

City Manager Report

October 2014

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	Agenda	<ul style="list-style-type: none"> ○ Approval of Audit ○ Agricultural Zone amendments 	
December 15, 2014	Workshop Presentations Agenda	<ul style="list-style-type: none"> ○ Recycling ○ Proposed changes to the Planning Board Ordinance ○ Popcorn Truck – MOA ○ EMS Update ○ Norway Savings Bank Arena budget and update 	Council Chambers
December 19, 2014		DEADLINE TO SUBMIT CIP TO JILL AND CITY MANAGER	
December 29, 2014 (Will be rescheduled Date TBD)	Executive Session	<ul style="list-style-type: none"> ○ City Manager Review 	Council Chambers
January 5, 2015	Workshop Consent agenda Agenda	<ul style="list-style-type: none"> ○ Appointment of City Assessor 	Council Chambers
January 9, 2015		DEADLINE FOR JILL TO SUBMIT CIP TO CITY MANAGER	
January 14, 2015		CIP presented to Department Directors at Directors Meeting	Community Room
January 15, 2015 Thursday	Workshop	<ul style="list-style-type: none"> ○ Annual Goal Setting with Council 	Council Chambers
January 20, 2015*	Workshop Agenda		Council Chambers

Council Requested Workshop Items

- A joint meeting with Lewiston still remains as a suggestion but no progress has been made to set a date or topic.
- A request has been made by Councilor Crowley and Councilor Gerry for an update from LAEGC. Pursuant to our MOU there is outlined process. It is my recommendation that when the new President takes office that the Mayor and/or City Manager discuss this issue with LAEGC.

Updates and Developments

The Council supplied list of projects has been entered into a “tracking” tool that will allow staff to update on areas of interest the Council designates. These have been shared with staff and they are providing updates to all items. Assistant City Manager Kroll is reviewing them with between now and November 15th.

The Index is the new format of updating the Council and due to its on-going implementation I am going to leave these updates to future reporting processes.

Although I have shared this as well I think it is important that I thank the Council and staff for all you have done since I became City Manager. As I have said it is definitely bitter sweet to be leaving. I have cherished and will always cherish my time here. As a team the City Manager, Council, staff, and residents I think can be proud of what has transpired here in the last 2 ½ years. In the businesses of the day to day routine is so easy to overlook what has occurred but in hopes to remind and congratulate all involved here is a list for reflection:

1. Opened up the first and only dual sheet Ice Arena in Maine, The Norway Savings Bank Arena!
2. Implemented a new medical plan for City employees making pay and benefits more sustainable for years to come.
3. Beginning a multiyear process developing budgets around performance measures.
4. Implementing Fire Based EMS without increasing staff and lowering net costs to taxes.
5. Reinstalling the base for goal setting and governance for the operation of the City.
6. Solidifying the relationship and cooperation of Parks and Public Works by creating a Public Services format.
7. Reorganizing Code Compliance, Electrical, Planning, Assessing, and Economic Development into Planning and Development to reinforce the cooperation and structure.
8. Better coordinating the budget approval processes between the School Committee and City Council.
9. Selection of location and the Downtown Auburn Transportation Center.
10. Initial steps to a new Downtown Form-Based Code.
11. Historical documentation of Tax Increment Financing with projects for future years.
12. Police reconstituted Downtown Parking and the administration of the service.
13. Major improvements a Hasty Gymnasium, Pettengill Park, and a plan for the future of Ingersoll Arena.
14. Initial implementation of Complete Streets.
15. Significant upgrades of City Geographic Information Systems (GIS).

- 16. Economic Development projects include a new business park, HARTT transportation beginning the construction of a new building with complimentary developable lots, Hobby Lobby, Mechanics Savings Bank starting an expansion and improvement on Minot Ave, Selco moving to New Auburn, opening of 4 Seasons Market in New Auburn, and too many more to keep listing.

Without question I could go on and list so many more. The City Council working with staff has made major progress for the future of Auburn. I wish you the best of luck and continued success for decades to come!

HR News & “Above and Beyond”

- Retirees: None
- Accepted New Position: Kristal Goff, the information Assistant accepted a new position at LA 911.
- Reassigned: Katelyn Doustout has been temporarily reassigned to the Assessor’s Office.
- New Hires:

Name	Position	Department
Michael Wilkins	Parks Crew Member	Public Services
Lee Lacroix	Equipment Operator	Public Services

- **Above and Beyond**

First, I must say that the entire City Staff deserves to be mentioned. Not a day has gone by during my time as City Manager where I did not feel that the staff of this City poured their hearts into their work. The troubles of a public servant is that sometimes the job is saying no, or doing what is best for the whole City not the one person we are facing.

Recently, I have pondered some of the tough decisions made by staff:

1. Telling a property owner no to a permit because it violated ordinance.
2. Telling a tax payer that their request for abatement is denied because it failed to meet the State mandatory requirements.
3. Notifying staff, management, and Council that tax bills needed to be resent to correct values that were incorrectly brought forward.
4. Implementing a service in the face of strong opposition, but doing it because it was best for our residents.
5. Downsizing because it made the most sense for the future efficiency and sustainability of the Department and City.
6. Make a recommendation to Council that may not get majority support, but knowing that is the job to recommend what may not be popular.

All of these things are just the beginning of what staff does every day to carry out their duty in their positions. It has been my honor to work alongside some of the most dedicated people I have ever known. **You truly go ABOVE AND BEYOND every day!**

Councilor Reminder

- Have you used Auburn’s website feature, “Report It?” It’s a quick and easy way to submit an issue to the hard-working employees who serve your city! Experiencing a code issue? Have a recycling question? *What’s with this construction?* We can help! Simply click on the “Report It” icon on the www.auburnmaine.gov’s homepage, and you’ll be on your way to resolving your issue. The “Report It” feature requires that you enter your email address, issue category and description of the problem. Once your submission is processed, you’ll receive an update from staff and an email when it’s been resolved. “Report It” is just one more way we’re connecting with our citizens!

CITY OF AUBURN | QUICK REFERENCE GUIDE

For all police, fire and medical emergencies, please dial 9-1-1.

Lewiston-Auburn Emergency Communication System

Phyllis Gamache, Director | 786-5380 EXT 2

Operations | Policies | Personnel. LA911 always has a supervisor on duty available for citizen comments. Please call 784-7331 and ask to speak with the on-duty supervisor if a question cannot wait until standard business hours. *Police records can be obtained by the respective police department. Please note 9-1-1 calls are considered confidential by state statute and can only be released with a court order signed by a judge. Subpoenas signed by a court clerk are not sufficient for the release of 9-1-1 recordings.*

Auburn Police Department

For all emergencies (including animal complaints), dial 9-1-1.
For non-emergencies, dial 784-7331.

If you have internet access, visit www.auburnpd.com and follow the links to our Citizen Online Reporting System (CORS). This will enable you to report crimes or suspicious activities, leave an anonymous tip, file an animal complaint, etc. If you have a smart phone, scan the code.

Auburn Fire Department

For all emergencies, dial 9-1-1
For other general inquiries, including burn permits, inspections, questions, please dial 784-5433 Ext 3.

PUBLIC SERVICES

Examples of topics include:

Pot holes | Plowing issues | Road closures | Trash or Recycling (schedules or missed pick-ups)
Roadside Debris | Park Watch | Recreation program registration | Construction questions/concerns

Public Works

publicworksworkorders@auburnmaine.gov | 333-6670 EXT 2102

Engineering/Construction

Dan Goyette | dgoyette@auburnmaine.gov | 333-6601 EXT 1134

Recreation

Ravi Sharma | rsharma@auburnmaine.gov | 333-6601 EXT 2102

Code and Permitting

Examples of topics include: Code | Permits | Planning | Electrical | Zoning | Sanitation/Restaurant inspections
Katelyn Doustout | kdoustout@auburnmaine.gov | 333-6601 EXT 1133

City Clerk

Sue Clements-Dallaire | sdallaire@auburnmaine.gov | 333-6601 EXT 1126
Banner placement | Oak Hill Cemetery | Council Meetings | Elections

Alison Pepin | apepin@auburnmaine.gov | 333-6601 EXT 1121
Voter Registration | Business Licenses | Vital Records | Marriage Licenses

Garage sale permits and inquiries – 333-6600

Auburn Public Library

<http://www.auburn.lib.me.us/> | General Inquiries: 333-6640

Mamie Anthoine Ney, Director 333-6640 EXT 2020 | mmaney@auburnpubliclibrary.org

Assessing:

Karen Scammon | kscammon@auburnmaine.gov | 333-6601 EXT 1118

Topics include: Tax relief programs | Property valuation and data | Business and personal property inquiries

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Economic Development

Roland Miller, Director | 333-6601 ext 1218
City property for sale | Starting a new business | Relocating a business

Norway Savings Bank Arena www.norwaysavingsbankarena.com

General Inquiries about the Arena, events and activities, 333-6688, or e-mail Jennifer Banker at jbanker@auburnmaine.gov.

Finance

Any questions about City Finances, budget, audit, accounts payable, insurance claims please call Jill Eastman, Finance Director at 333-6601 ext 1402 or email jeastman@auburnmaine.gov.

Tax

Any questions about property taxes, motor vehicle registrations, dog licensing, solid waste billing please call Nancy Bosse, Tax Collector at 333-6601 ext 1174 or email nbosse@auburnmaine.gov.

Purchasing/Facilities

Any questions about bids, purchasing and procurement and facilities please call Derek Boulanger, Facilities/Purchasing Manager at 333-6601 ext 1135 or email dboulanger@auburnmaine.gov.

Human Resources

Deborah Grimmig, Human Resources Director | dgrimmig@auburnmaine.gov | 333-6601 EXT 1414
Examples of topics include: Job vacancies | Pay | Benefits | Union contracts

Community Development Block Grant (CDBG)

For all general inquiries, including assistance with housing repair, buying a home, heating assistance, please dial 333-6601 ext 1336.

Health and Social Services

For all general inquiries, including assistance with application process, workfare program, eligibility, and setting up an appointment, please call 333-6601 ext 1412.