



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending January 15, 2016

Assessing

- Staff continues to work on permit inspections and loading the data into the CAMA system. This will decrease the permit workload in the spring when staff will be working on business personal property.
- We have secured Mr. Steven Salley of the Maine Revenue Services to attend the informational forum hosted by the Assessing Department staff scheduled for February. Mr. Sally will bring his knowledge of the Form 706 business asset filing, the business personal property exemption and the business personal property tax reimbursement programs offered through the State. He will also be available to answer questions from the public concerning all aspects of business personal property.
- A meeting was held with the Lewiston Assessor to discuss the substantial increase in valuation of the three dams owned by Brookfield Renewable Energy Group. The two offices are working on drafting a letter to be sent to Brookfield Energy regarding the increase.
- The abatement deadline for the 2015/16 tax year is February 12, 2016. We currently have 1 pending abatement application.

Auburn Public Library

- The Library will be closed on Mon., 1/18, for Martin Luther King Day.
- The regular monthly staff meeting was held on Weds., 1/13. Among the topics discussed was a clarification of timesheet procedures.
- The next regular monthly meeting of the Board of Trustees will be held on Weds., 1/20, at 7:30 a.m. Austin Associates will be on hand for the review of our annual financial audit.
- A homeschooling parents meet-up group is forming. Area homeschoolers are invited to meet other homeschooling parents and their children at the Library on

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Thursday afternoons from 2-3pm in the Maggie Trafton program room. This informal group will be led by Christina Helms, local homeschooling parent. This will be an opportunity for children to interact with other children and for parents to find support from each other. For more information please the Children's Room ext. 3.

- Preparations for the annual APL Indoor Farmers Market continue. The vendors/exhibitors have been selected and they have been encouraged to apply for their vendor licenses. The Market will be held on Fri., 2/6, from 4:30 to 6:30 p.m.
- Upcoming programs include:
 - Maine Job Corps Info Session – Weds., 1/20, at 10 a.m. Teens and New Adults! If you had the opportunity to take part in a life-changing experience that gave you the skills you need to succeed in today's job market, and it didn't cost you anything, would you be interested? If so, the Job Corps may be for you! Join us today to learn how the program works and who is eligible. You must pre-register to attend -- 207-450-0216 (if no one registers, the meeting will be cancelled).
 - Self-Publishing Musts – Fri., 1/22, at 3:00 p.m. (NOTE: This program is to be held at Lewiston Public Library.) You've got a manuscript. High five! You've been hearing a bit about this independent publishing thing and think it might be for you. You want your work to have a chance of being taken seriously, so you don't slap your stuff up hastily. Instead, you come to this workshop, led by Melissa Walshe, first to help you decide if self-publishing is right for you and whether your manuscript is really ready to go out into the world. This program is sponsored by the Lewiston and Auburn libraries.
 - Let's Talk About It: House of Stone – Thurs., 1/21, at 6:30 p.m. at the Auburn Public Library. In partnership with the Lewiston Public Library and the Maine Humanities Council, the Auburn Public Library presents the conclusion of the book discussion series on Islamic culture. The series has been facilitated by Reza Jalali, author and Coordinator Multicultural Student Affairs at University of Southern Maine. The book for this event is "House of Stone: A Memoir of Home, Family, and a Lost Middle East" by Anthony Shadid. (Snow date is Thurs., 1/28, at 6:30 p.m. at APL.)
 - Treasures from the Vault – Tues., 1/26, at 2 p.m. Down a dark corridor on the second floor lies a treasure trove of local history that is rare for many to behold. Join us on the second floor, as each Tuesday Auburn Public Library staff bring forth treasured items from our Local History room for the public to view and examine. Whether it is rare volumes on Maine

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history, local community organizations, or some others gems, it is worth the visit.

- KIDS! DIY Tweens Make a Mason Jar Terrarium - Weds., 1/27, at 4 p.m. Tweens ages 9 - 12 are invited to create their very own mason jar terrarium. All materials will be provided by the Library. Space is limited so please register either online or by calling the Children's Room at ext. 3.
- 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

- We Issued the following:
 - 2 birth certificates
 - 17 death certificates
 - 1 marriage certificates
 - 1 marriage license
 - 7 disposition permits
 - 1 taxi driver permits
 - 1 business license
- Received 4 business license applications
- Received 138 petitions (An Act to Establish the Fund to Advance Public Kindergarten to Grade 12 Education, an Act to Lower the Individual Income Tax Rate, and an Act to Legalize Marijuana, Legislative Review of Agency Rules). Staff verified approximately 426 signatures.
- Worked on FY17 City Clerk Budget
- Worked on approximately 150 Voter Registration and Voter Change cards received from the Secretary of State's Office and made updates in the Central Voter Registration System
- Worked on Change of Address Confirmation cards to voters whose mail has come back as undeliverable

Finance

- Finalized all CIP requests and summary spreadsheets.
- Began receiving operating budgets from departments. Met with various departments to go over budget questions.
- Worked on December Financial Report.

- Worked on FY 17 proposed budget.
- Bid opening for work at Engine 5.

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- Oversaw abatement work at Hasty. Worked with staff to relocate offices temporarily while work is being done.

Fire

- Staff performed a final C/O inspection for the new Clover Manor Dining Hall.
- Crews performed 8 Company inspections with 2 of these license inspections.
- Crews participated in annual BLS/OSHA refresher training.
- Crews participated in training on the Pak-Tracker and High Point Anchor Systems.
- Crews hosted a visit from the Goodwill Lifeworks Project at Central Station for a tour and fire safety presentation.
- Staff along with Planning personnel did a license inspection at 11 Coburn St.
- Staff continued to work on two grant requests for the fire department.
- Crews assisted New Gloucester Fire at a structure fire.
- Crews fought a fire in a Dust Collector at Globe Footwear.
- Staff did follow-up inspection at Doggz Inn and a capacity load assessment at the Fireside Inn.
- For the week of January 7th to January 13th, we responded to 86 calls for service. These include, but are not limited to: 3 fire calls; 1 fire at Globe Footwear, 1 Vehicle fire and 1 unauthorized bon-fire, 53 Emergency Medical calls, 6 Motor Vehicle Accidents - 3 with injuries, 9 hazardous condition call, 6 service calls, 8 Fire Alarm calls and 1 mutual aid fire call to New Gloucester. We received 1 mutual aid response from Lewiston during this period. We provided 0 Paramedic intercepts during this period and transported 1 patient from Lewiston for UAS.

Human Resources

- Staff provided new employee orientation to three new Police Officers and a new Mechanic.
- Staff attended a claims review meeting with the City's third party administrator for Workers' Compensation and WorkMed staff to discuss several complicated work injuries as well as some training opportunities.
- The Host Agency Agreement and three potential work activities descriptions have been submitted to the ABLE Program. This program matches possible training opportunities within non-profit or governmental with seniors who are attempting to re-enter the job market. The federal government subsidizes the training opportunities at 100% while the host agency provides meaningful work experience, training and support to the program participants.
- Staff is working on the Human Resources Budget and other information to be incorporated in the overall budget package.

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IT

- GIS staff completed re-pathing a most of our major map project files to reference the new server data. Remaining project files are smaller, requiring less effort. We will be able to re-path those projects as needed.
- Security on the new GIS server is considerably different, and more complex than on our old server. This week we began evaluating and setting up security permissions for the GIS files on the new server.
- Using files from the new GIS server, we updated and expanded the scope of data for a number of data sets (TIF, Election, Parcels & Assessing, Sidewalks, etc.) and will re-publish this expanded data to MapAuburn in the coming weeks. The expanded fields will allow us to provide additional information to staff and, where applicable, to the public.
- Time Warner Cable installed a new service feed into the Auburn Hall server room, allowing us to once again overlay music onto the GFTV Community Bulletin Board.
- The cabling for the Police re-organization is complete. Next steps will include the added switch in the 3rd Floor Tel/Data closet and setting up new PCs and phones.
- Staff (and the public) should be on the alert for an uptick in email phishing attacks. The most recent involves a message purporting to be from "Amazon Services Team", with the sSubject line of "Account Suspended". Anyone receiving such a message should Delete it right away, do NOT click on their link!
- Staff reviewed the bids for the recording equipment upgrades in the Council Chambers and will be forwarding our recommendations to the Finance Director.

NSBA

- Ice
 - Men's League
 - Women's League
 - High School/Middle School Practices & Games
 - Public Skate
 - Maine Gladiators ~ Mite Jamboree
 - LA Seniors
 - LA Seniors Elite
- Marc's Meetings
 - CMCC ~ Career Fair Speaking Engagement
 - Special Events 30/60/90
 - Visitors from Thomas College ~ Tour Facility
 - Special Directors Meeting
 - CMO & Spectrum Medical Group Merger Celebration

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- Norway Savings Bank Customer Appreciation ~ Jack Day
- Color ME Rad 5K
- Partnership Meetings
 - JFMH ~ Eric Rohrbach
 - Gritty's
 - Advanced Microsystems
 - GoZone Fitness
 - Issacson & Raymond
- Jason Ops Tasks
 - Ice Maintenance
 - Olympia Maintenance
 - Continued Ice Scheduling
 - (Schedule Flexed due to staffing/games etc.)
 - Visitors from Thomas College ~ Tour Facility

Police

- The department handled 597 calls for service this week. Officers conducted 124 motor vehicle stops and 10 field interviews. Officers investigated 57 offenses of which, 8 of which were felonies, generating 17 arrests and 16 criminal summonses. Officers responded to 48 motor vehicle crashes.
- Officers Andrew Jarman, Jonathan Edwards and Travis Barnies began their law enforcement careers with the department on Monday. They report to the Maine Criminal Justice Academy on Tuesday for 18 weeks of training.
- Officers responded to 21 accidents and towed 9 vehicles for parking ban violations during Tuesday's storm.

Public Services

- On Tuesday January 12th staff participated in the Central Maine Community College 10th grade career day. There were two full classes of students eager to learn about heavy equipment operators. Staff presented to the classes how Public Services and heavy equipment go hand in hand. Staff also shared some of their own personal experiences while operating these heavy vehicles. The students were fully engaged as staff took our quiz and turned it into a game for the students. The students really enjoyed the quiz. Staff highlighted some of our equipment with two videos. The sessions were wrapped taking the classes outside to truck 11 and explaining the high end control systems and how crew runs the day to day operations with this vehicle.
- Edward Little Engineering Class- held a Skype interview where students asked questions regarding the 2016 MPI South Main Street Project

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- 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)- project is in design phase
- Summer Street Extension- public meeting held on 1/6, project to be advertised for bid with a Spring/Summer construction schedule
- Stormwater Compliance- on-going
- Hillcrest Ave Retaining Wall- project to be advertised as design build
- Bridge Repairs- project being developed to repair spalling concrete on Main Street bridge over Rail Road (Bonney Park) and Minot Avenue bridge over Taylor Brook
- Fish Hatchery Road- researching grant to add a culvert to allow fish passage and eliminate constant flooding issues
- 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
- This week fleet had 18 work orders for Auburn Public Services, one for Police Department & one for Fire Department. The ones for PD were preventative maintenance and completed. One for the Fire Department was an install of new front plow gear plates and wiring harness, which was completed. Auburn Public Services has one truck down, at this time Morrison and Sylvester are working on it as the issue is under warranty. The mechanics had training on new case backhoe. Our welding shop has been working on the chipper box and finishing up small projects. Lastly fleet is going forward working closer with the Police Department and Fire Department.
- Crew have begun working toward the Annual Required City Safety Training requirements; (hearing conservation; respirator clearance) etc.
- Crews continue to remove Holiday Decorations around the City
- Crews were busy filling low shoulders on Danville Corner Rd, Beech Hill Rd, Woodbury Rd just to name a few
- Crews continue to mark out the many basins within the City
- A few crew members came in over the weekend to sand/salt due to the cold and freezing roads.
- Crew were busy restocking sand as well as loading trucks
- Crews on 2nd and 3rd shifts were busy working on snow remover at Lower Turner St, Main St, Court St and Broad St area.
- Crews plowed the rinks located at the PAL center as well as Walton School.

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