

# 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 January 23, 2015

### Assessing

- Katelyn and Joe visited the Augusta Assessing office to discuss their personal property procedures.
- Karen is working with Eric, Roland and Doug for values on a new and possible second new project in the city.
- Karen and Joe inspected one residential property.
- Joe is preparing to do permit inspections.
- Karen is training Katelyn on permit inspections.

### Auburn Public Library

- The Board of Trustees met on Weds., 1/21, for its regular monthly meeting. Susan Geismar, our new development coordinator, was introduced. Among the agenda items were our FY16 budget, customer behavior issues, and the approval of our FY14 audit.
- Mamie Ney met with Lewiston Public Library Director Rick Speer for their regular quarterly meeting on Thurs., 1/22. These meetings are meant to keep current with what's going on at each library and to seek out more collaboration between the two.
- The Library has been informed that its application in collaboration with Central Maine Medical Center, Lewiston Public Library, Norway Public Library, and Bethel Public Library has been accepted for an ILEAD Initiative project (Innovative Librarians Explore, Apply and Discover). This is a year-long project sponsored by the Maine State Library to design and implement best practices to address specific needs within our communities. The initiative utilizes technology and leadership training to solve problems and strengthen the partnership between libraries and their communities. It is based on a national model which originated in Illinois. Our project is "Tech Resources for Seniors," focusing on providing seniors with technology and training to access online resources for health, wellness and other information.
- Two sections of copper drain pipe were recently stolen from the Spring Street side of the building. We are looking for the best replacement which will deter further thefts and fit well with the historic nature of our building.
- Our boiler problems have been solved. We are still waiting on a proposal to correct our rooftop sensor issue.

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- Our upcoming programs include:
  - National Readathon Day: Sat., 1/24, from Noon until 4 p.m. A great excuse to just read and to join others across the country in support of literacy. This is a free program open to all to come for the entire four hours or just a few minutes. Donations of new or gently used children's books will be accepted to distribute to community agencies.
  - The next film in the Lewiston Auburn Film Forum will be shown on Mon., 1/26, at 6 p.m. The classic Elizabeth Taylor/Richard Burton movie, "Who's Afraid of Virginia Woolf," will be featured.
  - Book Discussion – "The Zhivago Affair" In partnership with the Camden Conference, a non-profit organization whose mission is to foster communication on world events, cultures and issues, we are presenting a special discussion on the New York Times best-selling book "The Zhivago Affair" by Peter Finn and Petra Couvee. Drawing on newly declassified government files, this is the dramatic story of how a forbidden book in the Soviet Union, Boris Pasternak's "Dr. Zhivago," became a secret CIA weapon in the ideological battle between East and West.
  - Phoenix Karate Academy will present the second program in self-defense for teens on Tues., 1/27, at 3 p.m. This is a part of our Teen Life Skills series. Please call the library or go online to register.
  - KIDS! DIY Tweens Upcycle an Old T-shirt into a Pillow: Do you have a favorite t-shirt that doesn't fit anymore but you just can't part with it? Join us on January 28th from 4-5 pm in the Maggie Trafton Program Room and learn how to upcycle that shirt into a cool new pillow for you room. Space is limited so please register by calling the Library or going online.
  - Stitch in Public Day: On Sat., Jan. 31, from 9 a.m. to 4 p.m. come and visit with members of the Southern Maine Chapter of The Embroiderers' Guild of America. They'll will be demonstrating stitching techniques and exhibiting their needlework. The Embroiderers' Guild is a national not-for-profit organization dedicated to the study and preservation of the art of embroidery. If you are interested in embroidery or just want to see the many types of needlework the guild members do, please stop by for a visit. They would love to meet you!
- 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**

- Sue Clements-Dallaire attended the Maine Town and City Clerks' Associations Board Meeting on Wednesday, January 21, 2015.
- Licensed 1 taxi cab and 7 taxi drivers
- Sent out second reminder letters to taxi cab companies
- Business licensing – Received 1 new business license application and 3 renewal applications and issued 13 renewal licenses
- Scanned approximately 200 voter registration cards and filed approximately 100 voter registration cards
- Received a mailing from the Secretary of State's office (Motor Vehicle Division) with 12 new voter registrations, 59 cancellations, and 66 address changes
- Issued 10 birth certificates, 42 death certificates, 3 marriage certificates, 1 marriage license, 10 burial permits

### Community Development

- The steering committee for the Lead Grant is working on a strategy to coordinate a youth training opportunity for participants of the Youthbuild Program. The City of Auburn hosted a meeting with BioSafe, a local abatement contractor, to begin the dialogue for the apprenticeship program. Through this program, many of the Youthbuild participants will be able to work at a job site under the supervision of the contractor. The Lead Grant Program will pay for their formal training in the Restore, Repair and Paint certification by the Department of Environmental Protection. This certification is required by law for any worker of contractors who perform work in a pre-1978 home.
- Reine Mynahan met with Joe Gray and Adam Dow of the Citizens Advisory Committee, and Travis Fournier of the Community Development Loan Committee to review the loan application for business loans. There was agreement that the information requested is appropriate and necessary for staff to analyze the business and complete a summary for consideration by the loan committee. There were several recommendations made that will improve the process. One of the recommendation is to increase the loan limit on the Small Business Loan from \$15,000 to \$30,000. This will be presented to the City Council at some future date.

### Finance

- Finance Director:
  - Updated Debt Service schedules in preparation of the budget.
  - Filed the City's CAFR on EMMA – Electronic Municipal Market Access as required by the City's Post Issuance Compliance Policy. This is an Annual requirement for continuing disclosure for bond issuers.
  - Sent out the updated budget worksheets to all departments. Department budget requests are due back to finance by Friday, February 6, 2015.
  - All W-2s were prepared and sent out to employees.
- The Facilities /Purchasing Manager has been working on various projects (listed below):
  - Attended various meetings involving Ingersoll, bid evaluation, funding needs, legal
  - Finalized plans for mechanical controls at Public Works
  - Public Works Lighting Project underway, attended meetings and answered questions as variations are made in the field
  - Signed Contract for Hasty Windows
  - Received quotes for various parts of the Hasty Kitchen Remodel
  - Issued contract for destructive testing on Central Slab Floor
  - Engineers began work on the Retro-Commissioning Study for Engine 5
  - Assisted Community Little Theater, burst pipe on Sunday
  - Worked with vendor for message board options
  - Worked on utility price estimates for FY16
  - Obtained estimates for budget purposes
- Tax Office:
  - We recently sent out postcards reminding all dog owners that they have until January 31<sup>st</sup> to license the dogs to avoid a \$25.00 late fee. We followed up on any postcards that were returned by the post office, with a phone call asking if they had a new address and letting them know about the postcard.

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- Letters were sent to aircraft owners, who have their aircraft based in Auburn, informing them that their excise tax will be due again for 2015. This is something that Cities and Towns in the State of Maine have been doing since last year (previously aircraft excise was collected by the State and sent to the municipalities).
- Karen (our newest employee) is being cross-trained in the City Clerk's office so that she will be able to do vitals when we cover for the Clerk's office. The other tax clerks have already been trained.
- 14 abatements have been processed
- Karen has met the requirements to become a Notary, which now means everyone in the tax office will be able to notarize documents.

**Fire**

- Crews continued BLS update training taught by Capt. Flanagan
- FPO O'Connell and DC Allen investigated the scene of a garage fire. Fire was quickly knocked down and damage was limited. Cause is still under investigation.
- FPO O'Connell attended a meeting of the Maine Sprinkler Coalition which was held at the State Fire Marshal's Office.
- Crews continued training on Ice Rescue equipment and techniques. Also Crew did training on SCBA use and air management drills.
- Lt. Jon Woodhead continued to provide fit testing for all personnel required to wear a respirator.
- FPO O'Connell did final walkthrough inspection of Coastal Med Tech on Center Street.
- Crews responded to numerous vehicle accidents on Sunday when the roads iced over. Several of these accidents involved power poles and most were with injuries.
- Ground Ladder testing was completed for the year.
- For the week of January 15<sup>th</sup> to January 21<sup>st</sup>, we responded to 92 calls for service. These include, but are not limited to: 7 fire alarm calls, 2 fire calls, one building and one kitchen with injury, 54 Emergency Medical calls, 8 Motor Vehicle Accidents, 7 with injuries, 5 service calls and 5 Hazardous Condition calls. We provided no mutual aid and received no mutual aid during this period. We did provided 1 EMS Mutual Aid call during this period.

**Health and Social Services**

- The Social Service office took in seventeen applications for assistance taken this week. Eight of the applications were assisted out of the general assistance account, in addition, two applications were out of the trust fund and two applications were out of Community Cords account.
- The Community Service team took a collection of food this week for our pantry. Tammy and I want to thank the generosity of the Auburn employees who donated to this cause. There are still plenty of items needed if anyone wishes to donate.

**Human Resources**

- Chris Mumau, HR Assistant has been assisting various in the compilation of their OSHA logs. Work injury data must be posted in every facility this month.
- Ray Lussier, Safety Coordinator is updating the City's Continuity of Operations Plan. His first task is updating the Pandemic Flu Plan. All departments are reviewing the plan as it pertains to their operations.

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- Ray Lussier also attended an Auburn School Department Emergency Response Team meeting and Gulf Island Emergency Planning Team meeting.

**ICT**

- Staff met with Ray Lussier to discuss updating the Continuity of Operations Plan (COOP). The plan is designed to guide the City's operations in the event of a natural disaster or health emergency. The meeting was prompted by a recent case of flu on the staff, which prompted a discussion of how the City would continue to function in the event of wide-spread staff illness. Ideas examined include personal protective equipment (PPE) for front-line, customer-facing staff, tele-commuting, and the possible temporary shift of operations to another municipality. In some ways, a flu event is less destructive to operations as it would not affect critical infrastructure the way a flood or ice event could.
- Staff met with Public Services staff to begin planning a transition to the new version of Lucity, the software application that currently handles the department's Work Orders. Public Services staff are anxious to move quickly on the new version and to making better use of the Inventory module. We will also be broadening the extent of the wi-fi portions of the network at the Public Works garage.
- Staff provided input to the Assessing Department regarding their contemplation of an updated version of Patriot's AssessPro Computer Aided Mass Appraisal (CAMA) program. The current version is showing its age, and doesn't provide some of the functions the department needs. The biggest improvement from an IT perspective is the integration of Patriot's user roles and permissions with our Active Directory (AD). Active Directory is the technology that IT staff use to manage user accounts and user authentication on the network. The new version of the CAMA program, called AP5, would use AD for primary authentication and allow IT staff to control roles and permissions for groups of users, and not require individual fine-tuning through Patriot. As there is a significant monetary impact to upgrading, we expect that staff will also be assisting the Assessors in looking at other software packages as well.
- The reconfiguration of the A/V Control Room left one piece of equipment non-functional. Headlight A/V, from Portland, came on site and found the problem to be in a damaged Power-over-Ethernet cable. The cable was replaced and we can now individually manage the portable microphone mixer. The loss of that functionality impacted the School Department more than it did us, but we also use it occasionally (joint meetings).
- The IT staff are gathering quotes for the purchase of a third virtual host for our servers. By spreading our critical applications (email, MUNIS, enerGov, etc.) onto three hosts, we'll be able to take advantage of some of the potential resilience of VMWare. A feature call High Availability (HA) provides for moving a virtual server from a failing host to a sound one, but both of our hosts are so crowded that if we ever needed to invoke HA we would probably bring the remaining host to its knees. We also hope to bring on a virtual telephone controller to back up our physical one in the case of a hardware failure. This will enable us to bring Police and Fire phone extensions back onto the City phone controller, from their current home which was moved to the CommCenter last summer.

**Planning**

- Downtown Form Code- The City Planner is revising a map for the Form Based Code for Downtown and the New Auburn area. A complete draft of the Form Based Code will go

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through a staff review and be sent to the Planning Board 2 weeks prior to their February 10<sup>th</sup> meeting.

- Transportation Center- A conference call with City Staff, Casco Bay Engineering and a representative for Tom Platz was done to coordinate the final location of the Downtown Auburn Transportation Center. A survey will be done in the near future to pin the corners of the future building. Casco Bay is continuing to develop the final construction plans.
- Comprehensive Plan Updates- The second reading and public hearing for a proposal to amend the Comprehensive Plan's future land use plan will be held at the City Council on February 2<sup>nd</sup>.
- Agriculture District Study- A grant application was completed and sent to the Sewall Foundation on January 15<sup>th</sup>. The grant is requesting \$67,500 for consulting and facilitation help. Staff is continuing to work with Stephanie Gilbert, of the Maine Department of Agriculture, Forestry and Conservation in gaining additional resources for the study from the state.
- Technical Review Committee Revived- After a long hiatus, the Technical Committee, comprised of representatives from Engineering, Planning, Fire Safety, Code Enforcement, Assessing, GIS, Police, Auburn Water and Sewer and Public Services; began regular monthly meeting starting on January 15. These monthly meetings will be helpful in coordinating the various projects, plans and function between agencies and departments.
- Development Review- The Planning Staff is working on the review and approval of projects on Washington Avenue South, Hotel Road, Talon Drive and Minot Avenue, Turner Street, Mount Auburn Ave.
- New Auburn- A core group (Planning, Engineering, Economic Development and City Manager) is meeting on a regular basis, looking for the final adoption of the New Auburn Village Center Plan by City Council and planning a strategy on how to implement that plan. We hope to provide a progress update at the February 2nd workshop and see if the Council wishes to use Comprehensive Plan Implementation funding to design the Riverway Road so it can be coordinated with the New Auburn Greenway design as a next step.
- The Electrical Division and the Auburn Fire Department work together often this time of the year helping home owners with fires, frozen pipes, water breaks and flooded cellars. Over the past few weeks, usually after a severe cold spell followed by a warming period both departments have their work cut out for them. When a home or business has damaged pipes many homeowners have no understanding as to who to call or what to do to make repairs. The fire department often helps with water issues and the Electrical Division works to assist the homeowner or business owner in making informed decisions for emergency repairs to stay in their home or business. On many occasions we are able to make simple adjustments to damaged electrical equipment and keep their home or business functioning without leaving their home or closing shop. Over the past two weeks we have had a number of examples of frozen pipes in both business and homes.
- Lisbon Food Code-In 2012 the Council authorized staff to provide contracted services to Lisbon for health and sanitation inspections. Last year it cost the City about \$3000 in wages and benefits to provide the service to Lisbon in exchange for a \$10,000 revenue from the town of Lisbon. We are fortunate that our State Certified Sanitation Inspector lives in Lisbon so we can generally avoid travel time and expenses in providing the service and the revenues help offset the cost of training and services here in Auburn. Tuesday night Cristy Bourget and Eric Cousens attended the Lisbon Council meeting to help them consider the adoption of the 2013 food code so that they can continue to provide local inspections.

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- We continued to have had an above average permitting start to the New Year. There are a few substantial projects and a number of smaller projects being discussed that support a likely trend for increased development for 2015!

#### Police

- The department handled 573 calls for service this week. Officers conducted 132 motor vehicle stops and 67 field interviews. Officers investigated 75 offenses of which, 10 of which were felonies, generating 29 arrests, 23 criminal summonses and 4 juvenile arrests. Officers responded to 29 motor vehicle crashes.
- On Friday, 01/16, several officers participated in the large scale FBI arrest operation in the Twin Cities. 24 people were arrested on various drug charges, culminating a year-long investigation that Drug Agent David Madore played a central role in. The command post for the operation was located in APD's Emergency Operations Center.
- Detectives are investigating a rash of motor vehicle burglaries that occurred in the Main St / New Auburn area.
- Deputy Chief Moen attended a press conference in Lewiston regarding the FBI arrest operation.
- Chief Crowell was interviewed by WCSH 6's 207 show regarding the new music video that debuted highlighting human trafficking awareness.
- Officers underwent Automatic External Defibrillator (AED) refresher training as the department gets ready to deploy AED's in the patrol cars.

#### Public Services

- Broad Street Mill & Fill Project- currently out to bid.
- 2015 Reclaim Project- Valview Dr. and Summer St. (Park Ave. to Mount Auburn Ave.). Project documents are being prepared.
- 2015 Reconstruction - Tyler St. Seventh St. (Broad to end), Davis St. Project in design phase.
- 2015 Demo Contract - Project in abatement phase.
- Public Services crews came in on Sunday to take care of the snow and icy roads.
- Crews spot sanded icy roads in Auburn as well as area sidewalks including downtown.
- Third shift monitored flooding issues.
- Mechanics performed vehicle maintenance on all City vehicles in need.
- Crews continue repairing plow blades, tire chains and sign work.
- Crews were busy restocking the sand and salt shed as well as sidewalk tractors.
- Crews were busy removing Christmas decorations.
- Crews were out and about doing some cold patching on necessary roads.
- Snow removal was completed on Library Ave, Center St., Lower Turner St., Hampshire St., Turner St., Mill St, Broad St., Benjamin St. and Lake St.
- Crews continue to monitor the ice rinks at Walton and Chestnut.

#### Recreation

- Registrations continued for Adult Dodgeball. The fast-paced and action-packed game of dodgeball is back! Teams will participate in a 6 week regular season, culminating with a single elimination playoff tournament. Space in this program is limited, signup today!

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- Youth Indoor Soccer, ages 4-7 continued. 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. Currently, a total of 46 players are registered for the program.
- Practices and games continued for 1-6<sup>th</sup> grade youth basketball players. Currently, a total of 170 players are registered in this age group.
- Practices and games continued for 7-12<sup>th</sup> grade youth basketball players. Currently, a total of 100 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. Approximately 288 players participate in this league.
- Adult Women's basketball games continued. A total of 6 teams are registered in the league this season. Approximately 72 players participate in this league.
- Pickleball has continued to be a big hit as week 16 of the program continued. 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 285 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.
- The 2015 Auburn Winter Festival will begin on Friday, February 6th and conclude on Sunday, February 8th. Festival events and activities take place at a variety of locations. Some activities include: sledding, snowmobile rides, skiing, snowboarding, snowshoeing, ice skating, ice sculptures, torchlight parade, music and more! Information on activity schedule and event locations are available on the city Winter Festival webpage. Join us at the Winter Festival Facebook page: <https://www.facebook.com/Auburn2014WinterFestival>
- Auburn Recreation is pleased to present Maine Red Claws Game Night! Get ready for the best basketball in New England right in your back yard with the NBADL Maine Red Claws. If you have never been to a Red Claws game, this is the perfect opportunity to take in some high-level basketball. Buy your discounted \$6 tickets at the Auburn Recreation Department, but don't wait, we have a limited amount of tickets available. Game day is Saturday, February 28<sup>th</sup>, 7:00PM at the Portland Expo Building. Transportation is not provided for this event.
- Haven't been skiing or snowboarding before and want to give it a try? This opportunity is a great way to do so at a discounted rate! Auburn Recreation is pleased to offer discounted Lost Valley all-day lift tickets for the price of \$25. Regular cost is \$40. To purchase tickets, stop by the Auburn Recreation office, Monday-Friday, 8:00am – 4:30pm.
- Auburn Recreation is also offering Portland Dine Around Memberships for the discounted rate of \$25! Regular cost is \$29.95. This membership includes many options – new locations, old favorites, and many opportunities to try something different. By becoming a member, you will have access to discounts at over 300 restaurants, entertainment & sporting venues, more lunch promotions, more weekend usage, and more coupons! The best part is, this membership can pay for itself with only 2-3 times of use. For more information, or to



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purchase your membership, stop by the Auburn Recreation office, Monday-Friday, 8:00am – 4:30pm.

- Staff attended an initial planning meeting for the Spring Fever event.
- Staff continued work on the FY16 budget.
- Planning for upcoming youth and adult programs continued.