



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending May 13, 2016

Assessing

- The tax appeal hearing scheduled for Tuesday May 3rd was postponed due to illness of one of the taxpayers.
- Staff attended full day training on Thursday April 28th on the valuation of cell towers hosted by the Maine Revenue Services. Credits toward the recertification of the CMA license are earned through attending courses such as these.
- Staff is making very good progress processing the personal property business asset forms. As of early this afternoon 387 returns have been processed. This number represents the large, more complicated returns. The remainder of the returns are the smaller businesses and processing should go quicker. We anticipate having the submitted returns complete by the end of May. When these are processed, phone calls will be made to all businesses that did not submit their paperwork. We will accept the late filings for two weeks after they have been contacted. Onsite visits have been and will be made for all business owners requesting assistance with filing.
- The current total taxable valuation of the city as of April 27th is 1,988,631,011.

Auburn Public Library

- The monthly staff meeting was held on Mon., 5/9. Among the items discussed were the pending budget cuts; the success of the NASA exhibit; the upcoming summer reading programs; and the increase in the number of court-related family visitations and concerns about related behavior issues.
- The Board of Trustees will hold its regular monthly meeting on Weds., May 18th, at 7:30 a.m.
- The Assistant Director and a Children's Department staff member attended the Maine State Library (MSL) region meeting on Tues., 5/10, held at the Library. MSL

Weekly Report

Week Ending May 13, 2016

is exploring alternatives to the current region and consultant system that has been in use since 1978.

- We have been fortunate recently to add new volunteers. We have a few that are interested in helping with gardens and plantings around the building.
- Upcoming programs include:
 - Emergency Preparedness for Seniors – Tues., 5/11, at 2 p.m. Joanne Potvin will open your eyes as she introduces seniors to the various natural and man-made hazards to which seniors are vulnerable. This program will provide seniors with information to help them remain safe in their homes, as well as what to do in the event that they must evacuate their homes. This program is provided through a partnership between the Auburn Public Library and the Lewiston-Auburn Senior College.
 - Teens! DIY Takeover: Build Your Own Refracting Telescope – Weds., 5/18, at 4 p.m. With the NASA Exhibit here at the Library (April 13-July 8), this program will give teens the opportunity to learn about lenses, optics, and how telescopes work. Before leaving, teens will have built their own refracting telescope similar to one Galileo Galilei used to observe the moons of Jupiter. This program is just for teens, ages 12-18, and will be presented by Nicole Hastings, of the Department of Physics and Astronomy at Bates College. Because we need to purchase supplies for the telescope, registration is required. Register online at www.auburnpubliclibrary.org or call the Library at 333.6640 x 4.
 - Great Mars Hill Bank Robbery Presentation – Thurs., 5/19, at 6 p.m. On November 12, 1971, Bernard Patterson, a highly decorated Vietnam War hero robbed the Northern National Bank in Mars Hill, Maine. He escaped with \$110,000 which at the last time was the largest bank robbery in the state. Author and historian Ron Chase is so fascinated with the case that he recently released "The Great Mars Hill Bank Robbery" which chronicles Patterson's story. This program is free and will take place in the Androscoggin Community Room. Books will be available to purchase. Retail price is \$16.95.
 - Online Book Marketing/Brand Building – Fri., 5/20, at 3 p.m. You have published a beautiful book online. High five! You chose the rocky road of self-publishing and have neither a marketing budget nor the networking

Weekly Report

Week Ending May 13, 2016

and labor support of a big publisher. You decide neither to become a sleep-deprived zombie nor make your entire social network despise you for your hack-handed pleas for book sales. Instead, you come to this workshop and learn how to market your book while making awesome friends. NOTE: This session takes place at the Lewiston Public Library.

- KIDS! Learn about Weather! – Fri., 5/20, at 4 p.m. What causes the wind to blow? Jeanne Lothridge will join us to help kids learn all about weather. She will make clouds and explain how rain is formed. Kids will also learn about the different types of clouds. Space is limited. Please register by calling the Library (Ext. 3) or registering online.
- KIDS! Free Family Movie Space Jam – Sat., 5/14, at 1 p.m. Join us for the classic family movie "Space Jam," as part of our NASA celebration. Juice and crackers will be provided. Parents must remain with their children during the movie. Free!
- 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:
 - 6 birth certificate
 - 60 death certificates
 - 7 marriage certificates
 - 4 marriage licenses
 - 10 disposition permits
 - 5 garage sale permits
 - 3 Taxi Driver licenses
 - 7 business licenses (renewals)
- Received 6 business license applications (all renewals)
- Staff from the Secretary of State's Division of Elections office was here on Tuesday to conduct training to Clerk's on the new AVS (Accessible Voting System) equipment
- We received our new AVS (Accessible Voting System) equipment, one per polling place
- Staff attended the City Council Workshop on Monday evening and the Finance and Public Administration Council Committee meeting on Thursday evening

Weekly Report

Week Ending May 13, 2016

- We continue to try to recruit and line up election workers for the June 14th election. We are now looking to fill two Warden and one Ward Clerk positions and additional evening Election Clerk staff. We received two new applications.
- Completed minutes of the 5/2/2016 Council meeting
- Prepared and posted the May 16, 2016 City Council agenda packet
- Posted the Finance and Public Administration agenda packet
- Staff attended mandatory VDT training
- Filing and reconciling disposition permits
- Received approximately 150 voter registration updates from the Division of Motor Vehicles, updated approximately 50 of those
- Staff attended the Wellness Lunch and Learn on Square Foot Gardening
- We continue to work on training material and paperwork for the June Primary and School Budget Election
- To date, we have received 20 requests for absentee ballots
- We were advised by the Division of Elections that there were no Green Independent Candidates that filed nomination petitions or declared themselves as write in candidates which means we will not have any Green Independent ballots for this Primary (due to recent law changes that have gone into effect). There are no declared write in candidates the D or R parties for the June Primary Election either.

Community Development

- Staff attended a Maine Indoor Air Quality Conference and participated in the following seminars: the basics of building science, working towards net zero energy ready buildings, mold and radon resistance using ventilation, assessment and mitigation of misapplied spray foam, and Heat Pumps.
- Staff completed the LEAD Inspector refresher training.
- Conducted HHRS inspections on 49 Units in the months of March and April.
- Staff attended mandatory annual VDT refresher training.
- Worked with 3 clients who are behind in their monthly payments to re-amortize their loan payments.
- Attended the steering committee of Bridges out of Poverty.
- Invoiced City of Lewiston for project support provided by Community Development staff. The reimbursements are primarily for salary expenses, \$5,798.30 for staff support through the Lead Grant Program and \$2,357.87 from the HOME Investment Partnerships Program.
- Program income for April is \$129,679.00.
- Participated in HUD Webinar for HEROS (HUD Environmental Review Online System). The training was to prepare HUD Grantees to complete the

Weekly Report

Week Ending May 13, 2016

Environmental Review Process for programs, projects and activities using the new on-line system. It is anticipated that the transition will be required by 2017.

Fire

- Crews responded to 4 fire calls.
- Staff performed 2 C/O inspections.
- Crews participated in the monthly Blood Pressure Clinics.
- Crews participated in the Home Depot Kids Safety Day.
- Crews participated in the United Way Touch-A-Truck program.
- Crews assisted APD with their annual Bicycle Rodeo.
- The new Command has been lettered and had the final radios installed, a few more items need to be addressed before it goes into service soon.
- Crews attended a class on updated fall protection standards and then trained with the new equipment.
- Crews trained with company level operations in hose advance drills.
- Crews performed 9 Life Safety inspections, all licenses.
- Crews continued annual spring cleaning.
- For the week of May 5th to May 11th, we responded to 78 calls for service. These include, but are not limited to: 2 fire calls, 57 Emergency Medical calls, 3 Motor Vehicle Accidents - 1 with injury, 2 illegal attempts to burn, 1 Hazardous Condition call, 8 service calls, and 2 Fire Alarm calls. We received 0 mutual aid responses during this period and we provided 1 mutual aid response. We provided 3 Paramedic intercepts during this period and did 1 transport for UAS.

Health and Social Services

- In April clients completed 98.75 hours of workfare for a total of \$790 at the rate of \$8 an hour. The workfare was done mostly at the Rec department and the Library.
- This week we had 3 new families in the office who do not speak English, two families from Congo and one family from Iraq. They are all very new to the US.
- DHHS has completed some of the Policy changes which reflect the new statues for general assistance.
- Staff spent extra time in the clerk's office this week to help cover while they had voter training.

Human Resources

- With the assistance of an ABLE Program Participant, HR staff is scanning and saving 40 years of previous collective bargaining agreements to the City's shared work computer drives.
- Staff attended a panel discussion on arbitration proceedings and settlements hosted by the Labor and Employers Relations Association.
- The annual training for VDT and ergonomics was wrapped up this week. The School Department personnel were invited to attend.
- Staff met with the ICMA Retirement Corporation Regional Service Representative to review the performance of ICMA RC's investment options and participation rates for active and inactive employees. The ICMA 401 plan is a core retirement plan option for all non-public safety personnel. The 457 Plan is an options for all employees, including part-time and seasonal employees. Information gathered from the meeting will be used for future plan modifications and for future retirement planning topics.

IT

- All department staff attended the required annual Video Display Terminal training on workstation ergonomics.
- Staff configured a PC for the PD's Automatic Vehicle Locator (AVL) display.
- Staff continued working on a redesign of the MapAuburn gateway. This includes creating (or updating) user guides and pdf maps referenced from the website.
- This week staff added several new layers to our growing list of mapped data on MapAuburn. Included is a new mapping data layer showing the location of all of Auburn's unused, city-owned properties. We also created a viewer that can be used to view these properties in conjunction with other planning and permitting layers.
- GIS staff presented an overview of Auburn's mapping capabilities to a class of Bates College students and discussed GIS-related community engagement opportunities with the class and with the coordinator of the Harwood Center's Community-Engaged Learning Program.
- GFTV staff repaired several microphones and recreated an expensive proprietary cable that was showing signs of wear.

NSBA

- General
 - EL students Friday conducting their community service project
- Ice
 - Men's League

Weekly Report

Week Ending May 13, 2016

- Women's League
- Public Skate
- Shinny
- Private Rentals
- Rousseau's Hockey Clinic
- L/A Seniors
- Central Maine Elite Hockey
- Marc's Meetings
 - Townsquare Media Marketing Seminar – Set up tour for May 17th to discuss live events for April/May of 2017
 - VDT Training
 - Cintas Discussion
 - SummerFest
 - CJ Bergeron ~ Look at Mezzanine Floor
 - Y-Not Celebration
 - 30/60/90
- Partnerships
 - US Cellular
 - Lost Valley
- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance
 - Olympia Maintenance
 - Ice Scheduling
 - Cintas Discussion

Planning

- We are working with five foreign investment companies looking to locate into Auburn.
- We prepared packages for the Councils Economic and Community Development Sub-Committee.
- We are working on closing out the AIP project.
- We continued to actively work with several companies to locate and retain businesses in the intermodal facility.
- Working on sewer and site change bidding for DATC and will have the final test pit information soon to make a final decision.
- City Planner met with Patrick Adams, MDOT Bike Ped Rep to discuss a potential Transportation Alternatives Grant to help fund improvements in the New Auburn Village Center.

Weekly Report

Week Ending May 13, 2016

- New Auburn Village Center meeting is scheduled for 6pm on May 19th at St. Louis Church. Staff has been meeting with property owners and finalizing the presentation for the 19th.
- Permits remain busy and we expect good numbers for May. To highlight a few, this week we received permit applications for the renovation and occupancy of the former Tim Hortons site at 458 Center as a Taco Bell, a new building at 166 Center for Aroma Joes Coffee and a rental commercial space, plans for a renovation and production line expansion at P&G Tambrands and a sign permit application for Sherwin Williams Paints to move into the former Pizza Hut building at 445 Center Street. It's happening in Auburn and there is more coming soon!
- The Planning Board approved the first phase of improvements at the YMCA property on North River and Stetson Roads. The Maine Army National Guard will be building a driveway, parking and do some grading for playing fields this summer.
- The Planning Board approved a new ball field complex at St. Dominics. The improvements include a baseball field, softball field and soccer field with some overlap of space between the three of them.
- We received applications for the June Planning Board meeting for a new borrow pit on Browns Crossing Road, Expanded activity and a flexibility on a new sign at Lost Valley, and a redevelopment of a the parcel at 411 Center Street to remove the single-family home and construct a 2400sf commercial building.
- This past week the City was reimbursed for the demolition costs and legal fees incurred by the demolition of 33 South Goff Street by assessing a "Special Tax" provision of the Dangerous Building Law to recoup costs. Hopefully we can continue to use this to recoup costs of addressing dangerous buildings.
- The Housing CCO has also been prepping three more Dangerous Building cases that will be coming before the council on June 20th, along with assisting Assessing in Personal Property and addressing citizen complaints.

Police

- The department handled 515 calls for service this week. Officers conducted 125 motor vehicle stops and 12 field interviews. Officers investigated 51 offenses of which, 5 of which were felonies, generating 14 arrests, 14 criminal summonses and 3 juvenile arrests. Officers responded to 30 motor vehicle crashes.
- The federal Drug Enforcement Administration released the totals from the national Prescription Drug Take-Back Day held on April 30th. Again this year, we partnered with Bedard's Pharmacy. Auburn led Androscoggin County with 1293.9lbs of unwanted prescription drugs collected. Our volunteers and cadets

Weekly Report

Week Ending May 13, 2016

played a crucial role in managing the event that day ensuring it went smoothly. Overall, Maine led the region in collections with a total of 31,960lbs collected, making Maine the largest state collection per capita in the United States.

- On Wednesday, May 11th, we said goodbye to Lt. Laurie Woodhead who marks her place in department history as the first female to rise through the ranks to the Rank of Lieutenant and retire with honors from the department. Lt. Woodhead served as a dispatcher, undercover officer with the tactical unit, emergency medical technician, school resource officer at Auburn Middle School, patrol corporal, patrol sergeant and as a Lieutenant in Patrol and Support Services. She served with distinction and honor during her 26 years of service and we wish her well with her retirement.

Public Services

- This week along with many other tasks the Public Services Team has been preparing for the upcoming National Public Works Week Celebration to be held at the Norway Savings Bank Arena this Saturday, May 14, 2016, from 11:00 AM to 3:00 PM. Families are encouraged to come explore our Highway Equipment and learn how Public Services Works for the City of Auburn. Free Ice Skating (rentals will be available). Slide down the Bouncy Slide, Giveaways and more. Public Services has received many donations from local and other community businesses as well as some of our suppliers, including popcorn, water and door prizes, which Public Services is very thankful.
- Project Updates:
 - 2016 Reclamation Project (Townsend Brook Road, Pettingill Park)- project has been awarded to Gendron & Gendron, work at Pettingill Park has started with construction of parking area
 - 2016 Reconstruction Project (Highland Ave)- project to be advertised for bid in May
 - 2016 MPI Project (South Main Street)- project has been awarded to Gendron & Gendron, start date anticipated for early June
 - Summer Street Extension- project has been awarded to Pike Industries, base course pavement has been placed, working on shoulders/ditching
 - Barker Mill Trail- project has been awarded to Longchamps, project 75% complete
 - Stormwater Compliance- on-going
 - Hillcrest Ave Retaining Wall- project to be awarded to Skid Steer, project complete
 - Tree Inventory- project has been awarded to Davey Resource Group, start date Mid June

Weekly Report

Week Ending May 13, 2016

- 2017 Hampshire Street Reconstruction- Gorrill Palmer has been selected for Consultant Services. Survey has been completed. Preliminary layout meeting was also held.
- Hotel Road Culvert Replacement- a grant application has been submitted for the replacement of the culverts at the Taylor Brook crossing
- As always our crews have been busy with continued:
 - Street sweeping
 - Preparing flower beds throughout the Down Town area
 - Cleaning over 80 basins
 - Keeping up with our hot patching program around the City still many calls come in for pot holes due to the deterioration of some roads is Auburn.
 - Replacing a culvert on First Flight Drive due to deterioration
 - Tree work on Townsend Brook Rd. Also the Tree crew has chopped a large pile of brush that residents continue to bring to Public Services Garage
 - Repairing a sink hole on Infinity Way due to an under drain pipe with a hole in it
 - City's Green Space Litter pick-up continues – Every morning crews scan the downtown area for any litter/debris, clean up cemeteries, trash up when mowing city area green spaces, remove trash on Union Street Bypass, Minot Ave, Washington St.
 - If you haven't noticed check out the new line markings around Auburn, the contractor is working hard to get it done.
 - Baseball and Softball season is upon us; and the crews are very busy in keeping up with maintenance on all fields including lining, dragging, mowing, weed-whacking, checking the bases, even general maintenance on stands if needed.

Recreation

- Ongoing Programs
 - Youth Lacrosse for Boys grades 3-6 – games have started for all levels. Home games this weekend for Grades 3-6.
 - Spring Soccer – we have 102 kids registered, this will be the 3rd week of the program.
 - Senior Walking happens every Tues/Thurs in the Ingersoll Turf Facility from 9am-10am.
 - Men's Slow Pitch Softball began this week we have a final number of 23 teams.
 - Pickleball happens every Tues/Thurs in the gym until May 26.

Weekly Report

Week Ending May 13, 2016

- Ending Programs
 - Recess Warriors - 9 participants
 - Parent and Me Craft Time – 15 participants
 - 1st Fishing Derby for 9-15 year olds – we had around 50 participants
 - Norland's Trip – 8 participants
- Special Projects/Events
 - Summerfest – Event committee has been meeting weekly the Facebook page has began to give out sneak previews with events. Once events are confirmed in the next weeks a final list of events for the weekend will be coming out by end of May.
 - Art Walk – first Art Walk will be May 27th; we have a full list of artist and host sites. Preparations have begun for signs, maps, and advertising.
- Co-Sponsored Programs/Events
 - Community Gardens – We currently have all 23 plots assigned and a waitlist has begun
- Upcoming Programs
 - Summer Camp – We have 81 signed up right now. Registration for Summer Camp began this week. Registration cost is \$550 for the summer (8 weeks) or \$125 per week. We expect about 250 campers total, based on last year's numbers. Grades K-3 will be based at Walton school, and Grades 4-8 will be based at Pettengill Park. Hiring is underway for summer camp staff. Camp will run from June 17th – August 19th. The day will be broken down by time segments in which kids will play a variety of individual games, team games and arts & crafts.
 - 2nd Fishing Derby – Ages 3-8, kids can sign up on the day of the event. Cost is \$5 per child, and cost gets them in to catch up to 3 fish. They will then be weighed and measured and the winners will receive a trophy.
 - Coed Slow Pitch Softball begins next Sunday May 22 we have 19 teams registered.
 - Men's Basketball – Registration will open in the next few weeks, advertising has begun.
 - Planning for this program is underway and fliers will be going out next week. Games will be on Sundays and the league can take up to 8 teams in each division (2 divisions).