



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending May 27, 2016

Assessing

- Four of the five members of the Board of Assessment Review as well as two staff members attended the annual Board of Assessment Review training sponsored by the Maine Municipal Association. Attorneys Sally Daggett and William Dale with the law firm of Jensen Baird Gardner & Henry conducted the training. It was an extremely informative session and considered essential for the new members of the Board.
- One staff member working to obtain the Certified Maine Assessing designation has completed Course 1 of the three courses sponsored by the Maine Revenue Services. Courses are offered throughout the year as well as at Property Tax School held each August.
- The Assessing staff is ahead of schedule processing the Personal Property asset returns. Over 800 accounts have been processed. Filings received after the due date will be completed by next week, after which staff will call every business that did not file as a reminder and to offer assistance to anyone needing help with the forms.
- The current taxable valuation of personal property is \$147,015,600.
- The current taxable valuation of real estate is \$1,840,432,711.
- Total taxable valuation as of May 26, 2016 is 1,987,448,311.

Auburn Public Library

- The Library will be closed on Mon., 5/30, for the Memorial Day holiday.
- Summer hours will go into effect on Tues., 5/31. We will close at 6 p.m. on Thursdays and close at 1 p.m. on Saturdays.
- The 2nd annual Spring Online Auction goes live on Weds., June 1st, and runs until Fri., June 10th. The community has been very generous and we have a great array of items offered....many are one-of-a-kind. For a preview please go to

www.32auctions.com/apl2016. Please bid early and often! Thank you for your support.

- The monthly leadership team meeting was held on Weds., 5/25. Items discussed included the FY2017 budget, summer reading programs, security, and family visitation.
- The library director and the children's services manager met with an attorney who acts as a guardian ad litem in many court cases. We talked about the recent family visitation incidents and how our concerns can be addressed. The conversation was very helpful and we have a better understanding of how the system works and what our responsibilities/capabilities are.
- The library director and the assistant director attended the Maine State Library's Central Maine Library District meeting in Hallowell on Thurs., 5/26. The meeting focused on ways to re-envision libraries with regard to providing services that the community needs and want while maximizing the library's capacity to be a community change agent.
- Cordjia Capital Projects Group will begin their building assessment on Thurs., 6/2.
- Upcoming programs include:
 - KIDS! Black Holes, Neutron Stars and Magnetars – Tues., 5/31, at 4 p.m. We've all heard of black holes but do you really know what they are or how they work? Did you know that a teaspoonful of material from a neutron star weighs millions of tons? Did you hear that scientists have recently discovered gravity waves? Come explore the fascinating world of stars and their creations and explore gravity at the extreme. Jon Wallace will present this free family program. Location: Androscoggin Community Room.
 - Teens! Friday Movie: Soul Surfer – Fri., 6/3, at 3 p.m. It's almost summer and the kickoff of our summer reading program. With 2016 bringing us the Summer Olympics, our summer movies will feature athletes. "Soul Surfer" (rated PG) tells the true story of teenage surfer Bethany Hamilton and how she overcomes her fears by returning to the water after losing her arm in a shark attack. This program is just for teens, ages 12-18, and will include a snack!
 - Primetime Adventures: The Philosophy of Freedom and Liberation – Tues., 6/7, at 2 p.m. The Primetime Adventures Spring Lecture Series continues as Senior College Instructor Charlie Plummer presents a program called "Philosophy of Freedom and Liberation." The goal of this presentation is to help participants gain a deeper understanding of the concepts of freedom and liberation. The presentation will discuss the philosophy of freedom and liberation beginning with the concepts ancient roots and

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ending in present day America. This program was made possible through a community partnership between the Lewiston-Auburn Senior College and the Auburn Public Library. Location: Androscoggin Community Room

- 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:
 - 7 birth certificate
 - 21 death certificates
 - 5 marriage certificates
 - 3 marriage licenses
 - 13 disposition permits
 - 8 garage sale permits
 - 3 Taxi Driver licenses
 - 2 business licenses (new)
- Received 10 business license applications (all renewals) and two Special Event Applications
- Staff was made aware of an event that is to take place at Sapphire Entertainment on Center Street over the weekend and spent a significant amount of time following up on to ensure compliance and that business licenses/permits were in place so they could move forward with the event
- Sent out 8 business license renewal reminder letters
- Mailed out 50 certified letters for the Tax Office
- Staff attending the May 23, 2016 Council workshop
- Completed minutes of the 5/16/2016 Council meeting
- Completed the State Vital Share for April
- Conducted absentee voting at Bolster Heights , The Odd Fellows Home, and The Chapman House
- Issued 99 absentee ballots to date
- Staff posted the Conservation Commission agenda and minutes to the website, the Forest Board minutes to the website, the Bike Ped Committee agenda and minutes to the website, and the Parks Sub Committee minutes to the website
- Worked on preparing Warden supplies and paperwork for the election

Community Development

- The ribbon cutting ceremony for the Webster Street Community Garden is set for June 9th at 4 pm.

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- The Community Development Loan Committee approved two emergency repair loans funded by the Community Development Program for \$17,000.
- Submitted the FY2016 Annual Action Plan to the Department of Housing and Urban Development.
- Held a meeting of the Security Deposit Committee to consider modifications for the Gorman Foundation fund that would allow use of these funds for relocating tenants living in units with lead hazards.

Fire

- Crews responded to 5 fire calls.
- Staff performed 3 C/O inspection.
- Crews participated in the Make-A-Wish program at Festival Plaza.
- New Command Vehicle was placed in service.
- Staff attended a meeting regarding future plans for the "Engine House" building on Court Street.
- Staff attended an inspection for a prospective home food producer.
- Crews performed 5 Life Safety inspections, all licenses.
- Crews continued annual spring cleaning.
- Crews completed the updated training on the new Fall Protection standards.
- Staff investigated several citizen complaints on outdoor burning.
- For the week of May 19th to May 25th, we responded to 96 calls for service. These include, but are not limited to: 5 fire calls, 64 Emergency Medical calls, 8 Motor Vehicle Accidents - 2 with injury, 3 Hazardous Condition calls, 8 service calls, 6 Fire Alarm calls and 1 Citizen Complaint call. We received 1 mutual aid responses during this period and we provided 1 mutual aid response to Hartford for an IMAT activation for a large woods fire. We provided 4 Paramedic intercepts during this period and did 1 transport for UAS. We also responded one rescue as part of the Mass Casualty call for the fatal fire in Oxford.

Health and Social Services

- We had a visit from one of our past Asylum clients this week who wanted to thank us for helping her family when they first arrived. She has been offered a job with Bio-World Company and will be making over \$40,000 a year to start.
- I spent the day in Augusta on Wednesday going over what changes and clarification MWDA would like to see in this year's legislation. They will include but not limited to:
 - Adding County Jail Facility to the new law regarding State Correctional Facilities. Decreasing the time a municipality would be responsible for recently released inmates from a year to something more sensible.

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- Adding spouses and domestic partners as responsible persons for burials.
- Omitting national banks from the statute for release of information.
- Clarification on being a mandated reporter or not for cases of child and elder abuse.
- In addition we will be requesting a DHHS rule change for clients of general assistance to get copies of their birth certificates, free of charge.

Human Resources

- Staff met with Cross Insurance and WorkMed providers to discuss open Workers Compensation Claims.
- Staff is gearing up for fiscal year changes, including open enrollments for one of the benefits plans.
- The Safety Coordinator conducted confined space entry training for several members of the Public Services Department.

IT

- Staff met with a cabling contractor to address needs at Public Works. The new time-clock appliance will need to be network-enabled, and the wireless access point was not getting the expected coverage. We've found that we'll be able to reuse some existing cabling for the time-clock and relocated the access point.
- Staff also are working with TimeWarner Cable to extend a video circuit into the Tax Lobby. Our goal is to present the "Community Bulletin Board" feature to citizens waiting on line for the Tax Clerks.
- GFTV staff completed the "Mock Fatal" video of last week's School/PD event at Edward Little High School. We had to obtain formal permission from some of the minors that were pictured. The finished production has entered rotation among GFTV's many cable offerings.
- The First Floor Interior door in the West Wing stairwell has been serviced and is now communicating with its controller. Our other door issue, that into the Planning Office, is proving a little more elusive. Protection One reset it, and is hoping that will resolve the issue.
- Parcel updates, parcel updates, parcel updates...
- Also...GIS staff provided basic support for various departments. Performed an automated lookup of census information for a list of locations, provided by the police department. Updated a parking map for the downtown area. Created a draft database schema for a database of city-owned/managed properties. Assembled and provided access to base mapping data and selected aerial images to a consulting firm working with the engineering department on a tree inventory

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project. Determined the abutting properties for an abutter notification that couldn't be done by planning (because the parcel is not in our system yet).

- More parcel updates...

NSBA

- Ice
 - Men's League
 - Women's League
 - Public Skate
 - Shinny
 - Private Rentals
 - Rousseau's Hockey Clinic
 - L/A Seniors
 - Central Maine Elite Hockey
- Marc's Meetings
 - City Council ~ Budget
 - CMCC Hockey Booking Ice Time
 - Z105.5 Recording Commercials
 - Concord Trailways Meeting
 - Grady Burns – Discuss REALICE Product
 - Stefan & John Holden – Potential Curling opportunities
 - AAA – Upgrade partnership for 16-17
 - Summerfest
 - Maine 4 Season Adventure Show Meeting
- Partnerships
 - Cintas
 - AAA
 - Hancock Lumber
 - Hascall and Hall
- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance
 - Olympia Maintenance
 - Ice Scheduling
 - CMCC Hockey Booking Ice Time
 - Grady Burns – Discuss REALICE Product
 - Vacation

Planning

- The City Planner attended the bi-weekly construction meeting for the Downtown Auburn Transportation Center. Work is concluding on developing a gravity sewer system for the DATC and the Esplanade.
- The second public meeting for the New Auburn Riverway and Greenway project was held Thursday night at the St. Louis Church. Around 70 people attended the presentation by the City Planner, Sam Coplon Landscape Architects and VHB Consultants.
- Staff participated in pre-development meetings for the Engine House and Lost Valley on Friday, May 20.
- The City Planner and Rosemary Mosher, GIS Manager spoke to a Geography class at Bates College on May 23rd about mapping boundaries and regulations.
- The City Planner had pre-development meetings with 4 other projects.
- Since May 1st, a total of 97 permits were issued by Planning & Permitting. The breakdown of these permits are as follows:

Commercial BLDG:	6	Residential BLDG:	19
Electrical:	35	Plumbing:	11
Sign:	3	Excavation/Fill:	23

- Since May 1st, over 100 inspections were completed by staff. These include building, plumbing and electrical inspections.
- The City Sanitarian/CEO attended Shore land training at Augusta City Hall on May 24th.
- Administrative staff contacted Zoning Board members to iron out date for potential meeting in June.
- Final Building, Plumbing and Electrical inspections were completed and Certificates of Occupations were granted for 2 projects this week.
- We are preparing for a second visit by five foreign investment companies looking to locate into Auburn; they will be returning in early June.
- Staff has met with the owners of Lost Valley to discuss expansion plans, these plans include:

General Additions and Improvements:

1. Lift Service Mountain Biking
2. Improved trails
3. Ice Cream Shop
4. Outdoor Concerts
5. Fall Harvest Event (3 or 4 weeks long)

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Planning Board Application:

1. Digital Sign at Entrance
 2. Snow Tubing Park and New "Magic Carpet" Lift
 3. Volleyball Courts
 4. Horseshoe Pits
 5. Disc Golf
 6. Zip Lines
 7. Ropes Course
 8. Climbing Wall
 9. Additional Lifts
- Staff continues to prepare for the Maine Business to Business trade show.
 - We are still working on closing out the AIP project.

Police

- The department handled 620 calls for service this week.
- Officers conducted 202 motor vehicle stops and 19 field interviews.
- Officers investigated 72 offenses of which, 9 of which were felonies, generating 17 arrests, 24 criminal summonses and 4 juvenile arrests.
- Officers responded to 36 motor vehicle crashes.
- The Department held a Coffee with a Cop event at Rolly's Diner in New Auburn. The event was very well attended and officers had a great time serving coffee and talking with customers.

Public Services

- Crews attended Snow and Ice Training
- Crews placed over 100 flags at City Owned Cemeteries in honor of those who have served in the military
- Crews prepared flower beds for this upcoming weekends festivities
- Crews continue to sweeping throughout the City
- Mowing continues as well as park clean up
- Drainage work was done at Oak Hill Cemetery
- Calls continue to come in for potholes, large pieces of road debris (TV's, couch, chairs) etc.
- 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.

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- 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.
- 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.
- 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 June
 - 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 completed
 - 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
 - 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

Recreation

- Ongoing Programs:
 - Youth Lacrosse for Boys grades 3-6 – games have started for all levels. No games this weekend and we will have only two more weekend of games in June.
 - Spring Soccer currently has 102 kids registered, no program this weekend.
 - 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.

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- Pickleball happens every Tues/Thurs in the gym until May 26.
- Line Dancing for seniors is a drop in program and will end next week.
- Ending Programs:
 - 2nd Fishing Derby for 3-8 year olds – we had around 75 participants
- Special Projects/Events:
 - Summerfest – Event committee has been meeting weekly the Facebook page has begun to give out sneak previews with events. We are in the process of creating an event brochure and website to help promote events.
 - 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 164 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 camper's 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.
- Men's Basketball –We currently are full with 16 teams registered. Schedule has been made and posted online.
- Summer Youth Basketball – This program will be similar in design to our winter programs offering to grades 3-8th \$50 per person. We are looking for volunteer coaches. Season starts June 7th and will only be weekday games (no weekends).
- Summer Track and Field - Practices are held on Mondays and Wednesdays from 6:00 p.m. to 7:15 p.m. at the ELHS track. Competition is offered through scheduled Maine USA Track & Field meets each Thursday beginning in late June. Cost is \$70 program starts June 15.
- Summer Cheer Camp – June 27-30th from 530-730pm Cost; \$50 per participant.
- Foster's Clam Bake – We are taking a bus to York, Maine to enjoy a Foster's Clambake dinner. Cost: \$50.00 (includes dinner, transportation and bus driver gratuity.) Bus leaves Pettengill Park at 8:30 a.m. and will return by 5:00 p.m.