

# City of Auburn, Maine

## Office of the City Manager



**TO:** Mayor and City Council  
**FROM:** Howard Kroll, City Manager  
**RE:** Weekly Report  
**DATE:** Week Ending December 12, 2014

### Auburn Public Library

- Cornerstones of Science, an organization dedicated to bringing quality science programming to public libraries in Maine and select cities around the country, will be holding its annual summit meeting at the Library on Fri., 12/12. APL staff will be making a presentation to encourage libraries to invest in STEM programming based on the success we have had with our own programs. Cornerstones also been approved to move forward with a grant application to pilot family science programs. The grant from the Institute of Museum and Library Services will fund programs for three libraries in Maine and three in Massachusetts. APL has been selected as one of the Maine libraries.
- The Library participated in the City's holiday season kick-off on the 3<sup>rd</sup>. Debbie Cleveland and June Roberts-Sherman provided holiday crafts at Auburn Hall for those waiting for the parade. Mamie Ney read holiday stories prior to craft time.
- Russian native Marina Forbes gave two presentations on Matryoshkas (Russian nesting dolls) on the 5<sup>th</sup> and the 6<sup>th</sup>. On Saturday attendees had the opportunity to paint their own dolls. Please visit our Facebook page to see the wonderful work that was done.  
<https://www.facebook.com/auburnpubliclibrary>
- Educate Maine held its annual symposium in Portland on the 5<sup>th</sup>. The Library was recognized for its enrollment in the organization's "Next Step Maine Employers' Initiative," which encourages employers to support their staff's educational efforts. Enrollment in this program means that staff can apply for scholarships to pay for their classes.
- An Old World Hanukkah Celebration, featuring Sruli and Lisa Dresdner, will take place on Monday, December 15th at 6PM in the Androscoggin Community Room. Come join us as we note the start of Hanukkah with song and celebration. This is a family program suitable for all ages.
- On Tues., December 16<sup>th</sup>, there will be a Felt Mitten Christmas Card Holders workshop at 2 p.m. These decorative felt mittens will not warm your chilled hands, but they will spread cheer as they display your Christmas cards. Please register online or call the Library at 207.333.6640 x 4.
- We are pleased to announce that Susan Geismar will be joining the Library staff as the Development Assistant. Susan, a resident of Minot, has a great deal of experience in development and non-profits. Susan will begin her job on Jan. 5<sup>th</sup>.

### City Clerk

- Issued 15 business licenses (renewals) and 3 renewal applications came in
- Continued to work on petitions and validated 2,787 signatures
- Issued 3 birth certificates, 45 death certificates, 3 marriage certificates, 4 marriage licenses, 3 Taxi cab drivers licenses, 10 cab car licenses, 13 burial permits
- Worked on the State Vital share for September, October, and November

### Community Development

- The Citizens Advisory Committee held its 6<sup>th</sup> meeting. This was a joint meeting with the City of Lewiston's committee where 13 Auburn and 7 Lewiston CAC members were in attendance. The presentation included information about households living in poverty, persons with disabilities, and those who are homeless. Our consultant from Planning Decisions also reported on the results of a social service consultation with 50 area providers and as well as a meeting with Lewiston-Auburn Alliance for Services to the Homeless. The Auburn and Lewiston committees both felt any social services funded by the Cities should address the issues of youth and their families at the same time. More work will be done on this topic.
- Yvette Bouttenot attended a 2-day training on affirmatively furthering fair housing. HUD has recently created a new planning tool that will replace the Analysis of Impediments to Fair Housing (AI). The AI is the process we followed 2 years ago when we developed our last fair housing plan. The change is due to HUD not seeing a clear connection between the AI and community plans. The new rule will require more emphasis to address significant barriers to fair housing choice such as segregation and access to opportunity. The final rule will affect the 2020 Consolidated Plan.
- Reine Mynahan attended the press conference to announce the receipt of the Lead Hazard Control Grant by the City of Lewiston.
- A Request for Proposals was released for consulting services to build a municipal network to provide wireless internet services in the Downtown, New Auburn and Union Street Target Areas. Proposals will give us prices for three levels of services: initial planning with a preliminary cost estimate, alternate 1) design/cost estimates, and alternate 2) business models.

### Fire

- Fire Department responded to a fire in the ductwork at Pioneer Plastics. This fire was put out quickly and the mandated fire prevention devices we required to be installed, worked as planned and limited damage.
- Chief Roma and DC Allen attended an educational session with Rosemary Mosher from IT to discuss the capabilities of the City's GIS system to assist the fire department in its operations.
- Crews continue to provide a service to the children of Auburn with its "Truckload of Santa" program. Additionally, crews delivered Santa to several local businesses.
- Crews continue training our probationary firefighters for their upcoming 6 month skills evaluations.
- DC Low and DC Allen attended a program outlining additional capabilities for utilization of resources in responding to emergency events. This program was hosted by DC Moen of APD.

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- For the week of December 4<sup>th</sup> to December 10<sup>rd</sup>, we responded to 80 calls for service. These include, but are not limited to: 11 fire alarm calls, 3 fire calls, 43 Emergency Medical calls, 10 Motor Vehicle Accidents, 6 with injuries, 5 service calls and 6 Hazardous Condition calls including several wires down calls during the storms and 2 false alarms. We provided no fire mutual aid and received 1 mutual aid during this period.

### Human Resources

- The Human Resources Staff attended a web demonstration on a content manager program through MUNIS, the City financial and Human Resources software. Our goal is to find a product that will allow the HR Department to scan all personnel files into a software program; allow easy access to particular documents once scanned in, and allow us to easily copy entire files.
- I and reviewing and updating the City's Applicant Substance Abuse Testing Policy. I met with the staff at WorkMed Occupational Health Services to obtain clarification on some of lab testing procedures as well as the consent forms required by the Maine Department of Labor.

### ICT

- Participated in a planning session to prepare for a potential EPA audit of the City's Stormwater Management Plan. An audit would require us to document that we have fully mapped our stormwater infrastructure.
- Worked with Planning Department to develop a priority list and preliminary plan for evaluating our planning and zoning GIS data layers and for implementing new and updated data where needed.
- Created three new maps for the MapAuburn Online GIS portal.
- Developed a population map that uses modified census data to show Auburn's population density. Census data selects a block of land and tabulates the population without regard for undeveloped areas. The modification is intended to recognize the sections of undeveloped land within the City.
- Staff converted the City's Assessing Commitment data into a spreadsheet to make it easier to use by outside entities.
- Staff created account credentials for the new Appraiser in the Assessing office, Joseph St. Peter. Mr. St. Peter will be coming on board next week.
- Met with staff from CDBG and Finance to discuss the Downtown Broadband project. An RFP was released for a consultant to develop a plan for how best to provide low-cost, high-bandwidth internet connectivity in the Downtown area. IT will be support the project with mapping and with access to City infrastructure.
- Worked with Cardinal Technologies to upgrade the TicketTrak software to a new version.
- The damaged access control interface has been replaced, and we can once again make proximity access cards. New cards were produced for several new staff members, some of whom had been waiting many weeks. Reliance on out-dated technology is another weakness to the current access control system. IT will be working with Facilities Manager Derek Boulanger to develop a budget request for FY15 which will replace a significant part of the access control system. Once replaced, many of the high-traffic components will be integrated into the new Sielox Pinnacle control system put into place this year.
- Despite our best attempts at providing firewalls, web filters and anti-virus protection to individual PCs, one of our staff still managed to go out onto the internet and download

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damaging malware. Staff are reminded that they ought not download programs from the internet! The creators of malware spend a lot of effort to trick the unsuspecting into bypassing all of our protective measures. If you go out and actively download software from shady web-sites, and then over-ride the “Are you sure you want to download this?” warnings, then there’s not much we can do except try to mitigate the damage after the fact.

- Staff should also be alert to the proliferation of ransom-ware, a type of malware that encrypts all of a user’s files, including those on an attached server share (U: drive, W: drive, etc.), and then demands a payment (usually in untraceable BitCoin) for the decryption key. Once locked, ALL those files are lost to the user. In the event that the victim does pay the ransom, there’s no guarantee that the decrypt key will be provided. It’s pretty much up to the good will of the villain that attacked them in the first place! So, how does ransom-ware get on your computer? Usually by clicking on a link in an email, or visiting dodgy sites. Should any staff receive a ransom demand, we ask that they immediately shut OFF their computer and notify us at once.

### Planning

- This week Charlie DeAngelis purchased new Christmas lights and with some help from Public Works we should have damaged decorations out for display soon. Our decorations are getting old and have not been repaired and replaced by volunteer groups as they were in the past. We found them to be unserviceable with the existing lights and will be looking for a way to fund this in the future and would welcome help from the community.
- The Planning Board meeting was postponed Tuesday due to weather and will be held at 6PM on Tuesday the 16<sup>th</sup>.
- Many ongoing projects will be updated next week.

### Police

- The department handled 513 calls for service this week. Officers conducted 153 motor vehicle stops and 18 field interviews. Officers investigated 61 offenses of which, 6 of which were felonies, generating 8 arrests and 23 criminal summonses. Officers responded to 39 motor vehicle crashes.
- K9 Rocky underwent emergency surgery this week for a sudden growth on his chest. He is recuperating from the surgery and is expected to be out of service for approximately four weeks.
- Officer Pealatero passed his State Law Enforcement Certification Exam this week. Pealatero had been given a provisional certification when he transferred here from Alaska. He fulfilled all of the Maine Training requirements and is now fully certified.

### Public Services

- Crews cleared snow from the brick on Main St from Drummond St to Court St. Turner St from Pleasant St to Court St, YMCA and Auburn Novelty shop side only, from Main St to Spring St, courthouse side, picked snow on Mill St from South Main St to Broad St both sides, Picked snow on Broad St from Mill St to the Bernard Lown Peace Bridge both sides.. Sanded Sidewalks
- Crews were out Tuesday into Wednesday night plowing/sanding/salting icy roads
- Crews cleaned 12 & 21’s run basin tops
- The tool crib was busy prepping for winter operations along with inventory control and small equipment repairs

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- Crews were busy restocking sand/salt shed
- Lake Street project is winterized until Spring
- Permits; Invoicing completed for excavation's

**Recreation**

- Registrations continued for Youth Indoor Soccer, ages 4-7. In this six week program, players will be introduced to the basic techniques of soccer in a fun and positive environment. Emphasis will be on learning through fun games and small-sided play. Other skills such as communication and sportsmanship will also be incorporated.
- PreK – K Instructional Basketball continued. PreK – K Basketball is a five week instructional program, where 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. Currently, a total of 57 players are registered for the program.
- Practices continued and games began for 1-6<sup>th</sup> grade youth basketball players. Currently, a total of 169 players are registered in this age group.
- Practices continued and games began for 7-12<sup>th</sup> grade youth basketball players. Currently, a total of 94 players are registered in this age group.
- Practice and game schedules are available online for both youth and adult basketball: [www.teamsideline.com/auburnme](http://www.teamsideline.com/auburnme)
- Adult Men's basketball games continued. A total of 24 teams are registered in the league this season.
- Adult Women's basketball practices continued and games began. A total of 6 teams are registered in the league this season.
- Pickleball has continued to be a big hit as week ten 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 Thursday, there have been 198 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.
- Youth open gym continued. This free, after school program is for Auburn students and runs Monday-Friday from 2:30 – 4:15 PM.
- Staff attended a Winter Festival planning meeting on Tuesday.
- Staff attended a Recreation & Special Events Advisory Board meeting on Wednesday evening.
- Planning for upcoming youth and adult programs continued.