

To: Mayor MacLellan-Ruf and Members of the Council
From: Audra Caler-Bell, Interim Acting City Manager
Date: September 23, 2016
RE: City of Rockland Weekly Report

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

- I have worked with the Department Heads to develop an outreach plan regarding the bond questions. These are the methods we'll be using to make sure this information gets out to the public:
 - Printed information cards and posters to be disbursed.
 - Using Google and Facebook advertising to target users in the Rockland area with educational information on the bonds.
 - Public Services is developing a video that will be posted online (and hopefully broadcast on Channel 22) where they will show many of the roads that will be targeted as part of the road bond projects and provide an overview of the work to be done.
 - The Library has scheduled a workshop for October 4th at 6pm, which is on our calendar, will be publically advertised and will be filmed broadcast over Channel 22, to provide an overview of why the repairs to the building envelop are necessary and what the repairs will entail.
 - The Waste Water Treatment Plant has scheduled 2 workshops, one for October 11th and one for October 25th, which will provide a very detailed overview of the projects these bonds will address. There will also be an interactive presentation posted on our website.
- I have been looking into Council's request to get a price on upgrading our AV equipment and broadcasting capabilities for Council meetings. At this stage the price tag is likely to be significant (\$85,000 or more for AV equipment and \$15,000 to have the ability to broadcast information apart from just Council meetings on Channel 22) but in digging in to this issue further there are some interconnected factors that should be considered which may result in cost savings to the City:
 - As many Councilors are probably aware all the equipment used for broadcasting on Channel 22 was provided by Time Warner Cable in 1996 (Frontier Vision then) as part of the City's franchise agreement. Though this franchise agreement has lapsed we are still operating under its terms. Some municipalities in Maine have had recent success in renegotiating these agreements and receiving additional funding to upgrade their broadcasting equipment. However, this process is time consuming and Time Warner is notoriously difficult to get to the negotiating table. Another consideration may be looking into the City increasing our franchise fee with Time Warner Cable from 4% of gross revenue to 5%. Staff are still looking into whether or not this will need to be negotiated through a new franchise

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agreement or if the City has the authority to do this outside the agreement.

However, this could result in increased revenue to the City of approximately \$17,500 – which could pay the debt service on new broadcasting equipment.

- The School District has similar issues with their AV and broadcasting equipment. I've been in frequent contact with their Business Manager, Peter Orne, regarding this issue and we see opportunities for the School District and City to work together and save money. This could come from sharing equipment or cooperative purchasing for a potential discount. The only consideration around this is that the School District is negotiating a potential agreement with VStv to produce their channel, so much of the school's broadcasting equipment may be purchased/owned by VStv.
- The Council may wish to consider an arrangement similar to what the School District is considering with VStv. However, I would recommend that given Mr. Dan Burgess's long standing service to the City in taping and broadcasting our meetings the City may wish to run an open RFP process for broadcasting services/channel production where upgrading the City's AV and broadcasting equipment is part of the proposal.
- In summary the question of replacing our AV and broadcasting equipment is very simple if we're looking at straight cost, however, the cost is high. If we want to look at opportunities for reducing the cost it becomes far more complicated.
- As per the Council's request I have reached out to a number of law firms for proposals for legal services on an interim basis. We have received 3 proposals, which I have included as attachments to your weekly report. Once the Council has had the chance to review and with Council's direction via the Mayor, I will reach out to the firms we've received proposals from to set up face to face meetings where they can answer any questions you may have.
- REDAC met this week and discussed an interest in a forum where all City Committees, Boards and Commission can meet and have the opportunity to discuss high level goals and priorities with the City Council. They believe this would a great mechanism for the Council to provide direction to the City's Committees and a broad vision for them to work toward. Because I've heard similar sentiments expressed by other Committees/Boards/Commission members I would like to survey all committee members across the city to find out if there is broad support for organizing this type of event and what topics would be most beneficial to focus on.
- We had an evaluation visit from MMA's Loss Control Program. Their assessment focuses on workplace health and safety and helps to determine the rates we pay for our worker's compensation insurance. I'm pleased to say the Department Heads did an excellent job and showed MMA how much progress the City has made in improving workplace health and safety. To this end the City has re-established its Safety Committee and they have begun to meet regularly.

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OFFICE OF THE FIRE CHIEF

Over the preceding week, in addition to the response to 43 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:

- Assistant Chief Miceli performed Life Safety Code inspections at various places within the City.
- Lieutenant Leo conducted a chimney inspection for a homeowner in the City.
- All shifts have been continuing their road time and training on our new ambulances and Engine 2. All members who qualify will have completed their yearly training by the end of the month.
- We have also been training this week on the use of ground ladders. Ground ladders are invaluable when an aerial device (Tower 3) cant access upper floors due to set backs and electrical wires. The ground ladders are used for both victim removal as well as entry/egress points for firefighting operations.
- Chief Whytock attended a National Fire Academy satellite class in Brunswick over the weekend titled, "The New Fire Chief". The class focused on functional risk management and liability issues associated with municipal fire departments.
- Meetings were conducted this week with the Emergency Management Agency here in Knox County to discuss possible funding for special EMA projects. Also discussed was Rocklands need to have volunteers to staff any warming shelters or even overnight emergency shelters if needed. If anyone is interested, please call the fire chief at 594-0318 and he can fill you in with details. A press release should follow in a few weeks.
- Work is wrapping up on the two new rescues and they both are major assets to the fleet and the City. The guys and girls have been working hard to make sure they are set up and outfitted for responses. Well done all.
- Rockland Fire and EMS will be holding an open house on October 9th to kick off Fire Prevention Week. This will allow everyone an opportunity to meet the crews, see the apparatus and a few demonstrations will be happening throughout the event. It will run from 10AM til 1PM here at 118 Park Street. Spread the word and we hope to see everyone there.
- The crew here at the firehouse would like to congratulate Steven "Skippy" Hallett on his passing the physical agility test to be accepted into the Firefighter 1 and 2 academy that will start in January of 2017. Skippy is a new member of our call division but not new to the fire service. He also serves the town of Owls Head.

OFFICE OF THE CHIEF OF POLICE

Officers responded to 230 calls for service, investigated 6 traffic accidents, assisted 7 people that were experiencing some type of mental health crisis and stopped 22 vehicles. 6 people were either arrested or summonsed for various violations.

- Warrants of Arrest,
- Bail violations,

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- Traffic offenses,
- Drug violations,
- Probation Violations
- OUI

Administration –

- Met with inspectors from Maine Municipal Association to ensure the department was in compliance with Department of Labor regulations.
- Attended the Criminal Justice Committee meeting of the Knox County Recovery Coalition.
- Oversaw the completion of a segment of mandatory training from the Maine Criminal Justice Academy.
- Worked on the administration of a technology grant that was awarded to the police department.
- Continues to facilitate the transitioning of equipment into new department vehicles.

Criminal Investigation Division –

- Assisted the Knox County Sheriff's Department with a theft investigation.
- Assisted Kennebunk PD with a sex offender violation investigation.
- Delivered multiple subpoenas to financial institutions regarding an ongoing fraud investigation.
- Began the background investigation on the potential new hire candidate for the department.

Patrol Division –

- Sgt. Finnegan instructed an Intoxilyzer class for Rockland PD officers, Camden PD officers and Knox County deputies.
- Officer Cox and Officer Schmitz successfully completed Intoxilyzer certification.
- Officer Gaylor successfully completed Urban Rifle Instructor School at the Maine Criminal Justice Academy.
- Officers performed nightly security checks of the bathrooms at Johnson Memorial Park and Tillson Ave.
- Officers conducted alcohol compliance checks at various establishments in Rockland.
- Officers conducted bail compliance checks on Rockland residence.
- Officers conducted probation compliance checks on Rockland residence.
- Officers conducted regular visits at schools in Rockland to interact with students and faculty and addressed any issues or concerns.
- Officers conducted targeted traffic enforcement details at various locations throughout Rockland. Some of these locations included school zones and Maine St.

Parking Enforcement and ACO-

- Issued 45 parking tickets.
- ACO answered 6 animal calls.

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OFFICE OF THE WASTEWATER TREATMENT FACILITY DIRECTOR

- Completed the temporary storage building to protect the portable back-up generators.
- Worked with Interstate Septic Systems to clean and pump the wetwells at the Thomaston Street, Mechanic Street, Waldo Avenue and Industrial Park pump stations.
- Replaced the lower filter belt on the #2 belt filter press.
- Contacted Komline-Sanderson for pricing and availability of parts to repair the hydraulic power unit on the #1 belt filter press.
- Ordered spare filter belts for the gravity belt thickener and the belt filter presses.
- Exercised the back-up generator for the treatment plant.
- Used the CCTV camera and locator to locate and mark the location of a drain pipe on Summer St. for Maine Water to assist with planning to replace and relocate a water main.
- Used the locator and old sewer records to confirm and record the locations of connections to city sewer from properties on Lawrence St. and Marine St. east of Pacific Street.
- Responded to Dig-Safe requests from CMP on Crescent Street and Thomaston Street.
- Completed 2900 ft. of CCTV inspection of the sewer main on Samoset Road.
- Investigated a complaint regarding a sewer back-up on Thomaston Street. Did not find any problems with the city sewer main in the area, the problem appeared to be in the property owners sewer lateral.
- Scheduled a Demonstration Pilot Test of a Rotary Fan Press for sludge dewatering.
- Scheduled AED Training to be conducted on-site during the week of 9/26.
- 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
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- 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
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- BOD & TSS testing for North Haven.
- Average flows through secondary treatment were 2.0 MGD.

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OFFICE OF THE PUBLIC SERVICES DIRECTOR

- Continued the downtown street light installation. Accessories for the light poles continued to be discussed by the Main Street Design Committee and members of the Parks Commission.
- AH Harris provided training on stamped concrete sidewalk installation. Two 100 square foot sidewalk mock ups were poured and different colors and textures were installed. The examples will be reviewed by the Harbor Trail Committee and one will be chosen to be used on the harbor trail on Atlantic Street.
- We had our first sand and salt storage building project meeting with George C Hall Construction. Hall Construction has delivered equipment to start the project and plans to break ground this Friday.
- Public Services continued the skateboard park reconstruction. High School Students began painting one of the completed structures. Repairs are almost complete.
- The new landfill extraction well pump had to be reinstalled due to a short in the power supply.
- We have begun the layout project cost estimates for the stormwater separation work on North Main Street. The separation work should be done prior to next year's paving.
- Removed debris on James Street which resulted from fire.
- Reviewed safety program and inspected Public Services with a representative from MMA
- 406 storm water catch basins have been cleaned of grit thus far.
- Completed the installation of the egress door in the recycle building.
- Street Sweeping was performed.
- Prepared for paving on Shaw Ave.
- Repaired basin on Jefferson Street.
- Repaired fence on Samoset Road.
- Installed sign at the Old County Road ball park notifying the public who to call to schedule field use.
- City Wide trash pickup was completed.
- Trim brush and conduct roadside mowing.
- Coastal Copper will be installing a protective coating on the Community Building above the Rockland District Nurses to prevent any future water leaking.
- Performed quarterly stormwater SWPPP sampling.
- Performed Monthly pretreatment wastewater sampling.

OFFICE OF THE HARBORMASTER

- Accepted the first cruise ship of the season, M/S Regatta on Thursday, all went well with great reviews from the passengers.
- Second cruise ship will be anchoring Saturday evening and tendering into Rockland on Sunday.