

To: Mayor MacLellan-Ruf and Members of the Council
From: Audra Caler-Bell, Interim Acting City Manager
Date: July 15, 2016
RE: City of Rockland Weekly Report

OFFICE OF THE INTERIM ACTING CITY MANAGER/COMMUNITY & ECONOMIC DEVELOPMENT DIRECTOR

- I've had a number of conversations with community members over the past couple of weeks who have expressed interest in reinstating *Rockland Share the Pride*. They believe the time is right to start bringing to the forefront all the positive aspects of life in Rockland that the community should take pride in and finding creative ways to leverage our strengths. I believe these community members are in the early stages of reorganizing *Share the Pride*. City staff would like to support this effort in any way possible.
- July 28th is the maiden home port operation of the Grande Caribe. The Grande Caribe is a small cruise ship (98 passengers) operated by Blount Small Ship Adventures. They have chosen Rockland as the port where passengers will begin their journey. This is the first time Rockland has ever been the home port of operation for a cruise ship. A ceremony is being organized for July 28th to welcome the Captain and crew of the Grande Caribe. I will send invitations to the Council as they become available.
- I completed a survey for the Maine Municipal Association on the TIF program as it exists in Maine. The most substantive feedback I provided was on the affordable housing TIF. I think the current affordable housing TIF program is not well designed for a State like Maine where the vast majority of need around housing is to upgrade ageing single family housing stock. The vast majority of communities in Maine simply cannot take advantage of the affordable housing TIF program in its current form. We need a housing TIF program that can be applied to individual home owners and provide an incentive to refurbish outdated housing stock or build new houses. This would have a much broader impact across the state than the current affordable housing TIF program that is really only suited for a handful of large housing development projects in the largest municipalities. Changing the affordable housing TIF program is something that must be done on the State level. Given the tight housing market in Knox County and issues this is causing with housing affordability in Rockland, this may be an issue Council would be interested in collaborating on with our State government representatives.
- The Harbor Master, Assistant Harbor Master and I will be meeting with representatives from the Maine Department of Transportation on Monday to discuss the major upgrades needed for the Fish Pier and potential redevelopment of the Public Pier. The Maine DOT has identified Rockland Harbor as a major priority for investment due to our importance to the Fishing Industry and pleasure boating/cruise ships in the Midcoast.

City Manager's Weekly Report

OFFICE OF THE CODE ENFORCEMENT OFFICER

- John attended the City Council Meeting on Monday evening.
- Bill attended 2015 International Building Code seminar Thursday.
- Roxy attended the Comprehensive Planning Commission Meeting on Thursday evening.
- Bill performed a renewal second hand merchant's license inspection.
- John met with two Rockland property owners this week regarding potential building projects within the city.
- Bill did another walk down Main Street noting a low flag issue and a couple of places where sidewalk displays obstructed the 4 foot walking path as required by code.
- We issued three residential building permits this week for a fence, a shed, and porch repair/replacement. Certificates of Occupancy were issued to Rockland Harbor Hotel at 520 Main Street and Talbot House at 73 Talbot Avenue.
- Three complaints were filed this week. One for a flag on Main Street which was hanging too low, one for a dangerous building, and one for rats. We continue to follow up and work on complaint issues within the City, including follow up inspections at several locations and sending out a Notice of Violation regarding 162 North Main Street and 80 Park Street. A dangerous/abandoned building notice was mailed regarding 236 Maverick Street. We are making some progress on several abandoned buildings.
- We continue to be busy with various other permits, inspections, and assisting the public with questions. The following permits were issued by the Code Office this week:
 - 3 Building Permits
 - 5 Electrical Permits
 - 1 Plumbing Permit
 - 2 Sign Permits
 - 2 Sidewalk Display Permits

OFFICE OF THE FIRE CHIEF

Over the preceding week, in addition to the response to 35 Fire and EMS calls, shift training, conducting apparatus checks, daily cleaning, routine repairs and maintenance to the fleet and of the quarters, the following occurred:

- FF Carl Anderson has been instructing all shifts on a method of search called Vent, Enter, Search or VES. VES is used in situations where firefighters will likely find a victim in a smaller area, a bedroom for instance. The firefighter will break out the window (VENT), access the room through the window (ENTER), then search the room for any victims (SEARCH). It's a quick and effective way to reach a potential fire victim when other members are focused on extinguishment
- We have transitioned a few of the firefighters onto different shifts due to FF Mullane taking on his new role. Shift changes are sometimes needed in order to balance out years of experience and strengths that each individual possesses.
- Industrial Protection Services (IPS) was here Monday to hydro-test a dozen SCBA bottles. Each air bottle has a lifespan of 15 years and requires a hydro-test every 5 years.

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- Maine Emergency Medical Services (MEMS) was in the city Monday to perform our yearly ambulance inspections. The representative checked all three of our rescues and noted zero deficiencies in their inspection. This is a testament to the hard work done by the firefighters and paramedics to keep the rescues fully stalked, clean, and ready for every emergency.
- Lt. Leo had FF Mullane out in the industrial park Wednesday to start his training on Squad 3. Each probationary firefighter is required to meet a set of objectives before their 1 year probationary period is over. The Squad is our front line engine and is used at almost every fire call as the attack engine.
- Lt Camber has put 3 new portable radios into service. Just like any other electronic device, our portable radios must be replaced to insure reliability. Communication with our dispatchers as well as fellow firefighters is critical on almost every call we do.
- Chief Whytock attended a meeting with members of the Maine Lobster Festival to go over safety issues and staging for the festival parade. The fire department will be staffing apparatus throughout the City before, during, and after the parade to insure the heavy traffic won't impede any emergency response.
- Chief Whytock also attended the monthly department head meeting at City Hall Thursday morning.

OFFICE OF THE PUBLIC SERVICES DIRECTOR

- Extra work has been performed on prepping parks for the Blues Festival weekend.
- Continued roadway, cross walk and parking lot painting.
- Continued street sweeping.
- 43 individual storm water basins have been emptied and cleaned.
- Roadside and landfill trash pickup.
- A electrical utility box cover in the sidewalk on park street was rebuilt.
- Roadside mowing was performed
- Further improvements to the recycle building have been ongoing, more canopy's continue to be fabricated.
- Tree and limb removal was performed on Summer Street.
- The water pump on the excavator was replaced.
- The AC on the landfill compactor was recharged.
- Continued street sweeping.
- Prep work for paving on the various basins and road work.
- Unload and inventory the first load of downtown light poles.
- Barricade placement for Blues Festival and closing of Main Street.
- Float line at Johnson Memorial Park was removed and cleaned free of algae.
- Continued Work was performed on sand and salt building.
- Preparation for next week's volunteer cleanup on Rockland Street.
- The Local Road Assistance Program certification letter was submitted.

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- Met with Rich Fortin from Drumlin Environmental to review the DEP annual report letter and landfill closure reimbursement conditions letter.
- Verizon presented gps fleet tracking software options and showed how the system functioned.
- Submitted industrial wastewater permit report.
- Performed temperature reading on compost windrows.
- Performed Stormwater monthly site inspection.
- Moved furniture at city hall.
- With the assistance of the City Attorney and Sandy Billington the downtown streetlight electrical work RFP was sent out.
- Administrative training with Infinisource was performed on the new time force time accounting system.

Old County Road:

- Box cut is complete to Lake Ave.
- Sanitary Sewer component in 100% complete including laterals.
- Loaming and finish work is complete to Meadow Way.
- Signs along route 17 have been placed to notify the public of ongoing work at the OCR and route 17 intersection.
- Route 17 turning lane work has begun.
- The tenth weekly construction meeting was held Thursday 7/14/16. We continue to be on target for all tasks outlined with the master schedule. Estimated job completion date is August 15th.

OFFICE OF THE CHIEF OF POLICE

Officers responded to 189 calls for service. Rockland Police Officers responded to 3 motor vehicle crashes and 5 animal complaints. 18 traffic stops and traffic violations were conducted. Thirty-nine parking violations were issued. Officers charged or made arrests of 10 individuals for various offenses, to include Warrants of Arrest, Bail violations, Traffic offenses, Alcohol violations, Probation Violations and Operating under the Influence.

- Met with the Fire Chief and EMA Director to address feedback from the MLF tabletop exercise conducted last week.
- Coordinated with the Knox County Sheriff's Office and Knox County EMA on procuring ballistic head protection for Patrol Officers.
- Met with staff of Maine Behavioral Health as part of an ongoing project focused on getting consumers to utilize Open Access at their facility. This is part of the on-going process of police involvement in addressing the opiate crisis in a more holistic way.
- Completed the final changes to and re-submitted the 2016 COPS grant application.
- Continued ongoing support and coordination with the USS Oak Hill for their anticipated arrival for the MLF.
- Attended an emergency meeting of the Knox County Regional Communications Executive Board to address issues.

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- Continued the process of the 2016 RPD Policy Manual update and review.

Criminal Investigations Division –

- Coordinated with State and Federal Agencies regarding an ongoing investigation in Rockland. Information learned by Rockland Detectives during the investigation caused a need for other agencies to be notified and to join the investigation.
- Collaborated with SASSM and New Hope for Women regarding victim services.
- Conducted case reviews with the Knox County District Attorneys' Office.
- Completed the investigation of an alleged Child Abuse with no findings.
- Det/Sgt. Thompson was recognized for completing 20 years of service with the City of Rockland.
- C.I.D. continues to investigate ongoing cases in Rockland.

Patrol Division –

- Officers met with members of the MLF and the Fire Dept. for festival parade planning.
- Sgt. Finnegan consulted on a curriculum for the international drug recognition expert conference.
- Officers continue to secure public restrooms on Tillson Ave. and Rt. #17 on a nightly basis.
- Officers conducted foot patrols on Main St. During one patrol an unsecure business was found and the owner notified.
- Officers deploy for patrol on foot, bicycle and motorcycle when weather and staffing levels allow.
- Assisted the Waldo County Sheriff's Office with contact an individual in Rockland.
- Sgt. Smith performed community outreach with beach goers at Chikee Beach.
- Officers posted temporary no parking signs for the upcoming blues festival.
- Officers checked in with staff at PBMC to ensure Rockland PD were meeting and addressing staff concerns and needs per our mutual aid agreement.
- Officers continue to conduct targeted traffic enforcement. These details include a focus on speeding vehicles, overweight vehicles on posted roads and distracted driving. These details were conducted at various locations throughout the city.

OFFICE OF THE LIBRARY DIRECTOR

- The Summer Breakfast & Lunch program continues; this is a popular service, which we are so pleased to offer.
- The service technician from Otis performed quarterly maintenance on the Library elevator. I was so sure he'd been here more recently, however, April is apparently the new yesterday.
- Catinka Knoth's Adult Drawing class featured Lupines at Mosquito Harbor; the Children's class drew Maine town landmarks.
- This was an "on week" for LEGO™ Club; LEGO™ Master Jon Newton returned after a brief hiatus.
- The Pokémon craze has hit libraries all over the State; much posting on a library listserv regarding this phenomenon. The Library (exterior spot) is a gym. Who knew? I had to

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have a staff member with a young child explain this to me. Since then, of course, there's been an enormous amount of coverage of this phenomenon in the media.

- We held a staff meeting on Wednesday morning.
- Wednesday Storytime had a special twist this week. Held in the Community Room, singing and playing instruments with Rob Duquette took the place of the usual format. Rob is a multi-instrumentalist musician with an emphasis on drums and percussion.
- We had a technician from ABM Mechanical service/make a repair to the AC system early Wednesday morning. Staff and public alike are very happy that it is once again comfortable in the building (as Monday and Tuesday were brutal).
- On Thursday morning, Storytime at the Rockland Farmers' Market was led by Patty King, who read so many stories, her throat was sore by the time she got back to the Library.
- Also on Thursday morning, I attended the Department Head meeting.
- The Thursday evening Arts & Cultural Event was an talk with Shannon Thompson, a triathlete who has completed two Ironman races in Lake Placid, and is on her way to her third in Whistler, British Columbia at the end of July. She discovered the sport (all three sports, actually) just 8 years ago, at the age of 40, when she bought a swimsuit, bicycle, and running shoes, started training, and participated in the local Hope Triathlon.
- On Saturday the Children's Room offered, 5-2-1-0 Let's Go!, Let's get moving! For three July Saturdays, staff will be jumping, dancing, and playing with kids as a part of this nationally recognized childhood obesity prevention program, implemented throughout Maine.
- Also, this being the third Saturday of the month, Jessie Blanchard hosted Adult coloring.
- Upcoming: an Author Talk: Josh Christie, *Maine Outdoor Adventure Guide*

OFFICE OF THE WASTEWATER TREATMENT FACILITY DIRECTOR

- Installed and programmed a new variable frequency drive for #1 dry weather pump.
- Received and installed signs for the alarm signal lights at the Steel-Pro and Region 8 School pump stations.
- Ordered spare parts for the pumps at the Glenwood Ave. pump station.
- Tested and repaired the drive motor on the #2 belt filter press.
- Checked and added oil to the primary drives on the secondary clarifiers.
- Investigated a complaint of a sewer backup on Florence Street. The problem was in the property owner's pipe.
- Completed CCTV inspection of 700 ft. of sewer main on Knott Street.
- Made repairs to the control cable for the pipeline inspection camera.
- Completed CCTV inspection of 600 ft. of sewer main on Washington Street.
- Met with John Root from the Code Enforcement Office regarding a recently discovered issue on Holmes St. It was found that a residential sewer lateral runs under a neighbor's house and connects to their sewer pipe. The separation and relocation of the pipe is being discussed by the property owners with assistance from the city.

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- Changed the battery and tested the flow meter in the sewer main at the south end of Harbor Park.
- Began obtaining quotes for replacing the motor and drive gear on the grit classifier in the headworks. The equipment in use is approximately 16 years old and is in need of a rebuild.
- Made arrangements to conduct Whole Effluent Toxicity (WET) and Analytical Chemistry sampling next week as required under Rockland's MEPDES Permit.
- Parts have been ordered for the rebuild of the Incline Conveyor in the sludge bay. The conveyor is approximately 16 years old and needs to be rebuilt. This area of the plant lacks redundancy and trucks cannot be loaded with sludge if the equipment fails. Because of the long lead time required for obtaining the parts the rebuild project is tentatively scheduled for mid-September.
- Composite samples monitored during the week: Municipal Influent, Aeration Basin Influent, Secondary Effluent, FMC Effluent.
- The following tests were performed on the above composite samples throughout the week: 27 TSS tests, 15 BOD tests, 10 Nitrate tests, 5 Nitrite tests, 5 Ammonia tests, 5 COD tests, 5 Settleable Solids tests.
- Grab samples monitored during the week: Aeration Basins, Municipal Influent, Primary Effluent, Secondary Effluent, Chlorine Contact Chamber, Hypo Pump
- The following tests were performed on the above grab samples throughout the week: 26 TSS tests, 25 VSS tests, 5 Phosphorous tests, 5 Microscopic evaluations, 18 Settleable Solids tests, 18 pH tests, 17 conductivity tests, 30 Cl₂ tests, 5 fecal coliform tests
- Performed E coli testing for 2 samples from Lindsey Brook.
- BOD & TSS testing for North Haven.
- Lab reports prepared and sent to North Haven.
- Filed June DMR report on EPA NetDMR website
- Average flows through secondary treatment were 2.3MGD.

OFFICE OF THE FINANCE DIRECTOR

- Another month has passed and it is the end of Fiscal Year 2016.
- The FY17 Budget was finalized and adopted at the July 6th Council meeting. Thank you to the Budget working group for all your hard work. This was the first year of the Budget working group and they did a great job at capturing the true needs of the City. Thank you to the Council for seeing all the hard work that was put forth.
- With the Budget process behind us, it is time to focus on end of year reporting. Without a full time Payroll Specialist, I find myself multitasking in two rolls. Kara Cushman has done a tremendous job filling in where needed. There is much to get caught up on, Reconciliations, Quarterly reporting, and preparing for Audit.

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- This week I worked with our City Attorney and Public Services director to put together a RFP for a Bond for the construction of the November 2013, voter approved Salt and Sand shed. The notice will be in the papers this coming week. Bids are due by 7/29/16.
- I attended a Government Finance Officers Association training on How to Account for Capital Assets. Capital Assets includes land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, works of art and historical treasures, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a single reporting period. I learned about Accounting Function, Asset Classes, Capitalized costs, valuation of capital assets for financial reporting purposes, impairments, depreciation, financial statement presentation, and disclosure.
- Also, in conjunction with the Town of Rockport I attended a training on Remote Deposit Capture. Remote deposit capture (RDC) is a system that allows the city to scan checks remotely and transmit the check images to the bank for posting and clearing. This will enable us to deposit checks on the spot to our bank. This is a new feature that is offered to us since switching to The First. We are eager to start this process.
- I have been working with MDOT on our Old County Road MPI grant. Final reports have been submitted and we should be receiving our first \$500,000 within the next few weeks. In working with our Public Services director we are on target for completion. This is great news; once completed I will be submitting our second drawdown for the remaining \$500,000.

CITY OF ROCKLAND
Meeting Weekly Schedule

Monday, July 18, 2016

5:30 PM

Special Council Meeting; Workshop on Power Generation Facility Ordinances

Tuesday, July 19, 2016

5:15 PM

Planning Board Meeting, Council Chambers

6:30 PM

Harbor Commission Meeting, Harbormaster's Office, Harbor Park

Wednesday, July 20, 2016

Thursday, July 21, 2016

5:00 PM

Energy Committee Meeting, Library Mural Room

Friday, July 22, 2016