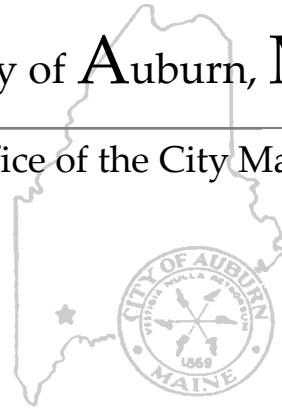


City of Auburn, Maine

Office of the City Manager



TO: Mayor and City Council
FROM: Clinton Deschene, City Manager
RE: Weekly Report
DATE: October 25, 2013

Assessing

- All of the staff is in the field working on the quarterly property reviews for the month of October. To date we have inspected and loaded 1649 properties. We are on schedule with this project. The field inspections and the loading of the changes to properties will be completed by the end of next week. Thanks to Public Works for lending us a vehicle for this project. Also, thanks to Planning and Engineering for periodically allowing us to use their vehicles when they were available.

Auburn Public Library

- Several staff members attended the New England Library Association Conference in Portland this past week. The conference was co-sponsored by the Maine Library Association.
- Teen Librarian Donna Wallace hosted a teen college night in collaboration with College for ME Androscoggin. It was successful and this will become an annual event.
- The Maine State Library is offering a voluntary certification program for library staff. The program is designed to meet the needs of Maine's libraries for low-cost professional development programs. The program is comprised of various levels of commitment and will focus on online courses, webinars, and special institutes. Several staff members have already enrolled.
- Auburn School's second and sixth graders have started their annual visits.
- The Library will have a book sale on Saturday, Nov. 2nd, from 9 am to noon.
- 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

- Tested the Accessible Voting Solutions equipment at each of the polling places on Monday.
- Conducted Deputy Registrar training on Tuesday. Two sessions were held, each session was just over an hour.
- Pulled and marked test ballots and started testing on the tabulating machines.
- Friday October 25th is the deadline for candidates to turn in their 11 Day pre election report to the Clerk's Office. Many candidates have turned them in.

- Conducted absentee voting at The Chapman House, Schooner Estates, Clover Manor, and Auburn Residential Care.
- Continue to fill Election Official positions for the polls.

CDBG

- HOME grantees must develop guidelines for rental development, a new requirement of the 2012 legislation for the HOME Program. Reine met with Community Development staff of Portland, Lewiston and Cumberland County to work on establishing rental guidelines. The guidelines will identify how the City will evaluate/underwrite a potential project, assess the development capacity and fiscal soundness of the developer, and examine neighborhood market conditions to ensure adequate need for each project.
- Reine met with Lewiston Community Development staff to review HOME Program progress and to talk about the upcoming Consolidated Plan. The Cities of Auburn and Lewiston will be required to submit one 2015 Consolidated Plan for both cities through Auburn, the Consortium leader. This is a substantial change from what has been done in previous years. There are many issues to work through before getting started.
- Reine met with the Public Policy subcommittee of the Lewiston-Auburn Alliance for Services to the Homeless to consider modifying the 10-Year Plan to End Homelessness.
- A Request for Proposals was released for the Lake Grove Recreation Facility. Proposals are due mid-November for services to solicit citizen input of neighborhood residents and to develop a site plan for improvements.

Engineering and Public Works

- This week the Public Service Team participated in a full week long Winter Training. Some of the training that took place is: Plow Hookup, Sidewalk Plowing, Plowing Technique, Tire Chain Installation, Vehicle Inspection, Winter Operations, GPS Demo, Cirrus Sander/Plow Controls, Forklift, Truck Hookup and many more.
- In addition Ray Lussier, City Safety & NIMS Coordinator held Bureau of Labor trainings: Confined Space, Lock Out-Tag out, Job Task and Hazards.
- United Way Rally was held at Public Works; which many of our staff members have generously donated not only to United Way but also to Community Health Charities.
- Final striping on Main Street yesterday
- Manley Road is winterized
- Center Street islands to be paved next week

Finance

- I met with Joe Cuetara, Financial Advisor and Jim Saffian, Bond Counsel to go over the preliminary Official Statement for the FY14 General Obligation Bonds. Friday I have a conference call with Moody's Investment Services to go over key points of the City's Financials so that they can give the City a rating on the Bonds.
- I am finishing up information for the auditor's and finalizing the FY13 Financial Statements.
- The Tax Office has implemented the new Munis program for Dog Licensing. They had 2 days of training from Munis and are now using this program to record all Dog Licenses that are issued.
- Facilities/Purchasing has been working on the following items:
 - Coordinate/Prepare for Nat Gas Conversions with architects and contractors
 - Scheduling/ completing necessary prep-work including abatement projects

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- Put the Hasty conversion project out to bid
- Awarded bids for Gravel Materials and Winter Sand Bids
- Schedule Auburn Hall roof project
- Coordinate the Electrical Building roof and masonry project
- Finalize details for Kittyhawk I-Park signage
- Bid Opening for 2 Fire station Nat Gas Projects
- Continue work on several bids and projects for the new arena
- City auction was held Thursday, October 24, 2013. A complete report will be available within the next 2 weeks.

Fire

- The following members passed the National Fire Protection Association Fire Inspectors class and are now NFPA Certified Fire Inspectors. The program of study was intense and challenging and this certification reflects a nationally accepted standard of excellence. CONGRATULATIONS to Deputy Chief Geoff Low, Fire Prevention Office David O'Connell, Lieutenant Matt Fifield and Firefighter Will Flanders!
- The Open House at Central Station held last Saturday, October 19th was a great success! We had a very good turnout and the weather was perfect adding to the enjoyment of the outdoor activities available to grownups and kids alike.
- An article on Auburns Citizen Fire Academy (CFA) is now featured in the current October issue of the Maine Municipal Association publication, the Maine Townsman. The article profiles our CFA, the first of its type in the state, and already we have received inquiries from some other communities seeking information on how they might develop a similar program using our model!
- The Auburn and Lewiston Fire Departments and Human Resources Departments jointly conducted physical agility testing to establish an eligibility list for firefighter recruits. As a result of this testing, a list with 42 eligible candidates has been certified.
- Prevention: October is National Fire Prevention Month. For this reason during the week of October 17 to October 23, there were only 4 life safety inspections conducted on businesses. Three of these were not in compliance. Firefighters also conducted 4 fire day care visits that involved over 110 children, 2 tours of the fire station that involved 120 children, and the annual open house that approximately 150 to 200 people attended.
- Emergency Responses: for the week of October 17 to October 23, we responded to 61 calls for service. These include, but are not limited to 43 emergency medical calls, which included 1 motor vehicle accident with injuries and 1 motor vehicle/pedestrian accident, and 1 hazardous condition call. There were no mutual aid calls during this period.

ICT

- The Oak Hill cemetery project occurred this week with great success. Over 70 middle school students and their teachers helped the City by collecting valuable data for the City's cemetery inventory and maintenance.
- Assisted Human Resources with data integrity in preparation for the MUNIS update which is scheduled for December 12. **Please note that the tax office will be closed that day (12-12-13).**
- Updated our Cardinal software system to manage parking permits as well as ticketing.
- Created a parking ban exemption map for winter parking restrictions.

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- ICT issued a DID (Dial In Direct) number for Norway Savings Bank Ice Arena. The phone number is (207) 333-6688. Telephony infrastructure is now being constructed.
- The issue has been resolved with the vendor for our PC purchase. We can finally begin rolling out replacements for staff.
- Purchased and began configuring a new PC for the PAL Center.

Ice Arena

- CONSTRUCTION UPDATE:
 - Front Exterior Siding is being installed
 - Rink 1 Bleachers are installed and ramp completed
 - Rink 2 Bleachers are being installed
 - Ice Cube Installation is awaiting water from Water District
 - Interior Walls, electrical, mechanical and plumbing work continue
 - Rink 1 boards and glass is complete, awaiting flooring and scoreboards
- Continued to establish relationships within the community and attend client meetings focused on sponsorship/advertising and partnerships. Several contracts are pending, awaiting execution, and several proposals are out for review.
 - To date:
 - \$184,500 in annual sponsorships has been secured.
 - \$25,000 in contracts pending, \$10,000 in proposals under review.
- Continuing to work with Norway Savings Bank on décor and build out of signage in the Arena, exterior sign installation begins next week.
- RFP for Gaming came back without any gaming options. Ferris Music Service has been contacted to supply pool tables, air hockey and a series of 6-8 electronic video games.
- Cabling, Telecomm, and data contracts are being executed for technological needs of the facility. Phones and Data drops provided by New England Communications
- Conversations have begun for building a lease for the concessions and beverage services throughout the facility.
- Marketing initiatives continue: Fundraising Raffle campaign begins today for “A Season to Remember”, raffling “the Last Hour” at Ingersoll Arena, and “the First Hour” at Norway Savings Bank Arena.
- A series of special events is being developed and marketed towards commemorating Ingersoll Arena and the opening of Norway Savings Bank Arena. Staff is actively working to build the schedule of events, timelines and marketing and invitations towards completing this task. A special events calendar and program will be released in the coming days.

Planning

- The Planning Board has one project to review at the November 12th meeting. The Lewiston Auburn Water Pollution Control Authority would like to amend their site plan approval to keep the facility operation efficiently.
- Zack Lenhart, Code Compliance Office is still serving the Assessor’s office full time which takes away from his normal duties and makes it difficult to keep up with code complaints and housing issues. Zack will be back and serving the Planning and Permitting office soon.
- The New Auburn Transportation and Land Use Steering Committee met Thursday October 10th and continues to work towards improving economic opportunity and transportation for

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New Auburn. There is another meeting at 6pm on October 24th that will allow the committee to take a closer look at some challenges to redevelopment and site layout options to maximize building area.

- The City Council acted quickly this week, when an opportunity arose, to allow negotiations for the purchase of a flood prone property on Newbury Street that will be a great asset for public river access and will help implement a major goal of the Comprehensive and New Auburn Master Plans.
- Fencing has been installed at West Pitch Park in accordance with Brookfield's safety plans. Brookfield agreed to upgrade the fencing from galvanized chain link to an ornamental fence consistent with the Riverwalk for the area adjacent to the viewing platform. The upgrade was paid for entirely by Brookfield. Brookfield is really demonstrating a willingness to invest in safety and the community after taking ownership of the dam just a few months ago.
- The joint Land use study project is on hold and waiting for the Arm Corp of Engineers appraisal of the ballfields. We have been unable to get a deadline and cannot extend the plan indefinitely without increasing consultant costs and MEARNNG staff has been unavailable. Staff will be looking to set a deadline of December 1st for the appraisal. After which the planning effort would resume, with or without the appraisal and we may need to hold off on a recommendation on any future land swap. We are working on extending the contract with our consultant.
- The Council authorized funding for way finding signage to help people find and navigate our downtown in this year's CIP. We were unsuccessful in obtaining grant funding so we will be discussing potential joint purchasing options with the City of Lewiston and ALT soon.

Police

- The department handled 467 calls for service this week. Officers conducted 85 motor vehicle stops and 8 field interviews. Officers investigated 77 offenses of which, 11 of which were felonies, generating 17 arrests and 19 criminal summonses. Officers responded to 23 motor vehicle crashes.
- Several supervisors attended Homeland Security training on Active Shooters. The practical training was very beneficial and we will be training all of our officers in new response protocols.
- Special Agent Madore conducted a search warrant in Auburn. One suspect was arrested on two counts of Unlawful Trafficking in Crack Cocaine. Agents seized approximately one ounce of crack cocaine and \$4,000.00 in cash along with evidence of trafficking.
- Special Agent Corey who is currently assigned to the Maine Computers Crimes Task Force was part of executing a search warrant at an apartment in Auburn. Agents found child pornography on the computers. From information gathered at the residence, agents were able to establish probable cause to search an apartment in Lewiston and located more evidence of child pornography. Charges will be forthcoming once forensic examinations have been completed.
- Chief Crowell represented the Maine Chiefs of Police Association at the Annual International Association of Chiefs of Police Conference in Philadelphia.

Recreation

- The 7-8 grade football program competed in their first-round playoff game against Bath on Wednesday. Auburn emerged victorious in a close contest by the score of 12-8. The team now advances to the second round in which they will compete against Lewiston on Saturday.

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- The 5-6 grade football program competed in second round playoff action on Wednesday. This set of games concludes the season for the 5-6 grade football program.
- The 3-4 grade football season concluded their season with a fun and exciting round-robin Jamboree on Sunday.
- Planning for winter programming continued throughout the week.
- Registrations opened for youth basketball and adult basketball this week.
- Heating system work continued with repairs of steam traps.
- The Alternative Sentencing Program through the Androscoggin County Sheriff's Department continued throughout the week.
- Staff attended a Holiday Festival meeting in Lewiston on Thursday.