



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending November 20, 2015

Assessing

- The City Clerk has received an application for the Board of Assessment Review. The Board of Assessment Review according to the City Charter, is a five member Board. This will increase the number of members to three. Staff will continue to do their due diligence to fill the remaining vacant positions.
- Two members of the staff viewed the webinar; Appraising Commercial and Complex Properties in a Historic Area. The training provides required credits towards the Certified Maine Assessor designation.
- Two staff members are sitting for their Certified Maine Assessor designation test on Thursday November 19th.
- The Assessor met with William Healy, City of Lewiston Assessor, and Mike Rogers, Maine Revenue Service, to discuss the valuation of the Gulf Island, Deer Rips and West Pitch dams.

Auburn Public Library

- The Library will be closed on Thurs., Nov. 26th, for the Thanksgiving holiday. We will resume our regular hours on Fri., Nov. 27th.
- The Library's Teen Librarian attended a planning session in Chicago for the American Library Association's "Great Stories Club" program that we received a grant for. We will be working with the Boys and Girls Club to implement this program for our at-risk teens.
- The Library is continuing to host through the end of the year a pinhole photography exhibit that features the works of veterans. "To Bridge the Gap: Loss and Re-Creation of Identity," organized by artist Adam Ogden, was designed as a means of emotional therapy to help veterans regain their grasp on who they are by providing and exercise for their hands, their eyes, and their mind. The

Weekly Report

Week Ending November 20, 2015

exhibit is located in the Androscoggin Community Room. Please inquire at the main circulation desk about access to the exhibit.

- The Library will feature a family movie time in support of the Thanksgiving Holiday weekend activities. Please join us on Sat., Nov. 28th, at 1 p.m. for "Cinderella." Snacks will be provided and parents must be present with their child for the program.
- If you need a break from the holiday weekend shopping and family celebration madness, please join us on Sat., Nov. 28th, at 11 a.m. for our weekly meditation class to rejuvenate your mind and body.
- Registration is open for our annual Gingerbread House program. Once again the Wallace family is leading children in grades 3 through 12 in creating miniature cottages. The workshops will take place on Sat., Dec. 12th, at either 9:30 or 11:00 a.m. Registration is required. Please call the Library at 333-6640 x 3 or register online.
- As always, please check our website for updated programming and information about new books and movies. www.auburnpubliclibrary.org

City Clerk

- We Issued the following:
 - 2 birth certificate
 - 71 death certificates
 - 4 marriage certificates
 - 1 marriage licenses
 - 7 disposition permits
 - 1 garage sale permits
 - 22 business licenses
 - 1 taxi driver license
- Received 3 business license applications
- We still continue to work on sending change of address confirmation cards to voters who were mailed post cards last month that have come back as undeliverable and the putting voters in "inactive" status if the Change of Address Confirmation Cards come back as undeliverable
- Worked on the minutes of the 11/16/2015 meeting
- Received 183 petitions (An Act to Raise the Minimum Wage and An Act to Establish the Fund to Advance Public Kindergarten to Grade 12 Education, and an Act to Legalizing Marijuana) and staff verified 851 signatures
- The City Clerk attended the New England City and Town Clerks' Association's Annual Conference

Community Development

- Another meeting with the steering committee for the community garden. Reviewed the work plan for 2016 to get the Webster Street garden off the ground and work towards a second garden. Working with Lewiston Regional Technical and the Take 2 program to seek assistance to build the shed and raised beds.
- Met with councilor-elect Andrew Titus and Robert Stone.

Finance

- Began work on CIP forms for FY 17 and budget spreadsheets for FY 17
- Reviewed new GASB required disclosure with the auditors. The new GASB rule increased the financial report by 15 pages of new disclosures.
- Met with Jeremy Gatcomb (director at Ingersoll) to go over the budget and CIP procedures
- The Tax Office has processed the following transactions for the weeks ending November 7th and 14th combined:
 - Motor Vehicle Registrations (Counter) - 602
 - Motor Vehicle Registrations (Online) - 106
 - Registered 5 ATV's and 23 Snowmobiles, Issued 6 hunting/fishing licenses and 23 dog licenses.
- Met with Fire Department to review facilities needs in preparation of FY 17 CIP.
- Monitoring the work on the Central Fire Station floor repair.
- Clean up of the Parks Garage is ongoing.

Fire

- Staff completed an inspection of the Community Little Theater with an inspector from the Maine State Fire Marshal's Office.
- Staff met with the representative of the former St. Louis Church to review possible future uses of the building.
- Staff met with the City's GIS director to discuss opportunities for GIS and Public Safety to utilize emerging technologies.
- Crews responded to Lewiston twice for mutual aid assistance at structure fires in their city. They also responded to cover a motor vehicle accident which happened during one of the fire calls.
- Staff and crews worked with and assisted contractors in the repair of AFD Central Station's main floor. Work is scheduled to be complete by Friday 11/20/15.
- Crews responded to an outside fire which damaged an exterior sign at Kohl's Department store. The fire apparently started in a large planter in front of the building and was most likely caused by improper disposal of smoking material.

Weekly Report

Week Ending November 20, 2015

- Crews had to perform a search and rescue of an injured hiker in Mt. Apatite Park on one of the walking trails. The victim was found about $\frac{3}{4}$ of a mile from the road and was removed by means of the COBRA Team's off road vehicle and was transported by AFD to the hospital.
- Crews conducted "MAYDAY" and EMS training this past week.
- For the week of November 12th to November 18th, we responded to 75 calls for service. These include, but are not limited to: 1 fire at Kohl's, 1 grass fires, 1 vehicle fire, 43 Emergency Medical calls, 7 Motor Vehicle Accidents - 1 with injuries, 5 hazardous condition calls, 8 service calls, and 6 Fire Alarm calls. We provided 3 mutual aid assists to Lewiston Fire and received 1 mutual aid responses during this period. We provided 1 Paramedic intercept during this period.

Health and Social Services

- Staff has been out on bereavement leave this week.
- We received a number of calls from people claiming to be homeless and requesting security deposits.
- Worked closely with Auburn Housing to coordinate services for mutual clients.
- Attended the Bridges Steering meeting on Monday

Human Resources

- Staff attended a workshop hosted by the Maine Local Government Human Resources Association on the Fundamentals of Negotiations and Labor Relations. This workshop covered the negotiations process from preparing for negotiations to the dispute resolution process.
- City and School staff participated in the quarterly claims review meeting with the City's occupational medical provider and the City's third party administrator for the self-insured Workers' Compensation Program.
- Ads for Second Shift Mechanic were posted this week.
- Staff administered a Police Sergeant/Corporal promotional exam for 8 internal candidates.

IT

- Staff met with the Androscoggin Chapter of the Maine State Surveyors Association to review our public mapping applications. The group was helpful in providing feedback on features of website that are useful, the items that could be improved, and additional features that would be useful for them. Many of the requested features are already planned for future upgrades, and others will be explored. We also explored a number of options for data sharing – for example

Weekly Report

Week Ending November 20, 2015

benchmark locations throughout the city. Overall, it was a great way to establish a dialog with this group. We plan to continue discussions through email.

- Design of a map based application to track sponsorship banners in the Ingersoll Arena has been in test/demo phase for several months. Based on discussions with Recreation staff, we have completed testing and created a final, updated, geodatabase design. In the next few weeks we will update the geodatabase and maps to the new design and roll out the finished product to Ingersoll staff.
- Staff attended a meeting of the Conservation Commission, to outline the city's mapping capabilities and ways that GIS might be useful in any projects that come their way. We discussed how the technology has helped on a number of planning-specific projects and also provided a broad overview of the services we can provide.
- Staff delivered a replacement computer to the Assessing staffer who's last one caught fire. Just another day in municipal service.
- Staff will be creating user accounts and email addresses for the new elected officials.
- The web adaptor for the new GIS server is in place, and we will be transitioning to the new server soon. The web adaptor acts somewhat like a firewall between the server and the public.
- The Police Department's IAPro and BlueTeam software is being upgraded prior to a training class next week.

Planning

- Form Based Code-The Staff is preparing a mailing to all property owners to encourage their attendance of the public hearing on the proposed Form Based Code for Downtown Auburn and New Auburn. The letter will provide basic information on Form Based Code and a link to the City's website for additional information. These property owners, the City Council and general public will be invited to a second public hearing at the December 8th Planning Board meeting to ensure ample opportunity for understanding and input on the changes before the Planning Board makes a recommendation to the Council.
- The City Planner will speak to the New Auburn United Neighborhood Association next Tuesday to update them on the New Auburn Riverway and Greenway design, the Barker Mill Trail and the Form Based Code proposal.
- VHB, the consultant for the New Auburn Riverway and Greenway design and construction documents is now under contract. The revised work plan, timeline and initial public meeting schedule will be set soon. The staff is looking forward to starting work on the project.

Weekly Report

Week Ending November 20, 2015

- Eric Cousens, Doug Greene, Gary Johnson and Rosemary Mosher met with a group of surveyors Androscoggin County to discuss the city's digital mapping system and what the surveyor's mapping needs are.
- The City Planner is continuing the coordinated review of:
 - New parking lot at Hartt Transportation.
 - Additional parking area for K and R Auto at 900 Center Street.
 - Preliminary plans for the new park and ride facility at the I-95 interchange.
- The Downtown Auburn Transportation Center bid opening produced competitive bids this time. The bids are being reviewed for completeness and will be awarded soon. After award a construction schedule will be established.
- 358 Court Street Update – Staff has been speaking to the owner of the building frequently to have the exterior of the structure cleaned up promptly. Due to insurance delays that has taken too long and it is starting to impact abutters and debris has left the site. We have now issued a notice of violation and expect action by next week to avoid any monetary penalties. The Notice will help the owner apply pressure to the contractor and insurance company.
- With recent staff changes and moving additional staff to the first floor we are working on our file systems and archiving older records to make room for current needs. This is a major effort that may go unnoticed from the outside but is critical to fitting more staff into a smaller space.

Police

- The department handled 601 calls for service this week. Officers conducted 129 motor vehicle stops and 17 field interviews. Officers investigated 51 offenses of which, 5 of which were felonies, generating 13 arrests and 19 criminal summonses. Officers responded to 33 motor vehicle crashes.
- With the assistance of the Maine State Crime Lab, Detective Syphers is adding additional burglary charges to a grand jury indictment for a male responsible for a large portion of burglaries in the New Auburn area earlier this summer. The lab was able to link the subject to the burglaries via fingerprints collected by Detective Syphers.
- The recruitment process for current vacancies is in full swing. The application period as closed and applications are currently under review.
- A Sergeant's promotional process is underway with eight candidates participating. All eight did very well on the written exam and will be advancing to the oral board interview.
- Operational plans for Black Friday have been implemented. Several retailers have hired additional officers for security during the early morning rush.

Public Services

- 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 picking up numerous items left on the side of the road (debris, T.V.'s, mattresses, tires etc.)
- The construction projects are complete. The design and bidding for the upcoming fiscal year is in progress.
- Sign work around the city continues; replacing and or fixing faded and damaged signs, some areas of interest were Old Carriage Rd, Seventh St. Whitman Spring Rd. and any other areas of interest.
- 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 and did two days of outfall research.
- Crews continue cleaning leaves at Longley Park, Raymond Park and other areas around the City
- The grading crew have completed Butler Hill Rd.
- Crews continue painting basins lines near the East Hardscrabble Area
- Crews continue working on the Salt brine pad at the garage
- Crews continue working with the electrical division
- The hot patching crew are working on the North River Rd., Falcon Dr. South Main St and other areas within the City in need.
- Crews were busy cleaning up beaver issues one on Trapp Rd
- Crews continue to help support the Electrical Department
- Crews have begun putting up snow fence in preparation for winter, Penley Corner Rd is completed.
- The mechanics are busy preparing all the fleet getting ready for winter.

Recreation

- Football - Football has ended. Two teams advanced in their post season brackets, with strong finishes in their perspective playoff scenarios. Football banquets are wrapping up this week.
- Basketball - Youth basketball registrations wrapped up last week, however we are still accepting late registrations. There is a small increase in participation based on last year's numbers. Evaluations begin next week.
- Adult basketball registrations are still coming in, with the cut off on those 11/20.
- Holiday Parade - The plans for the Holiday parade are finally coming to an end. I have sent out information for groups to meet up at the municipal parking lot, across from victor news, in Lewiston the night of the event (Nov 28th). People are

Weekly Report

Week Ending November 20, 2015

expected to start arriving by 4:30 that day. Flyers have been printed and will go out to schools today.

- Winter Festival - Winter Festival plans are still underway. Committee meetings are being held every Tuesday at the Norway Savings Bank Arena. Times for meetings have been alternating. There are a lot of new ideas bouncing around on the topic but we are being sure not to take on too many things. We want to be sure what we do change is run and managed well and we have the volunteer support to help. The dates for this event are January 29th, 30th and 31st and all though we will still be holding some events and CMCC and Lost Valley, the bulk of our events will be held in the Festival Plaza area.
- Family Formal - The Family Formal is still in its planning process. This is going to be our unique take on the traditional Father Daughter Dance. The date for this event is February 20th and will go from 6:00 to 9:00. It will be held at the Norway Savings Bank Arena and Marc and I have been heading the planning together. Our major concern with this event is funding so we are still trying to assess how much we would need and where we could find the sponsorships before we move forward. Ticket prices are aimed to be around \$25 per parent and child couple.
- Ski Lessons - Lost Valley and Auburn rec are teaming up to bring ski lessons to Auburn's youth. Lost Valley is offering discounted rates for lessons to anyone who signs up through the Recreation Dept. Lessons for this program begin at \$75, with other fees tied to rentals and addition ski time if desired. Lessons begin the first week of January. Flyers will go out today. We went into this partnership with the goal of eventually introducing a "ski club" that will transport kids after school to the slopes to be picked up by parents.
- Breakfast with Santa - This planning of this program has been put on hold for the time being. It is a great idea but we don't really have the support needed to make it happen at this time. We will put the idea away until next year.
- Office Updates - We have begun the official transition to the new software (From activnet to Teamsideline). We will begin using the new software for adult leagues so we can be sure on how to use it effectively, and will be transitioning all programs over after the new year.
- We are still searching for more part time staff to help with gym coverage.

Turf

- Rentals:
 - Global Premier Soccer started their long term rental which takes place on Mondays and Thursdays
 - Working on field & batting cage rental with Kennebec Valley youth softball team

Weekly Report

Week Ending November 20, 2015

- Finalized batting cage rental with fitness group Prime 360 for daytime fitness classes
- Started communication with University of Maine Orono's Men's Baseball Team to do some winter clinics
- Finalized details with Lewiston girls soccer group on winter long training session
- Finalized dates/times with Bryan Wallace, CM soccer coach, for the new Androscoggin Youth Indoor Soccer organization
- Getting a lot of inquiries on birthday parties or family gatherings
- Continued scheduling of the batting cage area for both youth and adult use for the winter
- Advertising/Promotional Meetings:
 - Came to an agreement with Auburn Savings Bank for advertising in the facility
 - Came to an agreement on a dual sponsorship with Nu-image Awnings and Norway Savings Bank Arena
 - Came to an agreement on a dual sponsorship with Sam's Italian and Norway Savings Bank Arena
 - Continuing work with Gee & Bee Sporting Goods on possible advertising.
- Leagues/Programs:
 - Dates for Session 2 of Co-Ed Adult Soccer have been posted and ready for new registrations to take place
 - Working on finding more dates for Women's and Men's pick-up soccer nights
 - Finalizing dates/times/fees for youth open field times
 - Working with the Recreation Department on lining up new youth programs to be run by the Rec. Dept. but held in Ingersoll
 - Looking at dates/times for session 2 of Adult Whiffle Ball leagues for both Men's and Co-Ed
 - Started advertising for a high school soccer league for boys and girls