

# City of Auburn, Maine

## Office of the City Manager



**TO:** Mayor and City Council  
**FROM:** Clinton Deschene, City Manager  
**RE:** Weekly Report  
**DATE:** November 15, 2013

### Assessing

- Karen and Brian worked on processing the 801 BETR – Business Equipment Tax Reimbursement applications for business personal property.
- I reviewed the TIF 14 Amended Document and the new TIF 19 Document.
- Karen worked on a project for Eric and prepared valuation estimates for the New Auburn Village Center Study.

#### ➤ Quarterly Property Review Results

Number of Parcels Reviewed	2,701
Number of Buildings Reviewed	2,811
Accounts with No Changes	1,790
Accounts with Value Changes	911
Taxable Parcels with Value Changes	885
Added Taxable Valuation	\$1,573,300

Zackary Lenhart from Planning assisted our department with this project. He reviewed 758 buildings which were all located within the CDBG Target Areas. The project was completed within 5 weeks. There were more buildings reviewed as some parcels had more than one building. I want to thank the staff for all of their hard work on this project.

### Auburn Public Library

- The Library is updating its safety procedures, as a result of the fire drill held on Nov. 7<sup>th</sup>. The drill went well and only minor adjustments to the procedures need to be made.
- The Facebook 101 program continues the end of the month. The basic class is repeated each Friday at 10 a.m. The last class is scheduled for 11/22.
- Programs for the week of November 18<sup>th</sup> include holiday craft and gift making programs, children's storytimes (including reading to a dog!), and a media lab workshop on using green screens.
- A new wireless router has been installed to improve wi-fi access in the community room.
- The Library is testing new computers obtained from a discount program. If these prove sufficient for use as our public catalog computers we will be able to replace a number of our outdated public access computers.

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- The Library has been using an outdated and less secure method of data backup. We are pursuing options to begin remote backup procedures.
- The Board recently appointed a succession committee to review the procedures for electing officers and recruiting board members and corporators.
- The Library is in the process of obtaining a used microfilm reader and printer from another library free of charge.
- There are a number of opportunities for technology assistance at the Library. Among our success stories is our computer volunteer Maureen assisting a library customer in learning the skills necessary to set up an email account needed to apply for a job and helping that person craft a resume to apply for a job online.

Follow the Library on Facebook or link to our website at [www.auburnpubliclibrary.org](http://www.auburnpubliclibrary.org) for more information about all of our programs, new books, and more library news.

### City Clerk

- Went to polling places with staff from the Public Services Department to set up polls.
- Election Day
- Sorted and went over Election paperwork and certified and posted the results on Wednesday
- Completed post election work to meet State deadlines (entering Absentee Voter information, new voter registration, updates and changes into CVR)
- Mailed out certification letters to newly elected officials
- Worked on payroll for election workers (approximately 70)
- Reviewed ordinances submitted to Municode per their request. Waiting for proofs from Municode
- Attended the 46<sup>th</sup> annual NEACTC (New England Association of City and Town Clerks) Conference in Portland on Wednesday, Thursday, and Friday. The last time this event was held in Maine was in 2007.

### CDBG

- The Community Development Loan Committee reviewed three applications for \$89,155, approved two and denied one. The approved loans are on James Street and Hotel Road.
- Seven proposals were received for consulting services to redevelop the Lake Grove recreation facility. The prices ranged from \$4,350 to \$15,000.

### Engineering and Public Works

- BASIN CREW : Another very productive week, we repaired a collapsed basin on the west ramp of Mount Auburn Ave. Also, it was our pleasure to work in conjunction with the Parks Div. repairing the infield at Pettengill Park. We had a confined space entry this week repairing a basin from the inside with hydraulic cement, many thanks to Alan Koln, Andy Ankatil and Kevin Doyal for their support.
- Dan Goyette investigated an issue at 3 Harvard St. further exploration will be required.
- Responding to a residential complaint, staff discovered a buried basin on 5<sup>th</sup> St. that had been covered over many years ago. We were able resolve the issue and will be rebuilding the top portion of the tub by the end of the week.
- FACILITIES TOOL ROOM: With the promotion of interim tool master Walter Reynolds to a permanent status, he wasted no time reconfiguring the tool room. There should be a

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better flow of material in and out of the Crib as time goes on, staff is looking forward to seeing his results.

- FACILITIES BUILDING TECH II : Our building tech II continues to his daily duties with vigor. Mike Reed was also put on special task patrolling a known dumping ground this week. Well Done !
- Paving islands on Center Street
- Dismantling temporary bridge at the Helm Bridge site
- Sidewalk at Gritty's complete
- South Main Street complete
- Maintenance/routine on city equipment (vehicles) – to functional and stable condition for upcoming winter season
- Install snow fence at Airport
- Install Banner(s)
- Installing Christmas lights
- Hot Patching
- Install Tailgate Sanders (check operations)
- Complete – Sign Inventory
- Repair Calcium Tank

### Finance

- The Tax Office has sent out foreclosure notices for 2011 taxes that remain unpaid. Taxpayers have until December 17<sup>th</sup> to pay or the lien will automatically foreclose and the property will belong to the City.
- There was a mandatory pre-bid meeting held on the Public Works heating system replace bid that is due in next week
- There was a bid opening on Thursday, November 14, 2013, for Lake Grove Park architectural and landscaping services.
- I am finalizing the FY13 Comprehensive Annual Financial Report. The auditor's have reviewed the draft report and now that I have the final numbers I am finishing the Management's Discussion and Analysis portion of the report. Once completed, it will go back to the auditor's for final review before we print and present to Council.

### Fire

- An early morning fire on 11-14-13, at 17 Lake Crest Drive on Taylor Pond presented a host of challenges. A second floor bedroom was well involved with fire extending into the attic and down a second floor hallway upon arrival of the FD. Tight access off of camp roads, multiple exposures and only three sides of the building available for access due to Lake Frontage made for difficult initial operations. All residents were removed from the building and the fire was quickly brought under control and property conservation efforts for belongings and furnishings on the first floor were taken care of. This fire serves as a graphic object lesson on why the staffing, equipping and deploying of the Auburn Fire Department is correct. Without the response as was made, the outcome for not only this building and occupants, but several of the other buildings and occupants in close proximity to the original fire building could have been very different.
- Prevention - For the week of November 7 to November 13, there were 5 life-safety inspections conducted on businesses and apartment buildings. One of the businesses

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inspected had 7 buildings so there were actually 12 buildings inspected. All of these were not in compliance.

- Emergency Responses - For the week of November 7 to November 13, we responded to 58 calls for service. These include, but are not limited to 2 fires with 1 being a fire in a highway vehicle, 39 emergency medical calls, and 2 hazardous condition calls. There were no mutual aid calls during this period.

### Health and Social Services

- Health & Social Services is collecting names of children who are our clients to submit to the Fire Dept for the Truck Load of Toys for Christmas.
- Our office has received a request from the Boys & Girls Club for 5 families to help with Thanksgiving which they will also include turkey and more.
- Dot Meagher of the Health & Social Services department, recently partnered with Goodwill Industries of Northern New England for the Good Neighbors Program. We will be receiving vouchers from Goodwill of NNE to give to families and individual to use at Goodwill stores for basic needs.

### Human Resources

- The City is currently recruiting for a Parks Maintenance Worker position with the Public Services Department.
- The City filled two vacancies this week – The Fire Planner position with the Fire Department and the Administrative Assistant position with the Norway Savings Bank Arena.
- Ray Lussier met with Joshua MacDonald on the emergency action plans for the Norway Savings Bank Arena in preparation of its receiving its occupancy permit.
- Ray Lussier is working with various departments in preparation of new rules regarding Hazardous Communications Program.

### ICT

- Installed new MUNIS version 10.3 in a Test environment. Staff will test and troubleshoot until 12/12, which will be the install date for our Live environment. All MUNIS functions, including the Tax Office operations, will be unavailable on that date. The Tax Office will be closed to the public on 12/12/2013.
- Held a website check-in meeting with all admin staff to discuss ideas, suggestions and review analytics. Staff had excellent feedback that will help us to further improve auburnmaine.gov.
- Completed merge of Auburn and Lewiston's base mapping data. We will now be able to partner with Lewiston to initiate a joint contract with the state for photogrammetric mapping updates. By combining our data the cities will see a savings based on the volume of data to be collected.
- Met with Auburn Fire Department to discuss improvements to their system for tracking fire inspections and equipment. We hope to be able to better utilize existing systems and will work with them over the next few weeks to improve our understanding of their needs and the capabilities of available systems.
- Configured three replacement PCs for the Fire Department.
- Connected the fiber-optic interface to the Norway Savings Bank Arena, and installed the first phases of the network there.
- Configured a new server, COAS4, for the use of the Norway Savings Bank Arena management software.

**Recreation**

- The skills and drills basketball camp for grades 1-6 began on Monday. In this week-long camp, participants learn the basic fundamentals of basketball including: dribbling, passing, shooting, offense and defense. Whether a child is a beginner or has played basketball before, this camp provides the young player with skills they can use to improve their skills.
- Planning for winter programming continued throughout the week.
- Registrations continued for youth basketball and adult basketball.
- Preparations continued for youth basketball player evaluations.