

# City MANAGER'S MESSENGER



City of  
*Fayetteville*  
North Carolina

November 18, 2015

## CITY COUNCIL SCHEDULE

### 11/23/2015

City Council Meeting, 7 p.m.,  
Council Chamber

### 12/7/2015

Council Inauguration, 6 p.m.,  
FSU Seabrook Auditorium

### 12/14/2015

City Council Meeting, 7 p.m.,  
Council Chamber

## City Manager's Office

- Participated in meeting recommending how to organize the management of proposed downtown arts districts.
- Met with the County Manager and staff to further discuss sales tax distribution agreement. We are drafting a memorandum to council to seek guidance on how best to move the policy discussion forward.
- Held bimonthly area manager's luncheon to include Cumberland County, Fort Bragg, and town of Spring Lake leaders.
- Received homelessness program proposal from Family Endeavors non-profit to address non-veterans homelessness. This is the same organization that received the grant to address veteran homelessness. The proposal will be discussed with our County partners.



- We opened bids for the College Lakes Pool on Tuesday, Nov. 17. Staff will be updating Council on the results in the agenda packet for the Nov. 23 Council meeting. The bid opening for the City Hall third floor renovation was scheduled for 1:30 p.m. on Wed. Nov. 18, but staff will be extending that bid opening for seven days in order to allow Council the opportunity to consider awarding the pool project first. Staff had heard from contractors concerned that they would not have the capacity to complete both projects at the same time. Staff is delaying the bid opening for the third floor to ensure that uncertainty regarding the pool project will not interfere with participation in the third floor bidding process.

## OPERATIONS PORTFOLIO

### Fire/Emergency Management

- The department conducted two Recruitment Workshops on Saturday, Nov. 14 at the airport training facility. The workshops focused on methods that help candidates improve their performance during testing. Candidates were given an overview of the hiring process and provided written sample tests as well as a hands-on opportunity to engage the physical agility test. The department will be conducting another Recruitment Workshop in Feb. 2016.
- Fire Chief Benjamin Major and Department Director Michael Gibson presented a Recognition Plaque to Brian Gaskell from Parks and Recreation for his heroic efforts at the Tokay Recreation Center on Sept. 28 when he used the Automated External Defibrillator on a citizen that went into cardiac arrest. The citizen was revived and transported to Cape Fear Valley Medical Center. The presentation was done during the Council meeting on Monday, Nov. 9.
- Suppression units responded to a residential structure fire in the Beaver Creek South Community on Sunday, Nov. 1. The fire damaged 30% of the structure with smoke damage throughout. The homeowner received burns from the fire and was transported to Cape Fear Valley Medical Center. Suppression units also responded to a vacant structure fire the next day at 510 Link Street in the downtown district. The fire was contained to the structure with heavy smoke and fire damage. There were no injuries. On Wednesday, Nov. 11, suppression units responded to a residential structure fire at 104 Colonial Avenue off Ramsey Street. Two rooms were heavily damaged by fire and smoke. The occupants made it out of the structure safely. Two pets were removed from the structure and treated with pet oxygen. Unfortunately, one pet succumbed to smoke inhalation. The American Red Cross assisted the family. On Thursday, Nov. 12, suppression units responded to 1440 Caisson Drive in the Eureka Springs community for a residential structure fire. The fire and smoke damaged approximately 75% of the home. No injuries were reported.

### Police

- Chief Medlock attended the Youth Council meeting at Kiwanis Recreation Center on Monday, Nov. 16.
- WTVD ran a story on the Fayetteville Police Department about a recent string of encounters where officers had guns pointed at them by suspects and we were able to de-escalate the situations and arrest the suspects without injury or further incident.
- The Fayetteville Police Department has submitted a video to Doritos for the Crash The Super Bowl contest. To watch the video click on this link: <https://crashthesuperbowl.doritos.com/video/2636>

## OPERATIONS PORTFOLIO (continued)

### Environmental Services

- City Council authorized the City Manager to direct staff to develop a garbage collection outsourcing pilot project for a portion of west Fayetteville. The target date for completion of the RFP is Jan. 4, 2016. The process for this project has begun.
- Staff member Jackie Tuckey attended the Fayetteville OutFront Community Meeting on Nov. 10.
- The Department has rolled out a plan to work in teams to improve collection-point success rate and we have started to see positive results.

### Fayetteville Area System of Transit

- Transit advertising on buses is progressing at a good pace. Some advertising has now been placed on 12 buses. We have earned revenues of \$2,700 in the two months since the program began, with October revenue of \$1,879. The minimum revenue guarantee for FY 16 is approximately \$17,000.
- Transit Customer Appreciation Day is set for Tuesday, Nov. 24. Customers will have opportunity to contribute cans of food to the Second Harvest Food Bank.

### Fayetteville Regional Airport

- Mark your calendars, this year's Snowball Express is scheduled for Saturday, Dec. 12.
- Greg Shaffer performed lock out/tag out refresher training and arranged for ARC training of airport staff.
- Conducted annual presentation/review of our Airport Snow Removal Plan and review of Contingency Plan for Lengthy Airline On-Board Ground Delays.

**Nothing Significant to Report: Parks & Recreation**

## COMMUNITY INVESTMENT PORTFOLIO

### Community Development

- Community Development Staff attended Habitat For Humanity's Annual Breakfast. The Community Development Department received the Community Partner Award on behalf of the City for its long standing partnership and financial assistance to Habitat's building of affordable housing in the community.
- Victor Sharpe, Community Development Director and Barbara Little, Community Development Administrator attended the 2015 North Carolina Affordable Housing Conference: Housing Works.
- Staff attended the dedication of a house built by Habitat for Humanity on Stevens Street. The construction of the house was partially funded with the use of the HOME Investment Partnership Grant administered by the Community Development Department. Three additional house dedications are planned for this Friday on Campbell Avenue, Old Wilmington Road and Vanstory Street.

### Permitting & Inspections.

- With the promotion of J. Everage to Mechanical Supervisor, all of the lead positions in Permitting & Inspection are filled. Work continues to fill the Plans Examiner position for building/mechanical and 4 vacant inspector positions
- For the 1<sup>st</sup> week in November, more than \$1.7M in estimated construction value was permitted through the department.
- The average wait time to reach a dispatch staff member to schedule an inspection using 433-1707 was 34 seconds. The average time to schedule an inspection once connected to a dispatch staff member was 2 minutes, 31 seconds. (11/9-13)

### Planning & Code Enforcement

- **ULI-Technical Assistance Panel:** In mid-October, a Technical Assistance Panel from the Triangle Chapter of the Urban Land Institute visited Fayetteville to provide professional perspectives and recommendations on the future development of Downtown Fayetteville. Their report will be provided to the City by year's end.
- **Cape Fear River Plan:** Fayetteville owes its existence to the Cape Fear River, yet the City has never taken full advantage of this resource. City Council has directed staff to prepare a River overlay district to address future development of the area along the river. Council has also directed staff to treat the River area as a subset of the City's Comprehensive Plan update. Staff has developed specific concepts for the river area and the first of many public discussions about the concepts has been scheduled for Nov. 19 between 4 p.m. and 7 p.m. at the Arts Center on Hay Street. Citizens can also share their thoughts about future riverfront development by completing an online 9-question survey that takes less than 5 minutes to complete. The survey can be found by visiting <http://fayettevillenc.gov/government/city-departments/planning-code-enforcement/planning-zoning/studies-and-plans> and clicking on "online survey" under the Cape Fear River Plan header.
- **New Staff:** The Planning and Code Enforcement Services Department is pleased to welcome Melissa Robb. Melissa's background is architecture and, specifically, historic preservation. She will be picking up the responsibilities for the Historic Resources Commission, bringing the historic function fully within the Planning Department. (Previously, this commission was staffed by Bruce Daws, Historic Properties Manager in the Parks and Recreation Department.) Melissa will also provide some additional help with plan review and other aspects of the Department. Melissa has moved from Cheyenne, Wyoming, where she worked with the State Historic Preservation office.

**Nothing Significant to Report: Economic & Business Development, Engineering & Infrastructure and Human Relations**

## SUPPORT SERVICES PORTFOLIO

### Budget & Evaluation

- Full Staff attended two day in-house training session on spreadsheet server software which is used to pull and report data from the financial system in Excel
- Staff completed compiling capital improvement project request forms submitted by departments and prepared summary documents for Monday, Nov. 16 meeting with City Manager's staff

### City Clerk's Office

- Working on preparations for the upcoming Mayor and City Council Inauguration for Monday, Dec. 7, taking place at Seabrook Auditorium, Fayetteville State University

### Human Resource Development

- Distribution of the balance of the Employee Appreciation Picnic travel mugs and raffle prizes (survey will follow soon)
- Interview process started for the Organizational Development & Training Analyst position
- Serious Injury communication procedure was emailed as a reminder to all City employees

### Information Technology

- Cityworks Service Pack 4 Test Server installed and testing will begin Nov. 18.
- Business Intelligence team completed Fire/Emergency Management website migration to new City Website in coordination with Corporate Communications
- **NIWM:** Implemented password policy changes to several new departments increasing security posture in line with compliance standards and installed server resources to support the FPD Marvliis project. Increased resources available for Marvliis servers to meet vendor specifications.

**Nothing Significant to Report: Finance and Strategic Performance Analytics**

## ADMINISTRATION PORTFOLIO

### Corporate Communications

- Completed migration of Fire/Emergency Management's content to the new City Website in coordination with Information Technology's Business Intelligence Team. Currently working with Transit on migration of their content to the new City Website.
- Held successful Fayetteville OutFront Community Meeting Nov. 10 in the Council Chamber. The meeting aired live on FayTV7 and senior management responded to questions from citizens both in-person and on Facebook. You can watch the meeting on YouTube here: <https://www.youtube.com/watch?v=e0vGp8ehNeM>
- The City of Fayetteville and Cumberland County invite residents to attend a Facebook Town Hall Meeting featuring the City Environmental Services and County Solid Waste Management Departments on Nov. 23 from noon to 1 p.m. Environmental Services Director Jerry Dietzen and County Solid Waste Director Bobby Howard will be available to answer questions. Residents can join the Town Hall Meeting by Liking the City's Facebook page and selecting RSVP for the special event at this link: <https://www.facebook.com/events/1009009442474147/>.

### Internal Audit

- Staff is reviewing and finalizing internal audit reports for the police confidential funds, petty cash/change funds, procurement card and review of ETS credit card receipts implementation
- Staff is assisting the Finance Department in finalizing the financial statements for June 30, 2015
- Staff members participated in a 2-day training session for financial reporting software

**Nothing Significant to Report: City Attorney's Office**