



**TO: Mayor and City Council**  
**FROM: Howard Kroll, City Manager**  
**RE: Weekly Report**  
**DATE: Week Ending February 19, 2016**

### **Auburn Public Library**

- The Board of Trustees held its regular monthly meeting on Weds., 2/17. Among the topics covered were the 2016 online auction and the FY2017 participation fee for Maine School and Library Network Internet services. Ed Cormier has resigned as Treasurer. Susan Weiss was unanimously elected to succeed Ed.
- The annual Farmers' Market is next Friday, 2/26, from 4:30 to 6:30 p.m. This is a great way to showcase local farmers, crafters and the Library. Plan to join us!
- The library director met with representatives of the Public Works Department to discuss this summer's repaving of Library Avenue.
- The children's librarian and the library director met with the Maine State Library's STEM liaison to discuss the status of the pilot program in which the Library is involved. A programming assessment with staff and other stakeholders to evaluate the Library's current level of programming is the next step. The STEM programming grant lasts through at least the end of this calendar year.
- The Library is working on its write-in campaign to win a grant from Bangor Savings' "Community Matters More" program. You can vote for the Library by going to <http://www.bangor.com/cmm> or stopping by the Library for a ballot which can be brought to the Bank's Lewiston branch or let us mail it in for you. The top prize is \$5,000. There are also \$1,000 prizes available.
- For the past few years the Library has been a pilot site for "Crazy 8's Math Club," which is sponsored by Bedtime Math (<http://bedtimemath.org/>). We are now ready to strike out on our own and offer a series of programs for Kindergarteners through second graders based on our experience as a pilot library. Please see the programming information below.
- Upcoming programs include:

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- Clean Up Your Credit – Tues., 2/23, at 10 a.m. This two-hour workshop aims to help you have a better understanding of credit. We will discuss basic concepts of credit, strategies for reducing debt and repairing credit; credit reports, and credit scores. This free program is brought to you through a partnership between New Ventures Maine and the Auburn Public Library. Please register online or call 333-6640 x 4.
- DIY Tweens! Squishy Circuits - Weds., 2/24, at 4 p.m. Kids ages 9 - 12 are invited to create dynamic playdough sculptures that light up and buzz. We'll supply the squishy circuit kits, you supply the imagination. The kits will remain property of the library, but you're welcome to take as many pictures of your creations as you like. Supplies are limited, so registration is necessary. Please call 333-6640 x 3 or register online.
- Leap Year! – Mon., 2/29, at 6 p.m. Please join us for a special celebration of Leap Year as we show the movie "Leap Year," a fun and romantic comedy. As Anna makes plans to use an old Irish tradition to ask her boyfriend on Leap Day to marry her, she discovers that the road to love can take you to very unexpected places. The movie stars Amy Adams, Adam Scott, and Matthew Goode. Refreshments will be served.
- KIDS! Crazy 8's Math Club – Tues., 3/1, at 4 p.m. The Auburn Public Library is pleased to offer another session of Bedtime Math's Crazy 8's Math Club for children in Kindergarten through Grade 2 beginning on Tuesday March 1st from 4-5 pm and running through Tuesday, March 22nd. Crazy 8's Math Club is designed to make math fun. Kids will jump, run, build stuff and make a mess all while learning cool math concepts. Some of the fun activities planned include; Toilet Paper Olympics, Let's Get Loud, Bouncy Dice Explosion and M&M Madness and Mayhem. Come join the fun. Space is limited so please call the library at 333-6640 ext. 3 to register or for more information. The Auburn Public library is pleased to be part of this nationwide initiative to make math more fun and accessible for kids.
- Tweens in the Teen Space – Ongoing. Tweens are invited to join us in the Teen Space on the 2nd floor on half-day Wednesdays. Come by and get a head start on your homework, we'll have crafts or board games available (just ask us), or you can stop by to simply hang out! This program is just for Tweens who are in 6th grade.

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- 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, library news, and online registration.

### **City Clerk**

- We Issued the following:
  - 1 birth certificate
  - 10 death certificates
  - 1 marriage certificates
  - 0 marriage licenses
  - 8 disposition permits
  - 1 taxi driver license
  - 1 taxi cab license
  - 6 business licenses (renewals)
- Received 7 business license applications
- City Clerk staff, along with the Planning & Permitting Department and the Fire Department have been working with a business license applicant whose license may possibly have to be denied due to use/occupancy classifications
- Prepared and posted the 02/22/2016 Council Workshop packet, posted the 2/24/2016 Joint Meeting (School Committee and City Council) and the 2/29/2016 Council Workshop
- Worked on approximately 30 voter registration changes
- Staff attended the Maine Town and City Clerks' Association Executive Board meeting on Wednesday the 17th
- Staff is working on a request for a spreadsheet listing businesses and contact information of the businesses that are licensed with the Clerk's office
- Filed and reconciled approximately 300 disposition permits
- Staff met with Jaclyn Beebe from Public Services to go over the Oak Hill Cemetery process and information
- Staff will be meeting with Sabrina Best from the Recreation Department to discuss the process for Special Events of the City
- Reminders were sent to the political party chairs that the secretary of each political party committee must file a notice with the city clerk of the time and place of the caucus

### **Community Development**

- Participated in the L/A Tax Coalition Super Saturday event to market the Homebuyer Assistance Program. The theme for this year's event "Save, Save, Save" aligns with our home savings account program. Participants receive a 2:1 match for their home savings to be used towards the down payment of a home. Seven individuals showed interest in the program.
- Four Home Security Deposits loans totaling \$2,750 were approved in January.
- Met with two customers to resolve issues with their financing.
- Initiated monitoring of 9 rental projects funded by the HOME Investment Partnerships Program. Monitoring involves a review of the HOME-assisted units for the following: on site property inspections; review tenant income; project occupancy requirements; rent limitations, and tenant protections. Six of the properties are located in Lewiston and three in Auburn. Rental monitoring occurs every two years.
- The Department of Housing and Urban Development has released the 2016 allocations, \$321,639 for HOME and \$511,800 for CDBG. The drop in allocations due to sequestration is fairly consistent with drops over the last few years.

### **Fire**

- Crews performed 7 Company inspections with 1 of these a license inspection.
- Crews participated in Fairview School's "Read to Kids" program with several firefighters reading stories to kids grade K-4.
- Crews participated in training on elevator emergencies.
- Staff attended a meeting on city tax acquired property.
- Staff and Crew attended a training program on the State's new incident reporting system and software for both fire and EMS.
- Work initiated on the heating system upgrade for Engine 5 station.
- Staff did final inspection for an apartment building on Goff Street.
- Crews participated in training on medical narrative writing for EMS reports.
- Crews responded to a Garage fire and a Vehicle fire.
- Staff conducted testing of the new fire alarm system installed at 74 Lake Auburn Avenue.
- Staff attended the monthly Plans Review Committee meeting.
- For the week of February 10<sup>th</sup> to February 17<sup>th</sup>, we responded to 96 calls for service. These include, but are not limited to: 3 fire calls (Vehicle garage, a Vehicle and trash Cans), 610 Emergency Medical calls, 3 Motor Vehicle Accidents - 1 with injury, 3 hazardous condition call, 10 service calls, and 13 Fire Alarm calls. We

received 1 mutual aid responses during this period and we provided 1 mutual aid response to the Town of Turner for a fire. We provided 3 Paramedic intercepts during this period and transported 4 times in the City of Lewiston for United Ambulance.

### **Health & Social Services**

- Attended an organization meet for Bridges out of Poverty to put on a day long in-service for providers scheduled for March.
- Attended a meeting at John F Murphy homes for recruiting our clients to apply for work with them.
- Received a client reimbursement in the amount of \$1,200 for the assistance granted on his behalf while waiting for a law suit settlement.
- General Assistance billing for January was done, we spent \$4,095.00.

### **Human Resources**

- The Safety Coordinator met with the Emergency Management Agency staff regarding mapping software to plot out traffic patterns and evacuation routes in the case of an emergency.
- The HR Department coordinated workplace assessments for the computer stations at the Fire Department. The Safety Consultant with Cross Insurance, the City's third party administrator for Workers' Compensation, conducted the assessments as part of the safety hours that the City contracts with Cross Insurance.
- The City is currently recruiting for a part-time customer service assistant for the Recreation Department

### **IT**

- GIS staff completed the first three sections of a 7-section Massive Open Online Course (MOOC) on Geo-Apps. Geo-Apps are the applications we are currently creating for MapAuburn, and are used for sharing data in public and staff mapping applications. This is a free course, provided by Esri, the software vendor. It is providing us with additional training on how to more fully utilize this emerging technology.
- NASA programming was off the air for several days, due to a hardware failure. GFTV staff was able to repurpose on older piece of equipment and get it running again, while the permanent solution is procured. Staff are developing a potential partnership with the Humane Society to showcase adoptable animals on the Public Access channels. This will likely result in IT staff adopting more animals.

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- The door lock upgrade process has begun. We will be issuing new proximity cards to all staff in the next few weeks.
- Our back-up target machine at the Library is full, and we've switched over to the new 24Tb target server (also at the Library). The backed up files are still there of course, but moving forward we'll be using the new server.

### **NSBA**

- General
  - Merrymeeting Behavior Health Meeting ~ Tavern
  - Father Daughter Dance ~ Mezzanine
- Ice
  - Men's League
  - Women's League
  - High School/Middle School Practices & Games
  - Public Skate
  - Maine Gladiators
  - Maine Gladiators Lions Tournament
  - Maine Hockey Academy Tournament
  - LA Seniors
  - LA Seniors Elite
- Marc's Meetings
  - Public Works Week ~ Jaclyn Beebe
  - Shon Collins ~ Ice Time Meeting
  - Father Daughter Dance
  - Mayor LaBonte
  - MC Yankee Conference Banquet
- Partnership Meetings
  - Mortgage Network
  - Residence Inn Marriott
  - Serv Pro
  - Pine Tree Pest Solutions
  - HR Block
- Jason Ops Tasks
  - Ice Maintenance
  - Olympia Maintenance
  - Continued Ice Scheduling
  - (Schedule Flexed due to staffing/games etc.)

## **Police**

- The department handled 527 calls for service this week.
- Officers conducted 171 motor vehicle stops and investigated 70 offenses of which, 4 were felonies, generating 19 arrests, 28 criminal summonses and 3 juvenile arrests.
- Officers responded to 28 motor vehicle crashes.

## **Public Services**

- Fleet had completed 22 work orders. One piece of equipment was under warranty and delivered to Morrison & Sylvester to complete the work. Other pieces of equipment/vehicles are in different stages of completion (waiting on parts).
- Over the past week, Public Services have had two situations that caused further investigation on our fuel system. Presently there is no working redundant system at the fuel island or pumps. Staff have a redundant system for backup should the loss of power occur but not if we lose pumps. The Fleet Manager has contacted a local oil company here in Auburn to meet next week to discuss the usage of fueling cards if for some reason we are unable to fuel here at APS.
- The welding crew has been busy working on plow repairs and push poles
- Staff met with the Plan Review Committee to discuss new developments within the City.
- The City Engineer met with some prospective consultants regarding the Hampshire Street request for proposals.
- Crews continue to focus on the mandatory Bureau of Labor Standard requirements and testing.
- Fleet have been working hard on keeping the trucks up and running making them safe for the road.
- Crews were busy loading trucks, keeping the calcium tank and salt shed filled and cleaned.
- The welding shop has been working on wing repairers and plows, as well as working on small jobs and making new plates in dump number 6 truck and finish up chipper boxes and gate.
- The hot patching crew was out on Hotel Rd. and other areas in the City.
- Third shift crews were out on the roads spot sanding icy areas.
- The Excavation Technician was busy marking out dig safe's, reviewing and issuing Fill, Drive Opening permits as well as billing and continues GIS work .
- Sign work around the city continues. Staff are replacing and or fixing faded and damaged signs under the new regulations.
- Crews were directed to pick up a few items left on the side of the road (debris, T.V.'s, mattresses, tires, etc.).

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- Stormwater Compliance- on-going.
- The City Engineer was notified the City received the approved grant for Tree Inventory. Bid documents will be put out as soon as possible.