

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 October 16, 2015

Assessing

- The Assessing Department has completed its' move. We are now situated across the room on the Engineering side. Having the department all together will help tremendously with communication. Thanks to Rick Duchesneau for help moving the large heavy furniture.
- Staff is making very good progress processing the Business Equipment Reimbursement Forms. Processing will continue through December.
- The Municipal Valuation Return report is nearing completion and will be returned to the State ahead of the deadline.
- We continue to work on the following ongoing projects:
 - Updating address changes on a weekly basis to aid the Tax Department with returned mail;
 - Loading monthly deeds and declaration of value data;
 - Scheduling and inspecting properties at the request of taxpayers;
- Doing final inspections for both residential and commercial properties upon their completion.

City Clerk

- We Issued the following:
 - 4 birth certificate
 - 60 death certificates
 - 13 marriage certificates
 - 10 marriage licenses
 - 13 disposition permits
 - 5 garage sale permits
- Received 1 business license renewal application and issued 1 renewal license
- The regular State and Municipal ballots for election day have come in. Staff had to count and proof them.
- Staff visited The Chapman House and Auburn Residential Care for absentee voting
- Staff completed AVS testing at Sherwood Heights, Washburn, Auburn Middle, and Fairview Schools

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- We've received approximately 100 returned post cards that from the mailing that was sent out that have come back as undeliverable. Staff sent out Change of Address Confirmation Cards to voters who have moved, and cancelled voters in the Central Voter Registration system that are now deceased.
- We continue to work on staffing for the November election and scheduling training sessions for Election Workers
- We received 73 petitions and have validated approximately 300 signatures
- Completed approximately 100 voter registration cards/changes in the Central Voter Registration system
- Worked on the October 5, 2015 Council Minutes
- Prepared the October 19, 2015 City Council Agenda Packet
- Staff attending the Grand Opening/Ribbon Cutting event at the new Ingersoll Turf facility
- Staff had several Genealogy requests to follow up on
- To date, we've received 203 requests for absentee ballots

Community Development

- The Community Development Department has relocated to the first floor.
- The Community Development Loan Committee approved two applications. The first was a \$9,300 loan to cover the abatement cost for elimination of lead hazards in a home where there is a lead poisoned child. The family did not qualify for the Lead Hazard Control Grant. The next is for \$20,475 as a match to a Lead Grant and for replacement of a heating system. The Committee also tabled one application due to missing information and denied one application due to inadequate information as well as inadequate resources to fund the requested amount.
- Four quarterly reports were submitted to the Department of Housing and Urban Development, the Semi-Annual Enforcement Report, the Contract and Subcontract Activity Report, and the Federal Financial Report, and the Section 3 Summary Report.

Finance

- The Finance Director met with Joe Cuetara (Financial Advisor) and James Saffian (Bond Council) At Pierce Atwood to review the official statement for the FY 16 Bond Issue.
- The Finance Director had conference calls with both Moody's Investors Service and Standard & Poor's Rating Service to review the City's financial health in preparation of issuing their bond ratings for the current bonds.
- Prepared the September Financial Report for the City Council and City Manager.
- Met with the Scarborough Finance Director and Assistant Finance Director to review the fixed assets program on MUNIS. Scarborough implemented the use of this program three years ago. We are planning on implementing this during FY16. We already have the program, but it has never been implemented. Currently the fixed assets are tracked with an excel spreadsheet. The MUNIS software will allow better control over this process.
- The Tax Office has processed the following transactions for the weeks ending October 2nd and October 9th combined:
 - Motor Vehicle Registrations (Counter) - 820
 - Motor Vehicle Registrations (Online) - 109
 - Registered 14 ATV's and 1 Boats, Issued 18 hunting/fishing licenses, 1 dog license and provided 1 Notary Service.

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- The Tax Office has processed 28 abatements.
- 2 Tax Assistants completed the Bureau of Motor Vehicle Fall Workshop via webinar.
- The truck reimbursement for excise tax was completed. The City will be receiving \$49,021.26 back from the State.
- 2016 dog tags have arrived and the tax office will begin selling these on October 15th.
- Coordinating move of offices and personnel at City Hall.
- Removal of gas tanks and pumps at 1 Minot Ave scheduled to begin October 16, 2015
- Continue work on Parks Building water damage/drainage issue. Demolition is complete, drainage work is complete. Work on repairs set to begin October 19th.

Fire

- Crews & Staff held a “Thank You” luncheon for the “Navigators” who assisted with the preparation of over 1500 student packages for fire prevention presentations.
- Crews conducted fire drills at several Auburn schools this week. This activity will continue till the completion of Fire Prevention Month.
- Crews continue station visits and hosting visits at the stations for the duration of “Fire Prevention Month.”
- Crews participated in vehicle extrication training.
- Staff completed the temporary C of O inspection at 55 Logistics Drive and a final C of O at iHop. They also completed a follow up inspection at the ASO Jail.
- Crews fought a 2nd Alarm fire at 358 Court Street. The fire was started by an unattended candle.
- Crews gave a ride to school in a Fire Truck for the School Fire Prevention Contest Winner.
- Crews participated in a mandatory OSHA refresher training with Trench Rescue this month. This training is in conjunction with training for Public Services personnel.
- Staff participated in a pre-construction meeting regarding the floor repair at Central Station.
- On October 13th, AFD completed its first year of Ambulance Service.
- For the week of October 8th to October 14th, we responded to 80 calls for service. These include, but are not limited to: 1 2nd Alarm Structure Fire and 1 unauthorized outdoor burn, 58 Emergency Medical calls, 5 Motor Vehicle Accidents, 1 with injuries, 2 Smoke Scare calls, 6 service calls, and 3 Hazardous Condition calls. We provided 0 mutual aid assists and received 1 mutual aid responses during this period. We provided 4 EMS Mutual Aid assists during this period.

Health and Social Services

- A total of \$602 in reimbursement was received this week, private reimbursement \$324, SSI reimbursement \$278.
- We restocked our pantry this week with personal items most requested by people.

Human Resources

- Staff attended the MMA convention. There were several outstanding sessions including case studies on municipal collaboration, conflicts of interest and how to avoid them, lessons learned from the Station Nightclub fire in Warwick Rhode Island, and Going Solo – the increasing numbers of people living alone and the implications for municipal services.

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- Staff is assisting the Auburn and Lewiston Fire Departments with a joint entry level Firefighter/EMT/Paramedic recruitment. Staff mailed out notices to about 50 candidates notifying them of the Physical Agility Test scheduled for next week.
- Staff attended a seminar on new wage and hour laws going into effect next year. As a result, Staff will be reviewing all job descriptions to ensure they are in compliance with the new regulations and advising the City Manager of any potential budgetary impacts that may result.

IT

- The installation of the new Garage cameras conflicted with the Police Department's PC in the Evidence Locker. The new cameras are coming back to this building on the same fiber strand used by the PC. Since the cameras need to be on the Municipal Virtual Local Area Network (VLAN), and the PC needs to be on the Public Safety VLAN to connect to the IMC software, we had to install a managed switch to route the traffic properly. That was put in place Thursday morning and tested by the Evidence Tech.
- All the parts for the new Wi-Fi access points have arrived. We'll be prototyping the first one at the Turf Facility and then rolling them out further.
- Staff helped many departments with the office moves at Auburn Hall. Moving phones and PCs can be a confusing experience. We've also inherited a lot of obsolete equipment from the departments. We'll be sorting through them to figure out what might be salvaged and what should be discarded.
- Staff added elevation data to the MapAuburn online mapping site.

Norway Savings Bank Arena

- General
 - Mezzanine Remodel Underway
 - Merrymeeting Behavior Health Meeting ~ Tavern
- Ice
 - Players Edge
 - Men's League
 - Women's League
 - Shinny
 - Public Skate
 - Maine Gladiators
 - LA Seniors
 - SDA Middle School
 - Bridgton Academy vs. Middlesex Black Bears Exhibition Game booked for February 12
 - Planet Hockey Meeting
- Marc's Meetings
 - Special Events
 - Council Meeting ~ Prep
 - Father Daughter Event
 - Heidi's Deli
 - Maine Sports Commission
 - Jamie Herring ~ Ice Rental
 - CM Basketball Team (Alumni Event)
 - Learning Tower Ribbon Cutting

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- Internship Interview
- Drop off UMaine Tickets to partners
- 30-60-90 Marketing Meeting
- Partnership Meetings
 - AAA
 - Penmore
 - Hilton and Hampton (Partnership proposal sent)
- Jason Ops Tasks
 - Ice maintenance
 - Paint main stair case.
 - Construct Goal Lamps
 - Redesign Cleaning Protocol
 - Develop Ice Rental Projections
 - Continue Ice Scheduling
 - Olympia Maintenance
 - Staffing

Planning

- New Auburn Riverway and Greenway RFP- A revised contract, timeline and scope of services is being reviewed by the selected consultant VHB for final approval.
- Form Based Code-The Staff is presented the final draft of the Form Based Code to the Planning Board at a workshop on October 13th. The 3 and ½ hour meeting ended with a complete review, numerous comments and a list of corrections for staff to make to the draft. The staff will be preparing the final draft for a public hearing at the November 10th Planning Board meeting.
- Eric Cousens and Doug Greene will be attending a Farmland Access Conference on October 19th at Pineland Farms. The conference is sponsored by the Maine Farmland Trust, American Farmland Trust and Food for Good.
- The City Planner is preparing for the next Plan Review Committee meeting which will include a Special Exception and Site Plan Review for a Recreational Use in the Ag Zone and the first of a 3 part evaluation of the Plan Review process. Staff plans to review the permitting process internally, ask for input from builders, residents, developers and permitting consultants and then see what we can do to refine the process for faster, smoother and more predictable outcomes.
- The Planning Staff is working with Hartt Transportation on an expansion of their truck terminal due to the overwhelming success of their newly opened facility.
- International House of Pancakes (IHOP) at 649 Turner St. received a final C of O
- A food product storage facility received a temporary C of O at 55 Logistics so that product could be moved in.
- The new indoor athletic field (formerly known as Ingersol Arena) at 48 Pettengill received a final C of O
- 1 Minot Ave. received a temporary C of O for a limited use of the building in association with the initial development phase of the Lunn and Sweet building.
- Sapphire Nightclub and Event Center will be opening their doors this weekend if they receive their dance permit with the State Fire Marshal's Office. They are very excited to open and have made substantial improvements to the space.

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- Redzone Wireless is meeting with staff and the Mayor on October 15th to see how they can help with local goals and economic development.
- Verizon Wireless is inquiring about locating micro site antennas on municipal utility poles. This could be an income opportunity for the City.

Police

- The department handled 585 calls for service this week. Officers conducted 126 motor vehicle stops and 18 field interviews. Officers investigated 67 offenses of which, 14 of which were felonies, generating 18 arrests, 26 criminal summonses and 4 juvenile arrests. Officers responded to 28 motor vehicle crashes.
- Chief Crowell attended a Human Trafficking Task Force Meeting at the Attorney General's Office in Augusta.
- Deputy Chief Moen spoke to the Exchange Club about Drug Awareness and Neighborhood Revitalization.

Public Services

- Crews were busy picking up numerous items left on the side of the road (debris, T.V.'s, mattresses, tires etc.)
- Crews are finishing up construction season with two collapsed basins, Spring St. at Court St. and one on Center St.
- Autumn grading in full swing, some of the roads included the Steel Rd. and Royal River Rd.
- Crews also have been busy with side projects like the setting up for the large garage sale at Hasty Gym and the moving of staff at the City Building
- Crews will be busy with the play ground replacement and rehabilitation project which will start this week
- Crews are just about done preparing winter chains for the trucks with just a couple more to address
- Completed acquiring additional Temporary Construction Rights deemed needed on Riverside Dr LAP to date.
- Still working on a response to the DEP's request for additional information regarding an old municipal landfill between Center St and North River Rd. This land fill was on property of the Franklin Company and is the location of the Cumberland Farms, Wendy's, and possibly other properties.
- Have obtained a verbal agreement with property owner for grading rights to improve sight distance at intersection of Blacahard Rd and Turner Rd.
- Have determined property boundaries for 61 Webster St, proposed location of the Auburn Community Garden
- Provided boundary and street information for use in development of the "The Barn" property, 67 Minot Ave.
- Met with property owners of 12 and 32 Lubear Way to assist in resolution to drainage property use issues
- Prepared information package City Council Workshop item – Acceptance of First Flight Drive
- Worked on tax map updates for the upcoming 2015-16 tax year. Splits, merges, right of way takings, and corrections. Produced CAD files and sketches for updating of GIS and assessing records. This is an ongoing task for the upcoming year

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- The Excavation Technician was busy marking out dig safe's, inspecting both private and street excavations, reviewing and issuing Fill, Drive Opening permits as well as billing and continues GIS work.
- City's Green Space Litter pick-up – Every morning crews scan the downtown area for any litter/debris, clean up cemeteries, trash up when mowing city area green spaces, remove trash on Union Street Bypass, Minot Ave, Washington St.
- Crews were busy at Pettengill Park, removing Pads, Oakhill Cemetery and Lake Grove Park shutting off water cleaning up etc.
- Crews were busy at Festival Plaza removing the band shell in preparation for winter
- The basin crew were out on 4 and 10's run cleaning
- Crews were busy working around the City hot patching where needed
- Crews were out and about cleaning up graffiti as well as trash pickup at the numerous locations throughout the City
- Crews were busy cleaning up the Oak Hill Cemetery
- Training for crews was stitched from Tuesday to Thursday. Some of the training was: Sidewalk Plowing, Snow Removal and Plow Repair
- Crews were busy ditching on South Main St. and Lane Rd.
- In preparation of the upcoming Alternative Sentencing being held this weekend at Parks, crews were busy setting up
- Crews were busy mowing the Mount Auburn Ave and Mall area.
- The tree crew were busy working on Hutchins St. and Minot Ave. trimming trees
- Crews were busy on Brighton Hill Rd. and Ryan's Way repairing shoulders
- The hot patching crew did some minor repair at the Lake Auburn Ave. Bus Stop, as well as the Bernard Bridge
- Crews were out on Andrew Dr. repairing a basin
- This week fleet had 23 work orders for Auburn Public Services and four for Police Department
- Fleet staff completed 2 preventative maintenance on vehicles
- Fleet also performed services both Ice resurfacing units for Norway Arena
- The weld shop finished putting on all the plow frames and spinners except truck 28. Equipment is ready for winter.
- On # 1 truck mechanics have begun to bring in plows and wings for service.
- Mechanics are making some repairs to equipment that were put off during the summer, and are holding some repairs until a later date, Example: We need to rebuild the motor in one of the old sweepers. This is something we can do during the equipments off season.

Recreation

- Pee Wee Soccer – wrapping up soon. This coming Sunday will be the last week. Certificates will be passed out. Photos will be in the next couple weeks, parents will be notified by email.
- Fright Festival – Planning is going well so far. The planning for the additional haunted maze is going well. Event will be free on October 30th from 6:00 to 8:00pm.
- Holiday Parade – Planning for the parade is on track. Emails have gone out to past participants, collecting applications now. At this point, local schools are not involved due to the date change to a weekend, however I will be reaching out to PTO organizations today as well to see if we can use them to organize something within the schools. Parade route has been confirmed as the same as last year. A new addition to include New Auburn is not

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possible this year, however the committee is working to add some new pieces to the festivities to allow New Auburn to feel more involved. The event will be held on November 28th from 12:00 to 8:30.

- Parent & Me Dance –We are looking to find sponsors to cover about \$2,000 at this point. The event will be held at Norway Savings Bank Arena. Food and beverage will be sponsored by the main person at Norway. This event will be held February 20th from 6:00 to 8:00.
- Pre-registrations have begun for returning adult basketball teams (Men's and Women's). General Registration opens on 10/26
- Planning is underway to host the BAYFL 3rd/4th Grade Annual Football Jamboree on 10/25
- Alternative Sentencing will be in house for another round of projects for the city
- Youth Basketball, Skills and Drills Basketball Camp, and Pre-K & Kindergarten registrations have opened
- Planning is underway for the end of season football banquets
- Winter Festival pre-planning has begun
- Football Playoff League Meetings to determine end of season playoffs