

City of Alexandria, Virginia

23
6-26-01

MEMORANDUM

DATE: JUNE 20, 2001

TO: THE HONORABLE MAYOR AND MEMBERS OF CITY COUNCIL

FROM: PHILIP SUNDERLAND, CITY MANAGER *PS*

SUBJECT: CONSIDERATION OF PLANNING PROCESS FOR WINDMILL HILL PARK AND RESOLUTION TO ESTABLISH THE AD HOC STEERING COMMITTEE FOR WINDMILL HILL PARK

ISSUE: City Council consideration of the planning process and design components for Windmill Hill Park and resolution to establish the ad hoc steering committee for Windmill Hill Park.

RECOMMENDATION: That City Council:

1. Approve the following principles and factors, as discussed at the June 6 City Council work session, for use as guidance in the Windmill Hill Park design process referenced in paragraph 3 and discussed in this memorandum below:
 - (a) Windmill Hill Park is to be a public park, designed to be broadly accessible to all Alexandrians to enjoy.
 - (b) The design for Windmill Hill Park in the area east of Union Street should prominently feature the river, should enable the public to experience and enjoy the river, and should retain a reasonable view of the river, including:
 - Natural resource enhancements, which should include (i) native plantings, (ii) one or more walkways along, across or into the area containing the native plantings, or other features that will enable the public to experience this area, (iii) means to control silting and erosion (using natural methods to the degree feasible), and (iv) retention of bird habitat. The program components for the river area should dictate whether or not the pilings need to be removed;
 - A limited number of docks and boat slips, which would be limited to small sail boats that would be available to the public to use, if consistent with the remainder of the design;
 - A limited boat launch/retrieval area, with boats limited to kayaks, small sail boats, row boats, canoes, sculls and similar boats (and excluding power and similar gasoline-fueled boats), if consistent with the remainder of the design;

- A small fishing area, if consistent with the remainder of the design;
 - Improvements to the outfall that lies to the east of Union Street to make these features more attractive and possibly to better integrate the parts of this portion of the Park;
- (c) The design for Windmill Hill Park should include educational components that are intended and designed to advance the public's knowledge and understanding of the river, of the natural resource enhancements in the Park, and of similar matters. In this regard, consideration should be given to (i) an interpretive trail from Jones Point Park to Windmill Hill Park, and (ii) a building in the Park on either side of Union Street which would be used to advance the public's knowledge and understanding of the river. The building would be as small (in terms of footprint, bulk and height) as possible, and which could include restrooms available to the public;
 - (d) Consolidating (but not expanding) the active recreation uses in the portion of Windmill Hill Park to the west of Union Street, placing the passive uses together as a buffer to adjacent residential properties, and adding more picnic tables and similar features should be considered in the design process.
 - (e) A dog exercise area should be retained in Windmill Hill Park, and relocation of the current exercise area should be considered in the design process.
 - (f) The design of Windmill Hill Park should include enhancements to the part of Union Street that lies within the Park, including traffic calming measures and features that would serve to better integrate the west-of-Union and east-of-Union portions of the Park.
 - (g) The provision of parking in Windmill Hill Park, either off-street or on-street, should be considered in the design process; provided, that any such parking must not be a dominant feature of the Park. Off-street parking should, if feasible and consistent with the overall Park design, be located away from the river.
2. Ensure that when the City negotiates the settlement of the title dispute for the property to the east of Union Street with the Federal government, the deed for the property contain appropriate language to restrict the use of the property to public park purposes.
 3. Adopt the attached resolution (Attachment 1) and authorize the City Manager to appoint an eleven member ad hoc steering committee on Windmill Hill Park that will work with staff and the design consultant during the summer in preparing a design plan for the park

and will review the design plan recommended by staff to City Council prior to its presentation to Council in the fall. The ad hoc steering committee members shall include:

- One representative from the Waterfront Committee;
- One representative from the Park and Recreation Commission;
- One representative from the Environmental Policy Commission;
- One representative from the Waterfront Alliance;
- One representative from the Seaport Foundation; and
- Six citizens at-large, two each from the geographic areas of the City delineated by the three Park and Recreation Planning Districts.

The City Manager shall request that each of the designated groups select their own representative no later than July 9, and the City Manager shall appoint the ~~three~~ **six** citizen at-large members by July 9. The City Manager shall also appoint one of the steering committee members to serve as convener of the group.

4. Request that staff docket the design plan for Windmill Hill Park for public hearing and action in the fall of 2001. The staff report accompanying the plan shall include the estimated cost for implementing the recommended plan and its on-going operation and maintenance costs; and
5. Authorize the City Manager to submit a grant application for the City Parks Forum Catalyst Grant through the American Planning Association for up to a maximum of \$35,000 to assist with the costs for the park design.

BACKGROUND: On September 12, 1998, City Council approved a concept plan and design guidelines for future planning for Windmill Hill Park. As staff began implementing these plans, new residents at the Harborside and Ford's Landing developments indicated they had not been a part of the earlier design process and that, as nearby neighbors, they would like their wishes known.

In January 2001, the City Manager suspended all work in Windmill Hill Park until further public input could be obtained. Public meetings were held on May 1 and May 10 and interested groups and citizens were encouraged to bring forth new ideas and plans for Windmill Hill Park and to review the earlier concept plan adopted by City Council. More than 100 people attended each of these meetings and contributed valuable comments. At those meetings, presentations were made on the City's original plan, Peter Nelsen's plan for a commercial marina, the Waterfront Alliance's plan for a Wetland Sanctuary, and the Seaport Foundation's plan for a wetlands preserve, a small boat basin and an educational center.

City Council held a work session on June 6 to review the original plan and to hear from citizens and groups that had new ideas for the area. After a period of discussion, Council requested that staff summarize the design principles and factors where there was general Council consensus and return to Council on June 26 for approval of these principles and factors (which are set out above in paragraph 1 of the recommendations). The hard work, research, and creativity of all of the

groups involved to this point in rethinking the design for Windmill Hill Park are to be commended. This report details the planning process to be use to move forward to a final design for Windmill Hill Park.

DISCUSSION: To facilitate the planning process for the design of Windmill Hill Park, staff recommends that an outside consultant with landscape architecture and appropriate engineering expertise be hired to assist the staff¹ and the steering committee in the design stage of Windmill Hill Park.² To enable staff to incorporate improvements at Windmill Hill Park with other capital maintenance work along the waterfront, it is critical that we proceed through the summer months with this planning and design effort.

Staff recommends that the process with the steering committee and staff begin in July with a charrette or workshop. At this time, the consulting firm will listen to how best to incorporate the City Council's design principles and factors into a plan, and will then return to the steering committee in early September with a preliminary design or designs. After further discussion with, and input from, the steering committee and staff, the consultants will return in early October with a final design. A design plan for Windmill Hill Park will then be docketed for public hearing and final adoption in October or November. Staff will also work with the consultant to develop the cost estimates for the design plan, as well as explore the on-going maintenance requirements for the park. Information on costs will also be presented to the steering committee.

All steering committee meetings will be open to the public.

FISCAL IMPACT: To pay for the planning process, staff will apply for a City Parks Forum Catalyst Grant through the American Planning Association. The City is eligible for this grant after attending a symposium that addressed urban park planning in April of 2001. The maximum grant funding available is \$35,000.

ATTACHMENT:

1. Proposed Resolution Establishing the Ad Hoc Steering Committee for Windmill Hill Park

STAFF: Sandra Whitmore, Director, Recreation, Parks and Cultural Activities

¹ The staff that will work with the ad hoc steering committee will include appropriate staff from the Department of Recreation, Parks and Cultural Activities, from Transportation and Environmental Services (including staff with expertise in traffic issues and staff with expertise in environmental issues), from the Alexandria City Public Schools, from Planning and Zoning and from the City Manager's Office or other offices as required to prepare a design plan for Council's consideration in the fall.

² The City has several engineering firms of record that are qualified to assist with this process. Upon Council's approval of this process, a consulting firm will be selected from one of the firms already under contract with the City for specialized projects.

PROPOSED RESOLUTION

WHEREAS, on June 6, 2001, City Council held a work session on new ideas for the park design for improvements at Windmill Hill Park; and

WHEREAS, Council provided staff with guidance regarding design components to be considered for the park; and

WHEREAS, continued citizen participation with staff will help guide the development of a final design for Windmill Hill Park for presentation to City Council in the fall that will balance the goal of an attractive public park for the enjoyment of all Alexandrians with sensitivity to the adjacent residential areas;

**NOW, THEREFORE BE IT RESOLVED BY THE
CITY COUNCIL OF ALEXANDRIA, VIRGINIA**

- (1) The City Manager is hereby authorized to establish an *ad hoc* committee known as the Ad Hoc Steering Committee on Windmill Hill Park.
- (2) The Steering Committee shall consist of 11 members to be appointed as described below:
 - a. One representative from the Waterfront Committee;
 - b. One representative from the Park and Recreation Commission;
 - c. One representative from the Environmental Policy Commission;
 - d. One representative from the Waterfront Alliance;
 - e. One representative from the Seaport Foundation; and
 - f. Six citizens at-large, two each from the geographic areas of the City delineated by the three Park and Recreation Planning Districts.
- (3) The groups shall designate their own representatives, and make these designations known to the City Manager no later than July 9, 2001.
- (4) The City Manager shall appoint the ~~three~~ six citizen at-large representatives no later than July 9.
- (5) The City Manager shall designate one member of the Steering Committee to serve as convener, with lead staff support to be provided by the Department of Recreation, Parks and Cultural Activities.
- (6) The function of the Steering Committee on Windmill Hill Park shall be to work with staff and the design consultant throughout the design process; to participate in a design charrette or workshop in July; to review the consultant's preliminary design(s) in September; and to review the final design prior to its presentation by staff to City Council in the fall of 2001.

ADOPTED: _____

ATTEST:

KERRY J. DONLEY, MAYOR

Beverly I. Jett, CMC

City Clerk

RESOLUTION NO. 2003

WHEREAS, on June 6, 2001, City Council held a work session on new ideas for the park design for improvements at Windmill Hill Park; and

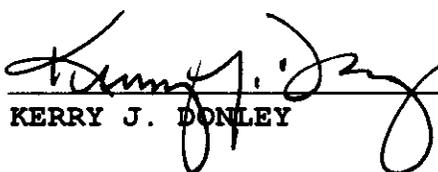
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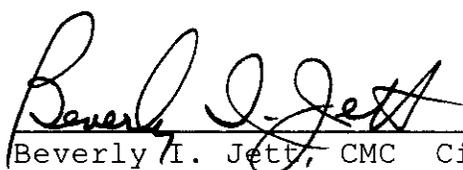
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 - c. One representative from the Environmental Policy Commission; and
 - d. Six citizens at-large, two each from the geographic areas of the City delineated by the three Park and Recreation Planning Districts.
- (3) The named groups shall designate their own representatives, and make these designations known to the City Manager no later than July 13, 2001.
- (4) In consultation with the Mayor, the City Manager shall appoint the six citizen-at-large representatives no later than July 13.
- (5) The City Manager shall designate one member of the Steering Committee to serve as convener, with lead staff support to be provided by the Department of Recreation, Parks and Cultural Activities.
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ADOPTED: June 26, 2001


KERRY J. DONLEY MAYOR

ATTEST:


Beverly I. Jett, CMC City Clerk

City of Alexandria, Virginia

MEMORANDUM

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FROM: PHILIP SUNDERLAND, CITY MANAGER *ps*
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WHEREAS, Council provided staff with guidance regarding design components to be considered for the park; and

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ADOPTED: _____

ATTEST:

KERRY J. DONLEY, MAYOR

Beverly I. Jett, CMC City Clerk

EXHIBIT NO. 3

The Old Town Civic Association

23
6.26-01

POST OFFICE BOX 21333
ALEXANDRIA, VIRGINIA 22320-2333

June 23, 2001

Mayor Kerry J. Donley
City of Alexandria
301 King Street
Alexandria, VA 22314

Re: Planning Process for Windmill Hill Park

Dear Mayor Donley:

On behalf of the members of the Old Town Civic Association I want to thank the members of Council, the City Manager and the various city departments for their diligence and the professional manner in which the June 6, 2001 work session was conducted. The City Manager's June 20, 2001 memorandum outlining the proposed planning process fairly addresses the major issues raised during the work session.

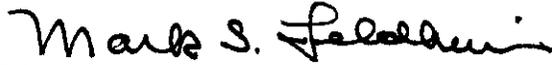
In addition to several OTCA Board of Directors meetings in which the Old Town Yacht Basin/Windmill Hill Park "plans" were discussed, we conducted a membership survey and held 2 general membership meetings at which the subject was addressed in detail. With the exception of a general consensus that a commercial marina use is inappropriate for this site, the members did not specifically favor any particular plan. Nevertheless, the overwhelming sentiment was that the consolidated park site was too small of a parcel to support intensive use. Notwithstanding the membership's recognition of the value of education, preservation of wetlands, access to the river, preservation of the river vista, there is a realization that we must set reasonable planning goals to make the site accessible as well as usable.

Accordingly, at our last business meeting of the year following a detailed discussion, the attached Resolution was passed on motion, duly seconded and without dissent. Although the planning process and public hearing on the subject have not concluded, the general membership wanted to make sure that the Council, City Manager, staff, Ad Hoc Steering Committee and any engineering contractor were cognizant of our position.

Although we look forward to participating in the process we are concerned about the absence of any OTCA representation on the proposed Ad Hoc Steering Committee. As you may be aware, OTCA has been involved with the planning of this area over a number of years. While we fully recognize that the site is to be developed as a park for all Alexandria residents and visitors, it is located within the Old & Historic District that is the subject of OTCA's jurisdiction and will affect the Old Town community more than

any other entity. Under the circumstances a seat on the Steering Committee in addition to the citizen at large positions would be appropriate. If we can be of any assistance in providing names of OTCA members and area citizens interested in serving on the Steering Committee do not hesitate to contact me.

Sincerely,



Mark S. Feldheim
President

Encl.

cc: Vice Mayor William C. Cleveland
Councilwoman Claire Eberwein
Councilman William D. Euille
Councilwoman Del Pepper
Councilman David G. Speck
Councilwoman Joyce Woodson

City Manager Phil Sunderland
Sandra Whitmore, Director Recreations, Parks and Cultural Activities
Richard J. Baier, Director Transportation & Environmental Services

The Old Town Civic Association

POST OFFICE BOX 21333
ALEXANDRIA, VIRGINIA 22320-2333

RESOLUTION

WHEREAS, the Old Town Yacht Basin site is a small parcel not suitable for intensive use,

IT IS HEREBY RESOLVED that the future use of this site should

- be as low-keyed as possible
- be maintained as an open space for passive enjoyment
- not be encumbered by buildings or parking facilities

Adopted this 19th day of June, 2001

Attest:



Michael E. Hobbs
Recording Secretary

PHONE-O-GRAM®

for: Mayor & Council

From Walter V. Hall Company _____
City 426 S. Lee St. Area Code _____ Phone 23
6-26-01

Telephoned Please return the call Returned your call Will call again Came in See me

Message He disagrees with the design proposal - plans to attend meeting

Date 6/25 Time 4:35 Taken by bc

Action Wanted _____

Action Taken _____

PHONE-O-GRAM®

for: Mayor & Council

23
6-26-01

From Cornelius Jensen Company _____
City 704 S. Lee St. Area Code _____ Phone _____

Telephoned Please return the call Returned your call Will call again Came in See me

Message He is opposed to Marina at Windmill Hill Park - put it at Jones Point

Date 6/25 Time 10:41 Taken by bc

Action Wanted _____

Action Taken _____

PHONE-O-GRAM®

for: Mayor's Council ²³/₆₋₂₆₋₀₁

Mr. & Mrs. Capps of Lee Street

- Telephoned
- Returned your call
- Came in
- Will call again
- Please return the call
- See me

Message: Re: Windmill Park - definitely against having
any leasing in the area & no building. a bldg. would
create problems. No restrooms. Dog run should be
retained.

Phone: 703-836-2266 Date 6/25 Time _____ By by



miles_holtzman@hq.dl
a.mil

06/25/01 09:53 AM

To: Beverly I Jett@Alex
cc:

Subject: WINDMILL HILL PARK (Item #23, Council docket for Tuesday night,
7 :30 pm, June 26).

23
6-26-01

Dear Ms. Jett,

I wanted to drop you a short note expressing my support for the ideas contained in the City Manager's memorandum to the Mayor and Members of City Council, dated June 20, and entitled "Consideration of Planning Process for Windmill Hill Park and Resolution to Establish the Ad Hoc Steering Committee for Windmill Hill Park". As a city resident who actively uses the river, I found the concepts discussed therein to be appropriate and balanced. I look forward to more people having access to just a wonderful natural resource.

Sincerely,

Miles Holtzman
204 Oronoco St.
Alexandria, VA, 22314
703.548.4018



LMayer@esi-intl.com

06/25/01 09:36 AM

To: Beverly I Jett@Alex

cc:

Subject: Windmill Hill Park Development

23
6-26-01

My wife and I live at 108 Pommander Walk in Old Town. We are strongly opposed to any further development in the park along the east side of S. Union. We do not need additional parking spaces, buildings, public bathrooms, boat launch/retrieval areas, etc. What we need is conservational efforts to maintain the river bank, etc. If, in fact, any of the City Manager's recommendations are adopted/effectuated, ought not Alexandrians then presume that these same recommendations will be adopted/effectuated for all parks along the river from the Power plant to Jones Point? If not, then some rationale should be offered by the council as to why Windmill Hill Park is being singled out for special development?

/s/ Luke and Linda Mayer



spjansen@mindspring.
com

06/25/01 11:26 AM

To: Beverly I Jett@Alex
cc:

Subject: Windmill Hill Park/City Council Meeting June 26, 2001

23
6-26-01

Dear Ms. Jett:

As a homeowner at South Lee Street, I would like the Mayor and City Council to note my opposition to a marina and public restrooms at Windmill Hill Park.

There is no need for these facilities at that location. There are other areas for small boat launching. Jones Point Park is only a stone's throw away.

I would strongly urge the Mayor and the City Council to reject this waste of public money. All that is needed is to properly clean up that area of the waterfront and Windmill Hill Park will become one of the most beautiful parts of Old Town.

I would appreciate it if you would convey this message to the Mayor and the City Council.

Sincerely,

Cornelis Jansen
704 S. Lee Street
Alexandria, VA 22314



robert.odle@weil.com
06/26/01 10:55 AM

To: Beverly I Jett@Alex
cc: lydiaodle@mris.com @ INTERNET
Subject: June 26 Meeting

23
6-26-01

I received a flyer from the Waterfront Alliance this morning urging me to e-mail Council and attend tonight's session to demonstrate opposition to the City's thinking on the Windmill Hill Park matter and support for the Alliance's.

As a Harborside resident who has a home with views of the old yacht basin, I must say that I generally support what the City is doing, both from a process standpoint and substantively. The City is attempting to create something for the use of all in Alexandria, and I fear some of my neighbors are trying to create an exclusive park for themselves. In the words of one at a recent Alliance meeting, "This is a neighborhood park. It's not for visitors. We must keep control." And another: "Don't underestimate the City's desire to attract people (to the park)."

I disagree with these statements and I disagree with my professional activist neighbors who want to keep everything and everybody away: no place for cars, no place for boats -- build along Union Street to keep people out and build a bridge between Harborside and Fords Landing to keep boaters out. Make it like Gramercy Park in Manhattan: only the property owners around the park are allowed in.

I think the City is on the right track, and would make two suggestions: first, if you do adopt the Alliance proposal, check it out carefully in the process so people have access and so you don't create a swamp. Second, get rid of all those pilings. They are dangerous, they are ugly, and as the Mayor has remarked, visitors to Alexandria look at them and must wonder if we've taken leave of our senses to allow them to remain.

*****NOTE*****

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bruce.kiely@bakerbott
s.com

06/26/01 04:50 PM

To: Beverly I Jett@Alex
cc:
Subject: Agenda Item 23

23
6-26-01

Today Old Town has a careful balance of public and private areas. It also has a careful balance of congested areas and uncongested areas. This balance needs to be retained. The influx of additional traffic flow to the entire Old Town area after the bridge is done and off ramps into Old Town proliferate will place tremendous pressure on life in all of Old Town and Alexandria. The area along Union Street is one of the last vestiges of tranquility in Old Town--the dog run is pleasant and open, the park is tranquil and available for individuals and families to enjoy without undue congestion of people or traffic and related traffic pollution and child safety issues.

To assure a meaningful quality of life, we all need a place to go, with or without pets, that is green, safe, open, quiet and tranquil. The Proposals Many of the proposals in Agenda Item 23 appear to be plans that will create congestion, noise, traffic and take away what little open, green quiet space there is. To what end- creation of commercial establishments, creation of unlimited growth in traffic including boat trailers on narrow residential streets, establishment of a building structure of unknown usage, architectural design, size and quality that will invite loitering, noise and crowds? Move the dog exercise area to where-- into Windmill Park so children and dogs mingle? Imagine the confusion, risk of injury and ,of course, the risk of liability to the city for creating the situation. Or, Old Town can simply remove the play area and turn it over to dogs and cars and boat trailers.

Request To Rethink the Plan. When one has the opportunity to start with something that is good, the goal should be to keep the good and make the good better. That objective of making good better does not appear to be the result of many of the proposals under Agenda Item 23. The objective of the proposals seems to be the opposite--spoil the tranquility,create congestion, pollution and traffic. There is, and must be, a better way for the management of the City of Alexandria and of Old Town to develop a sensitive proposal that permits all citizens of Alexandria to enjoy the area without eliminating the tranquility, without creating a traffic snarl and without spoiling the ambiance for all.

I live at 700 Fords Landing Way. My phone number is 703 548 7233 or I can be reached at the phone number and e-mail address set forth below. Thank you in advance for your careful consideration of this matter.

Bruce F. Kiely

Baker Botts L.L.P.

The Warner

1299 Pennsylvania Ave., N.W.

Washington, D.C. 20004

202.639.7711

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bruce.kiely@bakerbotts.com



joliva@uspsog.gov
06/26/01 04:28 PM

To: Beverly I Jett@Alex
cc:
Subject: WINDMILL HILL PARK

23
6-26-01

Beverly Jett

For distribution to the Mayor, each member of the City Council, and the City Manager. I reside at 11 Keith's Lane, Alexandria, and am President of the Ford's Landing Homeowners Association. I am very concerned that the City Council is moving too rapidly and narrowly in specifying "principles" to guide the design of Windmill Hill Park. The memorandum to the Mayor and City Council on this subject, dated June 20, 2001, cites public meetings held on May 1 and May 10 and implies the principles and actions under consideration this evening are a routine outgrowth of those public meetings. However, members of our community took great pains to attend those meeting and we dedicated one of our monthly Homeowner Association sessions to reviewing the various "options." Many of our homeowners are now deeply disturbed by the inconsistency between what was presented during the public meetings, and what is currently being proposed. They are also concerned that the residential neighborhoods surrounding the park are not properly represented on the steering committee. Frankly, there is substantial opposition to tonight's proposal. Specific objections are as follows:

- * Docks and boat slips
- * A building * Public restrooms
- * Relocation of the dog exercise area
- * Various other objections

Please consider the following:

- * Delay specifying guidelines until the guidelines are properly vetted with the community.
- * Reorganize the steering committee to properly represent the surrounding neighborhood.

Thanks for your consideration.

Joe Oliva
(703) 248-2317



dick_amann@entekinc.
com

06/26/01 02:26 PM

To: Beverly I Jett@Alex
cc:
Subject: Windmill Hill Park

23
6-26-01

Beverly Jett,

Reference docket item 23 for tonight's Council Meeting.

Please forward this message to the Mayor, each member of City Council and the City Manager. I am a resident of Alexandria, residing at 8 Alexander Street in the Ford's Landing community. I have been following, with great interest, the plans for changes to Windmill Hill Park. The plans have rapidly progressed from a discussion of multiple options, many of which are mutually exclusive, to a proposal to form an ad hoc steering committee and adopt a series of guidelines to be given to a design consultant. How did we get from informing the residents of options to giving guidelines to a design consultant?

My specific concerns are:

- a.. There is no representation on the ad hoc steering committee from the communities that border the park.
- b.. The guidelines to be given to the design consultant contain a number of elements which are objectionable to the immediate neighbors.
- c.. Once the design consultant develops a design, any changes will be viewed as being "in conflict with the design the City has paid for"
- d.. These are the elements of the guidelines to which I object:
 - a.. docks and boat slips
 - b.. the construction of a building in the park
 - c.. relocation of the dog exercise area
 - d.. public restrooms

I request that the following action be taken:

- a.. Reconstitute the ad hoc steering committee to include full representation of the neighboring communities
- b.. Defer approving "guidelines" to be given to the design consultant until after the citizens' views have been heard

Thank you for your consideration,

Richard W. Amann
8 Alexander Street
Alexandria, VA 22314

Sent to CC, CM, Rose

20,6/26/01

Sarita Schotta
104 Prince Street
Alexandria, Virginia 22314-3312
703-548-9890; (fax) 703-548-0330; schotta@erols.com

July 2, 2001

The Honorable Kerry J. Donley, Mayor
City Hall, Suite 2300
301 King Street
Alexandria, Virginia 22314
Fax: 703-838-6433

Re: Selection of Ad Hoc Committee/Windmill Hill Park

Dear Mayor Donley:

My understanding is that the nominations for members of the ad hoc committee are due July 13. I have three questions about the selection process:

1. What criteria will you use?
2. How will each criterion be weighted?
3. What members of council, staff and/or whomever else will you involve in the process? How will they participate?

Many of us have extensive resumes and a busy summer of business and vacation travel. Pinpointing the requirements exactly will save time and help us submit the most relevant information.

Thank you for your consideration.

Sincerely,



Copies:

William Cleveland, Vice Mayor
Councilwoman Claire Eberwein
Councilman William Euille
Councilwoman Redella Pepper
Councilman David Speck
Councilwoman Joyce Woodson