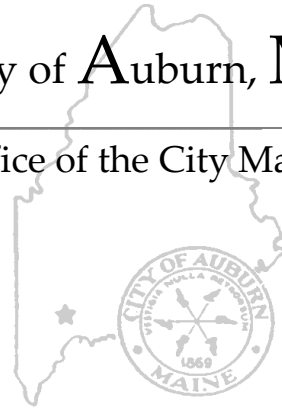


City of Auburn, Maine

Office of the City Manager



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending October 2, 2015

Assessing

- The Assessing Department has restructured responsibilities in order to manage tasks more efficiently. Each member of the staff will have specific responsibilities such as managing all aspects of personal property, deed research and coordination of GIS updates, processing abatements and supplementals, qualifying and processing exemption applications, managing the Tax Increment Financing Districts, etc. These specific duties are in addition to each staff member managing individual areas of the city for inspections related to new construction, permits or taxpayer inquiries.
- We received the 2016 preliminary valuation paperwork from the State. The valuation is prepared by a field representative of the Property Tax Division of the Maine Revenue Service. The report concludes a combined (sales of different classes of property) sales ratio of 101%. The certified ratio is 100% and the quality rating is 9. The Valuation Book, Property Record Cards and Veteran's Exemption Forms all received "Good" ratings for record keeping and condition.
- The Patriot CAMA system is due to for upgrades which will be done in the next few weeks.

Auburn Public Library

- The Library held its 124th Annual Meeting on Thurs., 9/24, at 5:30 p.m. Three trustees were re-elected to the board. The director's report focused on the need for collaboration
- The Library convened a meeting on Mon., 9/28, of local area groups and individuals that provide French and Franco programming. We are looking at ways to share resources and to cross promote events. The group has agreed to meet on a regular basis.
- The joint session with the Lewiston Public Library has been postponed, so the Library will be open as usual on Thurs., Oct. 8th.
- The American Library Association Public Programs Office has awarded the Library a grant to participate in ALA's "Great Stories Club – Hack the Feed: Media, Resistance, Revolution." We are one of 50 libraries in the country to participate in the program. GSC is a three-part, thematic reading and discussion series developed to engage at-risk teens and other underserved audiences through literature-based outreach programs. The theme for this particular GSC is looking at how media shape individuals and society as a whole. The grant includes not only materials, but an opportunity for our teen librarian to travel to Chicago for

Weekly Report
Week Ending October 2, 2015

orientation and to network with other libraries in the program. The Library will be collaborating with the Boys & Girls Club of Auburn on this project.

- Anthony Doerr, author of “All the Light We Cannot See,” won the vote for the 2015 Maine Readers’ Choice Award. (www.mainereaderschoiceaward.org) Two members of the library staff are serving on the 2016 award committee.
- The Library will be closed on Mon., Oct. 12th, for Columbus Day.
- Upcoming programs include:
 - Star Wars Read Day Celebration and Laser Tag: Sun., Oct. 4th, from 3 to 5 p.m. The Auburn Public Library has joined forces with Family Time, Dine, and Play, located at the Auburn Mall, to celebrate Star Wars Read Day with an epic laser tag battle. This family event, to be held at Family Time, Dine, and Play, is free to the public and participants are encouraged to dress as one of their favorite Star Wars characters plus check out some of the Star Wars books the library will bring along and register for a library card.
 - Auburn Page Turners: A Tale for the Time Being: Mon., Oct. 5th, at 1 p.m. Do you like to talk about books? Join the Auburn Page Turners for a discussion of “A Tale for The Time Being.” This novel was shortlisted for the Booker Prize and the National Book Critics Circle Award.
 - KIDS! Chinese Story Time: Mon., Oct. 5th, 5 p.m. Come join us for a 4-week session of Chinese-English story times in the Maggie Trafton Room. All are welcome. Note: The library is closed on Monday the 12th.
 - Conversations: A Multi-Faith Perspective: Tues., Oct. 6th, at 12:30 p.m. For the first time ever in Auburn, clergy of different faiths will have series of round-table discussions of images and ideas in the Book of Genesis. Each of the four monthly round-tables will be held on the first Tuesday of the month, continuing into January, 2016. The first round-table will discuss “The Tree of Life vs. The Tree of Knowledge.”
 - Teens! Anime Club: Weds., Oct. 7th, at 4 p.m. Get animated over anime! Teens, ages 12-18, can drop in to talk about their favorite (or least favorite) manga, watch this week's selection of anime, and try your hand at drawing your own characters. This program was made possible by a generous gift of the P&G Fund of the Greater Cincinnati Foundation and takes place in the Androscoggin Community Room.
 - Lizzie Borden on Trial: Murder, Ethnicity, Gender: Thurs., Oct. 8th, at 6:30 p.m. Joseph A. Conforti brings to life the Gilded Age of Fall River in this engaging portrait of Lizzie Borden's world. Conforti will talk about the infamous murder and his research. He will have books available for purchase and will sign copies if requested.
 - Mystery and Thriller Writer Gerry Boyle: Sat., Oct. 10th, at 10 a.m. Maine writer Gerry Boyle will be at the Library for a book signing and reading. His new book, “Once Burned,” is the 10th novel in the Jack McMorrows series.
- 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.

Weekly Report
Week Ending October 2, 2015

City Clerk

- We Issued the following:
 - 1 birth certificate
 - 37 death certificates
 - 8 marriage certificates
 - 5 marriage licenses
 - 10 disposition permits
 - 10 garage sale permits
- Received 5 renewal business license applications and issued 1 renewal license
- We continue to struggle with staffing for the November election
- We validated 204 petition signatures
- Staff completed AVS ballot *audio* proofing and will test the AVS machines and ballots within the next few weeks
- Approved Absentee and regular ballot proofing
- Completed approximately 200 voter registration cards/changes in the Central Voter Registration system
- Worked on minutes of the 9/21/2015 Council meetings
- Prepared the agenda packet for the 10/05/2015 Council meeting
- Staff prepared labels and posted them on post cards and ran them through the mail machine (approximately 7,900 cards) notifying voters of the redistricting or ward assignment changes

Community Development

- The loan portfolio generated revenues of \$25,890 in the month of September. Loan funds disbursed for ongoing rehab projects during this same period totaled \$19,825.
- The Citizens Advisory Committee met in September to review the progress made this past year and accomplishments against the 5-year Consolidated Plan. The committee was pleased that the majority of goals were achieved and appreciated that the projected outcomes established in 2010 were not low numbers for fear they would not be achieved.
- The Consolidated Annual Performance and Evaluation Report was submitted to the Department of Housing and Urban Development. The full report will be available on the Community Development website.
- Staff completed 7 Healthy Homes inspections for the Lead Hazard Control Grant, now a total of 21.

Finance

- The Finance Director was on vacation week ending October 2.
- The Tax Office has processed the following transactions for the week ending September 25th:
 1. Motor Vehicle Registrations (Counter) - 271
 2. Motor Vehicle Registrations (Online) - 52
 3. Registered 5 ATV's and 3 Boats, Issued 5 hunting/fishing licenses, 1 marriage license and 2 dogs
- The Tax Office has been busy contacting anyone who has a tax bill that was returned to us. We are sending out a copy of the tax bill with an address correction form so that the Assessing Department can have the most up-to-date address.

Weekly Report
Week Ending October 2, 2015

- We have been working with the City Attorney to be sure that all parties of interest have been notified on our Tax Acquired list. These will be going to the Council for their recommendations on the disposition of these properties.
- 159 taxpayers have signed up for the “Budget Agreement”. The deadline is October 1
- Preparing RFP and specs for the salt brine maker
- Communicating with Revision Energy about Solar Opportunities
- Addressing roof leaks due to heavy rain

Fire

- Crews assisted staff at K-Mart for their “National Safety Weekend” on both Saturday and Sunday.
- Crews conducted fire drills at several Auburn schools this week. This activity will continue till the completion of Fire Prevention Week.
- Staff worked on Plans Review for the old APD building at 1 Minot Avenue.
- Staff continued the process of securing a “Tactical” radio frequency for fire ground operations.
- Staff did additional pre occupancy inspections at the Sapphire Entertainment club being renovated at the old “Club Texas” location on Center Street.
- Polish Fire Officer Cadet Cizewski gave a second lecture to first and second year students at SMCC on the Fire Service in Poland. He then spent a day with both the Lewiston Fire Department and the Poland Fire Department. He also toured the State House in Augusta with one of our local representatives. On Wednesday 9/30, he returned to his native Poland having completed his 30 day internship.
- For the week of September 24th to September 30th, we responded to 73 calls for service. These include, but are not limited to: 46 Emergency Medical calls, 2 Motor Vehicle Accidents, 0 with injuries, 5 Fire Alarms, 8 service calls, and 8 Hazardous Condition calls. We provided no mutual aid assist and received no mutual aid responses during this period. We provided 4 EMS Mutual Aid assists during this period.

Health and Social Services

- September billing for General Assistance was done this week. We paid out \$7,946 in assistance with \$5,298 going towards rental, and \$2,355 towards cremations. The balance was on Central Maine Power and medication.
- Two clients reimbursed us a total of \$288 for assistance paid out on their behalf.

Human Resources

- Friday 10/2 is the application deadline for joint recruitment with Lewiston for Firefighter/Paramedics.
- Recruitments are underway for Public Services Director, Deputy Public Services Director. We decided to hold simultaneous recruitments for Public Services Director and Deputy Director as the experience, education and required skill set is similar and we believe many candidates will apply for both positions. The new Public Services Director will be involved in the hiring for the new Deputy should there be a vacancy in that position. There will be a ready pool of candidates for consideration for the Deputy position and this should expedite the process.

Weekly Report

Week Ending October 2, 2015

- Staff continues to work on the Employee Recognition Event scheduled for the end of October.
- Staff has met with representatives of United Way in preparation of the Charitable Giving Campaign soon to be underway.
- Staff participated in the bi-monthly claims review meeting. Other participants included representatives of WorkMed Occupational Health Services; Cross Insurance, the City's third party administrator and the School Department.
- Staff re-enrolled two of our returning veterans – Brian Martin of the Fire Department and Scott Laliberte of the Police Department – back into their various benefits plans. Welcome back to both of these returning veterans and to all City of Auburn employees who are serving or have served their country.

IT

- Staff toured the Ingersoll Turf Facility with our networking consultant to start planning the Wi-Fi system there. We think we'll be able to segregate the public traffic onto the facility's existing dedicated internet connection, while keeping staff connecting through ours.
- Delivered our first Windows 8 desktop machine, to CDBG. We've not felt a need to go to W8 on desktop machines, since the benefits of W8 are mostly for touch-screen use on laptops and tablets. CDBG was unable to find a W7 desktop to purchase locally, so they purchased W8 Pro. A few minor adjustments to our routine install, but nothing daunting.
- Our Summer GIS intern, Derek Richards, will be coming in one day a week. He'll be finishing up the Summer projects, and, at staff's direction, filling in as much as possible until our staff is back on a regular schedule.

Norway Savings Bank Arena

General

- Mezzanine Remodel Underway
- Norway Savings Bank – Mascot discussion and ideas
- Media and Marketing Meeting w/ Denis
- Evergreen Printing – Finalized proofs on Maine vs. Brown ticket stock (Should be in hand on October 6)
- St. Dom's – Renting facility on October 8 from 3:00 pm to 7:00 pm
- Central Maine Community College – Using Penalty Box Tavern on October 17th for Alumni Event

Ice

- Players Edge
- Men's League
- Women's League
- Shinny
- Public Skate
- Maine Gladiators
- LA Seniors

Marc's Meetings

- Jasmine McLoughlin (Hosting Father and Daughter Event)
- Summer Ice Meeting

Weekly Report
Week Ending October 2, 2015

- LA Harley Proposal – HOF Exhibit

Partnership Meetings

- Gendron & Gendron
- Maine Paper
- Merrymeeting Behavioral HS
- HiIton Garden Inn
- Tim Hortons
- Energy Solutions
- Helmkamp Dental
- Hannaford
- Center Street Dental (Finalizing details on hosting Candy Buy Back program)
- Velocity Cheer

Marc and Jason Meeting

- Planet Hockey (Summer Hockey Camp for 2016)
- Meeting with Auburn PD – Discussed and scheduled coverage for all 2015-2016 high school games

Jason Ops Tasks

- Siding Cleaned
- H.S. Hockey Schedule finalized
- Secured Girls Youth hockey State Playoffs
- Tournament scheduling still ongoing
- Summer ice scheduling commencing

Planning

- Downtown Auburn Transportation Center (DATC)-The DATC is expected to be rebid the first week of October. Estimates for alternatives to install a sanitary sewer for the DATC have been received. A pump station and 2 inch (temporary) line will cost around \$45,000 and an 8 inch line that can serve the development needs of the future Great Falls area is \$145,000, with \$10,000 of that amount needed to connect to the Esplanade.
- New Auburn Riverway and Greenway RFP- A revised contract, timeline and scope of services is under review by the City Attorney. The Staff is awaiting a summary report on current conditions and recommendations on how to promote the economic revitalization of New Auburn and its surrounding neighborhoods from RKG Economic Development consultants based on its tour and visit to downtown Auburn and New Auburn.
- Other Activity-The Planning Staff attended a “Small Developer Boot Camp” on September 28 and 29 that was sponsored by the Lewiston Auburn Economic Growth Council. The Boot Camp was very informative and a number of connections were made.
- Form Based Code-The Staff is wrapping up the final draft of the Form Based Code and will send it to the Planning Board on October 7th for a workshop on October 13th.
- The Planning Staff met with Assistant City Manager Denis D’Auteuil to discuss project prioritization. Current position vacancies and a number of high priority projects are making it necessary put some projects on standby to complete work that the current Council wanted before the end of the current terms.

Weekly Report
Week Ending October 2, 2015

- We will be seeking Council and public input regarding the land lease possibility at Oak Hill Cemetery. The project could create a revenue stream for cemetery maintenance and new tax revenues.
- Redzone wireless will be offering an exciting new wireless internet service in Auburn that has not yet been available. Staff is working with them to see if their privately funded service can be tailored to promote municipal goals and economic development in our urban core.
- Staff is working with Verizon Wireless to see if municipal utility poles could serve as micro-cellular sites to improve cellular service and move some cellular traffic from their larger sites to preserve capacity. This will result in an income stream for the City if an agreement is reached.
- We recently learned that Central Maine Power had modified their clearing plans for utility line upgrades along the Androscoggin River near North River Road. The modified plans could have impacted scenic views of the river and scenic views of farmland from the river. Central Maine Power quickly agreed to meet onsite and made substantial compromise to address City and resident concerns, while still meeting safety and power reliability regulations. Staff appreciates CMP's accommodations to help us protect the River aesthetics and environment and property owner Maurice Keene's efforts reaching out to the city when it looked like the plans had changed.

Police

- The department handled 675 calls for service this week. Officers conducted 146 motor vehicle stops and 24 field interviews. Officers investigated 72 offenses of which, 3 of which were felonies, generating 21 arrests, 23 criminal summonses and 3 juvenile arrests. Officers responded to 27 motor vehicle crashes.
- Officer Jason Croft has been selected to replace Officer Don Cousins as the School Resource Officer for Auburn Middle School.

Public Services

- Provided assistance to department supervisors in determining maintenance responsibility for a number of drainage structures.
- Working on acquiring additional Temporary Construction Rights deemed needed on Riverside Dr LAP
- 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.
- Reviewed draft deed description for the conveyance of Hickery Drive to the City upon acceptance by Council.
- 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.
- 600 tons of salt has been delivered to Auburn Public Works and is stored in our salt shed
- Crews had winter plow training both classroom and hands on; hooking up plow and wing as well as hands on installing tire chains on Tuesday
- Crews were busy installing headgear on trucks in preparation for winter.
- Crews have begun to sweep leaves where needed

Weekly Report
Week Ending October 2, 2015

- Crews cleaned 40 catch basins and flushed culverts that clogged due to heavy rains.
- Crews prepared concrete floor for oil line installation to generator for Ingersoll as well as fixed ramps to the outside doors.
- Crews finished the special project (bus shelters) (4) four new shelters were assembled throughout the city the crews did a great job getting this done in a timely manner!
- Crews continue their due diligence on basin and sink hole repair.
- Crews opened dam at Pettengill due to heavy rains and possible flooding.
- Our facilities crew continue assist with maintenance and assisting others
- Our tool crib crew: continues to maintain our small implements and daily work supply's.
- 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.
- Sign work around the city continues; replacing and or fixing faded and damaged signs.
- Roadside mowing continues around Summer St., Park Ave., Mouth Auburn Ave., and Turner St. as well as construction areas ready to have lines painted and maintenance sweeping throughout the City.
- Crews were out straight on Wednesday during the heavy rain storm.
- Crews have been working on a driveway pipe having to replace with a larger culvert and ditching work on Vickery Road
- 2015 MPI Project- Broad Street Mill & Overlay. Project complete.
- 2014 MPI Project- Lake Street (Park Ave to the CUL). Complete.
- 2015 Reclamation Project- Valview Dr, Summer St. (Park Ave to Mount Auburn Ave) Base course of asphalt on driveway aprons complete on Valview Drive. Ditching starting this week. Summer Street has been base paved and the intersection with Mount Auburn Ave has been altered. Ditching to begin next week.
- Transportation Project at Great Falls- Water main extension completed. Sewer main extension remains.
- 2015 Reconstruction Project- Davis Ave, Seventh St and Tyler St. Tyler Street and Seventh Street complete. Davis Ave has been base paved, structures are being raised to grade and curbing is being placed this week and next.
- Perkins Ridge Road Culvert Replacement- Project nearly completed, paving scheduled on 10/1.
- Stormwater Management- Reviewing the results of the DEP audit. Continuing compliance on Permit Year 3.
- 2015 Demolition Project- 14 Newbury Street has been demolished.