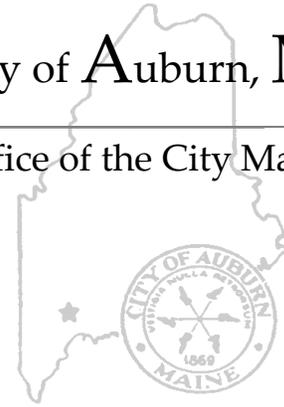


City of Auburn, Maine

Office of the City Manager



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending April 17, 2015

Assessing

- Staff continues to finalize loading permit data
- Zach L. has begun processing business personal property returns
- Karen reviewed abatement applications and materials for 4 commercial properties and reviewed a commercial appraisal from a fifth commercial property owner.
- Karen & Joe inspected Cascades Auburn Fiber as part of the abatement review process.

Auburn Public Library

- The Library will be closed on Mon., April 20th, in observance of Patriots Day. The Library will reopen on Tues., April 21st, at its normal time.
- The Library will delay its opening until 4 p.m. on Thurs., April 30th, to allow the staff to attend a professional development meeting.
- The Library submitted the annual report required by the Maine State Library. The library reports are passed on to the Federal government which uses them to determine funding levels for state libraries.
- The Board of Trustees held its regular monthly meeting on Weds., April 15th. Items discussed included fundraising plans, a presentation by Adult Services Manager Marty Gagnon, and an update from the Lewiston Public Library. The next meeting will be a joint one with the Lewiston Public Library Board on May 6th, at 7:30 a.m. at APL.
- The Library will soon be offering a free family museum pass to families for the Boothbay Railway Village in Boothbay, Maine. The pass will admit at no charge 2 parents or grandparents with all the children accompanying them that day. The Boothbay Railway Village has been a cultural mainstay in the mid-coast area for nearly 50 years. Visitors can ride the rails behind an authentic steam locomotive and learn about Maine's railroad heritage. There is a preserved village with historic Maine homes and a collection of 60 antique autos. This museum pass is made possible through a grant from the Auburn-Lewiston Kiwanis.
- Nancy Morrow, an APL staff member and librarian at Walton School, did a presentation at Reading Roundup in Augusta on April 9th along with Cindy Petherbridge, former APL staff member and current school librarian for MSAD #17, about "centered libraries." Centered Libraries are a growing trend in elementary schools. Workshop participants learned ways to support classroom literacy by integrating literacy skill centers into their libraries.

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- Spring cleanup and repairs are underway.
- Plans are underway for an online auction to be held in early June.
- Our upcoming programs include:
 - April is when we celebrate “Money Smart Week,” a nationwide acknowledgement of the need for proper individual financial literacy. In that vein, APL is offering two budgeting programs. On Fri., April 17th, from 10 a.m. to 12 p.m. adults are invited to come and hear about budgeting basics for individuals and families. Please call the Library to register. Teens are invited to come on Tues., April 21st, from 4 to 5 p.m. to learn about budgeting, credit choices, and being a savvy customer. In this workshop, teens will choose their job (and the salary that comes with it) and their lifestyle to see what -- if any -- money they have left for savings. Just for teens, ages 12-18, the program will take place in the Conference Room.
 - The Library is planning a chess club. Instruction will take place on Fri., April 24th, from 10 to 11 a.m.
 - As part of our Maggie Trafton Authors for Young Readers series we are pleased to present "The Story Drum" with Taiko drummer Meredythe Lindsey and storyteller Katy Rydell on Sat., April 25th, at 1 p.m. They will share stories, traditional folk music, and monster puppets celebrating Japanese culture in this family-friendly show. To reserve your free tickets, please call the library at 333-6640 ext. 3.
- 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 attended the Maine Town and City Clerks’ Associations Executive Board meeting on Wednesday, April 15th
- Vital records - Issued 4 birth certificates, 55 death certificates, 1 marriage certificates, and 14 burial permits
- Business licenses – received 2 new and 14 renewal applications, issued 2 new licenses
- Issued 1 garage sale permit
- Received one banner application for 1 week of banner space
- Issued 3 cab driver licenses
- Worked on the April 6, 2015 minutes and the April 21, 2015 City Council agenda packet
- Worked on updates in CVR (Central Voter Registration system)
- As part of a State audit on voter participation history, staff did a review of the incoming voter list and voter participation history for the November 2014 Election

Community Development

- Opening Doors, Discovering Opportunities Community Resource Fair was held at Kaplan University on April 16, 2015. The fair was well attended by over 30 regional providers of various services ranging from housing to health care; from educational opportunities to small business start-ups. The event was made possible by donations from Kaplan University, The Cities of Auburn and Lewiston, Tedford Housing, New Beginnings, Safe Voices, DHHS, Catholic Charities, Central Maine Medical Center, United Somali Women of Maine, Pine Tree Legal and Lewiston Housing. This activities satisfied one of the Fair Housing requirements.
- Reine met with Andre Abouzeid, Bank Examiner for the Office of Comptroller of the Currency who was working on an CRA assessment for a local bank.

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- Organized a meeting to talk about how we could pull together a downtown development plan that would benefit developers who are applying for Low Income Housing Tax Credits.

Economic Development

- Engaged in ongoing Downtown Auburn/New Auburn Form-Based Code design & production work in preparation for 4/14 Auburn Planning Board Workshop;
- Met with Enva (owner of 84 Court St Restaurant) and then with the Code Enforcement Officer & Planning Director with regard to assisting in design & permitting for proposed outdoor patio café pergola structure & canopy roof;
- Attended the Androscoggin County Chamber of Commerce Annual Job Fair at CMCC, designed & produced Job Fair Business Survey form, interviewed participating businesses to document the number of available positions, their experience with finding qualified applicants, their commuting shed, their plans for expansion, etc.
- Met with Tim Holden General Manager of Norway Savings Bank Ice Arena to provide status of business outreach and survey activities, to discuss upcoming business opportunities, and to strategize on next steps to increase business connectivity, advertising, sponsorship, and communications;
- Submitted the executed contract (with Power Engineering) to EDA for the industrial park Dingley Pooled Wetland Mitigation project; now waiting for the authorization to proceed with the start of construction;
- Guest speaker at annual gathering of Delta Kappa Gamma (women's educators/administrators fraternal organization) at the Park Ave. Elementary School meeting room;
- Participated in the 4/14 Auburn Planning Board Downtown Auburn/New Auburn Form-Based Code Workshop;
- Participated in the Community Development Division meeting to discuss proposed 62 Spring Street project;
- Engaged Senator Collins office for help in contacting the U.S. Embassy in Beijing regarding foreign travel visa for a member of the project team;
- Participated in "cultural sensitivity & training" session with representative from foreign development team with regard to prospective redevelopment of historic Lunn & Sweet Building;
- Met with representative of Patron's Oxford Insurance, toured facility and discussed future plans for their building;
- Participated in the 2nd community session in the production of a Strategic Economic Development Plan by LAEGC;
- Met with a young man investigating starting a new business in Auburn;
- Forwarded two draft land and/or building leases to prospective clients;
- Met a party looking for a short term construction lay-down yard and presented some options for a land lease.

Fire

- AFD staff performed interviews for several of our firefighter/paramedic applicants.
- FPO O'Connell investigated several code complaint issues this past week.

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- FPO O'Connell investigated a complaint where tenants had piled a large pile of trash and other combustible materials against their building. He worked with the property owner to resolve this issue.
- FPO O'Connell continued work in preparation for the "Expert Witness and Court Room Testimony" class which is being held in Auburn at the end of May.
- Local 797 and the Auburn Fire Department held its annual Easter Breakfast on April 11th. Many of the department's retired personnel attended along with current members and their families.
- Crews participated in training Little League coached in basic First Aid skills in preparation for this year's baseball season.
- Chief Roma hosted an alumni meeting for the past members of the "Citizen's Fire Academy". New and updated equipment was demonstrated for these citizens.
- For the week of April 9th to April 15th, we responded to 75 calls for service. These include, but are not limited to: 7 Fire Alarms, 1 Kitchen Fire, 1 Woods/Grass fires, 1 unauthorized outdoor burn, 47 Emergency Medical calls, 6 Motor Vehicle Accidents, 5 with injuries, 8 service calls, 4 Hazardous Condition calls. We provided 2 mutual aid assistance calls to Lewiston and received no mutual aid assists during this period. We did provide no EMS mutual Aid during this period.

Health and Social Services

- I attended a day-long seminar on Generational Poverty, Dr. Donna Beegel as speaker. It was very insightful.
- Tammy Thatcher attended the "Opening Doors and Discovering Opportunities" in Lewiston, the resource fair was put on by LAASH.

Human Resources

- The HR staff completed enrollment of Public Services Employees in the PPO 500 Plan and other activities associated with the new contract.
- Ray Lussier, Safety Coordinator completed the After Action Review from the 3/16 Chlorine leak incident.
- Ray Lussier also conducted training for Public Services Department supervisors regarding management at emergency staging areas. The focus of the training is deploying resources around the area of the emergency in a way that is safe, efficient and coordinated with other public safety functions.

IT

- Received, and performed quality control checks on, the stormwater geo-database. Our consultant, Woodard and Curran, made several updates to bring the data more in line with MS4 Stormwater Compliance needs. We will be updating our server and online data with these changes.
- Attended a 3-day course and received certification in ArcGIS Server Site Configuration and Administration. This training will provide us with information that we can use to configure and tune our GIS server, as well as an understanding of best practices for server setup and integration with our current MapAuburn system.
- Fixed an implementation flaw in Cardinal's TicketTrak software that was causing a performance issue on one of our servers. The work-around should prevent or delay the

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filling of that server's storage. APD's Parking Enforcement staff will be testing the changes to make sure they've solved the issue.

- The APD's Metro interface computer, which the department uses to query State and Federal databases, failed last week. The failure significantly impacted the PD's ability to serve their customers. IT provided a new PC, and the 911 CommCenter's Matt Charest configured the route to the State.
- Some staffing changes at Auburn Fire triggered some account and credential changes. Staff worked with DC Allen and Dave O'Connell to fine-tune AFD's access to enerGov and MUNIS.

Planning

- Plan Review Committee Meeting- The regular monthly meeting held a special meeting on April 8th to review a number of projects seeking staff level approvals.
- Downtown Auburn Transportation Center (DATC)- Staff met with Lewiston Auburn Transit Committee to finalize the project budget for utility connections and final building design elements. Staff also worked on gaining final approval from the City Council on the final design elements for the DATC and lot 5 building footers. A meeting was held with Platz Associates to start initial steps to design and construct the lot 5 building footers.
- Form Based Code- Alan Manoian and Doug Greene met with the Planning Board on April 14th to continue their review of the draft of the Form Based Code
- New Auburn Riverway and Greenway RFP- A draft RFP for the New Auburn Riverway and Greenway is nearly complete after 2 staff meetings and revisions.
- Ag District Study- A revised timeline and study strategy has been prepared as a result of a meeting with State and Regional Agricultural Experts. This revision will be presented to the Council in May.
- Working on the DATC coordination with LATC and adjacent property owners.
- Build Maine Conference- City Planner is assisting in planning a "Tactical Urbanism" event in conjunction with the conference on May 20 and 21st.
- Attended a LA Chamber Brown Bag lunch with the topic of small business assistance.
- Downtown Low Income Housing Credit Project Preparation to help make Auburn competitive for mixed use/income projects.
- Webinar on Analyzing City Development Strategies.
- Property sales seem to be on the increase and we are spending more time responding to calls for information needed for closings.
- Budget Questions and Answers
- Lisbon has notified us that they have cut the \$10k from their budget for contractile health inspection services with our department and will do their own inspections.
- New Project Reviews- The City Planner has been coordinating the review and approval of the following plans:
 - Central Maine Community College- 3600 sf. addition to the Precision Machine Lab.
 - Central Maine Auto Auction-Parking Lot Addition.
 - Hartt Transportation Facility at First Flight Drive- Minor Parking and Open Space Changes.
 - Good Shepherd Food Bank- A 3,700 sf. addition to an existing cooler.
 - Western Maine Transportation- Lot split and future Site Plan Amendment.

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- Roopers- Parking lot expansion and new access to 204 Minot Ave.
- Possible Montessori School start-up.
- Christian Hill Permit Reviews and FAA Safety Project Expansion

Police

- The department handled 734 calls for service this week (434 officer initiated and 300 dispatched). There were 35 motor-vehicle crashes and 155 motor-vehicle traffic stops.
- With warmer weather, we have started to see an increase in graffiti tagging. This week we have an officer on light-duty who began collecting location data. We will be reminding business owners of their responsibility to remove the graffiti. We will also be providing the Public Service Department a list of the public locations where removal is needed. It has been demonstrated that the faster we remove the graffiti the less likely additional tagging will occur. Officers are working to identify the suspects in the most recent incidents.
- We would like to recognize Officer Berni Westleigh who stopped into our local Cumberland Farms store to purchase some items and noticed the clerk was not acting right. Officer Westleigh called for rescue and it was determined the clerk was having a diabetic issue. Officer Westleigh is always vigilant to protect and serve and is a great asset to our community.
- The annual Maine Special Olympics State Swim Meet took place at Bates College this week. APD officers were on hand to award medals to the participants. APD officers enjoy partnering with Special Olympics - a great organization that is meeting the needs of a very important part of our community.
- Our RAD instructors are completing a modified session of our women's self defense class at the Esplanade. The young at heart students came with a lot of energy and have really enjoyed their instruction.
- Detective Jason Moore testified in Washington, DC before the Senate Aging Committee regarding the increase in reports related to IRS Phone Scams. Det. Moore was the lead investigator in a case where an Auburn resident was defrauded by purported IRS agents of several thousands of dollars. As part of his testimony, Det. Moore provided a recording of one of the conversations between the victim and the purported IRS agents. Det. Moore, working with a local bank, was able to stop a portion of the cash transfers and return some of the money to the victim. Det. Moore is to be commended for his persistence and diligence in working with the victim, local banks and FBI to gather additional information that will strengthen this open investigation.

Public Services

- 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
- Our sweeping program has begun. We hope to complete the mains by next week and move on to residential streets.
Crews were out Stormwater Compliance – ongoing
- Crews have begun park maintenance (repairing swings)
- Field Maintenance: Lake View, Tribou, Pettengill
- Crews continue cleaning out catch basins mandated by DEP

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- Basin cleaning on 7 and 20s run is done.
- 2015 Reclamation Project-
- 2015 Reconstruction Project-
- 2015 Mill & Fill Project-
- 2015 Demolition Project- abatement survey in progress

Recreation

- Registrations continued 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, 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).
- Youth Lacrosse, grades 3-8, began indoor practices this week. 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, continued. 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. A total of 15 dancers have participated thus far.

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- 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 and concludes on Sunday. 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 28 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 419 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 held a Tee Ball coaches meeting on Thursday evening.
- Staff attended a budget community conversation at Auburn Middle School on Thursday evening.
- Planning for upcoming youth and adult programs continued.