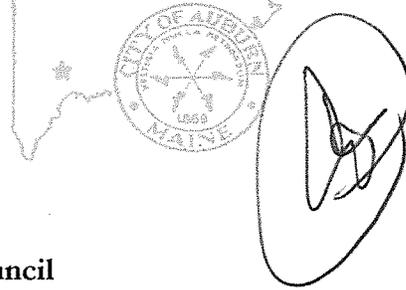


# City of Auburn, Maine

## Office of the City Manager



**TO:** Mayor and City Council  
**FROM:** Clinton Deschene, City Manager  
**RE:** Weekly Report  
**DATE:** September 6, 2013

### Assessing

- Renee worked with Patriot to roll the 2014 data
- Karen & Brian answered taxpayer inquiries related to tax bills
- Brian processed deeds for the month of May
- Karen worked on statistical data for the Council

### Auburn Public Library

- Teens who are interested in volunteering at the Library are encouraged to attend a “VolunTEENS” orientation program on Mon., 9/9, from 4 to 5 PM. Those from age 12 to 18 are welcome. For more information please call the Library at 333-6604 x 4. Individual orientations can be arranged for those unable to attend.
- Computing with Maureen will take place on Tues., 9/10, from 9 to 11 AM, instead of instead of Wednesday.
- Amber Tatnall from the Seashore Trolley Museum in Kennebunkport will be at the Library on Tues., 9/10, at 2 PM to talk about “The Trolley Parks of Maine,” a book that she helped produce for the Museum. Her presentation will highlight the old trolley service to Lake Grove Park.
- Coyote expert and conservation biologist Geri Vistein will talk about the coyote in Maine. Geri will talk about the powerful relationship between predator and prey and discuss why this relationship is of vital importance to the health and biodiversity of Maine landscapes and the planet as a whole.
- Teen programs in the next week include a gaming hour, Teens! Safe Voices, and a duct tape project for tweens.
- Children’s programming will feature storytimes, and a music demonstration.
- Registration for The Great Fall Yoga Festival, benefitting the Library and the YWCA, is open. The Festival will be held all-day on Sat., Sept. 28<sup>th</sup>. Please link to: [www.greatfallsyogafestival.org/Home.html](http://www.greatfallsyogafestival.org/Home.html).
- Plans are being made for the Library’s annual corporators’ meeting on Thurs., Sept. 26<sup>th</sup>, from 5 to 7 PM.

### **City Clerk**

- I've been working on lining up Election workers for November. I am down 4 Wardens and at least 1 Ward Clerk. I am also trying to recruit more Election Clerks. It takes a minimum of 50 election workers to fill all positions and although we have a solid list of Election Clerks, we can always use more to fill the gaps.
- I am still working with ES&S on building the Municipal Ballot.
- We did receive final notification from the Secretary of State's Office confirming that there will be a State Referendum Election in November.
- Absentee ballot applications are available in the Clerk's office.
- Letters were sent to Board and Committee applicants letting them know if they were nominated or not. The nominees will be presented to Council at the 9/16/13 Council meeting.
- The Clerk's office is still very busy with Garage Sale permits and Marriage Licenses.

### **CDBG**

- Hal Barter held a pre-bid meeting at the electrical building with 4 contractors and one vendor to replace the roof.
- A pre-bid meeting was held with contractors who intend to bid on the building demolition project. There were 10 contractors who are now qualified to bid. We should have very competitive prices for these removals.
- The asbestos removal is complete for the buildings located at 9 Broad Street and 325 Turner Street. Asbestos removal is underway at 61 Webster Street.
- A contract was awarded to identify hazardous materials at 10 Lucille Street and 73 Paul Street in preparation for demolition. These two buildings have been added as alternates to the demolition bid package. Demolition of these two homes would be funded with HOME funds provided we can make the project eligible through a homebuyer activity. A contact has been made to Habitat for Humanity to see if there is any interest.
- We are updating the process for discharging forgivable loans to not only discharge the mortgage, but to also zero the balance in our receivables. This will ensure that we have a current loan pool balance.
- Reine Mynahan attended a Green and Healthy Homes Initiative (GHHI) roundtable meeting organized by Community Concepts. The meeting was attended by 30 potential partners. GHHI is a collaborative approach that would lead to a coordinated delivery system for education and resources to address housing issues that have a detrimental effect on health. This is clearly an approach that would lead to improved health for Auburn residents.

### **Engineering and Public Works**

- The CIP request for replacement of truck #40 was made b/c the truck has been taken out of service due to numerous safety issues that are too expensive to repair (cost to repair would exceed 50% of new vehicle purchase). Upon the denial of the CIP request on September 3<sup>rd</sup> the Fleet MGR inspected the equipment again and the findings were confirmed, the truck should remain out of service. On a temporary basis the sign crew has utilized one of the Highway fleet's vehicles. On a temporary assignment this is acceptable but on a permanent basis it will continue to not be productive, efficient and/or safe. Operating out of an ill equipped vehicle will lead to loss of productivity and injuries due to non-ergonomic setup

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of the vehicle. Productivity is also impacted b/c this vehicle is now not going to be utilized by the operational side to complete other non-traffic related work requests.

- Ditching and culverts being done.
- Maintaining Ball fields upcoming sports seasons.
- Mowing/Weeding around the City.
- Paving and patching operations ongoing.
- Recycling operations ongoing.
- Mowing/Weeding around the City.
- Basin cleaning around the City.
- Orientation for new employees.
- GPS units installed.
- South Main Street test holes ongoing; hoping to pave the week 9-9-2013.
- Hotel Road - bridge opened to traffic, MDOT is continuing shoulder work.
- Manley Road - curb and sidewalk work ongoing.
- Turner Street - surfacing driveways and continuing with punch list items

### Fire

- Our Cadet Officer from Poland, Pawel Gataraczyk has arrived and is busily engaged in department activities as well as getting an opportunity to enjoy Maine in the fall. He will be participating in our 9-11 remembrance ceremony as an envoy from Poland in his native countries FD dress uniform.
- The 9-11 remembrance will be held at Central Station at 0830. All are invited to attend. The annual 9-11 blood drive will follow and also be held at central.
- Auburn is hosting an NFPA certified Fire Inspector 1 course one day a week at our Central Station. The classes will wrap up October 2<sup>nd</sup>. A total of 16 students are in the class. Members from five other departments as well as a member of the State Fire Marshal's office are attending as well as several members of the AFD.
- Prevention - For the week of August 29 to September 4, there were 5 business, 1 school and 4 apartment building life-safety inspections conducted by the fire companies. Out of those inspections, 9 were found not to be in compliance with the fire code.
- Emergency Responses - For the week of August 29 to September 4, we responded to 58 calls for service. These include, but are not limited to 43 emergency medical calls that include 3 motor vehicle accidents with injuries and 3 motor vehicle accidents without injuries, and 6 hazardous conditions. There was one mutual aid call during this period.

### Health and Social Services

- Dot and Tammy attended GA Advanced Training.

### Human Resources

- The Human Resources Dept Completed the open enrollment period for the PPO 500 Health Insurance Plan with a total of 12 non union employees enrolling.
- Chris Mumau welcomed and met with 4 new Public Works employees to sign up for payroll and benefits.
- Chris Mumau worked with potential vendors for the Bi-Annual Employee Wellness Fair coming up in October.

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- Ray Lussier worked on the Airport-Intermodal Terminal Exercise with the APD team leader and delivered a briefing to a state agency involved.
- Ray Lussier met with Public Works to start planning for an October Safety Day.

### Ice Arena

- CONSTRUCTION UPDATE:
  - Mezzanine Framing and Drywall is being completed in Rink 1 and 2
  - Rink 1 is begin finalized for concrete pour Thursday Sept 12th
  - Installation of warm floor piping is being finalized in Rink 2
  - Masonry Walls are complete
  - Interior Walls, electrical, mechanical and plumbing work continue
- 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:
  - \$94,500 in annual sponsorships has been secured.
  - \$16,500 in contracts pending, \$25,000 in proposals under review.
- Naming Rights Sponsor has continued to be a priority; conversations continue to be held with regards to finding the right partner. Initial conversations are being held with interested parties.
- Beverage services RFP has been awarded to PepsiCo.
- Lease Agreement for ProShop space is still being finalized. Details of lease terms are being negotiated. Final review and execution is expected next week.
- Kitchen Design has been finalized.
- Cabling, Telcomm, and data layouts are being finalized and we are working on the build out of technological needs of the facility.
- Initial scheduling has been completed through March, staff is working to execute “no less than” contracts for rental agreements with primary tenants and partners.
- The Transitional year budget is being adjusted based upon staffing plans, ice rentals and sponsorship agreements. Staff is analyzing current versus projected budgets to create an accurate forecast for the facility along with costs for maintaining Ingersoll Arena during the winter (heat and electricity).

### ICT

- Collaborative meeting with Lewiston to discuss stormwater data collection strategies. This project uses a newly available no-cost technology from our GIS vendor.
- Our tax bills have been posted to the City website. This 10,000 page PDF document was parsed out into smaller sections to make the data more manageable. It should be noted that the data provided to us by MUNIS for the personal property bills is not sorted but it is searchable.
- We have renewed the domain for auburnmaine.gov. This is an annual renewal through the federal government which covers our website and email addresses.

### Planning

- We have offered the Planner Position and hope to be able to introduce a new asset to our team soon. We will be able to step up our planning efforts soon with this position filled. Currently I am a bit behind with phone calls and emails so I apologize for any delayed responses.
- The Planning Board will discuss downtown redevelopment, zoning, urban form and opportunities for an improved urban lifestyle at their September 10<sup>th</sup> meeting. The discussion will be kicked off with a presentation by Alan Manoian, Economic Development Specialist. The public is invited to attend and we hope to continue to build momentum and excitement for downtown redevelopment and urban living. We are also hoping that City Councilors will attend the discussion.
- New Auburn Transportation and Land Use Plan. The second of three public input sessions was held last night at Rolly's Diner and was well attended. It is clear that there are options for improving transportation and economic opportunities in the New Auburn area that will be desirable by the majority, however, change is challenging for others and the committee has some decisions to make based on the new public input. We still believe that the New Auburn Master Plan and the current efforts can create an environment that invites investment in a way that will benefit New Auburn residents and business owners as well as the surrounding area. Thank you to Ken Blais for hosting the well attended meeting and for the refreshments.
- July 2013 was a strong month for permitting and with an \$8 million ice arena on top of that it was the largest monthly permit value that we have seen in five years; May of 2010 was a close second but slightly less. August was busy for inspections but the permit value was substantially less. There are a lot of projects being discussed and the fiscal year outlook for new investment is still looking strong in Auburn.
- Fencing is being installed at West Pitch Park. We learned this week that the upgraded fencing that we have discussed with Brookfield for the area adjacent to the viewing platform will be paid for entirely by Brookfield. We are now exploring options for continuing the Riverwalk style fencing onto the viewing platform to replace some of the existing chainlink fence. Brookfield is really demonstrating a willingness to invest in safety and the community after taking ownership of the dam just a few months ago.

### Police

- The department handled 503 calls for service this week. Officers conducted 117 motor vehicle stops and 21 arrests. Officers investigated 86 offenses of which, 9 were felonies. Officers issued 30 criminal summonses, 10 of which were for shoplifting.
- School Zone traffic calming efforts continue this week in the Middle School area.
- A drug raid conducted by MDEA in the PAL area yielded 7.3grams of crack cocaine and \$2,300 in drug proceeds. Two people were arrested for aggravated drug trafficking as they were within 1000 feet of Washburn School.
- The response to the 350 Maine Environmental protest on the railroad tracks cost \$1,398 in overtime expenses and \$867 in comp time earned.

### Recreation

- Interviews for the vacant Recreation Specialist position took place this week.
- The Adult Men's softball league playoffs continued throughout the week.

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- The 7-8 grade football program will play their first regular season game against Brunswick on Saturday.
- The 3-6 grade football programs will play in the second week of their season against Bath on Saturday.
- Registrations for Pee Wee soccer continued throughout the week. The program is set to begin this coming Sunday with a current total of 54 participants.
- Registrations for Youth Flag Football continued this week. Currently, a total of 26 players are registered for the program.
- A meeting was scheduled to begin planning efforts for the 2014 Winter Festival.
- Staff attended a meeting to discuss direction of the athletic fields needs assessment.