

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 August 14, 2015

Assessing

- Joe and Katelyn completed the week long Maine Revenue Property Tax School and took the test for their Certified Maine Assessor certification.
- Karen prepared all the final reports for tax commitment and worked with Nancy Bosse and MUNIS to complete the Tax Commitment; had 1 residential and 1 commercial inspection; reviewed the law on parcel merges due to a customer inquiry; continues to prepare the report for the Prospect Hill Golf Course tax appeal.
- Joe assisted in proofing the records through the commitment process; had 4 residential inspections and assisted Karen on one commercial inspection; updated the sales book and spreadsheets for April and May; responded to customer inquiries; reviewed and researched Maine law pertaining to parcel merges.
- Katelyn is on vacation this week

Auburn Public Library

- The Library has been experiencing website problems for the last couple of days. We are working with our host Networkmaine to resolve the problem, which also includes other libraries that have their sites hosted by Networkmaine. We are able to access our circulation system and social media sites.
- It's not too late to take part in the 2015 Maine Readers' Choice Award. Public voting will begin on Sept. 1st. The three finalists are "Euphoria" by Lily King, "Redeployment" by Philip Klay, and "All the Light We Cannot See" by Anthony Doerr. All three books have been receiving national accolades throughout the year.
- The Board of Trustees will meet on Weds., 8/19, at 7:30 p.m. for its regular monthly meeting.
- The Library will participate in this year's Balloon Festival parade on Sat., Aug. 22nd.
- Upcoming programs include:
 - Muslim Journeys Film: "Prince Among Thieves" – Thurs., Aug. 20th at 6:30 p.m.: In partnership with the Maine Humanities Council and the Lewiston Public Library, we are proud to present the Muslim Journeys Film Series. These first rate films provide a compelling and nuanced glimpse into some of the pressures faced by the next generation of Muslims. Each film in this series will be followed by a discussion facilitated by Reza

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Jalali, Author and Coordinator Multicultural Student Affairs at University of Southern Maine. All films will be shown at the Lewiston Public Library. The 20ths film, “Prince Among Slaves,” is the story of Abdul Rahman, an African prince brought to the U.S. in 1788. “Muslim Journeys Films” is a free, library-based film and discussion series offered by Maine Humanities Council’s Maine Center for the Book as part of the “Bridging Cultures Bookshelf” created by the Ali Vural Ak Center for Global Islamic Studies at George Mason University and the National Endowment for the Humanities.

- KIDS! Music Together Demonstration – Fri., 8/21, at 10 a.m.: Please join Caroline Coffin of Androscoggin Music Together for a free demonstration of the Music Together program on Friday August 21st in the Maggie Trafton Program room. Music Together is a research-based music and movement program that supports the musical development of babies, toddlers, preschoolers and their caregivers. For children ages 0 – 5. Space is limited, so please call the library at 333-6640 ext. 3 to register or use our online registration form.
- Teens! Friday @ the Movies: Freedom Writers – Fri., 9/4, at 3 p.m. Join us in the Androscoggin Community Room on the 1st Friday of each month to relax and enjoy a movie! This month, with the start of school as our theme, our feature presentation will be "Freedom Writers." This movie is based on a true story and stars Hilary Swank as a young teacher named Erin Gruwell, who inspires her class of at-risk students to learn tolerance, apply themselves, and pursue education beyond high school. This program is just for teens, ages 13-18, and will include a snack.
- 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

- Issued 7 birth certificates, 126 death certificates, 10 marriage certificates and 13 disposition permits
- Issued 4 marriage licenses
- Validated 148 signatures on petitions
- Issued 10 garage sale permits
- Issued 2 new business licenses and 2 renewals
- Received 3 renewal business license applications
- Posted Board and Committee vacancies with a September 7, 2015 deadline for residents to submit their applications for this round of appointments
- Working on auditing of voter registration cards matching them up to the list of voters in the Central Voter Registration system
- Began preparing for the November election by numbering the tamper proof metal boxes that will be used and stamping approximately 1,000 absentee envelopes and contacting election workers
- Sue Clements-Dallaire met with Mark Stambach (Code) and Billy Hunter (School Department) at the 4 Schools that are used as polling locations to complete the Municipal Self Certifications for Voting Place Accessibility
- Worked on minutes of the 8/3/2015 meeting
- Prepared and posted the 8/17/2015 Council agenda and prepared Council notebooks
- Received approximately 50 voter registration cards and worked on entering those into the Central Voter Registration system

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Fire

- FPO O'Connell and DC Allen along with APD investigated a report of children playing with fire. Two individuals were identified as using a lighter to start paper on fire. They have been referred to our Juvenile Firesetter Program.
- FPO O'Connell and DC Allen did a final C of O inspection at Lee Honda on Center Street.
- FPO O'Connell performed an inspection at the Pond Building at Pettengill Park and also did preliminary C/O inspection at the new AutoZone store on Center Street
- FPO O'Connell attended a training program on Industrial and Commercial Fire Suppression Hoods and systems.
- Crews attended in-house training on the use of heavy lift air bag systems used for extrication of victims from accidents or collapses.
- AFDF personnel responded to the Town of Poland as both AFD and COBRA response teams to the Ammonia leak at the Poland Spring Bottling Plant.
- Crews also attended training in providing care and assistance with chronic respiratory conditions.
- For the week of August 6th to August 12th, we responded to 82 calls for service. These include, but are not limited to: 1 Lightning Strike to a building, 4 Fire calls 49 Emergency Medical calls, 6 Motor Vehicle Accidents, 5 with injuries, 7 Fire Alarms, 11 service calls, and 1 Hazardous Condition call. We provided 1 mutual aid assist to Poland for a Haz-Mat and received 1 mutual aid responses during this period. We provided 2 EMS Mutual Aid assists during this period and UAS provided 3 ambulance responses due to call volume.

Health and Social Services

- In July, we saw 32 unduplicated cases, 14 families and 18 singles.
- 68% of the applications were assisted; \$9,300 was allocated out of General Assistance.
- We are seeing a large increase in CMP disconnections.
- We are still waiting for get our new reimbursement forms from the state for the 70% reimbursement.
- Seven clients did 85.5 hours of workfare in July for a total value of \$684.

Human Resources

- Peter Ceprano and Jasmin McLoughlin started on Monday 8/10 as Recreation Specialists. Neither are new to the Recreation Department. Peter has worked for several years as a Program and Building Supervisor and Jasmin has worked as a Camp Counselor in the summer camp program for several years.
- With the assistance of the four employees from the EL Bridge Program, the staff has been reorganizing the personnel files in the archives.
- Debbie Grimmig, HR Director has been working on a revision to the City's Accident Investigation Policy for review by the City Safety Team.
- Ray Lussier, Safety Coordinator worked on several projects including a School/Public Safety emergency response to school shooter exercise, and the emergency action plan updates for Auburn Hall.

IT

- Last week GIS staff attended the National Alliance for Public Safety GIS conference at the Department of Homeland Security in Washington, DC. Conference attendees included a mix of GIS and public safety professionals. It included presentations from major players in

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Public Safety, provided four hands-on practice sessions, and included a real-time table-top exercise. The conference focused on using GIS to improve emergency communications, and to move beyond basic data in to actionable information (location based decision-support applications). We provided a summary report to the GIS Steering Committee and will be working with Ray Lussier to incorporate some of these applications into our next emergency table-top exercise.

- GIS staff discovered that the polling places have changed for two wards, necessitating a further revision of the recently created maps. We confirmed the polling place change with the City Clerk's office, updated and re-exported the six maps, printed a revised copy for the City Clerk's office, and made the pdf files available to the City Clerk she can update them on the City website.
- At the request of the city manager's office, staff created a set of detailed maps and images for proposed community garden sites, and provided the pdf files to a project team member from St. Mary's Hospital.
- Public works staff worked with GIS staff to successfully deploy a new mobile stormwater data collection application. Public works staff, working with Woodard and Curran, were able to inspect and updated attributes for our stormwater infrastructure using mobile devices in the field. A second mobile data collection effort to record catch basin cleaning, has encountered a technical difficulty while trying to sync the tablet back to the database. IT staff is working with the software company to resolve the issue.
- One of the three GIS summer interns had to be let go, he made an error while adding to the point file. He got thousands of them right, but GIS is an exacting business.
- Staff assisted the Assessing and Tax Collector Departments in the Commitment process.
- Staff met with the Communications Team to assess potential internal calendars options. Besides doing our scheduling of meeting rooms through Outlook, we are contemplating using the same tool for outside spaces like Festival Plaza. A calendar would make it easier for the various departments to see what others have planned, to avoid scheduling conflicts.

Police

- The department handled 757 calls for service this week. Officers conducted 226 motor vehicle stops and 25 field interviews. Officers investigated 82 offenses of which, 10 of which were felonies, generating 17 arrests, 37 criminal summonses and 2 juvenile arrests. Officers responded to 31 motor vehicle crashes.
- Deputy Chief Moen met with staff from the Army Reserve Center on Minot Ave to discuss active shooter protocol.
- Chief Crowell attended a two day meeting at the Maine Emergency Management Agency developing a Statewide Communications Interoperability Plan.
- Staff conducted a debriefing on the National Night Out event.

Public Services

- 2015 MPI Project- Broad Street Mill & Overlay. Surface pavement is being placed on 8/13/2015. Driveway paving and striping to follow.
- 2014 MPI Project- Lake Street (Park Ave to the CUL). Complete.
- 2015 Reclamation Project- Valview Dr, Summer St. (Park Ave to Mount Auburn Ave) Drainage work on Valview Drive nearly complete. Reclamation scheduled for fourth week of August.

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- Transportation Project at Great Falls- Water and sewer main extension work starts August 13th.
- 2015 Reconstruction Project- Davis Ave, Seventh St and Tyler St. Tyler Street complete.. Drainage structures completed on Davis Ave. Granite curbing completed on Seventh Street. Loam and seed to follow.
- Perkins Ridge Road Culvert Replacement- Footing designs complete. Applying for Army Corps permits with a start date of September 1st.
- Stormwater Management- DEP audit was held on 5/6/2015, waiting for feedback within 45 days.
- 2015 Demolition Project- complete.

Recreation

- Registrations opened for Pee Wee Soccer, ages 4-7. In this six week program, players will be introduced to the basics of soccer in a fun and positive environment. Emphasis will be on learning through fun games and small-sided play. Other skills such as communication and sportsmanship will also be addressed.
- The 2015 Wednesdays in the Park schedule has ended. 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.
- 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!
- 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.
- Practices began 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. At this time, a total of 57 players are registered for the program.
- 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.

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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.

- 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.
- Adult Summer Basketball playoffs wrapped off. 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.
- Planning for upcoming youth and adult programs continued.
- Holiday Parade festival Initial Meeting was held!
- We would like to welcome our two new Recreation Specialists Jasmine McLoughlin and Peter Ceprano!