



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending March 11, 2016

Assessing

- As a result of discussions with business owners at the recently held personal property forums, we now have the personal property forms on the Assessing website online in excel format. In prior years we offered online forms in PDF only.
- Staff has been in the field working on the personal property canvas. The initial field work should be complete by tomorrow. To date 25 new business accounts have been loaded in the system and 19 businesses have closed. The personal property forms will be sent out on Wednesday March 16th.
- Staff has also been working on completing the permit inspections and updating the CAMA system.
- The Assessing Department currently has two open abatement applications, Lowe's and Cascades Auburn Fiber.

Auburn Public Library

- The Library will participate in the City's annual "Dinny Sullivan Day" on Sat., 3/12. The events at the Library include a coffee social with the City's Public Safety team (9 a.m.), showing the movie "How to Succeed in Business without Really Trying (1967)" (1 p.m.), and "Sign a Card for a Veteran" (3 p.m.).
- The Board of Trustees will meet for their regular monthly meeting on Weds., 3/16, at 7:30 a.m.
- The next meeting of the City Council Public Safety and Community Services Committee is Weds., 3/16, at 6 p.m. at the Library.
- The Library was a spotlighter at the monthly Chamber breakfast on Thurs., 3/10. We featured the upcoming NASA exhibit and our participation in the State Library's STEM grant as the focus for our display.
- The Library has been awarded a \$2,000 "Dia" grant from the American Library Association's Association for Library Services to Children (ALSC) to establish a collection of bi-lingual books at the Library and present a bi-lingual storytime for

Weekly Report

Week Ending March 11, 2016

our Somali community. The grant also supports handing out books to those who attend the storytime presentation. "Día" is a national initiative that is also called "Children's Day/Book Day" or "El Día de Los Niños/El Día de Los Libros." It emphasizes the importance of literacy for all children from all backgrounds, and 2016 marks the 20th year of its observance. "Día" is a commitment to linking children and their families to diverse books, languages and cultures. This mini-grant opportunity is funded by the Dollar General Literacy Foundation through the "Everyone Reads @ Your Library" grant awarded to ALSC.

- Upcoming programs include:
 - Teens! Life Skills Series: Applying for a Job – Tues., 3/15, at 3 p.m. Lisa Hartnett of the Career Center will be here to talk about how to look and apply for a job. Whether you are looking for your first, part-time job or nearing the end of high school and are looking for full-time employment, the information she provides will be essential toward your success. This program is just for teens, ages 12-18.
 - KIDS! Get a Clue-Explore Forensic Science – Fri., 3/18, at 10 a.m. Kids ages 6-12 are invited to join Heather to explore the science behind criminal investigations with hands-on activities including fingerprinting, and other basics of forensic science. The activities in this program are sponsored by Cornerstones of Science. Space is limited, please register online or call the Library (Ext. 3).
 - Formatting E-Books – Fri., 3/18, at 3 p.m. (NOTE: at the Lewiston Public Library). You've decided self-publishing is right for you. You've brought your manuscript through the multiple editing phases, you have cover art, and you are ready to publish. High five! You decide not to just run your document through an eBook conversion tool that will leave your formatting swinging in the breeze. Instead, you decide to put a lot of thought and a little bit of work into making sure your book puts its best flap forward and you come to this workshop to learn how.
- Follow the Library on Facebook or link to our website at www.auburnpubliclibrary.org for more information about all of our programs, new books, library news, and online registration.

City Clerk

- Staff, along with volunteer family members, attended the Presidential Caucuses to conduct voter registration. Friday, the Green Independent Caucus held at Auburn Hall, Saturday, the Androscoggin County Republican Caucus was held at the Lewiston Middle School, and on Sunday the Auburn Democrats held their caucus at the Auburn Middle School. Turnout was good. There were

Weekly Report

Week Ending March 11, 2016

approximately 140 new voter registrations and party enrollments between the Republican and Democratic caucuses and none for the Green Independent caucus.

- We Issued the following:
 - 5 birth certificate
 - 38 death certificates
 - 9 marriage certificates
 - 3 marriage licenses
 - 8 disposition permits
 - 5 business license (renewals)
- Received 13 business license applications and 1 banner application
- Received 47 nomination petitions and verified 741 signatures
- Posted the 3/10/2016 Finance & Public Administration Council Committee agenda packet
- Prepared and posted the 03/14/2016 Council Workshop agenda packet
- We received approximately 400 voter registration applications and change cards from the Secretary of State's Office that have to be entered into the Central Voter Registration system. Approximately 200 have been completed.
- Prepared and mailed out letters to Board and Committee applicants and prepared Oath cards

Community Development

- Two rehab applications were submitted this week.
- Coordinated an Renovate, Repair and Painting (RRP) class for the benefit of contractors and landlords who work in homes with lead-based paint. Some of the youth enrolled in the Take 2 Program will participate in this class.
- Conducted rental monitoring of HOME units at Vincent Square Apartments and Webster School Apartments.
- Prepared a bid package for equipment purchase for the park at Union Street.
- Processed a loan modification for a rehab client.
- Met with developers of 62 Spring Street to work on commitment letter issues.
- Attended a Community Gardens meeting. Discussed the applicants for the garden coordinator position, and worked on scheduling meetings to attract gardeners to the Webster Street garden.

Fire

- Crews performed 10 Company inspections with 0 of these being a license inspection.
- Crews participated in ongoing Hazardous Materials refresher training.

Weekly Report

Week Ending March 11, 2016

- Crews participated in the local Blood Pressure clinics at AHA buildings.
- Staff performed walk-thru inspection at CMMC Urgent Care and a C/O inspection at Mechanics Savings Bank.
- Crews attended training on EMS documentation.
- Work continued on the heating system upgrade for Engine 5 station.
- Staff did a walk thru of a proposed conversion of a two family to a three family apartment building.
- Staff met with developers for a possible tenant for the former Tim Horton's on Center Street. Staff also attended a meeting on renovations to the Chapman House on Pleasant Street.
- Crews participated in a training program for members of the Honor Guard.
- Staff performed an inspection of the renovations at Cote Crane.
- Staff is working on a complaint about a possible illegal apartment in a building.
- Crews and Staff participated in a training program for both wild-land firefighting and Incident Command with NIMS. This program was held in the City's EOC and was presented by SO Lussier and the Maine Forestry Service.
- For the week of March 3rd to March 9th, we responded to 65 calls for service. These include, but are not limited to: 1 fire calls, 50 Emergency Medical calls, 4 Motor Vehicle Accidents - 3 with injury, 1 hazardous condition calls, 7 service calls, and 2 Fire Alarm calls. We received no mutual aid responses during this period and we provided 1 mutual aid response to Turner for extrication for a vehicle accident. We provided 1 Paramedic intercept during this period and provided 4 mutual aid transports.

Human Resources

- The Safety Coordinator participated in a Incident Management Team Wild Land Fire Exercise Wednesday morning. Eleven members for the City Incident Management Assistance Team (IMAT) participated in a Wild Land Fire exercise with three Rangers from the Maine Forest Service. The exercise was presented using a forest service simulation table. The Fire Department Incident Commanders managed the fire and the IMAT worked on providing planning and logistical support to the Incident Commanders.
- The City of Auburn volunteered to be a Beta tester for a new Salary Survey which MMA hopes to roll out this spring, to have ready for the annual convention in October. In exchange for our time in entering salary and benefits data, the City will receive free registration fee to the Human Resources Conference in June.
- The staff coordinated a retirement presentation by the ICMA (International City Managers' Association) Retirement Corporation. ICMA RC provides one of the

City's core retirement plans, as well as supplemental retirement programs. This presentation targeted those employees who are within 5 years of retirement.

IT

- Using Esri's storymapping templates, which are included as part of our MapAuburn platform, and building upon the data and development work already completed, staff created a targeted, Economic Development, map-based website showcasing a series of potential properties to perspective Auburn investors. We met with Economic Development staff, extracted the required data from our existing databases, supplemented that data with additional information provided by Economic Development, put together a series of maps, and assembled them into an interactive website. This website was available for viewing (password protected) from any computer connected to the Internet. Staff time to develop this was approximately 9 hours. As we further develop our data store and understanding of the technology, we hope to shorten this timeframe and increase the data available to viewers.
- This week we deployed our first external mapping service (our 2013 aerial images) from our new GIS server. As we insert this service into existing MapAuburn mapping applications, staff users will be able to zoom in further than before, allowing them to see greater detail.
- This week's GFTV activities were mostly focused around learning the operation of the new video production equipment that was recently installed in Auburn Hall's. Recording staff from the City and the School Department received their initial training on the use of the new production gear.
- We have devised a method for utilizing audio generated by a laptop using the Liteshow / In Focus projection system in the Council Chambers. If it proves out, this audio will also be audible through the in house public address system. Other enhancements are being worked on regarding other applications ie; Apple TV and other internet media we may need to utilize.
- Staff met with Finance staff and Facilities staff to discuss phone billing issues. We'll be taking a look at all of our services to see if some have become redundant to us.
- We've received the access cards for the new locks, and the installation of hardware has begun. Our access controls will now be in a cloud-based application, giving us the ability to lock and unlock doors remotely.

NSBA

- General
 - Merrymeeting Behavior Health Meeting ~ Tavern

Weekly Report
Week Ending March 11, 2016

- Ice
 - Men's League
 - Women's League
 - High School/Middle School Practices & Games
 - High School Playoffs
 - Public Skate
 - Shinny
 - Maine Gladiators
 - LA Seniors
 - Central Maine Elite Hockey League
 - Class A & B Senior All Star Games
- Marc's Meetings
 - Rec-Ingersoll-NSBA Meeting
 - Special Events 30/60/90
 - New Ice Rental ~ Kents Hill Academy
 - Craig Dickson
 - Corporate Partners ~ Jeremy Gatcomb
 - Ribbon Cutting ~ CMMC Urgent Care
 - CM Hockey Locker Rooms
- Partnership Meetings
 - Advanced Microsystems
 - Auburn Dunkin Donuts ~ Bob Seavey
- Jason Ops Tasks
 - Ice Maintenance
 - Olympia Maintenance
 - Continued Ice Scheduling
 - (Schedule Flexed due to staffing/games etc.)

Planning

- Staff continue to work on resolving utility connections to the Downtown Auburn Transportation Center.
- The City Planner participated in 2 webinars over the last week. The first on March 3rd "Fostering Livability on Commercial Highways and Arterial Streets" and then on March 4th "The Central Social District - the Key to Tomorrow's Successful Downtowns". Doug particularly enjoyed the Central Social District webinar and picked up great ideas for our downtown and the New Auburn area

Weekly Report

Week Ending March 11, 2016

- The City Planner met with the owners of Lost Valley Ski Resort to discuss a possible application to the Planning Board for signage and an expansion of outdoor recreation in the Agricultural Zone.
- The City Planner met with the Chris Branch of Sebago Technics Engineering to discuss revisions to the I-95 Park and Ride Bus Facility, revisions to the proposed YMCA outdoor recreation in the Stetson and North River Road area and to discuss a possible expansion of the proposed Form Based Code in the Great Falls area for a client who would like to build higher than the proposed 6 story limit in the T-5.2 zoning district.
- The City Planner attended a Good Food Council meeting on Feb. 29th to plan for the “kick-off” of a Good Food Charter scheduled for March 23rd.
- Eric Cousens and the City Planner presented the final draft Form Based Code materials for the City Council’s March 7th meeting. An error in the notification mailings will require a re-hearing at the Planning Board in April and subsequent re-hearing to the City Council.
- The City Planner led March 8th Planning Board meeting with one Site Plan review, a text amendment for Junk Cars and the finalized plan to have student representatives on the Planning Board.
- The City Planner participated in a meeting on expanding recreational fields in the Lake Auburn area.
- The City Planner and Eric Cousens will lead a staff meeting on March 10th to discuss plans for the New Auburn Riverway and Greenway project and strategic planning for the working with property owners.
- The City Planner has been assisting the Director of Economic Director in mapping and graphics of potential projects.
- Staff met with Maine DOT to discuss planning funds and construction funding options for Minot Avenue and The Street network between Minot and Main Street.
- Work on combining the budgets of the new Planning and Development Department has been time consuming.

Police

- The department handled 513 calls for service this week.
- Officers conducted 136 motor vehicle stops and 20 field interviews.
- Officers investigated 69 offenses of which, 8 of which were felonies, generating 20 arrests, 20 criminal summonses and 3 juvenile arrests.
- Officers responded to 31 motor vehicle crashes.

Public Services

- With the warmer weather crews have begun Litter Patrol; around Turner St., Roundabouts, Mall Area, Veterans Bridge Area, Old Hotel Rd, Butler Hill Rd.
- Crews are prepping our catch basin trucks. With the warm weather the crews are able to begin this mandated process for our NPDES Stormwater Permit Program
- Crew attended a Work Zone Traffic Control Training put on thru MDOT
- Auburn residents continue to drop off T.V.s, monitors, computers, speakers, faxes, scanners (E-Waste), fluorescent bulbs and brush (small enough to go thru the chipper).
- Crews are scheduled for upcoming trainings: Respiratory Protection, Hearing Conservation, Blood-borne Pathogens as well as the proper disposal of fluorescent bulbs and other hazardous materials.
- The tree crew were out on several locations this week; Bonney Park, Riverside Dr., North River Rd., Webster St. Evergreen Cemetery Dunham St, Davis Ave., Hillsdale St., Grandview Ave., Union St.,
- The patching crew have been busy patching complaints of potholes, Hotel Rd. again, North Rural District and South West District
- Warm weather helps the crews gear up for sweeping season. Ensuring the machines are mechanically safe and sound, run efficiently to do the job.
- Sign work around the city continues; replacing and or fixing faded and damaged signs in accordance with the new regulations.
- Calls continue to come in to Public Services to pick up items left on the roadside such as tires, treadmills, deceased animals including deer, skunks.
- The Engineering Technician/GIS has been working with IT on a geo database for the collector application. This application will be used to collect data on the trees in the city right of way ,parks, and cemeteries.
- The third shift were busy loading the hot box in preparation of patching.
- 2016 Reclamation Project (Townsend Brook Road, Pettingill Park)- project has been awarded to Gendron & Gendron, start date anticipated for early May
- 2016 Reconstruction Project (Highland Ave, Library Ave, Troy St)- project is in design phase
- 2016 MPI Project (South Main Street)- plans have been completed, scheduled for advertisement 3/21/16
- Summer Street Extension- public meeting held on 1/6, project on hold awaiting Council approval
- Stormwater Compliance- on-going
- Hillcrest Ave Retaining Wall- reviewing received bids
- Fish Hatchery Road- researching grant to add a culvert to allow fish passage and eliminate constant flooding issues

Weekly Report

Week Ending March 11, 2016

- Ash Landfill sewer force main- conducting a feasibility study for pumping leachate from retaining pond to eliminate the need for the yearly expense of hauling
- The City Engineer was notified the City received the approved grant for Tree Inventory. Bid documents have been sent to a list of consultants
- 2017 Hampshire Street Reconstruction- RFPs have been received for consultant services

Recreation

- Art Walk – It has been decided that art walk will transition leadership under the Recreation Department. With the help of the current committee we will shift direction slightly, minimizing the length of the walk and making it more community based, as opposed to business based. Art Walk will be set to launch on time for its first walk being in the month of May. It is undecided however, what week it will be at this point.
- Summer Festival – Planning for the Summer Festival is under way. It will be a weekend long event, similar to Winter Festival, with a nice combination of family, kid, and adult events to attend. It will colab with National Night Out and a few other minor events that the recreation department holds annually. The event will be held May 5th through the 7th.
- Summer Camp – Registration for Summer Camp began this week. Registration cost is \$550 for the summer (8 weeks) or \$125 per week. We expect about 250 campers total, based on last year's numbers. Grades K-3 will be based at Walton school, and Grades 4-8 will be based at Pettengill Park. Hiring is underway for summer camp staff. Camp will run from June 17th – August 19th. The day will be broken down by time segments in which kids will play a variety of individual games, team games and arts & crafts.
- April Vacation Camp – Registration for this program begins on March 7th and will be \$75 for the week of April Vacation. The camp is offered to grades K-6 and will from 7:30am to 5:30pm throughout the week of April Vacation. The day will be broken down by time segments in which kids will play a variety of individual games, team games and arts & crafts.
- Recess Warriors – This is a five week program beginning April 9th. Cost of registration is \$35 and registration is open now. Program will be offered to in two time segments, broken down by ages 3 – 5 and ages 6-7. Each week kids will learn the basics of a different sport or team game.
- Spring Celebration – This event will be held on Saturday, March 31st and is completely free to all who attend. From 10am to 12pm kids and their families can come play games and eat snacks, as well as participate in an egg hunt! The

Weekly Report

Week Ending March 11, 2016

program is sponsored by the Boys and Girls Club, who provide volunteers to run all the games, as well at the Kiwanis and Gammons Garden Center.

- Fishing Derby – This event will be split into two different weekends, May 7th for ages 9 to 15 and May 14th for ages 3 to 8. Cost is \$5 per child, and cost gets them in to catch up to 3 fish. They will then be weighed and measured and the winners will receive a trophy!
- April Soccer Camp – This soccer camp is run during April vacation from Maine Primer Soccer. Cost is \$65 for a half day training and \$99 for a full day of training per child, and they learn the basics of ball handling and skill play.
- Spring Soccer – This program begins May first, and will run for six weeks. Cost is \$40 for registration and is broken down by age group.
- Youth Lacrosse – This program will serve kids grades 3 to 8. Cost will be \$80 for registration, practices begin mid April.
- Lax Magic – Available to kids grades 1-2, registration is \$40. Registration currently open. Practices begin April 8th.
- Youth Tee Ball – Available to grades 3 through 8, registration cost \$35 per person.
- Senior Trip: Haven's Candy Factory – Trip down to Portland. \$5 per seat, maxed out at 13 sign ups. Tuesday, March 15th.
- Senior Trip: Pineland Farms – Trip to New Gloucester. \$10 per seat, maxed out at 13 sign ups. Tuesday April 12th.
- Senior Trip: Norlands Living History Center – \$10 per seat, maxed out at 13 sign ups.
- Dodgeball – Adult sport. \$300 per team, begins March 19th.
- COED Softball – Adult Sport. Begins in May, \$575 per team.
- Men's Softball – Ault Sport. Begins in May, \$800 per team.