



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

Assessing

- Staff has been working on finalizing the report for the Ducharme tax abatement appeal hearing for the Board of Assessment Review. The report must be delivered to the Board members no more than ten days before the hearing which is scheduled for April 27th. The packets will be delivered Friday the 15th.
- Staff is also working on finishing the tax abatement appeal report for the Bouffard tax abatement appeal hearing scheduled for May 3, 2015. Those packets must be delivered no later than Friday, April 22nd.
- Personal property asset listings are received daily and processing has begun. In addition to the assessing staff, Zachary Lenhart, Code/Assessing Assistant will assist part time with processing the forms. There are approximately 1100 business personal property accounts as well as 191 commercial apartment accounts.
- The total taxable valuation as of April 14, 2015 is 1,989,378,848.

Auburn Public Library

- The Library will also be closed on Monday, 4/18, for the Patriots Day holiday.
- Final reminder!!!!.....please encourage your constituents, family, and friends to contribute to the Maine Public Library Fund by using Form CP on their Maine tax returns. This fund supports all public libraries in Maine, including APL. Only another week or so to file your taxes. Thank you!
- The NASA exhibit is now installed in the Library and it has all come together quite nicely. Our formal program of events begins on Tues., 4/19. The exhibit is here through July 8th.
- APL's participation in the annual Reading Round Up literature conference was significant. In addition to planning committee responsibilities and a presentation, two addition staff members attended. The keynote speaker was Gary Schmidt, a highly regarded Young Adult literature author, who gave one of the most memorable talks that the attendees have ever heard.

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- The City Manager has proposed a \$45,900 (4.69%) cut in the Library's budget for FY2017. This cut will definitely result in a reduction in our materials budget. All other line items are being examined closely to see where cuts would be appropriate and fair.
- In addition to our NASA programming we will be offering a wide variety of programs for all ages, especially during next week's school vacation.
- Happy National Library Week to all!
- 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:
 - 3 birth certificate
 - 31 death certificates
 - 4 marriage certificates
 - 3 marriage licenses
 - 4 disposition permits
 - 2 garage sale permits
 - 2 business licenses (new)
- Received 8 business license applications (renewals)
- Staff mailed out 17 business license renewal reminder letters
- Rick Duchesneau took election materials from the June 2014 election (22 month retention period), cancelled voter registration cards from 2010 to 2013 (2 year retention), and the incoming voter lists from 2010 (5 year retention) to have them incinerated at MMWAC and staff worked on re-organizing the record room
- Completed State Vital share reports for February and March
- Verified 17 voters on 3 Maine Clean Election Act Contribution worksheets
- Completed the 2015 disposition permit reconciliation and filing
- We continue to try to recruit and line up election workers for the June 14th election. We are looking to fill one Warden and two Ward Clerk positions and additional Republican slots.
- Worked on the template for the School Budget Validation Referendum ballot and staff continues to work on preparing other miscellaneous paperwork for the June 14, 2016 election
- Sheila Christakis from the ABLE Network has been assisting in the Clerk's office. Her first day was Monday, April 11th. She will be assisting in the afternoons, while Carolyn Binette will continue assisting in the morning. Both are working on the switchboard, incoming and outgoing mail, filing, and other miscellaneous duties.

Community Development

- A second neighborhood meeting was held at the PAL Center to recruit gardeners for the Webster Street garden. To date, 13 people have signed up for a garden plot. There remains 9 raised bed and 2 handicap accessible plots.
- Conducted rental monitoring for compliance with HOME Program requirements at The Lofts in Lewiston.
- Worked with a client who is no longer employed to modify her loan terms.
- Attended a National Community Development Association Spring conference. This is an opportunity to network with other Community Development practitioners, obtain updates on funding and legislative issues, and learn about best practices. The discussion about the upcoming HUD focus is on fair housing that will be part of the next Consolidated Plan submission, and the need for more checks and balances for internal controls.
- The Community Development Loan Committee approved an application for assistance through the Homebuyer Loan Program for \$3,000.
- The Draft 2016 Action Plan comment period began April 8th. The plan is listed on the Community Development website under "Planning".
- The meeting of the Green and Healthy Homes Initiative steering committee was held at Auburn Hall. The group reviewed the work plan and identified five areas to focus on in the coming year. These are policy development, political will, unit production, fundraising, and data/evaluation.

Economic Development

- We met with SL&A Railroad and Lewiston Auburn Railroad Co. to discuss track usage.
- We met with Hawkeye Elecnor Group to assess their future needs at the Intermodal Facility.
- We continued to actively work with various companies to locate them into the City.
- Researched and prepared specifications for RFQs for the Dingley Pooled Wetland Mitigation Site Project.
- We attended the Auburn Lewiston Airport Directors meeting to discuss property leases and a possible business expansion at Omni Circle.
- Completed four visits to current Auburn businesses (we are continually working on a business inventory and contact list).
- We continued to work with LAEGC to close out the EDA grant for the Auburn Industrial Park.
- We attended Auburn City Council Workshop & Meeting.

Fire

- Crews extinguished a kitchen fire which resulted in a civilian injury while trying to extinguish the fire prior to our arrival.
- Crews attended a class from LifeFlight on their "Ground School Operations"
- Staff performed 2 initial C/O inspections and 1 final C/O inspection.
- Staff performed a Life Safety inspection for the Circus at Norway Bank Arena.
- Work now completed on the heating system upgrade for Engine 5 Station.
- Crews continued training of our probationary firefighters as they approach their 1 year tests.
- Crews performed 7 Life Safety inspections, 5 of which were also License inspections.
- Crews continued annual spring cleaning.
- For the week of April 7th to April 13th, we responded to 80 calls for service. These include, but are not limited to: 1 Kitchen fire with civilian injury, 2 other fires, 52 Emergency Medical calls, 5 Motor Vehicle Accidents - 3 with injury, 5 hazardous condition calls, 10 service calls, and 4 Fire Alarm call. We received 0 mutual aid responses during this period and we provided 0 mutual aid responses. We provided 1 Paramedic intercept during this period and did 1 transport in Lewiston for UAS.

Health and Social Services

- Reminder letters were sent to 18 households who received a security deposit loan and are delinquent in paying the monthly payment. We currently have 37 loans out. Eleven households have defaulted on the loans and have been written off due to people moving, going to jail or other causes. The money for the loans comes from The Gorman Fund which is a grant Lewiston and Auburn shares for the purpose of security deposit loans.
- This week we received a reimbursement check in the amount of \$4,951.31 for general assistance paid on an applicant's behalf. Assistance was provided from November 2013 to November 2015, the amount of time the applicant needed to be approved by the Social Security office for disability.

IT

- GFTV staff worked on editing projects and programming for the rest of April.
- Staff also produced the City Council Meeting and prepared city meetings for rebroadcast and the web.
- Access AV in New Hampshire made a follow-up visit to finalize a fix for a bad power supply associated with the new production equipment. Access AV

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completed the installation in March and has been assisting us in familiarization and tweaking of the new gear.

- Staff attended a press release event at Rolly's Diner in New Auburn to cover the formation of a new committee that will oppose a merger of the two cities going forward.
- Staff is looking forward to the Spring season and upcoming projects ie; adult education graduations and other local, seasonal events.
- This week, staff successfully built and deployed a space-time cube. Once the process is perfected, the cube will provide new spatiotemporal resources for code enforcement, public safety, and potentially other city departments.
- After some testing of the EnerGov connection to the new GIS Server (in a test environment), we have discovered that there are more parameters within EnerGov that need to be updated. We are working to find all of the places within the EnerGov where we need to make changes. Documentation of this process, by EnerGov, is nearly non-existent, so it is a slow process.
- Staff rolled out the redesign of the website. The content is mostly the same, but the look has changed quite a bit. So far, all the reactions have been positive.

NSBA

- General
 - Garden Bros Circus
- Ice
 - Men's League
 - Women's League
 - Public Skate
 - Private Rentals
 - Spruce Mountain School
- Marc's Meetings
 - JFMH
 - Martindale & Penmor
 - Gleason Media
 - Meeting with Howard and Denis – NSBA update
 - Cam Robichaud (Fighting Spirit) – Ice Time and partnership for his own personal business
 - Alabama BBQ
 - Brand Muscle (US Cellular)
- Jason Ops Tasks
 - Ice Maintenance
 - Facility Prep
 - Building Maintenance

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- Olympia Maintenance
- Ice Scheduling
- Circus Clean up

Police

- The department handled 484 calls for service this week.
- Officers conducted 99 motor vehicle stops and 10 field interviews.
- Officers investigated 62 offenses of which, 7 of which were felonies, generating 13 arrests, 21 criminal summonses and 4 juvenile arrests.
- Officers responded to 34 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 May
- 2016 MPI Project (South Main Street)- project has been awarded to Gendron & Gendron, start date anticipated for early May
- Summer Street Extension- project has been awarded to Pike Industries, start date anticipated for end of April
- Barker Mill Trail- project has been awarded to Longchamps, start date anticipated for end of April
- Stormwater Compliance- on-going
- Hillcrest Ave Retaining Wall- project to be awarded to Skid Steer, start date next week
- Tree Inventory- project has been awarded to Davey Resource Group, start date early May
- 2017 Hampshire Street Reconstruction- Gorrill Palmer has been selected for Consultant Services. Survey has been completed.
- Hotel Road Culvert Replacement- a grant application has been submitted for the replacement of the culverts at the Taylor Brook crossing
- Crews assisted the Arena with set up/chairs for Garden Bros Circus that came to town
- Crews were out installing fence at Lakeview 1
- Crews assisted maintenance at Hasty and Ingersoll this week
- The basin cleaning crew worked on 3's run
- Cold patching continues throughout the City
- Sidewalk sweeping continues
- The arborist crew set up for ongoing tree work

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- Crews were out at Chestnut Field preparing the Ballfields, adding bases and building lax field.
- Crews were out grading road Butler Hill Rd.
- Crews continue to repair laws throughout the city
- Litter patrol continues around the Veterans Bridge, Downtown area and Parks
- Residents along with the Com Center continue to call to have deceased animals picked up throughout the City.
- Our Inventory Technician continues the maintenance of small implements along with the distribution of tools and PPE.
- Sign work around the city continues; replacing and or fixing faded and damaged signs.
- Crews continue their due diligence on basin and sink hole repair.
- The Excavation Technician was busy marking out dig safe's, inspecting both private and street excavations, reviewing and issuing Fill, Drive Opening permits as well as billing and continues GIS work.
- The work at the Knight House is complete; Crews have begun working on the shoe shop brick sidewalk due to heaving caused by tree roots. The City Arborist looked it over and gave approval to cut the root (it will not kill the tree)
- There was comprehensive training on all the new yellow iron (equipment) new loader, excavator and low boy trailer
- Road grading program has begun on the 12th and will continue thru completion starting at the North end to South end
- Cooperative work orders between highway and recreation as well as road work, field work and building maintenance along with janitorial are being completed.
- Striping will begin on Sunday April 17th, 9:00 PM to 5:00 AM, working on the main arterials. Crosswalks and arrows to begin in May and will continue throughout the month. All striping work is dependent upon the weather.

Recreation

- Summer Day Camp - Summer Day Camp Registrations are still open. At this point we have about 50 people registered for the program, this is a pretty average number for this time frame. We will be sending out another flyer to schools in May as a reminder to get registered. Registration for the full summer is \$550. All field trips and major events have been scheduled for the summer. Staff has been interviewed and offers have been made. We will keep a close eye on numbers and hire staff as needed. Camp begins June 26th and will last 8 weeks. Summer Staff Training begins June 20th.
- Spring Soccer - Spring soccer registrations end next Friday. Cost of the program is \$40. The program is full at this point, however we are allowing people to

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continue to sign up and GPS will be sending one additional coach (a total of 3) to account for the additional children. The program begins May 1st and lasts 6 weeks. We will split the total revenue with GPS 30/70.

- April Soccer Camp - April soccer camp begins next week, for April Vacation. The program runs Monday through Friday 1:30 - 4:30. We currently have 21 kids signed up; registration is open until Friday of this week.
- Recess Warrior - Recess Warrior began last week. It is a 5 week program. Cost of the class is \$35 per child; cost goes to pay for employee pay and supplies. The first class went well, parents were happy with the instructors and the kids had fun. No major issues or concerns.
- Parent and Me Craft Time - Parent and Me Craft Time began last week. It is a 5 week program. Cost of the class is \$25 per child; cost goes to pay for employee pay and supplies. The first class went well, parents were happy with the instructor and the kids had fun. No major issues or concerns.
- Fishing Derby - Fishing derby planning is still underway. Fish and trophies have been ordered. Cost is \$5 per child, which they will pay when they arrive. We have also reached out to the Snack Shack, based out of the Pond Building, who will be hosting a Fisherman's Breakfast that morning for those who are interested. Event will be held May 7th and May 14th, broken down by age group.
- Art Walk - Planning is still under way, we are working closely with LA Arts and the committee to make sure everything is in order for the first walk in May.
- Lax Magic - Cancelled, due to lack of sign ups
- Youth Lacrosse - Lacrosse practices have been pushed back one week due to field conditions. Cost of the program is \$80; we had 75 kids sign up. Registrations are now closed.
- Senior Walking Program - Taking place Tuesday and Thursday mornings in Ingersoll Arena. Program usually has about 8 people attending per day. Cost is \$1 per person.
- Pineland Farm Market & Cheese Factory Trip - Trip took place this past Tuesday. There were 9 attendees. Trip was a success.
- Community Gardens - Program is under way. Plot registration has opened and several have signed up so far.