

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 25, 2015

Assessing

- Appraisals are being reviewed, appointments are being scheduled and inspections are being done at the taxpayers request for reviews of properties.
- Staff has contacted reviewed the State Historical Preservation Plan, contacted the Maine Historic Preservation Commission and reviewed the Town of York's ordinance relating to tax incentives for restoring historical homes. A presentation is being out together to present at a council workshop to discuss the findings.
- Staff met with the staff accountant and manager of Formed Fiber Technologies to educate them on filing the various forms related to the business assets located at the plant.
- We have numerous requests for information on sales. In response to the inquiries we are currently working on posting 2014 & 2015 sales data on the website. The sales will be updated as they occur.
- The Assessing Department will be working with IT to coordinate a time to install the updates needed for the Patriot CAMA system.
- Staff will begin meeting monthly with Rosemary Mosher, GIS coordinator and Gary Johnson, City Engineer in an effort to assure all departments share information relating to deeds and updating the GIS maps.

Auburn Public Library

- The Library held its 124th Annual Meeting on Thurs., 9/24, at 5:30 p.m.
- The Library completed a grant application this week for Disney's "Curiosity Creates" program. We are seeking to have the local art van program visit us between November and May. A part of the program will focus on our upcoming NASA exhibit which arrives in the Spring.
- The annual school visits to the Library by the 2nd and 6th graders in Auburn and Minot will begin the week of October 5th.
- The Library is working to bring together state and local groups that do french language programming for planning, support, and promotion. The first meeting will be on Mon., 9/28, at 9 a.m.
- The Library will be closed the morning of Thurs., 10/8, so the staff can join the Lewiston Public Library staff for a joint session.

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- One of the Library's pages has submitted his resignation to take a full-time job at Central Maine Medical Center.
- Our faulty router which supported our main Internet connection has been replaced by the State. We have not had any further problems.
- We are drafting a social media and cell phone policy for the staff. It should be ready for our October 21st board meeting.
- 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 1 birth certificates, 26 death certificates, 6 marriage certificates, 3 marriage licenses, and 3 disposition permits
- Issued 9 garage sale permits
- Issued 0 new business license and 2 renewals
- Received 3 renewal business license applications and 0 new applications
- We continue to work on staffing for the November election
- Staff worked on voter registrations and changes
- We verified 1085 signatures on 59 petitions.
- Filed and reconciled disposition permits
- Staff attended the Secretary of State Elections Conference Wednesday and Thursday
- Staff worked on building AVS ballots

Community Development

- The CD Office took in 4 new loan applications, 2 for new heating systems and 2 for lead abatement work. Both lead projects have abatement orders from the State of Maine because one or more children who reside in these buildings have elevated blood lead levels.
- Working on underwriting 6 loan applications to prepare for the next loan committee meeting in October.
- Approved 2 Security Deposit loans.
- Attended the GHHI Data and Evaluation Sub-Committee meeting. The group is tasked with developing a data collection system to be used in the evaluation of the Lead Grant and the Green & Healthy Homes Programs. Currently working at streamlining the data collection tool to include only information which is required by HUD.
- Attended the ribbon cutting event for the Good Food Bus at the PAL Center.
- Signed the letter committing \$250,000 for the development of affordable housing at 62 Spring Street.
- The Community Development Loan Committee approved two loans in September, a \$5,850 CDBG loan for roofing repairs and \$24,444 for replacement of heating system, roofing, weatherization, carpentry, and water heater. Both customers are low income, one homeowner with a disability and another a retired elderly person.

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.

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- 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.
- For the month of August, the Tax Office licensed 19 dogs, issued 53 hunting/fishing Licenses, registered 24 ATVs, 27 boats and 1,493 vehicles and downloaded 261 online vehicle registrations.
- Tax due date was September 15th. All tax payments that came through the mail have been processed.
- Our department is now looking for new addresses for any returned tax bills.
- Information is being gathered for Tax Acquired properties so an accurate list can be presented to the City Council.
- Started work on Municipal garage repairs with Standard Waterproofing .
- Finalizing the transfer of gas pumps from 1 Minot Ave to Public Services with proper gating and security need at Public Services site for Police to access.

Fire

- Crews performed training on Rapid Intervention Team (RIT) and Self Rescue training this past week.
- Crews assisted staff at the Safety Fair held at the United Methodist Church on Park Avenue.
- Crews responded to three structure fires this past week. One was a fire in an outside wall and deck off Poland Road, an attached garage fire on Sheriden Avenue and an industrial oven fire with extension to the ventilation ductwork at a manufacturing company on First Flight Drive.
- Crews did Live Fire Training with the fire officer cadet from Poland, Mateusz Cizewski, at the training facility behind Central Station.
- Staff attended training in WebEOC operations conducted by MEMA. Training was held in the City's EOC at City Hall.
- AFD held a "Swearing In" Ceremony at City Hall during the City Council meeting held on September 14th. This was to swear in the 3 new hires along with the 4 newly promoted personnel.
- Polish Fire Officer Cadet Cizewski gave a lecture to first and second year students at SMCC on the Fire Service in Poland.
- For the week of September 17th to September 23rd, we responded to 102 calls for service. These include, but are not limited to: 3 Fire calls for fires in structures. 69 Emergency Medical calls, 8 Motor Vehicle Accidents, 4 with injuries, 9 Fire Alarms, 7 service calls, and 4 Hazardous Condition call. We provided no mutual aid assist and received 2 mutual aid responses during this period. We provided 1 EMS Mutual Aid assists during this period.

Health and Social Services

- This week Auburn Social Service hosted the General Assistance training for 45 new GA administrators from southern Maine at the Auburn Library.
- We are continuing to see an increase in CMP disconnections. A Veteran with serious medical problems presented himself to us with a need of \$2,400 electric bill. We are collaborating with Wounded Warriors and other organizations to help get his power turned back on.
- We have resumed assigning workfare to the Hasty Memorial Armory. Workfare applicants help with the cleaning of the building.

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Human Resources

- Staff is working on the EEOC-4 Report, a mandatory federal report due every 2 years. This report requires data by job category, annual salary, ethnicity and gender of all employees.
- Staff attended the community forum on heroin addiction and community resources and strategies for combating this epidemic.
- Staff attended a Wellness Team meeting to schedule health related Lunch and Learn presentations and other activities for city employees and their families.
- The Safety Coordinator met with staff at the Norway Savings Bank Arena to review fall protection best practices when working on roof maintenance.
- The Safety Coordinator provided Hazardous Communications training for the Public Services crews and is working with the Fire Department staff on a presentation on trench rescue scheduled for October.

IT

- Staff from Auburn and Lewiston walked the Airport building to begin developing a plan for adding the Airport to the Wide-Area Network. Oxford Networks will be bringing in a pair of fiber, similar to our other locations, but getting the signal where it needs to be may prove to be a challenge. The utilities come in one end of the building, while the offices and other network gear are located on the opposite end – with a finished lobby in between.
- Staff met with Jeremy Gatcomb to begin planning the wi-fi and network infrastructure at the Turf Facility. The Wi-Fi piece will align with the move to make Auburn Hall's Wi-Fi much more robust and secure. Prototype components have been ordered, so that we can set this up in a test environment prior to deploying City-wide.
- Protection 1 walked the building with staff to gain a better sense of what we have for access controls. They will be making a proposal that will allow all door hardware to be programmed from a single location, instead of having to go from door to door whenever a card is lost, or a new one needed.

NSBA

- General
 - Velocity Cheer Meeting ~ Mezzanine
 - Mezzanine Remodel Underway
- Ice
 - Players Edge
 - Men's League
 - Women's League
 - Shiny
 - Public Skate
 - Gladiators
- Marc's Meetings
 - The Big Jab
 - Maine Gladiators
- Jason Operational Tasks
 - High School Class A boys game schedule – Completed

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- High School Class B boys game schedule – underway
- High school Girls game schedule – underway
- Gladiator's ice schedule adjustments & Changes for October/ November
- Repaired/ Painted damaged corners in lobby
- ELHS Sports Management Class Tour of NSBA
- Prepared snow removal equipment for winter

Planning

- Plan Review Committee Meeting- The Plan Review Committee met with Marietta D'Augustino, the Manager of the Maine Medical Use of Marijuana Program on September 17th. Topics discussed included the process needed to identify locations of Care Giver Growers (CGG), legal requirements that needs to be met for CGG, the need for code, safety inspections and permitting for Care Giver Growing operations and how Auburn might investigate local license fees, production or sales taxes.
- Downtown Auburn Transportation Center (DATC)- The DATC is expected to be rebid the last week of October. As you know the original utility plan for Great Falls Plaza could not be constructed due to other utility obstructions in the proposed construction area and the fact that the existing line was found to be faulty. Estimates for alternatives to install a sanitary sewer for the DATC have been received. A pump station and 2 inch (temporary) line could be completed within budget and will cost around \$45,000 but would serve only the transportation center. An 8 inch line that can serve the development needs of the future Great Falls area is \$145,000. Staff is working to see if cost sharing partnerships can help fund the difference in cost so we can install the long term solution that can provide service to future development and help encourage investment and new tax revenues.
- Great Falls Plaza- The Staff and City Manager's Office met with Tom Platz to discuss future plans for the Great Falls Plaza including subdivision and utility plans and potential future projects.
- New Auburn Riverway and Greenway RFP- A revised contract, timeline and scope of services is under review by staff. An economic development consultant RKG, visited Auburn and toured downtown and New Auburn on September 23rd. They will be creating a summary report on current conditions and recommendations on how to promote the economic revitalization of New Auburn and its surrounding neighborhoods.
- Barker Mill Trail Extension-The Staff met on-site with a representative of the Androscoggin Land Trust to discuss the interaction of the Barker Mill Trail Extension with the existing Barker Mill Trail. Staff is close to releasing an RFP to go out to bid and will work with the City Manager on staffing resources to move forward.
- Staff will attend a "Small Developer Boot Camp" on September 28 and 29 at the Saint Louis Church in New Auburn.
- Form Based Code- Staff is preparing the final draft of the Form Based Code and will present it at a Planning Board workshop on October 13th. Following that meeting will be another public hearing with the Planning Board and if all goes well we will get a recommendation from the Board on how the Council should proceed with amendments or adoption. This code will address concerns with existing zoning in the downtown and New Auburn, encourage developments to maximize the use of property and to be consistent with historic (not recent suburban) development in our downtown. When you look at Court Street and Main Street from City Hall to the corner and then to Skelton, Taintor and Abbot you can see what our predecessors chose to build before there were codes to tell them how to build.

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They chose to be close to the street and have minimal or no setbacks on the sides and to cover most of the lot with rentable building space. They did this because it minimized maintenance costs and maximized value of their land purchase, building investment and income opportunities. The Form Based code is a shift in our thinking from use based zoning that we have used since the 1960's to a focus on the same principles that our ancestors used in building our downtown. If the building maximizes investment on the lot (and assessed value per acre) while providing predictability that their neighbor will do the same if/when he or she decides to build then why should we care so much about how paying tenants use spaces within the building?

- 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.

Police

- The department handled 582 calls for service this week. Officers conducted 92 motor vehicle stops, generating 5 arrests, 18 summonses and 69 warnings. Officers conducted 25 field interviews. Officers investigated 65 offenses of which, 8 of which were felonies, generating 15 arrests, 22 criminal summonses and 4 juvenile arrests. Officers responded to 33 motor vehicle crashes.
- The department has generated extensive community participation in our Hero Initiative Community Forums. These forums have been an opportunity for healthcare providers, law enforcement and the community to come together and discuss the effects of drug abuse and resources available.
- Officers have been participating in the annual firearms qualification course this week and the Androscoggin Fish & Game Facility in Auburn.

Public Services

- 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. He visited 20 Excavations , logged Digsafes, Digsafed 25 sites throughout the city
- 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.
- Chestnut park will be complete by the end of the week.
- 61 Webster St. is mowed and cleaned up for the community garden.
- The basin crew cleaned over 80 catch basins this week and will continue until Friday
- Roadside mowing continues around Summer St., Park Ave., Mouth Auburn Ave., and Turner St. as well as construction areas ready to have lines painted and maintenance sweeping throughout the City.
- Crews will finish the 211 Poland Rd sinkhole issue this week.
- Crews are working on Vickery Road with a catch basin installation, driveway culverts and ditching where needed.

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- Mowing continues around the city mowing Lake Grove, 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., and Drummond Park.
- Crews took a Traffic Control Training
- This week the fleet crew had 17 work orders for Auburn Public Services they was three (3) for Police Department two (2) were brake work and one (1) preventative maintenance. All were completed for PD, there are still four (4) work orders open for Auburn Public Services; also, one of our trucks are over at Whited Truck for computer work.
- The welding crew has been busy working steady, on flagpole holders, steps for dump bodies, sanders and side boards, making repairs on trap arms, all while working to ready the fleet for winter.
- Crews were busy working special projects cleaning out the police station.
- The electric gate project at public works building is currently working.
- Crews were busy working on the bus stop rehab projects at the following locations; Lake Auburn Avenue at Stanley Street, Spring Street at Hannaford Supermarket and Mill Street at Barker Mill Arms
- 2015 MPI Project- Broad Street Mill & Overlay. Project complete.
- 2014 MPI Project- Lake Street (Park Ave to the CUL). Complete.
- 2015 Reclamation Project- Valview Dr, Summer St. (Park Ave to Mount Auburn Ave) Crews are working on driveway aprons on Valview Drive. Ditching to begin next week. Summer Street has been base paved and the intersection with Mount Auburn Ave has been altered. Ditching to begin next week.
- Transportation Project at Great Falls- Water main extension completed. Sewer main extension remains.
- 2015 Reconstruction Project- Davis Ave, Seventh St and Tyler St. Tyler Street and Seventh Street complete. Davis Ave has been base paved, structures are being raised to grade and curbing to be placed next week.
- Perkins Ridge Road Culvert Replacement- Project nearly completed, paving scheduled next week.
- Stormwater Management- Reviewing the results of the DEP audit. Continuing compliance on Permit Year 3.
- 2015 Demolition Project- 14 Newbury Street has been demolished.

Recreation

- Football for all four divisions continue
- L-A Art Walk is this Friday with live music
- Pee Wee Soccer Continues
- Tabers Mini-golf tournament is this Sunday to support our October Fright Festival
- Winter program pre-planning continues
- Another weekend full of Auburn Football games!

Turf

Construction:

- Work is ongoing within the facility to hit the targeted October 1st start date
- Perimeter field net and batting cages installation has started
- Field equipment being dropped off and put together

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Rentals:

- Finalized field rental with Maine Guides Lacrosse
- Continued work with Coastal Field Hockey
- Finalized field rental with Global Premier Soccer
- Working with Lisbon Youth Softball on youth indoor softball league
- Met with Auburn Suburban Little League on possible usage
- Continued work with EL baseball and softball coaches on winter youth clinics
- Started registrations for Session 1 of Co-Ed Adult Soccer, currently have four teams signed up
- Working with the Recreation Department on lining up new youth programs to be run by the Rec. Dept. but held in Ingersoll

Advertising/Promotional Meetings:

- Center St. Dental
- East Coast Sign
- Dotens Construction
- Pepsi
- Auburn Plaza Family Dentistry
- Service Master