



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending June 10, 2016

Assessing

- The Assessing staff has finished processing the personal property business asset returns received. Approximately 300 businesses did not file returns. This is in comparison to approximately 400 last year. Staff spent one week making telephone calls, sending emails and writing courtesy reminder letters to all non filers. We have received over 50 responses to date. We are more than two weeks ahead of schedule processing the business returns. In order to complete our other projects in preparation for commitment we have set a deadline of June 13th for the completion of personal property.
- This year the Form 706 sent to all commercial rental properties in the city included a section for reporting rents. We are very pleased at the response to the request for the rental data. Rental data is extremely important to update on a regular basis and will be used when establishing value by the Income Approach.
- In preparation for commitment of taxes deeds and declaration of value information up to April 1st is being loaded in the data base. All Homestead and Veteran's Exemption applications received up to April 1st are being reviewed and loaded. And address and name change requests are being processed.
- We have three commercial appraisals that are presently being reviewed and corresponding inspections will be completed before values are finalized
- A Board of Assessment Review hearing for the 2015 valuation has been scheduled for Cascades Auburn Fiber for Thursday July 14th at 6pm
- The current taxable valuation of personal property is \$144,731,400
- The current taxable valuation of real estate is \$1,840,389,811
- Total taxable valuation as of June 9, 2016 is 1,985,121,211

Auburn Public Library

- The 2nd annual Spring Online Auction ends at 6 p.m. on Fri., 6/10! Our thanks to all who supported us.
- With school ending we are ready to kick off our annual Summer Reading Program. We are following the nation SRP theme of healthy mind and body. There is something for all ages. Participation is key for students. Research spanning 100 years shows that students typically score lower on standardized tests at the end of summer vacation than they do on the same tests at the beginning of the summer and most students lose about two months of grade level equivalency in mathematical computation skills over the summer months (National Summer Learning Institute). Please check our website for more information about the various programs we will be offering.
- The Library will be looking to fill two up-coming vacancies in our reference department and in the BookReach program that we share with the Lewiston Public Library.
- We will be hosting an evaluator for the NASA exhibit on Tues. and Weds., 6/14-15. She will be here to work with staff, observe public interaction with the exhibit, and sit in on the astrophotography presentation.
- The trustees will hold their regular monthly meeting on Weds., 6/15, at 7:30 a.m.
- The Children's Librarian and the Development Coordinator attended the City Council meeting on Mon., 6/6. The Children's Librarian presented a brief report on the grant that we received from the American Library Association's "Dia" program which is funded by Dollar General. The grant allowed us to purchase a number of Somali-English children's books and to distribute a number of these books in the community. We have also purchased an American Girl-type doll which will be dressed in Somali costuming.
- The Teen Librarian did a presentation on Weds., 6/8, for the Minot schools about our summer reading program and then participated in a panel sponsored by Outright L/A about collaborating with different local agencies.
- The Library Director attended a two-day meeting in Portsmouth with the other 5 Maine and Mass. pilot libraries in the Maine State Library and Cornerstones of Science STEM resource grant project.
- Upcoming programs include:
 - Primetime Adventures: Klezmer Music: An Unique Sound - Tues., 6/14, at 2 p.m. Rabbi Sruli Dresdner will present a program on the tradition of Klezmer music. Klezmer is a musical tradition of the Ashkenazi Jews of Eastern Europe. This program is made possible through a community partnership between the Lewiston-Auburn Senior College and the Auburn Public Library.

Weekly Report

Week Ending June 10, 2016

- Starstruck: The Fine Art of Astrophotography - Tues., 6/15, at 6 p.m.
Anthony Shostak, lead curator on the popular 2012 exhibition "Starstruck: The Fine Art of Astrophotography", will discuss the process of creating the exhibition, and the complexities of astrophotography.
 - John Henderson on The Irish of the Androscoggin – Thurs., 6/16, at 2 p.m.
Local historian and author, John Henderson will present his new book, "NA EIREANNACH NA ANDROSCOGGIN: THE IRISH OF THE ANDROSCOGGIN." John's newest book goes deeper into the story of the Irish in Lewiston and Auburn than did his previous work and has expanded the story to cover Lisbon, Minot, Poland, Wales, Leeds, and Greene. New topics include Irish women, newspapers, John Murphy homes, theater, the military, and more. Copies of the book will be available for purchase.
 - Teens! Flashback Friday – Fri., 6/17, at 4 p.m. Teens! Join us in the Teen Space the 3rd Friday of each month for Flashback Friday! We will have some of your favorite childhood activities, including Legos, Play Doh, puzzles and Candyland, so you can play to your hearts content! We'll also feature childhood favorite snacks. This program is just for teens, ages 12-18. Location: Teen Space.
 - Free Family Magic Show! Conjuring Carroll – Mon., 6/20, at 6 p.m. Help us kick off our 2016 Summer Reading Program with a free magic show featuring Conjuring Carroll! Prepare to be amazed. No registration is required for this free program. 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:
 - 5 birth certificate
 - 39 death certificates
 - 4 marriage certificates
 - 2 marriage licenses
 - 5 disposition permits
 - 11 garage sale permits
 - Issued 13 business licenses (renewals)
- Saturday, June 4, 2016, staff conducted Election training for Election Day staff – approximately 50 workers attended
- Staff attended the City Council meeting on 6/06/2016
- Conducted Absentee voting at Auburn Residential Care and Schooner Estates

Weekly Report

Week Ending June 10, 2016

- We lost 3 election workers whose positions had to be filled
- We tested ballots, tabulating machines, and the new Accessible Voting machines. We found a coding error was made with the Accessible Voting machines so we contacted the vendor (ES&S) and they delivered new thumb drives to us and we were able to complete testing
- All machines have been calibrated, cleaned, and charged
- Staff assisted the Deputy Secretary of State, Julie Flynn, with training on the new Accessible Voting machines and the tabulating machines Wednesday evening in Mechanic Falls
- Staff worked on updating Deputy Registrar training material and we conducted training on Wednesday, June 8th and Thursday, June 9th
- Thursday, June 9, 2016 was the statewide deadline to request an absentee ballot unless a special circumstance exists. The Clerk's office was open until 7:00 P.M. on that date to allow time for residents to request an absentee ballot or to register to vote
- Printed the Incoming Voter Lists, the Alpha Voter lists, and Auburn Voter lists for Election Clerks, Deputy Registrars, and for the public for Election Day
- Contacted the Schools to scheduled polling place set up for Washburn, Auburn Middle, Fairview, and Sherwood Heights Schools
- Posted the agenda packet for the 6/9/2016 Finance and Public Administration Meeting
- Filed and reconciled disposition permits
- Received 10 business license applications (renewals)
- To date we have had 362 requests for absentee ballots

Economic and Community Development

- Staff is continuing its work on the Northern Borders Regional Commission grant for Phase 1 of the New Auburn Riverway and Greenway Plan, including getting letters of support from key property owners and Maine's elected delegation. The grant is due on June 17th.
- Staff presented the Adaptive Re-use Text Amendment and a Resolution of Support for the Northern Borders Regional Commission grant application at the June 6th meeting.
- Staff conference called the consultants for the New Auburn Riverway and Greenway to strategize moving from the final design stage to the construction document stage.
- Planning Staff led an in house site plan review for a 7,679 sf mixed use project on Center Street.

Weekly Report

Week Ending June 10, 2016

- We attended the Business 2 Business Tradeshow and mad a number of good contacts for existing and potential business opportunities
- Working on a number of potential developments that will hopefully be ready for public announcement soon.

Fire

- Crews responded to 1 fire call.
- Staff performed a mobile food cart inspection.
- Crews participated in the Wal-Mart Heart program.
- Crews provided the monthly Blood Pressure Clinics at AHA.
- Staff inspected Smokey's Greatest Shows vendors.
- Crews performed 7 Life Safety inspections, 6 were licenses.
- Crews participated in Standpipe operations training.
- Staff provided two inspections for home based businesses.
- Staff performed license inspection for the Residence Inn.
- Staff did one C/O inspection.
- Staff attended a program on Public Safety Radio Systems.
- For the week of June 2nd to June 8th, we responded to 86 calls for service. These include, but are not limited to: 1 fire call, 65 Emergency Medical calls, 13 Motor Vehicle Accidents - 8 with injuries, 3 Hazardous Condition call, and 4 Fire Alarm calls. We received 0 mutual aid responses during this period and we provided 0 mutual aid responses. We provided no Paramedic intercepts during this period, but did have Poland Rescue transport one of our patients as both Rescues were transporting on other calls.

Health and Social Services

- State GA billing for May expenditures was done this week. We spent \$11,481 in May 2016 compared to \$8,912 in May 2015.
- We approved 28 unduplicated cases for an average of \$410 each household.
- Three households did 88 hours workfare for a \$704 value.
- Four TANF timed out families were assisted in May.

Human Resources

- Staff attended a Human Resources Conference held at Thomas College in Waterville. Sandra Matheson, Executive Director of the Maine Employees Retirement System was the keynote speaker and discussed the future of the retirement system. Other topics included social media, collective bargaining, good supervisory practices and employment practices to prevent discrimination in the workplace.

Weekly Report

Week Ending June 10, 2016

- Staff from the Maine Municipal Employees Health Trust hosted its annual Administrative Workshop at Auburn Hall for area employers participating in Health Trust Programs.

IT

- GIS staff created a series of map layers and an online map, with clickable layers for use by Economic Development, and participated in a presentation for potential investors. As a follow-up to the presentation, we created four large paper maps of the same area/data.
- Using maps and images that were obtained by Great Falls TV staff and an outline from Economic Development, GIS staff created a presentation for the B2B trade show in Lewiston. Staff also purchased a TV for Economic Development, and set up the presentation – a looped PowerPoint presentation – at the Lewiston Coliseum on Thursday morning.
- GIS staff attended a free hands-on workshop at the Esri Portland office covering new online GIS technologies. The workshop introduced several new (free!) options that are included with our current subscription, and will explore the viability of using these in the near future.
- Staff covered meetings on Monday and Wednesday nights (City Council meeting and Route 4 Report). Also continued work on stock photos for ongoing projects. Staff will also cover the Auburn Adult ED Graduation on Friday, June 10th.
- Staff configured a new PC in the general area of Planning, Assessing and Engineering, and set up the new staff person.

NSBA

- Ice
 - Men's League
 - Women's League
 - Public Skate
 - Shinny
 - Private Rentals
 - Rousseau's Hockey Clinic
 - L/A Seniors
- Marc's Meetings
 - City Council Meeting
 - Townsquare Media Live ~ Facility Rental
 - Thomas College ~ Internships
 - Director's Meeting
 - B2B Tradeshow

Weekly Report

Week Ending June 10, 2016

- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance
 - Olympia Maintenance
 - Ice Scheduling
 - Ice in Rink One

Police

- The department handled 643 calls for service this week. Officers conducted 222 motor vehicle stops and 16 field interviews. Officers investigated 65 offenses of which, 9 of which were felonies, generating 19 arrests, 23 criminal summonses and 2 juvenile arrests. Officers responded to 34 motor vehicle crashes.
- Six officers joined twelve Special Olympics Athletes in running the 3.5 miles Auburn Leg from Coleman Collision to the Longley Bridge.

Public Services

- Tree crew were in the areas of Townsend Brook Rd., First Flight Dr., West Pitch Park, Briarcliff Knoll, Old Danville Rd., Main St (Art Wall), Center St wall
- Crews continue to provide maintenance on baseball, soccer and other parks fields.
- Crews continue supporting Hasty and Ingersoll with general maintenance as well as keeping the Highway Garage maintained
- Crew in the carpenter shop continue repairing posts/mail boxes
- Crews were out cold patching on Hotel Rd., Garfield Rd and all other areas in need.
- Sweeping crews are nearing the end of 2016 sweeping
- The basin crew cleaned over 100 basins
- Crews are out and about the City repairing lawns, this will continue until completed.
- Crews repaired the stone wall on Davis Ave.
- Calls continue to come in to Public Services to pick up items left on the roadside such as tires, treadmills, deceased animals including deer, skunks.
- The Engineering Technician/GIS has been working with IT on a geo database for the collector application. This application will be used to collect data on the trees in the city right of way, parks, and cemeteries.
- Crews performed yearly maintenance on the Calcium tank, draining, flushing and cleaning
- Crews attended a cafeteria benefits meeting

Weekly Report

Week Ending June 10, 2016

- Drainage work on Eastman Lane, Drummond St., Core Basin Tub, took place
- Crews were busy mowing Pettengill Softball field, New Auburn Area, Riverside Dr to Dunn St, Park Ave., Festival Plaza and the Downtown area.
- Crews were also watering flower beds, visiting the numerous sites to empty trash cans.
- Our sign technician has been monitoring and replacing faded signs as well as damaged signs due to accidents/deterioration as well as being in compliance with the new regulations.
- 2016 Reclamation Project (Townsend Brook Road, Pettingill Park)- project has been awarded to Gendron & Gendron, drainage work continues in Pettingill Park
- 2016 Reconstruction Project (Highland Ave)- project is currently out to bid
- 2016 MPI Project (South Main Street)- project has been awarded to Gendron & Gendron, start date anticipated for mid June
- Summer Street Extension- project has been awarded to Pike Industries, project complete
- Barker Mill Trail- project has been awarded to Longchamps, project 90% 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, survey 50% complete
- 2017 Hampshire Street Reconstruction- Gorrill Palmer has been selected for Consultant Services. Survey has been completed. Preliminary layout meeting was also held.

Recreation

- Ongoing Programs:
 - Men's Basketball League–We currently are full with 16 teams registered games are under way
 - Senior Walking happens every Tues/Thurs in the Ingersoll Turf Facility from 9am-10am
 - Men's Slow Pitch Softball Games are ongoing
 - Coed Slow Pitch on Sunday's is in full swing
- Ending Programs:
 - Youth Lacrosse for Boys grades 3-6 – This is the last weekend of games, had a total of 80 players.
 - Spring Soccer currently has 102 kids registered, this is the last weekend.
 - Pickleball – this is the last week until we pick back up in the Fall.

Weekly Report

Week Ending June 10, 2016

- 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 went off without a problem. Minor changes/updates are being made in preparation for June's walk. There are more artist for June so more locations are needed.
 - Fun for the whole family! Enjoy a movie under the stars. This summer we will be showing three films in Festival Plaza on June 30 (ET), July 14 (Hotel Transylvania 2), and July 28 (Frozen). Bring warm clothes, a blanket and low chairs to sit on during the film. FREE FOR ALL AGES!
 - Movie Box Car Night - FREE FOR ALL AGES! Enjoy the Movie Finding Nemo under the stars and on the big screen. Kids, create your own home-made cardboard box boat and enjoy the movie in style. Prizes will be given out for the best boats on the lot! Judging based on creativity, materials used, and appearance. Friday August 5, 2016 at the Ingersoll Turf Facility, Boat judging begins at 7:45pm, Movie will follow at approximately 8:00 pm.
- Co-Sponsored Programs/Events:
 - Community Gardens – We currently have all 23 plots assigned and a waitlist has begun. Ribbon Cutting Ceremony was Thurs June 9th.
 - Wednesday's in the Park – All performances start at 10am; June 29th— Sparks' Ark (Festival Plaza, Auburn), July 13th—Mad Science: Sounds Like Science (Lewiston Armory), July 27th—Phil Smith (Simard-Payne Park, Lewiston), August 10th—Chris Poulos (Hasty Community Center, Auburn).
 - Community Band – First Concert will be Wed. June 22nd at 7pm in Festival Plaza.
- Upcoming Programs:
 - Summer Rec Camp – We have 184 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.
 - 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

Weekly Report

Week Ending June 10, 2016

- for volunteer coaches. Season starts June 20th 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.
 - Golf Lessons – Open for ages 8-16 starting July 6 – July 22 on wed/Fri from 9am-10am at Fox Ridge Golf Club. Cost \$60 (\$70 for Non-Res).
 - Eddies Football Camp Grades 5-8 – July 25-28 at Chestnut Field with coach Ron Nadeu from 530-730pm. Cost \$25 per player.
 - GPS Soccer Camp – Ages 3-15 for the week of July 11-15 at Pettengill Park Lower Field. Ages 3-5 will run from 9am-1030am cost is \$90, ages 6-15 will run from 9am-12pm cost is \$120.
 - Challenger British Soccer Camp – Ages 3-14 for the week of Aug 1-5 at Pettengill Park. Ages 3-4 9am-10am cost is \$90, Ages 5-6 10:30am-12pm cost is \$100, Ages 7-14 (Half Day) 9am-12pm cost is \$140, Ages 7-14 (Full Day) 9am-4pm \$198.
 - 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.
 - SNAFU! - A comedy about Murphy's Law! Friday, June 24 Cost: \$5.00 for transportation. Van leaves Pettengill Park at 11:30 a.m. Lunch at Hurricane Café and Deli (on your own) at 12:00. Return by 4:30 p.m.
 - Songo River Queen Trip – Thurs July 21, Bus leaves Pettengill Park at 10:30 a.m. and will return by 4:00 p.m. Lunch of Italian sandwiches, chips and drink will be served on board. Cost: \$25.00 per person for members of the First Auburn Senior Citizens Club. Non-member price: \$35.00. (First Auburn Senior Citizens is paying for the bus transportation.) We will stop at Gifford's Ice Cream on the way back (on your own) for an ice cream.
 - Sebago Lake State Park – Thursday, August 11, Van leaves Pettengill Park at 8:30 a.m. and will return by 4:00 p.m. Bring a picnic lunch and beverage. Cost: \$5.00 for transportation.
 - Old Orchard Beach – Tuesday, August 16, Van leaves Pettengill Park at 9:00 a.m. and will return by 4:00 p.m. Cost: \$5.00. You can bring a bag lunch, or buy a lunch at the pier.