

LEWISTON CITY COUNCIL WORKSHOP AGENDA

Tuesday, March 11, 2014

City Council Chambers

6:00 p.m. Workshop

Pledge of Allegiance to the Flag.
Moment of Silence.

WORKSESSION

1. Review of Biennial Planning Session.
2. Discussion of a Public Works Review Committee.

EXECUTIVE SESSION

1. Executive Session to discuss labor union negotiations regarding the Maine State Employees Association, Maine Association of Police and Lewiston Professional Technical Unit.
2. Executive Session to discuss Acquisition of Property of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.
3. Executive Session to discuss Acquisition of Property of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.

LEWISTON CITY COUNCIL
WORKSHOP AGENDA
TUESDAY, March 11, 2014
6:00 P.M.

1. Review of Biennial Planning Session – 30 minutes

The City Council recently held a planning session aimed at producing goals, objectives, and priorities for the next two years. A summary of that work is attached. I would like to review these with the Council and further focus the number of items to a more manageable number.

2. Public Works Review Committee

Several members of the City Council have expressed some interest in reviewing the current operations and service levels provided by the Public Works Department. One approach would be to have a group of knowledgeable individuals review the department's equipment and operations and develop recommendations regarding improved systems, equipment, and operations. We would like to review this with the full Council.

3. Executive Session – Union Negotiations – MSEA/Police Patrol/Pro-Tech

4. Executive Session – Land Acquisition

5. Executive Session – Legal Issue/Land Acquisition



City of Lewiston Executive Department

EDWARD A. BARRETT
City Administrator

PHIL NADEAU
Deputy City Administrator



March 6, 2014

To: Honorable Council Chair and Members of the City Council
Fr: Edward A. Barrett
Su: Council Planning Session

The City Council recently held a one-day planning session to identify goals and priorities for its current two year term. A copy of the notes from that session is attached.

A wide variety of issues and objectives were discussed at that meeting. In order to organize the process going forward, I have prepared a spreadsheet on Council Goals and Priorities that is also attached. This spreadsheet includes the five major focus areas that were of the highest concern to the City Council and uses them to group together the various projects and issues that the Council placed the highest priority on. Where possible, I have included a due date and identified the responsible party for ensure the task/project is completed.

This is not yet a finished document, and I wanted to provide the Council with an opportunity to review what will eventually become a major staff guidance document for the next two years.

In reviewing this on Tuesday, I will be particularly interested in any Council feedback on items that should be added to or removed from the summary spreadsheet or any other detail that should be added or changed.

Once completed, this document will be shared with staff and the public and provide benchmarks against which we can measure progress over the next two years.

CITY COUNCIL GOALS AND PRIORITIES

Economic Development	DATE DU	RESPONSIBLE PARTY
Downtown/Riverfront Development		Economic Development
Continue to Implement Riverfront Plan		
Construct Phase 1 Projects	12/1/2014	Engineering
Additional Funding	6/30/2014	City Council
Design/Bid Phase 2 Projects	12/31/2014	Planning/Purchasing
Construct Phase 2 Projects	12/1/2015	Engineering
Finalize Joint Agreement w. Auburn		Administrator/Council
Contract in Place	7/1/2014	Administrator/Council
Downtown Parking		
Retain Existing Businesses		
Business Visitation Program	7/1/2015	LAEGC
Canals and Wiseman Bridge		
Obtain Control of Canals	12/31/2014	Economic Development/Administrator
Infrastructure		
Status of Gas Availability		Economic Development/LAEGC
Status of Bandwidth Availability		Economic Development/LAEGC
City Operations		
Improve Communications with Residents		
Develop Comprehensive Resident Communication Strategy	5/30/2014	Community Relations
Maintain Property Tax Levels	7/1/2014	City Council
Replace lost State and Federal Funding		
Maintain Focus on Welfare Abuse	On-going	Social Services/Police
Create a Technology Plan and Budget	12/31/2014	Information Services

Housing

Develop an Overall Housing Plan		
Identify Issues to address	4/15/2014	Community Development/Planning
Follow through on landlord initiated items	8/15/2014	Community Development
Publish Comprehensive Housing Plan	8/15/2015	Community Development
Continue Acquisition and Demolition		
Maintain current rate	12/31/2014	Code Enforcement
Implement Natural Gas Incentives		Community Development

Community Development

Improve Citizen Recognition	on-going	Mayor
Downtown School		
Communicate Council Support to School Committee	When needed	Council
Green Space and Trees		
Establish a Tree Nursery (joint w. Auburn?)		
Community Policing	on-going	Police

Planning

Develop an Overall Housing Plan	see above	
Track and Coordinate the Multiple Existing Plans		
Develop a tracking system for plan recommendations	6/30/2014	Administration
Add at least two plans to system each year	on-going	Administration
Adopt the Comprehensive Plan	12/31/2014	Planning

**NOTES FROM LEWISTON CITY COUNCIL PLANNING RETREAT
FEBRUARY 8, 2014**

MUTUAL EXPECTATIONS – FOR THIS RETREAT AND BEYOND

- Civility – Listen to each other without criticism
- One Speaker at a time
- Respect for diversity of opinion – allow alternative viewpoints
- Open Mindedness – Consider ideas other than your own
- Avoid surprises – Keep us all informed and included; avoid “blind-siding”
- Avoid “back-door” politics – Keep the agenda and the process public and “out front”
- Don’t take disagreement personally
- Encourage and practice open communication
- Resist the urge to cut off debate before it’s complete
- Be open to compromise

**POSSIBLE AREAS OF FOCUS – WHERE THE COUNCIL AND THE CITY COULD DEVOTE
TIME, ENERGY, ATTENTION, AND RESOURCES OVER THE NEXT 2 YEARS**

- Upgrading Housing Options
- Increasing our Assessed Value (2)
- Marketing, Image and Public Relations for the City (1)
- Encouraging Collaboration in the Medical Community; the Two Hospitals; Mental Health Providers
- Maintain Current Property Tax Levels (3)
- Finalize the Joint Economic Agreement with Auburn (4)
- Improve the Relationship with the Auburn Council
- Downtown and Riverfront Development (5)
- Small Business Development (1)
- Replace any lost State and Federal Funding (3)
- Create a Public Works Oversight Committee (2)
- Expand Workfare for Welfare
- Improve Communication with Residents (13 - 6+6+1)
- Implement Rooming House Restrictions
- Improve Recycling Rates
- Develop an Overall Housing Plan – Including Codes Enforcement (16 - 9+7)
- Develop a Transportation Plan (2)
- Focus on Green Space and Trees (4)
- Adopt the Comprehensive Plan
- Track and Coordinate the Multiple Plans within City Government (4)
- Retain Existing Businesses (3)
- Increase and Recognize Citizen Involvement (6)
- Aligning the Union Contracts (2)

- The New Downtown School (4)
- Encourage Neighborhood-centric Development
- Expand Community Policing (3)
- Create a Master Plan for the “Big 3” Departments
- Encourage Private Investment (1)
- Obtain Control of the Canals; Wiseman Bridge (3)
- Address the Steam Plant Issue
- Continue Acquisition and Demolition of Blighted Housing (7)
- Downtown Parking (3)
- Franklin Company (1)
- Improve relationships with State and Federal Legislative Delegations
- Maintain a Focus on Reducing Welfare Abuse (3)
- Focus on Infrastructure Needs; Legacy and 21st Century Infrastructure (3)
- Make Cost-effective Investments in Technology
- Encourage and Incent Conversion to Natural Gas for Heating (3)
- Improve the Recreational Infrastructure
- Grow Incomes

POSSIBLE AREAS OF FOCUS – CATEGORIZED WITH VOTE TOTALS

CATEGORY 1 – ECONOMIC DEVELOPMENT (21 votes)

- Downtown/Riverfront Development (5)
- Finalize the Joint Agreement with Auburn (4)
- Downtown Parking (3)
- Retain Existing Businesses (3)
- Canals and Wiseman Bridge (3)
- Marketing the city (1)
- Encourage small business development (1)
- Encourage private investment (1)
- Grow local incomes
- Resolve the Steam Plant issue
- Focus on the telecom infrastructure
- Develop a Transportation Plan

CATEGORY 2 – CITY OPERATIONS (20 votes total)

- Improve Communication with residents (6)
- Maintain Property Tax levels (3)
- Plan for 21st Century Infrastructure (3)
- Replace lost State and Federal Funding (3)
- Create Public Works Oversight Committee (2)

- Align Union Contracts (2)
- Recognize creative thinking/solutions by employees and residents (1)
- Create a Master Plan for the “Big 3”
- Increase Recycling
- Look for cost-effective technology improvements
- Expand workfare for welfare

CATEGORY 3 – HOUSING (20 votes)

- Develop an Overall housing Plan including Codes Enforcement (7)
- Continue with Acquisition and demolition (7)
- Implement natural gas incentives (3)
- Increased assessed value (2)
- Franklin Company (1)
- Rooming House restrictions

CATEGORY 4 – COMMUNITY DEVELOPMENT (19 votes)

- Improve resident communication and recognition (6)
- Downtown School (4)
- Green space and Trees (4)
- Community Policing (3)
- Transportation plan (2)
- Encourage neighborhood-centric development
- Improve the Recreation Infrastructure

CATEGORY 5 – PLANNING (13 votes)

- Develop an overall Housing Plan (9)
- Track and coordinate the multiple existing plans (4)
- Adopt the Comprehensive Plan
- Develop a “Big 3” Master Plan

CATEGORY 6 – MAINTAIN A FOCUS ON WELFARE ABUSE (3)

CATEGORY 7 – MARKETING, IMAGE, AND PUBLIC RELATIONS (1 vote)

- Improve communication with residents (1)
- Increase recognition for residents who help others

CATEGORY 8 – ENCOURAGE COLLABORATION IN THE MEDICAL COMMUNITY (0 votes)

CATEGORY 9 – INTERGOVERNMENTAL COLLABORATION (0 votes)

- Improve relations with Auburn Council
- Improve relationship with Regional, State and Federal government entities

GOALS (MANY NEED DATES AND STRATEGIES)

Develop and launch a comprehensive resident communication strategy (electronic, print, broadcast) by 5/30/14

- staff to plan and implement

Identify the current status of gas and telecom infrastructures within the City.

Create a vision for a desired natural gas and telecom infrastructure\

Create a technology plan and budget for the City

Create a Comprehensive Housing Plan and Policy

- Identify important issues to be addressed in the plan – 4/15/14
- Follow through on the list of landlord-initiated items – 8/15/14
- Publish a Comprehensive Housing Plan – 8/15/15

Maintain Current demolition rate of approximately 10 properties per year

Obtain control of the city canals; Continue to implement the Riverfront Island Development Plan

Communicate the Council's support for a downtown school to the School Board

Establish a Tree Nursery (possibly with Auburn)

Create a consolidated list of recommendations from all current city plans

- Develop a tracking system for plan recommendations
- Add at least two plans to the tracking system each year

Sign a Joint Economic Agreement with Auburn by 7/1/14

COMMITTEE TO REVIEW PUBLIC WORKS' SERVICE LEVEL STANDARDS

Task:

- To establish service level standards for the Department of Public works;
- To review current staffing levels, organizational structure, and equipment to determine its adequacy to meet those service levels;
- To identify investments that could be made to enhance departmental efficiency and effectiveness;
- To review customer service systems currently in place to evaluate their ability to adequately track and monitor citizen service requests;
- To explore any additional technology or equipment that might improve departmental operations.

Composition and Appointment

The Committee would be composed of two members of the Council; two citizens; one individual knowledgeable concerning public works, construction, or civil engineering; and 2 staff members.

Staff Support:

The City Administrator shall assign staff as necessary to support the work of the Committee.

Term

The Committee shall complete its work by December 2014 at which time its report and recommendations shall be forwarded to the City Administrator to allow for funding for its recommendations to be included in the annual budget process. The Committee shall, however, be free to submit recommendations for changes at any point during its term.

LEWISTON CITY COUNCIL

MEETING OF MARCH 11, 2014

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 1

SUBJECT:

Executive Session to discuss labor union negotiations regarding the Maine State Employees Association, Maine Association of Police and Lewiston Professional Technical Unit.

INFORMATION:

The Maine State Statutes, Title 1, section 405, define the permissible grounds and subject matters of executive sessions for public meetings.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EAB/kmm

REQUESTED ACTION:

1	2	3	4	5	6	7	M
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To enter into an Executive Session pursuant to MRSA Title 1, section 405 (6) (D) to discuss Labor Negotiations regarding three of the city's employee unions - Maine State Employees Association, Local 1989, Maine Association of Police and Lewiston Professional Technical Unit, Local 3855.

LEWISTON CITY COUNCIL
MEETING OF MARCH 11, 2014

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 2

SUBJECT:

Executive Session to discuss Acquisition of Property of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.

INFORMATION:

The Maine State Statutes, Title 1, section 405, define the permissible grounds and subject matters of executive sessions for public meetings.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

ETAB/kmm

REQUESTED ACTION:

1	2	3	4	5	6	7	M
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To enter into an Executive Session, pursuant to MRSA Title 1, section 405(6)(c), to discuss Acquisition of Property, of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.

LEWISTON CITY COUNCIL
MEETING OF MARCH 11, 2014

AGENDA INFORMATION SHEET:

AGENDA ITEM NO. 3

SUBJECT:

Executive Session to discuss Acquisition of Property of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.

INFORMATION:

The Maine State Statutes, Title 1, section 405, define the permissible grounds and subject matters of executive sessions for public meetings.

APPROVAL AND/OR COMMENTS OF CITY ADMINISTRATOR:

The City Administrator recommends approval of the requested action.

EAB/Kmm

REQUESTED ACTION:

1	2	3	4	5	6	7	M
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To enter into an Executive Session, pursuant to MRSA Title 1, section 405(6)(c), to discuss Acquisition of Property, of which the premature disclosure of the information would prejudice the competitive bargaining position of the City.