

To: Mayor MacLellan-Ruf and Members of the Council
From: James D. Chaouis II, City Manager
Date: January 29, 2015
RE: City Manager's Weekly Report

OFFICE OF THE CITY MANAGER

- At Monday evening's Special Council Meeting Lissa Bitterman of ecomaine presented information about single-stream recycling as it is performed at their center and how their Municipal Solid Waste incineration works for participating partners. Questions were asked and answered and the entire presentation can be viewed on the City's website.
- This coming Monday, MRC (Municipal Review Committee, Inc.) will be presenting their solution for municipal solid waste; Fiberight, and their new facility to be built in Hampden. Included in your report is a copy of the MRC plan.
- We said farewell to City Assessor, Dennis Reed on Wednesday as he embarks on his retirement. I look forward to the City Council meeting with our assessing candidate, Doreen French, in the near future.
- Audra Caler-Bell and I met with representatives from Tourmaline, Inc. to go over progress on the City's upcoming new (and very improved) website.
- Human Resources Consultant, Laurie Bouchard, will discuss the revisions to the Employee Handbook at Monday night's Council Meeting.
- Today is the deadline for candidates for the position of harbormaster. There were many impressive applicants and I anticipate filling this position with a highly qualified individual.
- Engineers from Resurgence Engineering and Casco Bay Engineering will present their findings on the Public Library on Tuesday, February 2nd at 5:30 P.M. in the Council Chambers.
- On Thursday, February 4th at 5:30 P.M. there will be a Community Forum hosted by the Knox County Community Health Coalition to discuss heroin and opiate abuse in our community.

OFFICE OF THE ASSISTANT CITY MANAGER/COMMUNITY DEVELOPMENT DIRECTOR

- There has been some very exciting progress on the Camden Street Project, which is explained in more detail in the attached media release.
- I completed the Local and Regional Government Efficiency Grant that we have partnered with Knox County to develop. The Finance Director, Virginia Lindsey, was an incredible help in preparing a very rigorous cost benefit analysis. This is a \$200,000 grant and we should hear from the State Government if we have been invited to participate in the second round of the grant process by April.
- Met with Public Services and Rockland Main St. Inc. to discuss the condition of sidewalks in the downtown. Rockland Main St. Inc.'s Design

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Committee has agreed to do a condition audit, identify priority areas for repair and develop a plan for how they would like sidewalks to be refurbished in the future (for example materials that should be used, color, etc.).

- I attended a meeting Councilor Geiger organized with Tia Anderson from Habitat for Humanity, Representative Beebe-Center and the Mayor to discuss housing affordability issues in Rockland. I think there is a great opportunity for the City to partner with a number of fantastic organizations in the community to do more to address housing affordability issues.
- Gordon Page organized a meeting between myself and a property owner in the Tillson Avenue area to discuss the 2011 Waterfront Redevelopment Plan and how their property fit into this plan. This property owner was very positive about the direction the City is going in.
- CMCA invited Rockland Main St. Inc. and myself to a meeting to discuss the courtyard and how the community can be engaged so they feel welcomed in this space. The courtyard will be open to the public and CMCA wants members of the community to feel comfortable using the courtyard even if they are not visiting the center.
- I did site searches for a very exciting business that is considering locating in Rockland and brought this business on a tour of a number of potential locations. This business would create nearly 30 highly skilled jobs in Rockland.
- I met with representatives of the Central Maine & Quebec Railway, who are the new operators of the rail line from Brunswick to Rockland. They are very eager to grow their business in the Midcoast and work with local businesses that many benefit from rail as a mode of transport to ship goods and materials.
- REDAC had their monthly meeting where they discussed priority projects for 2016. REDAC will be taking on housing development advisory responsibilities where they will review housing rehabilitation applications to the City and make policy recommendations regarding housing affordability and development.
- I have been answering questions from a number of engineering and design firms who are interested in putting in a proposal for the RFP to redesign and engineer the public pier.

OFFICE OF THE FINANCE DIRECTOR

- The weeks seem to fly by here in the city of Rockland. Another busy week has come and gone; and it's the end of January.
- I'm currently working on the new budget format. Department Heads have been providing me with their budget requests for the coming new fiscal year. They've been very accommodating in adjusting to the new budget format that I have given them. This budget will also include a Capital Improvement Plan (CIP); although not as formal as one might like to have a CIP, the budget will include

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capital requests for the current year as well as projected requests for the next four years thereafter.

- Most of this past week has been devoted to creating a wages and benefits workbook that can then be used in the budget process. Since wages and benefits takes up a good portion of the municipalities' expenses in any given year, it's a rather big undertaking to get all of the numbers on paper for one to look at. This will be a budgeting tool that the city manager and his budgeting team will look at closely when reviewing the entire budget proposal. Budget reviews begin the second week of February, so I've been focusing my work exclusively on preparing a complete budget package for the budget review team.
- In addition, there have been many new hires recently; the payroll specialist has been busy in meeting the new employees and processing all of the required paperwork for each one of these new hires. And there is a never ending stream of invoices processed by the accounts payable clerk; invoices are processed bi-monthly.
- As stated in previous reports, the city's cash flow is decreasing. Cash on hand is just under \$2 million; however, we expect that tax money will start coming in during the middle of February. I'm still hopeful that we will NOT have to borrow funds in anticipation of taxes to see us through the month of February.
- And lastly, we are looking at funding for the much anticipated re-construction work on Old County Road. This project will likely cost more than \$2.7 million dollars, with \$1 million of the total to be reimbursed by the state through two grants. However, the city will be required to pay all costs upfront. This could be problematic for available cash on hand; but, because the length of the project is supposed to be a matter of about four (4) months in total we're hopeful the state's reimbursement will be swift, thereby alleviating any cash flow difficulties.
- That concludes my weekly report for the last week in January, 2016.

OFFICE OF THE LIBRARY DIRECTOR

- I am back at work this week, but still working partial days, due to illness. Library staff did a great job; although I was worried about deadlines and my own work, knowing the day-to day operations were well in hand made it easier to concentrate on getting better. I want to acknowledge how much I appreciate this terrific Library crew.
- Keith Drago offered Drop-in Tech Help—this is available on Monday evenings; patrons may also make appointments for individual assistance.
- Catinka Knoth's Children's Art Class drew winter scenes and sports, while the Adult classes concentrated on winter scenes alone.
- I met with the Finance Director, and presented the preliminary operating budget request for the Library, and hope to have the CIP budget request to Ginny early next week.
- This was an on-week for LEGO™ club; participants created robots.
- Scott Michaud of Michaud Electric was here, and, at very long last began replacing the "guts" of the pendant lamps which have not been working for quite some time, with new connections and LED bulbs. After all those which have been

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out of service are updated, we'll gradually replace the rest. Meanwhile, you may notice the color of the LED replacements is a whiter light (by choice) than the ballast and fluorescent fixtures, but eventually all will match again. The lack of repair/replacement was bordering on a significant safety issue. Scott advised me that five of the converted pendant lamps will draw power equal to one of the original lamps!

- Staff continue to book appointments for the annual AARP Tax Aide, free income tax filing assistance, from trained volunteers. This is a very popular service, and we are so glad we are able to offer it. Once again, Jack Kurowski is the coordinator as well as one of the preparers.
- This Wednesday was the third Family Place™ Library Workshop. Jean Young was assisted by Friend's member Eileen Spectre.
- Concurrent with the above-mentioned workshop, staff member Jessie Blanchard led Storytime and read *I Spy on the Farm*, and *Little Blue Truck*.
- The Thursday Evening Arts and Cultural Event was a Film: *Tim's Vermeer*. Tim Jenison, a Texas based inventor, attempts to solve one of the greatest mysteries in all art: How did 17th century Dutch master Johannes Vermeer ("Girl with a Pearl Earring") manage to paint so photo-realistically - 150 years before the invention of photography? Films will be hosted the Friends of the Library, this year, and they've added drawings for film related books from the BookStop.
- I attended a meeting of the Friends' members who are providing enormous help for the upcoming Annual Open House/Love Your Library event.
- The teleconference meeting of the NMLD Executive Board was held Friday morning; I was supposed to be the (rotating) secretary for this conference, but happily someone took over for me. One distressing piece of news was reported by the representative to the Maine Library Commission. As you may be aware, for many years now, public libraries in Maine have received internet connections free of charge through NetworkMaine. Much of their funding comes from the Universal Services tax on phone lines, and of course, as people get rid of the landlines, that lowers the revenue. Libraries will be charged on a sliding scale; I am still waiting to see the figure for Rockland.
- Patty King represented the Library on WRFR's Love My Library radio show; it's been on hiatus; staff from a few area libraries talk about upcoming events for the next month.
- Mark your calendars so you can attend Love Your Library; this will be the third year for this wonderful Open House/Library's "Valentine to the Community". There will be delicious hot food, music, juggler, Storytime and crafts for kids, adult coloring station, door prize drawings for cardholders with clear cards, and so much more.

OFFICE OF THE FIRE CHIEF

Over the preceding week, in addition to the response to 28 Fire and EMS calls, conducting apparatus checks, daily cleaning, routine repairs and maintenance to the fleet and of the quarters, the following occurred:

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- Our EMS staff had training on Adrenal Insufficiency on Monday. We also went over utilizing the EMS laptops to conduct daily and weekly equipment checks which cuts down on our physical storage and paper needs.
- I turned in the draft budget for both Fire and EMS for FY17 on Monday afternoon.
- I attended the Maine DOL's Accident Investigation class Tuesday morning. This program is designed to prepare managers from both public and private entities to look into root causes of workplace accidents, injuries and "near-misses" to find out what corrective measures should be utilized to ensure repeat issues do not occur.
- Tuesday afternoon I attended the Knox County EMS Service Chief's meeting at Knox EMA. The group discussed changes in EMS rules and other issues affecting our ability to efficiently deliver services, as well as working toward a cooperative purchasing program.
- Thursday I attended the Knox County EMA meeting, where we had instruction on documenting damage for disaster mitigation reimbursement.
- John Root, Bill Butler and I conducted a pre-final inspection walk-through of the 250 Main St. Hotel. Things are progressing well and we identified a few items that need to be addressed before the final inspection to ensure there are no "surprises" at the last minute.
- I attended the Comprehensive Plan Committee meeting Thursday evening to discuss the City's Residential Sprinkler requirements for One and Two Family Dwellings.

OFFICE OF THE CHIEF OF POLICE

Officers responded to 158 calls for service. Rockland Police Officers responded to 7 motor vehicle crashes and 4 animal complaints. Twenty-seven (27) traffic stops and traffic violations were conducted. Officers charged or made arrests of 13 individuals for various offenses, to include Warrants of Arrest, Traffic offenses, Bail violations, Probation violations and Criminal Trespassing

Administration-

- Coordinated with an electrician to have two minor safety issues corrected at the police department.
- Chief Boucher attended the Board of Directors meeting of Sexual Assault Support Service of Mid-Coast Maine in Brunswick this week.
- DC Young met with the District Attorney concerning the timeliness of felony indictments and trying to expedite the process regarding certain cases.
- DC Young met with the MDEA task force commander regarding a more coordinated approach to overdose death investigations.
- Assigned Det. Neal as the newest member of the policy review committee.
- Met with Sgt. Finnegan regarding changes to policies as we continue to update the second section of our policy manual.

C.I.D. -

- Assisted the Maine State Police with their investigation into a statewide credit card fraud ring. This resulted in two suspects in custody.
- Continued conducting sex offender compliance checks.

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- Charged the person responsible for last week's bomb threat at McDonalds restaurant.
- Met with some local landlords to provide them information concerning the city's Disorderly House ordinance and how to handle disorderly tenants.

Patrol Division –

- Officers continue to lead the policy review committee in making the necessary changes to the second half of the policy manual. This is an ongoing process and no particular completion date has been assigned at this time.
- Sgt. Finnegan provided a class to employees of Dragon Cement on how to recognize signs of impairment.
- Sgt. Finnegan coordinated with Dead River Oil Company regarding closing Elm St. temporarily in order to remove a propane tank.
- Officers continue to aggressively conduct bail compliance checks to ensure that people out on bail are not in violation of their conditions.
- Continue to conduct school visits at all schools in Rockland.
- Radar details were conducted at various locations throughout the city including school zones and Main St.

Parking Enforcement-

- Issued 55 Parking tickets this week to include shuffling, parking on sidewalks, ADA violations and overtime violations.
- Two vehicles were "booted" for multiple outstanding violations.

OFFICE OF THE MUNICIPAL FISH PIER DIRECTOR

- No permits were issued this week.
- Picked up trash and debris uncovered by the melting snow.
- Completed FY-2017 budget and submitted same to the Finance Department.
- The price per pound for scallops has increased to \$13.00 per pound.
- The price per pound for lobster has increased to \$4.80 a pound.

OFFICE OF THE CODE ENFORCEMENT OFFICER

- John attended the MCEOA meeting on Wednesday morning. The workshop was presented by the Manufactured Housing Board.
- John did license inspections for Park Street Grille and Chen's China Coast.
- Bill did the license inspection for Comida.
- John and Bill continue to be busy with various permits and inspections.
- There were no complaints filed this week but Bill continues to work on ongoing issues from previous complaints.
- The following permits were received by the Code Office this week:
 - 2 Electrical permits
 - 2 Plumbing permits
 - 1 Miscellaneous
 - 1 Building Permit

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OFFICE OF THE WASTEWATER TREATMENT FACILITY DIRECTOR

- A faulty motor wiring harness in the headworks building was replaced.
- The remaining 600' of sewer line at Harbor Park was camera inspected. Significant evidence of saltwater infiltration was observed during high tide.
- Contractor bids were requested for repair of leaking sewer line in Harbor Park.
- Pumping Stations were inspected.
- Personnel worked with Interstate Septic to clean and pump the wet well at the Glenwood Avenue Pump Station.
- Average plant flows were approximately 2.0 MGD and no Combine Sanitary Overflows occurred.
- Average flows were approximately 2.6 MGD.
- Aeration tanks #3 and #6 were drained and the direction of plant flow was changed to allow operators to access a leaking flange on a Return Activated Sludge (RAS) line in tank #6.
- Parts were ordered for the RAS line flange repair scheduled for next week.
- Work continued on updating plant drawings.
- The collection system camera crew worked with the Public Works Department to inspect a possible collapsed sewer line. No damage was observed.



Leaking pipe Flange in Aeration Tank #6



Crew members performing camera inspection of a sewer line at Harbor Park.



Saltwater infiltration at joint in concrete sewer pipe.



Employees from Public Works Department and the Treatment Plant performing a camera inspection of a possible collapsed sewer line.

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OFFICE OF THE PUBLIC SERVICES DIRECTOR

- Plowed, scraped and de-iced sidewalks.
- Picked up used oil at two different businesses to be used to heat the Public Services building.
- Cleaned the handicap ramps on Union and Main Street.
- Repaired manhole and cover on Park and South Main Street.
- Picked up 50 bales of hay.
- Repaired the driveway leading to the Back City Hall parking lot.
- Delivered RFP to Augusta.
- Placed heat tape on pipes at the Harbor Master/Yacht Club building to prevent freezing.
- Cold patched roads.
- Brined roads to prevent morning glazing.
- Worked on brickwork behind the Thorndike.
- Cut brush blocking roadway signs.
- Met with Jerry Douglas from Maine DOT who provided training on Road Surface Management System (RSMS). Rockland will be one of the Beta sites for the new program which works with GIS to Identify, Rate, Prioritize, and develop costs and help manage roads and road repair. We expect to have the road inventory done in two weeks.
- We have been working on this year's CIPs and one of those is the bridge on the Thompson Meadow Road. It is anticipated the cost to replace the bridge (which has been identified by Maine DOT as needing replacement) could be in the range of \$76,000. The good news is that it looks like the Nature Conservancy could potentially assist with some and maybe all of the cost of replacement to assist with the migration and passage of alewives. This looks promising.
- All the Transfer Station overhead doors have been upgraded operationally for safety reasons. The doors were also adjusted and preventative maintenance was performed.
- The Assistant City Manager met with Gordon Page and Jason Merriman to review how we could assist downtown with waste baskets and sidewalks. Jason agreed to provide an inventory of the sidewalks in the downtown district. The completed overview of the downtown sidewalks could be aligned with long term planning for sidewalk transition and improvements.
- Worked on and submitted first draft of budget.
- Posted some roads due to the warm temperatures.
- Continued working on shop that will be used to build picnic tables and trash can holders and perform other City-related carpentry work.
- Worked on mooring permits.
- Worked on RFP for MSW trucking.
- Installed safety hours tracking board.