

City of Auburn

To: Mayor LaBonté and the Auburn City Council
From: Clinton Deschene, City Manager
Subject: May Monthly Reporting – *Assessing, Auburn Public Library, CDBG, City Clerk, City Manager, Economic Development, Engineering, Finance, Fire, Health & Social Services, Human Resources, ICT, Parks & Rec, Planning, Permitting & Code, Police, and Public Works*
Date: June 11, 2013

Assessing

- 706 Business Personal Property Filings and BETE Business Returns – The entire staff worked on completing the processing of the 706 and Bete Business filings for personal property. In order to complete this project we had the assistance of a shared person from the code department, Zach Lenhart, for 5 weeks and a contracted person from John O'Donnell & Associates for 11 days at a cost of \$5,000. In addition, it took staff 2 months to process the 1,105 business accounts. Due to staff reductions we had to reduce our customer service during this period in order to complete the project for preparation of the tax commitment. We are now operating at full customer service.

- Patriot CAMA System – WEBPRO – I recently received a report from Patriot Properties in regards to the use of our online property data. The data provided covered the period from 8/12/2010 to 5/22/13. It appears the public sector is heavily reliant upon the data we provide through our online services. Other than hits to the main page and search tabs, the most requested page is the summary page. The most requested file types are the photos and sketches.

Total Visitors during Period	119,969
Average Visitors Per Day	118
Total Hits During Period	5,339,798
Average Hits Per Day	5,260
2013 Daily Length of Visit	5 minutes
2013 Peak Hour Usage	9-11 AM
Most Popular Days	Monday-Thursday

- Abatements 2012 – To date we have processed a total of 78 abatements. The abatement deadline was February 7, 2013. Below is a year comparison chart on abatements processed.

ABATEMENTS						
YEAR	PERSONAL ABATEMENTS			VALUE	TAXES	
	RESIDENTIAL	COMMERCIAL	PROPERTY			TOTAL
2008	38	27	39	104	\$6,897,888	\$126,990
2009	85	29	21	135	\$11,763,000	\$215,415
2010	73	26	13	112	\$9,682,800	\$186,878
2011	97	13	24	134	\$6,135,100	\$118,960
2012	39	16	23	78	\$7,218,100	\$141,403

Auburn Public Library

- **New Director:** On Wednesday, May 22 the Library Board of Trustees voted to hire Mary Margaret (Mamie) Ney as the next Library Director. Mamie, who grew up in Lewiston, is currently a resident of Kennebunk where she served as Assistant Director of the Kennebunk Public Library from 2006 to 2008. Subsequently, she has been Director of the South Berwick Public Library and, since January of last year, has served as the Southern Maine Library District Consultant for the Maine State Library. Mamie is also an attorney with a part time tax preparation practice. The Board has every confidence that she will lead the Library with distinction.



- **Joint APL/LPL Board Meeting:** On May 15 the Boards of the Auburn and Lewiston Libraries held their annual joint meeting. The two groups discussed continuing alignment of policies and procedures and then widened the discussion to include expanded collaboration between APL and LPL and the possibility of ultimately combining the two libraries into one system. They agreed to increase the number of joint meetings beginning with a special meeting on October 3 at which Maine State Library consultant Stephanie Zurinski will lead a discussion focused on topics such as clarifying the difference between collaborating and combining; identifying potential benefits; combined goal setting; and ensuring that both boards have the same vision.
- **Library Programs**
 - **Small Business Incubator:** Board President Dick Trafton has approved cobbling together leftover grant funds to construct the SBI on the Library's second floor. Custodian Rick Duchesneau has agreed to manage the construction as part of his job duties. Currently, we are recruiting members for the team that will select the participating business and oversee its progress. They include Mayor

LaBonte, Chip Morrison, Al Manoian and representatives from SCORE and AVCOG's SBDC. We hope to finish construction by fall.

- Seed Library: After participating in a webinar on the topic, Adult Services Manager Marty Gagnon has taken the first steps toward starting an APL Seed Bank. The program, like those being offered in a number of libraries across the country, will make donated seeds available free to Library customers. While a library may seem like an odd location for a project like this, it is motivated by the belief that seeds and plants should be available to everyone. That makes a public library the perfect home for a seed collection. Marty has started collecting donated seeds from various businesses and is planning several programs. The project is a nice complement to our very popular Farmer's Market and our prospective tool lending library.



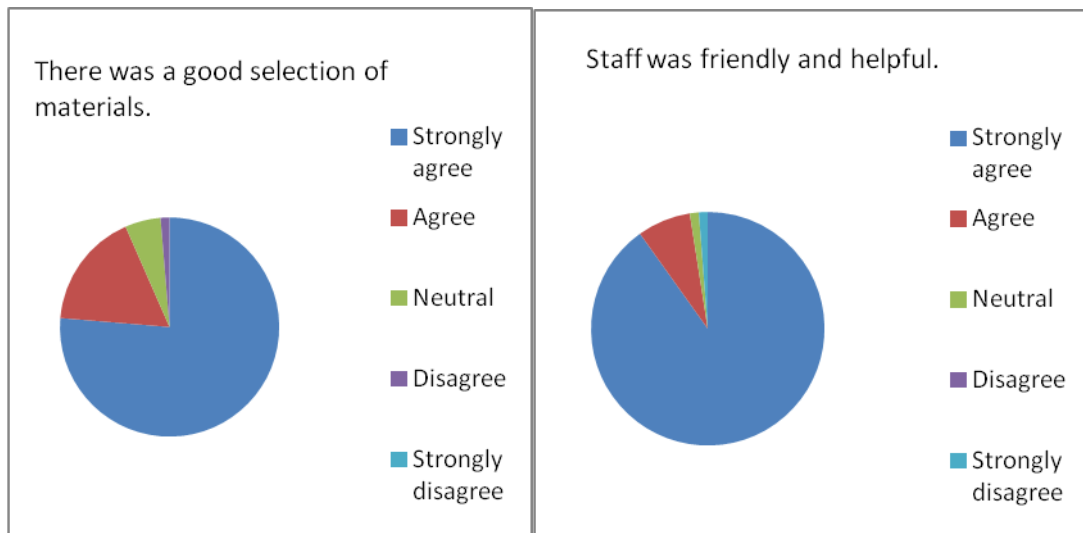
- Best-Buy Partnership: We were recently approached by Best Buy asking if we would be interested in having their volunteers present programs for the public on how to use new technologies. Naturally, we said yes! The initial programs will invite the public to bring in any technology with which they'd like help. Later programs will be based on areas of demonstrated demand.
- Literacy for ME: The local Literacy for ME coalition has identified two library services as key components in the effort to promote early childhood education in the L/A area. Other organizations in the group will help to market BookReach, the joint LPL/APL program that sends trained volunteer readers and materials into childcare centers, and APL will host a website that brings together early childhood resources in the community.
- Fundraising: The Library is hoping to decorate the Court St. lawn with a sea of flags in time for the 4th of July. The flags may be purchased in the name of someone you wish to honor for \$5 at the Library's Lending Desk. The Library will post the names of everyone who is honored on a special web page at:
www.auburnpubliclibrary.org/development/flags.html

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All net proceeds will support the Auburn Public Library. Flags may be purchased online at: https://www.paypal.com/us/cgi-bin/webscr?cmd=_flow&SESSION=lfmQ776q-YNG6vILkzKIL5vqz21-1AiCgRUuHNQc6C70fsAcqyl50QAww_y&dispatch=50a222a57771920b6a3d7b606239e4d529b525e0b7e69bf0224adecfb0124e9b61f737ba21b081987dfed5c1e68334a2df49896030ab926d

- Customer Surveys: The Library's second customer service survey which focused on materials was distributed at the end of April.



Unsurprisingly, customers were even more positive about staff than about materials, although both received high marks. We are fortunate to have great staff that excels at both customer service and materials selection.

CDBG

The Community Development Loan Committee held three meetings in the months of April and May. They considered 8 applications, 6 for rehabilitation loans and 2 for home ownership. One application was tabled and later approved, and all other applications were approved. Listed below is a summary of the funds approved:

1. Commercial (CDBG) \$11,811
 2. Residential (CDBG) \$18,444
 3. Small Business (CDBG) \$15,000
 4. HOME Rehab (HOME) \$34,704
 5. Homebuyer/Approved sale of 43 James Street and 69 Bradman Street (NSP)
- The first loan under the Small Business Loan Program was approved in May. The business will be locating at the far end of the Roak Block. The project involves three public lenders, the City of Auburn, Lewiston-Auburn Economic Growth Council and Community Concepts. Community Concepts shared their financial analysis and assisted with the presentation to the Community Development Loan Committee which made for a better coordinated financing package.

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- A significant amount of HOME funds has accumulated since Coastal Enterprises withdrew its request for funding for the Riverpark project. This, coupled with low demand for home improvements, is placing the program at risk of not meeting the HOME funds commitment requirement. In an effort to get some of these funds committed by the September deadline Community Development Department has increased its efforts to market the Homeowner Rehabilitation program. Letters have been sent to owner-occupied properties in the Union Street target area with information about the program. To date, this has resulted in only one application submission.
- The properties at 9 and a portion of 15 Broad Street were purchased to make way for the New Auburn River Trail project. The tenant living at 9 Broad Street has been relocated to another area.
- The closing for 6 Second Street has been postponed due to a fire. The second floor tenants had already been relocated to another unit, and we were just a few days away from relocating the first floor tenant when the fire occurred. The damage to the first floor unit was substantial. It will now be necessary to re-assess the building's value.
- The City purchased the property at 325 Turner Street with NSP funds. This building is slated for demolition to make way for a neighborhood parking lot,
- A contract was awarded to Bates Environmental to conduct a survey of hazardous materials at 9 Broad Street, 6 Second Street, and 61 Webster Street. The assessments are now complete. The results show there is substantial hazardous and special waste at 61 Webster Street, an amount that will create a shortfall in the demolition budget.
- As lead agency, the City of Auburn has monitoring responsibilities for all HOME projects. Monitoring of rental and homebuyer projects is required every two years. Community Development staff conducted monitoring of 5 Lewiston rental projects. Reine Mynahan monitored tenant occupancy and rents, Yvette Bouttenot monitored fair housing issues, and Hal Barter monitored rental unit condition. Jen Banker is monitoring homebuyer projects for both cities.
- Two deferred loans were converted to amortized loans. Reine met with borrowers evaluate their expenses to establish an affordable payment. Reine processed modifications to two loans that were in arrears.
- Hal Barter has been working with the Finance and Fire Departments on renovations to the Central, Center Street and South Main Street fire stations. The South Main Street fire station work is complete.
- Yvette Bouttenot has been aggressively marketing our homebuyer program. The marketing efforts resulted in 7 inquiries about the City's program, signing of a Purchase & Sale for 69 Bradman Street, and registering one new participant to our HOME Savings Account Program. Yvette regularly attends homebuyer classes to help inform prospective buyers about our homeownership program.
- After a two year effort to sell 43 James Street, the property is now in the hands of a home owner. We still have 2 NSP properties for sale, 69 Bradman Street and 26 Cook Street.

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- Five loan applications were approved for \$2,639 in Security Deposit loan assistance. □
- All four staff members attended the Excel spreadsheet class taught by Rosemary Mosher. Jennifer Banker attended MMA's Customer Service Excellence training. Reine Mynahan attended the NCDA conference to learn about changes in the CDBG/HOME regulations.
- Yvette Bouttenot participated in a webinar about marketing and disposing of NSP properties. Reine Mynahan participated in a webinar about using CDBG funds for code enforcement.
- Reine Mynahan held two public meetings at Auburn Hall to explain the Curb Appeal Program. Reine also attended the Landlord Conference held at the Ramada Inn to talk about the Curb Appeal Program. These efforts resulted in five funding requests.
- The Community Development Department received 21 Curb Appeal requests for 24 buildings asking for a total of \$219,071. Hal Barter conducted exterior inspections of each building to document for the blight objective. Several of the buildings were not in a deteriorated state. The Curb Appeal Committee met to score applications. They selected 13 for funding with the last conditioned on funding availability.
- Reine Mynahan coordinated a meeting with Department of Housing and Urban Development, officials of the City of Lewiston and Auburn. The meeting was an opportunity to share information.
- Reine Mynahan provided an orientation to the new Community Development Loan Committee members.
- The Auburn Consortium Agreement along with required documentation was submitted to the Department of Housing and Urban Development thereby continuing the consortium for another 3 years. Through the consortium nearly \$400,000 is made available each year for the communities to undertake affordable housing projects.

City Clerk

- On May 2nd Alison and I attended Vital Records training
- Election workers were lined up for the election on May 12th
- Absentee ballots were available to issue on May 21st. I also tested the tabulating machines
- May 23rd Terri attended Excel training at the Library
- On May 30th Residential and Nursing Care facilities were notified about absentee voting
- During the month of May we issued the following:
 - 39 birth certificates
 - 181 death certificates
 - 23 marriage certificates

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- 14 marriage licenses
- 48 burial permits
- 63 garage sale permits
- 50 business license applications (renewals) came in
- 9 sole proprietor filings

City Manager

Ice Arena Status

- Staff was able to secure advertisement from LA Harley Davidson for \$10,000 for the advertising on our full scoreboard (\$7,500) and half on the small scoreboard (\$2,500).
- Staff was also able to secure advertisement from Acadia Contractors for \$2,500. Their advertisement will be on a dasher board.
- Sound system proposals from Vectorsonics and Deblois Electric have been reviewed and have been forwarded to Mike Hebert for review.
- A PO for \$122,050.00 has been issued from the City to LSK Enterprises for purchase of a 2013 Olympia Millenium ice resurfacing machine. City Purchasing Policy was followed during this process.
- A meeting was held with Jeff Gosselin and Ray Teixeira of Mechanics Saving Bank on May 21. Advertising and sponsorship opportunities were discussed along with the organizations level of interest. They will respond back to us after consulting with their board of directors on the level of advertisement/sponsorship interest.
- Staff has been developing a miscellaneous list of products and equipment that will be needed for the new facility. These items will be reviewed at the next construction meeting.
- Staff is developing a list of potential organizations to pursue for naming rights of the new facility.
- An RFP for the pro shop is being drafted for review.
- A meeting was held With Gladiators & Titans representative Dan D'Auteuil on May 21 regarding contractual ice agreements and fundraising. A formal contract is being developed for their review.
- A meeting was held on May 23 with Ravi, Roland, Mike, Terry MacLaughlin and Mike Hebert. Discussed during this meeting were minor floor plan changes which include expanding the lounge room and providing space for skate rentals in the same room, moving a concession wall and office next to concession, removing janitor's closet on lower level to allow for an extra coaches room and eliminating public access to locker

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room area. Also discussed was steel delivery and construction timelines. Revised plans are due to be sent next week along with a final rendering of the building.

Route 4 Projects

ATRC (Androscoggin Transportation Research Center) Policy Committee has recommended funding the following Auburn projects:

- \$500,000 for Route 4, south of Lake Shore Dr to north of Blanchard Rd: overlay and restriping to 5 lanes;
- \$150,000 for Route 4 at Fair/Martin/boat launch: PE for future roundabout
- \$150,000 for Route 4 at Lake Shore: PE for future roundabout
- \$195,000 transfer to PIN 11599.20, Minot Ave bin wall: funding shortfall based on latest MaineDOT estimate
- \$400,000 transfer to PIN 14787.10 (South Main St, Vickery Road to Cook St) funding shortfall based on latest Maine DOT estimate

As you can see a significant amount of funding has come our way to deal with safety issues on Route 4 and funding shortfalls on a few MDOT projects. There is a public comment period between now and June 27, 2013.

Posted on: May 30, 2013

ATRC TIP Amendment

AMENDMENTS TO THE ATRC FY 2012-2015 TRANSPORTATION IMPROVEMENT PROGRAM

The Androscoggin Transportation Resource Center (ATRC), being the designated Metropolitan Planning Organization (MPO) for Lewiston, Auburn, Lisbon and Sabattus, is amending the ATRC Transportation Improvement Program (TIP) for the years 2012-2015 as follows:

Take the following funds out of PIN 14272.00, and create these new projects:

- \$500,000 for Auburn, Route 4, south of Lake Shore Dr to north of Blanchard Rd: overlay and restriping to 5 lanes;
- \$150,000 for Auburn, Route 4 at Fair/Martin/boat launch: Preliminary engineering for future roundabout;
- \$150,000 for Auburn, Route 4 at Lake Shore: Preliminary engineering for future roundabout;
 - \$1,500,000 for Lewiston, Bartlett St, East to College: resurfacing;
 - \$195,000 transfer to PIN 11599.20, Minot Ave, Auburn, bin wall repairs;
 - \$400,000 transfer to PIN 14787.10, Auburn, South Main St, Vickery Rd to Cook St: reconstruction funding shortfall;
 - \$1,000,000 for traffic signal upgrades: Lewiston and Auburn;
 - TOTAL: \$3,895,000

ATRC is now requesting public input and/or comments on these projects. Please forward your comments by Wednesday, June 26, 2013, to AVCOG/ATRC at 125 Manley Road, Auburn, Maine 04210. For further information, please contact Jennifer Williams at the above address or (207) 783-9186 or e-mail at jwilliams@avcog.org.

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Festival Plaza

I directed City Staff to inspect Festival Plaza during start up and its current status and here are a number of issues they have found with the overall condition of the facility:

- General – The general appearance of the park shows need of maintenance from the shrubs (paper debris, dead pigeon, bottles, and other litter). Bark placement and mulch is uneven, worn looking and needs care. Lawn has dead spots.
- Hand railings need paint and are scratched from being used as a skate board park.
- Some of the concrete is cracked.
- Water hose hook-up at top level hit by a plow years ago and damage never got repaired.
- Lower fence hit by plow and damage was never repaired.
- Water level valve in the holding tank needs attention, sometimes it sticks.
- Pool at base of falls has settled and now water is leaking from seam at base where it meets the retaining step. This creates a constant drain on the water level.
- Some shoes in waterfalls don't work. Don't know if valves are plugged or if the piping underneath the cobble stone has been compromised, broken or leaking.
- Gauges on main pump inoperative. Suction and PSI gauges may need glycerin filled ones.
- Main waterfalls sheet bars are damaged at the ends. Leafs and water supply hoses are leaking.
- Filter Skid inoperative. They have not been used for a few years now. Sand filter and pump was leaking.
- Fogger pump inoperative. Needs nozzles for all three water bars.
- Plaza lighting needs to be checked to see if all the lighting is operative as well as the colored lighting technology.
- More problems may be revealed once a contractor commences work if it gets to that point:

In closing, staff feels this park needs scheduled routine maintenance at start up and then daily upkeep. Last week for instance staff spent what we thought was going to be a 2 hour pump turn on and cleaning that lasted for two days with a helper and trainee. Unfortunately a mechanics time is more valuable turning wrenches on rolling stock and equipment rather than tending to this park.

Daily, this park should get a visit from a crew (we are aware that we do not have the staff at PW or Parks and Recreation for this suggestion) that can keep up with the above mentioned so that

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it does not get back logged. The repairs needed have gone on for some time without being brought to the attention of the proper authorities and repairs affected resulting in the general decline of this so called maintenance free park to the point of it needing some major attention.

Streetsweeping Operation Status

We currently have 3 streetsweepers for over 500 miles of roads. One is out of operation and will require \$24,587.28 just for parts. This is more than an annual debt payment for its future replacement.

The streetsweeper in question is Streetsweeper #62. A 15 year old Elgin model. Recently we obtained a quote to get the piece of equipment into a condition it could operate sufficiently. C.N. Wood quoted the City **\$30,734** minus a courtesy discount of **\$6,146.82** (20%) for a grand total of **\$24,587.28**. This does not include the costs of addressing the engine oil leak, body work and the amount of man hours to make this happen.

I recommend we look more closely at this piece of equipment. It is a vital piece of equipment to maintaining our streets, parking lots and garages.

School Budget Schedule

Basic Information

- State Law requires the School Committee to wait 10 days before submitting a new budget. If 14 days for absentee is added this means the earliest a vote could occur is July 8th.
- The School Committee must present a new budget within 45 days. The Council has 30 days to call a vote, so the longest is 75 days. This would be August 26th.
- Commitment and tax due date. Usually the 15th of September is the due date. This means August 15th is the date we need to send out bills and with one week lead time that is August 8th. Practically speaking the City could force a short process that has a validation vote on August 21st. This would require extra effort to publicize.
- Voting Machines are switching June 30th. Which means the City will most likely have to hand count. The State is controlling the new machines and we will be trained by August 14th but the State doesn't expect us to use until November.

Potential Timeline

- | | |
|--|---------------------------|
| 1. School starts discussions with Committee on:
(Wednesday) | June 12, 2013 |
| 2. City Council Reviews <u>City</u> Budget on:
(Monday) | June 17, 2013 |
| 3. School Committee adopts revised budget on: | June 26, 2013 (Wednesday) |
| 4. City Council approves voting date and revised budget: | July 1-8, 2013 (Monday) |
| 5. Absentee begins: | July 2-9, 2013 (Tuesday) |
| 6. Validation vote: | July 23, 2013 (Tuesday) |
| <hr/> | |
| 7. Third Try School starts discussions with Committee on: | July 24, 2013 (Wednesday) |
| 8. School Committee adopts revised budget on: | July 31, 2013 (Wednesday) |
| 9. City Council approves voting date and revised budget: | August 2, 2013 (Monday) |
| 10. Absentee begins: | August 3, 2013 (Tuesday) |

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11. Validation vote:

August 20, 2013 (Tuesday)

12. Commitment:
(Wednesday)

August 21, 2013

Economic Development

Administration of \$3.4 million Cascades Drive Auburn Industrial Park road construction & subdivision project.

- Re-engaged grant administration & industrial park road construction project process and communications with Christopher Christian (Senior Project Engineer), EDA Philadelphia Region Office.
- Target Deadline Date of (July 10, 2013) to execute contract with satisfactory construction company through public bidding process, subject to federal EDA regulations and requirements.
- Secured EDA Office approval & authorization to contract with Sebago Technics, Inc. to provide professional “Construction Contract Bidding” package services to the City of Auburn & ABDC.
- Sebago Technics, Inc. proposal submitted (document dated 5/9/2013, received at City Hall via email on 6/4/2013), reviewed by staff; submitted to City Manager and executed 6/5/2013.
- Requested & received “Construction Inspection Services” proposal from Sebago Technics, Inc.; price proposal deemed excessive by staff; determination to immediately initiate public bidding process for the provision of “Construction Inspection Services” to secure a more competitive, less costly, and qualified firm.
- Met with ABDC Board of Directors, provided project update & descriptive; reviewed 1st draft Promotional Brochure for new Industrial Park Lots produced by LAEGC/ABDC staff.

Auburn Ice Arena

- Engaged in multiple meetings with construction and management representatives for the finalization of plans; also engaged in discussions and meetings with Neo-Craft Signs with regard to prospective marketing/advertising sponsorship opportunities.

Auburn Transportation Center

- Engaged in multiple meetings between municipal officials, staff, and representatives from the Lewiston Auburn Transportation Committee (LATC) and Western Maine Transportation Services (WMTS) to advance the construction and operation of the new

Auburn Transportation Center on Spring St.; engaged in ongoing discussions regarding leasing terms and conditions between City of Auburn, Hannaford's and the LATC.

Auburn Manufacturing Co. Plant Expansion

- Attended the official ceremony of the announcement of the 20,000 sq ft expansion of the Auburn Manufacturing Co.; engaged in beneficial information exchange, knowledge sharing, and relationship building with various attending state officials, business/banking leaders, and regional professionals.

Met-Craft: Expansion, Training, Reinvestment Assistance & Relationship-Building

- In cooperation with Brian Doyle, Governor's Account Executive, Maine DECD, Economic Dev Dir & Economic Dev Specialist conducted a business visitation and meeting with Mr. Charlie Hu, owner of Met-Craft, 205 Washington St., Auburn.
- Mr. Hu recently acquired Met-Craft from long-time owners and has initiated a substantial upgrade of and reinvestment in the precision machining firm, in terms of state-of-the-art CNC machines and advanced applications & software; Mr. Hu currently leases the property.
- Mr. Hu requests assistance with upgrading the technical & educational skills of his current workforce in order to maximize prospective production and to expand his client base; thereby potentially doubling the number of well-paying professional manufacturing positions in the course of the upcoming year in the City of Auburn.
- Mr. Hu also inquired as to availability of larger commercial buildings or developable commercial land for prospective future growth and expansion in Auburn; municipal staff will foster regular communications and information exchange with Mr. Hu regarding his future plans in Auburn.
- A subsequent meeting (and tour of the "shop floor") was conducted at Met-Craft with representatives from Central Maine Community College including Dean Diane Dostie, Mary LaFontaine of the Maine Dept. of Labor, Brian Doyle DECD, and Auburn Economic Dev Dir. & Economic Development Specialist.
- A 3rd meeting was conducted at the Central Maine Community College campus including Mr. Hu, Brian Doyle, Devin Watson (MCM Dept. Chair Precision Machining Technology), representatives from the Maine Dept. of Labor, and Auburn (EDS); this tour and meeting focused on ways & means whereby a skills-upgrade training program could be arranged for Met-Craft's employees without adversely impacting Met-Craft's production schedule and platform. Options for training in both the MCM campus as well as at Met-Craft were discussed, as were prospective cost issues.
- Mr. Hu is currently weighing his options and considering the opportunity for public-private partnership in terms of skill-training and expansion; the Auburn Office of

Economic Development will stay in close communication with all parties involved as we proceed; especially with Mr. Hu.

St. Lawrence & Atlantic Railroad

- Economic Dev Dir & Economic Dev Specialist met with Blake Jones, General Manager of the St. L & A, to discuss ongoing and prospective railroad operations and development plans.

The Redevelopment of the Engine House & Downtown Auburn

- Economic Dev Specialist initiated contact with both Peter Bishop (owner of the Engine House), and Robert Baldacci, Principal of the Baldacci Group with regard to the state and prospect of the Engine House at the corner of Court St. & Spring St.
- A site walk & meeting was subsequently scheduled and conducted at the Engine House on (5/21); including Economic Dev Specialist, Mr. Bishop & Mr. Baldacci.
- Owner & real estate broker agree that available 1st level (sidewalk level) space should be rehabbed for retail and/or restaurant use to create sidewalk vibrancy and enhanced market potential. They are willing to work with Economic Dev Specialist to identify “prospective” retail and/or restaurant tenants.
- Owner & broker also support the movement to develop a “young professional” residential lifestyle district within Downtown Auburn; they declared that they would both be most willing to provide input, contacts, advice, and service with this ongoing effort.
- Economic Development Specialist is currently cultivating and identifying prospective retail and restaurant tenants who seek to prosper in a traditional, human-scaled, downtown district.

Hong Kong Trade Opportunities & Chamber of Commerce

- In partnership with the Androscoggin County Chamber of Commerce met with and attended presentation by Donald C K Tong, USA Commissioner of the Hong Kong Economic & Trade Office of Washington DC; also present were Anita Chan, Director and Paul Cheung, Deputy Director of the Hong Kong Economic & Trade Office of New York at the Chamber of Commerce Offices. Presentation and dialogue was provided to State of Maine economic development agency officials, Congressional staff, Lewiston-Auburn municipal officials, and business leaders.

Television Appearance on Railroads

- Economic Dev Director appeared on “Answers from Augusta” with Sen. Margaret Craven for an hour-long discussion on Railroads in our region.

P&G Industry Cluster Attraction Meeting

- In cooperation with Brian Doyle of Maine DECD, Auburn Economic Dev Dir & Economic Dev Specialist met with officials of P&G, and with officials of an associated out-of-state manufacturing firm at the P&G plant site to discuss the attraction/expansion of the prospective company to Auburn in order to be located in close proximity to P&G with associated freight railroad infrastructure. Process is ongoing.

LAEGC Annual Diner – Auburn Economic & Community Development Achiever Awards Content & Video Production

- Economic Dev Specialist (EDS) contacted and subsequently visited each of the Auburn Award recipients.
- (EDS) requested by LAEGC to research and compose Award Recipient (company story) content for the production of the Annual Diner official program booklet.
- (EDS) requested by LAEGC to compose and produce content for official Video Production of Auburn Award Recipients.
- (EDS) visited and scheduled (with company owners) subsequent on site video production shoots.
- (EDS) managed the production of the official Award Recipient plaques from American Engraving of Auburn.
- (EDS) provided review and editing recommendations for final video product.

Androscoggin Transportation Resource Center

- Participated in process that resulted in the reallocation of unexpended construction funds for Auburn projects including Rt. 4 & South Main Street improvements.

Various Additional Activities:

- Economic Dev. Specialist attended New Auburn Center Study community meetings; Infrastructure Meeting at Rolly's and Steering Committee Meeting at Auburn City Hall.
- Participated in site visit and inspection of 1915 St. Louis Church in New Auburn; also conducted extensive historic research of church building and architect.
- Engaged in various meetings with Joseph Casalinova of Building Solutions regarding Minot Ave. redevelopment project.

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- Participated in (investigatory) meetings with representatives of the proposed “Golden Eagle Railroad”; a privately-funded passenger/commuter railroad company.
- Attended LAEGC Loan Committee Meetings; approved subordination agreements with two new Auburn-based small businesses.
- Economic Dev Dir. Met with Lewiston-Auburn Railroad Board of Directors.
- Completed the package for Council approval for the transfer of property along the Little Androscoggin River for the expansion of Rolly’s Diner.
- Participated in the allocation of 1st round funding for the “Curb Appeal” Program.

Engineering

- Hotel Road: The drainage installation and base course paving have been completed. The contractor is completing shoulder work before surface paving will be completed.
- West Bates and Dartmouth: The drainage installation, box cut and base course paving have been completed. The contractor is currently working on curb installation.
- Turner Street: The road has been reclaimed and the shoulders box cut. The contractor is currently adding gravel in preparation for base course paving.
- Edward Little Park: Providing construction assistance to Public Works.
- Trapp Road: The contractor replaced sections of pavement of concern for the City and is currently placing the surface course pavement.
- Winter, Summer and Dennison Streets: All the surface pavement has been completed and the contractor has hydroseeded the lawn areas. The contractor is currently working on a few remaining punch list items.
- Turner Street Slip Lane: Base course paving and the brick sidewalk have been completed. The island construction and the light pole installations remain.
- The construction contract for the South Main Street project was put out to bid and awarded to Pratt and Sons. Construction will begin in mid-June.
- The construction project for the road work adjacent to the new ice arena was prepared and is currently out to bid.
- Staff is also working with ATRC’s Bike-Ped Advisory Committee on a 5 year update to long range facilities plan Bridging the Gaps.
- Dig safe location requests have continued to keep staff busy.
- A public meeting was held to talk about proposed safety improvements for Route 4 and the Park Avenue/Mt. Auburn Avenue Intersection.

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- The Helm Bridge replacement project design and construction documents have been completed and we are awaiting authorization from the State to go out to bid.
- A monthly utility meeting was hosted by staff with all the utility companies within the City to coordinate this summers' upcoming work.
- The City wide Pavement Condition Analysis Project field work has been completed and the results are being compiled.
- Staff completed ongoing updates for changes to the tax map parcels.
- Staff continued to work on street addressing issues

Finance

- The Finance Director worked with the City Manager and Council on the FY14 budget and prepared any documentation necessary to answer questions raised at the Council workshops.
- The Finance Director has attended all budget workshops.
- The Tax prepared and mailed the 30 day notice of lien to all delinquent tax payers. There were 580 notices mailed.
- The Facilities Mgr/Purchasing Agent had various bids go out and bid openings for Public Works dump truck, centerline striping, crosswalk painting, gps for public works vehicles, asphalt materials and South Main Street construction for the Engineering division. The Public Works siding project was finished in May. The bid for an Ice Resurfer for the new arena was also sent out. The maintenance work on the Mechanics Row parking garage began on May 18th and will be ongoing for approximately 30 days.

Fire

- This past month has been both busy and productive for the Auburn Fire department. We responded to a total of 341 calls for service. These include, but are not limited to, 228 emergency medical calls, 6 structure fires, 1 vehicle fire, 6 hazardous materials calls and a variety of other calls. We responded to four calls for mutual aid and received mutual aid three times. . Of the calls we responded to, sadly a fire at # 6 Second Street, Apartment # 1 in New Auburn claimed the life of an 82 year old female. The apartment she was living in had NO OPERATING SMOKE ALARMS. Currently, the fire code does not allow for us to inspect apartment buildings with three or less rental units. This is a change I would highly suggest we evaluate. However, to effectively make such a change would require additional staff in the fire prevention office to make such inspections effective.

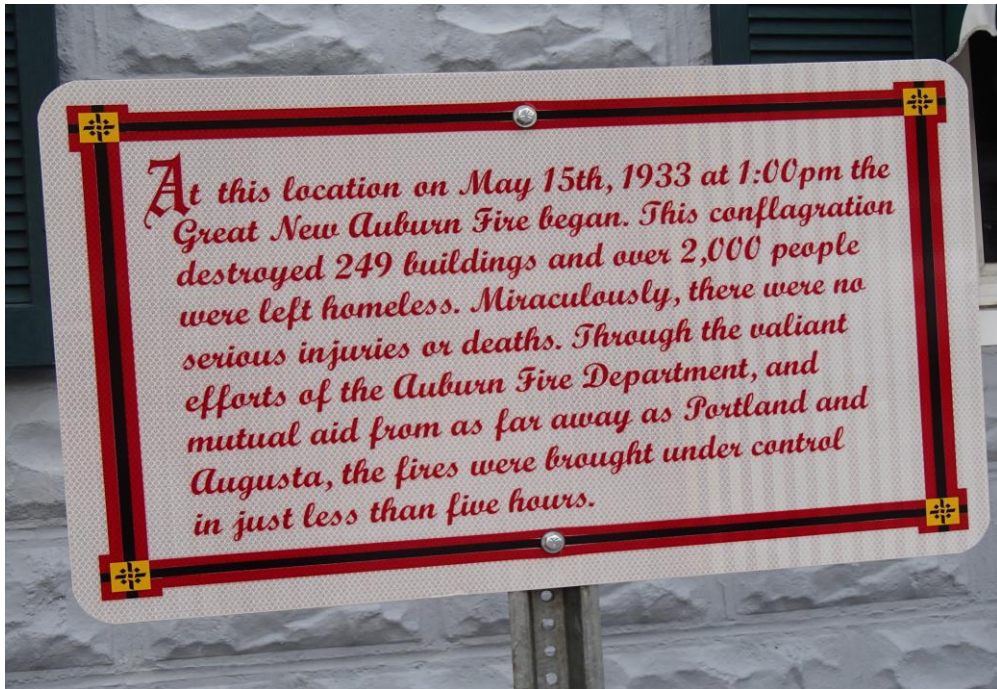
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- We conducted 50 life safety inspections in 42 business concerns and 8 apartment buildings. Of those inspections, 36/42 business occupancies and 7/8 apartments were found not to be in compliance with the fire code. Company level life – safety inspections continue to be a positive value added service of the Auburn Fire Department in proactively working to keep our community safe.
- We remembered the 80th anniversary of the Great New Auburn Fire with the dedication of a marker for permanent display in the area where the fire started as well as a kick off of an initiative to begin the process of developing a permanent memorial to those Auburn Firefighters who have lost their lives while serving their community. (see attached pictures)
- We provided assistance to the city of Lewiston during the rash of serious fires that they experienced. Fortunately, there were no serious injuries to either civilians or firefighters during the three major incidents that displaced nearly 200 occupants from their homes. It should be noted that Auburn Tower – 1 was again out of service during these fires and its presence would have contributed greatly to the efforts of fighting these fires. This unit continues to be excessively costly to maintain and operate. The Auburn and Lewiston Fire Departments are working on a joint Post incident Analysis of these fires in the interest of improving future joint operations.
- The first Auburn Citizens Fire Academy came to a successful conclusion! (see attached pictures) This program, the first in Auburn, and also believed to be the first of its kind in the state is a unique citizen involvement program that gives participants an insider view of the operations of the fire department. Many members volunteered their time to teach and instruct in this program and it is the members who are responsible for its success. A few of the final evaluation comments of the participants were;
 - *“I gained more from this experience than I could have imagined!”*
 - *“Please make sure this class happens every year!”*
 - *“The firefighters do much more than putting out fires.”*
 - *“Very impressed with each and every firefighters involvement and dedication to what they do.”*
 - *“Above and beyond my wildest expectations! I did not expect to be offered these incredible opportunities.”*
 - *“WOW!! I am beyond impressed!! THANK YOU AFD!!”*
- The New Engine -2 arrived and was housed and dedicated during a community celebration at Fire Station # 2. (see attached pictures) The bell on the engine was dedicated to the late Captain Willis F. Millett who lost his life while rescuing a 6 year old girl at a fire in New Auburn in 1953.
- The Auburn Fire department hosted an advanced vehicle extrication seminar that was attended by not only member of the AFD, but several surrounding departments as well.









Health & Social Services

- General Assistance paid in welfare assistance a total of \$9,094.89 the past month, compared to \$ 14,763.63 in the same month in 2012. Thirty-four families were assisted in May for an average of \$267.50 each.

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- We took in 91 applications in May giving us a total of 1,230 applications for this fiscal year to date.
- No active TANF households were assisted in May. However we did assist 9 TANF timed out families for a total of \$3,138.42, an average of \$348.72 each.
- In May, workfare was assigned to 12 households, and completed by 8 individuals for a total of 124 hours, and a value of \$365.50. Individuals who fail to do the assigned workfare without just cause are disqualified from receiving general assistance for 120 days.
- The Auburn & Lewiston general assistance offices collaborated with Mary LaFontaine of the Career Center to create the Job Journey workshops for our clients. Since January, 2013 we have been working with the Career Center and have had 15 individuals complete the Job Journey classes put on at the Auburn Library. Individuals who fail to attend the class are disqualified from receiving general assistance until they comply with the program. As a result of the classes, we have had 5 clients find jobs and are now off our roles.

Human Resources

- May and June are open enrollment months for the Cafeteria Benefit Plan, which includes the Medical Spending Account. Chris Mumau, HR Assistant and I met with the Public Works employees and the Non-union employees to assist them with their annual designations of their benefits. We will be working with Police, Fire and the new MSEA unit as soon as the contracts effective 7/1/13 are settled.
- Negotiations are on-going with Police Command, Police Patrol, and Fire. The MSEA Unit covering general government employees is settled and will be coming before the City Council for approval on June 17th.
- Raymond Lussier, Safety Coordinator completed the Crowd Management Plan and Standard Operating Procedures for the new ice arena.
- Ray Lussier provided Bureau of Labor Standards (BLS) refresher training to Police Department employees, confined space entry training for Public Works employees and started floor by floor emergency preparedness drills at Auburn Hall.
- Chris Mumau and I attended the Maine Human Resources Convention. This Convention draws over 600 attendees from New England. Chris and I attended a number of workshops including social media policies, Maine health options under the Federal Healthcare Reform Act, conducting effective meetings, mastering the art of difficult conversations, gay marriage and the Maine workforce, workplace bullying, risk factors in employment law cases and a number of keynote presentations from speakers across the country.
- Chris Mumau and I attended a comprehensive presentation on the Federal Healthcare Reform Act. We have started collecting data and reviewing payroll procedures in order to be in compliance with provisions of the legislation that will go into effect at the end of this calendar year.

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- Ray Lussier continued planning and development on two major exercises involving the Airport Intermodal Facility and the Gulf Island Dam. Both exercises will involve a number of local, state and federal officials.
- I participated on the interview panel for the Double Surface Ice Arena Manager, along with Clint Deschene, Howard Kroll and Ravi Sharma.
- The ICT Department provided excellent training session on Excel spreadsheets that I attended.

ICT

- Upgraded all PCs in APD Patrol
- Conducted Microsoft Excel training for city staff – approximately 35 people trained
- Network configurations set-up and tested at PAL center
- Began the process of facility security drills to identify issues/problems with procedures
- Created Mount Apatite trail map for public distribution

Parks & Recreation

- During the month of May, spring recreation programming continued and parks maintenance was in full swing. First and second grade instructional lacrosse began on May 9th, spring running began on May 15th and two fishing derbies were held at Pettengill Park for 9-15 year olds and 3-8 year olds on May 4th and May 11th, respectively. Additionally, Summer program planning continued throughout the month which included: Wednesday's in the park performances, golf lessons and youth football. Registrations also continued for summer day camp and track & field.
- Parks department maintenance activities took place which included a wide variety of tasks: sweeping, litter removal, raking, pruning, mulching, playground repair, park bench repair, picnic table repair, fence repair, ball field maintenance (dragging & lining), athletic field maintenance (striping), equipment maintenance, and City gateway maintenance. As stated in prior reports, we have collaborated together with Public Works to ensure that the City receives the needed attention particularly around holiday dates and special events. Of particular note, members of the parks crew participated in a training session on May 16th, facilitated by the Maine Old Cemeteries Association (MOCA) which focused on care and maintenance of headstones and grave markers. Additionally, members of the parks crew also participated in work zone traffic control training on May 13th.
- The month of May (May 17th through May 24th) included this year's first installment of the Androscoggin County Sheriff's Department alternative sentencing program. This program assists the parks department with early season maintenance tasks and larger-scale projects. A variety of tasks were performed during the program which included: parking garage maintenance, downtown sidewalk maintenance, planting and weeding of

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flower beds, mulching of flower beds, Riverwalk and Festival Plaza cleanup and cemetery maintenance. A total of 800 labor hours were logged by the group in completion of these activities.

- Planning continued for a large volunteer event scheduled to take place on June 19th from 1PM – 4PM. Proctor and Gamble (Tambrands) has contacted the Androscoggin Land Trust to present an opportunity to bring 100+ employees of the company to the riverfront area to perform a variety of maintenance projects. Coordination between ALT, the City and the volunteer group will continue and a plan is being developed to make the most of this valuable opportunity.
- Work on the Auburn ice arena continued throughout the month. Meetings focused on final construction details, ice rental agreements and sponsorship/advertising agreements. Construction also continued throughout the month with plumbing, electrical, mechanical and concrete work. First and second round interviews were completed for the Arena Manager position. Staff has also been developing an RFP and lease agreement for the pro shop.

Planning, Permitting and Code

Below are some highlights from the Planning and Permitting Department during the month of May:

- During the month of May the Department processed 88 building, electrical, sign and plumbing permits. The permits resulted in the collection of \$7,982 in fees for work with an estimated construction cost of \$1,072,690. We are still on track for the best year, for both of the above figures, in the last five years and we have already exceeded last years' totals for FY 12. Below is a chart comparing permit revenues for each of the last five years, including projections for the rest of this year.



- As of June 7th we are about 92% through FY 13. Our expenses are at 83% but billing is usually a couple of weeks behind so some expenses have yet not been accounted for during that period. Part of the savings has been from the vacant Planner position, however, that comes with a cost of not meeting some service objectives at the levels that we could with that position filled. Revenues are at approximately 115% with most of that from building permit revenues which were at 152% of the projected annual total. Things are really picking up for the summer months on both the planning and code portions of our operations.
- 9 Gamage Avenue Update. The Council Hearing on June 5th concluded with the approval of the condemnation of 9 Gamage Avenue. The property owner has been notified and has 30 days to demolish the building and clean the site. If the owner fails to comply then the City can demolish the building and the owner then has 30 days to reimburse costs or the City will apply a special tax to the property in the amount of costs. To date there has been no response from the owner.
- We recently reviewed the plans for a landscaping project at the Chapman House on the property at 151 Court Street. As part of the review it was noted that they did not plan to close the curb cuts along Court Street or the side streets as part of the project. We recently met the landscaping contractor on site and a Chapman House will review their

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quote soon and respond to the City request for compliance with curbing and sidewalk repair standards.

- During the past month the Planning Department and JLUS Policy Committee made additional progress on the joint land use study (JLUS) in collaboration with the Maine Army National Guard for the area surrounding that entity's Auburn training facility. There was an open house on May 29th, here at Auburn Hall to share the issues identified by the committee and to seek input from the public as the committee determines what recommendations will be made to the Planning Board and City Council. The open house was well attended and the booth format instead of a traditional presentation allowed for some great discussion and a wide range of public input. The draft report is being updated and will be presented to the Planning Board on June 25th. We hope members of the Council and Recreation Board will attend and provide additional input at the meeting.
- During the last four weeks we tracked 49 new property specific Code Requests resulting in 5 written enforcement actions. We resolved and closed 31 cases during the month. The increase in code requests is due in part from increased efforts to monitor known vacant buildings and there seems to be an increase in evictions, which unfortunately increases tenant complaints about their housing. I want to thank the Auburn Fire Department and the Auburn Police Department, especially the Volunteers in Police Service (VIPS), for their help in monitoring vacant buildings. We are working on a system to track those inspections and quantify the assistance and increased efforts but there are at least 30 additional inspections (not included in the above numbers) over the past month from the AFD and APD at little cost to the City because the staff involved was already on duty and the other exterior inspections were conducted by volunteers. Anyone interested in becoming a part of the VIPS program, please contact Liz Allen at lallen@auburnmaine.gov.
- During the last 30 days Cristy Bourget conducted 24 sanitation inspections including lodging, mobile vendors, restaurant and takeout facilities, massage establishments and second hand dealers, 2 of which were complaint driven, in the City of Auburn. Cristy also conducted 8 sanitation inspections including lodging, mobile vendors, restaurant and takeout facilities in the town of Lisbon.

Police

Operations

- The Department responded to 2338 calls for service in May.
- Officers made 89 physical arrests, issued 92 criminal summonses and processed 371 offense reports, of which 48 were felonies.
- Officers issued 138 traffic citations totaling \$21,695 in fines and 393 warnings for various traffic offenses.
- Damon Smith was arrested for failing to register as a sex offender. He was living on James St. and has two criminal convictions in Massachusetts for raping a child as well as multiple convictions for failing to register.

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- Officers charged a father and son for aggravated drug trafficking after disrupting a rather large mushroom growing operation. Officers confiscated approximately ½ pound of Psilocybin Mushrooms which were ready for sale.
- Detective McCormick is investigating an Auburn couple who befriended an elderly woman and stole/swindled \$65,000 from her.

Training

- Officer Krista Lee graduated from the Maine Criminal Justice Academy's Basic Law and has begun Field Training.
- All officers were certified in LIDAR (Laser Radar). The Department has two laser units received from federal grants. These units will be more effective in high traffic areas such as Route 4 and Minot Avenue.
- SRO Carl taught three Rape Aggression Defense classes to faculty, parents and students of ELHS. This is a national program designed to teach women self defense so they can better defend themselves against rape and abduction.
- Officer Bernie Westleigh completed annual TASER Instructor Recertification.

Community Outreach

- SRO Cousins and SRO McCamish coordinated the annual Bike Rodeo at Washburn School. Partnering with the Auburn Optimist Club, over 100 children were taught the importance of bicycle safety. Approximately 30 bicycles and helmets were given away. The bicycles were provided by members of the Optimist Club and the helmets were provided by the Auburn Police Benevolent Association.
- As part of the department's ongoing traffic calming efforts, the portable speed bumps were placed on University St. Aron Dr. and Chestnut St. Traffic has slowed considerably in these areas with the deployment of the speed bumps.
- Support Services followed up on a noise complaint from a local business owner on Main St. citing commercial trucks using their engine brakes. The decibel meter was deployed on two different days and no significant readings were found.

Public Works

Productivity- In May APW processed 445 Work Orders and closed out 324 work orders with a balance of 101 work orders still open (and new). Of the 445 Work Orders 149 were processed by our Fleet Services Team closing out 131 leaving 18 on-going repairs/pending repairs.

Special Events/Projects/Coordination-

- Public Works and Parks and Rec crews worked all throughout the month of May performing clean up and maintenance work around the City prior to the Memorial Day Holiday weekend. Oak Hill Cemetery received greatly needed attention; roads were fixed, trees trimmed, lawns mowed, drainage issues corrected, trash/litter picked up, and signs replaced/added. The cemetery looks great and many residents have expressed their thanks for the hard work.
- The Riverwalk area was also attended to for the removal of bamboo and dead trees that were choking the riverbank as well as obstructing the view.

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- Repair of Lakeview ball field. This project was started in an effort to alleviate hazardous playing conditions on this field. Over the past years this field has seen numerous areas wear the terrain is uneven causing tripping hazards. Public Works corrected these issues and the field will be ready for play once the grass has had the appropriate time to grow in.
- In conjunction with the Engineering Department, Planning Permitting department; PW has built a turn around and sewer/storm water extension on East Dartmouth street.
- Flag placements around the City in honor of Memorial Day, Flag Day and the upcoming Fourth of July. Flags and brackets were donated to the City so PW could install along Main Street. This was done and has received many 'thank you's'. This is something PW hopes to do every year if resources allow.

Citizen Engagement-

- In recognition of National Public Works Week (May 20-24) the Public Works department in collaboration with Lewiston Public Works organized a Public Works Day on May 17th. Both City's departments displayed equipment and had crews available to talk with the general public about Public Works. This event was held at the Auburn Mall.
- PW Carpenter built ball field benches for Tribeau softball fields so the people playing at that field had a place to sit.
- Special request from Fire Department to make commemorative sign detailing historic New Auburn Fire. Sign was displayed by Fire Dept at special event.
- CMCC was asked to replicate City of Auburn Key for the Mayor so he could present this to Citizen of the Year. This was done and done well by CMCC faculty/students. This is the third time CMCC has worked with PW to create/make a metal component at lower cost than what PW could buy elsewhere. This saves the City money and provides for needed real life work for the students at CMCC.

Facilities-

- APW siding project is complete with only the exit doors left to replace. Some lawn planting and basic landscaping is still needed.
- Preparations for Gas conversion have begun.

Trainings-

- PW trained per requirement of Bureau of Labor and PW Program portions of the crew on Chain Saw operation and safety.
- PW trained per requirement of Bureau of Labor and PW Program portions of the crew on Trench Box operation and safety.
- PW trained per requirement of Bureau of Labor and PW program portions of the crew on Confined Space Entries.
- PW sent some crew members to Local Roads classes on Work Zone Safety and Roadway Fundamentals.

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- PW Crew participated in Wellness Program training.

Other Spring Time Projects:

- Roadside Mowing has started and will run the remainder of summer.
- It is a banner season again; the arborist crew installs banners every Monday throughout the spring and summer.
- Installation of Festival Plaza canopies. These canopies are in need of replacement, vendor has stated that no more repairs can be made.
- Festival Plaza water operations are in jeopardy of not running this season do to need for parts replacement. No annual maintenance dollars budgeted for repairs/replacement parts for water fountains. Needs are great.
- Mailbox repair and lawn restoration from winter operational damage being done.
- Catch Basin cleaning has begun and will run all Spring/Summer/Fall. With over 3500 catch basins it takes a crew many months to do the mandated cleaning and inspection.
- Weeding and Planting of islands around the City have been done.
- Mowing of open spaces has begun and will continue all year long.
- Street Sweeping is in process of finishing up.

Recycling Operations- Recycling operations for the month of May picked up 52.83 tons of material, an decrease of (1.27) tons from last year.