



CITY MANAGER'S WEEKLY REPORT

raleighnc.gov



CITY OF
Raleigh
MANAGER'S
OFFICE

Issue 2019-06

February 8, 2019

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Work Session - Tuesday, February 12 - 4:00 P.M.

The monthly second **Tuesday work session** will be held in the **Council Chamber** beginning at **4:00 P.M.**

The agenda for the work session was posted to the electronic agenda management system yesterday.

INFORMATION:

Oberlin Road Streetscape Project Update

Staff Resource: Blair Hinkle, Engineering Services, 996-4011, blair.hinkle@raleighnc.gov

Improvements along Oberlin Road were identified in the *Cameron Village and Hillsborough Street Small Area Plan* and adopted by the City Council in the Oberlin Road Streetscape Plan on January 6, 2015. The purpose of the Oberlin Road Streetscape project is to improve pedestrian and bicyclist safety, as well as improve the

overall user experience along the street from Groveland Avenue to Roberts Street. Improvements include completing sidewalk connections along Oberlin Road and some of the smaller intersecting streets as well as installing street amenities such as bicycle racks, trash receptacles, benches, street lighting, street trees and public art.

The second public meeting for this project is scheduled to occur February 19 at Jaycee Park. Notifications for this meeting were sent February 5.

(No Attachment)

Impact Partner Grants Recognized in “State of the Region” Address

Staff Resource: Veronica Creech, Economic Development, 996-2707, veronica.creech@raleighnc.gov

The City has placed a priority on helping innovators, entrepreneurs, and small businesses to start, stay, and grow in Raleigh with an emphasis on underrepresented entrepreneurs. As such, the City adopted the [Impact Partner Grant program](#) to partner with local organizations in creating a more equitable and sustainable impact throughout the entire [innovation and startup ecosystem](#) across Raleigh. The program provides grants to Impact Partners to help strengthen, develop, implement, and scale new or existing programs and resources to assist entrepreneurs, small businesses, and the local workforce in Raleigh.

The Impact Partner Grant program was called out twice in the February 1 “State of the Region” address by Tom Snyder, Executive Director of RioT. The address discussed domestic and foreign affairs, looking first within the state borders. RioT, located in Raleigh, represents a network of technologists, engineers, business leaders, academics, policy makers, and entrepreneurs, all of whom have a stake in the *Internet of Things* industry. You can learn more about RioT here: <https://ncriot.org/>. The “State of the Region” address, published in the WRAL TechWire publication, is a well-respected, third-party, independent voice that brings great legitimacy to the diversity of investments being made that continue to foster and grow a healthy innovation and startup ecosystem across the City.

Link to article: <https://www.wraltechwire.com/2019/02/07/guest-opinion-riot-executive-directors-state-of-the-region-and-a-call-to-action/>.

(No attachment)

Municipal Special Events Summit 2019

Staff Resource: Derrick Remer, Special Events Office, 996-4657, derrick.remer@raleighnc.gov

The Office of Emergency Management and Special Events (EM&SE) hosted the second annual Municipal Special Events Summit at the Raleigh Convention Center January 30 - February 1.

Approximately 250 special events officials from more than 80 towns and cities across the country gathered in Raleigh to share best practices in the growing world of special events management. City staff across departments assisted EM&SE throughout the year-long planning process, which aside from leading to the creation of a successful event, also strengthened relationships across the organization.

The conference was designed exclusively for municipal officials responsible for planning and managing special events, and provided a unique, peer-to-peer atmosphere for sharing wisdom and experience. Not only did the summit foster an atmosphere for learning, but it also showcased the best that Raleigh has to offer. From

lunch dine-arounds at local hotspots, to Raleigh Trolley tours, to a “Unique Raleigh Experience” that took attendees on an adventure through the streets, historic sites, and up-and-coming establishments of downtown, attendees got a glimpse of the City while forging connections with counterparts from other municipalities across the nation.

The 2020 Municipal Special Events Summit will be held in Reno, Nevada. An event summary report is included with the *Weekly Report* materials.

(Attachment)

Midtown-St. Albans Area Plan Update

Staff Resource: Jason Hardin, City Planning, 996-2657, jason.hardin@raleighnc.gov

Following a meeting with the project confirmation group that resulted in general agreement about a set of planning principles, the Midtown-St. Albans plan process is entering a new phase that will focus on specific ideas and capital projects for the study area.

Staff and project consultants met with the Midtown-St. Albans confirmation group on February 5 to review input from the recent public survey and meetings and to discuss “planning principles” that emerged from public input and technical analysis. Staff discussed outreach efforts that led to more than 600 survey respondents and more than 100 in-person meeting attendees. Staff provided demographic data on plan participants compared to area residents and discussed efforts to reach a broad range of people, including postcards, emailed notifications, outreach to employers, outreach to Spanish-speaking communities, in-person visits to businesses and on bus routes, and more. The group discussed ways to build on those efforts for the next round of input and how the group members can play a key role as well.

The group also provided ideas for meeting format for the next input phase. Suggestions, which included a longer event on a Saturday, spacing out meetings across two separate weeks, and providing time during a weekday that would be convenient for workers, will shape those events, which will take place in late April or May.

Lastly, the group provided feedback about a draft set of “planning principles” – a set of broader goals that create a framework for the plan’s eventual recommendations. The group, which had received the principles in advance, generally expressed agreement that they represented the input provided so far during the process. The draft version of the principles is included as an attachment. A finalized version will be a key part of a forthcoming *Issues and Opportunities* report. A graphic of the draft principles is included with the *Weekly Report* materials.

Compiled input from the recent round of meetings and surveys is available on the [Midtown project page](#).

The process, having established a shared understanding of the issues in the area and of important goals for stakeholders, will now pivot to the options phase, in which specific policy and project recommendations and choices will be developed. Those options will be presented to the community during the next input phase, scheduled for spring 2019.

(Attachment)

Avent Ferry Road Corridor Study Update

Staff Resource: Matthew Klem, City Planning, 996-4637, matthew.klem@raleighnc.gov

The final draft report was released at a public meeting at the McKimmon Center on November 5, 2018, with approximately 70 people in attendance. An online survey to gauge the public perception of the recommendations of the study was launched the same day and was live through January 20. The survey had 218 participants and 266 unique comments. Survey responses indicate that 89% of respondents support the recommendations with an average approval rating of 75%. Additional information on the report and associated 2030 Comprehensive Plan amendments are available for review [online](#). Final recommendations will be presented at the Council work session February 19.

(No Attachment)

Lumley Road, Westgate Road, and Ebenezer Church Road Bike Improvements - Project Update

Staff Resource: Blair Hinkle, Engineering Services, 996-4011, blair.hinkle@raleighnc.gov

In association with the Lumley, Westgate, and Ebenezer Church Roads bike improvement project, staff from the Engineering Services Department met with 11 property owners along Ebenezer Church Road that live within the Umstead Metropark District. The meeting occurred January 30, in the evening. Most of the property owners had previously expressed concerns about the impacts that the proposed 10-foot multiuse path along this section of Ebenezer Church Road would have on their properties. This multiuse path was designed in combination with a proposed ditch section along the street. The combination of a ditch section and multiuse path along a street generally necessitates a significant right-of-way width as compared to other types of drainage infrastructure. The purpose of the meeting was to present and discuss a modified drainage design along the Metropark area that will reduce the impacts to the 11 properties.

Staff has been working since the early design stages of this project to appropriately account for the requirements imposed by the Umstead Metropark District, which allows only ditch-section streets within the district limits. Given the increasing concern of residents along the corridor related to the required right-of-way width, staff further investigated the requirements of the Metropark District and, after receiving a revised interpretation of those requirements, was able to adjust the design to include a more standard street drainage design. Based on this work, staff revised the ditch-section design to a curb and gutter street with a 10-foot multiuse path proposed flush against the back-of-curb.

The revised design reduces the property impacts along the 11 properties significantly. While all adjacent property owners appreciated the design change, some owners indicated that the revised design was one they could live with but wanted to see more information on the additional storm drainage features associated with the curb and gutter design such as drainage inlets and pipe outlets. Other property owners requested the path be reduced to a width of eight (8) feet and may be planning to work through the Petition of Citizens process to request Council to direct staff accordingly.

Staff recommends keeping the multiuse path at 10-feet, particularly because it is being proposed against the back of curb, approximately 2.5 feet from the travel lane. Staff will continue to meet with some of the owners provide additional detailed information related to the storm drainage design, as was requested.

(No attachment)

Weekly Digest of Special Events

Staff Resource: Derrick Remer, Special Events Office, 996-2200, derrick.remer@raleighnc.gov

Included with the *Weekly Report* packet is the special events digest for the upcoming week.

(Attachment)

Council Member Follow Up Items

General Follow Up Item

Crosswalk at South Saunders Street and Pecan/Carolina Pines (Council Member Crowder)

Staff Resource: Michael Moore, Transportation, 996-3030, michael.moore@raleighnc.gov

On the evening of February 7 contractors for the Raleigh Department of Transportation (RDOT) installed the crosswalk striping to complete the intersection work at the NCDOT South Saunders and Pecan/Carolina Pines project. There have been multiple inquiries about this intersection following a recent pedestrian fatality that occurred south of the intersection. The RDOT contractor was able to mobilize more quickly than the NCDOT contractor to take advantage of the current window of warm weather; RDOT crews spent today activating the pedestrian signals for the intersection which are currently operating. Minor additional work will be done tonight after the evening rush hour to complete removal of remaining obsolete pavement markings.

The City's contractor also completed crosswalk striping at the intersection of South Saunders Street and Ileagnes Road, and RDOT crews have activated the crosswalk signals at this location as well. RDOT will request reimbursement from NCDOT for this work.



Street Level View of Intersection

(No attachment)

Follow Up from the December 4 City Council Meeting

Raleigh Citizens Advisory Council Communications (Council Member Cox)

Staff Resource: Larry Jarvis, Housing & Neighborhoods, 996-6947, larry.jarvis@raleighnc.gov

During the meeting the chair of the Raleigh Citizens Advisory Council (RCAC) presented a report. Council requested staff to evaluate a communications plan with the RCAC. Included with the *Weekly Report* materials is a staff memorandum in response to the request.

(Attachment)

On-street Parking Spaces - Citrix Parking Deck at 100 South West Street (Council Member Crowder)

Staff Resource: Matthew Currier, Transportation, 996-4041, matthew.currier@raleighnc.gov

During the meeting Council considered a consent agenda item adjusting three spaces on the west side of South West Street to *No Parking* due to the results of a sight-line study requested by Citrix. Citrix employees expressed concern about an inability to see around parked cars when exiting the parking deck for oncoming traffic traveling in a southbound direction. Council questioned the possibility of consolidating loading zones to mitigate the loss of spaces as well as having staff reach out to Citrix Management to see if a public-private relationship would be possible for public utilization of Citrix parking deck spaces.

In order to mitigate the safety concerns of Citrix employees and Warehouse District visitors and to avert the parking loss, RDOT staff recommends the following two changes to the traffic schedule:

1. Combine the existing Passenger Loading Zone and Commercial Loading Zones and create a daytime Commercial Loading Zone and Night-time Passenger Loading Zone. This will add two additional Daytime Metered Parking spaces on the east side of South West Street.

AND

2. Remove the three spaces to the north of the Citrix parking deck from 6:00 A.M. to 6:00 P.M. when deck usage is at highest use. Then return these spaces in the evening as open parking.

The recommended changes will result in the loss of one daytime parking space and the addition of two, night-time parking spaces. RDOT staff communicated with both Citrix and Morgan Street Food Hall regarding the proposed changes; all parties have indicated support of the alternative solution.

In addition, staff investigated the potential for Citrix to lease spaces in the private deck; the Citrix Corporate Office felt that allowing "after business hours" usage of the deck would pose a major liability to the safety of the facility.

Council also requested a status update on parking in the Warehouse District from 2015 versus present day:

- In 2015, the Warehouse District had 83 Metered Parking Spaces, approximately 180 non-metered spaces, and 205 City of Raleigh owned off-street spaces, including 4 lots, and 0 parking decks.
- Today, the Warehouse District has 141 Metered Parking Spaces, approximately 110 non-metered spaces, and 350 City of Raleigh owned off-street spaces including 3 lots, and 1

Parking Deck. These changes result in a net loss of 12 on-street parking space, but a net gain of 145 off-street spaces. (These counts do not include an additional 687 spaces in the Dillion Deck that are not managed by the City.)

Council can anticipate the item returning to the February 19 City Council agenda.

(No attachment)

Cameron Park Residential Neighborhood Concern

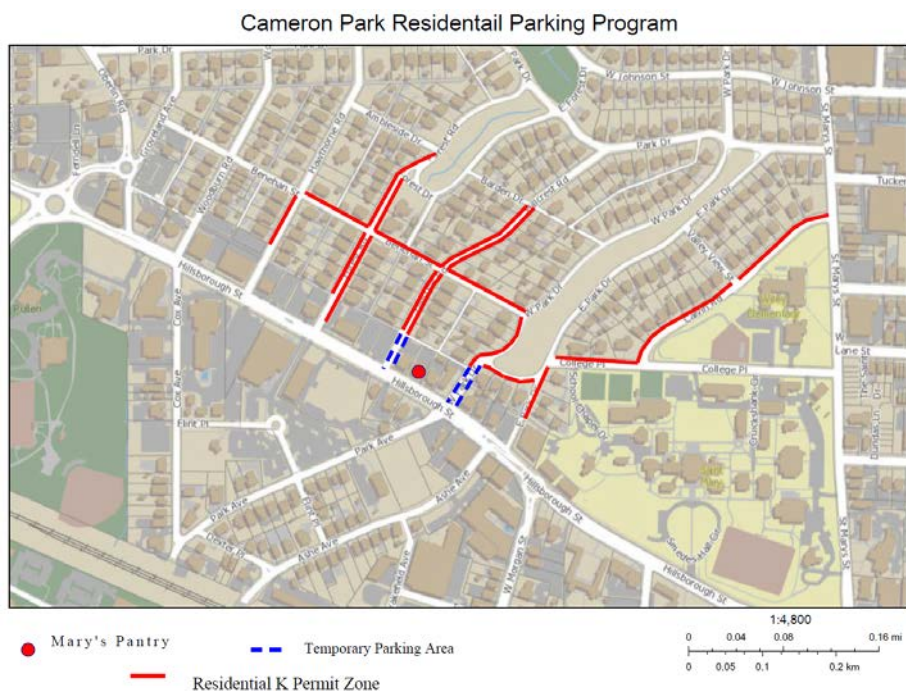
Staff Resource: Matthew Currier, Transportation, 996-4041, matthew.currier@raleighnc.gov

During the meeting a petition of citizens was heard concerning the creation of the residential permit area in the Cameron Park neighborhood. The citizen was concerned that the creation of the residential permit zone would remove parking for volunteers of the Mary's Pantry non-profit organization and force the non-profit to shut down.

Over the course of the last two months, parking staff have met with representatives from both Mary's Pantry and the Cameron Park neighborhood to hear concerns and try and work toward a solution.

Staff was able to work out a temporary solution that allowed volunteers to park in designated areas along W. Park Drive and Hillcrest Road. (See map below.) Adjustments to both the residential parking program and the City ordinances will need to be made to create a long-term solution that allows staff the flexibility to address items like this in the future.

Staff is working closely with the City Attorney's Office to research best practices and make the appropriate adjustments. Staff anticipates bringing these adjustments back to Council in the coming months for approval.



(No attachment)

Follow Up from the January 22 City Council Meeting

NeighborWoods Program and Background (Council Member Crowder)

Staff Resource: Zach Manor, Parks, 996-4868, zach.manor@raleighnc.gov

During the meeting Council requested information on reinstating the NeighborWoods program.

In 2003, the City acted to reverse the ill effects of a declining urban forest by creating the NeighborWoods Street Tree Program, in partnership with the North Carolina Forest Service Community Forestry Grant Program. NeighborWoods was a cooperative effort that delivered free trees to citizens in exchange for the voluntary planting, watering, and mulching of the trees, which are required to be located in the public right-of-way. At the time NeighborWoods was the sole source of tree planting on public property located in residential areas. A staff memorandum is included with the *Weekly Report* materials which provides background of the program, why it was suspended, and what would be needed to reestablish the program.

(Attachment)

Dorothea Dix Park Maintenance and Operations Costs – Five Year Estimate (Council Member Mendell)

Staff Resource: Kate Pearce, Parks, 996-4855, kate.pearce@raleighnc.gov

During the meeting Council requested staff to provide an estimate, in the “as is” state, of costs for maintenance and operation of Dorothea Dix Park over the next five years. Included with the Weekly Report materials is a memorandum which includes estimates, by department division. Costs identified in FY2019-20 and beyond have not been reviewed or yet considered as part of the current budget development process.

(Attachment)

Follow Up from the February 5 City Council Meeting

Sidewalk Maintenance - Brick Sidewalks (Mayor Pro Tem Branch)

Staff Resource: Chris McGee, Transportation, 996-5769, chris.mcgee@raleighnc.gov

During the meeting Council requested staff to provide a report on sidewalk maintenance for brick sidewalks around the Governor’s Mansion and City Market. Mayor Pro Tem Branch specifically inquired about responsibilities for maintenance of the brick sidewalks and any ADA compliance deficiencies.

Governor’s Mansion

The brick pavers around all four sides of the Governor’s Mansion on Person Street, Lane Street, Blount Street and Jones Street are the responsibility of the NC Department of Administration, Facility Management Division (NCDOA, FMD). Any issues for the pavers or any work that needs to be performed requiring the removal and replacement of pavers must be coordinated through NCDOA, FMD. There are special sensitivities around the historic pavers around the Mansion. The individual bricks were hand-made by prisoners and several bricks bear the signature of their maker.

City Market

The brick pavers along Person Street, Martin Street, Blount Street, Davie Street, Blake Street, Parham Street and Wolfe Street are the responsibility of the City of Raleigh. These streets and pavers in the area are classified as historic and are an integral part of the character of the City Market district. Typically, the Market’s property management company and area businesses identify sidewalk issues and request repair work. The City of Raleigh Department of Transportation (RDOT) responds to these requests when they’re made. Trip hazards and other sidewalk issues are most frequently the result of very large trees and their root systems and very old infrastructure.

There are no current plans for any type of rehabilitation project in this area; however, RDOT staff will review the area for existing trip hazards and accessibility compliance (ADA), and will identify and schedule any necessary repairs.



Governor's Mansion



City Market

(No attachment)



Municipal Special Events Summit Raleigh 2019



Municipal Special Events Summit - Raleigh 2019

After an exciting inaugural event in Austin in 2018, the Office of Emergency Management and Special Events (EM&SE) hosted the second annual Municipal Special Events Summit at the Raleigh Convention Center January 30 – February 1, 2019.

Approximately 250 special events officials from over 80 towns and cities across the country gathered in Raleigh to share best practices in the growing world of special events management. City staff across departments assisted EM&SE throughout the year-long planning process, which aside from leading to the creation of a successful event, also strengthened relationships across the organization.



The conference was designed exclusively for municipal officials responsible for planning and managing special events, and provided a unique, peer-to-peer atmosphere for sharing wisdom and experience. Representatives included those from such diverse fields as emergency response, transportation, risk management, parks and recreation, public utilities, and solid waste, all of whom work together on a regular basis to coordinate the safety-focused management of special events.

The summit offered in-depth sessions on a variety of topics in the special events realm, such as policy development, event management, public safety, scooters, filming, ADA accessibility, budgeting and fees, outreach and engagement, and interdepartmental planning.

"The Municipal Special Events Summit is a unifying forum of peer cities that can help regulators make their special events safer and more successful. It's a long-overdue opportunity to ask: How does your city approach this challenge? Or, How do you do that cool thing you do?"

– Dylan Rice, San Francisco Entertainment Commission



Not only did the summit foster an atmosphere for learning, but it also showcased the best that Raleigh has to offer. The conference started off with a rock-paper-scissors throwdown, a "who does barbecue better" clash, and a big welcome to Raleigh from Carolina Hurricanes owner Tom Dundon. From lunch dine-arounds at local hotspots to Raleigh Trolley tours to a "Unique Raleigh Experience" that took attendees on an adventure through the streets, historic sites, and up-and-coming establishments of downtown, attendees got a glimpse of the city while forging connections with their counterparts from other municipalities. The City's Communications department [captured the fun in a video](#) recapping the whole experience.

The 2020 Municipal Special Events Summit will be held in Reno, Nevada. EM&SE staff will continue to serve on the organization's Advisory Board to encourage the development of a growing network of special events officials.



**City of Raleigh Special Events Office:
919-996-2200
specialevents@raleighnc.gov**

Draft Planning Principles for Midtown-St. Albans

The Planning Principles act as a foundation for the process moving forward, and they draw upon public feedback from the workshops and survey and the discovery process. They are separated into five general themes to guide discussion.



Healthy, Safe, and Reliable Transportation

- Ensure all Midtown destinations can be reached safely and comfortably by walking.
- Improve travel time reliability for cars and transit vehicles, with a focus on improved technology, demand management, and a better-connected street network.
- Provide more desirable options for travel within the area, including improved transit service and facilities.
- Ensure safe traffic speeds, both on major roads and on neighborhood streets.



Residential Neighborhoods and Housing Choices

- Respect the existing scale of housing in residential neighborhoods.
- Ensure a range of housing options exists for residents at various phases of life and at a range of income levels.



Midtown Green and Blue: Parks, Trees, and Stormwater

- Blue: Improve stormwater infrastructure and incorporate it into a connected natural space network, including greenways and parks.
- Blue: Explore opportunities to create distinct places focused on water and natural spaces.
- Green: Retain and enhance street trees and functional green spaces to improve the appearance of the area, provide greenway connections, and provide stormwater benefits.



Midtown Works: Innovation and Opportunity

- Support the transformation of aging or outdated uses to supply new and anticipated employment and housing needs.
- Encourage innovation and entrepreneurship through land use and other policies and programs.



Aesthetics: Beautiful Midtown

- Create attractive streetscapes and ensure the design of new development enhances the feel and appearance of streets and other public spaces.
- Ensure adequate transitions in building heights where a high-density or mixed-use area is adjacent to existing residential neighborhoods.

Special Events Weekly Digest

Friday, February 8 – Thursday, February 14

City of Raleigh Special Events Office
specialevents@raleighnc.gov | (919) 996-2200 | www.raleighnc.gov/specialevents

Permitted Special Events

Mass Moral March on Raleigh/HK on J

Fayetteville Street District

Saturday, February 9

Event Time: 8:00am - 2:00pm

Associated Road Closures: Fayetteville Street between Morgan Street and Davie Street will be closed from 4:00am until 3:00pm, South Street between Salisbury Street and Blount Street will be closed from 8:00am until 12:00pm, and Hargett Street between Salisbury Street and Wilmington Street will be closed from 8:00am until 3:00pm. Additional streets will be closed from 9:50am until 12:00pm for the march. Note that additional closures may be implemented during staging to aid with traffic flow and event safety and all cross-streets one block in each direction will be detoured during the march. See below for turn by turn details:

Start at South Street between Salisbury Street and Wilmington Street heading east; Left onto Wilmington Street; Left onto Davie Street; Right onto Fayetteville Street to finish in the 100 block

Cupid's Undie Run

Glenwood South District

Saturday, February 9

Event Time: 12:00pm - 4:00pm

Associated Road Closures: Roads will be closed along the route from 1:00pm until 2:00pm. Note that all cross-streets at least one block in each direction will be detoured and see below for turn by turn details:

Start at Solas on Glenwood Avenue heading south; Left onto W. North Street; Left onto N. West Street; Left onto W. Johnson Street; Left onto Glenwood Avenue to finish at Solas

Run for the Roses 5K

Dorothea Dix Park

Sunday, February 10

Event Time: 2:00pm - 3:30pm

Associated Road Closures: Whiteside Drive between Umstead Drive and Biggs Drive will be closed from 10:00am until 4:30pm. Roads will be closed from 1:50pm until 3:30pm for the following route:

Start at Whiteside Drive; Right onto Biggs Drive; Right onto Ruggles Drive; Left onto Umstead Drive; Right onto Dawkins Drive; Left onto Umstead Drive; Right onto Ruggles Drive; Left onto Biggs Drive; Right onto Palmer Drive; Left onto Cranmer Drive; Left onto Umstead Drive; Right onto S. Boylan Avenue; Left onto Tate Drive; Right onto Richardson Drive; Left onto Umstead Drive; Right onto Palmer Drive; Right onto Biggs Drive; Right onto Whiteside Drive to finish

State & Raleigh Police Department Permitted Events

Smash Racism Raleigh Protest

State Capitol Grounds

Saturday, February 9

Event Time: 1:15pm – 2:45pm

The State has issued a permit to the Young Democratic Socialists of America at NC State for a Smash Racism rally at the State Capitol Grounds directly following the permitted Mass Moral March. At the time of permit issuance, attendance was projected to be 100. In conjunction with this event, the Raleigh Police Department has issued a permit to Heirs to the Confederacy for a counter-protest on the sidewalks only at the intersection

of W. Edenton Street and N. Salisbury Street. At the time of permit issuance, counter-protest attendance was expected to be 15.

Upcoming Special Events Community Engagement Meeting

Special Events Community Engagement Meeting

Raleigh Convention Center

Monday, February 25

Event Time: 9:30am – 11:30am

Hear from event producers and learn more about upcoming Downtown Raleigh special events at a Special Events Community Engagement Meeting on Monday, February 25th from 9:30am - 11:30am at the Raleigh Convention Center. Hosted by the City of Raleigh Office of Emergency Management and Special Events and the Downtown Raleigh Alliance, the meeting will provide the opportunity to hear an overview of each event and ask questions. Please register online and find more information [here](#).

Other Events This Weekend

Valentine's Romantic Classics – North Carolina Symphony Classical Series

Friday, February 8 – Saturday, February 9

Meymandi Concert Hall

Raleigh Convention Center Boat Show

Friday, February 8 – Sunday, February 10

Raleigh Convention Center

Corteo by Cirque du Soleil

Friday, February 8 – Sunday, February 10

PNC Arena

Bringing History to Life at Borden: A Celebration for Black History Month

Saturday, February 9

Borden Building

Love in the Times of the Day – Carolina Ballet

Saturday, February 9 – Sunday, February 10

Fletcher Opera Theater

Public Resources

Event Feedback Form: Tell us what you think about Raleigh events! We welcome citizen and participant feedback and encourage you to provide comments or concerns about any events regulated by the Special Events Office. We will use this helpful information in future planning.

Temporary Road Closures: A resource providing current information on street closures in Raleigh.

Online Events Calendar: View all currently scheduled events that are regulated by the City of Raleigh Special Events Office.

Council Member Follow Up



Raleigh
MEMO

TO: Larry M. Jarvis, Director
FROM: Linda G. Jones, Community Engagement Administrator
CC: Damien Graham, Communications Director
Louis Buonpane, Chief of Staff
DEPARTMENT: Housing and Neighborhoods
DATE: February 4, 2019
SUBJECT: Raleigh Citizen Advisory Council Communications Plan

At the December 4 City Council meeting a report was requested on improved communications and associated resources between the Raleigh Citizen Advisory Council (RCAC) and the public as well as between the RCAC and the CACs. Since that date, Housing & Neighborhoods staff has met with RCAC leadership to better understand possible communication tools and perceived communications gaps in order to provide Council with that report.

What emerged from those discussions with leadership was the decision to bring those questions before the entire RCAC body at its annual retreat scheduled for Saturday, February 9th at Abbots Creek Community Center from 9:00 am to 2:00 pm. The Executive Director of the Human Relations Commission, Dr. Audrea Caesar, has agreed to facilitate the entire retreat. A planning meeting was held with RCAC leadership and Dr. Caesar on January 31 to discuss overall goals and objectives for the retreat, including developing a communications plan or options. A copy of the agenda is attached to this memorandum.

Following the retreat, Housing & Neighborhoods staff will coordinate with the Communications and Budget Departments to identify the resources required to implement communications elements or options.

Concurrent with RCAC leadership discussions, staff received another request from an individual CAC for RTN to attend and record CAC meetings for future broadcast. As indicated in the attached email, the agreed upon follow-up includes developing RTN coverage scenarios and associated resource requirements and we approach the budget season.

Please let me know if additional information is needed.

Municipal Building
222 West Hargett Street
Raleigh, North Carolina 27601

One Exchange Plaza
1 Exchange Plaza, Suite 1020
Raleigh, North Carolina 27601

City of Raleigh
Post Office Box 590 • Raleigh
North Carolina 27602-0590
(Mailing Address)

Attachments

From: Patrick Martin
Sent: Friday, February 1, 2019 11:43 AM
To: Jarvis, Larry
Cc: Jones, Linda; Buonpane, Louis; Graham, Damien; Vigue, Mary
Subject: Re: RTN Coverage of CAC Meetings

Hey Larry, thanks for your consideration.

Both of your suggestions sound good. I don't recall last year's discussion of this specifically, but many different avenues were discussed within the RCAC for broader communications. I will bring this up at our next RCAC meeting, and I will follow up with Mr. Graham about opportunities for instruction.

I brought up this request following up from a comment of one of our Midtown residents in attendance at our CAC meeting this week Monday. He has participated in a prior year Raleigh Neighborhood College in which the class toured the RTN studio and learned about its operation and services. It does make sense that the CACs engage the RTN, after all.

And let me say that the Raleigh Neighborhood College and the Citizens Leadership Academy are truly outstanding institutions which the CoR operates. They produce many motivated and informed leaders who wish to serve the many neighborhoods and other diverse communities in this city.

Thank you again for your support of improving neighborhood communication.

Patrick

Sent from my Verizon Wireless 4G LTE Droid

On Feb 1, 2019 11:15 AM, "Jarvis, Larry" <Larry.Jarvis@raleighnc.gov> wrote:

Patrick,

Earlier this week you contacted Communications Director Damien Graham about having RTN attend and film Midtown CAC meetings. Hopefully you recall conversations about similar CAC requests during last year's budget process. At the present time, there are not enough resources for RTN to record CAC meetings.

As we enter a new budget season, Housing & Neighborhoods staff is prepared to work with CAC leadership and our Budget office to develop scenarios around CAC coverage and their associated budgetary impacts. Scenarios could potentially range from the resources required to attend and film all CAC meetings to attending and filming one meeting for each CAC annually. These packaged scenarios could then be presented as a part of the overall budget prioritization process. Let us know if this is something that you would like to pursue. If so, the RCAC might be the appropriate forum to have such a discussion.

In the interim, Mr. Graham would be happy to connect you with our community producer program where folks are trained to shoot their own video using City-provided cameras. The videos could then be broadcast on one of our other community television channels. Let us know if you would like to pursue this option.

I hope you are doing well and look forward to hearing from you.

Larry

Larry M. Jarvis, AICP

Director

Housing & Neighborhoods Department

City of Raleigh

One City Plaza

421 Fayetteville Street, Suite 1200

Raleigh, N.C. 27601

Email: Larry.Jarvis@raleighnc.gov

Main: 919-996-4330

Direct: 919-996-6947

MEMBERS

Shelley Winters, Chair

Michael O'Sullivan, 1st Vice-Chair
North CAC

Christina Jones, 2nd Vice-Chair
Northwest CAC

Deborah Ford, East
Kimberly Izuogu, East
Carole Meyre, Five Points
Toshiba Rice, Forestville
Jeremy Schwartz, Forestville
Donna Bailey, Hillsborough-Wade
Will Hooker, Hillsborough-Wade
Patrick Martin, Midtown
Susan Donn, Midtown
James Troxler, Mordecai
Sean Farres, Mordecai
Will Owen, North
Octavia Rainey, North Central
Terri Becom, North Central
Wrenia Bratts-Brown, Northeast
Michelle Andras, Northwest
Eugene Weeks, South
Charles Rodman, South
Danny Coleman, South Central
Rev. Henry Pickett, South Central
Ulysses Lane, Southeast
Lee Weaver, Southeast
Latonia Williams, Southeast
Benson Kirkman, West
Joshua Gill, West

Staff Liaisons:
Sheila Lynch
Debbie Puckett

RCAC Retreat *Saturday, February 9, 2019* *Abbotts Creek Community Center* *9950 Durant Road, Raleigh, N.C. 27614* *(919) 996-2770*

AGENDA

- | | |
|--|----------------------|
| I. Welcome/Introductions – Dr. Caesar | 9:00 – 9:30 |
| o Icebreaker | |
| o Ground Rules | |
| o Overview | |
| II. Executive Board Goal Setting – Dr. Caesar | 9:30 – 10:15 |
| o <i>Current Trends/Topics</i> | |
| o <i>Social Media</i> | |
| o <i>What's Important to us Programmatically & Structurally</i> | |
| III. Break | 10:15 – 10:30 |
| IV. CAC Budget & Procurement Guidelines – Shelley & Michael | 10:30 – 11:00 |
| V. CAC Leadership Guide - Dr. Caesar | 11:00 – 11:30 |
| o Roundtables & Report Out | |
| VI. Lunch | 11:30 – 12:30 |
| VII. Mevo Camera Tutorial - Travis Bailey | 12:30 – 1:30 |
| VIII. Wrap Up & Next Steps – Shelley Winters | 1:30 – 1:45 |

Adjourn: 2pm



City Of Raleigh
North Carolina

DATE: 2/5/2019

TO: Ruffin Hall, City Manager

FROM: Zach Manor, Urban Forester

CC: Diane B. Sauer, Director Parks, Recreation and Cultural Resources Department

SUBJECT: NeighborWoods Program Update

As requested by Council Member Crowder, the following information is provided on the NeighborWoods program. Information includes background of the program, why it was suspended and what would be needed to reestablish the program.

In 2003, the city acted to reverse the ill effects of a declining urban forest by creating the NeighborWoods Street Tree Program in partnership with the North Carolina Forest Service Community Forestry Grant Program. NeighborWoods was a cooperative effort that delivered free trees to citizens in exchange for the voluntary planting, watering, and mulching of the tree in the city right of way. At the time NeighborWoods was the sole source of tree planting on public property in residential areas of Raleigh. The City provided funding for staff and equipment and trees were funded through permit fees, donations and urban wood revenues. The program operated between 2004 and 2017 and citizens helped to plant more than 15,000 street trees.

The NeighborWoods program was suspended in May of 2017 (at the end of the planting season) by the Department for a number of reasons described below. Ultimately the program was developed to fill a need at the time and provided momentum through education and support for establishing a sustainable urban forest in Raleigh. The success of the program coupled with the right of way planting requirements in the Unified Development Ordinance (UDO), combined to significantly reduce the need for the program.

- **Participation-** Over the last several years of the program there was a significant decline in participation. In some ways the program was a victim of its own success. The majority of the citizens who wanted a tree had received one during previous offering seasons. During the 16/17 planting season the drop in acceptance left 40% of the trees unclaimed. To meet the target of 1500 trees planted per year staff

offered more than 3000 door hangers. In 2016 staff offered approximately 4000 door hangers with an acceptance level of only 20%.

- **Regulation-** With the adoption of the UDO trees that were previously planted on private property are now required in the right of way for new development. Large neighborhoods developed with no street trees were the main target for the NeighborWoods Program. The new UDO requirement significantly reduces the need for residential tree planting. Now required trees in the right of way become the maintenance responsibility of the City in perpetuity including pruning and replacement. The result is a sustainable street tree program with requirements in place for planting, maintenance and replacement.
- **Reduced planting opportunities-**The program coordinated with citizens providing the educational materials to plant a street tree in front of their homes. With the extensive installation of fiberoptic communication lines, utilities and development throughout the City it became much more difficult to locate planting sites in established neighborhoods.
- **Funding-** The trees used in the program were funded through donations, urban wood sales and Tree Impact Permit revenues. Annual donations have steadily declined over the life of the program. The permit revenues were re-directed to the general fund as part of the permit change that took place with the reorganization of the Urban Forestry Division (described below). The urban wood proceeds are variable and difficult to estimate from year to year. Ultimately the program's funding was not sustainable over the long term.
- **Organizational Change-** With the adoption of the UDO and a reorganization that brought review staff from the Development Services Department into the Urban Forestry Division, PRCR became a full Development matrix department. This change required a primarily maintenance-oriented group to establish a development team to deal with the development boom.

To meet the need for development related plan review and inspections without reducing the Urban Forestry Division's ability to deal with safety related tree maintenance, additional positions and reclassifications were needed. As the NeighborWoods program's effectiveness declined it made sense for the Department to make a change. As part of the FY18 Budget that established the reorganization of the Urban Forestry Development group, the Tree Planting Coordinator position (managing the NeighborWoods program) was reclassified into a Development Supervisor position. As part of this reorganization the PRCR Department added two inspector positions (funded by the Development Services Department fee increase) and a management position to oversee both the operations and development related functions of the Urban Forestry Division.

Tree planting opportunities- Even though the program itself is no longer active, many of its functions still exist. The piece that has been eliminated is the door to door offering of trees to residents.

- **Volunteer plantings-** Neighborhoods, HOAs and streets are still eligible to request and participate in volunteer plantings in the right of way conducted during the planting season. In these scenarios a location is selected and assessed for planting viability. The City provides the organization/oversight, supplies and trees and the neighborhood or group plants the tree.

- **Citizen Tree Planting-** Citizens who would like to install a tree in the right of way in front of their property can receive a tree impact permit at no cost. In these situations, City staff will assess the request based on the proposed location and tree type and issue the permit along with conditions or recommendations. This allows for the right tree to be planted in the right place and avoid overhead and underground utilities.
- **Tree replacement-** The City initiates an annual tree planting contract which installs approximately 100+ street trees per year through a contractor. The majority of these trees are replacements for trees that have been damaged, died or are required by code. Requests can also be made by citizens. Unfortunately, its unpredictable how many opportunities will be available after all required trees are replaced. Based on a request by the Cameron Park neighborhood via City Council multiple trees will be installed during this planting season along Hillsborough St between Ashe Ave and Oberlin Rd in lieu of a formal streetscape plan. It is anticipated that this program will grow as funding is increasingly available.
- **Development-**Through internal (City road projects) and external (private development) projects approximately 2500 trees were installed in the right of way in 2018.
- **PRCR Planting-**Raleigh boasts more than **30 years as a Tree City USA**. The PRCR Department currently plants trees through multiple avenues:
 - Volunteer projects (Since FY17, 31 exclusive tree planting projects out of 194 total landscape projects that also included tree planting)
 - New and replacement trees are installed routinely by staff on park and greenway property (175 native species planted in parks in 2018)
 - Site restoration tree planting is conducted through the Invasive Species Volunteer program (most recently 40 native trees planted at Cowper Dr. Park after invasive species removal in 2018)
 - Trees are installed through new park development (20 trees installed at Sierra Drive Park 2018)
 - There is a Donor Tree program that allows citizens to honor individuals or groups for a small fee. The application is on the city website <https://www.raleighnc.gov/parks/content/ParksRec/Articles/Programs/Volunteer/VolunteerProgram.html>

Estimated Need for Program Re-establishment-

- **Staffing-** Add 1 full-time position (Natural Resources & Parks- Crew Supervisor) and part time funding.
- **Funding-** Add operating budget and funding source to purchase trees (approximately \$40,000 per year based on 1000 trees)
- **Equipment-** Truck and trailer.

Next Steps- Based on the included information and the factors that originally resulted in the suspension of NeighborWoods, it is not deemed necessary to initiate a separate program. The combination of trees installed in the right of way through City initiated projects and those installed through robust private development, far exceed the scope and scale that could be provided by the NeighborWoods program.

There is an opportunity to better focus marketing and outreach efforts for tree planting. The PRCR Departments highly successful Volunteer Program is well positioned to facilitate tree planting and already conducts multiple projects in our parks, greenways and

cemeteries. Staff will work to provide a clearer path for citizens to take advantage of tree planting opportunities. Please let me know if I can provide additional information.



Raleigh

MEMO

TO: Ruffin Hall, City Manager

FROM: Kate Pearce, Planning Supervisor

Cc: Diane Sauer, Director, Parks, Recreation and Cultural Resources
Mary Vigue, Director, Budget and Management Services

DEPARTMENT: Parks, Recreation and Cultural Resources

DATE: February 8, 2019

SUBJECT: Dorothea Dix Park Maintenance & Operations Costs, 5 Year
Estimates – Council Member Mendell request

Background

In July 2015, the City of Raleigh purchased the Dorothea Dix property from the State of North Carolina for \$52 million. The purchase included the 308-acre site and 85 buildings - 1.2 million square feet of building space. As part of the purchase, the City of Raleigh negotiated five leases to third parties to allow for continued use of the property.

At the time of purchase, the City took over maintenance of approximately 150 acres outside of the lease-back areas. Four full-time park maintenance staff were hired to manage this acreage. The City also began to plan for the future of the park through a master plan process. Four full-time staff were hired between 2015 and 2018 to manage the planning process, including all marketing and communications and community outreach and engagement.

During the same time period, the City started to offer programs and events at Dix Park as part of outreach and community engagement effort. Three of the four planning staff mentioned above plus 50% of one full time employee managed all the programs and events at Dix Park until August 2018, when the PRCR department converted one full-time position to manage programs and events at Dix Park. From 2015 to 2018, the Dix Park team planned and delivered 123 events with over 112,000 attendees.

In May of 2016, the City entered a Memorandum of Understanding with the Dorothea Dix Park Conservancy. The Conservancy serves as the sole philanthropic partner to the City supporting the creation and operation of Dix Park. City budgets have been significantly augmented by donated money from the Dix Park Conservancy for planning and programming related

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222 West Hargett Street
Raleigh, North Carolina 27601

One Exchange Plaza
1 Exchange Plaza, Suite 1020
Raleigh, North Carolina 27601

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Post Office Box 590 • Raleigh
North Carolina 27602-0590
(Mailing Address)

expenses. For example, donations from the Dix Park Conservancy paid for the Master Plan with Michael Van Valkenburgh Associates and for much of the planning and programming related expenses at the Park. It is anticipated that this relationship will continue.

Growth & Change

Since the purchase of the property, the City has taken an incremental approach to the planning, operations and management Dix Park. Over the next five years, there will be significant change to the City's responsibilities. The two most notable changes are that there will be a shift from development to implementation of the Master Plan for Dorothea Dix Park and the City will take over additional maintenance and operational responsibilities for several buildings and surrounding grounds on campus.

As outlined in the purchase agreement with the State of North Carolina, the State can release portions of their leased premises and transfer these responsibilities to the City with a one-year notification period. In March and May of 2016, the City received notice that the State intended to transfer fourteen structures to the City. In addition, in July 2019, the current lease between the City of Raleigh and NC State University for the Graham Building will expire and the City will take control of the facility. PRCR intends to renovate the building, converting it from a childcare facility to office space. The following chart summarizes the square footage and associated acreage with these transfers:

Building Name	Square Footage (Building)	Acreage (Grounds)
House of Many Porches (701 Palmer Drive)	2,544 sq feet	1.078 acres
Benner House (703 Palmer Drive)	2,696 sq feet	
All Faiths Chapel	11,852 sq feet	.940 acres
Superintendents House	3,694 sq feet	1.414 acres
Doctor's House	2,260 sq feet	
Gate Keeper Cottage	1,336 sq feet	
1003 Richardson Drive	891 sq feet	1.774 acres
1005 Richardson Drive	891 sq feet	
1007 Richardson Drive	891 sq feet	
1009 Richardson Drive	891 sq feet	
Richardson Greenhouse Storage	518 sq feet	
1003 Tate Drive	891 sq feet	
1005 Tate Drive	891 sq feet	
Graham Building (691 Palmer Drive)	7,525 sq feet	4.29 acres
Totals	37,771 sq feet	9.50 acres

Budget Estimates

The table below highlights estimated operational funding for Dorothea Dix Park for the next five years. Costs identified in FY 20 and beyond have not been reviewed or approved as part of the budget development process.

	FY 19	FY 20	FY 21	FY 22	FY 23
Department/Division					
Engineering Services - Facilities and Operations (Note 1)	\$0	\$358,472	\$358,374	\$361,629	\$364,977
Parks, Recreation and Cultural Resources					
Parks Division (Note 2)	\$274,662	\$755,151	\$777,805	\$825,173	\$849,928
Park Development and Communication (Note 3)	\$340,802	\$496,435	\$564,307	\$581,236	\$598,673
Recreation (Note 4)	\$144,111	\$229,347	\$348,220	\$358,666	\$369,426
Total	\$759,575	\$1,839,405	\$2,048,706	\$2,126,704	\$2,183,004

Assumptions

No additional buildings other than those identified in the chart on the previous page will be transferred to the City during the five year period.

Note 1: Engineering Services operating cost projections include staff and building maintenance costs. The locations for services within this five-year projection includes basic services such as fire alarm, security monitoring, pest control and vandalism prevention for the following buildings Gate Keeper's Cottage, Doctor's House, Superintendent's House, All Faiths Chapel, 1003 Richardson, and the Graham Building.

Note 2: PRCR Parks Division operating costs include two additional positions in FY 20 to address increased acreage to maintained. FY 20 also includes an additional position for the Special Events crew to address the increase in programming/events at the park. After FY 20 a 3% increase added.

Note 3: PRCR Planning Development & Communications Division costs assumes additional staff in FY 20 and FY 21 and a 3% increase in costs after FY 21.

Note 4: PRCR Recreation Division costs assumes additional operating funds and part time staff for FY 20 and an additional fulltime staff in FY 21. After FY 21 a 3% increase added.