

# 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 22, 2015

### Assessing

- The Assessing staff and two members of the Board of Assessment Review attended Board of Assessment Review Training in Augusta offered through the Maine Municipal Association. Attorneys Sally Dagget and William Dale of the law firm Jensen, Baird, Gardiner & Henry conducted the training.
- Katelyn has dedicated her afternoons to making courtesy calls to business owners who have not returned their Personal Property Form 706. To date she has made 263 calls to explain the filing process and offer assistance with the forms.
- As a result of the courtesy calls;
  - Katelyn has visited 1 business to assist the business owner with their filing at their request
  - Joe has visited 2 businesses at the owner's request to assist with the personal property filing and has 1 appointment scheduled for Friday
  - And we have received numerous filings from owners that have not filed in several years
  - Katelyn has approximately 100 calls left to make.
  - Of the 829 completed filings received we have processed approximately 25%.

### Auburn Public Library

- The Library will be closed on Mon., 5/25, in observance of the Memorial Day holiday.
- The Library will begin its summer hours the week of May 25<sup>th</sup>. The Library will close at 6 p.m. on Thursdays (instead of 8 p.m.) and at 1 p.m. on Saturdays (instead of 5 p.m.).
- The Chamber of Commerce YPLAA held their monthly social meeting at the Library on Tues., 5/12. It was a very successful event with approximately 50 people attending. There were networking opportunities, food, a cash bar, a scavenger hunt, prizes and more. It was an excellent way to showcase the Library. Thank you to the Library Café for their donation of food and to Marche for providing bar tending services.
- The Board of Trustees held its regular monthly meeting on Weds., 5/20. The focus of the meeting was the annual review of endowment funds invested with the Maine Charitable Foundation.

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- The Library is preparing its new telescope received from Cornerstones of Science for lending. It should be ready for borrowing within the next few weeks.
- On Tuesday, 5/26, at 11 a.m., College4ME-Androscoggin and the Finance Authority of Maine (FAME) will be at the Library to hold a press conference to kick off a new board game, "Claim Your Future." Designed for students in middle school, the game encourages students to explore career and college options, budgeting and money management, wants vs. needs, and the impact of making choices. Each middle school in Androscoggin County will be given at least one Claim Your Future Board Game along with the Auburn Public Library, Lewiston Public Library, Boys and Girls Club, Tree Street Youth, and the YWCA and YMCA. The press conference will be held in the Teen Space.
- Please check out the new items added to our online auction at [www.32auctions.com/apl](http://www.32auctions.com/apl). The auction goes live on June 1<sup>st</sup>.
- Our upcoming programs include:
  - Maine Job Corps - Teens and New Adults: Weds., 5/27, 10 a.m. If you had the opportunity to take part in a life-changing experience that gave you the skills you need to succeed in today's job market, and it didn't cost anything, would you be interested? If so, the Job Corps may be for you! Join us when Jill Moody of the Maine Job Corps visits to explain how the program works and who is eligible.
  - KIDS! DIY Tweens Upcycle on old CD into Colorful Wall Art: Weds., 5/27, at 4 p.m. Tweens ages 9-12 are invited to join Miss June to learn how to upcycle an old CD into a colorful work of art for their wall. All materials will be provided by the library. Kids just need to bring their imagination! Space is limited. Please call the library at 333-6640 ext.3 to sign up or register online.
  - Glimpses of Iran: Thurs., 5/28, at Noon. Parivash Rohani of Auburn will narrate a Power Point presentation of photos of Iran and Iranian art.
- 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

- Completed minutes of the 5/11/2015 and 5/18/2015 meetings
- Worked on 5/26 and 6/1 Agendas
- Sue Clements-Dallaire attended a Communication Skills workshop in Portland on Thursday, May 21, 2015 in Portland
- Business licenses – received 14 renewal applications, issued 8 renewals
- Issued 12 birth certificates, 10 marriage certificates, 31 death certificates, 4 marriage licenses, and 5 burial permits
- Issued 7 garage sale permits

### Health and Social Services

- Met the new General Assistance, Program Manager, for the State yesterday in Augusta. Ian Miller has worked for the state in a number of capacities but the first time with General Assistance. He has been appointed the Acting Manager for the time being. Ian plans on visiting Auburn soon, and see how we run our program.

## **IT**

- Staff participated in a successful project with the School Department, the Public Services Department and the Maine National Guard to map, clean and prepare the Oak Hill Cemetery for Memorial Day. The markers of Veterans were located and decorated with flags.
- Staff hosted a meeting with representatives of ESRI, the world-wide GIS vendor. ESRI has recognized Auburn for the advanced nature of its GIS achievements and plans to continue to work closely with Auburn staff as we move forward.
- Two bidders have been qualified for our Application and Database Inventory project. Department staff will be meeting with both, to clarify and expand on their proposals and will then select a vendor. The project seeks to better coordinate the varied applications that staff employ to ensure that we're not duplicating effort, and to confirm that the tools we use are the best ones for the job.
- GIS staff participated in the BuildMaine conference on Thursday, and met with GIS project leaders at Bowdoin College to discuss their methodology in a project similar to our Ag Study.
- Two new servers have been set up, COALUCITY – for the new version of the Lucity application at Public Services – and COAPATRIOT5, for the upcoming Patriot CAMA upgrade. Staff is also beginning preparations for upgrading our MUNIS Financials software to a updated version. While that won't happen until late '15 or early '16, we are starting to lay the groundwork now.
- We continue to refine the behavior of the elevator, balancing the security of our premises with the needs of our staff. IT staff have been working closely with Safety Coordinator Ray Lussier and Facilities Manager Derek Boulanger.

## **Planning**

- Information Assistant-the position is vacant and we are interviewing. This is a key position serving as the front line for Planning, Code and Economic Development, Assessing and Engineering.
- Zack Lenhart is serving the Assessing Department two days a week until further notice. This will slow code responses that are not a threat to safety.
- Permitting continues to be strong and we will have updated numbers after month end reports are complete.
- Three Staff attended the annual Maine Building Officials Conference Monday and Tuesday for training credits and two attended Build Maine on Thursday.
- Staff is working on a number of projects, including CLT, Barker Mill Trail Grant, numerous shore land zoning permits for new and expanded waterfront homes, Court Street lane adjustments, the Main, Minot, Academy Elm and High Network improvements and modeling, MDEP funding for cleanup at 250 Hackett Road (Giasson Junkyard), and other projects.

## **Police**

- The department handled 726 calls for service this week. Officers conducted 236 motor vehicle stops and 19 field interviews. Officers investigated 87 offenses of which, 9 of which were felonies, generating 26 arrests, 35 criminal summonses and 6 juvenile arrests. Officers responded to 39 motor vehicle crashes.

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- Preliminary numbers from the Department of Public Safety are showing an eight point drop in Auburn's 2014 crime rate while showing a six point increase in the clearance rate (crimes solved).
- Sgt. Schmicks, Det. Westleigh and Cpl. McCamish attended the 2015 Elder Abuse Summit in Augusta.
- Det. Syphers attended a Human Trafficking Task Force training session.
- Detectives are investigating the burglaries that have occurred at the American Legion on Washington St. and the VFW on Minot Ave.
- Several officers have taught at the Law Enforcement pre-service course being held at Central Maine Community College.

**Public Services**

- Working on Pettengill Park, getting ready for sod and building up the infield. Catch Basin Cleaning crew are back doing their runs. Excavation tech is doing digsafes and permitting.
- Also working on getting festival plaza fountain up and running.
- Public Services celebrated 2015 National Public Works Week with our annual Open House this past Saturday. We had over 200 guests attend the celebration. With the help from local businesses: Panera Bread, Town Fair Tire, Dunkin Donuts, Flagship Cinema, Poland Spring, Wal-Mart, Village Inn, Messer, Arby's, Sabattus Disc Golf, Tabers, Rolly's, Napa and Pepsi, we were able to raffle off many prizes including both a boy and girl's bike. Other than the large trucks, which the children had a blast checking out (especially honking the horns), attractions included a huge bouncy slide, piñata, craft table and demonstrations. Public Services would again like to thank all who donated and participated in this year's event.
- This week Fleet Completed 15 of 20 scheduled work orders for APS ,along with that we did 3 PD work orders, 1 state inspection and 2 PMs for PD
- We started work on truck 7, the body will be about 2 weeks for repair. Loader 53 is down while main lift ram is send out for repair.
- We have been able to handle all the road calls and drop ins( things like replacing wiper blades of adding fluids or changing a bulb) while tackling the list of items that were put off while we did spring clean up.
- We still only have 1 man on 2<sup>nd</sup> shift for mechanics. ( Darryl remains out on SSL).
- We are doing our best to get caught up before we start losing personnel to vacations.
- 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 1<sup>st</sup>.
- 2014 MPI Project- Lake Street (Park Ave to the CUL). Contractor is building sidewalks from Park Ave to Birch St. and Park Ave to Sherman Ave.
- 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. Longchamps successful low bidder. Work will begin on Tyler Street next week.
- Perkins Ridge Road Culvert Replacement- footings are being designed and plans are being generated.
- Stormwater Management- DEP audit was held on 5/6/2015, waiting for feedback in 45 days.
- 2015 Demolition Project- hazardous material removal contract is being awarded to R.J. Enterprises. Work to commence within two weeks.

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- Working on Pettengill Park, getting ready for sod and building up the infield. Catch Basin Cleaning crew are back doing their runs. Excavation tech is doing digsafes and permitting.
- Also working on getting festival plaza fountain up and running.
- Spring clean up on Monday and crews cleaning up brush from spring cleanup in new auburn the other days.
- 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.
- Attended ATRC Complete Streets Study Public Meeting. Presentation by Mike Lydon of The Street Plans Collaborative regarding progress on the study. Project includes Arterial Street Facilities Analysis, Complete Streets Best Practice Management Guide, and Main Street (Lewiston) Bicycle and Pedestrian Connection to Simard-Payne Memorial Park.
- Located property pins along section of Lake Street under construction and replaced one that had been disturbed during the construction.
- Worked on updates to ATRC sidewalk inventory.
- Attended Plan Review Committee meeting.

## Recreation

- Registrations continued for Youth Track & Field, ages 7-14. Coach Tom Menendez will be back for his 21<sup>st</sup> season to guide the athletes through another fun-filled season. Tom brings to the program over 20 years of coaching experience at all levels. This program will provide instruction and training in traditional track & field events such as: sprinting, running, hurdles, relays, high jump, long jump and throwing events. Competition is offered through Maine USA Track & Field meets each Thursday beginning in late June. Five developmental meets will be followed by a division qualifying meet and the state meet in early August.
- Registrations opened for Golf Lessons, ages 8-16. Bob Darling, Golf Pro at Fox Ridge Golf Club will teach the fundamentals of golf in this great instructional program. These lessons are designed with a focus on the beginner and intermediate golfer. Don't miss this opportunity to learn more about a sport that will last a lifetime!
- Spring Running, ages 7 -14 continued. 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. A total of 20 participants are registered for this program.
- 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.
- Spring Soccer continued. 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 114 players are registered for this program.
- Tee Ball practices and games 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

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are no walks or strikeouts. Players will test their skills in Saturday games beginning in early May (weather permitting). A total of 52 players are registered for this program.

- Mini-lacrosse clinics continued. 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 32 players are registered for this program.
- Youth Lacrosse, grades 3-8, continued with practices and games. 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 65 dancers have participated thus far.
- Pickleball had the week off, during the spring Alternative Sentencing 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 533 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 (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.
- Staff attended a budget workshop on Monday evening.
- Staff conducted summer day camp staff interviews.
- Planning for upcoming youth and adult programs continued.