

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 April 10, 2015

Assessing

- Staff has been fielding calls from business owners concerning the filing of business personal property assets
- Staff continues to load permit inspection data
- Karen and Joe have been reviewing appraisals submitted for valuation reviews
- Karen met with the appraiser who will be working with the Assessing Department to establish tables in order to value the nine existing gravel pits.

Auburn Public Library

- The Library will be closed on Mon., April 20th, in observance of Patriots Day.
- The Board of Trustees will meet for their regular monthly meeting on Weds., April 15th, at 7:30 a.m. in the conference room.
- If you haven't done your taxes yet, please donate to the Maine Public Library Fund using Form CE of your Maine tax return. The funds benefit all public libraries in Maine. Last year approximately \$30,000 was raised and the funds were allocated to the Download Library e-book/audio book consortium of which APL is a part. This gave a much needed boost to the collection which continues to grow in popularity.
- Debbie Cleveland, June Roberts-Sherman, and Heather Runnels attended the 26th annual Reading Roundup conference in Augusta on Thurs., April 9th. This is the largest state-wide children's literature conference. It is one of the most valuable gatherings of librarians, authors, literacy specialists held in Maine. Debbie Cleveland has served on the planning committee for several years.
- The Maine State Library has provided us with a set of e-readers and tablets from their Technology Petting Zoo. The collection will be with us until April 16th. Please visit the 2nd floor to test drive the devices. On Weds., April 8th, Jared Leadbetter, MSL's technology coordinator, did a demonstration for the staff. Nearly all staff members were able to attend. Jared also held a two-hour open house for the public. Attendance of all ages was impressive and the 3D printer was of particular interest.
- Our upcoming programs include:
 - Primetime Adventures continues Tuesday, April 14th, at 2 PM with "Six Feet Under, Funeral Choices," a discussion led by Chuck Lakin includes funeral options, green

Weekly Report
Week Ending April 10, 2015

cemeteries, alkaline hydrolysis, family burying grounds, and scattering ashes. For more information call 333-6640 ext. 4.

- Teens! DIY Takeover: Magnetic & Blackout Poetry from 4 PM until 5 PM Wednesday, April 15th, for ages 12-18 in the Androscoggin Community Room. More information here or call 333-6640 ext.4.
- KIDS! Saturday Stories: Join local volunteer story lady, Judy D'Amour, on Sat., April 18th, at 9:30 AM. Judy leads children in interactive stories, rhymes, songs, creative dramatics, and a craft. This program is best for children from two to six years. All are welcome. Please call the library at 333-6640 ext. 3 for more information.
- KIDS! Sprouts: Each Saturday morning from 10:30 10:50 babies from birth through 24 months and their parents gather with Miss Heather on the story quilt for a rollicking good time with nursery rhymes, songs, board books, finger plays and each other. Siblings are welcome to join us. Please call the library at 333-6640 ext. 3 for more information.

City Clerk

- Vital records - Issued 10 birth certificates, 54 death certificates, 6 marriage certificates, 2 marriage license, and 6 burial permits
- Business licenses – received 2 new and 4 renewal applications, issued 2 new licenses and 3 renewal licenses, mailed 31 reminder letters
- Issued 3 new Taxi Driver licenses and 1 renewal
- Worked on the April 13, 2015 City Council workshop agenda packet
- Reconciled and filed approximately 70 disposition permits
- Sue Clements-Dallaire and Kathy Montejo (Lewiston City Clerk) attended the Joint Charter Commission Meeting held Thursday night (4/9/2015) at the Lewiston Public Library to discuss Elections

Community Development

- Submitted quarterly Federal Financial Report and Labor Relations Report to the Department of Housing and Urban Development.
- Completed the second quarter drawdown for the Community Development Program.
- Completed the inspection, technical specifications and bidding for an applicant under the Homeowner Rehab on behalf of the City of Lewiston.
- Worked with the first client who has applied for the Rehabilitation Program after having received a citation by code enforcement for housing problems.
- Processed a loan modification for a client who was significantly past due on his loan.
- Participated on a HUD webinar on using Community Development funds for code enforcement activities.
- Met with developer of 62 Spring Street to see if there are ways the City can help the developer gain more points to secure approval of their Low Income Housing Tax Credit Program application.

Economic Development

- At request of LAEGC, met with & conducted downtown/riverfront orientation tour for students of the Pratt Institute of NYC in preparation & support for the upcoming “Build Maine Conference II”;

Weekly Report
Week Ending April 10, 2015

- Conducted follow-up meeting with Olga Dolgicer, owner of the Munroe Inn Bed & Breakfast (Pleasant St.) with regard to the proposed Downtown Neighborhood Owner-Occupied Property Networking & Reinvestment Forums;
- Attended Auburn City Council Workshop & Meeting;
- Participated in the “Build Maine Conference II” planning & organizing luncheon at Naral’s in partnership with Planning Director & Asst. City Engineer;
- Engaged in staff review & discussion of DRAFT Form-Based Code Chapter 60 Zoning Ordinance sections in preparation for 4/14 Planning Board Workshop;
- Participated in L/A Arts Lewiston/Auburn Cultural Plan Steering Committee meeting;
- Attended monthly Auburn Plan Review Committee meeting;
- Attended the Androscoggin County Chamber of Commerce “Resource to Support Your Local Business” Forum;
- Administered final submissions for EDA (Notice-To-Proceed) process for the Dingley Pooled Wetland Mitigation Site Project;
- Engaged in preparations for next phase of Norway Savings Bank Ice Arena/Mall District partnership, connectivity & Economic Development support efforts;
- Met with David Elder property owner of the historic 1890 Dingley House located at 46 Elm St., for a tour of the property and the extensive improvements & rehabilitation done to the property; meeting in preparation for the proposed Downtown Auburn Historic Residential Property-Owners Network Meetings & Downtown Model Street Initiative;
- Scheduled and conducted the Auburn Industrial Park Construction Group meeting, including representatives from Gendron & Gendron, SW Cole, Jones Associates, Auburn Water & Sewer District, CMP, Auburn Business Development Corp., & municipal staff;
- In partnership with Ward 5 Councilor Leroy Walker, served as the Guest Speakers at the Auburn Rotary Club Breakfast in response to the Rotary’s request for an update on the future plans for the Bells of St. Louis Church;
- Attended & participated in the LAEGC Economic Development Plan Forum at the Auburn Public Library;
- Participated in the municipal staff “Build Maine” Conference Tactical Urbanism conference call & planning discussion;
- Met with Cole Peters of Power Engineers, Inc. to finalize contract actions, to formulated construction planning/scheduling meeting, and to discuss general logistics of the Dingley Pooled Wetland Mitigation Site Project (scheduled to begin in late-April);
- Met with Mike Williams regarding prospective new Downtown Auburn business start-up in the historic Goff Building;
- Attended monthly Planning, Econ Development & Community Development Staff Meeting;
- Attended the City of Auburn/Town of Poland Economic Development Partnership Meeting;

Finance

Finance Director

- Prepared items for the Council Workshop Monday, April 13th.
- Worked on the Monthly Financial Report for March 2015

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

- Ingersoll construction in progress

Weekly Report
Week Ending April 10, 2015

- Completed punch list inspection on all Public Works projects

Tax Office

- Prepared 1,220 courtesy notices for those tax payers that have not paid their 2014 property taxes. They will be mailed Friday, April 10, 2015.
- Prepared monthly reports for dogs, hunting and fishing and motor vehicle registrations.
- Preparing final list of tax acquired property to go to City Council.

Fire

- AFD personnel along with Debbie and Chris from HR monitored a Physical Agility Test for Firefighter/Paramedic candidates to fill current openings.
- FPO O'Connell performed final C of O inspections at 2 Great Falls Plaza
- FPO O'Connell investigated an ongoing Carbon Monoxide issue on Myrtle Street. He worked with the property owner, the heating contractor, the heating unit manufacturer and AFD personnel to find a solution to the problem.
- FPO O'Connell did preliminary C of O inspections at the new Yoga Studio on Center Street and at the renovated office buildings at 410 Summer Street and Cross Street.
- A committee of AFD personnel completed the development of a training program for the care, use and maintenance of the department's Compressed Air Foam System (CAFS). They will be providing training to all AFD personnel in the upcoming months.
- Crews participated in their Tuberculosis testing, hearing testing, respiratory clearance exams and pulmonary function testing. All this is a BLS and OSHA annual requirement.
- Crews hosted a visit from Daisy Troop 1810 for a station tour and discussion regarding fire safety in the home and fire escape planning.
- For the week of April 2nd to April 8th, we responded to 90 calls for service. These include, but are not limited to: 9 Fire Alarms, 1 Kitchen Fire, 2 Woods/Grass fires, 61 Emergency Medical calls, 10 Motor Vehicle Accidents, 5 with injuries, 3 service calls, 4 Hazardous Condition calls. We provided no mutual aid assistance calls and received no mutual aid assists during this period. We did provide 1 EMS mutual aid to Oxford Rescue during this period.

Human Resources

- The HR Staff has been working on a number of activities resulting from the passage of the Public Services Contract and the Addendum to the Firefighters' Contract. These include:
 - Preparing contracts for signing;
 - Updating wage tables in MUNIS software system;
 - Conducting open enrollments for Public Services Employees to enroll in the new PPO 500 Plan;
 - Setting up new participant information the for the Health reimbursement Accounts.
- Ray Lussier, Safety Coordinator attended a Division Supervision Course offered by the Coast Guard in Portland. This additional training is part of his certification for the National Incident Command System.
- Chris Mumau and Deb Grimmig assisted the Fire Department with the running component of the Physical Agility Test at the Bates College Field House. Sixteen candidates for Firefighter/Paramedic participated in the PAT. The Fire Department has a certified list of 11 candidates. Next steps include interviews, psychological assessments and Pre-employment Physicals.

Weekly Report

Week Ending April 10, 2015

- The Wellness Team hosted a healthy luncheon. Several City of Auburn cooks provided a buffet of healthy items for employees to sample. Two tied for first place – Chris Mumau for her Mushroom Soup and Tina Nason of the Finance Department for her Broccoli/Cranberry Salad. Jan Biron of the Recreation Department was the second place winner with her Cauliflower Cheese Soup.

IT

- We were invited to a meeting of the South Portland GIS Steering Committee. South Portland is, to our knowledge, the only city other than Auburn that has made a commitment to fully utilize the ArcGIS Online mapping system (Portland is moving in that direction). We compared notes on our achievements and plans. We also discussed ways that the Cities might be able to share resources for mapping applications, data structures, and possibly staff training. We plan to continue discussions.
- Last week's efforts to rebuild our network back-up process were successful, and this week we have resumed our nightly back-up scheme to our off-site storage target. Two new servers have been added, the Tyler Content Manager (document management) server and the new GIS server, LAGIS. They were not previously being backed up as they were not really in a production mode yet.
- The Tyler Content Manager is now up and running, and we will be formally accepting the project from the vendor, Tyler Technologies. This will end the implementation phase and begin the regular production phase. Finance's Jill Cunningham has been refining permissions for staff that will be using it.
- The new large-format scanner/printer was delivered and installed by Spillers. Staff have been installing the updated drivers for those that use it. Final disposition of the half-failed previous one has not been determined. The vendor gave us a trade-in allowance, but "declined" to actually take it back! It will take a significant investment to make it useful again, so we are not enthusiastic about giving it to another department. All options will be investigated.

Police

- The department handled 842 calls for service this week (613 officer initiated and 229 dispatched). There were 21 motor-vehicle crashes and 207 motor-vehicle traffic stops.
- April 6th marked the 34th anniversary of the death of Officer Rodney "Rocky" Bonney. Officer Bonney drowned April 6, 1981, attempting to save a teenage boy who fell into the Androscoggin River. Officers wore their memorial bands on their badges in memory of Officer Bonney. We were fortunate to receive a visit from Cherrie Bonney, the widow of Officer Bonney.
- The first Coffee with a Cop of the year was held at Tim Horton's on Minot Avenue. We had over thirty people attend and ask officers questions. It was great to see Clover Manor use their van to bring some guests out to meet us.
- The Balloon Festival Committee discovered a storage trailer had been broken into and over \$60,000 worth of electrical equipment was taken. This is owned by a local business owner and the Balloon Festival Committee but is used by other event organizers like Dempsey. It is unsure when the equipment was taken but it is believed it was before winter. Most likely, this was taken to a scrap dealer for cash. We have no leads on the case at this time. This will be a considerable loss to the organization and a must have for this event and others in our community.

Weekly Report

Week Ending April 10, 2015

- Detective Terrance McCormick recovered two industrial hydraulic lifts that had been stolen from Gates Formed Fiber. The lifts are valued at over \$3,000.00. The lifts were returned to the owner and Det. McCormick will be seeking charges through the Grand Jury on one possibly two suspects.
- Detective Chad Syphers presented a case to the Grand Jury involving two robberies. One robbery occurred at Gowell's Market and the other occurred at Rainbow FCU. Both robberies were conducted by the same suspect. Upon hearing his testimony, the Grand Jury indicted the suspect on all counts.

Public Services

- Our sweeping program has begun. Downtown business district has been completed as well as some of the main drags. We hope to complete the mains by next week and move on to residential streets.
Crews were out Stormwater Compliance – ongoing
- Crews began cleaning out catch basins
- 2015 Reclamation Project- Pre-bid today
- 2015 Reconstruction Project- neighborhood meeting scheduled March 3rd
- 2015 Mill & Fill Project- to be awarded to Glidden Excavating & Paving
- 2015 Demolition Project- abatement survey in progress
- Crews have begun checking green spaces for litter pick up which includes the Downtown
- Permits have begun to come in for Fill, Drive Opening permits; billing of excavation permits
- Our staff have been working on repairing/replacing mail boxes and posts
- Our mechanics have been working hard on keeping city equipment in tip top shape
- Working Perkins Ridge Culvert Request for Funds proposal
- Working MMA Safety Enhancement Grant
- Working Safety Incentive Launch Program

Recreation

- Registrations opened for Spring Soccer, ages 3-12. In this program, players will be introduced to the basic techniques of soccer in a fun and positive environment. Emphasis will be placed on learning through fun games and small-sided play and instructors will also address skills such as communication and sportsmanship. This program has limited space, so do not miss out on the opportunity to train with the GPS Portland Phoenix! Sign up today!
- Registrations continued for April Vacation Soccer Camp, ages 3-15. This program will focus on skill development in a fun environment featuring a unique blend of technique, player challenges, and game play. The program is designed to bring out the best in every player.
- Registrations continued 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 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,

Weekly Report

Week Ending April 10, 2015

campers will go on a beach trip, where they will enjoy organized activities and swimming. 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). On Sunday, registrants of this program will participate in a “pre-season” clinic instructed by Head Coach Dave Jordan and the ELHS baseball team.
- 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.
- Another all-new program choice, Line Dancing, began this week. This class is 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.
- Parent & Me Craft Time continued. 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! A total of 12 participants are registered for this program.
- Recess Warriors continued. 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.
- 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.
- Pickleball continued into week 27 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 389 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.
- Staff will hold a lacrosse coaches clinic on Sunday.
- Planning for upcoming youth and adult programs continued.