



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending June 24, 2016

Assessing

- Personal Property has been completed. Currently there are 1058 active businesses in the data base with a total taxable valuation of 145,957,000. Of the 1058 accounts, 185 have BETE (Business Equipment Tax Exemption) eligible assets. This year staff began coding all accounts that did not file an asset list in order to have the ability to track these accounts. This year 221 businesses did not file an asset list.
- Cascades Auburn Fiber located on Lewiston Junction Road has announced it will be ceasing operations in July. The current real estate valuation of Cascades Auburn Fiber is 7,240,900. The taxable personal property is assessed at 6,965,200 and BETE eligible assets equal 1,968,600.
- Staff continues preparation for the tax commitment. Final inspections are being completed and ownership, mailing addresses and exemptions are being updated.
- Inspections of Martindale Country Club and Lost Valley Ski area have been completed. Data will be updated and letters sent to the owners with the results of the inspections.
- We anticipate shutting the cama system down to any valuation changes the second week of July. This is done in order to be able to proof all the numbers and be ready for commitment anticipated to be the last week of July.
- The current taxable valuation of real estate is \$1,843,065,716.
- Total taxable valuation as of June 23, 2016 is 1,989,022,716.

Auburn Public Library

- The trustees and the staff are grateful to the City Council for restoring our funding for the 2016/2017 fiscal year. It was a great vote of confidence.
- We are accepting applications for the expected Library Associate opening in our reference section. The coordinator's position in the BookReach program that we

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share with the Lewiston Public Library is also open. LPL is handling the recruitment process.

- The maintenance coordinator re-stripped our parking areas. It has made a big difference in the number of cars that we can our parking lot.
- The leadership team met on Weds., 6/22, for its regular monthly meeting. Agenda items included the upcoming budget, summer reading programs, and a vision for the final portion of the Maine State Library/Cornerstones of Science STEM grant.
- Summer reading program kickoffs have gone well. We had more than 100 attendees for our children's magic program.
- The City of Auburn was one of just a few in Maine chosen to participate in a survey about library services from the International City/Council Management Association (ICMA) and the Aspen Institute. The City Manager completed the survey.
- Upcoming programs include:
 - The Children's Department will be presenting a series of "Messy Art" workshops. Please visit our website for days, times, and registration information.
 - Teens! SAPARS Summer Movie Series: The Duchess – Tues., 6/28, at 1 p.m. Teens, ages 13-18, are invited to join us for this summer movie series hosted by Molly from the Sexual Assault Prevention & Response Services (SAPARS). This summer's series will feature four movies dealing with various teen issues, including healthy relationships, peer pressure, safety and breaking stereotypes. The first in this series is "The Duchess" (rated PG-13),starring Keira Knightley and Ralph Fiennes, which chronicles the life of an 18th century aristocrat, who was reviled for her extravagant political and personal life. This movie series offers a great opportunity to get out with friends and enjoy a free movie (including snacks), and promises some insightful conversation following each movie. All movies are shown in the Androscoggin Community Room.
 - Kids! Happy Birthday America Preschool Story Time – Weds., 6/29, at 10 a.m. Back by popular demand! Our friends, the Wallace family, will present our annual "Happy Birthday America" preschool story time, with cake, a craft, and a parade. Please register. Location: Children's Department.
- Exercise Your Mind - Read: Adult Summer Reading Program – Ongoing. "Exercise Your Mind" is the theme of the Auburn Public Library's 2016 Adult Summer Reading Program which encourages adults to explore a variety of ways to improve their health and well-being while sharpening their mind. Take part in our weekly brain wellness challenge by completing three activities a week and maybe

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win a great prize. So, this summer dance, read, or jog, but get involved and see how good it feels. More information is available at the reference desk on the second floor of the library. To be eligible for the weekly prize drawing, participants must be adults and must complete three of the activity choices by date required on activity log. Activity logs may be picked up anytime during the week. "Exercise Your Mind" and win prizes.

- 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:
 - 4 birth certificate
 - 63 death certificates
 - 2 marriage certificates
 - 3 marriage licenses
 - 7 disposition permits
 - 11 garage sale permits
 - 18 business licenses (16 renewals and 2 new)
- Staff attended the 6/20/2016 City Council Meeting
- Worked on Election payroll and mailed out paychecks and thank you letters to all Election Staff
- Staff attended the Maine Town and City Clerks Association's Board meeting followed by the MTCCA's Certification Committee meeting on Wednesday, June 22nd
- Worked on Election Day Voter Registration applications and all registrations and changes that were received during the closed period (21 days before the election)
- Began preparing paperwork for the November General Election. Applications for absentee ballots will be available by mid August (90 days before the election)
- Filed and reconciled disposition permits
- Ran a mailing for the Tax Office (approximately 75 pieces of mail)
- Received 19 business license applications – 18 renewals and 1 new

Fire

- Crews responded to 6 fire calls including an Arson Fire which is under investigation along with APD and the State Fire Marshal's Office.
- Staff performed a walk-thru for events at the St. Louis Church.
- Crews attended a meeting on the Liberty Festival
- Personnel attended training on utility pipelines

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- Staff and crews assisted with the 1 year testing of our new personnel.
- Staff attended pre-construction meetings for the Central Station and E-5 lighting upgrade projects.
- Crews performed 5 Life Safety inspections, all were licenses.
- Staff attended a meeting on the upgrades at Lost Valley.
- Staff did one C/O inspection.
- For the week of June 16th to June 22nd, we responded to 93 calls for service. These include, but are not limited to: 6 fire calls, 1 unauthorized fire which the owner was summoned by Maine Forestry, 57 Emergency Medical calls, 10 Motor Vehicle Accidents - 7 with injuries, 3 Hazardous Condition calls, 10 Service calls, and 4 Fire Alarm calls. We received 3 mutual aid responses during this period and we provided 0 mutual aid responses. We provided 2 Paramedic intercepts during this period, and provided transport for a patient from New Gloucester. United Ambulance transported 4 patients as our units were on other medical calls.

Human Resources

- The Human Resources Staff provided new employee orientation and safety training for the Summer Camp Program counselors.
- The Human Resources staff is very busy with salaries and benefits changes for the start of the new fiscal year as well as conducting open enrollment for the Cafeteria Benefit Plan.

IT

- A new multi-function printer was installed in the Finance department this week. As soon as the installation was complete, IT staff updated printer drivers for all computers on the west wing of the 1st floor and assured that printer connections were working properly for each user.
- Staff attended an interactive web presentation by a prospective vendor for a replacement Automatic Vehicle Locator (AVL) system in Public Services. After the presentation, we provided feedback on the vendor proposal, from an IT perspective, and recommended a number of program interfaces that could/should be created as part of this project.
- GIS staff completed parcel updates to approximately 100 additional parcels, based on information provided from assessing and engineering. While there may be a few more changes that have not reached us yet, this completes all of the updates that we have received so far. Staff from several departments are exploring ways to improve this process.
- Staff has begun to prepare for a significant upgrade to the MUNIS Financial Reporting software. The change-over will occur later this summer, but the date

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hasn't been nailed down yet. It will likely require that we close the Tax Office for most of a day. First, all the existing data needs to be verified and then converted to the new MUNIS software. Once that's been prototyped and tested, we'll do the actual cut-over.

- The IT staff has ordered a projection screen to mount in the Community Room. This wall-mounted screen should make the space more flexible and useful. For years, we've just been pointing a projector at the yellow wall and hoping for the best. This will provide a brighter, clearer image in a challenging room to work with.
- The air-conditioning unit in the City Server Room has started to fail, and is not keeping up with the thermal load in this critical area. The replacement will have a greater capacity, which should help extend its service life. Physical security will also be augmented, since we have been forced to keep the Server Room door open to pull in cooler air from the Patrol area. The current unit has run 24/7 for over ten years now, and has been problematic right along.

NSBA

- Ice
 - Men's League
 - Women's League
 - Public Skate
 - Shinny
 - Private Rentals
 - High School Summer Sessions
 - L/A Seniors
- Marc's Meetings
 - St Mary's Golf Tournament
 - Lost Valley Ribbon Cutting
 - Director's Meeting
 - Maine All Season Adventure Show
 - Facility Rental - Wolfpack Fitness
 - Prep Cup Meeting
 - Gun Show
- Partnerships
 - Cintas
 - Twin City Financial Group
 - Mailhot Sausage
- Jason Ops Tasks
 - Ice Maintenance

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- Building Maintenance
- Olympia Maintenance
- Ice Scheduling
- Maine All Season Adventure Show

Police

- The department handled 711 calls for service this week.
- Officers conducted 133 motor vehicle stops and 31 field interviews.
- Officers investigated 70 offenses of which, 4 of which were felonies, generating 37 arrests, 18 physical arrests, 19 criminal summonses and 5 juvenile arrests.
- Officers responded to 27 motor vehicle crashes.

Public Services

- Crews continue to mow around the City; Joline Dr., Mt. Auburn Ave (mall area), Third Bridge area, Lake Auburn Ave., Boat Launch/North River Rd., Whitney St., Union St Bypass, Chestnut Park, Mechanics Row area, Lower Turner St, Riverwalk, West Pitch, Minot Ave, Old Farm Hill Rd, Academy St, Condo/Parking lot, Washington St, Poland Spring Rd island, Eastman Lane island, Park Av., Main St., Fireside Grill, Rolly's, Za Pizza, Drummond Park, Bonney Park, Moulton Park, Little Andy Park, Raymond Park, Veterans Bridge Monument, Lown Monument, Police Monument, Festival Plaza.
- The tree crew were out at various locations, Riverwalk, West Pitch, Stevens Mill Rd, South Main St., E. Hardscrabble Rd., Gleandle Av., Dexter Av. Lake St., Mt. Auburn Av. just to name a few.
- Our sign crew were out on Old Danville Rd, Minot Ave., just to name a few; repairing signs, posts from accidents and or faded signs, bringing them up to the States requirements regulated by the State.
- Drainage work was done by crews on Fickett Rd., Turner St., Little Androscoggin Dr.,
- The catch basin crew was out and about the city continuing cleaning the thousands of basins in Auburn.
- Crews continue to lend a helping hand with setting up for the Community Ban on Wednesday at Festival Plaza
- Crews continue to perform maintenance on all the Ballfields with mowing/base hole covers, push broom, drags, edge cutter, line marker, mound and hitting mats
- Supervisors are also fielding multiple counsel requests for services.
- Crews were out ditching areas within the City; Small Rd., being one.

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- The second shift crew were busy repainting the garage floor around the eye wash stations as mandated by BOL, picking up deceased animals, trash, large bulky items left on the side of the road
- Our Inventory Technician continues the maintenance of small implements along with the distribution of tools and PPE.
- The Excavation Technician continues to mark out dig safe's, inspect both private and street excavations, reviewing and issuing Fill, Drive Opening permits as well as billing and continues GIS work.
- City's Green Space Litter pick-up – 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
- Crews assisted Recreation with moving the grill to the Pal Center for a gathering, as well as removing a scoreboard at Pettengill Park
- Crews reset a basin top at 600 Turner St and across the street from it.
- Crews finished cleaning and inspecting catch basins on 12's and 21's plow routes
- Crews continue to repair lawns on Gamage Ave, Lake Auburn Ave @ Turner St, Rafnell St, and Minot Ave.
- Crews started cleaning basins on 28's, 6's and 35's runs.
- Crews began digging and repairing a sunken trench on Western Ave.

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.
 - Summer Track and Field – We currently started with practice this week and have 80 kids enrolled.
 - SNAFU! – Trip will be heading out this Friday June 24th, we have 12 participants.
 - Discounted Ticket Sales are a hot item right now; Funtown/Splashtown combo ticket for \$28, Aquaboggan \$15 per, and York Wild Kingdom combo pass for \$14 per.
- Ending Programs:
 - Youth Lacrosse for Boys grades 3-6 – This is the last weekend of games, had a total of 80 players.

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- Summer Youth Basketball – This program was cancelled due to low enrollment.
- Special Projects/Events:
 - Summer 2016 Program and Special Events Brochure has been released and posted online/FB.
 - 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 – 2nd Art walk is this Friday June 24th.
 - Movie's In the Park - 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 went great and a press release was sent out.
 - 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 – Had great weather and turn out for their first performance.
 - Farmer's Market – WE had 4 vendors for the first farmers market and will be looking to add a few more for next week. There will be a Farmer's Market behind Festival Plaza every Wed. before the Community Band Concert from 530-730pm.
- Upcoming Programs:
 - Summer Rec Camp – We have 200 signed up right now. Registration for Summer Camp began this week. Registration cost is \$650 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

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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 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.
- 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.