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## INFORMATION:

### **Regular Council Meeting Tuesday, May 7 - 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:

<https://go.boarddocs.com/nc/raleigh/Board.nsf/Public>

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 [mayorstaff@raleighnc.gov](mailto:mayorstaff@raleighnc.gov) by 11 A.M. on the day of the meeting.

### **FY24 City Council Contingency Update**

*Staff Resource: Sadia Sattar, Budget & Management Services, 996-4273, [sadia.sattar@raleighnc.gov](mailto:sadia.sattar@raleighnc.gov)*

As a reminder for Council, the Fiscal Year 2024 adopted budget includes \$150,000 in Council Contingency funds. This line-item in the adopted budget is authorized to be spent on items based on the discretion and authority of members of the Raleigh City Council. The following table provides a summary of City Council

actions and disbursements from Council contingency funds for Fiscal Year 2024. As of March 18, 2024, City Council has spent \$98,800 in Council Contingency funding, with a total remaining balance of \$51,200. As a reminder, Council Contingency funds are budgeted in the City's primary operating fund or the General Fund and must be spent within the current fiscal year (July 1, 2023, to June 30, 2024). Unlike capital projects, Council Contingency funding cannot extend beyond the end of the fiscal year.

Entity	Council Contingency Amount
Oak City Cares	\$25,000
Great Raleigh Cleanup	\$12,000
Wake Med	\$11,300
PAC (MLK Celebration)	\$13,700
No Woman No Girl	\$5,000
United Arts Council	\$10,000
Kendall Harris Receptions	\$300
Skate Park Bathrooms	\$7,500
Wake Blueprint to Dismantle Racism	\$14,000
<b>TOTAL SPENT</b>	<b>\$98,800</b>
<b>TOTAL FUNDS REMAINING</b>	<b>\$51,200</b>

(No attachment)

### **Northeast Special Study Area (NESSA) – Scope and Timeline Update**

Staff Resource: Bronwyn Redus, Planning & Development, 996-2183, [bronwyn.redus@raleighnc.gov](mailto:bronwyn.redus@raleighnc.gov)

In the April 14, 2023, issue of the *Manager's Update* ([2023-14](#)), staff provided an update and projected timeline for the Northeast Special Study Area (NESSA). Since then, staff have been internally preparing for the estimated September 2024 project kickoff. Staff have drafted a project scope and will be soliciting consultant services. The draft scope of work includes exploring growth scenarios, extraterritorial jurisdiction (ETJ) extension evaluation, municipal service planning, land use and transportation planning, and equitable community engagement. Staff are targeting the beginning of May 2024 for solicitation; the draft scope of work is attached.

(Attachment)

### **Update to the Beer/Wine Licenses Transition to Permit and Development Portal**

Staff Resource: David Fitzgerald, Finance, 996-4931, [david.fitzgerald@raleighnc.gov](mailto:david.fitzgerald@raleighnc.gov)

As reviewed for Council in the *Manager's Update* (Issue 2024-13 April 5), the Revenue Services Division began utilizing the existing Permit and Development portal for the administration of annual Beer/Wine licenses beginning with the 2024/2025 license renewal process.

To inform businesses of the change, approximately 900 letters were mailed to existing licensees at the beginning of April. The letter explained the change, provided on-line application portal information and a detailed “how-to” document.

Revenue staff have reviewed and issued over 600 licenses. All completed and paid applications received prior to April 30, 2024, have been issued. As a result of the transition, staff acknowledge a few businesses may have experienced slight delays associated with processing the license renewals. Staff in Revenue Services are available via email [RevenueServices@Raleighnc.gov](mailto:RevenueServices@Raleighnc.gov) or phone 919-996-3200 to assist a business with the renewal process.

North Carolina Statute Chapter 105-Article 2C authorizes municipalities to levy a license tax on an establishment holding a retail ABC permit located in the city limits. Beer/Wine licenses expire annually on April 30. Beer/Wine licenses are not a regulatory permit which is managed by the State ABC Commission. The State ABC Commission regulates, and issues permits for alcohol sales and a valid ABC permit is required before a City of Raleigh Beer/Wine license can be issued.

*(No attachment)*

### **Weekly Digest of Special Events**

*Staff Resource: Sarah Heinsohn, Office of Special Events, 996-2200, [sarah.heinsohn@raleighnc.gov](mailto:sarah.heinsohn@raleighnc.gov)*

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

*(Attachment)*

## Council Member Follow Up Items

### Follow up from March 19 Council Meeting

#### **Reimbursement Process Equity Review (Council Member Black)**

*Staff Resource: Ryan Wilson, Finance, 996-2241, [ryan.wilson@raleighnc.gov](mailto:ryan.wilson@raleighnc.gov)*

During the meeting, staff was requested to conduct an equity review of the City’s insurance claim reimbursement process.

When the City receives a claim for damages or injury that a claimant alleges was caused by the City or its employees, the claim is reviewed and investigated by a licensed NC adjuster to determine liability. The claim is then settled or denied based on the findings of the investigation. During the settlement of a claim, the City’s process includes a review of out-of-pocket expenses incurred by the claimant as a result of the claim. Out-of-pocket expenses may include, but not limited to, insurance deductibles, emergency items, food, hotel expenses, and credit card interest. The City utilizes a third-party contractor (CorVel Corporation) to administer this process.

The standard practice of professional insurance adjusters is to settle claims once all damages have been identified and repaired to avoid (1) making significant payment in a claim that a claimant later refuses to

settle, and (2) later argue that an early payment was an admission of liability. Funds are not disbursed until the claimant signs a full and final release of all claims.

In cases involving damages with significant cost, it is recommended for the claimant to file with their individual insurance carrier. If the claimant's personal insurance denies the claim, a financial burden may result. If the City later accepts liability, the insurance company and/or the claimant are reimbursed per the standard practice shown above.

*(No attachment)*

# 1 SCOPE OF SERVICES (Northeast Special Study Area/NESSA)

Awarded firm shall provide services, all as set forth in this RFQ and more particularly described in this Section 4.

The scope of services will focus on growth scenarios, ETJ extension evaluation, municipal service planning, land use and transportation planning, and equitable community engagement.

**Project Components:** Final products for the Special Area Study will include deliverables in the following categories.

## 1. *Extraterritorial Jurisdiction Extension and Growth Scenarios for Infrastructure and Municipal Service Planning*

*Project Management Expectation: 50% city staff led; 50% consultant led.*

Extending Raleigh's ETJ applies the City's zoning and development regulation to land that is expected to be served by Raleigh in the future. If deemed appropriate through focused study and community engagement, this could help create a more compact, nodal and sustainable pattern of future development. Compact and nodal development can help the City provide more efficient emergency response, solid waste pick up, and utility service.

As Raleigh continues to grow, the City must plan for the expansion of wastewater treatment, potable water services, stormwater treatment, and the efficient delivery of municipal services, such as solid waste pick-up, police emergency response, and fire emergency response. The provision of reliable standard service to all residents within its corporate limits is a responsibility that the City of Raleigh takes seriously. While considering the extension of Extraterritorial Jurisdiction, the City must also consider, plan, and budget for the expansion of service districts.

- a. Analyze the costs and benefits of ETJ extension through projecting future service costs and estimating potential future tax revenue. *The consultant should expect to lead this item.*
- b. Propose recommendations for phasing of a future extension of the ETJ (closely coordinated with the Raleigh Fire Master Plan).
- c. Assess opportunities for partnership/mutual aid relating to fire and police emergency response.
- d. Coordinate with Fire Master Plan (ongoing during 2024)
- e. Coordinate with abutting municipal partners: Wake County, Rolesville, Knightdale, and Wendell.
  - i. Review and confirm alignment of Raleigh's Future Land Use Map and other policy maps with long range land use planning in Rolesville, Knightdale, Wendell. If appropriate, provide potential recommendations for updates.
  - ii. Review and gain familiarity with existing annexation agreements with neighboring municipalities. If appropriate, provide potential recommendations for updates. (There are several large parcels on the edges of the Northeast

Special Study Area that share planning jurisdiction amongst municipalities, evaluation of these parcels will be critical when contemplating annexation agreements.)

- iii. Provide project overview and updates during periodic check-ins with abutting municipal partners.

## *2. Land Use and Transportation Planning*

*Project Management Expectation: 70% city staff led; 30% consultant led.*

The final report should achieve consensus on the variety and intensity of land uses in the Northeast Special Study Area and identify key intersections for nodal commercial growth. The study should identify desired patterns for residential growth that maximize service efficiencies and preservation of important natural areas. Deliverables will include identifying specific city-initiated Future Land Use Map amendments, Urban Form Map amendments, Street Map amendments, and city-initiated zoning changes to facilitate sustainable and nodal growth. Evaluation of land-use and transportation include:

- Review and be familiar with the Southeast Special Area Study. The Northeast Special Area Study will be consistent with that study as much as possible.
- Identify policies and zoning tools to deliver compact, nodal development.
- Identify greenway connections, new street connections, bicycle and pedestrian connections and facilities to support compact, nodal development.
- Balance natural resource preservation and efficient provision of services.
- Identify appropriate locations (if any) for new Mixed-use Centers or City Growth Centers ([see 2030 Comprehensive Plan, pg. 11-4](#)).
- Confirm or revise Raleigh Street Plan for this area.
- Coordinate with Raleigh Parks on greenway/parks planning.

## *3. Natural Resource and Significant Environmental Spaces Inventory and Conservation Strategy*

*Project Management expectation: 70% city staff led; 30% consultant led.*

The Northeast Special Study Area features natural spaces that are cherished by residents and important to the City's environmental sustainability. The results of this study should include recommendations for nodal development balanced with prioritization of open space conservation to reduce sprawl and greenfield development. Areas providing habitat for unique flora and fauna, significant areas of tree canopy, and freshwater bodies should be protected from suburban sprawl.

- a. Identify and compile priority areas for preservation, confirming and potentially expanding on existing county and state inventories.

## *4. Equitable Community Engagement*

*Project Management Expectation: 80% city staff led; 20% consultant led.*

Staff will develop a Community Engagement Plan for this study. The consultant will participate in community engagement through partnership with City staff, following the City's [Public Participation Playbook](#). The consultant will be asked to assist with staffing events and filling in gaps when staff cannot attend events. The following are a general overview of engagement strategies that will be a part of the staff-developed Community Engagement Plan for NESSA:

- Stakeholder workshops and charrettes
- Stakeholder meetings and interviews
- Additional stakeholder engagement designed to engage non-English speakers
- City Council and Commission updates and approvals
- Collateral materials for project website and meetings
- Project graphics, area maps, technical reports, executive summaries

### **Phasing and Tasks**

The following describes the phases and major tasks anticipated during the Northeast Special Area Study. Some of these phases may be overlapping or occurring concurrently. Additional detail to project steps, meetings and engagement activities, and consultant deliverables will be established with the chosen consultant team(s).

Phase 1 Establishing an Engagement Plan

Phase 2 Understanding the Area

Phase 3 Conclusions and Recommendations

### **Timeline**

The study is estimated to last approximately 12 – 15 months from project initiation to delivery of the final deliverables to Raleigh City Council and Planning Commission. The emphasis will be on delivering a community engagement process that lasts approximately six months to avoid burdening participants and to make it easier to participate from beginning to end. The timeframe may be extended depending on need or direction from City Council. The proposed timeframe for this study will permit ample time for both the production of project materials within City departments as well as engagement with affected property owners and residents.

### **Other Tasks**

The study will involve frequent communication with city staff. This will involve regular project updates with a core city staff team, as well as more involved discussions with a broader group during multiple points of the process. For each meeting, virtual or in person, the consultants shall provide a written summary of the event including topics discussed and the number of participants.



# Weekly Events Digest

Friday, May 3 – Thursday, May 9

City of Raleigh Office of Special Events  
[specialevents@raleighnc.gov](mailto:specialevents@raleighnc.gov) | 919-996-2200 | [raleighnc.gov/special-events-office](http://raleighnc.gov/special-events-office)

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## Permitted Special Events

### [First Friday at the Times](#)

Hargett Street

Friday, May 3

Event Time: 7:00pm - 11:00pm

Associated Road Closures: E. Hargett Street between Fayetteville Street and S. Wilmington Street will be closed from 6:00pm until 11:59pm.

### [AIDS Walk & 5K Run](#)

William Peace University & Route

Saturday, May 4

Event Time: 7:45am - 11:45am

Associated Road Closures: The route will be closed from 8:35am until 11:00am. Note that all cross-streets will be detoured during the event and see below for turn-by-turn details:

Start on Peace University property; Right onto Halifax Street; Right onto Haynes Street; Left onto Oak Chase Lane; Right onto Halifax Street; Right onto Cedar Street; Left onto Haynes Street; Right onto Harp Street; Left onto E. Franklin Street; Finish on Peace University property

### [Race to Bridge the Gap 5K](#)

Newton Road & E. Fork Mine Creek Trail

Saturday, May 4

Event Time: 8:00am - 10:00am

Associated Road Closures: Roads will be closed and the greenway will be used from 7:50am until 9:30am. Note that all cross-streets will be detoured during the event and [view the 5K route map](#) for more details.

### [Marbles Kids Museum Bike Rodeo](#)

Moore Square & Hargett Street

Saturday, May 4

Event Time: 9:30am - 12:00pm

Associated Road Closures: Hargett Street between Blount Street and Person Street will be closed from 6:00am until 1:00pm.

### [Ma & Pa Festival](#)

Fayetteville Street District

Saturday, May 4

Event Time: 11:00am - 6:00pm

Associated Road Closures: Fayetteville Street between Hargett Street and Davie Street, and Martin Street between S. Salisbury Street and S. Wilmington Street will be closed from 7:00am until 8:00pm.

### [NCDAC Fallen Heroes Memorial Ceremony](#)

Morgan Street

Wednesday, May 8

Event Time: 9:30am - 11:00am

Associated Road Closures: Morgan Street between Tryon Hill Drive and Mayo Street will be closed from 9:00am until 12:00pm.



## Other Upcoming Events

### [Family Sneaker Ball](#)

Friday, May 3  
Green Road Community Center

### [First Friday Raleigh](#)

Friday, May 3  
Downtown Raleigh

### [First Order Friday](#)

Friday, May 3  
Moore Square

### [First Friday: Mental Health Awareness](#)

Friday, May 3  
City of Raleigh Museum

### [Umrao Jaan Ada – A Musical Play](#)

Friday, May 3  
Memorial Auditorium

### [Bike Bonanza](#)

Friday, May 3  
Pullen Park

### [Red Clay Ramblers 50th Anniversary – PineCone](#)

Friday, May 3  
Fletcher Opera Theater

### [“Star Wars: Return of the Jedi” In Concert – NC Symphony](#)

Friday, May 3 & Saturday, May 4  
Meymandi Concert Hall

### [Raleigh Water Job Fair](#)

Friday, May 3 & Saturday, May 4  
Lake Woodard Drive

### [Alice in Wonderland and Balanchine's "Who Cares?" – Cary Ballet Company](#)

Saturday, May 4  
Fletcher Opera Theater

### [Historic Bike Ride with RHDC](#)

Saturday, May 4  
Crank Arm Brewing

### [May the 4th Be with You!](#)

Saturday, May 4  
John Chavis Memorial Park

### [Community Day](#)

Saturday, May 4  
Tarboro Road Park

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## [Unicorn World](#)

Saturday, May 4 & Sunday, May 5  
Raleigh Convention Center

## [Black History Trolley Tour](#)

Sunday, May 5  
Mordecai Historic Park

## [Cinco de Mayo](#)

Sunday, May 5  
Moore Square

## [The Golden Gals Live!](#)

Sunday, May 5  
Meymandi Concert Hall

## [Foo Fighters](#)

Tuesday, May 7  
Coastal Credit Union Music Park at Walnut Creek

## [Sum 41](#)

Thursday, May 9  
Red Hat Amphitheater

## Public Resources

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

[Road Closure and Road Race Map](#): A resource providing current information on street closures in Raleigh.

[Online Events Calendar](#): View all currently scheduled events that impact city streets, public plazas, and Dorothea Dix Park.