



**TO: Mayor and City Council**  
**FROM: Howard Kroll, City Manager**  
**RE: Weekly Report**  
**DATE: Week Ending March 4, 2016**

### **Assessing**

- Staff began the personal property canvas. This is done each year in order to update the CAMA system with new businesses as well as remove businesses that have closed since April 1 of last year. The canvas will take approximately 1 week. When the canvas is complete and the CAMA system has been updated the personal property declaration forms will be mailed.
- We have been reviewing all the personal property forms and updating as needed. We want to be sure the forms are as simple to understand and fill out as possible.
- A complete review was done of all the commercial multi family business owners in the City. Each property in the real estate module of the CAMA system was cross referenced with the personal property module to be sure the names and mailing addresses were accurate.
- Staff began reviewing the TIF valuations in preparation for commitment.

### **Auburn Public Library**

- Our annual indoor farmers market was a great success. We had more than 300 people come through the Library during market time. Thank you to our visitors, vendors, craft demonstrators, volunteers, and staff for making this a wonderful occasion. Special thanks to Marty Gagnon, Adult Services Manager, for heading up this event. We're already talking about next year's.
- The library director attended the first City Council Public Safety and Community Services Committee meeting on Thurs., 2/25.
- The library director attended the School Department's A-Team meeting on Tues., 3/1, to talk about the upcoming NASA exhibit.
- The Library will be a spotlihter at next week's Chamber of Commerce Breakfast in order to introduce our upcoming NASA exhibit and highlight our participation in the Maine State Library/Cornerstones of Science STEM grant.

## Weekly Report

Week Ending March 4, 2016

- The Library will be a participant in the City's annual "Dinny Sullivan Day" on Sat., 3/12. Among the activities will be an afternoon showing of the classic movie "How to Succeed in Business without Really Trying."
- Summer reading programs are beginning to shape up. The themes this year are centered around wellness, fitness and sports: Children: "On Your Mark, Get Set, Read;" Teens: "Get in the Game: Read" and Adults: "Exercise Your Mind – Read."
- Upcoming programs include:
  - Teens! CREATE Media Lab Open House - Tues., 3/8, at 2:30 p.m. Celebrate Teen Tech Week! With this year's theme, "Create It @ Your Library" we thought we would give those of you yet to explore the Media Lab another chance. Stop by anytime between 2:30-4:30 -- come explore GarageBand, Photo Booth (complete with props) or record something with the green screen and change the background in iMovie. Come see what you can create! This program is just for teens, ages 12-18.
  - DIY Tweens! Paint Night – Weds., 3/9, at 4 p.m. Heather will lead tweens ages 8 - 12 in a painting workshop modeled after the popular Paint Nights for grown-ups. Kids will learn how to paint a simple picture for their room or to give as a gift. All materials will be provided by the library. We will paint together as a group, please be prepared to paint by 4 p.m. Also, the paint may permanently stain clothing, please dress appropriately. Space is limited, please register online or call the Library (Ext. 4).
  - Keying on Computers – Tuesdays from 9 a.m. to 11 a.m. Whether you'd like help conducting a digital job search, connecting on social media, creating a spreadsheet to track expenses, or refreshing your basic computer skills, our knowledgeable volunteer Maureen is here to help on a one to one basis. You come with your questions and she will provide the smile and knowledge.
- 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:
  - 13 birth certificate
  - 32 death certificates
  - 3 marriage certificates
  - 2 marriage licenses
  - 9 disposition permits
  - 3 taxi driver license

## Weekly Report

Week Ending March 4, 2016

- 1 business license (renewals)
- Received 5 business license applications and 1 banner application
- Received 9 petitions and verified 108 signatures
- Staff met with the Appointment Committee on 2/29/2016 to review applications and make Board and Committee nominations
- Staff attended the 2/29/16 Council Workshop
- Prepared caucus list for the Auburn Democrats
- Prepared and posted the 03/07/2016 Council meeting packet
- Completed the minutes of the 2/22/2016 meeting
- We received approximately 200 voter registration applications and change cards from the Secretary of State's Office that have to be entered into the Central Voter Registration system
- We've been getting a lot of calls regarding the primary elections and caucuses
- City Clerk Staff will be attending caucuses all weekend – the Green Independent caucus is from 4-7PM Friday, March 4<sup>th</sup> at Auburn Hall, the Republican caucus is from 1PM until 4PM on Saturday, March 5<sup>th</sup> at Lewiston Middle School, and the Democratic caucus is from 1PM until 4PM on Sunday, March 6<sup>th</sup> at the Auburn Middle School

### **Community Development**

- St. Mary's Nutrition Center applied for and received from Fiscars Project Orange Thump a grant for the Auburn Community Garden at 61 Webster Street. The \$3,500 grant will be used for purchasing tools and other garden materials.
- Conducted rental monitoring of three properties: Birch Hill Apartments at 281 Bates Street, Lewiston; Franklin School Apartments at 22 Pine Street, Auburn; and Blake Street Apartments at 114 Blake Street, Lewiston. The apartment buildings are in good condition with only a few issues that need correction. Tenant files for income verification and meeting high and low HOME limits were appropriately recorded.
- Program Income for the month of February is \$25,730
- We received 5 new inquiries for the Homebuyer Program in the past week. The inquiries are being generated by word of mouth and by the Community Development page on the City's Website. In addition we are working with 2 buyers, one has made an offer on 132 Hampshire Street and another on a unit at the Academy Street Townhouses.
- Two Auburn properties have been enrolled in the L/A Lead Grant Program, one of which has been identified by the State as having an Abatement Order.
- Participated in a conference call with HUD and Lewiston's Economic Development Director to clarify issues relating to their proposed housing project.

## **Fire**

- Crews performed 11 Company inspections with 1 of these a license inspection.
- Crews participated in ongoing Hazardous Materials refresher training.
- Staff performed an invited inspection of the Grace Community Church.
- Crews attended training on EMS documentation.
- Work continued on the heating system upgrade for Engine 5 station.
- Staff did an inspection of the spaces at the Library for a scheduled event.
- Staff did preliminary C of O inspections at CMMC Urgent Care.
- Staff attended a meeting with a prospective home business applicant.
- For the week of February 25<sup>th</sup> to March 2<sup>nd</sup>, we responded to 88 calls for service. These include, but are not limited to: 0 fire calls, 59 Emergency Medical calls, 4 Motor Vehicle Accidents - 3 with injury, 5 hazardous condition calls, 5 service calls, and 11 Fire Alarm calls. We received no mutual aid responses during this period and we provided no mutual aid response. We provided 4 Paramedic intercept during this period.

## **Health and Social Services**

- Our yearly audit of records was held on Wednesday by the state auditor and the General Assistance Manager for the state. Records were reviewed for accuracy and narratives. No infractions were found.
- Our pending fraud case has been dropped, the APD detective, paid a visit to the client and did not find any violations.
- I attended a LAASH (Lewiston Auburn Service for Homeless) on Wednesday to hear presentation from St Francis Recovery Center and United Somali Women of Maine.
- Staff worked hours on the Parks Subcommittee minutes.

## **Human Resources**

- Staff provided new employee orientation to two new employees of the Public Services Department – Cody Hazelton is the new Welder and Michael Wing is the new Equipment Operator.
- Staff met with the Loss Control Specialists from Cross Insurance to provide an analysis of employee injuries and loss time and expenses. A report should be coming soon.
- Staff continues to work on generation of employee health insurance forms for the IRS for compliance with the Affordable Care Act.

## Weekly Report

Week Ending March 4, 2016

### IT

- This week, staff assisted CDBG personnel with an application required to complete HUD paperwork. The original, recommended application wouldn't work properly. After a significant amount of testing and troubleshooting, IT staff determined that the original application was incompatible with the computer's hardware and/or operating system. We searched for, and found, an alternative application that was not only compatible, but enabled CDBG staff to use the same application for completing other required forms that exist in a different format.
- Staff successfully completed a test of our ability to create new maps and feature services through the GIS server. We were able to create new services through our desktop GIS software, and make those services available to our MapAuburn Online system. The test uncovered a problem related to viewing (only) those services created by the server when on our local network. The new WebAdapter will need to be reconfigured in our local DNS. We hope to correct this issue in the next week.
- Working with the planning department, staff georeferenced a series of contractor's plans showing proposed scenarios for the New Auburn area. We extracted new GIS layers that could be incorporated into our planning maps.
- Staff developed a solution to a problem that had been vexing us for some time. Until now, there was no way to connect a laptop to the wireless projector in the Council Chambers AND have it connect out to the internet. By installing software for an external Network Interface Card (NIC), we were able to get things running reliably.
- Staff met with Finance staff and (virtually) with a rep from Spyglass to go over the results of their phone line audit.
- Staff worked with Access AV of NH on the installation of new video broadcast equipment for the Auburn City Council Chambers. We worked with installers who ran new video cables and installed new HD cameras as well as a new computer-based production system in the control room. Staff worked with the Auburn School Department technician to train them on the use of the new equipment. On Wednesday, 4/2, the School Department recorded their meeting on the new equipment.
- The department purchased two additional microphones for the Council Chambers, and, since they were here, Access AV repaired a broken connection in one of our older ones, bringing it back into service.

## **NSBA**

- General
  - Merrymeeting Behavior Health Meeting ~ Tavern
  - Norway Savings Bank – Setting up real estate class
  - Fontaine Family Team – Real Estate class set for April 7th
- 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
- Marc's Meetings
  - Winter Classic ~ Jamie Gagnon
  - H&R Block
  - CM Hockey ~ Prospect Camp
- Partnership Meetings
  - Cintas
  - JFM Homes
  - Carrier
- Jason Ops Tasks
  - Ice Maintenance
  - Olympia Maintenance
  - Continued Ice Scheduling
  - (Schedule Flexed due to staffing/games etc.)

## **Planning**

- Staff met with an engineer from Casco Bay Engineering to discuss the Sanitary Sewer service to the Downtown Auburn Transportation Center. Test boring has confirmed that we cannot install gravity service to Turner Street and we are getting estimates for a pumped solution.
- The City Planner listened to 2 webinars recently that are relevant to efforts in Auburn. The first was on USDA grant program opportunities and the second was an American Planning Association webinar on awarding winning planning projects. Doug was particularly interested in one entitled "Neighborhood Partnering Project" from Austin, Texas. Doug has contacted the project manager

## Weekly Report

Week Ending March 4, 2016

for more information. Doug also had a follow up call with Kim Harmon, Grant Management Specialist with USDA to investigate grant opportunities related to agriculture.

- Staff met with the owners of Gracelawn Cemetery and Crematorium to discuss and new building and pet crematory operation.
- The City Planner has prepared and delivered the final draft Form Based Code materials for the City Council's March 7<sup>th</sup> meeting.
- The City Planner and Eric Cousens are reviewing preliminary draft mapping for the New Auburn Riverway and Greenway project. We are looking to schedule an internal meeting to discuss the new survey information and feedback for the consultant.
- The City Planner is working on a draft existing land use map for the City of Auburn that will be part of a planned evaluation of the City's Agricultural District.
- The City Planner finished his AICP certification training credits for 2014-15 last week.
- Staff has been busy with the department restructure that will complete the combination of the Planning and Permitting, Economic Development and Community Development Departments into a single department. This was started last year and we are working on combining the three budgets.
- February was a good month for permitting compared to the normally slow winter months which continues a positive trend for this winter. Permit numbers are good for the year but the average project size is down compared to past years - which means lots of smaller projects. In February we permitted \$2.7M worth of improvements and collected approximately \$15,000 in permit fees to help cover the cost of permitting and inspections. A number of projects, large and small, are being discussed and the spring construction season could bring a strong finish to FY 16.

### **Police**

- The department handled 580 calls for service this week.
- Officers conducted 138 motor vehicle stops and 14 field interviews.
- Officers investigated 60 offenses of which, 7 of which were felonies, generating 16 arrests, 18 criminal summonses and 6 juvenile arrests.
- Officers responded to 32 motor vehicle crashes.

### **Public Services**

- In preparation for the Wednesday mix of snow/sleet and rain crews were busy preparing truck Tuesday and Wednesday were called in early to plow/sand and

## Weekly Report

Week Ending March 4, 2016

salt the roads, clear the sidewalks for all both travelers and children walking to school.

- The Planner is assisting the City Clerk's office by creating a data base for the Oak Hill Cemetery
- Staff is preparing for the next Mandatory Bureau of Labor Blood-borne Pathogens training
- Sign work around the city continues; replacing and or fixing faded and damaged signs in accordance with the new regulations.
- Cold patching continues around the City, this week they worked in the both the South East and West District as well as the North urban area which contain 4 and 11's run.
- Supervisors have been training crew on the forklift, completing VIR's, reviewing policies and procedures as well as other requirements
- 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 Arborist crew were out investigating/trimmed and or removed trees on the following streets; Hillsdale St, Grandview Ave, Dunn St., Davis Ave, and Union St.
- Third shift crews were out on the roads spot sanding icy areas called in by the Comm. Center
- Calls continue to come in to Public Services to pick up items left on the roadside.
- Crews assisted Pan Am Railways with patching around the tracks (High St, Elm St and Hampshire St.)
- Fleet have been working hard on keeping the trucks up and running making them safe for the road
- Even though it's still cold outside the crews are beginning to prep all spring and summer equipment so when the weather breaks we will be ready
- Our City Arborist attended a Turf Management Conference.
- Staff did a conference call with our provider Lucity (our work order system) to discuss necessary upgrades to our outdated system
- Staff met with consultants regarding the Hampshire Street Request for Consultant Services RFP
- Staff met with the Parks Director regarding Pettengill Park projects
- Staff met with the Auburn Library regarding Library Avenue project
- Staff met with Woodard & Curran regarding Highland Avenue reconstruction project
- Staff met with the IT Department as well as the City Arborist regarding Tree Inventory Grant