

**JUNE MONTHLY REPORTING**  
**7.10.13**

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To: Mayor LaBonté and the Auburn City Council  
From: Clinton Deschene, City Manager  
Subject: June Monthly Reporting – *Assessing, Auburn Public Library, CDBG, City Clerk, City Manager, Engineering, Fire, Health & Social Services, Human Resources, ICT, Parks & Rec, Planning, Permitting & Code, Police, and Public Works*  
Date: July 10, 2013

**Assessing**

- We finished processing the business personal property accounts this month. Approximately one third of the business accounts do not file their assets with us. As a result, these accounts are assigned an estimated assessment for non compliance in accordance with Title 36 of the Maine Statutes. We are looking at roughly a 4% decline in personal property valuation this year as a result of depreciation, the BETE exemptions and the closed accounts. Because we have minimal staff, the assessing office had to reduce customer service for a period of time in order to process the personal property returns for the tax commitment. We have now returned to operating with full customer service.

**PERSONAL PROPERTY**

Year	Total Accounts	New Accounts	Closed Accounts	Non Filing Accounts	% that do not file
2009	1044	57	81	298	29%
2010	1037	90	90	403	39%
2011	1147	*220	70	394	35%
2012	1117	*111	142	353	32%

\* Businesses & Apartments

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- The deed transfer information above is reported from the period of April 1, 2012 to April 1, 2013. We are starting to see more deed transfers from prior years. It appears that we may be moving towards better economic conditions however this may be a slow process. Of all the properties that transferred, only 26% were identified as useable sales by the assessing department. Qualified market sales are determined in accordance with the State guidelines.

DEED TRANSFERS					
YEAR	2012	2011	2010	2009	2008
NUMBER OF TRANSFERS	599	585	584	763	696
QUALIFIED SALES	156	126	133	169	228
% OF USEABLE SALES	26%	22%	23%	22%	33%

### Auburn Public Library

- New Director: I began to settle in on Monday, June 24<sup>th</sup>. I appreciate the warm welcome that I've received from everyone. I look forward to the challenge of keeping APL a key asset for this community. I hope that people will feel free to stop by and introduce themselves and let me know how the Library is doing.
- Library Programs
  - Best-Buy Partnership: The BestBuy tech gurus are now coming to the Library on Thursday afternoons at 2 to help APL customers with their devices such as iPads, iPhones, and e-readers. The first couple of weeks have seen a steady stream of people and their technology in the Androscoggin Room.
  - Small Business Incubator: We are awaiting the final approval from the state fire marshal. We are also considering some alternatives that would provide a less expensive option and be an efficient use of library space. I hope to schedule a meeting of the consulting team over the summer.
  - Seed Library: The seed library is definitely up and running. We have a small collection so far. While gardens mature over the Summer, patrons will be bringing in seeds for us to share.



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- Summer Reading Program: The children's, teen, and adult summer reading programs are proving to be popular. The children's program has over 500 participants. They have a full slate of programs that fit with this year's theme of "Dig into Reading." The teen program has approximate 50 registered. The adult program, which is based on "Bingo," is open to all who wish to participate. Adults will also be participating in the first annual Maine Readers' Choice Award. They will read and vote on three finalists that have been selected by the Award's committee for the best book from 2012. ([www.mainereaderschoiceaward.org](http://www.mainereaderschoiceaward.org))
- Senator Angus King: We are hosting Senator King's new constituent services representative, Gerard Dennison, in the Library on a regular basis. His first visit was on June 26<sup>th</sup>.
- Fundraising: The Library decorated the Court St. lawn with a sea of flags for the 4<sup>th</sup> of July. Many flags were purchased to honor a friend or family member in military service for \$5. Approximately 200 flags were sold. The Library posted the names of everyone who is honored on a special web page at: [www.auburnpubliclibrary.org/development/flags.html](http://www.auburnpubliclibrary.org/development/flags.html). We hope to continue to offer this program for other holidays.



### CDBG

- The Community Development Loan Committee held one meeting in June and approved 1 application for a HOME rehabilitation loan of \$15,240.
- A loan closing was held for Top It Frozen Yogurt Bar. Funds were provided to establish this new business in the Roak Block. The business will provide full-time employment for the owner, and 3 additional part-time jobs. The business is expected to be open by mid-August, in time for the balloon festival.
- A Request for Proposals was issued in June for the removal of hazardous materials in three properties, 61 Webster Street, 325 Turner Street, and 9 Broad Street. This work is in preparation for demolition of these buildings.
- Community Development staff scheduled meetings with six of the applicants who were awarded Curb Appeal grants/loans. The meeting helped to clarify the process and get the activity moving. Hal Barter has completed several of the initial inspections and is working on preparing the work specifications.
- The report of impediments to fair housing choice is nearly complete. The Committee who is overseeing this project met to discuss the strategies that will become part of the report.. The report will be presented to City Council adoption in August.

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- A Purchase & Sale Agreement has been signed for the sale of 69 Bradman Street for \$75,000. The closing is scheduled in August.
- Four loan applications were approved for \$1,988 in Security Deposit loan assistance.
- Yvette Bouttenot met with four clients who were interested in the HOME Savings Program. Only one followed through to establish a home savings account.
- Reine Mynahan has been in communication with Rick Whiting, Executive Director of Auburn Housing Authority, to explore opportunities for affordable housing projects with the surplus HOME funds. These funds must be committed to a project by September 2013.
- Another Purchase & Sale Agreement was signed for 6 Second Street. The property was partially damaged by a fire the day prior to the scheduled closing. The sale price dropped by \$36,500 due to the fire.
- Hal Barter inspected a number of vacant properties with Rick Whiting, Executive Director of Auburn Housing Authority. AHA is considering undertaking acquisition of abandoned properties to be renovated as affordable housing projects.
- Two contractors were interviewed by Hal Barter in an effort to expand the Community Development Contractor's List.

### City Clerk

- Saturday, June 1<sup>st</sup> the Clerk's Office was opened from 8:00 A.M. until Noon for absentee voting and voter registration.
- I conducted Absentee Voting at Schooner Estates and the Chapman House on June 4<sup>th</sup>, and Auburn Residential Care on June 5<sup>th</sup>.
- Election training was held on June 6, 2013 at 2 P.M. There were 8 people in attendance.
- Thursday, June 6<sup>th</sup> was the deadline to request absentee ballots. The Clerk's Office offered extended hours staying open until 6:30 P.M. for absentee voting and voter registration.
- The School Budget Validation Referendum was held on June 11, 2013. Total voter turnout was 2665 or 17% of registered voters.
- Our new tabulating machines were delivered on June 20<sup>th</sup>.
- 468 petition signatures were verified
- During the month of June, we issued the following;
  - 25 birth certificates
  - 211 death certificates
  - 45 marriage certificates
  - 24 marriage licenses
  - 53 burial permits

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- 9 Taxi Driver permits
- 73 garage sale permits
- 23 business licenses (mostly renewals)
- 7 sole proprietor filings

### **City Manager**

#### **NOMINATION PAPERS ARE NOW AVAILABLE**

- On Monday July 8<sup>th</sup>, candidates began taking out nomination papers for the upcoming 2013 Municipal Election. The deadline to return nomination papers is Thursday August 22<sup>nd</sup>. City Staff have prepared packets of helpful information for the candidates. These packets are being distributed via email or hard copy to each candidate.

These packets include:

- Candidate Guide: Dos and Don'ts of campaign financing with regard to reporting requirements and post-election responsibilities, communication and disclosure statements
- Getting Started Packets: Forms, Instructions and Filing Requirements
- Section of the City Ordinance that covers nominations and elections
- Ethics Ordinance
- Council Code of Conduct
- Quick Tips and Useful Links: Basic election tips and links to FOAA requirements and City Charter/Ordinances
- Last year's meeting schedule
- List of all Boards and Committees
- A link to the State's web page on Forms and Guides for Municipal Candidates

#### **COUNCIL MEETING OPERATIONS**

- Starting on August 1, 2013 there will be two changes related to Council Workshops and Meetings.
  1. The agenda and supporting materials will be projected on the Council Screen during Workshops and Meetings
  2. In order to facilitate the new use of the screen for information and better sight of the entire Council; the City Manager will be sitting with Staff (next to the Assistant City Manager) during Workshops and Meetings. The City Manager wants to attempt this approach on a 3 month trial basis.

#### **BEACH AND PARK**

- The CDBG funds remain dedicated to Lake Grove Park. The process is beginning to host a neighborhood meeting to discuss visioning in regards to East Auburn, the Park, and transportation planning scheduled in the area. The City still intends to install a volleyball court however, high rain and challenging drainage are delaying the project.

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### TENTATIVE FY14 COUNCIL CALENDAR

Staff is developing a list of important dates such as deadlines for hearing related to the budget that will be added soon.

#### JULY 2013

- 01 Workshop and Meeting
- 15 Workshop and Meeting
- 23 School Budget Election
- 29 Joint w/ Lewiston (at Auburn)

#### AUGUST 2013

- 05 Workshop and Meeting
- 19 Workshop and Meeting

#### SEPTEMBER 2013

- 02 Labor Day Holiday
- 03 Workshop and Meeting
- 16 Workshop and Meeting
- 30 Joint w/ Lewiston (at Lewiston)

#### OCTOBER 2013

- 07 Workshop and Meeting
- 14 Columbus Day Holiday
- 21 Workshop and Meeting

#### NOVEMBER 2013

- 04 Workshop and Meeting
- 05 Referendum/Municipal Election
- 11 Veterans Day Holiday
- 18 Workshop and Meeting

#### DECEMBER 2013

- 02 Workshop and Meeting
- 16 Workshop and Meeting
- 30 Joint w/ Lewiston (at Auburn)

#### JANUARY 2014

- 01 New Year's Day Holiday
- 06 Workshop and Meeting

- 20 Martin Luther King Holiday
- 21 Workshop and Meeting

#### FEBRUARY 2014

- 03 Workshop and Meeting
- 10 Budget Workshop
- 17 Presidents Day Holiday
- 18 Workshop and Meeting
- 24 Budget Workshop

#### MARCH 2014

- 03 Workshop and Meeting
- 10 Budget Workshop
- 17 Workshop and Meeting
- 24 Budget Workshop
- 31 Joint w/ Lewiston (at Lewiston)

#### APRIL 2014

- 07 Workshop and Meeting
- 14 Budget Workshop
- 21 Patriots Day Holiday
- 22 Workshop and Meeting
- 28 Budget Workshop

#### MAY 2014

- 05 Workshop and Meeting
- 12 Budget Workshop
- 19 Workshop and Meeting
- 26 Memorial Day Holiday
- 27 Budget Workshop

#### JUNE 2014

- 02 Workshop and Meeting
- 10 Primary/School Budget Election
- 16 Workshop and Meeting
- 30 Joint w/ Lewiston (at Auburn)

**Engineering**

- South Main Street Reconstruction Project– 90% of the underdrain has been installed. 50 % of the road base has been box cut.
- Court Street-Turner St Slip Lane Project – Road work has been completed. Traffic/pedestrian signal work remains to be done.
- Turner Street Rehabilitation Project – Base Paving is completed and driveway and curb work is underway. The surface pavement is anticipated in August.
- Hotel Road Rehabilitation Project – Surface paving and loam and seed work were completed.
- Manley Road Rehabilitation Project – Catch basins and cross culverts were installed. Paving is anticipated in August.
- Trapp Road Reconstruction Project – Surface paving was completed.
- West Bates and West Dartmouth Reconstruction Project – Base paving and curbing was installed. Surface paving is anticipated in July.
- Winter, Summer and Dennison Streets: The contractor is currently working on installing the ADA ramps at the intersections to complete the punch list work.
- 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 MDOT on their construction projects including the Lake Street, Hotel Road, Youngs Corner, and Court Street Overlay Projects.
- A monthly utility meeting was hosted by staff with all the utility companies within the City to coordinate this summers' upcoming work.
- The Tax Map Updates through April 1st have been completed.
- The Department processed approximately 150+ dig safe request and issued 50+excavation permits.
- The Lucity Pavement Condition Rating Project was completed and uploaded to the server.
- Staff worked with Unutil on extending gas mains throughout the city, in various locations.
  - The gas main extension on Minot Ave. (for the Fire Station) is on hold till they get the Turner St. extension for the college is finished.
  - The gas main extension on 6th St is underway and should be completed by Thursday 7/11.
  - The gas main extension through the woods off of Bennett Ave. is on hold due until the proper permits from the Maine DEP are obtained.

- The Cumberland Farms Project on Center St. is about a month behind schedule due to contaminated soils.
- The Rivershore Estates Project is about 70% complete.
- The Academy Townhouses Project is 100% complete.
- The Tambrands addition is complete. The addition was used for our yearly stormwater BMP inspection in order to stay in compliance with the City's Stormwater Permit.

## **Fire**

### Prevention

- In June, there were 22 life-safety inspections conducted by the fire companies in 22 businesses. Out of those inspections, 19 businesses 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.

### Emergency Responses

- In June, we responded to 272 calls for service. These include but are not limited to 189 emergency medical calls, 2 building fires, 1 highway vehicle fire, 46 advanced life support calls and a variety of other calls. We received mutual aid once during this period as well.

### Joint Auburn/Lewiston FD Command Staff Meeting

- We hosted a joint command staff meeting between the Lewiston and Auburn senior officer staffs. This meeting was very productive and in addition to a number of joint projects that were developed as a result of the meeting, it was agreed that meetings of this group should take place on a semiannual basis.

### Special Operations Training

- Special operations training was held on the foot bridge over the Androscoggin River. This joint training with the Lewiston FD was planned and organized by AFD Lt. John Gravel. A scenario where a hot air balloon becomes entangled in the bridge structure with victims injured and trapped in the balloon basket dangling over the river saw both water and land assets of the FD plane, implement and execute a technical rescue of the basket occupants. A great job was done by all participants!!

### Article in the Maine Municipal Publication, The Townsman

- Maine Municipal Association will be writing an article on the Auburn Citizens Fire Academy program for publication in the October issue of The Townsman.



Fire Cadet Officer Exchange Student from the Poland Main Fire School

- In September, the Auburn Fire department will host a Fire Officer student from the Main Fire School in Poland. The Main Fire School is the institution in Poland where students who aspire to become fire officers in the nationalized Polish fire service receive training. Our student, Pawel Gatarczyk will be with us, living at our station, for the month of September. He will observe all aspects of our operations and administration. In addition to his time here in Auburn, he will spend time with the Portland Fire Department and arrangements are being made for him to observe with the Boston FD. This is the first time that a student has been placed in a FD in the state of Maine. Four other students will be coming to the US for internships as well and they will be placed at departments in Colorado, Virginia, Illinois and Texas.

**Health & Social Services**

- General Assistance paid in welfare assistance a total of \$13,534.54 the past month, compared to \$ 10,643.40 in the same month in 2012. Thirty-three families were assisted in June for an average of \$410.14 each.
- We took in 80 applications in June giving us a total of 1,310 applications for this fiscal year to date.
- Two active TANF households were assisted in June. Plus we did assist 7 TANF timed out families for a total of \$3,309.70, an average of \$472.82 each.
- In June, workfare was assigned to 11 households, and completed by 8 individuals for a total of 116.5 hours, and a value of \$932.00. Individuals who fail to do the assigned workfare without just cause are disqualified from receiving general assistance for 120 days.
- Fiscal year 12-13 workfare hours 2,133 for a value of \$17,064.00
- Fiscal year 12-13 applications for general assistance 1,310
- Fiscal year 12-13 TANF timed out expenditure \$33,510.00
- Fiscal year 12-13 total GA expenditure \$156,563.00

**Human Resources**

- June is generally a very busy month with annual open enrollment for the Cafeteria Benefit Plan, fiscal year contractual changes and other end of fiscal year updates. Wage adjustments were processed for the Public Works Bargaining Unit as that group is in its final year of a three year contract. Performance based pay adjustments were also implemented for the MSEA Unit.
- I assisted in the processing absentee ballots for the School Budget Election along with several other co-workers at Auburn Hall.

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- Negotiations are on-going with Police Command, Police Patrol, and Fire.
- Chris Mumau, HR Assistant, and I met with the Recreation Summer Camp employees to process new employee paperwork and to provide sexual harassment policy training.
- Raymond Lussier, Safety Coordinator, conducted emergency preparedness training drills at Auburn Hall.
- For three weeks, a VIPS (Volunteer in Police Service) Intern was assigned to Ray Lussier. She updated the City of Auburn Continuity of Operations/Pandemic Flu Plan. This was a valuable experience for the City as the plan had not been updated for several years and for the intern as her degree is in emergency planning.

### **ICT**

- Developed specs for computer purchase RFP and published them to the website. Bids for new PCs were opened and evaluated.
- A network storm triggered by a misconfigured circuit at ELHS caused an interruption in our phone service. Unlike regular PC data, voice traffic can't just slow down to accommodate a busy network. Voice traffic must have continuous flow, and the voice controllers shut down if they can't get it. The School Department's Technology group is working to address this, and to prevent a reoccurrence. The failure occurred around 3:30, Paul was remoted in from Buffalo by 5:30 and determined that the problem had been resolved.
- The Public Works annex was re-cabled to bring it up to current infrastructure standards.
- A draft version of the aerial photos was delivered. The photos are in the QC process, and should be ready for general use in the next few months.
- Attended a webinar on the latest developments in parcel mapping
- Attended meeting with FEMA and Army Corps of Engineers regarding Vigilant Guard disaster simulation in November. Will follow up with their GIS experts regarding ways to enhance our current GIS for Auburn's emergency response.
- Submitted abstract for presentation at the fall New England ArcGIS User Group (NEARC) meeting in October.

### **Parks and Recreation**

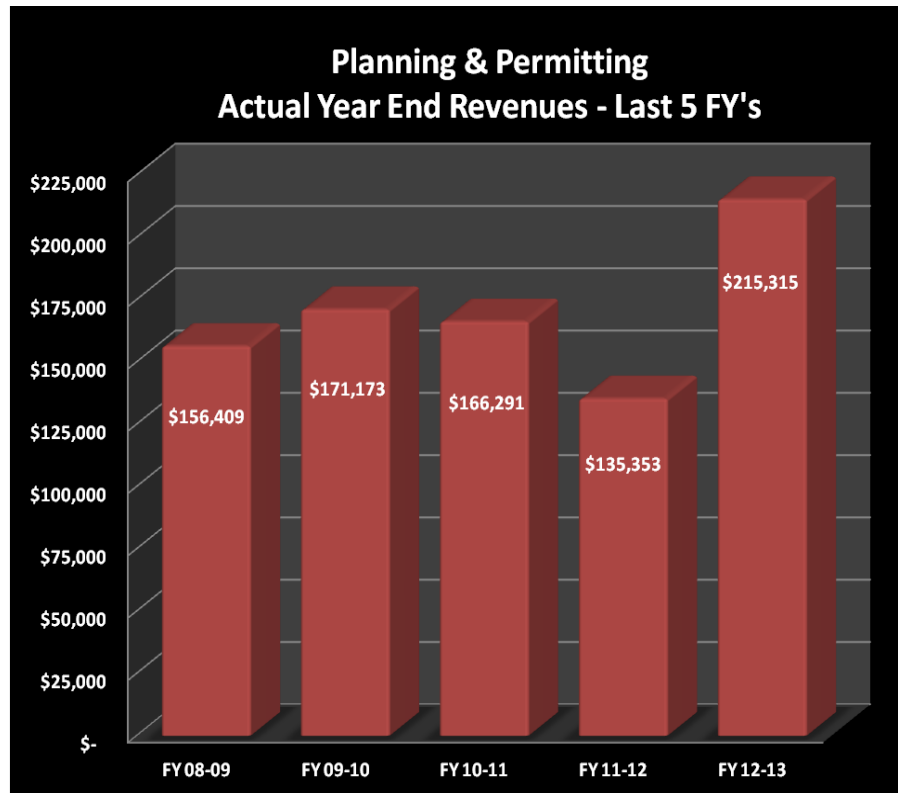
- During the month of June, spring recreation programming, as well as, parks maintenance continued. Several recreation programs came to a conclusion including: Youth Lacrosse (127 participants), Spring Running (18 participants), Spring Soccer (144 participants) and Tee Ball (56 participants). Track & Field began its season on June 17<sup>th</sup>, with a total of 134 registered participants. Summer day camp staff training took place during the week of June 17<sup>th</sup>. Camp began on June 24<sup>th</sup> with a total of 244 registered participants.

- The Auburn Community Concert Band began its season on June 19<sup>th</sup> with their first performance entitled, “Spring into Summer”, which was unofficially the largest opening night audience ever, at about 340 attendees. The Band’s second performance of the season took place on June 26<sup>th</sup>, entitled, “Forgotten but Unforgettable”. Upcoming events in July will include: July 3<sup>rd</sup> - “An Evening of Patriotic Music”, July 10<sup>th</sup> - “Songs that Bridge Generations”, July 17<sup>th</sup> - “It’s Showtime!”, July 24<sup>th</sup> – “Let’s Dance” and July 31 – “The Hits Musicians Made Famous”. FMI regarding ACCB performances please visit: [www.auburnmaine.gov](http://www.auburnmaine.gov)
- Parks department maintenance activities took place which included a wide variety of tasks: mowing, trimming, sweeping, litter removal, raking, pruning, mulching, fence repair, ball field maintenance (dragging & lining), athletic field maintenance (striping), equipment maintenance, and City gateway maintenance. Additionally, the parks crew assisted with setup for the June 11<sup>th</sup> school validation election. 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 placed particular focus on cemetery maintenance for the upcoming July 4<sup>th</sup> holiday.
- Through the support of Proctor & Gamble, a large community volunteer event took place on June 19<sup>th</sup> from 1PM – 4PM. Proctor and Gamble (Tambrands) brought 100+ employees of the company to the riverfront area to perform a variety of maintenance projects. Projects such as: Painting of the Knight House, fencing, railings, benches, overlook platform, gazebo columns, light posts, mulching alongside Railroad Bridge and weed trimming of the Riverwalk all took place. This volunteer event helped accomplish many tasks that were in need of attention along the Riverwalk. Our thanks to the entire crew for the excellent job they did!
- Work on the Auburn ice arena continued throughout the month. Meetings focused on final construction details, ice rental agreements and sponsorship/advertising agreements. A total of \$55,000 in advertising/sponsorship contracts have been secured to date. Construction also continued throughout the month with steel supporting structure, plumbing, electrical, mechanical and masonry work. A final candidate was selected for the Arena Manager position; Josh Macdonald is scheduled to start on July 1<sup>st</sup>. Staff has also been developing an RFP for vending/arcade games for the facility.

### **Planning, Permitting and Code**

- During the month of June the Department processed 66 building, electrical, sign and plumbing permits. The permits resulted in the collection of \$5,585 in fees for work with an estimated construction cost of \$405,449. We now know that FY13 was the best year, for both of the above figures as compared to the last five years. Below is a chart comparing revenues for each of the last five years.

Revenues are up nearly \$45,000 over the next highest year in FY 09-10 and almost \$80,000 over last year. Most of that is due to increased building permit activity, fire alarm fees and revenue from Lisbon health inspections. FY14 is off to a promising start and we will continue to update the Council monthly.



- Regional newspapers recently released permit wait times for the City of Portland. After reviewing the articles we wanted to see how Auburn compared so we pulled permit data from the first five months of 2013 to determine the average processing time for residential and commercial building permits.

The average time spent waiting for various commercial building permits in Auburn ranges from 8 to 12 days. The data showed an average wait of 8 days for a permit to alter a commercial structure and 12 days for a permit to add on or to construct a new commercial structure.

For homeowners, the data showed the average wait for a permit to alter a residential structure was 7 days and the average wait for an addition or for new construction of a home at 5 days. Compared to the data published by Maine Biz for Portland I am very pleased with our staff efforts to process permits and I recommend reviewing the article if you want to see the Portland data at <http://www.mainebiz.biz/article/20130626/NEWS0101/130629962> . It should be noted that the wait time includes the time it takes to collect additional information if an application is incomplete and for commercial permits it sometimes includes waiting for State Fire Marshal's approval.

- As of June 7th we were about 92% through FY 13 and our expenses were at 83%. We are finalizing the expenses for year end and will have an update soon but not in time for this report. We will be below budget because we limited our spending to essential, safety or emergency items only for the last part of the year. That means some traffic lighting and traffic signals were repaired temporarily when they really need to be replaced. It also means that needs in FY14 will be difficult to meet with the allocated budget as some expenses were simply delayed. We will monitor spending closely but it

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should be known that the effects of delaying those expenses will continue to be felt in the coming year(s).

- 9 Gamage Avenue Update. The Council Hearing on June 5<sup>th</sup> 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. The owner has been in contact with the City and is working on a contract to demolish the building as well as reimburse the City for our expenses in dealing with this dangerous building.
- 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. The draft report has been distributed to the Planning Board, City Council and JLUS Committee for review and comment. It has also been posted on the City website and notices to the 200+ people that have participated in the survey and meetings were emailed for a chance to provide input. The next Committee meeting will be July 17<sup>th</sup> at 4pm in the Community Room at Auburn Hall.
- During the last four weeks we tracked 24 new property specific Code Requests resulting in 10 written enforcement actions. We resolved and closed 23 cases during the month.
- During the last 30 days Cristy Bourget conducted 25 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. Kelvi's Pizza opened in New Auburn during the month Of June. Cristy also conducted 3 sanitation inspections including lodging, mobile vendors, restaurant and takeout facilities in the town of Lisbon.

### Police

#### Operations

- The Department responded to 2197 calls for service in June.
- Officers made 72 physical arrests, issued 86 criminal summonses and processed 325 offense reports, of which 49 were felonies.
- Officers issued 106 traffic citations totaling \$18,259 in fines and 414 warnings for various traffic offenses.
- Officers investigated a serious motorcycle crash on Route 4 near the Causeway. The motorcycle struck a car making a left hand turn into the Causeway. The motorcyclist was thrown from his motorcycle. The motorcyclist was transported to CMMC with serious head injuries and is still in critical condition. The motorcyclist was not wearing a helmet at the time of the crash.
- Detectives have recently broken up a large burglary ring working in the greater Lewiston/Auburn area and have recovered approximately \$35,000-\$45,000 in stolen property. Detectives are still working to identify additional suspects.
- Several loud exhaust enforcement details were conducted throughout the city. Six warnings were issued for loud exhaust and nine warnings were issued for other violations.

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### Training

- Officer Ham and K-9 Rocky graduated from the Basic K-9 Patrol School and have certified as a K-9 Team. Ham & Rocky are assigned to Patrol Team B night shift.
- Officers were recertified in the use of the Pepperball Gun, a less than lethal weapon.

### Community Outreach

- The spring session of the Citizens Police Academy concluded on June 24<sup>th</sup>. During the month, participants had instruction on: criminal investigations, computer crimes, HAZMAT/Cobra Team and domestic violence. Ten citizens completed the academy.
- As part of the department's ongoing traffic calming efforts, speed data collection units were placed on outer Lake St and Danville Corner Rd due to complaints. Data showed that speed violations are infrequent on both roads.
- Several officers participated in the annual Special Olympics Torch Run.
- Cpl. Bouchard and Officer Richardson attended the Summer Special Olympics in Bangor. Both had the opportunity to hand out medals to various participants.

## Public Works

### Productivity

- In June APW processed 479 Work Orders and closed out 337 work orders with a balance of 114 work orders still open (and new). Of the 479 Work Orders 163 were processed by our Fleet Services Team closing out 152 leaving 1 on-going repairs/pending repairs. In total APW has a backlog of 625 Open Work Orders. Every month we end with a balance of open work orders. This means when someone calls today/tomorrow/next week their request for work gets placed on a work order request and is inserted into the queue of open work orders. Their request either goes to the end of the listing or top depending on the priority of the issue. The priority is set by the Management Team at APW or sometimes the requesting party or the issue in general sets its own priority. We are endeavoring to complete all that is asked of us but with more and more requests coming in it is getting difficult to do so.

### Special Events/Projects/Coordination

- Please **SAVE THE DATE** Public Works will be having an Open House Event on Saturday July 20<sup>th</sup> from 9AM – 1PM at the Gracelawn Facility. We will have on display the equipment we use daily along with crew members and management to answer questions. Engineering and Parks & Rec will also be present to talk about their respective functions/roles in the City.
- PW Crews completed work in Edward Little Park. The sidewalks have been installed and loam/seed put down. Once the rains stop the grass will grow and the park will once again be a nice area to walk and gather.

### Citizen Engagement

- Public Works coordinated with TamBrands (P & G) corporation on a 'give back day'. Tambrands asked the City for projects that could be done by their employees as a community outreach/give back day. Tambrands had 300+ employees they were going to

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assign to the City for 5 hrs. The day consisted of cleaning up the Riverwalk, Painting the Knight House, Painting benches and railings along the Riverwalk, Cleaning and Painting in Bonney Park, Repair/painting and planting on West Pitch as well as mulching and trail repair on Barker Mill Trail. The event was very successful and productive. We believe Tambrands will want to do this again.

### Facilities

- APW crew has installed protective bollards around the building in key locations to prevent accidental impacts to the building. This will help preserve the new siding and limit damage.
- Preparations for Gas conversion have begun.

### Trainings

- PW crew members attended the annual Maine State Public Works event in Skowhegan. This event is all day, filled with trainings, demonstrations, informational booths on Public Works as well as award ceremonies recognizing public works crews around the state.
- PW Crew participated in Wellness Program training focus on Summer related work issues like heat stroke.

### Other Summer Time Projects

- Roadside Mowing has started and will run the remainder of summer. PW mows approximately 190 miles of roadside. This is only one pass, normally the mowers make several passes in order to cut back the vegetation to a proper/safe distance from the road. This means we mow 500-600 miles of grass area during the summer.
- It is banner season again, the arborist crew installs banners every Monday throughout the spring and summer.
- Catch Basin cleaning is ongoing and will run all Summer/Fall. With over 3500 catch basins it takes a crew many months to do the mandated cleaning and inspection. With all the rain in June we have had to go back to many of the basins for additional cleanings.
- Culverts and basin/structures are starting to be repaired and replaced.
- Crews have been working on repairing washouts around the City caused by the extraordinary amount of rain we received in the month of June.
- Centerline Striping and Roadway Markings have been on again/off again during the month. With all the rain it has been difficult for the contractor to paint the lines. Hopefully July will be more weather friendly.
- The Arborist crew has been attending to the other cemeteries around the City attempting to reclaim the borders and remove any hazards.
- PW crews have started roadside ditching operations. This task opens up the roadside ditches for the proper flow of water during rain events. This prevents washouts, culvert issues and road damage by having proper drainage for the water.

## **JUNE MONTHLY REPORTING**

**7.10.13**

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- Now that the Pavement/Asphalt plants are open the Hot Patch Crew is out filling in potholes, repairing damage from winter operations and paving over road openings. A busy time for these folks, last year they hand placed over a 1000 tons of asphalt!

### Recycling Operations

- Recycling operations for the month of June picked up 53.33 tons of material, an increase of .46 tons from last year.