

CITY MANAGER'S WEEKLY REPORT

raleighnc.gov



CITY OF
Raleigh
MANAGER'S
OFFICE

Issue 2019-37

September 27, 2019

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INFORMATION:

Regular Council Meeting Tuesday, October 1 - No Lunch Work Session - Afternoon and Evening Sessions

Reminder that Council will meet next **Tuesday** in regularly scheduled sessions at **1:00 P.M.** and **7:00 P.M.**
The agenda for the meeting was published on Thursday:

<http://boarddocs.com/nc/raleigh/board.nsf>

Please note there will be a **Closed Session** immediately following the afternoon session of the Council meeting.

Reminder: If there is an item you would like to have pulled from the consent agenda for discussion, please send an e-mail to mayorstaff@raleighnc.gov by 11 A.M. on the day of the meeting.

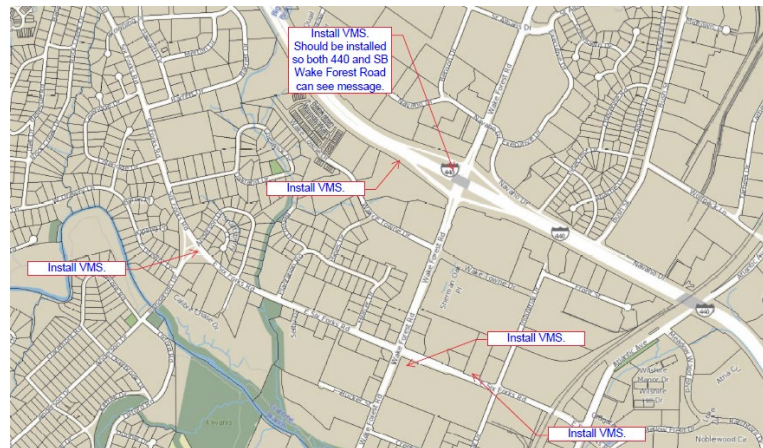
Wegmans Raleigh Grand Opening Sunday, September 29

Staff Resource: Daniel King, Development Services, 996-2408, daniel.king@raleighnc.gov

The new Wegmans Raleigh opens this Sunday in the Midtown East Shopping Center located at 1200 Wake Towne Drive. A comprehensive traffic plan has been coordinated by Wegmans management, the site developer, and assisted by City staff. A team of off-duty Raleigh police officers will be assisting the traffic flow entering and exiting the shopping center.



Variable message signs (VMS) have been strategically set up by the North Carolina Department of Transportation to provide advance alert to commuters from all directions to expect delays from 9/29 to 10/1.



(No attachment)

Wake Forest Road to be Closed Due to Sinkhole

Staff Resource: Eileen Navarrete, Public Utilities, 996-3480, eileen.navarrete@raleighnc.gov

During construction associated with the Blount/Person Street Corridor Project, a sinkhole was discovered below Wake Forest Road between Sycamore and Harding Street. Due to the presence of the sinkhole,

paving operations associated with the corridor project have been delayed; traffic has been reduced to a single lane.

Further investigation revealed the cause of the sink hole to be a 700-foot section of sewer line in need of replacement. The replacement work will require the complete closure of Wake Forest Road for approximately two weeks. Staff is actively working to determine the best detour route; public notice including media releases, message boards and other communications will be distributed once detour routes have been determined.



The Wake Forest Road closure is expected to begin October 7 and may last until October 21. Staff will provide additional details and information to Council next week.

(No attachment)

Historic Oak Tree Specimen at Nash Square

Staff Resource: Sally Thigpen, Parks, 996-4858, sally.thigpen@raleighnc.gov

On September 17, 2019, an inspection and formal *Tree Risk Assessment* was conducted by Urban Forestry Division ISA Certified Arborists on the large willow oak located on the southern edge of Nash Square, across from the Berkeley Cafe. The City has been conducting annual inspections on this tree over the past 5 years.

The over-mature oak tree exhibits the signs and symptoms of wood rot fungus, has lost several large branches in the past year and is in a high traffic area. Several attempts have been made to prolong the stability and viability of this tree including cabling and bracing and reducing weight in the crown by the removal of large limbs. The tree is in rapid decline, has been identified as a potential hazard and will require removal.

Due to the size and location of the tree, the removal will be conducted as soon as possible - likely by the end of October. The Urban Forestry team works hard to maintain a diverse and healthy urban forest and follows both best industry practices and recommendations of the International Society of Arboriculture. Public safety is always a top priority.

(No attachment)

Melbourne Road Bridge Removal and Replacement Project

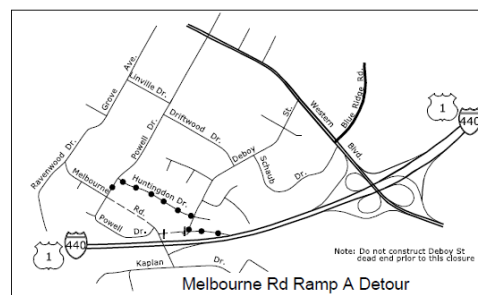
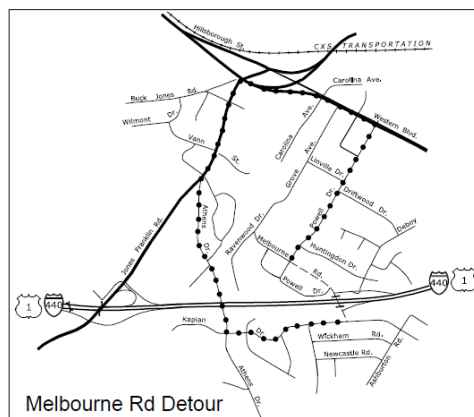
Staff Resource: Michael Moore, RDOT, 996-3030, michael.moore@raleighnc.gov

Lane Construction, the North Carolina Department of Transportation (NCDOT) contractor for the Melbourne Road/I-440 project, notified City staff earlier this week of their plan to close Melbourne Road to begin demolition on the existing Melbourne Road Bridge. The closure is scheduled to begin Monday, September 30 and will remain in place approximately one year. The closure allows for the demolition of the existing bridge structure, construction of a new bridge, and ramp configuration and construction. The existing Melbourne on-ramp to I-440 will remain open to traffic, and the existing off-ramp from I-440 to Melbourne will remain open by utilizing a detour to Deboy Street. The contractor will also create a detour route to accommodate local traffic around the construction site. Diagrams describing these detours are included below.

For the next year, a signed detour route will direct motorists south and east of I-440 to take Kaplan Drive to Athens Drive to cross I-440, then to Jones Franklin Road, Western Boulevard, and Powell Drive to get to Melbourne Road on the West side of I-440. Motorists north and west of I-440 will follow a detour on the same streets, but in reverse.

Both directions of I-440 at Melbourne Road are scheduled to be closed for five (5) nights beginning October 7 through October 11 to permit safe demolition of the bridge. Closures will occur from midnight to 5:00 AM. Eastbound travelers on I-440 will exit I-440 at Jones Franklin Road and follow a detour route to Western Boulevard back to I-440. Westbound motorists will detour from I-440 at the Western Boulevard exit and turn left onto Jones Franklin Road to return to I-440.

Melbourne Road Closure - Detours



(No attachment)

BRT: Equitable Development Around Transit

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

As reviewed for Council in *Weekly Report 2019-27* (July 19), the Equitable Development process is working closely with the design process for bus rapid transit (BRT) along the New Bern Avenue corridor, as the two projects involve overlapping questions and issues. Staff have focused on integrating each plan seamlessly

into all events, so that a member of the public attending an Equitable Development event can learn and weigh in on the New Bern Avenue BRT design and vice versa. Equity and sustainability are core considerations of this project. Maintaining and enhancing affordability, ensuring accessibility to the transit service from existing residential areas, and minimizing displacement from rising real estate values will be issues discussed during the project, along with goals of increasing ridership, reducing carbon emissions, and providing equitable economic development opportunities.

The first phase of the Equitable Development process wrapped up in early July, with more than 500 people taking part at the project kickoff meeting or via an online survey; several hundred more engaged in person during various popup events. The project is now in an analysis phase. Project consultants are creating an affordable housing inventory and analyzing developable sites along the corridors. The next phase will address the core questions of the project:

1. Given expected future growth in the City, what is a reasonable proportion to accommodate along the BRT corridors?
2. What are the City's goals for housing affordability along the BRT corridors?

Workshops are planned to engage the public on those two questions. Participants will take part in hands-on exercises to explore the question of creating future housing opportunities and will have the chance to weigh in on affordable housing goals.

The Equitable Development plan will generate development and housing policies by the end of the year. Focused station area planning efforts will follow in coming years as specific station sites are identified.

The next phase of the Equitable Development planning process, which is considering how Raleigh will grow around its bus rapid transit system, will begin in October. Three main input opportunities are planned, including two community workshops:

1. Equitable Development around Transit: Equity and Affordability. Saturday, October 12 10 A.M. to Noon. Southeast YMCA. This event will feature community conversations about affordability and ensuring that BRT benefits are shared equitably.
2. Equitable Development around Transit: Growing around Transit. Saturday, October 26 10 A.M. to Noon. Martin Street Baptist Church. This event will feature conversations about to what extent Raleigh should grow around transit and what the implication of different choices are in terms of scale of development, housing options, carbon emissions, ability to live in walkable neighborhoods, and other considerations.
3. Online workshop. This will consist of online information and a survey that explores the same topics discussed at the in-person workshops.

(No attachment)

New On-Street Pay Stations to be Deployed

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

During the September 17 City Council meeting, staff reviewed changes to the on-street parking meter equipment and recommended various updates to the city code related to traffic regulations. Beginning in

mid-October, staff will begin the installation of the new Parkeon pay stations in the Hillsborough Street Parking District, replacing the current on-street pay stations.



During the week-long installation effort along the Hillsborough Street corridor, parking will be time-restricted; no payment will be required. Following the installation completion, patrons will return to paying for parking with coins, credit card or via the Passport Parking application and adhering to the time restrictions as designated by signage.

Following installation, the following changes will be in place:

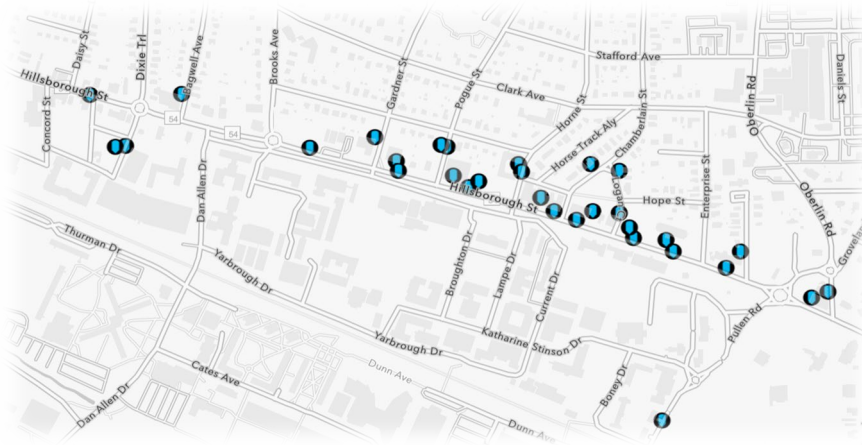
- The new system will require patrons to pay using their license plates rather than by space number. City of Raleigh Communications will spearhead reminders for patrons to “Know Your Plate” through social media, signage and other media outlets.

New Rates & Hours after installation

- Current Rate is \$1.00/hour; New Rate will be \$1.50/hour
- Current Hours are 8 A.M. – 5 P.M. M-F; New Hours will be 8 A.M. – 8 P.M. M-F
- New “Pay to Park” signage will be installed at each pay station location
- The addition of five new pay station locations & 31 metered spaces

The Hillsborough Street Parking District installation is the first of a phased approach for upgrading all the meters throughout downtown. The installation will start in the Hillsborough Street Parking District and move east throughout the downtown in the following order: Glenwood South, Warehouse, Municipal, Capital, Fayetteville and Moore Square Parking districts. The overall pay station upgrades will be completed late winter 2020.

Staff has engaged with the Hillsborough Street Community Service Corporation, Glenwood South Neighborhood Collaborative and the Downtown Raleigh Alliance and participated in extensive community engagement meetings with ongoing touch points since February 2019.



Meter Locations in the Hillsborough Street Parking District

(No attachment)

Bloc[83] Development, Phase Two: Public Impacts and Outreach

Staff Resource: Ken Dunn, Development Services, 996-6810, ken.dunn@raleighnc.gov

Phase Two of the [Bloc\[83\] development project](#) will begin in early October along Boylan Avenue, Hillsborough Street and West Morgan Street. A ten-story office/retail tower ("Tower Two"), urban courtyard, and parking garage all elements included in phase two. A full closure of Boylan Avenue to all traffic (bikes, cars, pedestrians) will begin October 7, and will remain until December 2020. The eastbound sidewalk and bike lane along Hillsborough Street between Glenwood Avenue and Saint Mary's Street will also be closed during this time.

The City [website has more information](#) on this project, including a map of alternate routes, list of public improvements, project contact info, and an informational flier available for download. The informational flier is included with the *Weekly Report* materials. The project developer is also working with City staff to connect with Citizen Advisory Councils should there be questions or concerns from residents in the respective neighborhoods.

(Attachment)

New Bern Avenue Bus Rapid Transit Status Update

Staff Resource: Mila Vega, RDOT, 996-4123, mila.vega@raleighnc.gov

The City continues to work on preliminary design and environmental clearance for the New Bern Avenue Corridor Bus Rapid Transit (BRT), the approximately 5.1-mile corridor connecting the central business district with WakeMed Raleigh Campus and New Hope Road. To comply with National Environmental Protection Act (NEPA) requirements, the project team needs to conduct topographical surveys along the project corridor. Prior to conducting the work, notification letters will be mailed to property owners and tenants along the frontage of the corridor to inform them about the survey. The letter sent to residents is included with the *Weekly Report* materials.

(Attachment)

Weekly Digest of Special Events

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

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

(Attachment)

Council Member Follow Up Items

Follow Up from the September 3 City Council Meeting

Childcare at Public Meetings (Council Member Stewart)

Staff Resource: Mary Vigue, Budget & Management Services, 996-4273, mary.vigue@raleighnc.gov

During the meeting Council requested information regarding possible options for providing childcare at public meetings. For this report, staff collected information on current practices of the City and compiled this information with the practices of other jurisdictions. A staff report is included with the *Weekly Report* materials which outlines staff findings along with options for Council consideration.

(Attachment)

Willow Run South Neighborhood Conservation District Text Change

Staff Resource: Donald Belk, City Planning, 996-4641, donald.belk@raleighnc.gov

During the September 3 meeting, Council adopted Text Change TC-10-19 to incorporate the Willow Run South Neighborhood Conservation Overlay District into the Raleigh Unified Development Ordinance (Section 5.4.3). The Willow Run South Neighborhood Conservation Overlay District (NCOD) establishes a minimum lot size of 32,670 square feet or 0.75 acres.

Adoption of the text change sets the stage for a rezoning petition to apply the overlay district. Representatives of the Willow Run South Neighborhood have scheduled a Rezoning Pre-Application Conference with staff for Friday, September 20. A key topic of this meeting will be the initiation of the rezoning process.

Applying the NCOD would be a downzoning; it would reduce the allowable density of the neighborhood from 4 units per acre to 1.3 units per acre. Because of this reduction in allowable density, a Rezoning Application to apply the NCOD would require the consent of all property owners subject to the proposed zoning amendment, unless the rezoning is initiated by the City.

Representatives of Willow Run South have previously indicated that they would be unable to obtain consent of all property owners within the NCOD; staff anticipates that a neighborhood resident will likely submit a citizen petition requesting Council to direct City Planning staff to initiate a rezoning to apply the Willow Run South Neighborhood Conservation Overlay District.

(No Attachment)

Bloc83 Office, Retail & Parking Construction Project Traffic Impacts



HERITAGE
PROPERTIES, INC



General Project Information

Location:

621 Hillsborough Street & 701 Hillsborough Street

Project:

A new 10 story office & retail tower, urban courtyard, and a 655 space parking garage approved via the City of Raleigh administrative site review process (Link: <http://www.raleighnc.gov/business/content/PlanDev/Articles/DevServ/AdministrativeSiteReview.html>). The tower is located at 621 Hillsborough Street & the parking garage is located at 701 Hillsborough Street.

More Info: www.bloc83raleigh.com

Schedule:

October 2019- February 2021

Developer:

Heritage Properties, Inc.
Contact: bloc83phase2@hpimd.com

City of Raleigh:

Citizens with questions or concerns regarding the streets and sidewalks should contact rightofwayconcerns@raleighnc.gov.

General Contractor:

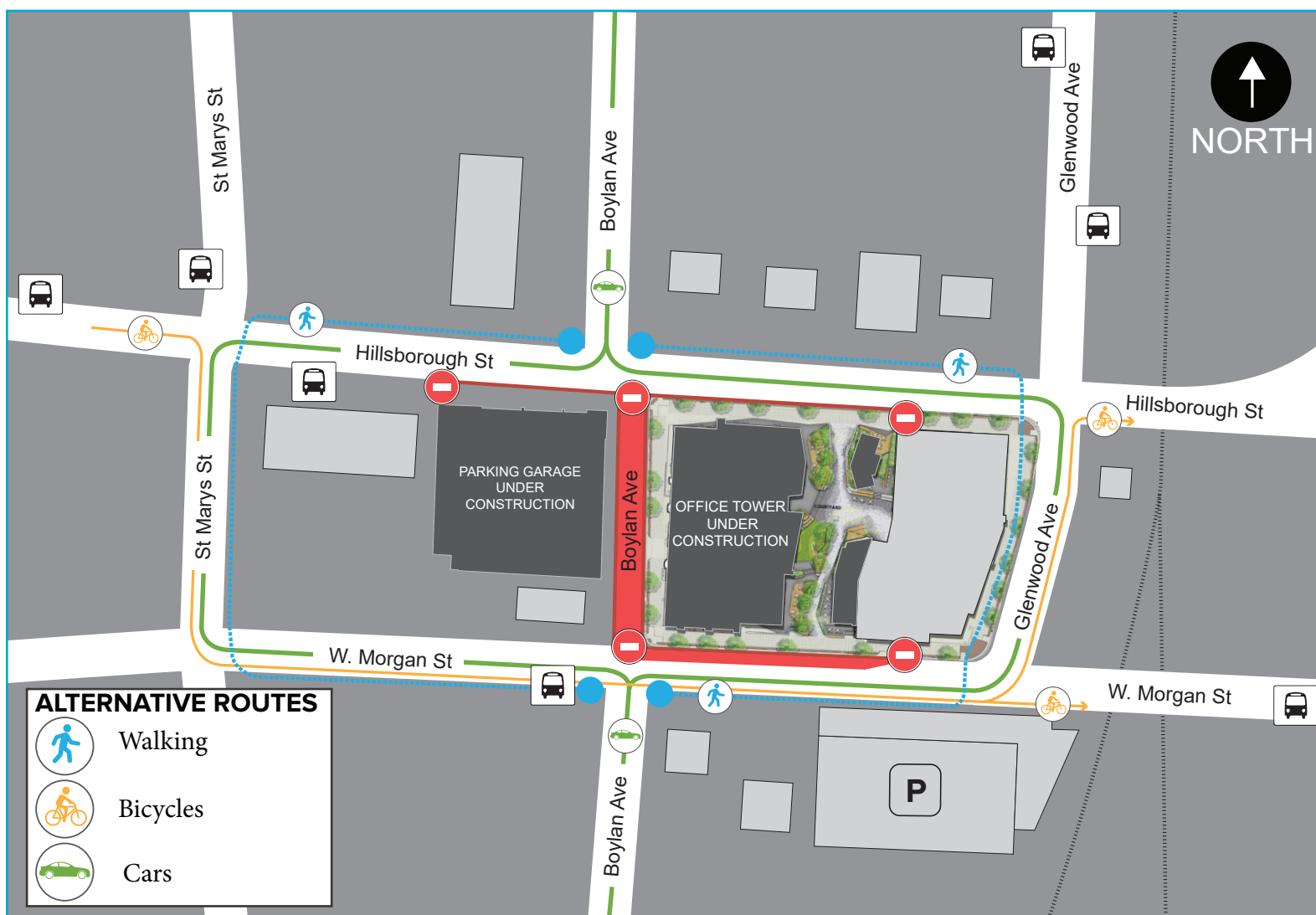
Whiting Turner Construction Company
Contact: WhitingTurnerConstruction@whiting-turner.com

September 27, 2019

Bloc83 Office, Retail & Parking Construction Project Traffic Impacts



HERITAGE
PROPERTIES, INC



ROAD, SIDEWALK & BIKE LANE CLOSURES

The travel lanes and sidewalks located on Boylan Avenue between Morgan Street and Hillsborough Street will be closed from October 2019 to December 2020.

One of the west bound travel lanes and the sidewalk located on W. Morgan Street between Glenwood Avenue and Boylan Avenue will be closed from October 2019 to December 2020. Two way drive traffic will be available on W. Morgan Avenue.

The east bound bike lane and sidewalk located on Hillsborough Street between Glenwood Avenue and St Mary's Street will be closed from October 2019 to December 2020.

Bloc83 Office, Retail & Parking Construction Project Traffic Impacts



HERITAGE
PROPERTIES, INC

PUBLIC IMPROVEMENTS PAID FOR BY DEVELOPER:



The developer gifted the city over 5,250 square feet of land to enhance sidewalks, future roadways, and bike lanes. Land was dedicated adjacent to the development site along W. Morgan Street to add a future bike lane and a future tree lined median. Furthermore, the sidewalks along W. Morgan, Boylan Avenue, and Hillsborough Street are being changed from 5' sidewalks to over 14' wide sidewalks with tree lined streets. The developer is also adding a brick accent band along the street.

The developer eliminated 10 drive entrances off of Boylan Avenue, W. Morgan Street and Hillsborough Street to improve traffic flow. Those areas are being replaced with additional street parking for the public.

Overhead power lines along Boylan Avenue are being removed and replaced with underground power lines. This will enhance the aesthetics of the area and help reduce power outage risks.

The developer is planning to repave all of Boylan Avenue between W. Morgan Street & Hillsborough Street and all of W. Morgan Street between Boylan Avenue and Glenwood Avenue.



Survey Notification Letter
Wake BRT: New Bern Avenue Project

September 30, 2019

Dear Property Owner:

The Raleigh City Council has approved a Bus Rapid Transit (BRT) improvement project, Wake BRT: New Bern Avenue, to improve transit service from Downtown Raleigh to New Hope Road. The project limits extend primarily along New Bern Avenue but also include Martin Street, Wilmington Street, Morgan Street, Edenton Street and Blount Street segments within Downtown Raleigh.

It is necessary to conduct topographical surveys along the roadway before the design work can start. For this reason, personnel will need to have access to your property to survey the existing conditions.

The City has authorization by North Carolina General Statute, Chapter 40-A-II, to enter upon private property to complete surveys. We prefer to receive your approval to do this work. Please complete and return the enclosed form letter. This letter grants the City permission to do survey work on your property. If you have any concerns you wish to share with us, or special conditions (locked gate, a dog which must be restrained, etc.), please note them on the form. A pre-addressed, postage-paid envelope is enclosed for your convenience.

If you have tenants residing at the property, please advise them that survey crews will be on the property. Crews are instructed to protect all property and cooperate with property owners. The City appreciates your cooperation in allowing surveyors and other technical personnel to perform this work. They will be wearing high visibility safety vests.

For more information on this project, visit our website at www.raleighnc.gov/BRT. This will direct you to the project's web page. The page is updated on the progress of this project including project maps, schedules, team contact information, and other helpful information. The web page is available throughout the life of the project.

Should you have any further questions or need additional information, please contact Het Patel at 919-996-5120 or by e-mail at het.patel@raleighnc.gov. We look forward to working with the community on this project.

Sincerely,

Het Patel, AICP
Senior Transit Planner

Het Patel, AICP
 Senior Transit Planner
 City of Raleigh
 Post Office Box 590
 Raleigh, NC 27602-0590

Subject: Wake BRT: New Bern Avenue Project

Dear Mr. Patel:

I am the owner, lease or lien holder of land across which the City of Raleigh intends to conduct a field location survey and routine examinations for the proposed Wake BRT: New Bern Avenue project to improve transit service from Downtown Raleigh to New Hope Road. The project limits extend primarily along New Bern Avenue but also include Martin Street, Wilmington Street, Morgan Street, Edenton Street and Blount Street segments within Downtown Raleigh. There is no objection on my part to this field survey and associated investigations being made across this property. It is understood that I am not, by way of this letter, waiving any rights of compensation to which I may be entitled later for any easement, right- of-way or property obtained from me.

Owner Name (Please Print)

Signature

Date

Telephone Number

Email Address

Mailing Address

City

State

Zip

Property Physical Address (If different from Mailing Address)

Comments:

Special Events Weekly Digest

Friday, September 27 – Thursday, October 3

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

Permitted Special Events

Wide Open Bluegrass Festival

Fayetteville Street District

Friday, September 27 – Saturday, September 28

Event Times: 12:00pm - 11:00pm on 9-27-19 & 9-28-19

Associated Road Closures: Lenoir Street between S. Salisbury Street and S. Wilmington Street will be closed from 6:00am on 9-27-19 until 7:00am on 9-29-19. South Street between S. Salisbury Street and S. Wilmington Street will be closed from 10:00am on 9-27-19 until 6:30pm on 9-28-19. City Plaza, Market Plaza, and Exchange Plaza will be used and the following streets will be closed from 6:00pm on 9-26-19 until 7:00am on 9-29-19:

- Fayetteville Street between Morgan Street and Lenoir Street (note that the 500 block will remain accessible for local traffic only)
- Hargett Street between S. Salisbury Street and Fayetteville Street
- Martin Street between S. Salisbury Street and S. Wilmington Street
- Davie Street between S. Salisbury Street and S. Wilmington Street
- Cabarrus Street between S. McDowell Street and S. Salisbury Street
- Gale Street between W. Cabarrus Street and the southern entrance to the parking deck
- Lenoir Street between S. Dawson Street and S. McDowell Street

Hargett Street Bluegrass Festival

Hargett Street

Friday, September 27 – Saturday, September 28

Event Times: 11:00am - 11:00pm on 9-27-19 & 9-28-19

Associated Road Closures: E. Hargett Street between Fayetteville Street and S. Wilmington Street will be closed from 6:00am on 9-27-19 until 11:59pm on 9-28-19.

NC Pride at Night

Harrington Street

Friday, September 27 – Saturday, September 28

Event Times: 6:00pm - 11:00pm on 9-27-19 & 4:00pm - 11:00pm on 9-28-19

Associated Road Closures: S. Harrington Street between W. Morgan Street and W. Hargett Street will be closed from 6:00pm on 9-27-19 until 9:00am on 9-29-19.

Community Block Party

Mangum Street & Branch Street

Saturday, September 28

Event Time: 11:00am - 3:00pm

Associated Road Closures: Mangum Street between Bragg Street and Branch Street and Branch Street between S. East Street and Garner Road will be closed from 10:00am until 3:30pm.

Starry Night Triangle 5K

Dorothea Dix Park, Harvey Hill

Saturday, September 28

Event Time: 4:00pm - 8:00pm

Associated Road Closures: Umstead Drive at Cranmer Drive will be closed from 2:30pm until 10:00pm and Harvey Hill will be used from 7:00am until 11:00pm. Roads will be closed from 5:20pm until 7:00pm to facilitate the following route:

Start at Umstead Drive and Cranmer Drive; Right onto Richardson Drive; Left onto Tate Drive; Right onto S. Boylan Avenue; Left onto Umstead Drive; Right onto Palmer Drive; Right onto Biggs Drive; Right onto Whiteside Drive; U-turn on 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; Finish at Umstead Drive and Cranmer Drive.

Exit Opioids Corporation Annual Run/Walk

Dorothea Dix Park, Harvey Hill

Sunday, September 29

Event Time: 7:00am - 4:00pm

Associated Road Closures: Harvey Hill will be used from 7:00am on 9-29-19 until 9:00am on 9-30-19.

Cranmer Drive at Umstead Drive will be closed from 8:00am until 4:00pm on 9-29-19. Roads will be closed from 9:50am until 11:30am on 9-29-19 to facilitate the following route:

Start at Umstead Drive/Cranmer Drive; Continue on Umstead Drive; Right onto S. Boylan Avenue; Left onto Tate Drive; Right onto Richardson Drive; Left onto Umstead Drive; Right onto Middleton Drive; Continue onto Palmer Drive; Right onto Biggs Drive; Right onto Whiteside Drive; U-turn on 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 to Finish.

LUNGe Forward Run, Walk & Rally

Midtown Park in North Hills & Route

Sunday, September 29

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

Associated Road Closures: St. Albans Drive between Cardinal at North Hills Street and Benson Drive and Benson Drive between St. Albans Drive and Navaho Drive will be closed from 1:30pm until 3:30pm. Note that cross streets will be detoured during the event and additional streets within North Hills property will be impacted.

Outdoor Office 2.0

Union Station Plaza

Monday, September 30 – Friday, October 4

Event Times: 9:00am - 5:00pm every day from 9-30-19 through 10-4-19

Associated Road Closures: No roads will be closed for the event. Union Station Plaza will be used from 8:00am until 6:00pm every day from 9-30-19 through 10-4-19.

Other Events This Weekend

Diabolo Dance Theatre – Goodwill Mission (Ocean Celebration) – NC Taiwanese Cultural Arts

Friday, September 27

Memorial Auditorium

Hurricanes vs. Predators

Friday, September 27

PNC Arena

IBMA's World of Bluegrass Exhibit Hall

Friday, September 27 – Saturday, September 28

Raleigh Convention Center

City of Raleigh Transportation & Construction Job Fair

Friday, September 27 – Saturday, September 28

Raleigh Central Operations Facility

Special Events Weekly Digest

Friday, September 27 – Thursday, October 3

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

IBMA's World of Bluegrass

Friday, September 27 – Saturday, September 28
Red Hat Amphitheater

Scarecrow Festival

Saturday, September 28
Pullen Park

Gary Allan

Saturday, September 28
Memorial Auditorium

Rubies – Carolina Ballet

Saturday, September 28 – Sunday, September 29
Fletcher Opera Theater

Hurricanes vs. Capitals

Sunday, September 29
PNC Arena

Marisela Concert

Sunday, September 29
Memorial Auditorium

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: Ruffin L. Hall, City Manager

FROM: Mary Vigue, Budget and Management Services Director

DATE: September 27, 2019

SUBJECT: Childcare at Public Meetings

Background

At the September 3, 2019 City Council meeting, Council Member Stewart requested information regarding possible options for providing childcare at public meetings. For this report, staff collected information on Raleigh's current practices and the practices of other jurisdictions and developed options for Council consideration.

Findings

City of Raleigh Current Practices

The City of Raleigh does not currently have a citywide approach to providing childcare at public meetings; however, several City departments have offered childcare at City events. The Planning Department offered childcare at several events including the *Bus Rapid Transit: Equitable Development Around Transit*; *BRT: Western Boulevard Corridor Study*; *Capital Boulevard North Corridor Study*; and *Midtown-St. Albans Area Plan*. During these meetings, Parks, Recreation and Cultural Resources staff provided passive childcare by offering activities at a table in the back of the room while parents or guardians participated in the meeting. Staff recalls approximately one to five children participating at each event. The Department of Transportation has provided similar passive childcare at project design meetings.

The Raleigh Police Department (RPD) offered similar activity tables, staffed by Youth and Family Services officers, at recent Face to Face meetings. Around 1-2 children per meeting took advantage of this offering, while the rest of the children sat with their parents or guardians. At RPD's Family Support Meeting, the host location (a church) had on-site daycare staff who volunteered their time to provide childcare during the meeting.

Municipal Building
222 West Hargett Street
Raleigh, North Carolina 27601

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

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

Municipalities with Childcare Programs

The provision of childcare at public meetings is an emerging discussion throughout the nation; however, there are limited examples of programs currently in place. Staff identified the following childcare programs provided during public meetings:

- **Asheville, NC** (Population 92,452): Provides childcare for school-age children at city-sponsored events intended to solicit public feedback. Events are held at community centers utilizing existing Parks and Recreation staff. This program started during the past year and participation ranges from one to five children per event.
- **Chapel Hill, NC** (Population 60,988): Provides childcare for certain City-sponsored public meetings, Citizen Academy, and City Council meetings utilizing trained Parks and Recreation staff. The City utilizes public spaces designed to accommodate childcare programs including community centers and libraries.
- **Fairfax County, VA** (Population 1,150,795): Provides childcare for school-aged children for large-scale Board of Supervisor sponsored meetings, public engagement sessions, strategic planning, and any other meeting as directed by the Board. Care is provided through facilities and existing part-time staff with the Department of Neighborhoods and Community Services.
- **Pittsburgh, PA** (Population 301,048): Provides childcare at city-sponsored community meetings, budget meetings, or public hearings. Childcare is provided by a third-party vendor.
- **Ithaca, NY** (Population 30,999) and **Bloomington, IN** (Population 84,981) are piloting similar programs to provide childcare at City Council meetings through partnerships with organizations such as the Chamber of Commerce. Other municipalities are having conversations about starting similar programs, including **Boise, ID** (Population 205,671) and **Cuyahoga Falls, OH** (Population 49,272). Other organizations have developed a call-in reservation process, so staff can plan for staffing and accommodation needs.

Issues for Consideration

Options for providing childcare at public meetings vary across two factors – the type of public meetings and the level of childcare provided. The type of public meeting impacts the amount of resources needed and space requirements (or location) for the care provided. The topic of the public meeting may also impact the number of participating parents with children. Types of meetings and considerations are grouped below:

Meeting	Clarification	Est. Number	Est. Attendance	Considerations
<i>City Council Regular Meetings</i>	Includes regular work sessions, afternoon and evening meetings, and public hearings	5 per month	60 participants	<ul style="list-style-type: none"> • Adequate space may be limited as work sessions and afternoon meetings occur during the work day in the municipal building • The length of these sessions may dictate additional resource needs (e.g. food, water, space for naps)

Meeting	Clarification	Est. Number	Est. Attendance	Considerations
<i>Boards, Committees, and Commissions Meetings</i>	Includes Council Committee meetings	12 per week	20 participants	<ul style="list-style-type: none"> Adequate space may be limited during Board and Commission meetings occurring during the work day in the municipal building Meetings may conflict with each other, requiring additional staff
<i>Other Public Engagement Sessions (citywide or area specific)</i>	City-sponsored engagement sessions to get feedback on projects, project design meetings, area plans, Comprehensive Plan, and transit studies	Varies by month	25 participants on average	<ul style="list-style-type: none"> The length of these sessions may dictate additional resource needs (e.g. food, water, space for naps) The timing of these sessions may necessitate additional on-demand staff

The level of childcare provided can be grouped into three categories, each with different resource needs and considerations.

Care Provided	Definition	Resource Needs	Considerations
<i>Passive Childcare</i>	Provision of age-appropriate materials in joint or same space for school-aged children Example: Table in back of room with art supplies.	<ul style="list-style-type: none"> Age-appropriate materials (coloring and other books, toys, games) Staffing according to established ratios Adequate space 	<ul style="list-style-type: none"> Parents and other participants may be distracted Not all parents are served City assumes low level of risk Most flexible option for providing care
<i>Limited Active Care</i>	Staff provides age-appropriate materials and activities in separate or linked room for school-age children	<ul style="list-style-type: none"> Age-appropriate materials (coloring and other books, toys, games) Staffing according to established ratios Adequate space for activities 	<ul style="list-style-type: none"> Not all parents are served Staff are already trained for this type of service Spaces may need modification (e.g. restrooms) to be appropriate for this use
<i>Full Active Care</i>	Infants, children, and other dependents get age-appropriate care in separate rooms	<ul style="list-style-type: none"> Age-appropriate materials (coloring and other books, toys, games) 	<ul style="list-style-type: none"> Serves the greatest range of participants

Care Provided	Definition	Resource Needs	Considerations
		<ul style="list-style-type: none"> Staffing according to established ratios Adequate space for activities (including napping and changing diapers) Storage space (incl. refrigerated) for food, diapers, change of clothes, etc. (assuming these are not provided by City of Raleigh) 	<ul style="list-style-type: none"> Staff needs additional training and equipment to provide adequate care, or a vendor is needed Spaces may need modification to be appropriate for this use City takes on high level of risk

Based on the type of public meeting and the level of childcare provided, the following issues would need to be addressed before offering childcare at City-sponsored events:

- Staffing:** Options for staffing include utilizing existing Parks, Recreation, and Cultural Resources staff or utilizing a third-party vendor. PRCR staff are trained to provide childcare to children ages 3 and older (school-aged). Current PRCR staff and facilities are not equipped to provide infant care.
- Location of meetings:** Current community centers are equipped to provide childcare programs during public meetings. Meetings not held at community centers provide other challenges such as ensuring there are sufficient and safe spaces, Americans with Disabilities Act accommodations, and availability of restrooms that provide accessibility for children. Additional considerations are listed in more detail in Appendix A.

Cost Considerations

Below is an example cost estimate for childcare at a public meeting. The estimate assumes existing PRCR staff are providing passive childcare or limited active care at a 2-hour meeting with 1-hour set-up and clean-up, located in a City community center, with 20 or fewer school-aged children. Materials purchased for activities are budgeted at \$2.00 per child based on averages of existing programs of similar nature and duration.

# of Children	Item	Cost per unit	Multiplier	Sub Total
Up to 10	Supervisor	\$13/hr. + fringe (\$14.00)	3 hours	\$42.00
	Counselor	\$11/hr. + fringe (\$11.83)	3 hours	\$35.50
11 - 20	Counselor	\$11/hr. + fringe (\$11.83)	3 hours	\$35.50
	Materials	\$2.00/child	Up to 20 children	\$40.00
			Total	\$153.00 per meeting

Costs for a third-party vendor would be determined through a request for proposal (RFP) process.

Options for Considerations

Option 1: Continue to provide childcare at public meetings on an ad-hoc basis.

Option 2: Provide childcare at public meetings utilizing Parks, Recreation, and Cultural Resources staff at one of the following levels:

- Passive Care
- Limited Active Care

Option 3: Complete the RFP process to utilize a third-party vendor to provide full active care.

Appendix A

Additional Considerations

Authority to offer childcare programs:	<p>City Charter § 2.14(77)(a)(2) authorizes child care programs</p> <p>The Parks, Recreation and Cultural Resources Department (PRCR) regularly provides a variety of similar supervised experiences for children as young as age three (3). These programs are typically delivered at facilities managed by the department or in some instances, through leased spaces (example – WCPSS for year-round or traditional summer camp).</p> <p>Programs targeting children ages three to five are provided through pre-school programs offered in two- to three-hour blocks as part of weekly programming or as part of a pre-school half-day summer camp experience. Pre-school program participants are required to be independent for toileting and personal care.</p> <p>For elementary school age (5-12) children, PRCR offers before-school, after-school, track-out and summer camp experiences, pop-up and scheduled programs.</p> <p>Programs are not provided for children birth through two years old without a parent because staff do not have facilities to provide infant or other personal care services.</p>
Staffing ratios:	Staffing ratios are determined by several factors including the site layout, the activities being supervised, the age of the children, and children with special needs. Staff to participant ratios range from 1:1 to 1:20 based on all these factors with a typical ratio of one staff person for every 10 children with a minimum of two (2) staff present with a group of children.
Medical:	May need standards for vaccinations, sick children, and provision of medication (e.g. insulin). If food or drink is provided, need to consider allergies and collecting information during sign-in.
Trained personnel, supervisors, or monitors:	PRCR staff who work with pre-school or school-age children must pass a background check, attend a minimum of 20 hours of training annually that includes age appropriate programming strategies, behavior management, games and activities, supervision, and responding to emergencies. Supervisors attend a minimum of 40 hours of training. Staff must also follow ADA requirements and provide proper accommodation.
Security Protocols and Waivers:	A check-in and check-out system would need to be utilized following existing PRCR protocols. Additional consideration may be needed in the case of custody issues. Staff would evaluate

	need for signed waivers of liability including covenant not to sue or an indemnity provision. Access to the care location may need to factor in sex offender restrictions.
Physical requirements of space:	Current community centers and facilities are designed to accommodate school age children. Staff would need to evaluate the physical requirements of professional spaces such as the Raleigh Municipal Building (ex. kid-size bathroom facilities) and be familiar with emergency protocols in each space.
Programming of space:	Examples reviewed include general supervision of play areas, use of coloring books, educational programming of city services, or use of play stations.