



**TO: Mayor and City Council**  
**FROM: Howard Kroll, City Manager**  
**RE: Weekly Report**  
**DATE: Week Ending March 25, 2016**

### Assessing

- Staff attended a very informative meeting of the Maine Chapter of the International Association of Assessing Officers in Augusta. Topics discussed were the Maine real estate market and the affect on assessments and the steps to take when preparing for tax appeals.
- Staff has been making onsite visits at the request of business owners to aid in filing the personal property business asset return. Several returns have been filed.
- Staff is working with the Chairman of the Board of Assessment Review to put together an orientation for the new members of the Board. There are currently two residential tax appeals pending which will be heard after the orientation.
- Following is an updated estimate of taxable real estate and personal property valuation. The valuation will continue to fluctuate each week as staff processes the personal property returns and makes adjustments to real estate values. The following values reflect the \$5000 increase in the Homestead Exemption.
- In the 2015 tax year 4931 Homestead Exemptions were granted with a total value of \$49,012,500.
- As of March 24, 2016 there are 4759 Homestead Exemptions in the system with a total value of \$70,758,100. (Applications for the Homestead will be accepted up to April 1, 2016.)
- As of Thursday March 24, 2016;

Estimated taxable real estate valuation:	1,835,139,348
Estimated personal property valuation:	151,063,600
Estimated total taxable valuation:	1,986,202,948

- According to the Maine Revenue Services the Homestead Exemption reimbursement to the municipalities for the 2016 tax year will be 50%. Each year following, if the law does not change, the reimbursement will be 62.5%.

### City Clerk

- We Issued the following:
  - 3 birth certificate

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- 38 death certificates
- 2 marriage certificates
- 1 marriage licenses
- 11 disposition permits
- 1 Taxi Driver license
- 20 business licenses (19 renewals and 1 new)
- 1 banner application
- Received 13 business license applications (9 renewals and 4 new)
- Ran a large mailing for the Assessing Department
- We continue to line up election workers for the June 14<sup>th</sup> election and are trying to recruit additional workers - we have received 4 new applications
- Staff has already scheduled all but one nursing home/assisted living facility for absentee voting which will be conducted at the end of May/beginning of June
- We prepared 36 metal, tamper proof boxes that will be used for the June 14<sup>th</sup> election
- Staff worked on approximately 100 voter registration applications and change cards from the Secretary of State's office and the filing
- We are going through the birth, death, and marriage applications and discarding all that are more than a year old in accordance to the State disposition schedule

### **Community Development**

- Assisting with compliance in the area in respect to the Renovate, Repair and Paint Rule. The initial meeting took place in Portland with EPA, Healthy Androscoggin, Lewiston Code Enforcement and Maine DEP. A second meeting has been scheduled at Auburn City Hall to meet with upper management, planning and permitting, and code officials from both cities.
- Attended a meeting with a new client to discuss neighborhood beatification around the Library Avenue area. This project involves renovation of a 12-unit building that is currently in poor condition.
- Attended the yearly Lead Inspector refresher training.
- Submitted a request to the U. S. Department of Housing and Urban Development for a two-week extension to submit the Annual Action Plan.
- Met with potential customers to discuss funding for commercial and demolition projects.
- Conducted HOME rental monitoring of a Lewiston rental development.

### **Fire**

- Crews performed 5 Company inspections with 3 of these being license inspections.
- Staff continued working on the SAFER Grant program.
- Staff performed 4 final C/O inspections.
- Staff inspected a rental space for an upcoming artisan fair in the old "Engine House" building.
- Crews attended training on Life Safety Inspection for fire companies.

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- Work is nearing completion on the heating system upgrade for Engine 5 station.
- Staff continued investigating a complaint of an illegal apartment.
- Crews participated in a training program from MMA on both shoulder injury prevention and financial fitness.
- Crews began cold open water rescue training now that the ice is out.
- Command staff attended a meeting for the annual "Mock Fatal" accident for ELHS students in preparation for Prom.
- Crews continued to attend a training program on "Awareness to Engineered Wood Frame Construction". The Class is being taught by Bud Henkels from Montgomery County Fire Academy in Pennsylvania.
- Crews assisted LPD and LFD with a jumper on the trestle foot bridge by standing by with our water rescue equipment and staff.
- For the week of March 17<sup>th</sup> to March 23<sup>rd</sup>, we responded to 93 calls for service. These include, but are not limited to: 0 fire calls, 71 Emergency Medical calls, 6 Motor Vehicle Accidents - 3 with injury, 1 Elevator Extrication call, 4 hazardous condition calls, 6 service calls, and 4 Fire Alarm calls. We received 0 mutual aid responses during this period and we provided 0 mutual aid responses. We provided 2 Paramedic intercepts during this period and provided 1 mutual aid transport for Caribou Fire and Lifeflight.

## IT

- We've spent most of this week learning to operate the new access system in Auburn Hall. Once completed, we'll have a great deal more flexibility in issuing (and revoking) access cards for staff.
- Staff are beginning to prepare for our next upgrade of MUNIS, our Financials software. The upgrade will most likely occur sometime in June or July, and will require that we close the Tax Office for most of a morning.
- The next set-up step for our new GIS server is to set up map services that can be pulled into our MapAuburn applications. While we will use Esri's Online system to serve most of our data, it is preferable that some map services originate from our local server. These are datasets that change frequently and/or require a particular type of input. This week we successfully set up the first of these services for our (internal-use) parcel database, and integrated the new service into all of our existing mapping applications. Over the next several weeks we will continue to set up additional services and integrate them into existing MapAuburn applications.
- Staff worked on refining the way the projector in the Council Chambers is used. We can now play presentation audio through the overhead speakers, and pass along AppleTV content to viewers at home.
- Staff recorded the Monday council meeting and processed the media from that meeting including chapters for the web file.

## **NSBA**

- General
  - Merrymeeting Behavior Health Meeting ~ Tavern
  - New – Golf Simulator – Fully operational and running tests with Martindale Club members this week and next
  - Next step – Training staff
  - Check Presentation – Setting up time for press release/check presentation to Barbara Bush Children’s Hospital
- Ice
  - Men’s League
  - Women’s League
  - Middle School Leagues
  - Public Skate
  - Shinny
  - Maine Gladiators
  - LA Seniors
  - Central Maine Elite Hockey League
- Marc’s Meetings
  - Color Me Rad 5K
  - Ice Rental ~ Nicole Edmonds
  - Ice Rental ~ Maine Gladiators Denise Gilbert
  - Sport Tourism - Maine Sport Commission (National Roller Hockey Championship)
  - Mike & Vinny
  - Advanced Microsystems - Wireless Service
- Partnership Meetings
  - Norway Savings Bank (Update on arena and agreed to become a partner at Ingersoll Turf Facility)
  - Woodard & Curran (Reviewing proposal)
  - D&N Sales (Negotiating partnership agreement)
  - Auburn Raceway
- Jason Ops Tasks
  - Ice Maintenance
  - Olympia Maintenance
  - Continued Ice Scheduling
  - Assembled & calibrate golf simulator
  - Prepare for ice removal on Rink 1
  - Advanced Microsystems - Wireless Service
  - Researching – Renting Curling Stones

## **Planning**

- Late last summer we received a complaint of an illegal junkyard and automobile graveyard occurring behind a residence at 1865 Hotel Rd. The owner has been brought to court previously for a similar issue at a different property in Auburn. Efforts were

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made to work the owner and get the property cleaned up but adequate progress is not being made. Multiple citations have been issued and the case has now been referred to the attorney for legal action under Court Rule 80k.

- As reported last week we have been very busy with permits. The average number of permits issued in March for the past 5 years has been 57 and at 3 weeks through the month we have already issued 69 for Planning and 12 for Engineering. Historically we don't see the summer spike in permits until late April or May but warm weather and a mild winter seems to have started it early and we hope it continues through the summer.
- The report is short this week as we are behind on other tasks.

### Police

- The department handled 552 calls for service this week.
- Officers conducted 184 motor vehicle stops and 26 field interviews.
- Officers investigated 57 offenses of which, 2 of which were felonies, generating 20 arrests, 15 criminal summonses and 2 juvenile arrests.
- Officers responded to 44 motor vehicle crashes.

### Public Services

- 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)- project to be advertised for bid early April
- 2016 MPI Project (South Main Street)- project is currently advertised for bid
- Summer Street Extension- project is currently advertised for bid
- Stormwater Compliance- on-going
- Hillcrest Ave Retaining Wall- project to be awarded with a start date of May/June
- Fish Hatchery Road- researching grant to add a culvert to allow fish passage and eliminate constant flooding issues
- Tree Inventory- proposals are being reviewed for contracted services
- 2017 Hampshire Street Reconstruction- Gorrill Palmer has been selected to Consultant Services
- One crew member has willingly taken over the maintenance tasks at Hasty and Ingersoll buildings along with his regular winter assignments.
- Our Inventory Technician continues the maintenance of small implements along with the distribution of tools and PPE. Also, the Inventory Technician has also started a comprehensive inventory of the cold storage building.
- The Carpenter continues the spring mailbox repair program along with repairs to buildings as assigned.
- ON THE ROAD: Washington St from the rotary to the town line is currently being cleared of trash and debris. This will be an ongoing project. As of the end of the day 3-23-16 we will have 167 man hours on this project with more to go to clean up after this winter. Given the resources and if the weather holds up we should finish by the 3-30-16 and then just a maintenance sweep weekly will be necessary.

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- The wing assembly has been removed from #42 and prepared for grading.
- The gravel roads have been called in to dig-safe and are ready to go when allowable, should be able to start right around 4-15-16.
- Crews attended an Invasive Species Workshop in Lewiston
- The Police Department assisted Public Services in completing the mandatory BOL requirement for fit testing.
- Crews completed the mandatory BOL Hearing Conservation Training
- Crews attended a Maine Local Roads/MDOT Workzone Traffic training
- Crews attended a mandatory BOL Respirator training
- The mechanics shop crew continue to provide vehicle maintenance for all City vehicles
- With the changes in temperatures crews have been out spot sanding throughout the City.
- The cold patching crew has been out and about patching on Court @ Goff, Hotel, Park Ave, Hotel Ave., Howe St., Mt. Auburn Ave., the old section of South Main St., Third St, Second St., Pownal Rd., West Hardscrabble Rd., Western @ Minot Ave., Library Ave., Pleasant @ Hampshire, Danville Corner Rd., and the Woodbury Hackett parking lot.
- Sweeping has begun on Union St., Center St. @ Turner St.,
- The tree crew were out on Harvard St., Dunn St., Veterans Bridge, Washington St.,
- Crews investigated a few major sinkholes one on Minot Ave.
- Public Services crews completed the Respirator Fit Testing done by the Police Department staff.
- Crews attended an in house safety meeting
- The sweeping schedule has been posted, and as long as the weather stays warm with no rain the crews will continue.
- Crews responded to the Com Center request the mounting bolts that once held the old ballads in court yard at Auburn Hall. The patch that was covered was shaved off and exposed the rebar and needed to re-patched.
- Residents along with the Com Center continue to call to have deceased animals picked up throughout the City.
- Our facility crew members continue with daily tasks at Woodbury Hackett building
- A couple crew members went to a pipe camera training in Portland
- This week the fleet crew had 24 work orders to date this week, all were APS. 23 complete and one waiting to come into shop.
- The welding shop is working on cab fabricate unit 12, should have it all done this week.
- The fleet crew will be working on any issues with plows from last storm and hard facing buckets for Spring.
- Public Services received new loader and excavator this week. made recommendation for brine unit, the brine system will be fully operational by end of August.