

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 September 18, 2015

Assessing

- Staff continues to field calls generated from taxpayers who have recently received their tax bills.
- Appraisals are being reviewed, appointments are being scheduled and inspections are being done at the taxpayers request for reviews of properties.
- Mailing address updates are now being made once per week in the Patriot CAMA system in order for the Tax Collector to have updated information for the purpose of resending a tax bill that has been returned or for the tax lien process.
- The LD1 Report for the County is being finalized.
- Staff has begun to research possible tax incentive programs for taxpayers who own and desire to restore historical homes.
- Deeds and Declaration of Value information continues to be updated in the CAMA system.

Auburn Public Library

- A mini-book sale will be held on Sat., Sept. 19th, from 9 a.m. until Noon. Our book sale storage room will be opened and customers will be able to search through the shelves and boxes for bargains.
- Plans are being finalized for our 124th Annual Meeting which is scheduled for Thurs., 9/24. We will be kicking off our 125th year in fine style with a quick look back to our beginnings and a look ahead to what's in store – "A Blast from the Past, A Launch to the Future." Please call 333.6640 x 2020 to confirm your attendance or send a message to email@auburnpubliclibrary.org.
- The Children's Department is participating in planning this year's statewide children's literacy conference sponsored by the Maine State Library on April 9th, Reading Round Up. The theme for this year's gathering is "Celebrating Our Differences: Diversity in Children's Literature." The Department is also planning additional foreign language story time programs in Spanish and Chinese. The Chinese story time with Lily Huang begins on Mon., Oct. 5th. Letters went out this week inviting all of the 2nd and 6th grade classes in Auburn and Minot to start scheduling their annual visits.

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- The Library in cooperation with the Career Center, CityLink, and the Lewiston Public Library is set to begin offering free bus passes from the Library to the Career Center in Lewiston. They are good only to take the bus to the Center. The passes are available at the Reference Desk on the 2nd floor.
- The Library completed two grant applications this week for the Maine Charity Foundation, a part of the Maine Community Foundation, to supplement our technology program and for the American Library Association's Association for Library Service to Children in partnership with the National Endowment for the Humanities to bring a special teen book discussion series to the Library in collaboration with the Boys and Girls Club.
- The Library has been contacted by the national Start Up Weekend group to help rekindle efforts to bring a program to Auburn.
- The Library's visits to Festival Plaza on Thursdays have ended for the season. We will be working of the Winter to improve our efforts to take the Library on the road. There are many possibilities.
- As always the Library has a full calendar of programs for Fall. 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

- We Issued the following:
 - 4 birth certificates
 - 41 death certificates
 - 6 marriage certificates
 - 3 marriage licenses
 - 13 disposition permits
 - 13 garage sale permits
- Received 3 renewal and 4 new business license applications issued 3 renewal licenses and 1 new license
- We continue to work on staffing for the November election
- We received 56 petitions (Ranked Choice Voting and an Act to Raise the Minimum Wage) and validated 1,276 signatures
- Working with Elections Systems and Software Ballot layout
- Filed and reconciled disposition permits
- Received approximately 150 voter registration cards/changes that we are working on entering into the Central Voter Registration system
- Worked on minutes of the 9/8/2015 and 9/14/2015 Council meetings
- Prepared the agenda packet for the 9/21/2015 Council meeting
- Staff worked on press releases for awards that were handed out at the 2015 MTCCA Annual Business Meeting and Networking Day on behalf of the MTCCA's Public Relations Committee
- Staff met with the Appointment Committee on Wednesday evening (9/16/2015).
- Staff attended the Androscoggin and Kennebec County Clerks Association Meeting that was held at Margarita's Restaurant Thursday evening (9/17/2015). Larry Sanborn, liquor

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enforcement division manager for the Maine Bureau of Alcoholic Beverages and Lottery Operations was the guest speaker.

Community Development

- Communicated with Lewiston Community Development Department about their efforts to commit HOME funds. They will be unable to find projects that would allow them to commitment their share of HOME funds which will result in a loss of HOME dollars. Lewiston is willing to contribute \$110,000 in HOME funds to Auburn provided we can find a project that commits the funds prior to September 30. This leaves us less than 2 weeks to find another project and have the site control. Staff inspected several homes on the market in an effort to identify a viable project.
- Attended the Green and Healthy Homes monthly steering committee meeting. The committee is developing a work plan for future actions.
- Community Development coordinated a meeting between the Code Enforcement officers of Auburn and Lewiston. The purpose of the meeting was to talk about how Lewiston works with the Maine Department of Health and Human Services Lead Program. Lewiston is making great progress on addressing lead paint problems by working closely with State official Eric Fromberg. Eric F. will be sending Eric Cousens an MOU that will allow the State to share information with Auburn.

Finance

- Continued working with the auditors, answering various questions, providing information requested. Finalizing the draft CAFR (Comprehensive Annual Financial Report).
- Prepared the August 2015 Financial Reports.
- Prepared information for the City's Financial Advisor so he can compile the Official Statement for the sale of \$5,700,000 in bonds that will finance the CIP for FY16.
- The first half of the property taxes were due on Tuesday, September 15th. The staff in the tax office have been busy with walk in customers as well as processing mail payments and payments from financial institutions for their escrow customers. As of September 16th, we have collected \$18,022,273 in current year property taxes.
- Worked with Public Services to begin removing City owned property from 1 Minot Ave, in anticipation of closing on the sale of this property.
- Completed a walk through and review of the substantial completion punch list for the new Ingersoll Turf Facility.
- Reviewed proposals received for a 911 project.

Fire

- Staff & Crews met to discuss preparations for the AFD Open House scheduled for Saturday October 24th at AFD Central Station.
- Staff performed an inspection in anticipation of a final C of O for the Sapphire Club in the old Club Texas building.
- Personnel including the AFD Honor Guard held a remembrance ceremony on Friday 9/11 on the 14th anniversary of the attack on America. A flag which had been oversees with one

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of our firefighters while he was deployed in the Middle East was flown over the Station during the ceremony.

- Crews spent the week preparing the equipment for “Trench Rescue” training scheduled for this fall.
- Crews attended both classroom and live fire training in extinguishing vehicle fires.
- Crews assisted the American Red Cross with a Blood Drive held at AFD Central Station on 9/11. A goal of 60 pints was set and we collected 75 pints!!!! Statewide, a total of 445 pints was collected that day.☺
- Crews assisted with the Lake Auburn Half-Marathon held on 9/13.
- Crews attended the American Heart Association “Kid Zone” event held at the Hilton Gardens on 9/13.
- The Auburn Fire Department sponsored an “Ice Cream Social” held on 9/10 at the Dairy Joy. The first 150 children under the age of 12 received a free small cone along with fire safety tips and a chance to meet and greet their firefighters.
- AFD & APD investigated an individual who continues to burn illegal items and leave their fire unattended. Subject has been formally warned and may be summonsed if they continue to burn illegally.
- For the week of September 10th to September 16th, we responded to 77 calls for service. These include, but are not limited to: 1 Fire call for unauthorized burning of trash. 58 Emergency Medical calls, 7 Motor Vehicle Accidents, 4 with injuries, 1 Water Craft Rescue, 2 Fire Alarms, 6 service calls, and 1 Hazardous Condition call. We provided 1 mutual aid assist and received no mutual aid responses during this period. We provided 3 EMS Mutual Aid assists during this period including 1 to Lewiston to cover for United Ambulance.

Health and Social Services

- This week, in addition to our regular clients we had 5 emergencies for CMP disconnections and one eviction. Most of the CMP disconnection we were not able to fully help due to the applicants having resources to pay the bills at the times they were due. In addition to the emergencies, I authorized burials for 2 young men who had no family with ability to pay for the cremation.
- I was grateful to be able to attend a meeting with Marietta D’Agostoni of the Behavioral Health and Medical Use of Marijuana Program. We are having a number of clients who are Caregivers and or patients and utilize marijuana. It gave me a better idea of what to ask and expect.

Human Resources

- The department staff provided orientation to two new employees. Shannon Goodell is the new Information Assistant in the Community and Economic Development Department. She has been working for the past few months through a temporary agency and has been hired as a full-time regular employee effective 9/14. Ryan Voye has been working since May as a seasonal Parks Maintenance Worker. Effective 9/14/15 he has been hired as an Equipment Operator for the Public Services Department.

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- Department staff has continued to work on the Employee Recognition Event scheduled for October.
- Department staff completed the review and provided updates for the Human Resources Chapter for the accreditation process that the Public Services Department is undertaking.
- Staff attended a School Safety seminar in Augusta and continues to work with the School Department on a training program for members of the Crisis Response Team at ELHS.

IT

- Staff delivered two new PCs, one to PD Administration and one to Assessing.
- A new account was set up for the new PAL Center Coordinator, Shawn Boyd.
- Oxford Networks did the engineering for the fiber run out to the Airport. The data switch has been specced out. Next step will be to lay out the internal network there, and determine how many/what kind of drops are needed for Airport staff.

Norway Savings Bank Arena

- General
 - Shriners will utilize the parking lot
 - Maine Sports Commission (Setting up meeting to discuss opportunities at NSBA)
 - US Curling (Inquired about setting up meeting)
 - Conversation about Internships with Bates College
- Ice
 - Players Edge
 - Men's League
 - Women's League
 - Shinnery
 - Public Skate
 - Maine Hockey Academy
 - Gladiators
 - SkyWise (Chinese Group)(E-mail conversation about introductory to hockey – Needs Analysis)
- Partnership Meetings
 - Sun Journal (Negotiating media deal)
 - Gippers (Renewed contract)
 - Center Street Dental (Agreed to hosting Candy Buy Back Program at NSBA. Booked a couple of hours ice to host public skate on Nov 1st)
 - AAA Contract renewal sent for review
 - Pest Solutions (setting up meeting for new partnership)
- Marc's Meetings
 - Penmor and Fundraising Tournament
 - Breakfast Club Z105.5
 - Park Avenue Open House
 - Fairview Open House- K to 3rd Grade
- Jason's Meetings
 - LASHL
 - Mike Berube - Penalty Box Inc.

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- Jason Operational Tasks
 - Contract sent out to MHD: Winter Challenge Tournament (February)
 - Confirmed MEAHA Tournaments in November & March
 - Confirmed NED Tryouts in November
 - Confirmed MEAHA Festival Tryouts in January
 - Negotiations ongoing for March Girls State Finals (MEAHA)
 - Negotiations ongoing for 2 additional MHD Tournaments (February & March)

Planning

- The 250 Hackett road junkyard hazardous and universal waste cleanup is complete. The cleanup focused on TV screens and other materials that could be hazardous if left in place. The effort was funded by Maine DEP and is a major step towards correcting the issues at the property. There is still wood and metal waste at the site that will need to be addressed in the future. At a meeting on Friday we learned that Maine DEP and Maine Revenue Services will be placing liens on the site and likely the adjacent City owned (tax acquired) 7 +/- acre parcel at the corner of Broad and Hackett.
- Staff is completing a number of business and resident visitations to understand how the Department can help promote investment by problem solving and helping people meet State Building Code Standards. We are encouraging customers to call the Planning and Permitting Office with any suggestions, ideas, or concerns regarding our services.
- Staff has secured a P&S agreement for 351 Main Street and will be asking the Council to authorize the purchase and demolition on September 21st. The building is an example of substandard construction and a lack of maintenance and it is located in an area designated for open space along the Little Androscoggin in the Comprehensive Plan.
- Wayfinding signs are scheduled for installation during the last week of September.
- Tax acquired properties are being updated for Council actions. We have 3 properties that are legally ready for sale, however, there are liens and personal situations that make the sales challenging. We are working with the Finance Committee to form a recommendation for the Council on each parcel and then will schedule them for a disposition vote.
- The new building at 100 Minot Ave, Mechanic's Savings Bank, received Certificate of Occupancy and is open for business.
- The Building Inspector received his Certified Fire Plans Examiner certification from the National Fire Prevention Association.

Public Services

- Perkins Ridge Road Culvert Replacement- Project starts 9/8. Detours scheduled. Project to be completed 9/30.
- Stormwater Management- Reviewing the results of the DEP audit. Continuing compliance on Permit Year 3.
- Crews worked on numerous beaver issues on Trapp Rd., Jordan School Rd. Hobart Rd. just to name a few.
- Mowing continues around the city mowing Pettengill Par, Mall Area, Veterans Bridge, Center St., Downtown, Riverwalk Area, Main St., Bonney Park, Moulton Park, Raymond Park, Little Andy Park, New Auburn Area., Drummond Park, Za Pizza Area, Court St, Union St. and the Old Police Station.
- Both 1st and 2nd shift fleet crew had 23 work orders 20 were Auburn Public Services and 3 for the Police Department, 2 Preventative Maintenance for PD. The welding crew have been

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busy working on mower heads and fabricating parts for the new gate out front at Public Works Building and repairing the rear end out of # 57 also on # 69 repaired the screens in rear dump. The crew remain down 2 mechanics and 1 on light duty.

- Crews were busy repairing a drive apron at 550 S. Witham Road
- Crews cleaned 90 catch basins throughout the City.
- The Hot Top Patching crew has been out and about the City checking and patching pot holes.
- Parks crews are busy weeding and watering flower areas near Turner St., Chestnut Park, Union St. Park, Mall Area, Riverwalk, and Turner St areas.
- 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.
- City's Green Space Litter pick-up – Every morning crews scan the downtown area for any litter/debris, clean up cemeteries, trash up when mowing city area green spaces, remove trash on Union Street Bypass, Minot Ave, Washington St
- Sign work around the city continues; replacing and or fixing faded and damaged signs.
- Crews were busy working on the new bus depot location pouring the pad and plans to demolish the old bus shelters.
- Crews continue to work on the gate at PW the loops are done, the keypad is installed as well as the conduit. The gate had to be modified and is in working condition.
- Crews were busy working overtime at two locations one at 211 Poland Rd. repairing a large sinkhole having to replace pipe and a basin the other on Stetson Rd. Basins at 110 Mill St, 525 Washington St. and Dunlap St. were also repaired.
- Roadside mowing continues throughout the city.
- Maintenance sweeping throughout the city
- Crews worked on Corbun St and Lake Auburn Ave repairing curb and sidewalk issues.
- The basin crew cleaned @90 catch basins.
- As part of a Engineering project (drainage improvements) for the drainage assets assessment, lines were flushed on Broad St, for the CCTV crew (who will be back in the city next week).
- Crews were busy cleaning and grubbing out the vegetation at Chestnut Park and fixing areas of drainage to improve the site.
- Lawn repair was completed at 282 South Main St.
- Working on the first amendment to grant agreement for the Perkins Ridge Road Culvert, this agreement has been made to have the Nature Conservatory release more funds to the City of Auburn to complete the fish friendly open passage culvert on Perkins Ridge. Agreement will be ready for signatures Friday.
- Working on a grant proposal for the RTP trails program, this grant is to bring Mount Apatite revitalize the trails. Currently working with The Maine Conservation Corps for the trail design and cost estimates along with working with Doug Beck and the Bureau of Parks and Lands. Also with this grant I am working with Doug to bring some of our older recreation projects back into compliance.

Recreation

- Football for all 4 divisions cont...
- Pee Wee Soccer cont...
- Kora Shriners event Friday!

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- Softball Playoffs end this week
- Seniors dinner was Wednesday
- Holiday Celebration meeting Thursday
- PAL Center & Auburn Rec after school program soft opening
- Winter programming pre-planning cont...

Turf

- Construction:
 - Work is ongoing within the facility to hit the targeted October 1st start date
 - Facility punch list inspection took place on Thursday the 17th
 - Field equipment was purchased and starting to be dropped off
- Rentals:
 - Finalized field rental and batting cage rental with Central Maine Community College
 - Continued work with Coastal Field Hockey
 - Continued work with Global Premier Soccer
 - Continued work with a local premier lacrosse organization
 - Continued work with EL baseball and softball coaches on winter youth clinics
 - Finalized dates and fee's for Session 1 of Men's and Co-Ed Adult Soccer, dates and program info will be posted on the Ingersoll Facebook page by end of the week
 - Started working with the Recreation Department on lining up new youth programs to be run by the Rec. Dept. but held in Ingersoll
 - Scheduled two tryouts for Global Premier Soccer's new L/A branch scheduled for October and November
- Advertising/Promotional Meetings:
 - Buffalo Wild Wings.
 - Gee & Bee Sporting Goods
 - State Farm Insurance
 - Central Maine Community College
 - Washburn PTO Group
 - Park Ave Elementary Open House
 - Fairview Elementary Open House
 - Edward Little Sports Management Class