

City Manager Report

September 2014

TENTATIVE Council Calendars – October through December 2014
(Note: all items are subject to change & extra workshops for the Council that is being considered is not listed.)

Date	Placement on Agenda	Item	Location
September 29, 2014	Executive Session	<ul style="list-style-type: none"> ○ City Manager Review 	Council Chambers
October 6, 2014	Workshop Consent agenda Communications & Presentations Agenda	<ul style="list-style-type: none"> ○ Downtown Transportation Center ○ EMS update ○ Workshop Format ○ Set time for opening polls for the November 4th election ○ Temporary sign requests (St. Dom's and Auburn Ski Association) ○ Auburn Book Project Winner (Rebecca Raby & Ellena Frumiento) ○ Way-finding Signs update ○ Zoning Ordinance (Taylor Pond) 2nd reading ○ Food Code Adoption (2nd Reading) ○ Board and Committee Appointments ○ Exec. Session Manager Review 	Council Chambers
October 9, 2014	Joint Meeting with the School Department		
October 20, 2014	Workshop	<ul style="list-style-type: none"> ○ TIF Presentation and Policy Review 	Council Chambers

	<p>Consent agenda</p> <p>Communications & Presentations</p> <p>Agenda</p>	<ul style="list-style-type: none"> ○ Dangerous Building- S. Goff Street (part 1) ○ Appointment of Wardens and Ward Clerks (may be sooner depending on when a replacement is found for the position) ○ Comprehensive Plan Update ○ LA Bicycle Pedestrian Committee Presentation 	
October 27, 2014	Workshop	<ul style="list-style-type: none"> ○ Governance / Policy Tracking 	
November 3, 2014	<p>Workshop</p> <p>Communications & Presentations</p> <p>Agenda</p>	<ul style="list-style-type: none"> ○ Expenditure Cap Ordinance ○ Popcorn Truck – MOA ○ Agricultural Zone ○ Set Date for Informational Meeting on Downtown Auburn Trans. Center ○ Complete Street Update with ATRC ○ ATRC Organization Update ○ Public Hearing - Dangerous Building-S. Goff St. ○ Agricultural Zone amendments 	Council Chambers
November 4, 2014		<p>STATE GENERAL AND REFERENDUM ELECTION- Ward 4 SPECIAL ELECTION</p>	<p>ALL POLLING PLACES OPEN</p>
November 17, 2014	Workshop	<ul style="list-style-type: none"> ○ Planning and Tree Harvesting ○ Mt. Apatite (ball fields) 	Council Chambers

	Agenda	<ul style="list-style-type: none"> ○ Dangerous Buildings (part 2) 	
November 24, 2014	Workshop	<i>Tentative</i>	
December 1, 2014	Joint Workshop with School Committee Consent agenda Agenda	<ul style="list-style-type: none"> ○ Budget Goals ○ Appointment of Registrar of Voters (Sue Clements-Dallaire) for the 2015-2016 term ○ Approval of Audit 	Council Chambers
December 15, 2014	Workshop Presentations Agenda	<ul style="list-style-type: none"> ○ Recycling ○ Proposed changes to the Planning Board Ordinance ○ EMS Update ○ Norway Savings Bank Arena budget and update 	Council Chambers

Council Requested Workshop Items

Although no formal request has been submitted some Councilors have been mentioning a joint meeting with Lewiston. This is still just an idea with dates to be determined if at all. Please let the City Manager know if this meeting is to be scheduled.

Updates and Developments

Fire Truck and Ambulance Purchases:

At a recent City Council meeting I was requested to update on the process for the purchase of Ambulances and a Fire Truck. The best information is posted, in detail, on the City website at: <http://www.auburnmaine.gov/pages/business/fy2015-fire-ems-capital-equipment>

Understanding there is a lot to review but also not wanting to make light of the effort that went into the purchase I will provide a brief summary:

The City Council adopted a budget and plan to implement fire based EMS. In order to implement we need to own ambulances and a fire truck. The ambulances are to provide transporting service and the fire truck was to replace a ladder and engine with Quint which in turn

reduced minimum staffing on fire apparatus so that EMS staffing would not increase the current number of firefighters. All these purchases were made utilizing cooperative bid results and were time sensitive because this year's budget projected a savings from implementation. These factors made immediate availability of equipment important. However, price and quality were still met and the recommendation of the Fire Chief and staff was implemented to meet the service delivery needs.

Please review the memos and documentation on the website referenced above. These documents will also be included in the October 6th agenda packet and I will report on it during the Manager Report.

LAEGC New President:

Follow up interviews are occurring the week of September 29th. The LAEGC board is working hard to make a decision soon. If more candidates are to be considered there will be another public "Meet & Greet".

GIS:

Over the past months, the City staff has been working on upgrading our public GIS presence on the Internet. We will be unveiling our new Auburn Mapping Portal to the public sometime in October. The Portal will offer a selection of theme-focused, easy-to-use maps. The Portal will allow users to browse our map selections or search for maps using key words. It is available on all computing platforms, and is optimized for mobile devices. Interested users will be able to combine our public data with other publically available state and national data to make custom maps. In the next few weeks we will be contacting citizens, local realtors and others, and holding a number of public information sessions (during the day, in the evening, etc.). These sessions will not only make users aware of the new site and help them navigate, but will also open an important channel for feedback as we continue to develop the site's capabilities. This is just the first step in the implementation of a new GIS Platform that will allow us to incorporate use of GIS into many aspects of Auburn's day-to-day operation – from public participation, to emergency communications, to mobile data gathering. Our old web-maps will continue to be available to users during the transition.

Marshall Popcorn Truck:

The United New Auburn Association is moving forward for tax exempt status. When this is met and they can provide proof of insurance on the truck it is the staff's intent to recommend that they become the "custodians" of the truck. This will require Council action and discussion. The matter will be work shopped at a later date when all pieces are in place for consideration.

Route 4 Widening

Striping was completed the week of September 22nd. The City wants to thank all the staff, residents, and contractors that made this improvement.

Androscoggin Leadership and Development Institute (ALDI):

I am well into this program at this point. I want the Council to know how rewarding an experience this has been. I will not deny that dedicating every Wednesday night for 3 hours for 3 months is no

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simple task. However, I have made excellent contacts, networked, and learned a lot about our City/Community from these meetings.

Another goal is that I have been trying implement is to send City staff to this Institute. Now having attended myself I am in a better position to determine who should attend in the future.

International City Management Conference (ICMA):

I attended this conference from September 13th to the 18th. As a result I will update my training report that I submit to ICMA and I will share this with the Council as well. I learned a lot at the conference and more than that, I was able to refresh on best practices as a City Manager.

TIF Update and Pending Credit Enhancement Agreement (CEA) approvals:

The City Council has been requesting an update and opportunity to discuss policies surrounding TIFs and CEAs. Staff shared a draft presentation on September 25th. This is currently being edited and new information I want included is being added. I am scheduling this presentation and had hoped to do this on October 27th, but this is now the Governance meeting. So I am working to realign the workshops to hold this session on October 20th.

Capital Improvement Plan:

Bonds have just been authorized for the 2014 Capital Improvement Plan and staff is already beginning the process for next year. During the month of November these materials will be gathered for a presentation to the Council sometime after the New Year. The future plans of our City depend greatly on these funds. As such I am hopeful that the Council also agrees to an extra work shop in December to set some priorities, or projects, for the upcoming year so that staff can address any capital needs in this plan.

Citizen Advisory Committee:

The Mayor has forwarded the list of appointees. Reine is working fast to host the first meeting and follow the schedule we had outlined for implementation. The members appointed are as follows with Catholic Charities and the reserved for a Small Downtown Business still to be determined:

David Jacobs-Pratt	Franklin Alternative High School/Homeless youth
Rick Whiting	Auburn Housing Authority/Housing Investor
Mitch Thomas	Community Little Theater - Arts/Culture
Larry Pelletier	New Auburn/Small business
Belinda Gerry	New Auburn
Lisa Aube Cote	New Auburn/Landlord
Joe Gray	New Auburn/Small business
Doris Russell	Downtown
Kelly Flynn Aiken	Downtown
Adam Lee	City Councilor/Downtown (will serve as Chair)
Judy Webber	Union Street
Gure Ali	Union Street/Immigrant Community
Adam Dow	Union Street/Business community
Peter Flanders	Investor/Landlord
Catholic Charities	Neighborhood Partner /Social Service/Faith-based
Reserved	Downtown/Small business
Rob Kilgore	Downtown/Resident
Officer Tom Poulin	Union Street/Community Organization (PAL)
Therese Smith	Downtown/Small business (Penley House)

Recycling Committee and Curbside Collection Update:

The recycling committee continues to meet to prepare a presentation for December to the Council. Part the presentation will focus on how to expand recycling.

In preparation the Committee will be meeting with Waste Zero who met with staff recently and has a lot to offer that may help implement a service.

Ingersoll Repurposing and Updates:

Staff met with Cordija to provide implementation services as part of an extension to their efficiency contract. The plan remains to bid all parts of the repurposing and spend only up to what is allocated in phase one. It is our hopes to fund the turf floor, lighting, entrances, and fire suppression in this phase.

Additionally the YMCA and City have exploring different ways to cooperate. Recently the director and some board members visited Ingersoll and Hasty to see our facilities. I am optimistic that some good cooperation or partnerships can be found. I will keep the Council posted as this develops.

Community Little Theater:

The Community Little Theater (“CLT”) board just voted to proceed with the project to develop the old Great Falls School. A major component is that it is contingent on a parking plan. The City and CLT will be meeting in October to draft a plan. After that the City will meet with Kevin Bunker to outline further steps.

Downtown Auburn Transportation Center:

Staff has met with MDOT and LATC about progress. The recent developments are being coordinated and put into a draft. City staff intends to meet with them again in October to confirm an actionable plan for the Council to consider in November and formally adopt in early December. Many regulations must be adhered to regarding decisions and we are working well as a team to make sure all steps are followed correctly. The agenda for October 6th will also review this item.

HR News & “Above and Beyond”

- Retirees: None
- New Hires:

Name	Position	Department
Karen Thibodeau	Tax Clerk	Finance
Lee Lacroix	Equipment Operator	Public Services

- The City Manager has started a new program entitled, “Above and Beyond.” He’s asked that Department Directors submit names on a monthly basis (if applicable) of employees who have gone above and beyond their regular duties and proven themselves to be outstanding employees. Here are two we are sharing this month and congratulations to both of them:
 1. Police Officer Scott Laliberte was deployed to Afghanistan for over a year. The police officers scheduled a work day at Scott’s home before he returned. We had several officers and family members participate in this project. I want you to know that Paul Charest from the Public Services Department also participated. One of the wishes from Scott’s wife was to remove and install a new walkway. This took a great deal of work and the necessary knowledge to make sure it was done correctly. Paul not only worked the entire Saturday with the members, he also went back on Sunday with one other officer to finish this important project. For Paul to sacrifice his entire weekend for an officer was a great example of a City of Auburn employee going “Above and Beyond”.
 2. Officer James Phillips was commended for saving the life of a suicidal female. Officer Phillips took the missing persons report and began searching the area that the female was known to frequent. He discovered the female on Whitman Spring Rd and began life saving measures until EMS arrived.

Councilor Reminder

- Take a moment and remind your constituents that their tax bills can be found on our city’s website. If they’ve misplaced their FY15 bill, they can simply download their tax bill and print another! FY14 tax bills are also available. Tax bills can be found under Residents/Taxes/FY15 Tax Bills.

