



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending June 17, 2016

Assessing

- It is important for all land splits and merges to be identified and adjusted and new parcels created as necessary to the Patriot data base. When staff receives the deeds and identifies splits and merges the information is provided to Gary Johnson, City Engineer, who calculates and plots the parcels and provides the Assessing Department with the adjusted parcel size in order to update the Patriot data base. These updates are also provided to Rosemary Moser in order to update the GIS information system. One step in preparing for commitment is meeting with Rosemary and proofing the GIS information with the Patriot database to be sure both have made the same updates. We will do this the first week of July.
- Staff is doing the final proof of the deed information that has been loaded into the data system. It is extremely important that the information taken from the deed is loaded correctly. All data loaded from the deeds is proofed by at least two staff members.
- Inspections of Martindale Country Club and Lost Valley Ski area have been scheduled for next week. Owners of these properties presented recent appraisals for review. As part of the review process, an inspection of the property is always done in order to verify information in the appraisal and assure the property record card information is accurate.
- The annual report from Central Maine Power was received this week. The reported valuation reflected an increase of \$4,445,005 from the 2015 tax year.
- The current taxable valuation of personal property is \$144,788,300.
- The current taxable valuation of real estate is \$1,844,592,316.
- Total taxable valuation as of June 16, 2016 is 1,989,380,616.

Auburn Public Library

- The 2nd annual Spring Online Auction was a success. We brought in nearly \$7000! Thank you to all our sponsors, donors, and bidders.
- The Board of Trustees held their regular monthly meeting on Weds., 6/15. Items on the agenda included an auction update, a personnel manual update, and planning for the annual meeting.
- An evaluator from the Space Science Institute visited with us on Tues. and Weds., 6/14 and 6/15. She met with staff, interviewed customers, and observed how the NASA exhibit was used. We hosted students from the Auburn Middle School.
- The staff made its monthly trips to Schooner Estates on Tues., 6/14, and on Thurs., 6/16, to the Minot Town Office with its mobile library, "The APL Cart."
- Upcoming programs include:
 - Summer Reading Kick-off: KIDS: Magician Conjuring Carroll at 6 p.m. on Mon., 6/20. TEENS: Swimmer/Tri-athlete Angela Bancroft at 4 p.m. on Tues., 6/21. ADULTS: Exercise Your Mind: Read! Signups begin on Tues., 6/21. Stop by the main desk on the second floor.
 - Teens! Mind & Body Wellness -- DIY Smoothies! – Weds., 6/22, at 4 p.m. Join us as we learn to make something healthy, refreshing and cool for summer! With our summer reading focus on "Mind & Body Wellness," today we'll be making smoothies! After taking a look at available ingredients, we'll form teams and make our own in this mini competition. Registration is required for this DIY. Please sign up online. This program is just for teens, ages 12-18.
 - Charlie Plummer presents Reconstruction: The People and Politics Following the Civil War – Thurs., 6/23, at 2 p.m. Dr. Plummer's lecture examines the role of the federal government in protecting citizens' rights, and the efforts for economic and racial justice in the years following the "War Between the States." This program is made possible through a grant from the Maine Humanities Council.
 - Kids! Vacation LEGO Club – Fri., 6/24, at 2 p.m. Join us for our special two-hour Vacation LEGO Club for kids! We will provide the space and the LEGOs. Kids just need to come with their ideas and imaginations. Please be advised there will be small pieces that present a choking hazard. This program is not suitable for very young children. Location: Maggie Trafton 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:
 - 9 birth certificate
 - 43 death certificates
 - 2 marriage certificates
 - 2 marriage licenses
 - 19 disposition permits
 - 7 garage sale permits
 - 1 Taxi Driver license
- Centrally processed absentee ballots on Monday, June 13, 2016 and continued on Election day
- Set up all polling places on Monday
- Election Day was Tuesday, June 14, 2016. There were a few minor glitches throughout the day but overall, a successful election with approximately 14% voter turnout
- Certified the official election results on Wednesday, June 15th and submitted results and all filings to the Secretary of State's Office
- Completed the minutes of the 6/6/2016 Council Meeting
- Prepared and posted the agenda packet for the 6/20/2016 Council meeting
- Filed and reconciled disposition permits
- Sent 13 business license reminder letters
- Ran a large mailing for the Recreation Department (1200 letters)
- Worked on voter registration application cards and change requests

Economic and Community Development

- The Planning Board approved a 2-unit 2400sf retail/office building agent for PDB Rancourt Realty, LLC at 411 Center Street.
- The Planning Board approved a rock quarry at a property located at Brown's Crossing Road, (PID # 055-009) for R. A. Cummings Inc.
- The Planning Board reviewed a proposal to add a message sign and expand activities at Lost Valley located at 150 Lost Valley Road for C. Scott Shanaman, President of Lost Valley Management, LLC and asked for additional information before approving the new plan.
- Staff accepted applications for Planning Board Review for 410 Center Street, a proposed Krispy Kreme restaurant and retail/office complex at the former Paris Farmers Union Site, a rezoning along Center Street near Evergreen Subaru, a 9600 square foot storage building at 845 Washington Street and an amendment

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to the Colonial Ridge plans to add single family house lots in the place of previously approved condo units.

- Staff is prepared to submit an application for the Northern Borders Regional Commission Grant to construct phase 1 of the New Auburn Village Center Plan on Friday June 17th.
- The Great Falls Plaza Sewer extension project is scheduled for the last week of June or the first of July.

Fire

- Crews responded to 2 fire calls.
- Staff performed a review for a potential new business.
- Crews participated in the YMCA Fit-Fest 5K Road Race.
- Crews attended training on "Vent, Enter, Search" this past week.
- Staff attended the monthly Plans Review Committee meeting.
- Crews performed 11 Life Safety inspections, all were licenses.
- Crews completed written examinations for all three probationary firefighters.
- Staff attended training on Fire Investigation Case Preparation.
- Staff gave a presentation on Fire Safety for the Elderly at the Elder Safety conference.
- Staff did one C/O inspection.
- Staff and crews provided assistance at a partial building collapse.
- Staff inspected a building for possible life safety violations.
- For the week of June 9th to June 15th, we responded to 85 calls for service. These include, but are not limited to: 2 fire calls, 60 Emergency Medical calls, 2 Motor Vehicle Accidents - 1 with injury, 5 Hazardous Condition calls, 8 Service calls, 2 Other Type calls and 5 Fire Alarm calls. We received 0 mutual aid responses during this period and we provided 0 mutual aid responses. We provided 1 Paramedic intercepts during this period, and provided transport for a patient from Lewiston for UAS.

Health and Social Services

- Staff attended an all day workshop on "Mental Health First Aid" put on by the NAMI group. It gave instructions and advice on how to defuse a situation and stay safe, when someone may be out of control.
- Immigrant Legal Advocacy Project (ILAP) gave a 3 hour workshop to the Lewiston and Auburn Social Service personnel. They advised us of the many difference status people coming into this country from other places could have. They also advised us of the lengthy timeframe individuals applying for Asylum has to wait for work authorization cards.

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- This office used our new contract with the Certified Language Lines for the first time this week. The process was very easy to use and very efficient. In addition to this, we also utilized other department staff for interpreting French speaking clients.
- Staff helped the Clerk's office with absentee ballots and with the polls before and during the elections.
- I have been in contact with Public Service to hopefully workout a system we'll be able to assign workfare to them. One of the biggest challenges is supervision and transportation of the participants.

IT

- This week, GIS staff spent most time performing routine GIS/IT tasks that are generally not individually noteworthy.
- Created five special parcel/zoning map layers. These special map layers are requested by assessing whenever a parcel is covered by multiple zones.
- Added addressing points to our Energov address point layer. These points are used for address searches in Energov, and often require updating whenever we issue a new building permit.
- Updated parcel lines, parcel addressing, and parcel dimensions. We have updated the lines and dimensions on more than 300 parcels this fiscal year, and are approximately 3/4 of the way through the list.
- Scanned and geo-referenced four plan documents for the monthly Plan Review Committee meeting, and set up technology in the meeting room.
- Assisting with routine IT tasks – Programming door locks, working with staff to solve problems with key cards, computer monitors, and printers. Assisting with difficulties opening files, changing computer default options, etc.
- Answered multiple questions from the public (phone and in person) regarding our mapping.
- Worked with staff from other departments on specific GIS projects or needs:
 - Assessing to finalize timing of year-end GIS/Assessing reconciliations
 - Planning to discuss updates to zoning
 - Planning/assessing/finance to determine required file structure (and workflow) for a new city-owned property database.
 - Engineering to review the status of ongoing GIS data collection efforts
 - Public works to review the status of ongoing GIS data collection efforts, and to plan/design several future efforts.
- This week GFTV staff videotaped graduations for adult ed programs in Auburn and Lewiston. We also recorded a presentation By CGR of the conclusions of their report on consolidating the two Cities. Also worked on office space

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and worked on video gear in the council chambers. Other duties included programming and assisting city staff with some in house meetings.

NSBA

- Ice
 - Men's League
 - Women's League
 - Public Skate
 - Shinny
 - Private Rentals
 - Rousseau's Hockey Clinic
 - Celebration of Courage Tournament
 - L/A Seniors
- Marc's Meetings
 - Cumberland County Auto Club
 - Maine Gladiators
 - Special Events 30/60/90
 - Maine All Season Adventure Show
 - Gun Show Meeting
 - Learn to Skate (US Figure Skating)
 - Verizon Wireless
 - Central Maine Community College hockey
 - Townsquare Media LIVE Events
- Partnerships
 - ServPro
 - Schooner Estates
- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance
 - Olympia Maintenance
 - Ice Scheduling
 - Maine All Season Adventure Show
 - Learn to Skate (US Figure Skating)

Police

- The department handled 507 calls for service this week.
- Officers conducted 115 motor vehicle stops and responded to 28 motor vehicle crashes.

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- Officers investigated 34 offenses of which, 2 of which were felonies, generating 9 arrests, 15 criminal summonses and 7 juvenile arrests.

Public Services

- Crews continue to assist the Recreation Department with general maintenance, setting up and take down for Senior Events.
- Crews assisted the City Clerk with setting up and taking down voting booths.
- Public Services crews were asked to sweep the Great Falls Plaza parking lot due to broken glass, nails, shards of metal after the carnival left Auburn.
- Mowing continues around the City, some areas done were: Veterans Bridge Area, Bonny Park, Moulton Park, Riverwalk, Main St., Academy St., Union St., Washington St., Old Farm Hill, Park Ave., Dennison St., Mall Area, Pettengill Park.
- Crews worked on drainage issues on Pinewood Dr., Fairway Dr., Perkins Ridge Rd., Fickett Rd. and Small Rd., Court St. just to name a few
- The tree crew was busy inspecting the many complaints about old trees, trees causing visibility issues. Some areas were: Walnut St., Main St., West Pitch, Newell and Hatch Rd.
- Crews were out on Washington St. fixing guardrails
- Crews installed the boat dock on North River Rd.
- Crews prepared and reset curbing on Fairview Ave and Houghton St.,
- Crews continue to water and maintain the many flower beds around the City
- Sign work around the city continues; replacing and or fixing faded and damaged signs as required by law.
- 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.
- Litter patrol continues around the Veterans Bridge, Downtown area and Parks
- Crews continue to inspect the many complaints for sinkholes which are being investigated of cause and fixed as needed.
- Residents along with the Com Center continue to call to have deceased animals picked up as well as 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.
- 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.

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➤ Project Updates:

- 2016 Reclamation Project (Townsend Brook Road, Pettingill Park)- project has been awarded to Gendron & Gendron, drainage work complete, box cut and reclamation 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 July 5th
- 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 70% complete
- 2017 Hampshire Street Reconstruction- Gorrill Palmer has been selected for Consultant Services. Survey has been completed. 50% drawings now available.
- Ash Landfill forced sewer main- project in design phase