

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 May 1, 2015

Assessing

- Roland Moreau, State Auditor, was in the office to audit paperwork including TIF agreements, Tree Growth and Farmland applications, abatement and supplemental paperwork, 2014 sales, values assigned to various land classifications etc. He said the audit went well and everything looked good.
- Karen has been qualifying 30+ applications for Veteran's Exemptions, Farmland applications and Tree Growth special land classification applications.
- Karen began updating the TIF worksheets with the 2015 values.
- Zach L. continues to process business personal property returns.
- Joe completed his permit inspections and data loads and will begin processing personal property returns.
- Karen & Katelyn reviewed Katelyn's permit data collected through field inspections and she is finishing up loading her data.
- Katelyn worked with Rosaline to download all the deeds through April 1 in order to update ownership in the CAMA system for the 2015 tax year.

Auburn Public Library

- The Lewiston Public Library and the Auburn Public Library will hold a joint board of trustees meeting at APL on Weds., 5/6, at 7:30 a.m.
- The Library will be hosting the Chamber's YPLAA After Hours on Tues., 5/12, from 5 to 7 p.m. There will be food and a cash bar. There will also be activities such as a scavenger hunt, a photo booth in the Media Lab, and prizes.
- The "Story Drum" presentation last Saturday (4/25) was very successful with approximately 65 children and adults in attendance. This was part of our Maggie Trafton Authors for Young Readers.
- Donna Wallace, Teen Librarian, attended "LibraryNext," a gathering of select New England libraries in Concord, MA, on Weds., 4/29. The round-table discussion focused on library services for tweens, teens, and seniors.

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- The Library's new online fundraising auction will run from June 1st through the 12th. Many items, such as auto detailing, a spa package, a trails package, and ice time have been donated by local businesses and individuals. Many thanks to the Board of Trustees for spearheading this effort.
- The Library's knitting group has gone on hiatus until Fall.
- Our upcoming programs include:
 - Kids! Chinese Stories – Continues on Mon., 5/4, at 5 p.m. Join us on Monday evenings for Chinese Stories with Lilly Huang in the Maggie Trafton Program Room. This is a 6 week program and will run until June 8th. All are welcome. The first session was great. For more information, please contact Yu Li Huang at LILLYHUANG@AOL.COM or call the Auburn Public Library at 333-6640 ext.3.
 - Primetime Adventures: Landscapes and Gardens from England : Tues., 5/5, at 2 p.m. Travel fanatic June Spear, of Lewiston-Auburn Senior College, shares breathtaking images of the finest landscapes and gardens of Merry Old England.
 - Teen Advisory Board (TAB): Open Forum – Fri., 5/15, at 4 p.m. What do you want at the library? Do you have an author you love and want to read more? Do you wish we offered more music events? Or maybe you have some great ideas on how to decorate the Teen Space. We want to hear from you. Join us in the Teen Space for this annual "open forum" to talk about the library and teens. This event is just for teens, ages 12-18.
- 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 attended Vital Records training in Augusta on Thursday, April 23rd
- Staff worked on voter registration (new, cancelled, and changes) and updated the Central Voter Registration system
- Business licenses – received 6 renewal applications and 2 new, issued 15 renewal licenses and 2 new licenses
- Issued 2 Taxi Cab licenses (renewals)
- Worked on preparing for the June 9th election (staffing, ballot design and other paperwork)
- Issued 9 birth certificates, 9 marriage certificates, 53 death certificates, 5 marriage licenses, and 7 burial permits
- Received one request for a week of banner space over Court Street
- Issued 1 garage sale permit
- Worked on minutes of the 4/21/15 City Council meeting and the 5/4/2015 City Council agenda packet
- Sue met with the Appointment Committee Wednesday evening (April 29, 2015) to review Board and Committee applications

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- Received notification from Municipal Code that Supplement 5 is complete and updates have been made

Community Development

- Hal Barter spent 4 days in a LEAD/Healthy Homes training. He attended a number of seminars and presentations that covered the reporting requirements for the Lead Grant. He was able to learn how to put the Healthy Homes principles to work in our community and with our programs. The Healthy Homes 29-point rating system is a requirement for all LEAD Grants and will soon be required in the Community Development and HOME Programs. The Healthy Homes rating system is the tool that the Department of Housing and Urban Development will use for data collection to document the condition of the nation's housing stock. Hal also learned about controlling indoor air quality, mold and consequences of weatherization retrofits and ventilation concerns.
- The City of Auburn will receive a \$5,000 grant from Harvard Pilgrim for our first community garden. Auburn was one of six Maine grantees.
- Reine participated in a webinar on Section 3 requirements. The Proposed Rule of March 27, 2015 has implications for CDBG and HOME funded projects to hire Section 3 residents (low income persons or people living in public housing) and for subcontracting to Section 3 businesses. This will involve contracts in excess of \$200,000.

Finance

Finance Director

- Worked with Bond Council to prepare Bond Orders for FY 16 CIP.
- Worked on Council questions for budget process.

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

- Overseeing Ingersoll construction and progress meetings
- Coordinate Auburn Hall courtyard ground repair project
- Working with School on Workers Comp Bid
- Parks building water damage/drainage issue- insurance claim

Tax Office

- Preparing 30 day lien notices.
- Working on address changes for property tax payers that have been received.
- The tax counter has been busy with vehicle registrations since it is the last week of the month.

Fire

- FPO O'Connell did a fire alarm test at a new care facility located at 410 Summer Street.
- FPO O'Connell inspected a proposed new Day Care Center.
- 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.
- Crews participated Grass and Forestry operations in preparation of the spring fire season.
- Crews participated in training with CAFS (Compressed Air Foam System). This is a program developed in-house and performed by our own trainers.
- Crews performed at the "Healthy Kids Day" which was recently held at the YMCA.

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- Senior staff received training on operation of the APD Mobile Command Vehicle for Officer Michael Chaine
- For the week of April 23rd to April 29th, we responded to 80 calls for service. These include, but are not limited to: 6 Fire Alarms, 2 Woods/Grass fires, and 1 unauthorized outdoor fire, 56 Emergency Medical calls, 4 Motor Vehicle Accidents, all with injuries, 7 service calls, 4 Hazardous Condition calls. We provided 1 mutual aid assistance call and received no mutual aid assists during this period. We provided 3 EMS Mutual Aid during this period.

Human Resources

- Work continues on the School/City Workers Compensation insurance bid. The team met to review 6 prequalification questionnaires by potential brokers and/or self-insurance providers. The School and the City completed potential exposure checklists. June 1st is the deadline for all final bids.
- Interviews were held for the Assessing Assistant position. An offer of employment has been made.
- Staff is working on Workplace Violence Prevention Procedures to supplement the Workplace Violence Prevention Program.

IT

- Worked with Police Department staff to create a prototype mapping application for a citizen self-service portal that would allow for finding social service agencies in the Auburn-Lewiston area. We also created a series of preliminary map layers showing hot-spots for selected crime types for use in interagency discussions.
- Created a prototype mapping portal for the Planning Department that would allow staff, and potentially citizens, to visualize all open planning projects and to access the associated plans and documents. While this application has great potential, as designed it would place a substantial additional time-burden on the planning department. The next step is to examine workflows and data flows to see if there are efficiencies that we can incorporate to make the application a time-saver.
- Made several updates to the staff Utilities Map Viewer.
- Reviewed initial data development on Facilities GIS for Auburn Hall. Base data for the first two floors is completed and is in review. There are a few minor problems related to 3D mapping, but overall, the data look good. In the next week we will develop a plan for making updates to base data and for development of at least three additional data layers.
- The temporary closing of the exterior door to the parking lot required some security changes to the building. Since APD is required to maintain 24/7 access to the public, the Bridge door needed to be unlocked over night and the elevator had its access blocks removed for the duration of the repairs. That way, the public could enter the building through the bridge and then take the elevator to the Ground Floor. We have now returned to our usual schedule.
- There's been a recent increase in spam traffic. Our filter is blocking between 4,000 and 5,000 unwanted emails daily. There's also been an up-tick in the number of phony Report-It and Request-It messages from the web-site.
- A new virtual server is set up for the new version of Lucity, the software that drives Public Services' work-orders and inventory applications. The vendor will be installing the new

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software and migrating the City's data from the old server. Once complete, the old server will be retired from (virtual) service.

- Staff did a walk-through of Auburn Hall with members of the Health & Safety Committee to discuss building security and future camera locations. We expect that we will be expanding the scope and coverage of the alarm and surveillance systems as a result of recent potential security breaches. The broken lock on the door to the Community Room, which had been allowing access to the entire 2nd Floor East wing, has been repaired.

Norway Savings Bank Arena

- This week at the arena, we're offering public skate and a handful of programs:
 - Public skate at 3:30pm on Friday
 - Learn to Skate = Friday 5:00-6:30
 - Learn to Play = Sunday 1:00-2:00

Planning

- Projects are still coming in for permitting at higher than average rates and investment numbers look strong for the last couple months of FY15.
- Staff has been spending a lot of time on multiple downtown projects that could really begin to increase property values, economic opportunity and quality of life over the coming years.
- Zack has been doing walkthroughs of the downtown neighborhoods to coincide with the coming spring time clean-up. The snow has melted and revealed a lot of litter and items such as old couches and mattresses in yards and on porches. In the past week Zack has issued twelve (12) Notice of Violations. The majority are for accumulation of refuse and the others are for various issues such as structural issues with buildings and the storage of unregistered vehicles. Another dozen Notice's are being readied to issue from walkthroughs in the New Auburn downtown area.
- We have been asked to respond to an increased number of complaints and help resolve landlord/tenant and neighbor disputes that aren't necessarily code violations recently. We see these regularly and they can be very time consuming as complainants often don't accept that their dispute is a private civil matter that the City has only limited involvement.
- The Wayfinding Signage RFP Addendum will be ready to publish next week after a joint meeting with Lewiston Staff on Thursday afternoon.
- The DATC is moving forward and we have authorized the design of footings for the future development of the adjacent lot.
- These are often brief because of work volumes and lack of time between other commitments lately.

Police

- The department handled 733 calls for service this week. Officers conducted 190 motor vehicle stops and 22 field interviews. Officers investigated 87 offenses of which, 10 of which were felonies, generating 25 arrests, 28 criminal summonses and 7 juvenile arrests. Officers responded to 20 motor vehicle crashes.
- The Department held an open house for the Cadet Program. Six kids attended and expressed an interest in joining the Cadet Program

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- Detective Syphers arrested a subject for Burglary where \$3,000 in jewelry was stolen.
- The Department hosted regional training at Central Maine Community College.

Public Services

- Worked on tax map updates for the past tax year. Splits, merges, right of way takings, and corrections. Produced CAD files and sketches for updating of GIS and assessing records. This is an ongoing task.
- Researched history and provided information regarding drainage system at 440 & 448 Washington St N for Scott Holland to determine maintenance responsibility.
- In response to requests, provided city staff and residents with information on several issues including, old road layouts from early records & street addresses.
- Reviewed and provided comments regarding the projects on the May Planning Board Agenda: Woodbury Heights-Phase 2 & 33 Omni Circle.
- This week we continued our spring sweeping program. The men have worked steady putting the program ahead of schedule. We prepared for the start of the spring cleanup project setting up the vehicles and getting all necessary safety items in order. We also had a comprehensive review of the employee manual and departmental policies. Interviews for open positions were also in order.
- Crews have been busy cleaning the Highway Garage inside and out as part of our 12 month planner, spring clean and open house.
- Crews were presented with an updated Public Services Orientation Book with the current policies.
- 2015 MPI Project- Broad Street Mill & Overlay. AWSO is upgrading the water main from Mill Street to Eighth Street. The paving portion of the project is scheduled to begin July 1st.
- 2014 MPI Project- Lake Street (Park Ave to the CUL). Contractor is installing granite curb and raising storm structures to grade.
- 2015 Reclamation Project- Valview Dr, Summer St. (Park Ave to Mount Auburn Ave) Project awarded to Gendron and Gendron. Anticipated start date mid July.
- 2015 Reconstruction Project- Davis Ave, Seventh St and Tyler St. Project is currently out to bid.
- Perkins Ridge Road Culvert Replacement- footings are being designed and plans are being generated.
- Stormwater Management- Preparing for a May 6th audit by DEP.
- City Hall and Garage Entrances- project to be completed this week.
- 2015 Demolition Project- hazardous material removal contract is out to bid for this portion of the demolition sequence.
- Hi-Way Safety Systems has begun painting the crosswalks in the down town area
- This week day shift we had 2PM 2PD and 1 State inspection PD and APS
- We removed 14 headgears and spinner from plow trucks
- We are swapping from V sanders on trucks 12 and 7 to the dump body's.
- Jeff is working on making repairs to trailers for spring clean up and getting the frame welded up on #34 and making repairs on 100.
- We have been asked by the Electrical Dept to fabricate a new cover for another in ground electrical box .
- This week we had 35 work orders for APS we had 3 for PD, 33 completed APS all complete for PD Night shift had 9 work orders all complete.

Recreation

- Registrations continued for Spring Soccer, ages 3-12 with the program set to begin this Sunday. 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. A total of 111 players are registered for this program.
- 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.
- Tee Ball practices continued. 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). A total of 50 players are registered for this program.
- Registrations continued for mini-lacrosse clinics, with the program set to begin this Sunday. In this program, young players will be focused on basic skills like cradling, catching, shooting, and teamwork that will build a foundation for more advanced skills in the lacrosse program. A total of 27 players are registered for this program.
- April Vacation Soccer Camp concluded. 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. A total of 17 players are registered for this program.
- Youth Lacrosse, grades 3-8, began outdoor practices this week with games scheduled to begin this weekend. 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. A total of 86 players are registered for this program.
- 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 41 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.
- Adult Dodgeball playoff tournament concluded with Service Master emerging victorious as the 2015 champions. 6 teams were registered in the league this season for a total of approximately 60 players.
- Pickleball continued into week 30 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 471 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.
- Adult softball practices (Players and Co-ed leagues) continued. A total of 29 Players League teams and approximately 435 players are registered this season. A total of 21 Co-Ed teams and approximately 315 players are registered this season.
- The City of Auburn Recreation Department in partnership with the Auburn Exchange Club is pleased to present the annual Youth Fishing Derbies. The 2015 Youth Fishing Derbies will take place at the Pettengill Park pond this coming Saturday, May 2 from 8:00am to 11:00am for ages 9-15, and Saturday, May 9 from 8:00am to 11:00am for ages 3-8. The registration fee for this event is \$5 per participant and it will take place rain or shine.
- Staff attended a Council workshop on Monday evening.
- Planning for upcoming youth and adult programs continued.