

# 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 3, 2015

### Assessing

- Joe is working on loading residential real estate information in the CAMA system from the permit inspections.
- Karen is training Katelyn to load residential permit inspection data in the CAMA system.
- Karen completed the commercial permit inspections and has begun loading the data collected.
- Staff is preparing to make phone calls to business owners who have not filed business asset lists in the past to offer assistance in filing the forms.
- Karen is training Joe and Katelyn on processing the business personal property forms.
- The State auditor returned to finish the TIF and BETE audit.

### Auburn Public Library

- Due to staff training the Library will open one hour late at 10 a.m. on Weds., 4/8.
- Congresswoman Chellie Pingree has confirmed that the Institute of Museum and Library Sciences has accepted the Cornerstones of Science application for the STEM grant in which we are one of the pilot libraries. (<http://pingree.house.gov/media-center/press-releases/congresswoman-chellie-pingree-announces-federal-grant-maine-state>). Additional planning for implementing the grant will take place through July 1<sup>st</sup> and then the project will begin in earnest. The Maine State Library has asked Mamie Ney to be a part of a panel presentation at the American Library Association Annual Meeting at the end of June.
- The Kiwanis Club of Lewiston-Auburn has donated \$1,000 to the Auburn and Lewiston libraries in support of the museum pass program that provides free or discounted admission to a number of museums and parks throughout Maine. In FY14 more than 700 families took advantage of the program here at APL.
- Jared Leadbetter of the Maine State Library will be bringing the library's Tech Petting Zoo to APL on Weds., 4/8. The display includes e-readers, tablets, and more. There will be a staff session first thing in the morning. Jared will then be available to demonstrate devices and suggest appropriate apps to the public from 11 a.m. until 1 p.m. The devices will remain at the library for individual exploration for one week.

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- The Teen Opportunity Fair held on Sat., 3/28, at the Lewiston Public Library was a great success with the largest attendance to date. Approximately 180 teens and accompanying adults attended.
- Tweens in the Teen Space: Tweens are invited to join us in the Teen Space on the 2nd floor on half-day Wednesdays. We'll have crafts or board games available (just ask us) or you can stop by to get a head start on your homework or just hang out with your friends! This program is just for Tweens who are in 5th and 6th grade.
- Our upcoming programs include:
  - KIDS! Free Family Concert with Miss Nancy: Tues., 4/7, at 2 p.m. Join national award-winning children's singer-songwriter Nancy Stewart for a fun-filled concert. Kids of all ages will enjoy the contagious sing-along fun that is part of every Nancy Stewart Show! Miss Nancy's appearance is courtesy of the Annual Literacy Connections Conference which is sponsored by the Barbara Bush Foundation.
  - **New series: Primetime Adventures: U.S.A. Road Trip** Tues., 4/7, at 2 p.m. The first in a series of presentations in partnership with the University of Southern Maine Senior College at Lewiston Auburn.
  - On Fri., 4/10, at 7 p.m. join us for a special World Beatles Concert - Beatles Back on Tour! Classic Beatles tunes will be rocking the Library that night as one of the best cover bands around plays Beatles songs with a bit of a jazzy twist. Musician and singer Rob Duquette will perform the music of the Beatles in various World Jazz styles. John Kumnick (previously with Cyndi Lauper, Michael Jackson, David Bowie, etc.) will play bass and Jake Sturtevant on keys. There will be short discussions on where the music comes from for each tune. Families are welcome. Free Admission.
- 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

- Continued work on updating Agencies, Boards, Committees and Commissions
- Worked with IT on the street library for the Ward changes that will take effect in July
- Received one application for 1 week of banner space
- Vital records - Issued 6 birth certificates, 27 death certificates, 7 marriage certificates, 1 marriage license, and 4 burial permits
- Business licenses – received 2 renewal applications and issued 1 new license and 5 renewals
- Issued one Taxi Cab license and one Taxi Driver license
- Received, processed, and filed approximately 100 voter registration and address change cards from the Motor Vehicle Division
- Worked on the April 6, 2015 City Council agenda packet
- Reconciled and filed approximately 150 disposition permits
- Updated phone lists
- Reviewed obituaries to update the Central Voter Registration System

### Community Development

- April is National Fair Housing Month! The Community Development Office promotes fair housing throughout the year but April is the month when many activities are planned to help raise awareness. This year, Auburn and Lewiston CD Offices are collaborating with the LAASH Committee in putting on a tenant fair called *“Opening Doors, Discovering Opportunities:”*

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*Community Resource Fair*". It will take place on April 16 from 8:00 – 6:00 pm at Kaplan University in Lewiston. The day is divided into three sessions; the first is a networking opportunity for providers, next a resource fair with over 30 participants and finally numerous workshops will be provided on issues such as tenant rights, fair housing, legal services, veterans services, health and wellness, safety and business education. The event is free to the public.

- Another community outreach activity that is showcased in April is the Fair Housing Poster Contest. This year we received 30 posters from both Auburn and Lewiston Middle Schools. Middle School students are selected for this activity since this is the grade level where studies on Civil Rights is part of the curriculum. Winning posters will be announced soon. We will display the posters in various locations throughout the month including at the tenant fair on April 16 and on the City of Auburn website. The activity will end with a Recognition Event for students, parents and teachers later in April. A 2016 calendar featuring the winning posters will be printed and distributed.
- Another meeting was held with the committee working towards community gardens in Auburn. The City of Auburn will be an applicant for a \$5,000 grant from Harvard Pilgrim to pay for a portion of the cost to build the first garden.
- Met with City Electrician Charlie DeAngelis to review the cost estimate and establish a phasing plan for lighting improvements in Union Street Park. The project can easily be broken up into 2 or 3 phases.
- Met with Lincoln Jeffers and Jayne Jochen, City of Lewiston Community Development staff, to talk about a shortfall in committing HOME funds and encouraged them to seek a project rather than losing funding.

## Finance

### Finance Director

- Researched other municipalities websites for bond ordinances.
- Worked on responses to Councilors questions on the proposed budget.
- Compiled various budget data for the City Manager and School Department.

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

- Ingersoll construction in progress
- Completed annual renewal application for property and casualty insurance and mailed to MMA
- Continuation of discussions of Workers Comp Bid with School, hiring a 3<sup>rd</sup> party(unbiased)
- Crosswalk and Centerline Striping bids awarded
- Completed reviews of all on going projects.

### Tax Office

- Below are the numbers of transactions for the month of March.
- Online Vehicle Registrations - 272
- Counter Vehicle Registrations - 2,171
- Boat Registrations – 25
- Snowmobile Registrations – 25
- ATV Registrations – 2
- Dog Licenses – 48
- Hunting/Fishing Licenses – 60

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**Fire**

- On Saturday March 28<sup>th</sup>, DC Allen, Truck 1 & Rescue 5 assisted the local chapter of the Red Cross with distributing Smoke Alarms to residents of Ja-Lynne trailer park. This is a Red Cross initiative to assist in providing early warning for residents and is a direct result of two fatal fire which occurred in Caribou this past winter where a total of 5 people perished.
- Crews continued to train for ice and water rescue emergencies. They have also started the process of readying the boat for the upcoming open water season and making sure all the water rescue equipment is totally functional.
- FPO O'Connell performed final C of O for the Community Center at Valery Circle.
- FPO O'Connell investigated several complaints regarding fire safety and egress issues this past week.
- Members of the department met with representatives from Scott Safety, the manufacturer of our air packs, to discuss a possible issue which we discovered with their units.
- Crews participated in their Tuberculosis testing, hearing testing, respiratory clearance exams and pulmonary function testing. All this is a BLS and OSHA annual requirement.
- For the week of March 26<sup>th</sup> to April 1<sup>st</sup>, we responded to 72 calls for service. These include, but are not limited to: 55 Emergency Medical calls, 12 Motor Vehicle Accidents, 7 with injuries, 2 service calls, 2 Hazardous Condition calls and 1 call for Mutual Aid to Lewiston. We provided 1 mutual aid assistance calls and received no mutual aid assists during this period. We did provide 1 EMS mutual aid to Lewiston for UAS during this period.

**Health and Social Services**

- Monthly State billing for General Assistance was done this week. Total expenditures for March were \$9,679.10. Year to date total for general assistance expenditures is \$74,418.54.
- TANF timed out for March was \$2,946. Year to date total of TANF 60, is \$19,588.
- In March we processed 43 unduplicated households, 24 households were found eligible for the assistance. The average household received \$403 in assistance in March.
- A total of 100 workfare hours were completed in March for a total value of \$800.

**Human Resources**

- The HR Staff is gearing up for the Physical Agility Test to be administered to entry level Firefighters/Paramedics on Friday 4/3. Due to the amount of snow still on the ground, we cannot hold the running component on the outside tracts. The test will start at the Bates College Field House for the run and the remainder of the test will be held at Central Fire Station.
- Deb Bridges, Service Representative with Maine Municipal Employees Health Trust met with the Public Services Department crew to discuss the PPO 500 Plan. Chris Mumau and Deb Grimmig were also in attendance to discuss the Health Reimbursement Accounts and changes to the Cafeteria Benefits Plan.
- Ray Lussier attended an After Action Review meeting regarding the railcar chlorine leak incident.
- The Human Resources Department posted job notices for summer seasonal Parks Maintenance Workers to supplement the regular full-time employees.

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**IT**

- Created a list of street address ranges for the City Clerk. The list includes all street segments that will change as a result of redistricting of Auburn's Wards.
- Scanned and edited a set of artwork posters for CDBG.
- Created a set of maps for the City Manager's office for use in a meeting with Poland.
- Geo-coded a list of addresses and extracted census identifiers for the Police Department.
- Staff met with the new GIS person from AVCOG, and discussed coordination of the City mission and the AVCOG mission. With a recent staff change at AVCOG, some continuity had been lost, and we're looking forward to re-establishing our working relationship with them.
- Our off-site storage server, to which we send our nightly back-ups, suffered a non-recoverable failure last week. It's been rebuilt and back-ups have resumed, but our prior back-ups are lost. This was a repeat of an occurrence from about eight months ago, which we dismissed as an isolated event. With this second, identical, failure we have to consider the possibility that there is a serious hardware weakness in that server. It's not critical, since it would only be a problem if we suffered a disastrous loss of our servers here at the same time as the back-up off-site failed. Still, it's disquieting to not have confidence in a back-up system, and we'll be reviewing our options moving forward. Replacement cost could approach \$10K, so it's not something we'll take lightly.
- Staff hosted a web demo of Lucity 2014R2, the updated version of the software used by Public Services for Work Orders, Inventory, and project management. In attendance were key staff from Public Services. As a result of the demo, staff learned of some new features becoming available, some existing features that we didn't realize we had, and some new services available from the vendor.

**Planning**

- Staff is continuing discussions with Ag Experts and will be asking for a spot on an upcoming CC Workshop to update.
- Construction permit value WILL set a new record for the past 6 plus years this year. We are only about \$500,000 short of the \$26.5 million dollar record from FY 13 with 3 solid months to go.
- Lisbon may cut their \$10k health inspection budget this year, reducing Auburn revenues.
- Projects are coming in fast. We will be hosting an additional staff review meeting next week to keep permits flowing on some of the larger projects.

**Police**

- The department handled 932 calls for service this week. Officers conducted 237 motor vehicle stops and 16 field interviews. Officers investigated 82 offenses of which, 9 of which were felonies, generating 18 arrests, 31 criminal summonses and 2 juvenile arrests. Officers responded to 24 motor vehicle crashes.
- Officer James Davison narrowly escaped injury when he was hit head on by another vehicle while responding to a disturbance call. Luckily no one was injured in the crash however the cruiser was totaled. The crash was investigated by the Androscoggin County Sheriff's Department and the investigation found that the other vehicle drifted into Officer Davison's lane. Officer Davison was able to react quickly and swerve at the last second, saving him from a direct head on hit.

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- SRO Carll summoned two students with Disorderly Conduct. This is the case where the ELHS student was captured on video (Facebook) beating another student. This is a violent student who has been in numerous fights.
- SRO Poulin attended a CDBG Community meeting.
- Lt. Cogle, Lt. Harrington, Lt. Coron and Lt. Woodhead have all been attending an FBI Executive Leadership course hosted by Auburn Police this week.
- Lt. Cogle and City Engineer Dan Goyette attended the Lake Auburn Neighborhood Watch at the West Auburn Congregational Church. Fifteen residents attended the meeting. Six of which were new to the group.
- Deputy Chief Moen attended a Route Four meeting with MDO'T at AVCOG.

### Public Services

- Crews were out hot patching on South Main St., Valview Dr., Hotel Rd., Lake Auburn Ave.
- Crews worked on opening frozen culverts through the City
- Crews worked on repairing guardrail at Pettingill Park
- Roadside sweeping has begun
- 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
- The safety team performed the monthly facility inspection
- Crews were trained on Work Zone and Flagging for this upcoming summer.
- Stormwater Compliance – ongoing
- Crews began cleaning out catch basins
- 2015 Reclamation Project- Pre-bid today
- 2015 Reconstruction Project- neighborhood meeting scheduled March 3<sup>rd</sup>
- 2015 Mill & Fill Project- to be awarded to Glidden Excavating & Paving
- 2015 Demolition Project- abatement survey in progress
- Perkins Ridge Road Culvert- in design

### Recreation

- 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.
- 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 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

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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).
- 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.
- Parent & Me Craft Time began on Wednesday. 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 26 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 370 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.
- Spring Celebration will take place this Saturday at the Hasty Community Center. Children and families are invited to take part in this celebration of Spring! Children collect eggs during games, activities, & challenges, and redeem the eggs for candy and prizes! Special thanks to our partner: The Boys & Girls Club – Auburn/Lewiston Clubhouse, and our sponsors: Gammon’s Garden Center, Kiwanis International, and Pat’s Pizza.
- Staff held a lacrosse parents meeting on Tuesday evening.
- Planning for upcoming youth and adult programs continued.