

Tuesday - January 18, 2000 - 3:00 p.m.

Worksession

Present: Mayor Leni Sitnick, Presiding; Vice-Mayor M. Charles Cloninger; Councilwoman Barbara Field; Councilman Edward C. Hay Jr.; Councilwoman Terry M. Whitmire; and Councilman Charles R. Worley; City Attorney Robert W. Oast Jr.; City Manager James L. Westbrook Jr.; and City Clerk Magdalen Burleson

Absent: Councilman Brian L. Peterson

CONSENT:

Update on Parking Study Recommendations

Summary: The review of an updated Status Report Spreadsheet used to track the progress of the Parking Study Implementation Team.

The City's Comprehensive Parking Study was adopted by the City Council in December 1998. The Parking Study Implementation Team was formed in June 1999. The study made about 60 recommendations for potential changes that would improve parking issues within the city. In addition, a few other recommendations were made by other groups including the Asheville Downtown Association and the Implementation Team itself. A total of 65 recommendations have been incorporated into a single Status Report Spreadsheet. This spreadsheet is used to track the Implementation Team's progress on evaluating and implementing the recommendations. Beginning in July 1999, the Implementation Team has provided updates to the City Council twice each year; once in July and once in January.

The following summarizes the current status:

- Many operational issues were scheduled to be complete by the Finance Department in July 1999. Many of these items were evaluated and implemented. Others were not implemented during this budget year but will be addressed in subsequent budget years.
- A contract is being finalized for the design of a parking garage in the Battery Park area.
- On-street parking changes for some areas in downtown are being designed for implementation in the next few months.
- The spreadsheet outlines the continuing work being done by employees from several departments to implement many of the remaining recommendations.
- Two sub-teams have been formed. The first is to be an ongoing team that will work with business owners, downtown employees, downtown residents, and other stakeholders on numerous downtown parking issues.
- The second sub-team will work on developing way-finding signs for downtown parking garages.

A more detailed description of these sub-teams and their progress can be found in the Status Report.

Staff recommends that Council review the Status Report Spreadsheet and direct staff to continue implementing the Parking Study.

Traffic Engineer Michael Moule reviewed with Council the issues being worked on recently.

Finance Director Bill Schaefer responded to a question from Councilwoman Field about when the railings at the Wall Street Parking Deck would be painted, noting that it is their intent to have a program on a rotational basis for all of the decks.

Grant Application to NC Dept. of Health & Human Services for Senior Center Improvements

Summary: The consideration of a resolution to apply for grants through the North Carolina Department of Health and Human Services to assist with facility improvements and equipment at Harvest House and Senior Opportunity Center.

Funds are available through the North Carolina Department of Health and Human Services, Division on Aging, in the 1999 Senior Center Appropriation to assist with programming and general operation of senior centers. The Harvest House and the Senior Opportunity Center are eligible to receive \$6,329 each, and will use the funds to refinish wood floors, purchase tables and chairs, and purchase miscellaneous equipment and improvements.

The Parks and Recreation Department is requesting \$12,658 in grant funds from the 1999 Senior Center Appropriation which requires a 10% cash/in-kind match. The in-kind match is available in the Recreation Division and the Public Facilities Division operating budgets.

The Parks and Recreation Department recommends the City of Asheville apply for and enter into an agreement for grant funds through the 1999 Senior Center Appropriation for improvements and equipment at Harvest House and Senior Opportunity Center.

Grant Applications to NC Dept. of Environment & Natural Resources (Parks & Recreation Trust Fund & National Recreational Trails Fund) for French Broad River Park Phase IV

Summary: The consideration of a resolution to apply for grant funds through the North Carolina Department of Environment and Natural Resources to assist with the construction of the next phase of the French Broad River Park.

Funds are available through the N.C. Department of Environment and Natural Resources, Division of Parks and Recreation in the North Carolina Parks and Recreation Trust Fund, and in the National Recreational Trails Fund to assist with the development of parks and greenways.

The French Broad River Park, Phase IV, represents the City of Asheville's next phase of a major greenway and park system being developed along the French Broad River on Amboy Road. Although the final master plan will not be complete until February, public input requested the park include greenways, bicycle facilities, lawn bowling, soccer and softball fields, restrooms, skateboarding and rollerblading facilities, open space, picnic shelter, parking, and perhaps a welcome center. Phase IV will also connect to a planned N.C. Department of Transportation funded greenway from Hominy Creek on the west, and eventually to the Amboy Road greenway to the east.

The Parks and Recreation Department and RiverLink are in partnership to implement an ambitious fundraising plan to raise approximately \$2 million to build the park. RiverLink recently -3-

presented a proposal to the Janirve Foundation for \$250,000, and has identified an additional \$500,000 in funding resources.

The Parks and Recreation Department is requesting \$250,000 in grant funds from the North Carolina Parks and Recreation Trust Fund which requires a 50% cash match. The cash match is available through a

combination of funds with the Parks and Recreation Department budget, RiverLink, and other sources. In addition, the Parks and Recreation Department is requesting \$50,000 from the National Recreational Trails Fund, which requires a 20% cash/in-kind match. The in-kind match is available in the Parks Division budget.

The Parks and Recreation Department recommends the City of Asheville apply for and enter into an agreement for the grant funds through the North Carolina Parks and Recreation Trust Fund and the National Recreational Trails Fund to assist with the construction of the French Broad River Park Phase IV.

Upon inquiry of Councilwoman Whitmire, Superintendent of Administration for the Parks and Recreation Department Debbie Ivester said that the City is currently working with RiverLink to find out exactly how much they will be able to contribute to the match.

Right-of-Way Agreement with the N. C. Dept. of Transportation

Summary: The consideration of a resolution authorizing the Mayor to execute a right-of-way agreement with the N. C. Department of Transportation (NC DOT) for roadway improvements to Spivey Mountain Road.

The City of Asheville purchased a 3-acre site in 1998 for the Regional Water Authority to construct a new water reservoir as part of the 1994 Master Plan improvements for the water system. The property has approximately 400 feet of frontage on the south end of the property along a gravel road (Spivey Mountain Road) maintained by the NC DOT. This road serves as access to the site and the new water main providing water to and from the reservoir from the valley below is in the shoulder of the road.

The NC DOT is proposing, at its expense, to improve Spivey Mountain Road by widening the road to 18 feet and paving the road. Widening will include minor grading along the shoulder, but there are no improvements to alignment or centerline grade proposed. The NC DOT has been maintaining this road in the past without recorded right-of-way on some properties and is now asking those property owners to formally dedicate right-of-way in advance of the improvements.

The proposed roadway improvements are not in conflict with the water reservoir or the use of the property. Staff has discussed the proposed improvements with the NC DOT and have been assured by NC DOT that the road improvements will not create a conflict which would require relocation of the existing water line anywhere in Spivey Mountain Road. With this understanding, the resolution has been prepared authorizing the Mayor to execute a Right-of-Way Agreement dedicating 22.5 feet of right-of-way from the existing centerline to the NC DOT for roadway improvements.

Staff recommends the City Council adopt the resolution.

Retiree Health Benefits

Summary: The consideration of a resolution adopting changes regarding the eligibility of City employees to participate in the City's Self-Funded Employee Welfare Benefit Plan upon retirement. -4-

In June 1993 Council adopted a resolution setting the terms & conditions for retirees to continue health benefits through the City. Two of the provisions of that resolution (Resolution No 93-74) are considered impediments to employees seeking to retire.

The Human Resources Director believes the recommended changes will encourage employees wanting to retire to do so without the financial consequences of not having affordable health care, and further that employees with spouses working for the City can retire with the same benefits that other retirees enjoy whose spouses do not work for the City. The Risk Management Division concurs with this recommendation.

It is also noted that the recommendation will not require any funding from the City beyond the current budget

for fringe benefits, and that the impact on the health plan will be negligible.

Staff from the Risk Management Division and the Human Resources Department jointly recommend the adoption of this resolution.

Public Hearing Set for February 22, 2000, to Permanently Close Portion of Herman Avenue Extension

Quitclaim for Water Line Easement for Dreamland Partners, LP

Summary: The consideration of a resolution authorizing the Mayor to execute a quitclaim for an existing water line easement over an abandoned water main on the property which is currently the site of the Lowe's superstore at the intersection of South Tunnel Road and Swannanoa River Road.

As part of the construction of a new Lowe's superstore at South Tunnel Road and Swannanoa River Road, the site developer relocated a 24" water transmission main which was part of the Asheville water system in order to use the site for the superstore. The new transmission line has been completed, tested, and accepted in accordance with the policies of the Regional Water Authority and the standards of the City of Asheville, and an appropriate easement has been dedicated to the City of Asheville and recorded at the Buncombe County Registry over the new 24" water transmission line. This new line runs under the parking lot for the new store.

Upon acceptance of the new water line a few months ago, the old water transmission line was disconnected from service and abandoned, and a part of the new Lowe's store is now on top of the abandoned line. The new owners of the property, Dreamland Partners, LP, have requested the City of Asheville quitclaim the easement over the now abandoned line.

Staff recommends the City Council adopt the resolution to quitclaim the easement over the abandoned water line.

Extension of Time to Complete the Audit of City Accounts

Summary: The consideration of a resolution authorizing the Mayor to execute a contract change with Crisp Hughes Evans LLP, Certified Public Accountants, extending the completion date for auditing services for Fiscal Year 1998-99.

N.C. General Statutes sec. 159-34 requires that local governments of North Carolina have their accounts audited each fiscal year and submit a copy of the audit to the Local Government Commission.

-5-

During May 1999, the City entered into a contract with Crisp Hughes Evans LLP to conduct the City's annual audit for Fiscal Year 1998-99. The contract called for the audit to be performed and the report of audit submitted by October 31, 1999. Due to delays encountered by City staff in preparing financial statements for the first time using the City's new accounting software and the more extensive audit procedures employed to verify the accuracy of the software's accounting and reporting operations, the report of audit was completed on December 29, 1999. The Local Government Commission requires that any extension of the completion date beyond October 31 must be approved by the City Council. The resolution authorizes the Mayor to execute an amendment to the audit contract to extend the completion date.

City staff recommends Council adopt the resolution.

Mayor Sitnick asked that the record show that City Council has received this information and instructs the City Manager to place these items on the next formal City Council agenda.

DRAFT SUSTAINABLE ECONOMIC DEVELOPMENT STRATEGIC PLAN

Mr. Jack Cecil, Chair of the Sustainable Economic Development Task Force, reviewed with Council the process the Task Force used in developing the Strategic Plan for the sustainable economic development of Asheville.

Mr. David Kolzow, Consultant, outlined three questions to Council on why a strategic plan for Asheville was needed: (1) what do we need to do to get where we want to be using the resources available to us? (2) what can we do to create a sustainable and healthy economy, considering what is happening or is likely to happen in the world, our nation, our region, and our community? and (3) how do we more effectively get the community and its leadership involved in "building a better tomorrow."

Mr. Kolzow reviewed the following key strengths of Asheville: strong medical and health care services; attractive quality of life; availability of higher education and technical training; good telecommunications infrastructure; strong tourism industry; good highway access to community; supportive environment for small business; and vibrant downtown.

He then reviewed the key weaknesses of Asheville: lack of industrial and office sites and buildings; inadequate housing availability and high cost; inadequate graduate-level technical, science, and research programs at institutions of higher education; impediment to development from local permitting and zoning process; cost of water and sewer service; inadequate local streets and traffic problems; lack of quality jobs; and inadequate local environmental protection and cleanliness of community.

Priority development issues include: shortage of diverse and affordable housing within City; lack of developable sites; tight labor supply with shortage of skilled workers; lack of local agreement on type of business and industry the City should try to attract; water supply is inadequate and high cost; lack of prestigious research institutions and technical graduate programs; problems with planning, zoning and permitting processes; lack of cooperation between city and county government; need to revitalize the riverfront; high underemployment; lack of available buildings for manufacturing and distribution; and city's economic development role needs to be more clearly defined.

He said the following are the four key issues for Asheville's sustainable economic development: (1) development process; (2) real estate; (3) workforce/education; and (4) riverfront.

-6-

Priority target industries include: health and medical services; Internet-related activity; corporate back offices and higher-pay call centers; film-making; software development; environment technology; tourism; arts and crafts; electronic equipment; and automotive parts.

The vision for economic development include: sustainable and diversified economy; higher level of earnings; broad range of attractive job opportunities; top notch infrastructure; world-class education system; and higher level of community and leadership participation.

Mr. Cecil then reviewed the issues to actions which are: (1) a leadership workshop to determine priorities; (2) strategic action leans to: (a) clarify issues and state as problems to be solved; (b) determine primary causes; (c) develop actions to address the problems more effectively; and (3) four month process of meetings.

Mr. Cecil reviewed the following key goals: (1) Asheville's urban planning, zoning and permitting processes as created and administered by the City facilitates sustained and positive development. (2) the availability of suitable sites within the City meets its business needs into the future; (3) the City's future development balances economic objectives, social goals, and its natural resources to the benefit of present and future

generations; (4) the institution of higher education and training in the Asheville area meets the skill needs of the businesses and industries in the community; (5) the local workforce has the basic education, life skills, and technical skills to meet the demands of Asheville's workplace in the future; and (6) Asheville's "total" riverfront is redeveloped to maximize its full potential as both a quality of life amenity and economic development opportunity.

Implementation of the plan includes: creating a nurturing environment for the new economy; more effective communication and coordination among local government agencies and other organizations; developing the Asheville "product" through major projects such as Knowledge Center, Multimedia Center, Riverfront Greenway, and regional business/industrial parks; Implementation Task Force to monitor, evaluate, coordinate, and oversee future strategic actions; and identifying/security sustained and recurring funds to ensure successful implementation of strategic actions.

Upon inquiry of Councilwoman Field, Mr. Cecil said that this plan did incorporate input from 400 citizens which were from a cross section of the community. He also stated that the Task Force was more focused on product development not marketing and recruitment.

Councilman Worley said that City Council can begin implementing the Plan beginning with the little or no cost objectives.

Mr. Cecil said that the Task Force would like to proceed with obtaining additional public comment on the plan. He also suggested that some type of Implementation Task Force be established.

Mayor Sitnick make some comments and suggestions for the plan, one suggestion in particular was for City Council to consider, in the future, setting up a commission on sustainability to act in an advisory capacity to City Council. The Commission would be for in-house and community-wide education on sustainability and economic development that will fit with our community.

On behalf of City Council, Mayor Sitnick thanked Mr. Cecil, Mr. Kolzow, and Economic Development Director Mac Williams for the outstanding work in bringing this draft plan to City Council.

-7-

PRESENTATION OF ANNUAL AUDIT REPORT

Finance Director Bill Schaefer said that City Council retained an independent audit firm, Crisp Hughes Evans LLP of Asheville, NC, to perform an audit of the City of Asheville for the fiscal year ended June 30, 1999, as required by North Carolina General Statute sec. 159-34. The auditors gave the City an unqualified audit opinion. (The term "unqualified" means that in the auditor's opinion the financial statements represent fairly the financial position of the City and is not modified by reservations or restrictions).

Mr. Brian Broom, Engagement Manager, briefed City Council on their findings. He then reviewed the Fund Balance in the General Fund, along with General Fund expenditures and revenues. He also pointed out recent developments in local government regulation and legislation.

UDO AMENDMENT REVIEW

City Attorney Oast said that these Unified Development Ordinance amendments are being brought before City Council in order that staff may respond to questions Council may have prior to the public hearings, which are scheduled on Tuesday, February 8, 2000. He advised Council that it would be inappropriate for Council to receive comments from the public at this worksession.

Fee in Lieu of Sidewalks

Mr. Oliver Gajda, Pedestrian and Bicycle Coordinator, said this is the consideration of an ordinance to amend the Unified Development Ordinance (UDO) regarding sidewalk requirements and consideration of an amendment to the Fees and Charges Manual for reimbursement costs.

When the UDO was adopted in 1997, it included requirements for the majority of new developments to install sidewalk as part of the development. More specifically, the requirements are for all new commercial, industrial, single family residential subdivisions greater than 20 units; multi-family residential greater than 10 units to install sidewalks as part of their development; all new commercial, educational and industrial uses; and substantial improvements of commercial, educational and industrial uses greater than 50% improvements. Currently the only way for a developer to avoid these requirements is a waiver by City Council.

The UDO does not currently allow for a "fee in lieu of" for construction of sidewalks. In some cases there may be valid reasons for not requiring the sidewalk be constructed. This may be due to terrain, location, impact, future widening, etc. Developers have requested this option as they feel the sidewalk would be a more benefit in another location, particularly when sidewalk connectivity is needed on other major thoroughfares.

The purpose of the recommended changes in the ordinance are as follows:

- More clearly define what type of developments must install sidewalk as part of their development.
- Develop a mechanism for allowing a "Fee In Lieu" of constructing sidewalk when certain conditions are met.

Proposed guidelines requiring sidewalks would be:

- All additions or expansions where the gross floor area of the addition or expansion is greater than 50,000 square feet. -8-
- Sidewalk rehabilitation shall be required when the City Engineer has determined the existing sidewalk to be dilapidated, for development that meet new sidewalk construction requirements.

The proposed ordinance requires the City Engineer make the determination as to whether or not a development meets the requirements for a "Fee In Lieu" of constructing a sidewalk. In order to make that determination, the City Engineer will determine that one of several conditions exist:

- The residential area does not have sidewalks and sidewalks would be incompatible with the existing landscaping, architecture, design and/or pedestrian or vehicular traffic patterns;
- Sidewalks are scheduled to be installed as part of a City or State project which has been funded for construction;
- In locations where the District Engineer of the North Carolina Department of Transportation recommends in writing that no sidewalk be constructed; and
- Where a combination of conditions (such as, but not limited to, topography, low pedestrian volume and low vehicular volumes) exist which make it impractical or not feasible to construct a sidewalk, as determined by the City Engineer.

These recommended changes support the Pedestrian Thoroughfare Plan adopted by City Council in 1999. The Plan recommended that a "Fee In Lieu" of constructing sidewalks be implemented in order to provide funding for needed sidewalk linkages.

Staff recommends that the amount of the fee be defined in the City of Asheville Fees and Charges Manual. Staff recommends that the fee be paid based upon the linear foot of sidewalk that would be required at the location requesting the waiver. Staff recommends that the unit costs of the fee be \$20 per linear foot for 5'

concrete sidewalk, \$65 per linear foot for 5' brick sidewalk, \$28 per square foot of retaining wall and \$11.50 per linear foot of railing. The unit cost were established from a national publication. The publication is R S Means Sitework and Landscape Cost Data 2000, 19th Annual Edition. In addition to the construction costs, staff has included administrative costs necessary to install the sidewalk. Staff takes the approach that this is the fairest way to balance the costs of paying a "Fee In Lieu" of constructing a sidewalk to those developments that are not granted a waiver. All fees shall be accounted for separately from other monies and shall be expended for pedestrian improvements in the same area as they are collected with a five year period.

This recommendation passed the Planning and Zoning Commission on a 4 to 3 vote. Some of the members who voted against the recommendation indicated that they had a concern over the requirement to have a development consisting of three or more single family residences install sidewalk as part of the development. They stated that this requirement could pose a hardship for developers building affordable homes. After further review by staff, we have revised the recommendation for sidewalks for single-family and multi-family structures to stay as it currently is until further analysis is completed.

Staff recommends that City Council approve the recommended changes to the UDO as they relate to sidewalk requirements and adopt an amendment to the Fees and Charges Manual for reimbursement costs.

Councilman Hay felt there were really two issues being considered: (1) fee in lieu of sidewalks; and (2) the minimum sidewalk issue. He wondered if it would be better to consider each issue separately.

-9-

Councilwoman Field suggested that the Director for Economic Development review the ordinance. She was concerned about (1) the interior construction requirements; and (2) the definition of 50%. She suggested the City Engineer review the proposed ordinance to see if those concerns could be addressed.

At the suggestion of Councilwoman Whitmire, City Engineer Cathy Ball said that she would put a task force together to work on the affordable housing issue.

Ms. Ball pointed out that the fee in lieu of is the exception, not the rule.

Changes in Definitions of Church, Place of Worship and Sanctuary; and Creating Standards for Places of Worship

Senior Planner Gerald Green said that this is the consideration of two amendments to the Unified Development Ordinance which would establish definitions for place of worship and sanctuary and establish standards for places of worship in residential districts.

The Planning and Zoning Commission, at their January 5, 2000, meeting, reviewed and recommended approval of amendments to the Unified Development Ordinance which would establish definitions for place of worship and sanctuary and establish standards for places of worship located in residential districts. The definitions and standards are the result of several months of work by a committee composed of representatives of neighborhoods and the religious community, the Planning and Zoning Commission, and the Planning and Development staff. The definitions established by the proposed amendment would be applicable throughout the City's jurisdiction; the standards would apply to places of worship located in residential zoning districts only. As proposed, the definition of place of worship would make it clear that schools, day cares, recreational facilities, and other facilities could be developed in conjunction with a place of worship but would have to meet applicable development standards. The proposed standards for places of worship in residential districts establish three categories for places of worship based upon the number of seats in the sanctuary(ies):

- Small - Not more than 300 seats;
- Medium - 301 to 800 seats; and
- Large - More than 800 seats.

Locational requirements, with regard to the functional classification of the abutting street, are established for the three categories. In addition, standards are established which address:

- Lot size;
- Setbacks;
- Access points;
- Parking;
- Landscaping and buffering;
- Impervious surfaces
- Building height;
- Lighting;
- Space devoted to office use;
- Commercial activities;
- Grading; and
- Outdoor speaker systems.

-10-

The intent of the proposed standards is to permit the expansion and development of places of worship in residential districts while minimizing their impact on adjacent residential uses.

The Planning and Zoning Commission voted 7 to 0 to recommend approval of the wording amendments. The Planning and Development staff recommends approval of the amendments.

Upon inquiry of Councilman Worley, Mr. Green said that amendment to the ordinance would make one or two churches slightly non-conforming because of the size, however they would be grandfathered.

Mayor Sitnick asked that the record show that City Council has received this information and instructs the City Manager to proceed with the appropriate public hearings on February 8, 2000.

REPORT ON CITY DEVELOPMENT STAFFING AND CENTER CITY PLAN

Planning & Development Director Scott Shuford said that this is the consideration of a motion approving \$35,000, already allocated in the Planning and Development Department budget, to be reallocated to the Center City Plan.

In adopting this fiscal year's budget, the City Council postponed a staffing decision regarding the City Development Office for six months to allow the new Planning and Development Director to prepare a recommendation for staffing this key City Division. Working with the Downtown Commission, a list of expected duties for the City Development Division was prepared and is provided below. In analyzing the list of duties, I am recommending the following staffing arrangement: this organizational structure transfers an added staff member to the City Development Office while keeping the overall staffing level for the City Planning and Development Department (of which City Development is a part) at its current level. If the Center City Plan that is under development proposes significant changes to the functions of the City Development Division, this organizational structure will need to be reconsidered.

- Division Head - this Senior Planner position is to be transferred from the Planning Services Division
- Urban Development Specialist - this existing position is currently filled

Coordinator/Urban Planner I - this existing position is currently vacant and represents a revised position description from Terry Clevenger's Marketing Coordinator position

- Administrative Assistant - this existing position is currently filled
- Senior Secretary - this existing position is currently filled

City Development Division Functions

| FUNCTION |
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| Downtown Commission Liaison |
| Development Advice; Design Standards; Contractor Ombudsman |
| Infrastructure Support Coordination - Serve as a central conduit for complaints or concerns about parking, cleanliness, utilities, streetscape |
| Grant Writing/Fundraising - Facilitate efforts by the City's new grant writer position and by the Downtown Commission or other groups in project-based fundraising and grant applications |
| General Promotion - coordination of efforts in promoting Downtown |

-11-

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| Available Space Inventory |
| Center City Plan Coordination |
| Festival Coordination - Serve as a conduit for questions or issues about festivals |
| Project Coordination - Communicate and relay questions and concerns about Downtown projects; participate in project planning and design |
| Communication (e.g., newsletter, interactive webpage as part of COA webpage, etc.) |
| Administrative Duties (supervisory and administrative functions) |

In addition to postponing the City Development Division staffing decision, City Council decided to wait for a recommendation from the Planning and Development Director regarding what type of plan was needed for downtown Asheville (this plan is referred to as the Center City Plan). Since the adoption of this fiscal year's budget, the Mayor and the Downtown Commission have held numerous public input sessions soliciting concerns and ideas about downtown. These sessions have resulted in considerable agreement about the direction desired for the future of downtown Asheville. Additional planning work has occurred as part of the Pritchard Park and Downtown Parking Study projects, as well as the Main Street Study and Recommendations, and more is anticipated from the Pack Square Project and the Sustainable Economic Development Task Force report.

Given the extent of the planning that has already occurred and is occurring, it appears that all that is lacking is a way to tie this input together in a priority-based plan that would be prepared by City staff with limited technical assistance and with a continued high level of community involvement. There is \$35,000 in this year's Planning and Development Department budget that, with City Council approval, can be reallocated to the Center City Plan. This money will allow City staff to obtain the technical assistance needed to complete the plan in-house under the guidance of the Center City Plan Steering Committee that was formed to provide continuing public involvement in Downtown planning efforts. Technical assistance may be needed in the areas of retail analysis, transportation planning, streetscape design, or other areas that may be dictated by the planning process. Use of these current fiscal year monies will enable staff to fully initiate and possibly complete the Center City Plan this budget year.

The consideration of a motion approving \$35,000, already allocated in the Planning and Development

Department budget, to be reallocated to the Center City Plan.

Mayor Sitnick asked that the record show that City Council has received this information and instructs the City Manager to place this item on the next formal City Council agenda.

CONTRACT FOR PROFESSIONAL DESIGN SERVICES FOR THE PARKING DECK IN THE BATTERY PARK AREA

City Engineer Cathy Ball said that this is the consideration of a resolution authorizing the City Manager to sign a contract with Carl Walker, Inc., to design and provide project administration for the Parking Deck in the Battery Park area and an associated budget amendment, in the amount of \$570,000, for said project.

In October 1999, City Council directed staff to develop a Request For Proposals (RFP) to select a consultant to design a parking deck in the Battery Park area. The RFP was completed in October 1999. Proposals were received on November 19, 1999. Seven firms submitted proposals. The selection team reviewed the proposals and short-listed two firms: Carl Walker, Inc., and Hayes, Seay, Mattern and Mattern, Inc. (HSMM). The interviews were held on December 20, 1999. The selection team recommended Carl Walker, Inc., based upon qualifications.

-12-

Phase I of the contract consists of conceptual and preliminary design plans. Phase II of the contract consists of final construction specifications and design. Phase III consist of project administration during the construction phase of the project. The contractor will be allowed 150 calendar days for the completion of Phase I and II.

The estimated cost of Phase I is \$153,000, Phase II is \$242,000, and Phase III is \$115,000 for a total cost not to exceed \$510,000. This amount is approximately 6% of the estimated construction costs of the deck (\$8.8 Million). The fee for the project is based on an hourly rate plus allowable expenses, not to exceed \$510,000. Staff also requests that City Council approve a budget amendment, in the amount of \$570,000, for the cost of the above services, surveying and geotechnical testing, in addition to a 10% contingency to be paid from the issuance of Certificates of Participation.

Carl Walker, Inc., proposes to use five sub-consultants in the project. Three of the five are minority or women owned businesses.

Staff recommends that City Council (1) authorize the City Manager to execute a contract with Carl Walker, Inc., to design and provide project administration for the Parking Deck in the Battery Park area; and (2) adopt a budget amendment, in the amount of \$570,000, for said project.

Mayor Sitnick asked that the record show that City Council has received this information and instructs the City Manager to place these items on the next formal City Council agenda.

PLAN FOR PRITCHARD PARK PHASE I

Park Planner Alan Glines reviewed with City Council the proposed drawing of Phase One of the Pritchard Park Master Plan.

The Parks and Recreation Department, at the request of City Council, began a public process to determine the future design for Pritchard Park. A task force was developed which represented broad community interests. In the fall of 1998, the City hired the services of Genesis Group to develop a Master Plan for the project. An initial Master Plan was presented in January 1999 and has received broad community support and Council interest. Since then minor changes have been made to the Plan within the framework of the

overall proposal.

In conjunction with the Pritchard Park proposal a Downtown Traffic Evaluation was undertaken to determine the feasibility of returning downtown traffic along College Street and Patton Avenue to two-way operation. While the study states that it is feasible to return two way traffic to downtown, financial and other major considerations will preclude any renovation of the traffic network at this time. The Traffic Evaluation Report is currently being studied by the City Engineering Department. There has been on-going interest from the City Council liaison group assisting with the direction of the project, to phase the construction of the park Master Plan. Staff has recommended a phased construction scope for Pritchard Park.

Phase One of the park design and construction will enlarge the park area. The central area of the park will feature a terraced public gathering space, enhanced crosswalks to connect to the surrounding sidewalk areas, planted areas with native trees and shrubs, ornamental lighting, rock work that will display a small water feature, an area for food vendors and opportunities for public art.

In addition to the park expansion, the Phase One construction will include the renovation of the College Street sidewalk area across from the park in an effort to support economic growth and downtown vitality. The sidewalk space will be increased from the current 9 foot width to 18 -13-

feet. Other amenities will include trees and tree grates, building access to comply with the American with Disabilities Act, and ornamental street lights. Parallel parking will continue along the sidewalk in front of the buildings on College Street.

The next step for the project will be to complete construction drawings and specifications by the Genesis Group team. Construction is expected to commence in May and be completed by early fall. It is expected that there will be sufficient funds to complete Phase One.

City staff recommends City Council authorize the Parks and Recreation Department to proceed with construction documents and implement Phase One for Pritchard Park.

Councilwoman Field said that the County has indicated that they would look favorably upon waiving the tipping fees.

Councilwoman Field said that when the project gets in the Phase Two stage, City Council may want to discuss where the parade route will be.

Upon inquiry of Vice-Mayor Cloninger, Mr. Glines said that there is substantial greenspace in the park design.

Upon inquiry of Councilwoman Field, Director of Transit Services Bruce Black said that he is looking for potential corporate sponsors for some bus shelters in the downtown area.

Mayor Sitnick asked that the record show that City Council has received this information and instructs the City Manager to place this item on the next formal City Council agenda.

SPECIAL EVENT PARKING

Revenue Manager Deborah Crowder provided information to City Council about: under what circumstances and how often special event fees are in effect; special event fee structure and resulting revenue figures for last year; the impact of special event parking to downtown shoppers, library patrons and monthly parkers; and the possibility of pursuing other options based on the capabilities of the new gate equipment which will be installed over the next several weeks.

Ms. Crowder answered various questions from Council regarding special event parking.

Mayor Sitnick asked that the record show that City Council has received this information and instructs the City Manager to place this item on the next formal City Council agenda.

PUBLIC ACCESS CHANNEL COMMISSION

It was the consensus of City Council to have the City Clerk arrange the following interviews for the Public Access Channel Commission: Wally Bowen, John Hayes, Raphael Peter, Mark Rosenstein, Mary Ellen Brown, James Torpey, Andrew Reed, Marianna Bailey, Lisa Michie, Rebecca Em Campbell, Orpheus Allison, Clifford Davids, Mark Goldstein, Beth Lazer and Allan Goodstadt.

Upon inquiry of Vice-Mayor Cloninger, City Attorney Oast said that if City Council wanted to change the membership of the Commission that it would require an ordinance amendment.

-14-

At the request of Councilwoman Field, it was the consensus of City Council to have the City Attorney prepare the proper paperwork to increase the membership on the Public Art Board to include a seat for the Chairman of the Arts Alliance.

It was the consensus of City Council to appoint Councilman Worley as the liaison to the ABC Board.

Councilwoman Field updated City Council on the MSD retreat.

Mayor Sitnick suggested that in the future a simple chart be prepared showing which entity has control over what policies.

ADJOURNMENT:

Mayor Sitnick adjourned the meeting at 6:21 p.m.

CITY CLERK MAYOR
