

# CITY MANAGER'S WEEKLY REPORT

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CITY OF  
**Raleigh**  
MANAGER'S  
OFFICE

Issue 2020-15

April 17, 2020

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### Council Follow Up

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### Special Virtual Council Meeting - Tuesday, April 21 - 1:00 P.M.

There will be a special City Council meeting **Tuesday, April 21 at 1:00 P.M.**, conducted virtually via the WebEx Events software in accordance with existing “stay-at-home” directives associated with the COVID-19 public health crisis.

The agenda for the special meeting was posted to the electronic agenda management system earlier today. Staff will provide information to Council regarding meeting log in and other considerations in advance of the Tuesday special meeting.

## INFORMATION:

### Coronavirus and COVID-19 - City Response Ongoing

Staff Resource: Derrick Remer, Office of Emergency Management, 996-2200, [derrick.remer@raleighnc.gov](mailto:derrick.remer@raleighnc.gov)

The Emergency Operation Center, initiated at 0800 hours March 23, was deactivated at the close of business Thursday, April 16. Staff will continue to provide information and updates regarding the ongoing public health and safety situation to the City Council as necessary. The City’s COVID-19 Executive Team continues

to convene on a daily basis; staff necessary for various operations are reporting to the Raleigh Municipal Building, the One Exchange Plaza building, or another City facility on an as-needed basis.

(No attachment)

### **Office of Economic Development & Innovation Website Update**

*Staff Resource: Amanda Driscoll, Ofc. of Econ. Dev. & Innovation, 996-3843, [amanda.driscoll@raleighnc.gov](mailto:amanda.driscoll@raleighnc.gov)*

The Office of Economic Development and Innovation (ED&I) announces the launch of new web content on [raleighnc.gov](http://raleighnc.gov). Since 2014, ED&I web content was hosted on an external website, [raleigh4u.com](http://raleigh4u.com). At the request of City Council and to incorporate the new branding into the ED&I web content, staff has collaborated with the Communications department to migrate and revise content from [raleigh4u.com](http://raleigh4u.com) to [raleighnc.gov](http://raleighnc.gov).

One benefit to the change is that site visitors to [raleighnc.gov/business](http://raleighnc.gov/business) will be able to access all business-related services including grants and funding, permitting, small business support and more. The launch has been promoted directly to economic development alliance partners via social media, and plans are underway to further promote the website change through the City of Raleigh weekly update video series.

(No attachment)

### **Wake County Hospitality Tax Update**

*Staff Resource: Allison Bradsher, Finance, 996-4970, [allison.bradsher@raleighnc.gov](mailto:allison.bradsher@raleighnc.gov)*

The Wake County Board of Commissioners is scheduled to receive a staff update on the Wake County hospitality taxes at the board meeting Monday, April 20. The COVID crisis has resulted in significant impacts to tourism and hospitality operations in Wake County. As a result, City hospitality tax revenue - which is used to support the Convention Center debt service as well as operating and capital maintenance plans for the Convention Center and the Performing Arts Center venues - will be significantly impacted.

Included with the *Weekly Report* materials is a presentation to be used with the Board of Commissioners, and includes the following informational items:

- an update on the current state of the hospitality industry in Wake County:
  - more than 75+ events and festivals have been cancelled or rescheduled
  - all 1,300 restaurants are closed to dine in options
  - Visit Raleigh and GRSA have had 76 conventions, meetings and group sporting events canceled, totaling at least 114,796 attendees and resulting in more than \$45.3 million in total lost economic impact
  - 14 of the more than 160 hotel properties in Wake County have now temporarily closed
- a revised revenue forecast:
  - FY20 revised projections result in a \$15.8M or a 25% decline
  - FY21 revised projections result in a \$13.9M or a 21% decline

Based on revised revenue estimates, hospitality tax revenues cannot support the planned commitments in FY21 and per the 21<sup>st</sup> interlocal agreement a decision on Medium projects is required by June 30, 2020.

As such, Wake County staff is recommending:

- To delay a decision on the Medium projects process and delay start of Small projects process:
  - 21<sup>st</sup> Amendment requires decision on Medium projects by June 30, 2020
  - Small Projects process planned to start June 2020
- Partner organizations that receive percentage of revenues are modifying FY20 and FY21 budgets
- Negotiations will occur with partner organizations that have flat rate funding commitments to align timing with available funding
- City and County staff will continue to work with review team to monitor revenues and update financial models
- Prepare 22<sup>nd</sup> Amendment for consideration in June with updated revenue estimates, recommendation for impacts to Medium Projects process and funding commitments that may need to be modified

City staff supports the recommendations and appreciates the ongoing partnership with County staff and partner organizations such as the Greater Raleigh Convention & Visitors Bureau.

(Attachment)

#### **Fayetteville Street Commercial Loading Zone Enforcement**

Staff Resource: Matthew Currier, RDOT Parking, 996-4041, [matthew.currier@raleighnc.gov](mailto:matthew.currier@raleighnc.gov)

As Council is aware from prior communications, in response to the COVID-19 pandemic Raleigh Parking has temporarily suspended payment requirements for on-street parking in order to minimize the public contact and interactions with payment kiosks. Subsequently, staff has also relaxed enforcement of parking violations except for those violations related to safety and access (e.g. parking in front of fire hydrants or obstructing driveways).

Unfortunately, the delivery of goods and materials to local businesses has become an issue in the Fayetteville Street area as people have learned about the relaxed enforcement. The influx of all-day parkers throughout the Fayetteville Street zone has resulted in reduced access to parking spaces and an increase in illegal parking behavior in the commercial loading zones. With commercial loading zones blocked, businesses are unable to receive timely deliveries and commercial delivery drivers are often pressured to double park, resulting in dangerous conditions for pedestrians and motorists.

Effective April 15, Raleigh Parking staff began writing live citations for vehicles parked in commercial loading zones in the Fayetteville Street area. Parking started soft enforcement last week using warnings and letters to encourage parkers to stop the behavior. Parking field representatives have now moved to issuing citations. This limited enforcement approach should re-open the commercial loading zones to ensure that businesses receive goods and deliveries necessary for continued operations.

For the time being, commercial loading zone enforcement will be limited to the Fayetteville Street area, as it is experiencing higher instances of conflict with fewer available alternatives for deliveries. Staff has been in constant contact with the Downtown Raleigh Alliance as the situation evolves and will continue to engage

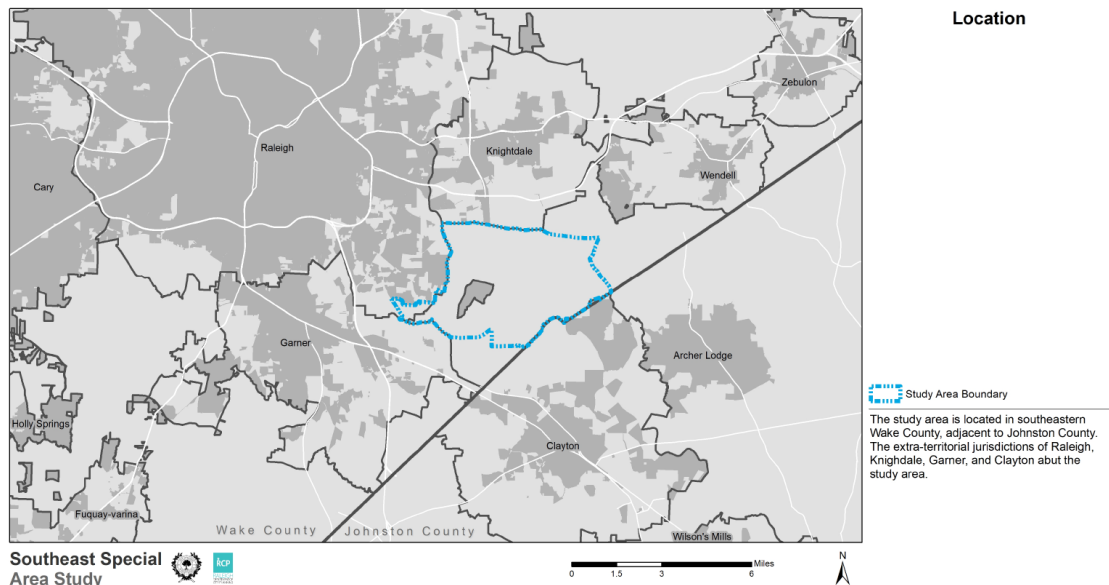
with affected local businesses to better understand the concerns. Council Members may be contacted by constituents with regard to the situation on Fayetteville Street.

(No attachment)

### **Southeast Special Area Study**

*Staff Resource: Donald Belk, Planning and Development, 996-4641, [donald.belk@raleighnc.gov](mailto:donald.belk@raleighnc.gov)*

Phase Two of community engagement for the Southeast Special Area Study took place during February and March 2020. Phase Two served as a report on City responses to the priorities and concerns expressed by area residents during Phase One of the study. The top priorities identified during Phase One were: (1) preserve natural resources and rural character, especially protection of the Neuse River and preserving existing farm and forest land; (2) improve travel for motorists; (3) improve travel for cyclists and pedestrians; and (4) improve access to shopping and destinations.



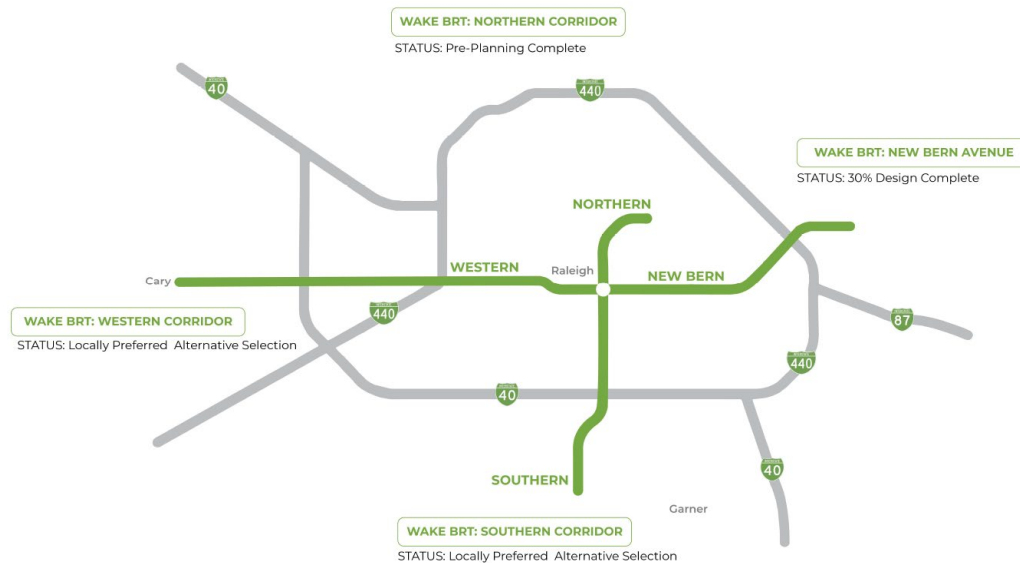
A fact central to the Phase Two engagement is the degree to which the City can advance Phase One priorities, which is also dependent on the location of the City planning jurisdiction (extraterritorial jurisdiction, or ETJ). At both Phase Two community meetings and in the online survey, participants were asked to consider options for extending the ETJ. Respondents preferences for ETJ extension are outlined in the staff memorandum included with the *Weekly Report* materials.

(Attachment)

## Wake Bus Rapid Transit Program Schedule Update

Staff Resource: Mila Vega, RDOT Transit, 996-4123, [mila.vega@raleighnc.gov](mailto:mila.vega@raleighnc.gov)

Staff continues work to advance the Wake Bus Rapid Transit (BRT) program. The following information provides an update on the current status of the program as well as schedule modifications associated with the COVID-19 public health crisis.



**Wake BRT: New Bern Avenue** is expected to complete 30 percent design by the end of Spring 2020.

Following this milestone, the final design team HNTB, will begin work on 30 to 100 percent design. At the same time, HNTB will begin work on system standards, branding and user experience for all four (4) BRT corridors. The project team is advancing the project to prepare for construction in Summer 2021 and revenue service in 2023. Currently, the project remains on schedule.

Public engagement continues to be a critical element of the project. Staff is working on a video that will help community members visualize transit, bicycle and pedestrian improvements planned for the New Bern Avenue Corridor. Once public meeting restrictions are lifted, staff will work with the community on getting feedback on station design and architecture, art integration, branding, wayfinding and other user experience elements.

The **Wake BRT: Southern Corridor** and **Wake BRT: Western Corridor** are advancing on parallel tracks with the route selection phase. This work will help identify a Locally Preferred Alternative (LPA) preferred for each corridor. The LPA was expected to be recommended by end of Spring 2020 for both the Western and Southern Corridors, with Project Development occurring in Summer 2020, however in the light of recent meetings cancellations, staff is working on modifying the schedule.

The COVID-19 outbreak has caused schedule modifications in the route selection process for the Wake BRT: Southern Corridor and Wake BRT: Western Corridor. The process of selecting the LPA for the Southern and Western BRT Corridors requires actions by the Town of Garner (Southern BRT) and the Town of Cary (Western BRT) Councils to recommend routing segments within their jurisdictions. This step in the process has uncertainties due to vetting corridor options and meeting cancellations. Staff is working with our partner-municipalities to identify a path forward. At this time, LPAs for both corridors are anticipated by

Summer/Fall 2020 immediately followed by a Project Development application through Federal Transit Administration's (FTA) Small Starts program.

Once project development has been initiated, Wake BRT: Southern Corridor and Wake BRT: Western Corridor will begin 0 to 30 percent design. A sufficient level of preliminary design is needed to prepare Small Starts Ratings Applications and develop accurate cost estimates. The FTA deadline for annual Ratings Application submissions is typically in August/September. The Wake BRT: Southern Corridor and Wake BRT: Western Corridor should be ready for Small Starts Ratings Applications in the August/September 2021 annual cycle. The BRT staff will work with the FTA and project stakeholders to determine if both applications should be submitted in one cycle.

**Wake BRT: Northern Corridor** has completed the initial pre-planning phase. The process to begin route selection is expected in the Fall of 2020. The route selection process will finalize BRT routing in Downtown Raleigh and choose between two (2) alignment options, Capital Boulevard or West Street, for the Northern Corridor.

*(No attachment)*

### Weekly Digest of Special Events

*Staff Resource: Derrick Remer, Special Events Office, 996-2200, [derrick.remer@raleighnc.gov](mailto:derrick.remer@raleighnc.gov)*

All Special Events cancelled.

*(No attachment)*

## Council Member Follow Up Items

### Follow Up from the February 4 City Council Meeting

#### Public Comment - Brentwood Park Phase One Status (Mayor Baldwin)

*Staff Resource: Dean Perry, Raleigh Parks, 996-2654, [dean.perry@raleighnc.gov](mailto:dean.perry@raleighnc.gov)*

During the meeting Council requested staff to provide an update on the current scope and funding for the Brentwood Park Improvements project and to address the electric vehicle charging proposal including potential grant programs outlined as outlined by the citizen, Chris Maxwell.

The 2014 Parks Bond provided funding for a new master plan at Brentwood Park, along with funding to implement a first phase based on the master plan recommendations. The master planning process began in 2017 and a master plan for the park was approved by City Council in April 2018. The current design is based on the master plan priorities for a first phase, which include a combined comfort station and picnic shelter

building, playground, renovated parking lot with new lighting, and a sidewalk connecting the park to Brentwood Road.

The existing playground and existing restroom building will be demolished during this phase. In keeping with the master plan, these new elements will be located adjacent to the existing parking lot on Vinson Court. Phase One will be delivered within a construction budget of \$1,600,000. The project is anticipated to complete the permitting process in Spring 2020, bid to contractors and receive Council approval over the summer, and begin construction in Fall 2020. Construction is scheduled to be complete by Spring 2021.

Included with the *Weekly Report* materials is a staff memorandum providing background information about the park as well as a summary of the activities related to the planning, design and construction efforts.

*(Attachment)*



# Hospitality Tax Updates



@wakegov    

wakegov.com

## Presentation Objectives

- Provide overview of COVID crisis impact on hospitality community in Wake County
- Share revised revenue picture for hospitality taxes given projected impacts of COVID crisis
- Provide update on status of Medium Projects process
- Discuss potential need for 22<sup>nd</sup> Amendment for Board and City Council consideration in June



## COVID-19 Impact on Tourism in Wake County

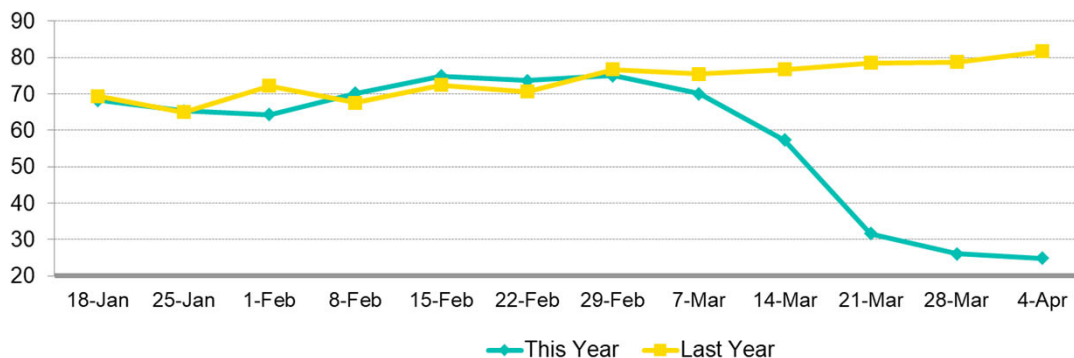
- **Public Events Impact:**  
More than 75+ events and festivals have been canceled or rescheduled
- **Restaurant Sector Impact:**  
All 1,300+ restaurants in Wake County are closed to dine in options, some have closed completely while others offer takeout and delivery options
- **Meetings, Conventions and Sporting Events Sector Impact:**  
Visit Raleigh and GRSA have had 76 conventions, meetings and group sporting events canceled, totaling at least 114,796 attendees and resulting in more than \$45.3 million in total lost economic impact
- **Hotel Sector Impact:**  
14 of the more than 160 hotel properties in Wake County have now temporarily closed

WAKE COUNTY

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## Room occupancy rates are down 70% since the same week last year

Weekly Occ (%) - Jan 18, 2020 to Apr 04, 2020



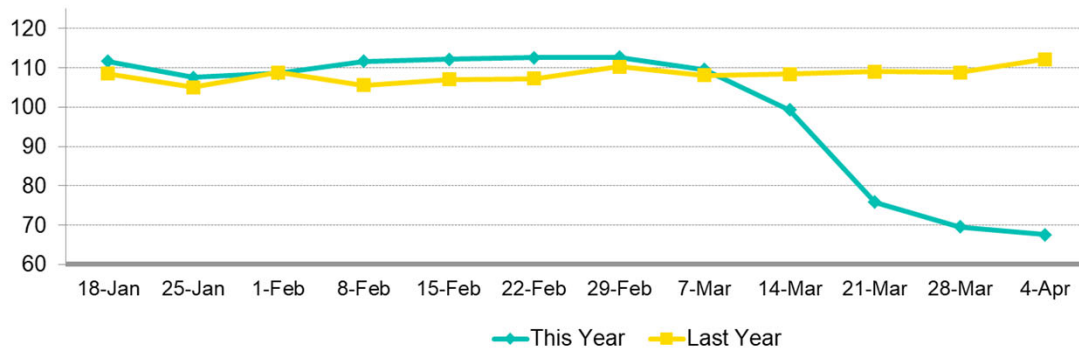
Source: Smith Travel Research

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## Average daily rates are down 40% from the same week last year

Weekly ADR - Jan 18, 2020 to Apr 04, 2020

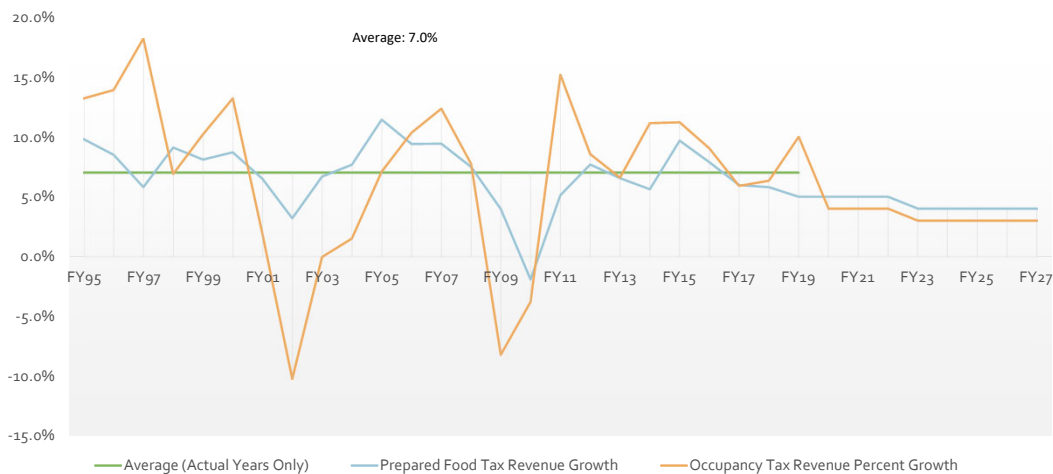


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## Hospitality Taxes have history of volatility and are easily impacted by economic conditions

Tax Revenues - Percent Change Yr to Yr



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## Countywide Hospitality Taxes Updated Revenue Estimates

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### Occupancy Tax Collections – Projections assume steep decline and slow, gradual growth

Occupancy Tax Collections FY20 Assumptions	
July – January*	Actual distributions to date
February	FY19 actuals
March – May	20% of FY19 actuals
June	40% of FY19 actuals
FY21 Assumptions	
July - March	10% growth from prior month
April – June	FY19 actuals

\*Distributions lag collections by approximately 2 months

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## Prepared Food and Beverage Tax Collections – Projections assume steep decline and moderate, gradual growth

Prepared Food and Beverage Tax Collections FY20 Assumptions	
July – January*	Actual distributions to date
February	FY19 actuals
March – May	20% of FY19 actuals
June	40% of FY19 actuals
FY21 Assumptions	
July - November	20% growth from prior month
December – June	FY19 actuals

\*Distributions lag collections by approximately 2 months

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## FY 20/21 Revenues Projected \$29.8M less than 21<sup>st</sup> Amendment Projections

FY 2020	FY20 Adopted	FY20 21 <sup>st</sup> Amendment	FY20 COVID Projections	Projected - Amended
Occupancy	30,019,000	30,501,000	22,589,000	(7,912,000)
Prepared Food and Beverage	32,241,000	32,509,000	24,597,000	(7,912,000)
<b>Total Revenues</b>	<b>62,260,000</b>	<b>63,010,000</b>	<b>47,186,000</b>	<b>(15,824,000)</b>
FY 2021		FY 21 21 <sup>st</sup> Amendment	FY21 COVID Projections	Projected - Amended
Occupancy		31,721,000	23,558,000	(8,163,000)
Prepared Food and Beverage		34,135,000	28,361,000	(5,774,000)
<b>Total Revenues</b>		<b>65,856,000</b>	<b>51,919,000</b>	<b>(13,937,000)</b>

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## Hospitality tax distributions most impacted by revenue losses include GRCVB, Centennial Authority and City of Raleigh

- Greater Raleigh Convention and Visitors Bureau primarily funded through percentage of occupancy collections
  - FY20 – down 25% (\$2M)
  - FY21 – down 25% (\$2M)
- Centennial Authority operating funds are percentage of collections
  - FY20 – down 25.7% (\$1M)
  - FY21 – down 21% (\$800k)
- Raleigh Convention Center Complex debt, maintenance and operating are percentage of collections
  - FY20 – down 31% (\$10.6M)
  - FY21 – down 33% (\$9M)

## Current planned expenditures are not sustainable with revised revenue estimates

If expenditures proceed as planned in 21<sup>st</sup> Amendment with revised revenue estimates:

- Expenditures would exceed revenues
  - FY20 would use \$10.6M of unplanned fund balance
  - FY21 would use \$10.2M of unplanned fund balance
- Fund balance draws would violate our minimum fund balance guideline

## Next Steps: Re-evaluating commitments and planned projects

- Recommending delay decision on Medium projects process and delay start of Small projects process
  - 21<sup>st</sup> Amendment requires decision on Medium projects by June 30, 2020
  - Small Projects process planned to start June 2020
- Partner organizations that receive percentage of revenues are modifying FY20 and FY21 budgets
- Negotiations will occur with partner organizations that have flat rate funding commitments to align timing with available funding
- City and County staff will continue to work with review team to monitor revenues and update financial models
- Prepare 22<sup>nd</sup> Amendment for consideration in June with updated revenue estimates, recommendation for impacts to Medium Projects process and funding commitments that may need to be modified



## Raleigh MEMO

TO: Ruffin Hall, City Manager

THRU: Ken Bowers, Deputy Director

FROM: Don Belk, Planner II

DEPARTMENT: Planning and Development

DATE: April 17, 2020

SUBJECT: Southeast Special Area Study, Phase Two Engagement: Citizens' Responses to ETJ Extension Options

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Phase Two of engagement for the Southeast Special Area Study took place during February and March 2020. Phase Two served as a report on the City's responses to the priorities and concerns expressed by area residents during Phase One of the study. The top priorities were: (1) preserve natural resources and rural character, especially protection of the Neuse River and preserving existing farm and forest land; (2) improve travel for motorists; (3) improve travel for cyclists and pedestrians; (4) improve access to shopping and destinations. Staff presented future land use and transportation scenarios for advancing those priorities.

A fact central to the Phase Two engagement is the degree to which the City can advance Phase One priorities. This depends on where the City's planning jurisdiction (extraterritorial jurisdiction, or ETJ) is located. The study area is currently located in Raleigh's Urban Service Area (USA), a designation that indicates Raleigh would in the future extend its ETJ to include this area and provide city services at time of annexation into corporate limits. Without jurisdictional authority, the City has limited influence on future development patterns and conservation objectives in the study area.

At both Phase Two community meetings and in the online survey, participants were asked to consider three options for extending the City's planning jurisdiction:

1. Option A – No ETJ extension – This option would allow limited influence by the City in advancing Phase One priorities, and the Study Area would remain within Wake County's jurisdiction.
2. Option B – Extend ETJ by one mile – This option would move the City's planning jurisdiction generally to the I-540 corridor. The City would be able to advance Phase One priorities in the western portion of the study area.
3. Option C – Extend ETJ by three miles – A three-mile extension would be the maximum distance permitted by state law, allowing the City to advance Phase One priorities in most of the study area. Raleigh's USA is large, and a three-mile extension would not encompass its entirety.

A total of 118 people responded to the Phase Two survey, with 81 persons (69%) responding to the ETJ Options question. Overall, the survey showed similar interest for Option A and Option C. A breakdown of the preferences of those respondents is as follows:



- Option C: Extend ETJ three miles. 35 participants (44% of total) selected this option as their first choice.
- Option A: No extension of ETJ. 32 participants (41%) selected this option.
- Option B: Extend ETJ one mile. 13 participants (15%) selected this as their preferred option.

A summary of survey question responses is available in an interactive report [online](#). All survey comments can be viewed [online](#).

### **Next Steps**

Staff would like to present a complete report on Phase Two of the Southeast Special Area Study and receive City Council guidance about potential expansion of ETJ during a future City Council work session. The next phase of community engagement is anticipated to begin in late summer or early fall.

## Council Member Follow Up



Raleigh

## MEMO

TO: Ruffin L. Hall, City Manager

FROM: Oscar Carmona, Director  
Parks, Recreation and Cultural Resources

CC: Stephen Bentley, Assistant Director  
Parks, Recreation and Cultural Resources

DEPARTMENT: Parks, Recreation and Cultural Resources

DATE: April 13, 2020

SUBJECT: Brentwood Park Phase One Status Update

### Background and Master Plan

Brentwood Park is located in Northeast Raleigh inside the Brentwood neighborhood. It is bound by Marsh Creek and Brentwood Elementary on its east side, and is otherwise bound by single family residential lots. The park is accessible to pedestrians from Ingram Drive to the north and parking is available inside the park on Vinson Court, which connects to Brentwood Road.

The park is located across two parcels. The parcel to the north is 19 acres and contains the park's recreational programming. Current programming includes two basketball courts, two tennis courts, a youth baseball field, a multipurpose field, a playground, a restroom and concessions building, and a neighborhood center. The neighborhood center is not staffed but is available for meeting space rentals. The smaller parcel to the south is seven acres and will be used for greenway expansion.

A portion of the overall site was originally conveyed to the City of Raleigh by the Brentwood Swimming Club in 1970. The remaining acreage was deeded to the City from a church group located outside of Raleigh in 2010. To meet the evolving needs of the surrounding neighborhood, funding from the 2014 Parks Bond was authorized for creating a new master plan for the park, with funding to implement a first phase of new amenities based on the master plan's recommendations. The master planning process began in 2017 and a master plan for the park was approved by City Council in April 2018.

The master plan prioritized the following elements to be implemented first, contingent on available funding:

- Large playground
- Spray/mist feature
- Combined comfort station/picnic shelter building

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)

- Parking and site lighting improvements with a stormwater detention area
- Accessibility and safety improvements, new sidewalks
- Demolish: neighborhood center, restroom/concessions building, existing playground, and youth baseball field

In addition to these amenities, the master plan directs future development of the park to include themes of nature play, sustainability, and environmental education wherever possible. As the park design has progressed, a Brentwood community member, Chris Maxwell, has expressed interest most recently at the February 4, 2020 Council meeting for providing a charging station for electric vehicles.

In the request to Council, a grant program through the N.C. Clean Energy Technology Center at N.C. State University was cited as a funding source for such a station. The 2020 grant covers 80% of an awarded project cost. Project awards can range from \$5,000 to \$400,000. Mr. Maxwell proposed that the grant provide funds for wiring and the charging station and for the City to cover the cost of electric line conduit and a concrete base for a future charging station. The grant will fund projects being implemented September 2020 through September 2021.

The commitment to adding such a feature to the park has been pending a citywide review of electric vehicle (EV) infrastructure and priorities. The City recently completed a Transportation Electrification Study that considers opportunities for electric vehicle infrastructure. At this point in time, EV infrastructure is not included in the first phase of Brentwood Park. The phase budget is limited. Staff will explore EV options after the project is bid, subject to available resources. The project is currently completing permitting and expected to be bid by the end of May or early June. This timeframe is subject to impacts by Covid19.

#### Phase One Scope

Site surveys were completed and design contracts were executed to begin Phase One's design work by October 2018. Following the priorities for a first phase in the master plan, Phase One includes:

- Combined comfort station and picnic shelter building
- Playground
- Reconfigured/resurfaced parking lot with new lighting
- Sidewalk connecting the park to Brentwood Road
- Demolished restrooms/concession building

In keeping with the master plan, these new elements will be located adjacent to the existing parking lot on Vinson Court. The existing neighborhood center building is being left in place and will continue to be available for rentals until Fall 2020.

### Funding

This project is funded through the 2014 Parks Bond. Design contracts for Phase One are in the amount of \$235,000. There is a construction budget of \$1,600,000.

### Project Schedule

<b>Master Plan</b>	
Master Plan Design and Community Meetings	Spring 2017 – Spring 2018
Master Plan approved by City Council	April 2018
<b>Phase One Improvements</b>	
Schematic Design – 30% Complete	Fall 2018 – Summer 2019
Schematic Design presented to Atlantic CAC	March 2019
Schematic Design approved by PRGAB	May 2019
Schematic Design approved by City Council	June 2019
Construction Documents	Summer 2019 – Winter 2019
Construction Plans presented to Atlantic CAC	January 2020
Permitting	January – April 2020
Bidding to Contractors	May 2020 – June 2020
Construction Contract Phase	Summer 2020
Construction	Fall 2020 – Spring 2021

### Attachments

- 1) Master Plan
- 2) Master Plan Priorities Map
- 3) Phase One Plan

## 1) Master Plan





2) Master Plan Priorities Map

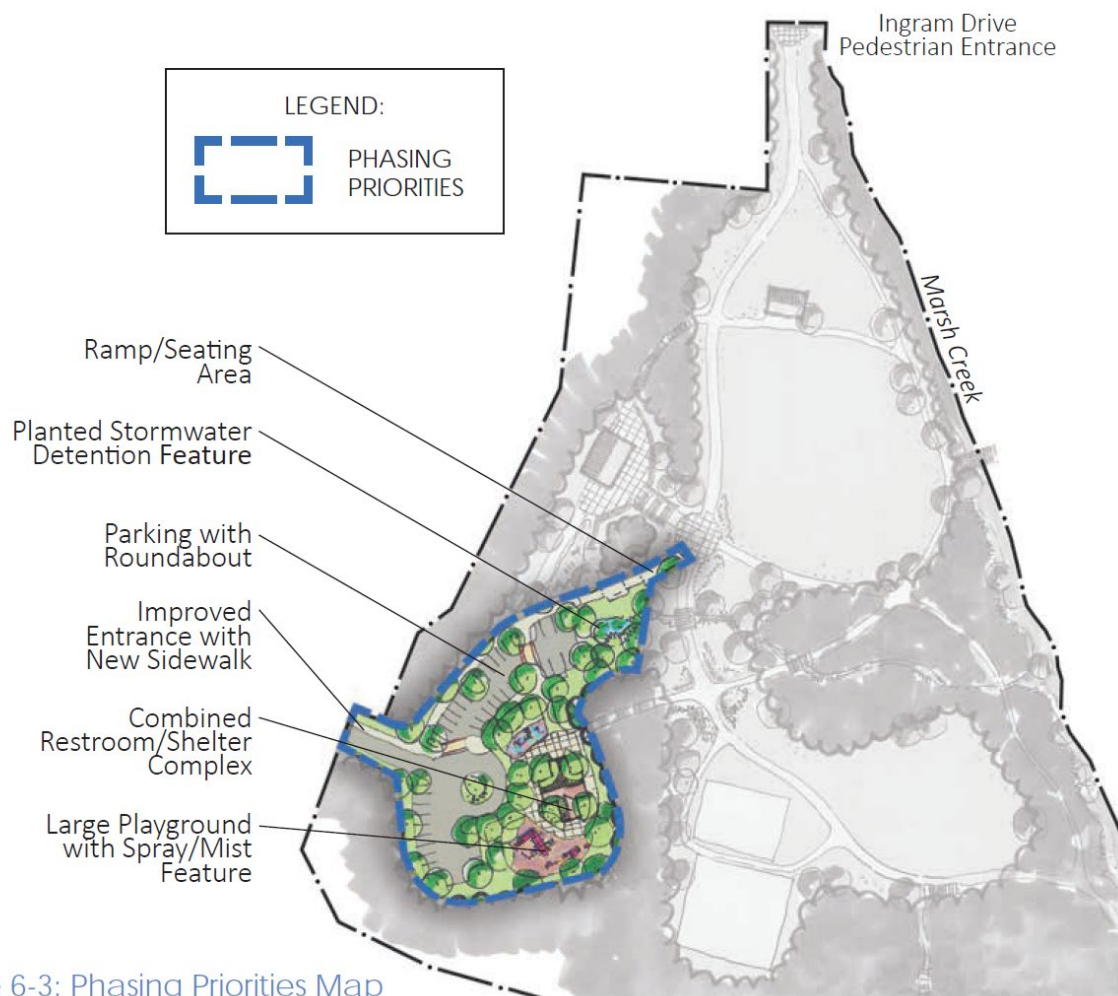
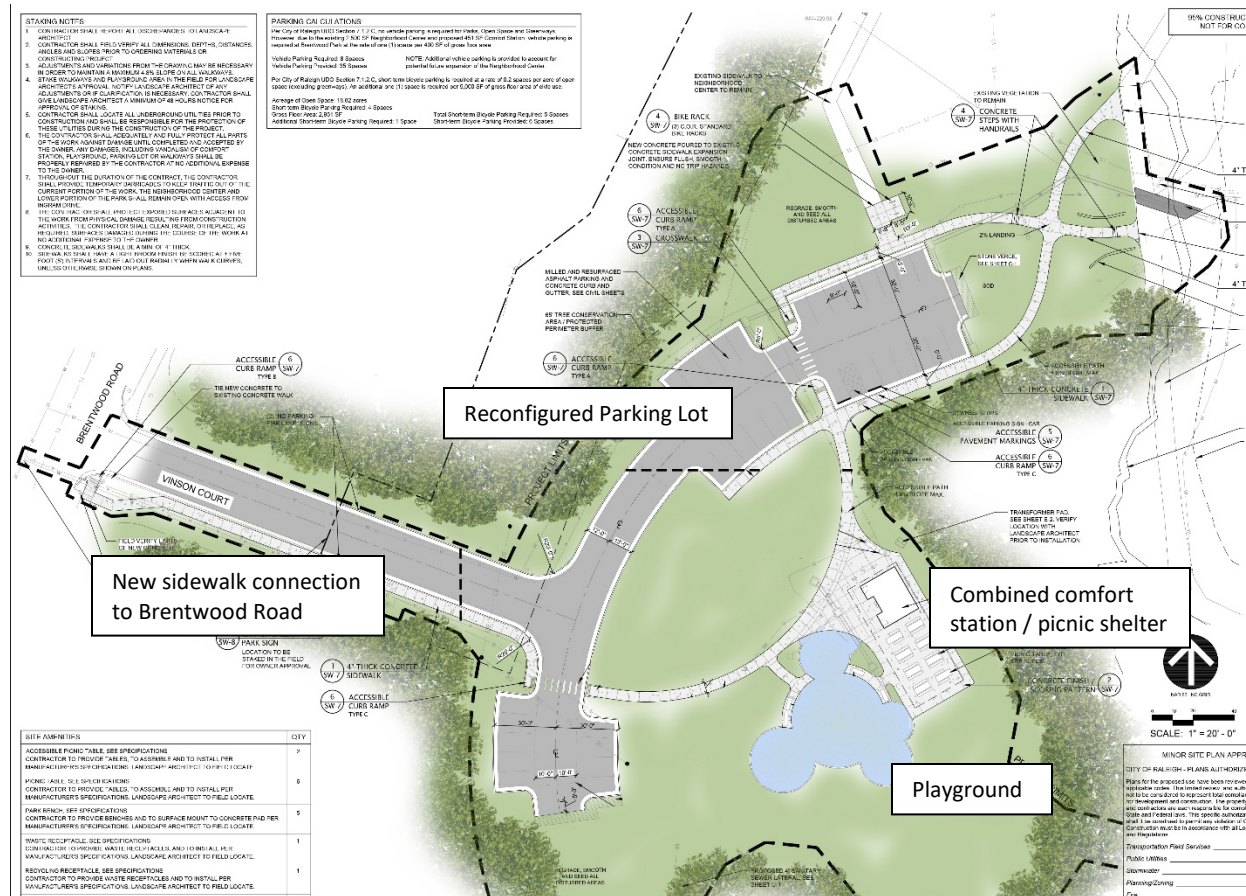


Figure 6-3: Phasing Priorities Map



### 3) Phase One Plan



### Playground Plan with Character Images

