

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 July 31, 2015

Assessing

- Joe has been working with Gary to complete the research on all the deeds involving land splits and merges in final preparation for commitment. Joe has been loading the data and creating new parcels as needed.
- Katelyn continues to proof exemptions and the splits and merges as Joe completes them.
- Katelyn loaded the permit data in to the Patriot CAMA system for permits issued from April 1, to June 2015.
- Karen completed updating the TIF values, TIF spreadsheet and the gravel pit assessments.
- Karen is running the final reports for the commitment process. Munis is scheduled to be here August 11th.
- Joe and Katelyn will be attending the five day Property Tax School next week put on by the Maine Revenue Service.

Auburn Public Library

- The Library has received a very generous donation from the Fletcher Family Foundation. The award was presented at the conclusion of this year's Emily's Run. The Foundation has supported the Library for a number of years. The donation, a part of our annual fund raising efforts, is used to support our collection and programs. The generosity of the Fletcher family and the foundation is much appreciated.
- There are still some tickets available for "Until Tuesday, Luis' & Tuesday's Story" – Mon., 8/3 from 4 to 7 p.m. Author and Iraq War veteran Luis Carlos Montalvan and his service dog, Tuesday, will be here at the Auburn Public Library to share the story of how they saved each other. This event is open to all ages and will include a demonstration of how Tuesday assists Capt. Montalvan in his daily life. There will be a Q&A session, copies of his two books for sale ("Until Tuesday" and "Tuesday Tucks Me In"), a book signing, and photo opportunities. Seating is limited, so please stop by the Reference Desk to pick up your free ticket.
- The Library is applying for a grant that would bring a NASA-based interactive exhibit to the Library sometime within the next 2 years. The exhibit would appeal to all ages and would

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have library-developed programming to support it. The staff has been excellent in helping to put the programs together and the support of the community has been impressive.

- Beginning Thurs., 8/13, the Library will participate in the Festival Plaza noontime gatherings. We will have the ability to checkout library books and sign up people for library cards. We will also have a selection of books for sale.
- The Maine Library Fund income tax check-off on the 2014 Maine income tax return has been successful, raising more than \$30,000. The Maine State Library which administers the funds is currently reviewing the options that it has for spending/distributing the funds in a way that will benefit all Maine libraries. In the first two years of the fund's existence, MSL and librarians agreed to invest in additional e-book resources to meet the growing demand throughout Maine for digital copies of books. Our thanks to all those who support APL and all of Maine's public libraries in this way.
- The Library's annual financial audit is underway.
- The final visit to read to the Auburn Rec Department's summer camp attendees will occur on Mon., 8/3. At that time the children will receive their gift books as a reward for participating in the program. The staff and volunteers have been reading to approximately 175 kids each week. The Library also leaves a bag of books at each site for the children to read during the week.
- Upcoming programs include:
 - KIDS! Animal Tracks Wildlife Program – Weds., 8/5, at 11 a.m. Join Andy Hutchinson from Wolfe's Neck State Park to learn how to spot the signs of animals in the forest. Kids will also get to make a plaster cast of a footprint of one of Maine's native animals. Space is limited. Registration is required. Please call the library at 333-6640 ext. 3 or register online.
 - KIDS! Free Family Magic Show with Conjuring Carroll – Mon., 8/10 at 6 p.m. We will start to wind down our summer reading program with a fun and entertaining magic show with our very favorite magician, Conjuring Carroll. Please join us.
 - Teens Unmask! Heroes in the Movies: Unbroken – Thurs., 8/6 at 3 p.m. Join us for this summer movie series, featuring superheroes and a real-life hero. This month, we'll watch "Unbroken," a true story and based on the New York Times best-selling book. This movie stars Jack O'Connell and Takamasa Ishihara. "After a near-fatal plane crash in WWII, Olympian Louis Zamperini spends a harrowing 47 days in a raft with two fellow crewmen before he's caught by the Japanese navy and sent to a prisoner-of-war camp." (from imdb.com) This program will include a light snack and is just for teens, ages 12-18.
 - "Tell Your Story" with the Volunteer Scribes Program – Thurs., 8/13, at 1:30 p.m. Imagine you are living with Alzheimer's disease and want your life story written while there is still time to do so. If this sounds like you or someone you know, then be sure to attend the "Volunteer Scribes Information Session." Presented by the Alzheimer's Association, Maine Chapter, the Volunteer Scribes program features trained, supervised and dedicated Bates College students who interview and write the life stories of those living with dementia. There is no cost to this program and participation is completely private, confidential and fun! Learn more about this fascinating program by attending this important information session. Advance registration is recommended by calling the Alzheimer's Association at 772-0115 or the Auburn Public Library. Walk-ins are also welcome.

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- 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.

Fire

- Crews from E-5 Station participated in the grand re-opening of the AHA Family Development Center at 100 Valery Circle. This was the center damaged by fire last fall.
- FPO O'Connell and DC Allen did a final C of O inspection at ServiceMaster on 29 Brickyard Circle.
- Crews assisted the East Auburn Baptist Church with its Mess Fest celebration.
- Air Cleaning Specialists completed the reconfiguration of the Vehicle Exhaust removal system at AFD stations as a result of changes due to the addition of the Ambulances last year.
- Lt. John Gravel is continuing the annual rope rescue refresher training with all crews.
- For the week of July 23rd to July 29th, we responded to 69 calls for service. These include, but are not limited to: 1 Fire Alarm, 51 Emergency Medical calls, 8 Motor Vehicle Accidents, 4 with injuries, 1 Swift Water Rescue, 6 service calls, and 2 Hazardous Condition calls. We provided no mutual aid assists and received no mutual aid fill-ins during this period. We provided no EMS Mutual Aid assists during this period.

IT

- Using the new GIS Collector application, Public Services crew began city-wide mobile data collection of catch basin inspections. This application will allow us to capture information on catch basin cleaning and inspection in more detail, and in a digital format that will allow us to map the progress of inspections in real-time. We hope this will be a model for future applications.
- Staff completed Parcel updates for 2015 (finally!). Information on parcel updates was delayed in reaching our office, which caused a bit of a time crunch. We will work with Assessing and Engineering staff after commitment to examine the workflow for sharing and completing parcel updates, in an effort to make the updates more timely.
- Staff assisted Assessing Department with a custom report required for Tax Commitment. The Patriot Help desk was unable to recreate one of the needed reports. The IT Department located the report parameters from last year and Patriot was able to recreate the report using this information.
- IT staff continues to work with three interns this summer. So far, we have more than quadrupled our library of scanned aerial images and documents, which we will work to make available to staff for planning projects, and to the public. The interns have also worked on research for the Planning Department and have completed a number of GIS data layers associated with Auburn's land use.
- As reported to the Safety Team at its quarterly meeting, work is well underway on the security upgrades to Auburn Hall. Protection 1's contractor has been running cabling and finding paths through the ceilings from the camera locations to the tel/data closets. The next step will be mounting the cameras and the receivers for the alarm buttons, and then will come the reprogramming of the building-wide alarm system.
- Staff had meetings with Tim Cogle and Deputy Chief Moen to plan hardware replacements in the Patrol area of PD. The preliminary plan is to replace six PCs in Patrol and then evaluate the suitability of those PC for use elsewhere. PD poses some unique challenges for

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PC deployment, and a system that doesn't work well there, may work just fine in a different environment.

- Staff met with the newly-formed Communication Team to review and inventory the City's various methods of external and internal communication. As shortcomings are identified, policies will be developed to mitigate them, and an overall strategy will be put in place. Often, miscommunication can be avoided through working up more efficient processes, and training staff to use them.
- Our Application and Database Inventory project got underway this week, with the distribution by Axiom of a software survey to 66 staff members. As of Friday morning, 20 of the selected staff members had not responded. Axiom will be reaching out to them to encourage better participation. Without broad input from staff, it's going to be difficult to draw meaningful conclusions about our software use.
- The Lucity software upgrade and migration are scheduled for next week (8/6), and a training session is scheduled for September 1 and 2.

Police

- The department handled 732 calls for service this week. Officers conducted 172 motor vehicle stops and 20 field interviews. Officers investigated 69 offenses of which, 7 of which were felonies, generating 16 arrests, 24 criminal summonses and 6 juvenile arrests. Officers responded to 40 motor vehicle crashes.
- In response to a recent editorial regarding the lack of traffic enforcement in the city, Deputy Chief Moen conducted a review of the Traffic Enforcement Unit (TEU) and the department's traffic enforcement efforts. The review found the following: Since March 2014, TEU has conducted 3,769 vehicle stops, issuing 2,376 verbal warning and 1,393 summonses totaling \$135,004 in fines. Year-to-date 2015, Officer Elie has made 121 arrests and Officer Parker has made 102 arrests. Traffic enforcement has become a priority department wide as well. In 2013, there were a total of 5,482 traffic stops conducted. In 2014, 8,127 traffic stops were conducted, an increase of 48%. This increased effort has yielded a 5% decrease in the amount of reportable accidents from 2013 to 2014.
- The department is in the final planning stages for our Annual National Night Out event on Tuesday, August 4th.
- Sgt. Boulet met with Dan Campbell at CMCC to discuss the Lake Auburn Half marathon that will be taking place on 09/13/15.

Public Services

- The Assistant City Engineer
 1. Completed 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 for the upcoming year..
 2. Worked on additional Temporary Construction Rights needed on South Main St. To date, have obtained 11 out of the 13 needed.
 3. Working with realtor and attorney to facilitate closing on purchase of 14 Newbury St.
 4. Reviewing projects for August Planning Board Meeting.
 5. Took cross sections on lawn at 282 South Main St to determine resolution to a presumed drainage issue by the owner that was created by not putting curbing along the property frontage

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- The basin crew cleaned about 80 basins as required by DEP.
- Roadside mowing on 7's and 20's run.
- Crews will begin sweeping Broad Street in preparation for paving
- Crew members had the BOL required Hearing Conservation Training as well as our new employee received Truck Training.
- Crews repaired and ditched driveway culverts and basins as well as pavement repair in the area of 114, 35 Country Club Dr., 703 S. Witham Rd, 11 Jordan School Rd, 59 Penley Corner Dr.
- Crews were busy weeding and watering flower beds around the City
- The Excavation Technician was busy marking out dig safe's, inspecting both private and street excavations, reviewing and issuing Fill, Drive Opening permits as well as billing and continues GIS work.
- As always crews were busy completing trash runs around the Mall/Veterans Bridge Area, Riverwalk Area, Chestnut Park and many more.
- Repairing of the sidewalk took place at Tourmaline Lane
- Parks crew were busy mowing at Union St, Old Police Station, Court St, Washington St., Drummond Park, Za Pizza Area, Kittyhawk Area, New Auburn Area, Festival Plaza, Riverwalk, Police Monument, Downtown Area, N. River Rd Boat Launch, Lake Grove Park, Mall Area, Veterans Bridge Area and many more areas.
- The tree crew assisted with the installation of the canopies at Festival Plaza, did some tree trimming at Dennison St. and Valview Dr., as well as chipped the brush pile at the shop.
- Crews returned to Lake Grove Park this week, completed interior paint floor to ceiling. Repaired broken counter tops and a new hygienic floor, new signage. The woman's restrooms also had a new hygienic floor installed with the leftovers from the snack shack area.
- A sink hole was investigated at Kendall Rd
- Hot patching crews were out and about patching up pot holes to name a few some on, Sherman Ave., Chickadee Dr., Rowe St., Barker Mill Trl., Western Ave. and many more.

Recreation

- The Movies in the Park summer movie series is set. These free, family-friendly movie events will take place in various locations around the city. Be sure to visit the programs & special events section of www.teamsideline.com/auburnme for program details, locations and times! The first movie in this series took place on Friday evening with a showing of "Ratatouille" in Festival Plaza.
- The 2015 Wednesdays in the Park schedule is underway. This joint program offers various FREE performances throughout the summer. Be sure to visit the programs & special events section of www.teamsideline.com/auburnme for program details, performance locations and times!
- Want to keep playing pickleball this summer? Auburn Recreation has teamed up with Lewiston Recreation to offer Outdoor Pickleball. Now you can still play when the indoor season is over! Outdoor 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. Beginning on June 25th, Pickleball will take place every Tuesday and Thursday, 8:30am-12:30pm at the Lewiston High School tennis courts on 156 East Avenue.

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- The date is set for the annual Box Car Drive-In Movie sponsored by Pat's Pizza! This event will take place Friday, August 14th at the Pettengill Softball Field starting at 7:45pm. This is a free for all ages event, where kids are encouraged to create their very own cardboard box car to enjoy the movie in style! Prizes will be awarded for the best cars on the lot!
- Eddies Youth Football Camp, grades 1-8 took place on Saturday. This one day camp is instructed by ELHS Varsity Football Head Coach, Dave Sterling and staff and will focus on preparing players for the fall football season through instruction in football fundamentals, skills and techniques. A total of 18 players are registered for this program.
- Registrations continued for Flag Football, grades 1-2. Flag football is a fun game that introduces children to the basics of football. Participants learn the basics of offense, defense, the line of scrimmage, and other key elements of the game. Players will practice twice a week in preparation for games that begin in Early September and run through mid October.
- Registrations continued for Youth Football, grades 3-6. The Youth Football program is designed to develop the young players' knowledge and skills of the game through instruction in proper techniques, fundamentals, conditioning, and terminology. Competitors participate in the Mid Coast Youth Football League (MCYFL) which is comprised of teams from: Bath, Brunswick, Gardiner, Lewiston, and Turner. Teams will have a weekly practice schedule beginning in early August, and a full game schedule which will run through the end of October.
- Registrations continued for Youth Football, grades 7-8. The Youth Football program is designed to further develop the young players' knowledge and skills of the game through instruction in proper techniques, fundamentals, conditioning, terminology, and offensive and defensive schemes. Competitors participate in the Mid Coast Middle School Football League (MCMSFL) which is comprised of teams from: Turner, Oxford Hills, Brunswick, Bath, Mt. Ararat, Lewiston, Gardiner, and Mt. Valley. Teams will have a weekly practice schedule beginning in mid August, and a full game schedule which will run through early November.
- Falcons Football Camp, grades 5-8 concluded. This week-long camp is a chance to dust off the cleats and hit the gridiron before the season begins! The camp focuses on football specific conditioning drills, skill and technique development, basic offensive and defensive schemes, as well as football terminology. This program is a great opportunity to prepare for the upcoming football season. A total of 20 participants are registered for this program.
- Summer Day Camp, grades Pre K – 8, continued. Each day, the Summer Day Camp offers campers structured activities, games, reading 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 supplemental excursion days/special events. 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. At this time, 253 children are registered for the program.
- Practice & meets continued for Youth Track & Field, ages 7-14. Coach Tom Menendez is back for his 21st 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. A total of 118 children are registered for the program.

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- Adult Summer Basketball continued and playoffs continued. The league is comprised of an A division and B division, with a total of 14 teams, and approximately 140 players registered.
- 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 and coaches performed football equipment fittings on Tuesday evening for grades 3-6.
- Planning for upcoming youth and adult programs continued.