

City of Auburn, Maine

Office of the City Manager



TO: Mayor and City Council
FROM: Clinton Deschene, City Manager
RE: Weekly Report
DATE: Week Ending October 31, 2014

Assessing

- Preparing case for Board of Assessment Review on appeal of Prospect Hill Golf Club assessment
- First supplemental prepared for Tax Collector
- Preliminary estimate for renovation of 34 Court Street

Auburn Public Library

- As this report is being written, the Library is experiencing problems with an internal server. Parts have been ordered, but we may be without email and public access computers for another day or two. We are working hard to provide alternate access to our website, email, calendar, and such. This has not affected our circulation system. All data is backed up remotely so that is not a concern.
- The Library's book sale on Sat., 10/25, raised approximately \$750.
- The Library hosted the Chamber of Commerce's Androscoggin Leadership Development Institute on Weds., 10/29, for a panel discussion on economic development. Mamie Ney participated and talked about how the Library can be a valuable resource for businesses.
- November is for literature lovers at the Library. There will be special events all for readers and writers throughout the month. On Thurs., Nov. 6th, at 1 p.m. there will be a workshop on writing your life story with four highly-acclaimed authors: Helen Peppe ("Pigs Can't Swim"), Richard Hoffman ("Love and Fury"), Ann Hood ("An Italian Wife," "The Obituary Writer," and "The Knitting Circle"), and Suzanne Strempek Shea ("Make a Wish but Not for Money").
- Writers are invited to help write "The Great American (Facebook) Novel." This novel will be written entirely on Facebook and all are invited to participate in this collaborative fiction experiment. The event will launch on Facebook on November 1st at <https://www.facebook.com/APLGreatAmericanNovel>.
- Tweens are invited to join us in the Teen Space on the second floor on half-day Wednesdays from noon until 2 p.m. There are crafts, games, and a chance to hang out with friends or get a head start on homework.
- The Teen Anime Club will meet from 4 to 5 p.m. on Weds., 11/5, in the Community Room.
- Friday at the Movies for Teens is scheduled for Fri., 11/7, at 3:30 p.m. "The Blind Side" will be featured. The movie is based on the true story of Michael Oher who goes from

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homeless to an All-American football player to a first round NFL draft choice thanks to the help of a very special family. There'll be popcorn courtesy of Auburn's Flagship Cinema.

- Parents are welcome to come to a special session on "How to Raise a Bilingual Child" on Thurs., 11/6 at 6:30 p.m. Parents who have raised bilingual children will share their expertise and additional resources will be available.
- David Higgs and his trained therapy dog Maggie will visit the Library on Thurs., 11/6, from 5 to 6 p.m. This is an opportunity for your child to practice their reading skills and make a new friend. Numerous studies have shown that reading to a dog can help improve a child's reading and oral skills. Pre-registration is required. Please register online or call the Library at 333.6640 x 3.
- Follow the Library on Facebook or link to our website at www.auburnpubliclibrary.org for more information about all of our programs, new books, and more library news.

City Clerk

- Tested tabulating machines, ballots, and memory sticks
- Charged each of the tabulating machines and replenished paper rolls
- Lt. Tim Cogle and Sgt. Gary Boulet (Auburn Police Department) posted the notice of the election at each of the polling places
- Finalized staffing at each of the polling places, and central processing of absentee ballots
- Prepared training material for Election Workers
- Conducted training for Wardens, Ward Clerks, and Election Clerks on Wednesday, 10AM and again at 5PM
- Training for Deputy Registrars is on 10/30/2014 at 4PM and on 10/31/2014 at 10AM
- Open until 7PM on Thursday, October 30, 2014
- Total number of absentee ballots issued through Thursday morning was 2342. Of those, 1724 have already been returned or were voted in person
- Business Licenses – Received 1 renewal application and issued 6 licenses (renewals)
- Issued the following;
 1. Birth certificates – 4
 2. Death certificates – 33
 3. Marriage certificates – 2
 4. Burial permits – 9
 5. Garage sale permits - 2

CDBG

- Reine Mynahan met with a potential commercial customer who wants to make exterior improvements/curb appeal to his property. The application has already been received and an inspection scheduled.
- I met with City of Lewiston to review a monitoring letter from the Department of Housing and Urban Development. I am now formulation a response to the letter.
- The Citizens Advisory Committee held their second meeting on October 21 with 13 members in attendance. The focus of the meeting was housing conditions. The committee made a number of suggestions for improving the housing stock. They felt code enforcement would be more effective if there was a stronger code, there is a need for more flexibility in the building code for renovations, and a new resource is needed to help small investors.

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- Yvette Bouttenot participated in an hour long Grants Management System (GMS) webinar on 10/22, the software loan tracking system used by the Community Development office. Our office uses GMS to track our CDBG & HOME loans for Rehabs, Homebuyers, Heating Assistance and Security Deposits.

Fire

- Crews continued their fire prevention visits and tours for school children this week with several scheduled every day during this period.
- Auburn Fire Department's fire prevention program is wrapping up the 2014 Fire Prevention Month activities. This year the AFD entertained over 1250 children with fire prevention education activities. This does not include those at our Open House. This is an increase from the average of 750 per year for the past few years.
- Auburn Fire also hosted several fire prevention education sessions for both the elderly and also several adult special needs and disabled groups. These sessions were well attended and beneficial for the groups.
- Auburn Fire Department responded to a fatal motor vehicle vs. pedestrian accident this past week in the Wal-Mart parking lot.
- FPO O'Connell was busy with site inspection and Certificates of Occupancy reviews. Additionally he was involved in the investigations of the Shepley and Cornell Street fires.
- Chief Roma continues to provide presentations to both print and visual media concerning the public's need to utilize 911 as the primary phone number to report an emergency. He continues to speak about the implementation and startup of the AFD's new emergency medical transport service.
- The Auburn Fire Department continues to prepare for both potential Influenza and Ebola situations. Departmental training and education is forthcoming.
- Deputy Low and Battalion Chief Milligan gave presentations regarding the Ebola Virus and Public Safety response.
- For the week of October 23rd to October 22nd, we responded to 65 calls for service. These include, but are not limited to: 3 fire alarm calls, 2 structure fire calls including a second alarm fire at 10 Cornell St., 53 Emergency Medical calls, 2 Motor Vehicle Accidents with 1 fatality and 1 injury, 4 service calls and 1 illegal burning (summonsed) . We provided no Mutual Aid and received Mutual Aid once from Lewiston.

Health and Social Services

- A total of \$8,704 was billed to DHHS for October's General Assistance expenditures. The City of Auburn will receive 50% of that back from the state.
- We had 75 applications for assistance and paid for 24 households which included 40 individuals this month.
- We had 5 individuals did workfare for a total of 43.5 hours in October.
- We are starting to take names of families who live in Auburn who are in need of help for Thanksgiving and Christmas.

Human Resources

- Chris Mumau, HR Assistant and Debbie Grimmig, HR Director, along with Anne Wright of the Maine Municipal Employees Health Trust, met with members of the Public Services Department Teamsters Union to review the proposed PPO 500 Plan. We also reviewed

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some of the upcoming changes to the PPO 500 Plan and the annual open enrollment for Health and Dental insurance and the Vision Plan.

- The City received preliminary information this week that the City will receive moderate adjustments to the health insurance increases effective January 1, 2015. Again this year, the City of Auburn's premium adjustments are below the Health Trust average and some of the lowest in the pool of municipal employers. Official notification should be available in a couple of weeks.

ICT

- Created a set of maps and data extract files for CDBG. CDBG was looking for a way to derive statistics on absentee landlords. Using the Assessing data, we extracted the residential properties where tax bills are sent to addresses other than the location address. The data was further refined by flagging those properties where the mailing address was a post office box.
- Completed a second round of updates to the Election Results database. We will make the final updates after the clerk's office has completed their testing.
- Geo-referenced a series of scanned plans for the Great Falls area and created a series of overlay maps from the information contained on the plans.
- Completed first full day of data collection in Public Services using mobile tablets and the ArcGIS Collector application. Field collection is now happening offline – without a connection to the Internet or our servers. After a short training session on the new disconnected editing procedures, the Public Works staff collected location, attribute and photo information for 56 culverts on their first day in the field and upload the information to our servers at the end of the day. Field collection efforts continue. As field personnel become more familiar with the technology we hope to get a sense of the time/effort required to collect the required information and apply this to our ongoing data collection efforts.
- Because IT staff have physical and network access to criminal justice files, we are required to maintain Criminal Justice Information Systems (CJIS) certification. This week, department staff took (and passed!) the METRO policies training.
- We upgraded a PC in Code Enforcement ahead of our usual rotation schedule, by almost 2 years, because of a required update to a State Restaurant Inspections application.
- We've temporarily set up a department laptop for the use of the Clerk's Office during this very busy election cycle.
- We've begun the software upgrade to the Lucity Work Orders program. The upgrade required that the client PCs be running windows 7. Now that the client upgrades are completed, we begin the much-needed server update. We are 5 or 6 revision behind, and 2 behind a major version update. While all the details are not yet clear, we believe that the Lucity upgrade will allow a closer tie-in to our GIS.
- With the help of Lewiston MIS staff, we are working on resolving some issues caused by moving the GIS server to Auburn. The new versions of Microsoft SQL Server and ESRI GIS software are driving the (undocumented) need for software fixes to the client PCs as well.
- The Fire Department's ambulance project has required some updates to the telephony configuration at the Engine 2 and Engine 5 substations. Pending further testing results, we think that work is now complete.

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Police

- The department handled 574 calls for service this week. Officers conducted 165 motor vehicle stops and 23 field interviews. Officers investigated 76 offenses of which, 6 of which were felonies, generating 21 arrests, 25 criminal summonses and 5 juvenile arrests. Officers responded to 18 motor vehicle crashes.
- Chief Crowell served as the Guest Speaker at the Annual Sexual Assault Prevention & Response Services (SAPARS) Meeting. SAPARS celebrated 30 years of service at the meeting.
- Detectives identified two suspects in the recent string of Motor Vehicle Burglaries. Detectives have linked the two to 60-80 motor vehicle burglaries throughout the Twin Cities. Detectives will be seeking felony Grand Jury indictments.
- Detectives are investigating an armed robbery that occurred at the Big Apple on Main St. A male wearing a Spiderman mask displayed a knife and ran off with an undisclosed amount of money.
- Officer Krista Lee has placed calls to all sex offenders who are prohibited from having contact with children under the age of 14 and warned them about contact with trick or treaters on Halloween.
- Detectives actively investigating two burglaries from a local tire distributor. They have established good leads/suspects and are actively investigating them.
- Lt. Cougle met with Safety Manager Ray Lussier and Deputy Chief Geoff Lowe to revamp the city repertory protection program and infectious disease programs.

Public Services

- Whitney Street- complete. Touch up with loam in the Spring.
- Hotel Road- final cleanup of shoulders and lawn areas.
- Lake Street- fine grading gravel for paving base course layer to begin on October 30th.
- Pavement Manager- Lucity Work Flows have been delivered by Woodard & Curran.
- Stormwater Compliance- beginning of permit year two.
- Handled drainage issues from the late October northeaster
- We commenced our grading program on the south end of town
- We are proactive in our battle with the leaves scraping known problem areas in the western prom area
Sweep leaves: New Auburn area
- Constructing pettengill parks softball field. Working on the infield.
Prep Ballfields: ELHS, soccer, Tribou Field, Lake View 1 and 2
- Remove and install United Way banner
- Leaf collection: Union St-Bypass, Bonney Park, Moulton Park, Briggs Cemetery, Evergreen Cemetery, Lower Turner St. Area, Adopt a spot signs and New Auburn, Main St, Bonney Park, Moulton Park
- Cleaning Basin on Second St
- Sign Work on Kilsyth and Center St.
- Field work with Zach Henderson (GPS Culverts)
- Fixed Flag at Roak Block
- Put up Holiday Decorations Lower Turner St.
- Litter Patrol on Washington St.
- Summer St. turnaround; reconstructed a new turnaround

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- Mowing; near the old pit, snow dump
- Worked with PanAm (railroad) on constructing the railroad crossing Hackett Rd.
- Preparing for trucks for winter season.

Recreation

- Registrations continued for Youth Basketball (grades 1-12) and Skills & Drills Basketball Camp (grades 1-6). Youth basketball is a developmental program that places participation, skill development, and sportsmanship above points scored. The measure of success is how much a player has improved from the beginning of the season to the end. Skills & Drills Basketball is a four-day camp that will teach players the basic fundamentals of basketball including: dribbling, passing, shooting, offensive and defensive strategies. Whether a beginner, or returning player, this camp will provide the young basketball player with skills to improve their game at every level.
- Registrations opened for PreK – K Instructional Basketball. In this five week instructional program, players will learn about basic basketball fundamentals. The techniques of dribbling, passing, and shooting will be the primary focus, with other basketball strategies coming into play. This introductory program is designed to provide the young basketball player with the skills needed to learn the basics of a fun game that will last a lifetime.
- Registrations opened for the Adult Men's basketball league.
- Youth Football practices & games (3-6th grade) continued. There are a total of 75 players and 9 volunteer coaches in this division this season. Competitors participate in the Mid Coast Youth Football League (MCYFL) which is comprised of teams from: Bath, Brunswick, Gardiner, Lewiston, and Turner. In week ten, the playoffs continue with the remaining 5-6th grade Auburn team competing against opponents from Gardiner.
- Youth Football practices & games (7-8th grade) continued. There are a total of 39 players and 4 coaches in this division this season. Competitors participate in the Mid Coast Middle School Football League (MCMSFL) which is comprised of teams from: Bath, Brunswick, Mt. Ararat, Gardiner, Lewiston, Oxford Hills, and Turner. In week nine, the playoffs continue, with Auburn competing against opponents from Gardiner.
- All Youth Football game and practice schedules are available online, and can be found on www.teamsideline.com/auburnme
- Pickleball has continued to be a big hit as week five of the program started on Tuesday. Pickleball is a tennis-styled sport that is played on a badminton sized court indoors or outdoors. The "Pickleball" is a plastic ball with holes that is served, volleyed, and rallied back and forth over a net using a wooden paddle. As of Tuesday, there have been 100 participants, with new members coming in each day of the program. Pickleball will take place every Tuesday and Thursday, 9:00am-11:00am in the Hasty Community Center Gymnasium. The fee is \$2.00 for Auburn Residents and \$3.00 for Non-Residents.
- The 8th Annual Holiday Celebration/Parade of Lights planning process continued. December 3rd has been selected as the date for the event this year. Center Street Dental has again been secured as the premier event sponsor. The planning committee for the December 3rd annual L/A celebration would like to showcase the community's multitude of festivities in an effort to make Lewiston-Auburn a holiday destination spot! As such, organizations that wish to submit information pertaining to a December 2014 holiday event will benefit from print and online highlighting of their festivities. Submissions may be submitted to Lewiston's Community Relations Coordinator Dottie Perham-Whittier via www.lewistonmaine.gov/holidayla. For more information on the parade or to obtain an

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application, contact Program Leader, Jeremy Gatcomb jgatcomb@auburnmaine.gov.
Currently 14 organizations/groups have committed to take part in this year's parade.

- In conjunction with our sponsors, Center Street Dental and Auburn Storage Solutions, we are pleased to announce our annual Fright Fest event. The 2014 Fright Fest will take place on Friday, October 31 from 5:30pm to 7:00pm for children in Pre-K – 6 grade. Activities will include: games, face painting, candy corn guessing jar, parade of costumes, prizes, and refreshments.
- Staff attended a Winter Festival planning meeting on Wednesday.
- Planning for upcoming youth and adult winter programs continued.