

City Manager Report

August 2014

TENTATIVE Council Calendars – September through December 2014 (Note: all items are subject to change.)

September

Date	Time	Type of Meeting	Location
Sept. 1		Holiday	
Sept. 8	5:30pm & 7:00pm	<p>Council Workshop</p> <ul style="list-style-type: none"> ○ Auto Graveyard/Junkyard Permit renewal (Delayed) ○ Recreational Trail Grant ○ Creation of Finance Committee ○ Review of TIF's <p>Council Meeting Consent Agenda</p> <ul style="list-style-type: none"> ○ Board and Committee Appointment Process ○ 3 Police Department Drug forfeitures <p>Unfinished Business</p> <ul style="list-style-type: none"> ○ General obligation bonds-2nd reading ○ Electric Code – 2nd reading <p>New Business</p> <ul style="list-style-type: none"> ○ Tax Acquired Property Disposition ○ TIF Credit Enhancement Agreement ○ Zoning amendment-Taylor Pond (Public Hearing and 1st reading) <p>Executive Session</p> <ul style="list-style-type: none"> ○ Economic Development (Downtown Transportation Center) ○ Economic Development (Negotiation) 	Council Chambers
Sept. 22	5:30pm & 7:00pm	<p>Council Workshop</p> <ul style="list-style-type: none"> ○ Expenditure Cap Ordinance ○ Food Code Adoption ○ TIF and LAEGC loan program ○ Auto Graveyard/Junkyard Permit renewal (From Sept. 8th, tentative) <p>Council Meeting Consent Agenda</p> <ul style="list-style-type: none"> ○ Recreational Trail Grant Resolve <p>Communications & Presentations</p> <ul style="list-style-type: none"> ○ Update on Comprehensive Plan Implementation ○ Swearing in of four new firefighters ○ Swearing in of New Lieutenants, 	Council Chambers

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		<p>Captain, and Battalion Chief</p> <ul style="list-style-type: none"> ○ Introduction and Swearing in of EMS Director and EMS update ○ Proclamation for Polish Fire Officer Cadet Norbert Janik ○ Swearing in 7 Police Officers and one promotion <p>Unfinished Business</p> <ul style="list-style-type: none"> ○ Zoning amendment-Taylor Pond (Public Hearing and 1st reading) <p>New Business</p> <ul style="list-style-type: none"> ○ Auto Graveyard/Junkyard Permit renewal <p>Executive Session</p> <ul style="list-style-type: none"> ○ Economic Development (Land) 	
Sept. 29	7:00pm	Executive Session Only	Council Chambers

October

Date	Time	Type of Meeting	Location
Oct. 6	5:30pm & 7:00pm	<p>Council Workshop</p> <ul style="list-style-type: none"> ○ Options on Assessor/Assessing Department ○ Way-finding Signs <p>Council Meeting</p> <p>Consent Agenda</p> <ul style="list-style-type: none"> ○ Set time for opening polls for the November 4th election <p>Communications & Presentations</p> <ul style="list-style-type: none"> ○ EMS Presentation ○ Contracted plowing <p>New Business</p> <ul style="list-style-type: none"> ○ GA Rent Maximums (1st reading) ○ Food Code Adoption (1st Reading) ○ Ingersoll Arena 	Council Chambers
Oct. 20	5:30pm & 7:00pm	<p>Council Workshop</p> <ul style="list-style-type: none"> ○ Community Forest Meeting Planning and Tree Harvesting <p>Communications & Presentations</p> <ul style="list-style-type: none"> ○ Norway Savings Bank Arena budget and update (TENATIVE) <p>Council Meeting</p>	Council Chambers

		<p>Consent Agenda</p> <ul style="list-style-type: none"> ○ Appointment of Ward 1 Warden (may be sooner depending on when a replacement is found for the position) ○ Temporary sign requests (St. Dom's and Auburn Ski Association) <p>Unfinished Business</p> <ul style="list-style-type: none"> ○ GA Rent Maximums (2nd reading) ○ Food Code Adoption (2nd Reading) 	
Oct. 27	5:30pm	Tentative Workshop if needed	Council Chambers

November

Date	Time	Type of Meeting	Location
Nov. 3	5:30pm & 7:00pm	<p>Council Workshop</p> <p>Council Meeting Communications & Presentations</p> <ul style="list-style-type: none"> ○ Complete Street Update with ATRC ○ ATRC Organization Update 	Council Chambers
Nov. 4	7:00am-8:00pm	<p>STATE GENERAL AND REFERENDUM ELECTION-Ward 4 SPECIAL ELECTION</p>	ALL POLLING PLACES OPEN
Nov. 17	5:30pm & 7:00pm	<p>Council Workshop</p> <ul style="list-style-type: none"> ○ Agricultural Zone Discussion <p>Council Meeting</p>	Council Chambers

December

Date	Time	Type of Meeting	Location
Dec. 1	5:30pm & 7:00pm	<p>Joint Workshop (School Committee & City Council)</p> <ul style="list-style-type: none"> ○ Budget Goals <p>Council Meeting Consent Agenda</p> <ul style="list-style-type: none"> ○ Appointment of Registrar of 	Council Chambers

		<p>Voters (Sue Clements-Dallaire) for the 2015-2016 term</p> <p>New Business</p> <ul style="list-style-type: none"> ○ Approval of Audit 	
Dec. 15	5:30pm & 7:00pm	<p>Council Workshop</p> <ul style="list-style-type: none"> ○ Recycling ○ Proposed changes to the Planning Board Ordinance <p>Council Meeting Communications & Presentations</p> <ul style="list-style-type: none"> ○ EMS update 	Council Chambers
Dec. 30	7:00pm`	Executive Session Only	Council Chambers

Council Requested Workshop Items

None

Initiative Updates

2014 Tax Bills:

As reported in a press release the 2014 tax bills are being reissued to the all real estate accounts in Auburn. 4,902 of the accounts had the 2013 assessments reported instead of 2014. The cost of reissuance will be absorbed in reductions to the department as a whole. Reprinting will cost \$4,250.

Verifying what occurred to create the issue is as follows

- The initial file used to load the data into the system used the 2013 data for real estate and 2014 data for personal property.
- During the process to proof the upload it was identified that new property owner data was not correct. This portion of the data was corrected and the bills were sent for printing.
- The final step after the bills were printed is to upload the data on City accounting software for collections. At this point a final proof is done to verify data and staff identified that accounts had inconsistent values to the data.
- An error was noticed in the accounts but it was focused on only accounts that had changed ownership in the past fiscal year.
- The correct 2014 data file was then used but only the new owners were corrected. As a result the accounts sent out in the mail had a mix of 2013 values and 2014 values.

The problem was a result of the file used by the City. As manager it is clear, in hindsight, that an extra fail safe should have been instituted this year since it was the first time this staff had done the work. The ultimate issue was the responsibility of management to verify processes and communication between departments.

Airport Restaurant Update:

The Airport is reissuing an RFP for a restaurant operator by the first week of September. They have pursued a process to purchase some of the equipment needed to operate and expect a higher rent to offset the investment.

Minot Ave Retaining Wall:

The Contractor, Wyman & Simpson, was delayed this summer but is still on track to be completed in November. Footer panel installation starts the first week of September, the “soil nails” are currently being installed, and full concrete panels should begin installation in 2 weeks.

Route 4 Widening

The Contract for Route 4 has been signed. The current schedule calls for paving to be completed by September 20th and final completion by October 3rd.

LA 911 and County Dispatch / Budget Policy Regarding County Government:

The Auburn Council has a 2 year old policy regarding the delivery of dispatching services in Auburn/Lewiston and the County. The process to move this amongst the partners, agencies, and County has made this a difficult policy.

Currently I feel this matter is at a standstill. In order to progress the cities of Lewiston and Auburn should move jointly forward. However, it is my assessment that the Council of Auburn should confirm with the Lewiston Council its continued interest.

A refocusing of this issue is also possible. As City Manager I would propose that the Auburn Council needs to revisit this policy position and consider a new direction. The Auburn Council at times references the evolution and actions of joint agencies. I suggest that the Auburn Council should prioritize an external analysis of joint agencies. The list of agencies could be considered but at a minimum should include a review of LA 911 that takes into account County Government as well.

I view this as an expansion or evolution of this original goal and ask the Council for input?

Barker Mill and Greenway Grant Update:

In September Doug Greene, City Planner will ask the Council for a resolve to support our application for a grant to fund improvements to the Barker Mill Trail connection along Broad Street to Barker Arms and South Main Street. This grant requires a 20% local match for approximately a \$40k total budget with up to an \$8000 City match portion. We will also be working with Kruger Energy Inc to time the project for after the pen stock is repaired or coordinate with them for another solution.

On another track, the CDBG budget included funding for the New Auburn Greenway design from South Main Street along the Little Andy to the main stem of the Androscoggin and connecting to the Lown Peace Bridge. With the New Auburn Transportation and Land Use Study delivered we will work to include elements of the plan in the park design. Maine DOT will review applications

for construction funding grants next summer for awards in January 2016. If we can complete the Greenway Design by this spring we will be in a better position this time to compete for available construction funds.

Norway Savings Bank Arena and Budget:

Tim Holden is scheduled to attend a meeting in October. He has enlisted the support, for free, of a business professional to develop a business plan. Since this is volunteered services it appears that the second meeting in October may be the most appropriate. I will update you as I learn more.

Dempsey Challenge:

The Dempsey challenge 5k & 10K Walk/Run and bicycle routes are in Auburn as usual, with the main portions of the races in Lewiston. Our mass gathering requires 1,000 or more persons for two or more hours. As a result a mass gathering is not required because the continued presence of 1,000 or more is not met and a special event permit will be issued.

East Auburn Neighborhood Advisory Group:

Discussions to develop the Mayor appointed committee led the joint outcome to develop a very group citizen process and not utilize a designated committee. This opens the entire process to all persons to engage at anytime. City will break each project out into a timeline and have a strong citizen based input session as we consider them.

Staff will still have a kickoff night of all concepts for input.

Bells of St. Louis Church:

The City has entered into a purchase and sale agreement for the bells as of August 30th. In addition the fundraising has generated \$621 of the approximate \$8,000 needed to purchase.

HR News

- Retirees: None
- New Hires:

Name	Position	Department
John Banville	Parking Enforcement Officer	Police

Councilor Reminder

- Our next “Say It” topic has been chosen – we’re planning to ask drivers for feedback on places in Auburn where we could improve the safety for car travel. This “Say It” will be posted soon and results will be provided to the Council. Help us by spreading the word!