

MANAGER'S REPORT

May 20, 2013

NEW AUBURN VILLAGE TRANSPORTATION AND LAND USE STUDY

Jason Ready will be lead ATRC staff on this study. Dan Goyette and Eric Cousens are the only staff assigned to this study. They will report to Assistant City Manager Kroll as the Coordinator of City Transportation matters and all status updates of the meetings that will take place. Mayor LaBonte has appointed Eric Potvin, Larry Pelletier, John Roy, Ken Blais, Tina Croteau, Mia Poliquin-Pross and City Councilor Leroy Walker to his Advisory Committee.

AUBURN CITIZEN OF THE YEAR

Auburn Business Association has named former State Senator Olympia Snowe as their 2012 Auburn Citizen of the Year! Auburn Business Association will be honoring Senator Snowe with this recognition on May 30th at the Lewiston Ramada Inn.

AUBURN FIRE DEPARTMENT CITIZENS ACADEMY

The Auburn Fire Departments Citizen Fire Academy is entering its final three weeks! This past Saturday saw the class engaged in a full days worth of activities. Rappelling, Water rescue, Fire Extinguisher Training, hazardous materials were covered and explained to the class. As always, it was lots of hands on!!

This program has been very well received by the participants and upon the conclusion of the [program, Chief Roma would like to bring the class before Council to recognize their efforts and being a part of the first class of this type to be held in the city.

Here are a few comments from Saturday's class from the participants:

- "Excellent again! Completely impressed with Auburn's fire fighters, professionalism, capabilities, etc. Wish all auburn residents would take this class!!
- "Instructors were impressive! Had no idea of the depth of technical rescue!"
- "Awesome class! A lot of fun!"
- "Very great to be able to take part in the events offered. Everything has been well organized and really impressive."

- "Today was AMAZING!! It was so much more than rappelling... It was overcoming a deep fear for me. The men that helped me today were and are forever with me. I really can't explain the extent of this day. THANK YOU!!!!!"
- "Great chance to learn about fire extinguishers; challenging opportunity to rappel. Water rescue – so much that we'd never know. Great to have a chance to learn! These firefighters are so impressive! So much technical knowledge and talent and a willingness to share their time and talent."



ICE ARENA STATUS

- A meeting was held with Roland Miller, George Schott, Mike Hebert, Terry MacLaughlin and Mike Berube. Meeting was to discuss progress of the project and questions and concerns of building construction that relate directly to operations. Subjects of conversation were the importance of two additional locker rooms, finding a location for a skate rental room, expanding the size of the pro-shop, relocating of offices upstairs, and eliminating public access to locker room area, relocating vending machines, specific location for arcade games (electrical services). Other important topics were the process of purchasing the ice resurfacing machine, extended warranties on both the ice resurfacing machine and elevator, waiving of fees for natural gas hook up, ability to utilize used guard rails instead of new at the

entrances to the arena facility, a separating fence between Masonic building and the arena and having the ability to have independent water meters in order to separate sewer use vs. water usage for making ice. Also discussed was the sound system for the facility. George Schott is allowing a \$16,000.00 budget for sound. Extra cost must be absorbed by the City.

- Conversation continues with the Hilton Garden Inn regarding advertisement.
- Meeting scheduled for May 16th with Jeffrey Gosselin, Vice President of Mechanic Savings Bank regarding interest in purchasing and or long term sponsorship of the ice resurfacing machine.
- Received bids on Zamboni and Olympia ice resurfacing machines. The decision has been made to purchase the Olympia Millennium for \$119,050.00.
- Received price quotes for sound system from Vectorsonics and Deblois Electric. Review underway at this time.
- Meeting to be held on May 13th with Kevin Pratt of Acadia Contractors regarding sponsorship of Olympia machine or scoreboard.
- Meeting was held on Wednesday with Chris Gilhooly from Play It Again Sports. They have made an offer to purchase all players boards (white boards) in each of the locker rooms in trade for sponsorship on each board. We are assessing a value and duration for this sponsorship.
- We are in the process of establishing a miscellaneous list of products and equipment that will be needed for the new facility: net packages, ice paints, goal post, ice decals, etc.
- A list of potential naming rights sponsors is currently being developed for solicitation.
- A final round of tours and interviews for Rink Manager occurs on the 15th to the 17th of May. I am hopeful to present our selection soon.

CURRENT CONCERNS:

Construction timeline

Final budget of project

Refrigeration units

Game time traffic flow and security

Office space - Figure skating representative

OAK HILL CEMETARY

During the May 7th City Council meeting Mr. Albert Lepine of 225 Riverside Drive requested status of the Oak Hill Cemetery Building. I directed City Staff to contact Mr. Lepine and update him as well as give me a status on the condition of the building. Ravi Sharma, Parks and Recreation Director, contacted Mr. Lepine and informed him of the City's plan to remove the structure this summer. It is part of the FY14 CIP. In addition to the contact Code Enforcement Officer Mark Stambach inspected the building and found the following: "The building is in disrepair, but the structure still seems to be fairly sound. There isn't any apparent shifting of the framed structure (there is additional area that is underground to the rear that can't be examined from the outside) and the lines of the building appear to be straight which would again suggest a relatively sound structure. With the exception of a small hole in the roof at the rear of the framed building, there were no openings visible, and the front door was locked".

To confirm we are planning to remove the building this summer using CIP funds. We will ensure the proper removal procedure is followed if we run into any material that requires abatement. Staff will make sure all openings are boarded up until we remove the structure. I will keep you posted of any new development that pertains to this building.

Citizen's Request for Naming of Pettingill Field

Mr. Colby Dill, on behalf of American Legion Post 153, has requested to name the baseball field at Pettingill Field the "Ted Ricker Memorial Field". Mr. Ricker was born in 1919 and passed away in 1991. Mr. Ricker was a lifetime resident of Auburn who served our country during World War II. He was a valuable member of the community serving in many capacities such as Commander, American Legion Post 153, Director, Lewiston Auburn Sports Hall of Fame, Volunteered at the Grandstand Club in support of Edward Little High School and was instrumental in establishing a scholarship program for the Auburn American Legion team members.

As City Manager, I recommend waiving the Renaming of the field and presenting to the City Council at the June 3, 2013 meeting during workshop.

FIRE DEPARTMENT ENGINE #2 CEREMONY- SATURDAY, JUNE 1ST, 10 A.M. @ SOUTH MAIN ST STATION

The Auburn Fire Department invites the community to join with us in welcoming the arrival of our new Engine # 2 to the city! One June 1st, at 10:00am, we will be holding a special ceremony to formally place this new engine into service. In addition to the housing of our new engine, there will be a special recognition in memory of Captain Willis F. Millett who was a Captain on Engine – 2. Captain Millet made the ultimate sacrifice on October 31st, 1952 four days after being grievously injured while successfully rescuing a four year old girl from a fire on Main Street. Family members of Captain Millett will be on hand to take part in this recognition. Tours of the new engine and Station # 2 will be available and light refreshments will be served. All are invited to attend!!

MEMO

Date: May 6, 2013

From: Clinton Deschene, City Manager
Howard Kroll, Assistant City Manager

RE: **Cities of Auburn and Lewiston Department Collaboration Effort Summary**

Enclosed are reports / summaries of meetings between Auburn Department Directors with their Lewiston counterpart and discussed department similarities, differences, potential joint purchasing opportunities, etc. I believe they have accomplished this directive and are standing by for further direction. At this time I don't feel there is more that can be documented except for the respective City Council of both Cities requesting their School Board to do the same with the Superintendents.

One area that I think we should look more into is possibly looking at County operations and contracting services with neighboring communities. They have reaped the rewards of being next to a service center without the tax burden that comes with investment in infrastructure and services that are offered in their own communities such as full time police, fire, recreational programs and facilities. Below is the information from each department:

School Department (Clint Deschene)

As a result of the joint meeting between the School Committee and City Council, I understood a request that the Superintendent and I should meet to review potential efforts that would lead to savings. On April 10th I met with Jude Cyr and Katy Grondin with Jill Eastman and Howard Kroll also in attendance.

The outcomes of this meeting yielded no concepts to implement and the superintendent wanted direction from the School Committee to work with the City Manager. Two areas that came up specifically as directed were Finance and IT. I have stated and continue to hold to the thought that even if no savings can be found initially, I think a consolidated design could occur to be implemented that would yield long-term efficiencies.

Last week I met again with the superintendent and Committee Chair, Tom Kendall, was also in attendance. This was a more productive meeting and concentrated on process rather than items to implement. It was mutually agreed that the School Committee and City Council should each adopt a resolve requesting the school staff and city staff to research and report back with collaborative / shared department structures and ideas. I think the resolve should also indicate a willingness to adopt them with no financial savings, but also with no increases. It is my recommendation that even without savings at the beginning, these will evolve to long-term savings.

The superintendent and city manager should provide a report with any implementable plans as they occur but no later than six months. Please understand this will take considerable cooperation and staff time.

Overall, I am hopeful that the School and City can work together to at least explore opportunities.

Recreation (Ravi Sharma)

On March 8th, Program Leader, Jeremy Gatcomb and I met with Lewiston Recreation Director Maggie Chisholm to discuss partnership potential.

Conversation centered around how the two cities could work collaboratively on recreation programming. Maggie described what she felt were prospective opportunities, and we also affirmed our viewpoint for an approach to cooperation.

Currently, non-residents in both cities pay a different fee for any program they participate in. Auburn generally has a 10 dollar increase for a non-resident participant, and Lewiston's non-resident fee varies. It was agreed that any collaborative programs could have the non-resident fees waived.

Dialogue occurred around the potential for advertising each others' programs that are non-competitive. For example: Auburn offers adult basketball, whereas Lewiston does not. It was established that Lewiston could advertise for the program and forward to Auburn any player looking to participate in an

adult basketball league. Auburn could perform the same function for any non-competitive program that Lewiston offers.

Also discussed was the possibility for collaboration with seniors group programming. The groups offer different activities at various times throughout the year. The potential exists for cross-city advertising of each groups' activities. The main difference between the two cities' senior groups is that Auburn's groups are relatively self-reliant. Staff performs a very limited role in their programming, and only assists with a minimal amount of administrative work and with their meal preparations. Lewiston has a dedicated part time employee who is tasked with programming for their senior groups. Another important point to consider is the dynamic between the individual groups. Each group has a distinct character and preference for activities.

Another topic which was examined was the potential for collaboration on special events such as: Easter, Halloween, etc. The two cities already work cooperatively on the Holiday Parade/Festival of Lights which is centered on the Christmas holiday. The primary difference is that Lewiston budgets operating funds, whereas Auburn procures funds from sponsorships and donations for these special events. We have developed relationships with sponsors/donors for our special events programming and have not needed the allocation of operating funds to offer these events. A suggestion presented was that Auburn could send their participants to a joint function in Lewiston, and help to fund the event. Concerns we have for this proposition are logistical difficulties, financial commitments, volunteer recruitment and for the quality of the event.

Also discussed was the potential for joint purchasing, especially with CIP projects. It was suggested that large purchases in which the two cities cooperated on could leverage more buying power and potentially decrease the cost of the goods/services.

Finally, discussion finished with two particular programs: Auburn's summer track program and Lewiston's lacrosse program. Currently, the two cities offer both programs. Auburn's track program is well-established and has fairly large amount of participants, whereas Lewiston's program has far fewer registrants. It was suggested that Auburn could take Lewiston's track participants, and that Auburn could essentially trade its lacrosse program to Lewiston in return. We suggested that we could send female players to Lewiston, as they offer all-female teams. At this point in time, we have had co-ed teams in Auburn primarily because there have not been enough females to field a team in any age group.

Potential collaboration as both Cities have similar missions and staffing levels. A major issue is the current operating systems and application programs are not the same in all areas, particularly financial systems, and would take some level of investment to parallel current service. The MIS directors will meet to review the current status of hardware and software and outline what could be accomplished within the existing systems and which should be prioritized for synchronization going forward.

ICT (Renee Bogart)

On February 22, 2013 a discussion occurred between Lewiston MIS Director Timothy Earle and Auburn IT Director Renee Bogart for the purpose of highlighting current collaborative efforts between the two cities, identifying collaboration opportunities, and outlining shared goals.

Current Collaborative Efforts:

At present, both departments are working collaboratively with regard to enterprise software systems, purchasing and infrastructure planning, interview panel assistance and data backup schemas.

Details include:

Enterprise Software Systems:

GIS - Since 2008, Auburn and Lewiston GIS and IT departments have been working closely to realize cost savings. A GIS server is shared between the two cities. The server resides in Auburn and the data backup is housed in Lewiston. GIS employees work closely with one another to share knowledge, integrate/share data, and identify training opportunities.

Permit/Code/Business Licensing- The software is integrated and used by both cities in the Planning and Code Departments. Auburn is using the Business License module and Lewiston is in the final stages to go live with this module.

Purchasing and Infrastructure Planning:

All hardware and enterprise software purchases are made after both cities have considered compatibility and shared future goals.

Current hardware purchases for Auburn, Lewiston and LA 911 Communications Center are done using the same vendor to ensure compatibility.

Interview Panel Assistance:

Both cities have participated in interviews to support staff during hiring. Collectively, cities have participated in interviews for GIS, LA 911 Communications Center and IT positions.

Data Backup Schemas:

Data backups are being shared between Lewiston, Auburn and LA 911 Communications Center.

VoIP

Auburn, Lewiston, Androscoggin County, and LA 911 Communications Center all support 4 digit direct dialing.

Collaborative Opportunities and Shared Goals:

Some collaborative opportunities were identified and others are being explored as a result of this discussion. Training, Help Desk Support, and integrated asset management and work order system are potential projects that align with each city's shared technology goals.

Training:

MUNIS: When Lewiston moves to MUNIS financial software, training costs and classes can be shared by both cities. Auburn will also set up a meeting with a MUNIS representative to discuss any additional opportunities (shared data structure and/or licensing).

Microsoft Group Policy: Lewiston is relatively new to Microsoft and any training would be welcome. Auburn IT staff is planning a Group Policy training session for IT staff that Lewiston can attend.

Crystal Reports: The majority of enterprise software for both cities uses Crystal Report Writer to generate reports. Shared training would be beneficial to both cities.

Help Desk Support:

Currently Auburn uses email to track, manage and respond to support requests. Lewiston is using an application specifically designed to handle these tasks. Staff is looking into a "shared" database to create support FAQ's and use as a means to communicate and share known issues such as latest virus and malware threats using Lewiston's existing application.

Integrated Asset Management and Work Order System

Auburn is using Lucity to track work orders and manage equipment and various assets. Lewiston plans to evaluate Lucity and depending on the success of the evaluation, staff will discuss license sharing, data integration and training.

In closing, it should be noted that Auburn and Lewiston IT staff have worked together in the past willingly, cooperatively, and successfully and will continue to do so. It is an excellent use of time for staff to meet periodically to discuss projects, budgets and departmental needs. Both cities continue to grow technological services while ultimately working towards maximizing resources and reducing costs.

Public Works & Engineering(Denis D'Auteuil and Dan Goyette)

On February 22nd, 2013 Dan Goyette and I had a meeting with Dave Jones and the Management Staff at Lewiston Public Works. The purpose of our meeting was to discuss opportunities for increased collaboration between Auburn and Lewiston Public Works. We had a positive discussion and we concluded that one key area to explore would be the purchasing of construction materials, maintenance supplies, and possibly equipment. We also agreed that another review of plow routes would be appropriate since it has been a couple of years since the last review.

As a follow up to our meeting we coordinated a meeting between the Ted Corbett, Fleet Manager APW and Phil Brienza, Fleet Manager LPW. Ted and Phil agreed that there were opportunities for joint purchasing and performing joint auctions on used equipment. More meetings will be scheduled to explore these options in more detail. A meeting is being scheduled between Gary Wadsworth, Operations Manager APW and John Eli, Operations Manager LPW to review the plow routes over the 3 bridges.

We all agreed that future meetings would be beneficial for both departments. We also agreed to continue working together and improving our collaboration efforts. Starting with collaborating on purchases would benefit both cities and be a great step in the right direction. Once we complete the review of the plow routes we will have a follow up meeting to review the findings and discuss other possible areas for review.

Human Resources (Deb Grimmig)

Chris Mumau and I met with Jackie Little, Human Resources Director and Irene Dostie, Human Resources Assistant on February 21st.

As background information, prior to this fiscal year, the Lewiston City Human Resources Department included four full-time employees -- a Human Resources Director, a Human Resources Assistant, a Safety Coordinator and an Administrative Assistant. The Assistant City Administrator, Phil Nadeau oversaw the Human Resources Department upon the retirement of Denis Jean. About a year ago, the Human Resources Assistant and the Administrative Assistant merged with the School Department Human Resources Department. The Safety Coordinator remained at Lewiston City Hall and continues to report to the City Administrator. The Human Resources Staff in Lewiston were not aware of the renewed interest in collaboration between the two cities. My assumption is that they have been isolated from this because they are physically located in another building.

For a number of years, the two cities have conducted joint firefighter recruitments. There is one standard application for the joint recruitment which can be submitted to either HR Office. The Chiefs and Deputy Chiefs from both Departments review all the resumes and determine which candidates meet the established hiring standards. We conduct one physical agility test and those candidates who pass the physical agility test are placed on one list and either Fire Department draws the candidates off that list.

In the past we have held joint flu clinics for employees and their family members. Also, employees from the City of Auburn are invited to any Wellness related events that Auburn sponsors and vice versa.

We considered other potential areas for joint collaboration. They included:

- including NIMS training;
- Safety training;
- Accident investigation;
- New benefit program presentations;
- Preparation for retirement workshops; and
- Sexual Harassment and other federal/state mandated training.

When Ray Lussier is available, we will explore options for safety training. We may find that one city has more expertise in some areas than others and we there may be an opportunity to be more effective by working off each community's strengths. Since Ray Lussier works part-time, I would like to explore having Lewiston's Safety Coordinator investigate major work or vehicle accidents if they occur when Ray Lussier is out of the office.

While this not strictly collaboration, we did learn of some processes used by the City of Lewiston that may be adopted by Auburn. One area in particular includes the paperless system that Lewiston has adopted. The staff provided a demonstration of the system and we will be looking into doing something similar. We also discussed the electronic benefits enrollment used by School Department employees. The School Department has 840 benefit eligible employees which necessitated electronic processing. They shared their enrollment package with us and we will be able to use pieces of their processes.

In summary, we will continue to meet once Ray Lussier is available. I see some immediate advantages to sharing best practices and adapting new processes without having to “recreate the wheel”.

City Clerk(Sue Clements-Dalair)

Kathy Montejo and I met on February 22, 2013 to explore some options and share ideas on how we might be able to collaborate together. Due to the nature of our work, most of it is jurisdiction based and driven by State Statute (elections, vital records, etc) and not feasible for our offices.

One way we are currently working together is with Taxi Cab and Driver permits. Currently, Lewiston does the background checks on drivers. Anyone coming in to apply for an Auburn Taxi Driver permit has to have their Lewiston Taxi Driver permit in hand because then we know the background check has been done. In return, Auburn does the inspection on the Taxi Cabs.

A few ideas that we did come up with:

- Purchase jointly for possible savings the following; voter registration cards, voter registration acknowledgement cards, change of address confirmation cards.
- Recruit election workers by using a joint press release or display ad.

We discussed conducting our election training together but because both she and her Deputy Clerk are salaried positions, there would be no savings to Lewiston and very little for Auburn as mine is a salaried position as well.

Kathy also suggested another possible joint purchasing idea which was to order flags for veteran's graves together although she did not know if it would be an actual cost savings because they already order in large quantities. Our office does not order the flags for the veteran's graves, however I am in the process of looking into who purchases those for Auburn.

General Assistance (Dot Meagher)

Pros:

- Better access to the interpreters if needed for applicants of Somali decent
- Better coverage for vacations and sick time
- Better familiarity of clients
- Increase Workfare program
- We both use Welpac

Cons:

- Clients will need to apply at a new place, may be further for them to walk / drive
- Keeping separated financial records and billings
- Trust funds specific for Auburn residence only.
- I'm currently the Health Officer for Auburn
- We have separate GA ordinances
- Vendors would need to be reeducated on the billing process

Similarities:

- Both offices administer GA according to State Statutes and DHHS Policies
- We currently work closely to establish joint ventures for the homeless population and seek out resources for both our communities.
- We both take appointments
- We both have good workfare programs with back ground checks.
- We always check with each other's offices when an applicant from Lewiston / Auburn applies for assistance.
- GA staff from Lewiston & Auburn relies on each other for guidance when I or Lewiston's director is not available.

Differences:

- Auburn also provides assistance from the Trust Funds and community cords if available
- Auburn Health department gets referrals for wellness checks on citizens.
- Lewiston has an arrangement with their police department and a local motel if there is no heat.
- Lewiston has a lot more staff and has people to do a lot of the checking / verifying needed.

Assessing (Renee Lachapelle)

I have reviewed the duties and responsibilities of the Assessing Office and identified the areas that I feel we could work together to provide joint services. The duties are listed below:

PROPERTY OWNERSHIP

- Deed reviews and processing, Declarations of Value
- Qualify sales
- Ownership and address changes – data entry
- Exemption review, qualify and enter data

PUBLIC RELATIONS

- One person to respond to emails and telephone inquiries for general assessment information

STATUTORY RESPONSIBILITIES

- Land Classifications review and data entry
- Complete the Maine Forest Service report
- Calculate and process Tree Growth/Farmland/Open Space penalties
- Quarterly reviews

WHY WE CAN NOT PROVIDE OTHER JOINT SERVICES AT THIS TIME

- Two different CAMA systems – technology
- Auburn has their assessment data on line to the public, Lewiston doesn't
- Different assessment ratios
- Different management, Auburn operates as a team to accomplish all duties and Lewiston has individuals performing specified duties

Library (Lynn Lockwood)

Lewiston's Library is a City Department while Auburn's is a non-profit Library Association. The City has no authority regarding sharing personnel. We do, however, provide 80.5% of their budget in local funds.

Since our Library Director is retiring, and Lewiston's Library Director is an Auburn resident and well respected, potential sharing of a Director was considered. Auburn Library Board President Dick Trafton spoke with the various parties involved including both City Managers, Mayor LaBonte, Lewiston Library Director Rick Speer and members of the Lewiston Library Board. It was determined that a shared directorship, while not immediately feasible, was a possibility in the future. The Auburn Library Board has taken this into consideration in selecting a new Director. Both finalists for the position are from Lewiston.

Meanwhile, the two libraries continue to work closely together, building on their shared library card, aligned policies and joint Board meetings to also offer collaborative programming and combined online resources.

CDBG (Reine Mynahan)

In December 2012 I met with Lincoln Jeffers to discuss how we could share staffing resources. I identified several areas where I thought we could collaborate.

We both operate under the same HUD guidelines. Several of our CDBG programs could be administered by either office by changing guidelines. Lewiston does not have the same capacity, though, in rehab program administration. Some of the work is done by their Code Enforcement personnel.

Both portfolios are administered through the same computer software, Grants Management System. With some modifications, tracking loan payments and insurances could be done by one office. One office could also track lead licenses and contractor insurances.

The City of Auburn has greater experience in administering the Security Deposit, Homebuyer and Homeowner Rehabilitation Programs. We could easily administer all of these programs since the City of Auburn is the lead agency to the Consortium, and the guidelines are identical in both cities. The work that Auburn could offer to do is verifying income, due diligence on loans and other file documentation, determining scope of work, producing project specifications, obtaining bids, conduct the closings, and project management.

There were two areas that I felt Lewiston was in a better position to do for Auburn, business and financial analysis for our Small Business Loan Program and grant writing. Lincoln indicated they contract with AVCOG for their financial analysis, so this is not something they have the skill to take on.

We didn't come to any conclusion about any of these ideas.

Police (Phil Crowell)

Chief Bussiere and I met and agreed that there is a considerable amount that we are doing as departments already. We always look for future opportunities and expand on the existing partnerships. As part of our discussions, we have identified the following for future possibilities:

- Resume joint bid/purchases for the police fleet. With the recent need to change vehicle models, we hope to streamline the bid process and acquire vehicles at a reduced cost.
- Explore the possibility of having Public Works trained in the set-up and tear down of police vehicles.
- Both departments have similar software and hardware needs. Consider having one IT/MIS employee assigned to both police departments.
- Criminal Investigation Divisions will begin meeting every two weeks to review and discuss property crimes to enhance solvability.
- Auburn has recently joined the State of Maine Computer Crimes Task Force. The task force has a location in Vassalboro and Lewiston. Once the officer has completed his training, we will request the officer be assigned to the Lewiston office for the investigators to work jointly on computer crimes in both cities.

It should be noted, both departments work closely every day. Those areas include mutual aid requests and daily investigations of victims and suspects living in either city. We have also come to rely on each other's support for major incidents; our mutual aid agreements have been recently updated. We currently conduct joint training when it is available and both departments share resources as needed.

We work on initiatives that have an impact on law enforcement within the State of Maine. When we stand together on issues which effect how we perform our duties or impact our citizens, we speak with a strong voice. We will continue to seek opportunities and grants to strengthen our services to the citizens of Lewiston and Auburn.

Fire (Frank Roma)

In attendance were Chief LeClair and Assistant Chief McKay of Lewiston, as well as AFD Deputy Chief Low.

We had a good wide ranging discussion over a number of issues and topics. We will be continuing to meet.

We spoke about the upcoming replacement of Auburn Tower-1. It was agreed that the LFD would not be able to serve both Auburn and Lewiston with an existing aerial device. It was also agreed that Auburn needs, both to maintain its ISO rating and to effectively be able to operate in and around buildings in Auburn, to maintain and staff an aerial device.

The topic of greater use of existing resources led to an agreement to pursue the use of Automatic Aid in the form of an Engine Company functioning as a RIT (Rapid Intervention Team) on initial dispatch for reported structure fires. This function is critical to firefighter safety and the sooner we can have this assignment staffed and operating, the greater benefit it will be to our members operating in a hazardous situation. We would send an Auburn Engine to Lewiston automatically, and Lewiston would send a like resource to Auburn on reports of building /structure fires. We will be working out the details of this and hope to implement the procedure in the near future. The RIT model will also serve as a test bed for future use of existing resources in an auto aid capacity as well.

The need for joint training was also discussed and it was agreed to move forward on joint training initiatives in the near future.

It was also reflected upon that we currently have an excellent working relationship, cost share on both Dispatch services and in the utilization of an air compressor/cascade system located at the Auburn Central Station.

E911

Currently a shared service.

Water Source

We both share Lake Auburn as our regional water source.

Planning (Eric Cousens)

The following is a list of areas that the Planning and Permitting Department collaborates with the City of Lewiston and the Town of Lisbon.

1. Sanitation Inspections
 - a. Balloon Festival – Each year the number of vendors in each City varies based on the location of individual events. Sometimes there are more vendors in one City than the other. The Cities work together to split the work load on inspecting food vendors for this weekend event so that all can be inspected in a timely manner.

- b. Liberty Festival – In an effort to minimize overtime and for employee benefit, we alternate years for this event. One year the Lewiston inspector works the event for vendor inspections and the next year Auburn covers the inspections.
 - c. For staff vacations the inspectors in Lewiston and Auburn cover each others' areas for approximately 2 weeks each per year. If inspections outside of regular work hours are required, for example: a restaurant kitchen fire, then we call on the State Inspector to avoid overtime expenses covering for the other community.
 - d. The inspectors communicate regularly to discuss mutual challenges and to identify solutions.
 - e. Lisbon – We are providing Health Inspection and Sanitation Inspection services to Lisbon at a cost of about \$3000 per year. We receive corresponding revenue of \$10,000 per year.
2. Building, Plumbing and Electrical Inspections.
- a. We have verbal agreement to provide back-up inspection services to each other on a limited as-needed basis. These have occurred during vacations or at other times of need.
 - b. The inspectors communicate regularly to discuss mutual challenges and to identify solutions.
 - c. We also attempt to maintain consistent codes and fee schedules when it makes sense.
3. Planning – Staff communicates regularly to discuss mutual challenges and to identify solutions.

Both Departments are lightly staffed compared to historical staffing and we experience similar challenges in keeping up with demands for our services. There are always more tasks to be completed than we can get to in a day but we try to meet as many needs as possible. Service levels have been considered acceptable; however, both departments could do more with additional resources.

If we were to combine departments there is likely to be some cost increases for each City in the short term if equity in employee compensation is desired. Lewiston pays their management and planning staff more on average than Auburn and Auburn pays their code compliance staff more on average than Lewiston. The upside would be depth on the bench to help cover services during vacations and or vacant positions and more of an ability to specialize for specific project types. In order to realize those benefits we would need one Council or two Councils that will not be concerned if more time is spent on one community than the other as we complete projects focused on one side of the river and then move on to the next. If we have to account for staff time evenly, hour by hour or week by week, we would surely lose any gains of combining departments.

Another possibility is that current joint agency efforts could be better coordinated and would not be pulled in different directions by two leaderships. It is possible that some administrative and technical efficiency could yield a staff position reduction in the long term but not likely because of how deeply we have already cut each department and that the overall demand for services would not change.

In summary, I don't believe it will yield a savings and may even cost more in the short term, but could allow for increased service levels by sharing coverage and assistance even more than we do currently.

Finance (Jill Eastman)

Heather Hunter and I had a conversation about areas that could be shared. At this time we do combined purchasing in many areas and we will continue to do so. We discussed other areas that joint purchasing may be able to be used. Lewiston is on a different accounting system than Auburn is at this time. They are in the process of switching over to Munis. We discussed doing joint training on different Munis modules. This could cut the costs in half for each of us. Heather and I also work together on the joint agencies that we are involved with.

We will continue to get together at least every quarter, to discuss other areas that we can work together on.

Economic Development (Roland Miller)

Both contract with LAEGC, share revenues from a shared airport, industrial park and canal operations. One item of potential is a "global" TIF that would create an environment of less competition and share revenues for future development.

The Department Directors concluded that there did not appear to be any immediate collaboration efforts that could be realized beyond what is currently occurring.

However with the strong City Council support the potential of all economic development staff and resources being shared more could create more opportunities.

Manager's Report
May 20, 2013