



CITY OF HALLOWELL

ONE WINTHROP STREET
HALLOWELL, MAINE 04347

NATE RUDY, CITY MANAGER

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To: City Council and Mayor Walker

FROM: Nate Rudy, City Manager

RE: **CITY MANAGER REPORT BY COUNCIL COMMITTEE MAY 7 – JUNE 3, 2020**

CLAIMS (DID NOT MEET)

FINANCE (MET 5/20 AND WILL MEET 6/3 via Zoom)

- City Manager working with Committee on revised budget process and first reading of revenue and expense budget proposals.
- City Manager recommends that Council use the maximum amount of TIF fund offset to the general fund budget in FY20 and FY21, to maintain general fund balance and minimize the effect on property tax burden from lost state revenues due to COVID-19. The FY20 and FY21 lists of TIF-eligible expenses is included in the Council meeting packet.
- The Council agenda includes a letter to DECD requesting a correction in the Original Assess Value (OAV) figure that has been used in the Downtown and Arts Omnibus TIF District OAV since 2014. I commend the Assessor's Agent for his enduring commitment to the City and for providing accurate information and sound advice to City staff and the Council.

HEALTH + WELLNESS (DID NOT MEET)

- Mayor Walker has provided regular COVID-19 updates that have been posted to the City website and Facebook page.
- Emergency Operations Center Staff meeting was held on 5/14.
- City issued Order 20-05 and 20-06 to relax some restrictions on local businesses, in accord with the Governor's Rural Reopening and multi-phase reopening plans.
- Board of Health meets will start to meet bi-weekly rather than weekly, starting June 16.
- City Manager / Health Officer / Public Information Officer maintaining Facebook information campaign directing citizens to resources around food, shelter / rent assistance, community health and security, access to reduced cost Internet and phone, and general information from the City, Maine CDC, and other sources.

- The All-Age-Friendly Committee continues to work on an Age Friendly Community plan for Hallowell.

HIGHWAY (WILL MEET 6/4 via Zoom)

- City Manager working with CEO and HPD on abutter education regarding use of outer Central Street extension to Manchester town line.

PERSONNEL + POLICY (MET 6/2)

- City Manager issued Social Media guidelines and Mask and Face Covering policy to City staff.
- **City-hosted email addresses for Council and Mayor are ready for use and highly recommended.**

PROPERTY + LANDS (WILL MEET 6/4 via Zoom)

- City Manager working with Public Works and Maine DEP on siting of brush dump.
- City Manager working on Second Street Fire Station RFP terms for P+L review.
- City Manager working on RES deed review.

PROTECTION (DID NOT MEET)

- City Manager has requested that HPD and HFD Chiefs assess needs and acquire PPE sufficient to meet the need of a COVID-19 surge in Hallowell.
- City staff have worked on complicated/inter-jurisdictional issues related to short term rental facilities in Hallowell, including concerns around ADA compliance, COVID-19 quarantine practices, potential violations of the Governor's public safety orders, and alleged general assistance fraud. City Manager requests that the Short-Term Rental Group please re-consider the earlier request for a comprehensive and enforceable local ordinance addressing short term rentals.

MISCELLANEOUS:

- Comprehensive Plan Committee met via Zoom on 5/21.
- City Staff observed the Memorial Day holiday on 5/25.
- Special City Council meeting was held on 5/27.
- Community members are invited to receive automated messages from the City via Constant Contact and NIXLE. Registration information is available on the City website.
- Citizens are encouraged to contact Hallowell Police Department if they observe any unusual activity: If you see something, say something!
- **City-hosted email addresses for Council and Mayor are ready for use and highly recommended.**

UPCOMING WORK:

- Evolving response to Coronavirus. Council, Mayor, and staff will receive regular updates.
- Continue meetings of Board of Health and Emergency Operations Center Staff.
- City Manager will staff Comprehensive Plan Committee meeting on 6/18.
- Finance Committee and staff will work on FY21 budgets for second reading in June.

Respectfully submitted on June 3, 2020.

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