSRD to develop a Recreation Master Plan	Recreation Manager	August, 2013 On Track
<i>Action Step</i> - Recreation Website	Revamped user friendly recreation website	Recreation Supervisor & Business Marketing Coordinator	Fall 2013 On Track
<b>Comment/Update:</b> Depend on funding availability			

# Responsive, Cutting-Edge & Effective Government

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Provide Up-to-Date Technology		<b>Dept/Team:</b> Library		
<b>Program/CIP:</b> Technical Services				
<i>Action Step</i> - Research similar projects in other libraries and make recommendations for Park City Library	Plan for technology hub	Library Management Team	Nov 2012 <b>Revised: Aug 2013</b>	In Progress
<b>Comment/Update:</b> Project will coincide with planning for the library renovation & expansion.				
<i>Action Step</i> - Research the feasibility of checking out e-readers to library patrons	Recommendations regarding checking out e-readers to library users	Jasmina	Dec 2012 <b>Revised: Dec 2013</b>	Revised
<b>Comment/Update:</b> Goal has been revised to "Research feasibility of using e-readers purchased for staff training for the public to try out" due to limitations placed on devices which limit the number of users and must be reconfigured for a new user with each use.				
<i>Action Step</i> - Send a library staff person to Internet Librarian or Computers in Libraries Conference	Report findings to Library Management Team and Director	Linda	Dec 2013 <b>Revised: NA</b>	Revised
<b>Comment/Update:</b> Revision to "Send a staff member to Computers in Libraries Conference or ALA to attend technical track programs " was made due to similarity of courses offered by ALA as well as more reasonable fees.				
<b>Program/CIP:</b> Youth Services				
<i>Action Step</i> - Purchase equipment and software and train staff	Starter Digital Media Lab	Jasmina, Tegan & Chris	Jun 2013	On Track
<b>Comment/Update:</b> Received LSTA grant to supplement funds. Project is on track. Much of the equipment has arrived and staff training is underway.				

# Responsive, Cutting-Edge & Effective Government

<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>	
<b>Strategy:</b> Regulate current planning/zoning practices to align with the long range planning practices		<b>Dept/Team:</b> Building, Planning & Engineering		
<b>Program/CIP:</b> Code Amendments				
<i>Action Step</i> - Annual Land Management Code Amendments	Adoption of amended Code by City Council	Planning Director	May 2013 <b>Revised: N/A</b>	On Track
<b>Comment/Update:</b> Majority of amendments were adopted in December 2012. Additional amendments may be proposed depending on outcome of discussion with Planning Commission.				
<b>Program/CIP:</b> Customer Service				
<i>Action Step</i> - Customer Satisfaction	Overall rating of BPE Team from results of a satisfaction survey	Chief Building Official	Mar 2013 <b>Revised: May 2013</b>	Delayed
<b>Comment/Update:</b> Survey will be issued by the end of Mar 2013 . Survey will run through April with results compiled by end of May 2013.				
<b>Program/CIP:</b> Plan/Application Review				
<i>Action Step</i> - Assessment of turn around time in plan review	Report comparing FY 2012 and FY 2013 turn around time	Planning Director	End of FY 2013 <b>Revised: July 2013</b>	Delayed
<b>Comment/Update:</b> FY 2013 should close prior to the issuance of the report for appropriate comparison				
<i>Action Step</i> - Education of contractor and home owners on Building codes	Seminars and instructional classes	Chief Building Official	Biennial (updates in Spring and Fall)	On Track
<i>Action Step</i> - Electronic building plans	Create an adopted policy for storage of electronic building plans	Chief Building Official	Jun 2013	On Track
<i>Action Step</i> - Staff Report routing	Updated staff report routing for Planning Commission reports. Creation of routing policy for staff reports for HPB/BOA reports.	Planning Director	Jun 2013	Completed
<b>Comment/Update:</b> Routing policy was finalized in January 2013.				

# Responsive, Cutting-Edge & Effective Government

	<u>Deliverable</u>	<u>Who's Responsible</u>	<u>Target Date</u>	<u>Status</u>
<b>Strategy:</b> Vehicle & Equipment Fleet		<b>Dept/Team:</b> Transit & Transportation		
<b>Program/CIP:</b> Fleet Management & Maintenance				
<i>Action Step</i> - Shop safety	OSHA compliance program. All program documentation and training complete	Transit & Transportation Manager	Mar 2013	On Track
<b>Comment/Update:</b> <i>Completing final elements of OSHA compliance program.</i>				
<i>Action Step</i> - Asset Management Program	Inventory and evaluate all shop equipment , develop replacement schedule and request funding during City budget process	Fleet Team Leaders	Apr 2013	On Track
<b>Comment/Update:</b> <i>Asset inventory and condition assesment underway.</i>				
<i>Action Step</i> - Fleet software	Evaluate current fleet management software, implement improvements or replace current software	Parking & Fleet Team Leader	Oct 2013	On Track
<b>Comment/Update:</b> <i>Working with IT to inventory and assess shortcomings of current software program and to determine best course of action to remedy those shortcomings.</i>				
<i>Action Step</i> - Greening fleet and shop	Investigate fleet vehicle and shop practices and procedures to determine options and formal plan for reducing carbon footprint in vehicles and in the shop	Transit & Transportation Manager	Dec 2013	On Track
<b>Comment/Update:</b> <i>Esablishing baseline inventory of green equipment and practices.</i>				