

# City of Auburn, Maine

## Office of the City Manager



**TO:** Mayor and City Council  
**FROM:** Clinton Deschene, City Manager  
**RE:** Weekly Report  
**DATE:** Weeks Ending February 14, February 21 and February 28, 2014

### Assessing

- Karen Scammon analyzed property abatements and prepared the 706 Personal Property forms for our annual mailing to local businesses.
- Karen Scammon and I proofed the deed transfers from April 1, 2013 through November 2013.

<b>DEED TRANSFERS</b> April 1 to March 31					
<b>Year</b>	<b>To Nov 2013</b>	<b>2012</b>	<b>2011</b>	<b>2010</b>	<b>2009</b>
<b>Number of Transfers</b>	<b>392</b>	<b>621</b>	<b>619</b>	<b>614</b>	<b>809</b>
<b>Qualified Sales</b>	<b>133</b>	<b>135</b>	<b>136</b>	<b>122</b>	<b>174</b>
<b>% of Useable Sales</b>	<b>34%</b>	<b>22%</b>	<b>22%</b>	<b>20%</b>	<b>22%</b>

- The department is working on the mass mailing project for business personal property. We will be canvassing businesses, adding new businesses and deleting closed businesses over the next week and a half. Then we will mail the 706 Asset List request forms and the Business Equipment Tax Exemption forms to the businesses. These forms are to be returned to our department no later than April 15th to be processed.

### Auburn Public Library

- The Library will be closed on Mon., 2/17, in observance of Presidents Day.
- The Library's Board of Trustees will hold its regular monthly meeting on Weds., 2/19, at 7:30 a.m.
- With the upcoming week being school vacation, Children's and Teen's Services have a fun-filled program schedule - drumming, teen d-i-y, teen life skills, young children's parachute play, a free family concert and more.
- On Tues., 2/18, from noon until 1 p.m. please join us for Cook Book Collectors Club. This new monthly book club series invites you to bring a sampling from a favorite cook book to

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share. Members will talk about their favorite cookbooks and rate the recipes based on the samples shared.

- The Library hosted a Maine InfoNet meeting on Mon., 2/10. Maine InfoNet is a collaborative library initiative that seeks cost efficiency and resource sharing in providing quality information resources among Maine Libraries. Maine InfoNet recently announced that they will be able to add more libraries to its service list.
- The Library completed its yearly school tour program with a visit from the Minot schools.
- Due to inclement weather the downtown economic development presentation by Alan Manoian, "An Economic Transfiguration of Place," was moved to Thurs., 3/6, from 5:30 to 7:30 p.m. The St. Louis Church bells will be on display as part of the fundraising effort to purchase the bells for preservation by the City.
- Please remember to contribute to the Maine Public Libraries Fund by checking off an amount on Schedule CP of the Maine Income Tax Form.
- The Library's Board of Trustees held its regular monthly meeting on Weds., 2/19. The Board completed Director Mamie Ney's six-month review. There were discussions about fund development, parking issues, and a possible partnership with a local cultural group.
- Mamie Ney and Trustee Ed Cormier visited with Arlan Saunders, Town Administrator for Minot. The town's budget board and selectmen have recommended that the Town maintain its relationship with the Library with a continued financial contribution. Approximately 20% of the Town's residents have an active library card. The number of items borrowed during FY13 increased by 15% over the average of the last three years.
- Once again the Library encountered weather related problems and closed early on Thurs., Feb. 13th. We were able to reopen as scheduled Friday morning.
- Vacation week has been a busy one here. There has been excellent attendance for our children's programs. The computer lab, the Teen Space and Media Lab have been busy, too.
- The Library is building on the success of its programs for entrepreneurs. Marty Gagnon, Adult Services Librarian, is collaborating with other organizations to build upon our previous series.
- Upcoming regular programs include "Meditation Monday" (2/24 @ 3:30 p.m.), the weekly knitting group (Mon., 2/24 @ 5 p.m.), the "Foreign Policy Discussion Group" (Tues., 2/25 @ 2 p.m.; "Iran, Israel, and the Bomb"), and teen homework help (Mon. – Thurs. @ 2:30 p.m.)
- The 4<sup>th</sup> annual Farmer's Market will be held on Fri., 2/28, from 4:30 to 6:30 p.m. We will have live music, great food, crafts for kids, CSA info and free samples.
- On Saturday, 3/1, Steve Martelli, a local hiker, will present two programs about his plans to walk the entire Appalachian Trail this summer. He will talk to children and families at 11 a.m. and present to adults at 3 p.m. Please join us to learn about what it takes to make the journey on the Trail and to wish Steve well.
- We'll celebrate Dr. Seuss' birthday on Saturday, 3/1, at 1 p.m. We will have carnival style games, crafts and a birthday cake! No registration is required for this free event. The party will take place in the Androscoggin Community Room. Special thanks to Ahimsa Custom cakes for providing the birthday cake.
- Mamie Ney, Library Director, attended the Maine Library Association board of director's meeting as its treasurer. Mamie's term is up in June and she will not seek reelection. Mamie, however, has pledged to stay active in the professional organization. Mamie met with Mayor Jonathan LaBonte to discuss the Library's economic development role and efforts. The Library will present its budget to the City Council on Mon., 3/17.

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- Mamie Ney listened in on a conference call from the Maine Community Foundation for a 2013 investment summary given by MCF officials. The Library's endowment funds are in very good hands thanks to the prudent investment policies and strategies of MCF.
- A member of Augusta's Lithgow Library visited to view our donor recognition displays, as they work toward funding a library expansion. Members of Cape Elizabeth's Thomas Library Building Committee will tour the Library in early April for inspiration for their planned expansion. They are particularly interested in the Media Lab, the computer lab, meeting spaces, and the café area.
- Donna Wallace, Teen Librarian, serves on the PAL board. The group is planning a number of activities. Donna is also working with the Good Shepherd Food Bank to have teens create centerpieces for the GSFB dinner in April.
- Debbie Cleveland, Children's Services Manager, is a member of the Reading Round Up committee, the state-wide children's literature conference. The 25<sup>th</sup> anniversary conference will be held in Augusta in April.
- Brian Usher, Information Specialist, is beginning the installation of the replacement public computers recently purchased. The online public catalog access units will be the first to be installed. Brian has also updated all of our Apple devices that required revised operating systems due to a security breach that Apple recently discovered.
- Suzanne Sullivan, Asst. Director, is in the process of redesigning our webpage to improve its appearance, usability, and ease of updating.
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- Windows 8 Basics will be the featured Friday class in the Computer Lab for March, beginning 3/7 at 10:30 a.m. This class will be repeated each Friday.
- The American Music Series, presented in cooperation with Museum L/A, begins Mon., 3/3, at 6:30 p.m. This weekly series is led by Dr. Dale Chapman, Chair of the Bates College Music Department. The program on March 3<sup>rd</sup> will take a look at blues and gospel. This is a free program open to the public.
- Follow the Library on Facebook or link to our website at [www.auburnpubliclibrary.org](http://www.auburnpubliclibrary.org) for more information about all of our programs, new books, and more library news.

## City Clerk

- Nomination papers for the Joint Charter Commission were available beginning February 10, 2014. As of 2/24/2014, 3 individuals have taken out nomination papers.
- We just finished working with the Secretary of State's Office (Elections Division) on the statewide voter list purge. As a result of the purge, 102 voters were cancelled (moved out of Auburn), there were 8 address changes within the Municipality, and 90 voters went from active to inactive status.
- Sue Clements-Dallaire has been working on new Ward maps with Rosemary Mosher.

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- Last week we issued 8 birth certificates, 59 death certificates, 11 disposition permits, 2 marriage certificates, and 1 marriage license.

### CDBG

- The Community Development Loan Committee reviewed two applications, approved one and tabled the other for more information. The approved application is for \$6,750 to replace a boiler.
- The Citizen's Advisory Committee met to review the budget. They were in favor of all activities as listed and pleased to see some new initiatives.
- A meeting was called to consider utilizing the Gorman Foundation grant to expand assistance to persons at risk of foreclosure. The committee decided the program should remain for renters only.

### ICT

- Continuing to prepare ICT program-based budget
- Max Solutions installed ice arena software on a server that was purchased and configured by ICT. The timing of this install was critical as the software training for ice arena staff was scheduled for Monday.
- ICT install IaPro software on to a server for APD internal affairs tracking.
- Delivered replacement PCs to staff in Finance and Economic Development.
- Updated SQL scripts for Cardinal TicketTrak parking enforcement software.
- Developing a plan to remove Auburn Housing telephones from the City phone network. This will help staff to better isolate any problems that may occur due to non-standard hardware.
- Working with City Clerk on redistricting of local wards. This redistricting effort involves equalizing population distribution across Wards based on demographic shifts which resulted from the 2010 Census.
- A GIS student from UMF is interning with ICT and Public Services for the Spring semester in order to help with data collection and asset inventory.
- Preliminary plans for Spring data collection have occurred involving stormwater investigation for illicit discharge. ICT will be working with Public and Services and Woodard & Curran to support this project.
- Enabled access and configured Lucity Work Order and Asset Management software for consultants Woodard and Curran to further goals and measures related to pavement management.
- Working with Safety Coordinator, Public Services and Fire Department to provide mapping and analysis for an incident pre-planning exercise.
- Configured and replaced PCs in Economic Development and Engineering.
- Configured a dual display in the Finance Department.
- Updated RemoteForms state inspection software for Code Enforcement Officer.
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- Configured a dual display in the Finance Department.
- Updated RemoteForms state inspection software for Code Enforcement Officer.
- ICT has been working the Maine Office of GIS to provide historical orthoimagery sets for public consumption. Below is an announcement from Maine GeoNews:  
*"The first is **1998 12-inch color imagery for the City of Auburn**. These data meet NMAS standards for 1:1200 scale mapping (90% of measured error < 3.33') and were collected in a single mission April 14, 1989. These orthos will provide a valuable historical record for Auburn. Thanks to Rosemary Mosher at the City of Auburn for tracking down these data."*
- A brief analytical overview on the City of Auburn's website (January 27, 2014-February 26 2014):
  - Top ten visited pages:
    1. Home page
    2. Departments of the City
    3. Police
    4. Tax
    5. Job Opportunities
    6. Assessing
    7. WebGIS
    8. Recreation
    9. Norway Savings Bank Arena
    10. Search
- Purchased replacement microphones in the council chambers
- Set-up the new GIS server (which will be a shared resource between Auburn and Lewiston)
- In cooperation with ASD Technology department, participated in the demonstrations of three vendors for potential content filtering solutions.
- Prepared map of Auburn's downtown showing city-owned buildings and building heights for City Manager.
- Worked with City Clerk to create a second option for redistricting Auburn's Wards, as directed by the city council. This map attempts to more closely aggregate population densities and neighborhood areas and will be presented at the 3/4/14 council workshop.
- Completed text-based description of proposed ward boundaries, and worked with the City Clerk to QC the descriptions. The text descriptions are included in the city's ordinance and are used by the state to determine voter lists.
- Updated the Auburn Recreation/Park Facilities poster-map for inclusion in CIP document.
- Deployed demo Park Finder application to selected city employees for testing purposes. The application utilizes the new ArcGIS Online platform and was created by a consultant who provided and configured this application free of charge. We have agreed to test the application and provide feedback.

## Police

- The department handled 493 calls for service this week. Officers conducted 81 motor vehicle stops and 12 field interviews. Officers investigated 84 offenses of which, 7 of which were felonies, generating 18 arrests and 28 criminal summonses. Officers responded to 57 motor vehicle crashes.
- The Criminal Investigations Unit (CIU) has completed an investigation involving a suspect in the theft of approximately \$3,000.00 in copper/scrap metal. One incident occurred when

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the suspect stole several hundred pounds of copper from a CMP truck while the line workers were parked at Roy's Hamburgers having lunch. Another incident occurred in Lewiston involving specially fabricated metal. Auburn CIU will be handling the Lewiston incident as it involves the same suspect. CIU was able to connect another suspect to the incident. The second suspect was used by the first suspect to sell some of the stolen property in an attempt to conceal his identity. The second suspect has since agreed to cooperate with law enforcement. However, for now the second suspect will be charged too but the charge could be dropped should he choose to testify against the first suspect.

- Property that had been stolen during a motor vehicle burglary was later identified by CIU as being pawned at a local second hand dealer in Auburn. Detective McCormick went to the second hand dealer to follow up on the incident. While there, employees informed him that the suspect he was looking for had just walked into the store. McCormick made contact with the suspect. The suspect denied all involvement and gave him a false name. At some point during their interaction the suspect pushed McCormick out of the way and ran for the door. Detective McCormick was able to overtake the suspect and place him under arrest. Due to the suspect criminal history the District Attorney's Office has chosen to increase the charges from misdemeanors to felonies.
- Lieutenant Cogle and Detective Westleigh met with staff from Cumberland County Sheriff's Department to look at implementing a sex offender risk assessment program.
- Officer Kyllonen has cleared the Field Training program and is assigned to Team C.
- The department handled 506 calls for service this week. Officers conducted 154 motor vehicle stops and 17 field interviews. Officers investigated 60 offenses of which, 4 of which were felonies, generating 20 arrests and 22 criminal summonses. Officers responded to 28 motor vehicle crashes.
- Det. McCormick, SRO Cousin and SRO Carll conducted plain clothes surveillance and anti crime details on both Thursday and Friday nights. Four warrants arrests were made along with a summons for misuse of an ID. A twenty year old male was attempting to enter Club Texas using another person's ID card. When confronted by club staff the subject took off on foot. Our undercover officers who were already in the area conducting surveillance apprehended the subject and charged him appropriately.
- CIU Sergeant Audette attended the monthly Domestic Violence High Risk Response team meeting. Members include local law enforcement, probation, district attorney's office and advocacy groups.
- Lt. Cogle and the city's Code Compliance Officer inspected a local tattoo establishment to see that they were not in operation until the owner's city license was properly obtained.
- Lt. Cogle, Sgt. Boulet, Court Officer Mercier and Records Clerk Kristal Parshall all attended a two hour "Freedom of Information Act" training held at MMA in Augusta.

## Public Services

- Ongoing stormwater compliance
- Mandatory Pre-bid for the 2014 Roadway Reconstruction Project
- Neighborhood meeting cancelled due to weather
- Continued snow removal at different locations
- Sanding/salting/plowing of roads/sidewalks during and after storms
- Recycling as scheduled
- Continued patching of potholes throughout the city
- Ongoing stormwater compliance

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- 2014 Roadway Reconstruction Bid
- Continued snow removal at different locations
- Sanding/salting/plowing of roads/sidewalks during and after storms
- Recycling as scheduled
- Continued patching of potholes throughout the city

### Recreation

- Youth basketball practices & games continued throughout the week.
- Youth High School basketball will conclude on Friday (pending weather).
- Indoor soccer continued throughout the week.
- Women's league basketball games continued throughout the week.
- Men's league basketball games continued throughout the week.
- Registration opened for Recess Warriors, Skating Instruction and Summer Day Camp.
- Staff attended a Recreation & Special Events Advisory meeting on Wednesday.
- Staff viewed a demonstration of an alternative recreation program registration software.
- Youth basketball practices, games and banquets continued throughout the week. This program will conclude on Saturday.
- Youth High School basketball concluded.
- Indoor soccer concluded on Sunday.
- Skating instruction session II will conclude on Friday.
- Women's league basketball games continued throughout the week.
- Men's league basketball games continued throughout the week.
- Registrations continued for Recess Warriors, Skating Instruction and Summer Day Camp.
- Adult Dodgeball league will have a pre-season walkthrough on Saturday.
- Youth basketball concluded.
- Skating instruction Session II concluded.
- Women's league basketball games continued throughout the week. Regular season will conclude on Sunday, playoffs will immediately follow.
- Men's league basketball games continued throughout the week. Regular season concluded on Wednesday, and playoffs will begin on Sunday.
- Registrations continued for Recess Warriors, Skating Instruction and Summer Day Camp.
- Adult Dodgeball league will begin on Sunday.
- Staff completed training on Blood Borne Pathogens – Exposure Control Program.
- Staff filed required tier II reporting.
- Planning for Spring programming continued.