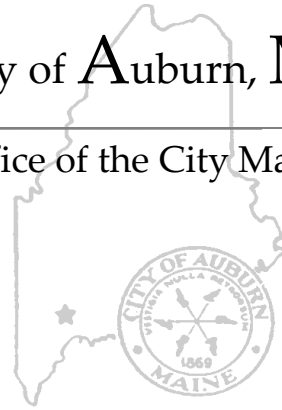


City of Auburn, Maine

Office of the City Manager



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

Assessing

- Joe and Katelyn completed the personal property business canvas. Thirty five new businesses were added.
- Staff prepared a mailing for homeowners currently receiving the Homestead Exemption. The letter explained the changes to the exemption proposed in the Governor's budget and how it will affect their taxes. Mailing went out Wednesday and Thursday.
- Concurrently with that mailing staff prepared the personal property mass mailing which went out on Thursday, March 12th.
- Staff is continuing permit inspections.

Auburn Public Library

- The monthly Board of Trustees meeting was held on Weds., 3/19. Suzanne Sullivan, Asst. Director, updated the board on her responsibilities, including collection development and our website. Other topics covered were our FY2016 proposed budget, fundraising, lending policies, the APL/LPL joint committee, and the 2016 strategic planning process.
- The Library received notice from Cornerstones of Science that we will be receiving a telescope from their organization which will be loanable to our customers. The telescope will arrive in the next month or two. We are still waiting to hear if Cornerstone's grant application to include us in a STEM program development project has been successful. The decision is due at any time. Unfortunately the 3-D printer grant application to 3D Systems Makerlab Club was not successful.
- The Estate of Ann Geiger, through the assistance of her son K.C., has made a donation to purchase a low vision reader. This reader will help our visually challenged customers with reading magazines, newspapers, and books along with assisting them in making out checks, filling out forms, and more.
- The Library will be hosting the Chamber's YPLAA After Hours on May 12th.
- The Library hosted the Public Services staff for coffee as a part of Dinny Sullivan Day on Sat., 3/14.
- APL Trustee Doris Bonneau was honored on Weds., 3/18, both at the State House in Augusta and at the Franco Center in Lewiston for her contributions to the preservation of the French culture in our community. Doris was inducted into the State's Franco-American

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Hall of Fame and received the Chevalier des Palmes Academiques from the government of France. Doris is currently working with our children's department to develop French language programming and enhance our French language collection.

- Our upcoming programs include:
 - National Alliance on Mental Illness Support Group: Mon., 3/23, 5:30 to 7:30 p.m. NAMI Maine is our state's and the nation's largest grassroots support, education and advocacy organization committed to the issue of mental illness. With seven affiliates and hundreds of members, NAMI Maine is an active voice for families, individuals and professionals whose daily lives are impacted by mental illness. If you are looking for some support then join us. No registration is required.
 - Teens! Media Club: Weds., 3/25, 4 to 5 p.m. Movies! Music! Graphic arts! If you can imagine it, you can create it in our Media Lab. Teens (ages 12-18) can join our Media Club. Make trailers, podcasts, and more that we'll post on our website. In the CREATE! Media Lab, second floor.
 - Parents on Board - Keys to School Success: Friday, 3/27, 9 a.m. to Noon. APL is pleased to partner with Advocates for Children in presenting a "Parents on Board" workshop for parents of school-aged children (5-12) designed to help parents encourage their children be more successful in school. This program will be facilitated by Nancy Reynolds and will focus on building better school-home relationships. Research shows that children of parents and caregivers who are involved in their education do better in school and in life. Space is limited so please call Advocates for Children at 783-3990 to register for this workshop.
 - Teen Life Skills - Teen Opportunities Fair: Sat., 3/28, 11 a.m. to 1 p.m. at the Lewiston Public Library. Looking for an internship or volunteer opportunity? Not sure if you should be taking classes or enrolling in college? Trying to apply for a job online but have no idea where to start? Come out to the 4th Annual Teen Opportunities Fair! Lewiston Public Library and Auburn Public Library have partnered to bring you this helpful and exciting event. There will be food and door prizes! This event takes place in Callahan Hall at the Lewiston Public Library and is just for teens, ages 13-19.
- Please let us know if you would like to be added to the list for our weekly online newsletter. Each Monday we send out a brief newsletter with important news about programs, new books, and more. Please email us at email@auburnpubliclibrary.org or give us a call.
- 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.

City Clerk

- Sue Clements-Dallaire, City Clerk attended the Maine Town and City Clerk's Association's Public Relations Committee meeting followed by the MTCCA Executive Board meeting Wednesday morning.
- Alison Pepin, Deputy City Clerk attended EDRS/EBRS (Electronic Death and Birth Registration Systems) training Wednesday afternoon.
- Staff attended the mandatory VDT (Video Display Terminal) training.
- We've begun the Board and Committee application process again. The deadline to submit applications for this round of appointments is April 21st. Applications are available on our website or by going to the City Clerk's office.

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- There is still time for residents to take out nomination papers for the At Large and Ward 5 School Committee seats that are vacant. Nomination papers are due back in the Clerk's Office on March 26th. As of today, two residents have taken out nomination papers.
- Mailed letters to the Taxi Cab companies requesting a current list of their drivers to ensure that all drivers have been licensed in Auburn.
- Transferred ballots (from the November 2014 Election) from the tamper proof boxes to cardboard boxes in accordance with Title 21-A. The Municipal ballots are ready to be securely disposed of (the State Law Title 30-A Sec. 2528 (9) requires these records be kept for at least 2 months).
- Assisted the Assessing Department with a large mailing.
- Received approximately 50 address change and voter registration cards from the Motor Vehicle Division and changes/additions were made in the Central Voter Registration System.
- Received 3 business license applications (2 renewals and 1 new), issued 1 business license (renewal), issued 3 Taxi Driver licenses, and mailed 6 business license reminder letters.
- Issued 2 birth certificates, 24 death certificates, 7 marriage certificates, 2 marriage licenses, and 7 burial permits.

Community Development

- The Finance Department requested the assistance of Hal Barter to manage a construction project to enclose the Social Services office with a wall, door and service window. That project is complete.
- An emergency loan application was processed for a project to repair a sewer line break. Normally our projects take a minimum of 30 days, but this one was done in 7 days. This project to replace the private section of the sewer line was accomplished by installing a pipe through the existing drain line eliminating the need to dig up the street.
- Hal Barter has been working with a client who installed a heating system and the unit malfunctioned after 9 months. The manufacturer has sold to out to another company and communication has been very challenging. The unit was condemned by the Fire Department, and a new unit was installed.
- A contract was signed with Planning Decisions for consulting services on a youth study.
- The planning for project improvements is nearly complete for the Shoemaker Alley project. The project will be ready for bidding later this spring.

Economic Development

- Conducted ongoing Mall Area business visitations & economic impact discussions in support of Norway Ice Arena;
- Conducted ongoing Downtown Auburn/New Auburn Form-Based Code redrafts & production;
- Engaged in discussion with Gaby Russell of Grow L+A & Platz Associates regarding local planning for upcoming "Build Maine" Conference II scheduled for May 21st & discussion on Downtown Auburn/New Auburn Form-Based Code production;
- Scheduled Downtown Auburn/New Auburn Form-Based Code "Lunch & Learn" presentation at the offices of Platz Associates for April 2nd;
- Attended Androscoggin County Chamber of Commerce Regional Image Committee Meeting;

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- Attended “Build Maine” Conference II local planning meeting with local & regional colleagues;
- Scheduled and participated in meeting with Steve Bostic, Senior VP TB Bank & Glen Ohlund, Community Development Manager TB Bank at TB Offices to discuss city-wide, as well as, downtown development & redevelopment program and prospective partnership opportunities between the bank/municipality/community/ and local development organizations;
- Composed DRAFT Press Release for the launch of the Ingersoll Arena reconstruction & repurposing project;
- Hosted a tour of a local facility for off shore developer/investor group. Drafted and delivered invitations to 5 members of foreign investor group to visit Auburn in early April.
- Continued discussions with three potential clients for land and/or facility leases of City owned property.

Finance

Finance Director

- Worked with the City Manager, Assistant City Manager and Department Directors to finalize the Managers Proposed FY16 Budget.
- Finalized the City Managers Proposed Budget for the Council Workshop on Monday, March 23, 2015.

The Facilities /Purchasing Manager has been working on various projects (listed below):

- Ingersoll contract negotiations
- Ingersoll construction has begun!
- Work with Staff team on Ingersoll start up process
- Reconfiguration of office space at Auburn Hall complete
- Mechanical controls work and upgrades at Public Works underway
- Working on bid for gasoline tank conversion
- Public Works Lighting Project complete, on to the punchlist
- Hasty Windows project underway(looking good)
- Working on Hasty Kitchen Remodel- kitchen equipment delivered, seeking quotes for work
- Destructive testing on Central Slab Floor, complete, received report, ready to RFP for complete repairs
- Updating work plan and vendor contract list
- Continuation of discussions of Workers Comp Bid with School, hiring a 3rd party consultant is likely
- Roof leak at PW repaired
- Striping/ Crosswalk bids received
- Wayfinding signs, prebid meeting
- Contract and performance meetings with Siemens
- Worked on Health Promotions RFP for Deb
- Put out Herbicide Bid

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Tax Office

- Property tax due date was Monday, March 16th. Tax Collections from March 1st through March 19th were \$12,114,006.
- Tax Collection rate as of 3/19/15 is 90.8%

Fire

- Crews responded to a Hazardous Materials incident in the Danville Junction area on 5/16/15. This event required a response from most of the department's personnel, the local COBRA Hazardous Materials Response Team (many of which are AFD personnel), local, state and federal agencies, transportation carriers, Auburn Police Department (including the Command Vehicle), and city safety officer. The incident was mitigated with no environmental damage, no injuries, and no direct threat to the citizens of Auburn. The event lasted for approximately 7 hours.
- Crews responded to a 20x30 foot shed fire on 5/15/15. The fire threatened the home, but was quickly knocked down and extinguished due to the fact that we were fully staffed with no other calls at the time. This allowed an appropriate level of personnel to achieve the necessary tasks in a timely manner, rather than having to approach needed tasks as personnel become available.
- FPO O'Connell performed final C of O for Dollar General on Minot Avenue.
- FPO O'Connell re-inspected an illegal apartment to assure that it now conformed to code.
- Crews attended training on Trauma Assessment and Staging Area Manager Program as part of NIMS.
- Crews performed training on vehicle extrication and air bags.
- For the week of March 12th to March 18th, we responded to 91 calls for service. These include, but are not limited to: 3 fire alarm call, 1 fire call, 1 Haz-Mat call, 72 Emergency Medical calls, 4 Motor Vehicle Accidents, 3 with injuries, 2 service calls and 7 Hazardous Condition calls. We provided no mutual aid assistance calls and received no mutual aid during this period. We also provided 1 EMS Mutual Aid call.

Human Resources

- Ray Lussier, Safety Coordinator, responded to the incident involving a chlorine leak from a railcar. He served as Safety Officer on the scene.
- Ray Lussier is working with Public Services Department on a hazardous materials spill plan.
- Chris Mumau, HR Assistant, attended a training for Office Managers and Administrative Assistants on a new application for MUNIS, the City's Finance and Payroll/HR System. This new Content Manager program allows the invoices to be scanned using a bar code which will be organized for easy viewing and retrieval. This will be a huge time saver from the method of manually searching through paper documents currently organized by payment month. We are working with Finance and ICT Departments for similar software for personnel records.
- The Human Resources Department has posted for Project Engineer. Qualifications include Bachelor's Degree in Civil Engineering and a Professional Engineer's License.
- The HR Department has also posted for Camp Counselors for the Recreation Department summer camp program which runs from the end of June through the second week in August. Over 20 counselors are needed for the program. Candidates who enjoy children and who want to help provide a fun experience to the campers are encouraged to apply.

IT

- Packaged, and emailed, additional GIS data layers for use by Woodard and Curran, our stormwater consultant.
- Extracted GIS data for a project area, packaged it and sent it to Engineering. The data is needed for an upcoming project.
- Worked with Facilities and Ravi Sharma to create a new, specialized mapping application that will allow us to track the sales of sponsorship banners in the Ingersoll facility. The application allows users to enter sales and contract information and to track the information using a dashboard application. The dashboard application will provide reports and statistics, tied to maps. Users will test the application next week.
- Discovered several permissions problems occurring within MapAuburn. Most of the problems have been resolved, but we are still working to discover the cause.
- The Tyler Content Manager (document management) implementation is proceeding well, and the end-users were trained on its use this week. Jill Cunningham, in Finance, has taken a leadership role in the project and has started uploading various types of documents to the TCM server, and mentoring other staff on its use. TCM is closely integrated with our MUNIS financial software.
- Although it appears to have gone un-noticed by staff, we temporarily lost the ability to program the elevator software due to a permissions error. The vendor was able to resolve the problem and we can once again add or adjust users, schedule the availability of floors, etc. Fortunately, none of those issues came up during the down time.
- Public Services staff will be attending a demo of the new version of Lucity 2015 on 3/30.. PS uses Lucity for managing inventories, work orders, and pavement management, among other features. The demo of the new release will be the first step in the process of upgrading to this newest version.
- We have worked out a scheme to pass detailed location information to the CommCenter when a staff person calls 911. At present, Auburn Hall calls just show “60 Court Street”, which seems like a much bigger place when seconds count. Some of our satellite departments are displaying the Auburn Hall address even if the phone is in another building. Implementation will be time-consuming, but not difficult.
- Our move to the “Upper East Side” is complete now, although many important papers and tools are still boxed up and defying our attempts to locate them.

Norway Arena

- The arena will be hosting the Yankee Conference Hockey Festival this weekend where approx 38 games will be played. The games start Friday (3/20) at 8am and wrap-up around 1pm on Sunday. The players will consist of Youth 16 and Youth 17 year-old boys.

Planning

- The Downtown Auburn Transportation Center(DATC) and efforts to isolate and reduce site related costs for the Great Falls Plaza Subdivision from the DATC project have dominated the week. Staff is discussing the utility and site related costs with utility companies and we think we can bring savings to the project that will allow for building upgrades to meet staff, Council and service provider wants and needs. There are higher site costs for utilities at the Great Falls site than at the former Spring Street site but also greater development potential around the DATC in Great Falls Plaza.
- The Wayfinding Sign Project is out to bid and we held a pre-bid meeting Wednesday.

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- Barker Mill Dam Relicensing is moving – staff attended the draft study plan meeting and coordinated comments and discussed process with American Whitewater, National Park Service, Maine IF&W, Maine Marine Resources, Federal Energy Regulatory Commission, ALT and others.
- We are seeing an increase in new construction home permits. Building, Electrical and Plumbing staff will be busy this summer and our permitting numbers are looking good for the year.
- Budget meetings are under way.

Public Services

- On second shift we continue to replacing road posting signs that this week's winds have taken down. Along with limbs and trees.
- The tool crib is ready for spring tasks.
- The carpenter is now building mailbox posts in anticipation of spring repairs.
- Facilities Mike Reed continues to do his best to provide a clean and safe environment for us to work in.
- 2015 Reconstruction Project- test borings being drilled on Davis Ave
- 2015 MPI Project- AWSO video inspecting the sanitary sewer lines
- 2015 Reclamation Project- contracts signed with Gendron & Gendron
- We will still have a small bucket crew removing snow as any issues arise; Davis, Granite, Holly, Pine, Pearl, School and Dexter
- Perkins Ridge Road culvert- receiving additional pricing for materials
- Stormwater Compliance- preparing for May 6th audit
- Fill, Utility Poles, Drive Openings, excavation permits are beginning to be requested by all throughout the City.

Recreation

- Auburn Recreation is pleased to offer another all-new program choice: Line Dancing! This class will be instructed by Rina, who has over ten years of experience in this upbeat and fun form of dance. This introductory course will teach participants the Arizona Freeze, Cowboy Boogie, Boot Scootin' Boogie, Cowboy Charleston, and other dances.
- Registrations opened for Spring Running, ages 7 -14. Spring Running is a 5 week program designed to teach the basic techniques of running. Instruction includes stretching, exercises, running techniques, running games, and cool-down techniques.
- Registrations continued for a brand-new program offering, Parent & Me Craft Time, ages 4-7. Instructor Jasmine will lead participants in this exciting new arts and crafts program. Each week will include a different project from building dream catchers, to birdhouses. This is a great opportunity to unlock your inner artist!
- Registrations continued for another brand-new program: RAD Self Defense Course For Women. In partnership with the Auburn Police Department, This basic physical defense course will teach women how to protect themselves from aggressors in compromising situations. If you have ever been interested in learning this type of skill and increasing your overall confidence level, this is the class for you! RAD is for every woman – no matter what size, no matter what age, no matter what skill level. The RAD System: You Can Do This.
- Registrations continued for Summer Day Camp, grades Pre K – 8. Each day, the Summer Day Camp offers campers structured activities, games, and arts & crafts. One day each week, campers will go on a beach trip, where they will enjoy organized activities and swimming.

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Additionally, campers will have an excursion day/special event each week. This season, camp will take place 5 days a week (Monday-Friday), and will begin June 29th and conclude on August 14th for a total of 7 weeks.

- Registrations continued for Tee Ball, ages 5-7. In this program, players will be introduced to the basic concepts of baseball such as hitting, base running, fielding, throwing and catching. Teams of ten to twelve players will be formed where everyone plays in the field, and everyone is in the batting order. Batters hit the ball off a “t” stand to get on base and there are no walks or strikeouts. Players will test their skills in Saturday games beginning in early May (weather permitting).
- Recess Warriors began on Saturday. Recess Warriors is a five week program that will consist of a new activity each week and will allow children to take part in a variety of games. Activities will range from a classic game such as soccer, to a playground favorite like capture the flag. A total of 15 children registered for this program.
- Registrations continued for Youth Lacrosse, grades 3-8. Lacrosse has become one of the fastest growing sports in the nation, and teams can be found at the professional, collegiate, high school, and recreation levels all around the country. Players will be introduced to skills, drills, techniques, and rules of the game, in addition to a regular practice schedule and full game schedule beginning in late April.
- Adult Dodgeball regular season continued. 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. A total of 6 teams are registered in the league this season. Approximately 60 players participate in this league.
- Adult Men’s playoff basketball games concluded. The Men’s B division championship game took place this week with Shooters emerging victorious over Brettun’s/Graphic Explosion. A total of 24 teams are registered in the league this season. Approximately 288 players participate in this league.
- Adult Women’s playoff basketball games continued. A total of 6 teams are registered in the league this season. Approximately 72 players participate in this league.
- Pickleball continued into week 24 of the program. 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 344 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 and concluded on Friday. This free after school program is for Auburn students and runs Monday-Friday from 2:30 – 4:15 PM.
- Staff gave a presentation at the Central Maine Community College career fair on Tuesday.
- Staff attended a Maine Lacrosse meeting on Wednesday evening.
- Planning for upcoming youth and adult programs continued.