

# 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 9, 2015

### Assessing

- Staff is processing the Business Equipment Reimbursement Forms. Processing will continue through December.
- Staff is also working on the Municipal Valuation Return which is due back to the State November 1, 2015. This is a detailed report of valuation of land, buildings, exemptions, special land use classification, personal property, major increases and decreases in value, loss of value due to fires etc. The State creates a statistical summary from the data collected from the municipalities for the State Valuation. The report typically takes 1 week to complete with 2 staff members working full time on it.
- In order for the Assessing Department to be situated together we will be moving two of the staff. The Department should be set up in the new area by Tuesday, October 13th.
- Additional projects staff is working on include:
  - 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 completion;

### Auburn Public Library

- The Library will be closed on Mon., Oct. 12<sup>th</sup>, for Columbus Day.
- The Library will delay its opening until 10 a.m. on Weds., 10/14, for staff training.
- Tech for Seniors is a multi-library collaboration that includes the Library. It is part of a leadership grant that the Maine State Library received. We have been working on developing our project to engage Seniors more with technology since March and we are now ready to launch it. On Weds., 10/14, from 10 a.m. to Noon we will be hosting a class for Seniors (Age 60+) that will help us introduce the tablet devices we purchased to help people become more comfortable with technology. BoomerTECH Adventures will facilitate the program to demonstrate tablet technology and how to better connect with the Internet. Class size is limited so please register by calling 207.333.6640 x 2020.

## Weekly Report

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- The Library is very pleased to welcome Great Falls TV to our Media Lab. Meetings have already been scheduled to begin the transition.
- A member of the Collection Services staff attended a “Lead the Change” symposium in Manchester, NH, on Sept. 25<sup>th</sup>, for a program on improving collections to engage more readers and learning about current trends in public library collections.
- The Portland Public Library invited two staff members to their staff training on Tues., Oct. 5<sup>th</sup>, on writing book reviews and learning more about “Self-e,” the new online service that the Auburn and Lewiston libraries are offering for publishing local authors’ books. Right now only adult level fiction manuscripts are being accepted. The company hopes to add non-fiction and Young Adult in the near future.
- The Library was represented at the Central Maine Library District Fall Council Meeting in Augusta on Weds., 10/7. The meeting featured workshops on current trends in data collection and sustained fundraising.
- The vacant shelver position has been filled by a long-time and very valuable volunteer.
- Upcoming programs include:
  - Mystery and Thriller Writer Gerry Boyle: Sat., Oct. 10<sup>th</sup>, 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 McMorro series.
  - KIDS! Fun with French Storytime: Tues., Oct. 13<sup>th</sup>, at 10 a.m. Join us in the Maggie Trafton Program room for a special French storytime with local French teacher, Doris Bonneau. Madame Bonneau will be reading and singing in French and showcasing our newest French Literacy kit on "Families". We hope you will come join the fun. All are welcome.
  - Classic Tuesday Matinees - His Girl Friday: Tues., Oct. 13<sup>th</sup>, at 2 p.m. Classic Tuesday matinees continue with a showing of “His Girl Friday.” When hard-charging New York newspaper editor Walter Burns (Cary Grant) discovers that his ex-wife, investigative reporter Hildy Johnson (Rosalind Russell), has gotten engaged to milquetoast insurance agent Bruce Baldwin (Ralph Bellamy), he unsuccessfully tries to lure her away from tame domestic life with a story about the impending execution of convicted murderer Earl Williams. But when Hildy discovers Williams may be innocent, her reporter instincts take over. One of the great American screwball films.
  - College Night for Teens and their Parents: Thurs., Oct. 15<sup>th</sup>, at 5:30 p.m. Join admissions representatives from eight colleges and universities as they sit on a panel facilitated by College for Maine Androscoggin. Following the panel discussion and a brief Q&A session, in college fair format admissions reps will be available with information specific to their schools. To register (requested), click the link below or contact the Reference Desk at 333-6640, ext. 4.
- 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

- We Issued the following:
  - 8 birth certificate
  - 30 death certificates
  - 16 marriage certificates

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- 2 marriage licenses
- 9 disposition permits
- 4 garage sale permits
- 1 Taxi Driver permit
- Received 3 renewal and 2 new business license applications and issued 1 renewal license
- Absentee ballots came in on Friday October 2, and staff counted and proofed them
- Absentee voting has started and ballots have been mailed to 97 voters and 6 have voted in person
- Staff contacted Washburn, Fairview, Auburn Middle, and Sherwood Heights schools to schedule AVS testing which will be done on Friday, October 9th
- Calls have started coming in as a result of the post cards that were mailed out to voters regarding redistricting and change of Ward assignment to voters in Wards 3 and 4
- We continue to work on staffing for the November election
- We received 62 petitions
- Completed approximately 70 voter registration cards/changes in the Central Voter Registration system

### Community Development

- The Community Development Loan Committee approved 3 applications for \$49,269, and denied one application for \$10,000.
- The Semi-Annual Labor Relations Report was submitted to Department of Housing and Urban Development.

### Fire

- Crews assisted staff at Home Depot's "Kids Safety Workshop" on Saturday
- Crews conducted fire drills at several Auburn schools this week. This activity will continue till the completion of Fire Prevention Week.
- Crews have started site visits and hosting visits at the stations for the duration of "Fire Prevention Month"
- Staff inspected work done at the old APD building at 1 Minot Avenue.
- Staff continued the process of securing a "Tactical" radio frequency for fire ground operations.
- Staff did a temporary C of O inspection at 55 Logistics Drive and a final C of O at Ingersoll Arena.
- Crews held their monthly Blood Pressure clinics at Auburn Housing buildings.
- Staff is dealing with several code issues at both 431 Turner Street and 124 Goff Street. Staff is working with the property owners to assist them with compliance.
- Crews participated in a mandatory OSHA refresher training with Trench Rescue this month. This training is in conjunction with training for Public Services personnel also.
- For the week of October 1<sup>st</sup> to October 7<sup>th</sup>, we responded to 85 calls for service. These include, but are not limited to: 1 Kitchen Fire and 1 unattended outdoor burn, 64 Emergency Medical calls, 3 Motor Vehicle Accidents, 2 with injuries, 1 Vehicle Extrication mutual aid to Mechanic Falls, 3 Fire Alarms, 8 service calls, and 2 Hazardous Condition calls. We provided 2 mutual aid assists and received no mutual aid responses during this period. We provided 1 EMS Mutual Aid assists during this period.

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**Health and Social Services**

- Received SSI reimbursement in the amount of \$215.84 for assistance granted to a client while waiting for their disability to come in.
- We received our Goodwill voucher allotment for the next 3 months. This service is provided to people in need who cannot afford clothing. Last quarter we gave out 58, \$10 vouchers to 29 people.

**IT**

- Recently, professors from Bates College contacted us to obtain mapping data for Mt. Apatite for use in student assignments. Staff's current restricted work duty meant that it wasn't possible to access the data files, which are located on our GIS server. But, because the requested data is also available on our new MapAuburn website, which utilizes off-site data storage, we were able to direct the students to MapAuburn. As it turns out, this process was simpler and faster. Staff received a follow-up email from the Bates professors indicating that the process worked perfectly.
- Staff updated the CDBG online mapping application used by CDBG staff. The original application was one of the first MapAuburn applications built, and was in need of an update. We standardized the interface, added data layers, and updated security features.
- The MapAuburn interface is undergoing a face-lift. Staff has created new, updated icons for all public and staff applications which are based on the stylistic design of the auburnmaine.gov website. We have also updated the metadata for each map and application and are in the process of making similar updates to the data files including the reorganization of the back-of-house data structure.
- Staff met with Great Falls TV staff to begin the move process. We've asked Time Warner Cable to provision the circuits into Auburn Hall to the same configuration as the ones that currently go to GFTV's site at the Community College. The instant that takes place we will begin the physical move of the distribution equipment. GFTV staff have been busy prepping for the move, and evaluating what equipment needs to move and what may be discarded.
- We'll be replacing several PCs in the Patrol Division. The first wave arrived, they'll need to be configured and then deployed.

**Norway Savings Bank Arena**

General

- Mezzanine Remodel Underway
- CMCC Hockey Team Announcement
- Gladiators GIVE Meetings ~ Held in Mezzanine
- Merrymeeting Behavior Health Meeting ~ Tavern
- St. Doms Board meeting held in Penalty Box Tavern
- Rinkboards are starting to be ordered – Will be ready for October 23<sup>rd</sup> in Rink #1.

Ice

- Players Edge
- Men's League
- Women's League
- Shinny
- Public Skate

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- Maine Gladiators
- LA Seniors

Marc's Meetings

- Stephanie Cote ~ Honor Wall
- Auburn FDI Match
- Anthem Auditions Underway
- Men's League – Captains meeting to kick off season

Partnership Meetings

- US Navy (Proposal stage – Meeting went well and are interested in seeing more information)
- Maine Optometry (Finalized sponsorship = \$1700 for Ingersoll and Norway Savings Bank Arena)
- Fontaine Family Realty
- Spillers (Qualification stage)
- Penmor – (Finalized sponsorship – \$1000 in-kind trade – Will start working on new media kit for Ingersoll and NSBA)

Jason Ops Tasks

- Ice maintenance
- UMO Game Ops Meeting w/ Marc & Jen
- Redesign Cleaning Protocol
- Develop Ice Rental Projections
- Continue Ice Scheduling
- USA Hockey Referee Clinic – Meeting
- Olympia Maintenance.
- Staffing

**Police**

- The department handled 608 calls for service this week. Officers conducted 141 motor vehicle stops, which were cleared with 102 warnings, 32 summonses and 7 arrests. Officers investigated 71 offenses of which, 3 of which were felonies, generating 21 arrests, 25 criminal summonses and 4 juvenile arrests. Officers responded to 25 motor vehicle crashes.
- The department is hosting a Rape Aggression Defense (RAD) class at Central Maine Community College with fifteen women participating.
- The Department's Employee Recognition Committee is finalizing their work in preparation for the department's first annual awards ceremony to be held in November.

**Public Services**

- 2015 Reclamation Project- Valview Dr, Summer St. (Park Ave to Mount Auburn Ave)  
Crews are working on loam and ditching on Valview Dr. 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.

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- 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 complete.
- Stormwater Management- Reviewing the results of the DEP audit. Continuing compliance on Permit Year 3.
- 2015 Demolition Project- 14 Newbury Street has been demolished.
- Crew attended a workplace violence training and well as winter training which included: Loader, Vehicle Inspection Reporting and Cirrus controls
- Crews were busy doing maintenance sweeping around the City
- Crew continued to work on Vickery Road driveway culverts and ditching
- The welding crew have been working on the new lock mechanism of the front gate; and installing of box so they can collect leaves
- This week fleet had 18 work orders, 11 are completed for Auburn Public Services as of today. Crews had four for Police Department, with state inspections and PMs all complete.
- Fleet Vehicle info: Vehicle 86 crews are making repairs on cab floor in # 24; Vehicles currently down for maintenance and or other work including pre-winter installations, PM's # 3,24,49,50,72,212, 80,44,104; Vehicle that are going out for body work # 38,39
- Crews were busy cleaning out 60 catch basins.
- Crews continue Roadside mowing on 16s run
- Crews dug out behind central fire so staff can have trench rescue training.
- Crews were busy working on the constructing a turnaround at the end of Allen Ave.
- Crews are busy grading Lane Road
- Sign work around the city continues; replacing and or fixing faded and damaged signs.
- Crews have begun to sweep leaves where needed
- Our facilities crew continue assist with maintenance and assisting others
- 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.

**Turf**

Construction:

- Received Certificate of Occupancy and officially open
- Put together all soccer and lacrosse goals
- Installed all bleachers and players benches
- Grand Opening scheduled for 5:30pm on Friday 10/9

Rentals:

- Finalized field rental with Coastal Field Hockey
- Finalized field rental with fitness group Prime 360
- Continuing work with Next Pitch/Prime 360 Baseball/Softball group
- Working with Lisbon Youth Softball on youth indoor softball league
- Met with Bryan Wallace, CM soccer coach on possible youth soccer leagues/clinics

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- Session 1 of Co-Ed Adult Soccer is currently full with eight total teams.
- Working with the Recreation Department on lining up new youth programs to be run by the Rec. Dept. but held in Ingersoll

Advertising/Promotional Meetings:

- PenMore agreed on a joint partnership with Ingersoll Turf Facility and Norway Savings Bank Arena
- Center St. Dental signed for a one year contract
- Buffalo Wild Wings signed for a one year contract
- Auburn Plaza Family Dentistry signed for a one year contract
- Met with Gippers
- Met with Northeast Charter
- Met with L/A Harley