



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending July 1, 2016

Assessing

- Final inspections requested by taxpayers must be completed by July 8th in order to have time to analyze the data collected and make any updates to the property information that are warranted for the 2016 tax year. The CAMA system will be locked down July 11th and two weeks of proofing the values, ownership, exemptions, etc. will be done. Staff will also work with Rosemary Mosher to proof the information in GIS with the information in the Patriot CAMA system. All proofing needs to be completed before the final commitment of taxes.
- Each year CMP submits their values to the Assessor in each municipality for transmission lines, poles and distribution facilities. The values submitted are used as the assessed valuations on CMP properties. After reviewing the values submitted the valuations appear to be low. A meeting was held with the City of Lewiston Assessor to discuss the values declared by Central Maine Power for the 2016 tax year. As a result some assets listed in the declarations of value will be increased to more accurately reflect costs.
- The tax appeal of Bouffard v the City of Auburn has been scheduled for August 30 at 6pm in Council Chambers. Public notice has been posted on the city calendar as well as the Assessing page of the City website. Additional public notice will be posted in the newspaper ten days before the hearing.
- Staff attended the hazard assessment meeting and provided input on how the assessments in the individual categories relate to the Assessing Department.
- The current taxable valuation of real estate is: \$1,843,088,716.
- The current taxable valuation of PP is: \$146,283,800
- Total taxable valuation as of June 30, 2016 is: \$1,989,372,516.

Auburn Public Library

- This is the last report for the 2015/2016 fiscal year. It has been a great one for the Library and we appreciate all those who have helped make it so.
- The Library will be closed on Mon., 7/4, for Independence Day.
- This is the LAST WEEK for the "Discover NASA" exhibit. We will begin dismantling it next Friday, 7/8, at Noon. It has been such a wonderful experience for our community and our library. We are very grateful for the opportunity to host it. We'll have our eye out for the next opportunity that may come our way.
- We are saying good bye to Melissa Johnson of our lending staff on July 1st. She has been a very valuable member of our lending staff for nine years. We wish her all the best.
- We are beginning the review of applications for our reference/technology position and for the BookReach program position. Lewiston has been coordinating the latter effort. We hope to have both positions filled by early- to mid-August.
- The Library is on the agenda for the City Council's Public Safety and Community Services meeting on Weds., 7/6, at 5:30 p.m. There will be an update on the Library's current and future plans. The public is invited to attend.
- We have determined that it was necessary for us to change our cleaning service. After interviewing several local companies we will be using Rose's Commercial Cleaning.
- The library director attended the LA Cultural Plan Steering Committee meeting on Mon., 6/27, where the five-year cultural plan summary was presented. This is a joint effort of L/A Arts and Arts & Culture L/A (ACLA).
- Upcoming programs include:
 - Keying on Computers – Tues., 7/5, 9 to 11 a.m. Whether you'd like help conducting a digital job search, connecting on social media, creating a spreadsheet to track expenses, or refreshing your basic computer skills, our knowledgeable volunteer Maureen is here to help on a one to one basis. You come with your questions and she will provide the smile and knowledge. This program repeats every Tuesday.
 - Teens! Telescope 101 – Thurs., 7/7, at 4 p.m. Learn how to use the APL telescope! Come and learn how to observe the skies with the APL telescope. We will also be making Star Wheels which will help you in your quest to observe the night sky! This program is possible thanks to Nicole Hastings from Bates College and is just for teens, ages 12-18. Location: Androscoggin Community Room
 - Kids! Ka-choo! Brrr. Yawn. – Tues, 7/12, at 11 a.m. Have you ever wondered what makes you sneeze when you're in a dusty room? Or shiver

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when you get out of the bathtub? Or yawn? All of these actions are reflexes. Your body makes them happen even though you don't tell it to. Join Dr. Cory St. Denis for the reading of "Why I Sneeze, Shiver, Hiccup, and Yawn" and learn all about automatic reflexes. This program is for kids ages 6 - 10. 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:
 - 6 birth certificate
 - 65 death certificates
 - 2 marriage certificates
 - 0 marriage licenses
 - 11 disposition permits
 - 9 garage sale permits
 - 1 Taxi Driver license
 - 8 business licenses (6 renewals and 2 new)
- Received 12 business license applications – 5 new and 7 renewals
- The incoming voter list from the June 14th election was unsealed and staff scanned the voter participation history into the Central Voter Registration System. The State deadline to complete this is August 17th
- Staff attended the Wellness Team meeting and the Communications and Website Policy Training on Thursday, June 30th
- Received approximately 125 voter registration applications and updates from the Secretary of State's office and started entering those in the Central Voter Registration System (CVR)
- Cancelled approximately 60 voters in CVR that are now deceased
- Filed and reconciled disposition permits
- Staff worked on the June 20th Council Meeting Minutes and the July 11th City Council meeting agenda

Fire

- Crews responded to 7 fire calls including an ongoing issue with an individual illegally burning, Forest Service assisting with enforcement.
- Staff performed a walk-thru for a potential new business.
- Crews attended a joint meeting with all Public Safety from both cities on the Liberty Festival.

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- Personnel assisted with the Great Falls Boats-N-Brew event.
- Staff and crews assisted with the 1 year testing of our new personnel.
- Staff performed two inspections of mobile food carts for the Liberty Festival.
- Staff performed a C/O inspection for the new restaurant at the Airport.
- Staff did one C/O inspection for Ann's Flower Shop.
- For the week of June 23rd to June 29th, we responded to 82 calls for service. These include, but are not limited to: 7 fire calls, 59 Emergency Medical calls, 4 Motor Vehicle Accidents - 3 with injuries; including 1 in which we transported 3 patients, 4 Hazardous Condition calls, 4 Service calls, and 2 Fire Alarm calls. We received 0 mutual aid responses during this period and we provided 1 mutual aid response to Lewiston. We provided 1 Paramedic intercept during this period, and provided an EMS response to Lewiston to cover for United Ambulance.

Health and Social Services

- General assistance billing was done for June 2016. We paid out \$7,851.52 in assistance this month on 23 unduplicated cases for an average of \$341.37 per case. DHHS will reimburse us 70% of our expenditures.
- We received an SSI reimbursement in the amount of \$2,317 for assistance granted while pending disability.
- Total General Assistance paid out for FY 15-16, \$79,246.
- Total SSI reimbursement for FY 15-16, \$9,131.
- Total private repayment of General Assistance for FY 15-16, \$1,954.
- We currently have 7 active asylum pending families; they are in deferent stages of the asylum process. At this time two individuals received their Employment Authorization Card (EAC) and will be looking for full time employment. They both completed the CNA course and received their state certification while waiting for the EAC document.

IT

- At the request of an Auburn resident and the Planning Department, staff created a map depicting our current data on the Lake Auburn Watershed boundary, and how it compares to the current USDA/NRCS data.
- Staff completed updates to a map showing the available parking (lots and on-street) in Auburn's downtown area. Updates were based on parking data provided by Auburn PD.
- IT Staff met with HR staff to review specifications for submission of ACA-required documents to the federal government. This required a detailed review of the required data fields along with a comparison of our existing data format and the required submission format. We determined that we do not have sufficient on-

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site resources to reformat our existing data into the required XML submission file format, so began the search for a suitable vendor to provide the submission. We have identified two potential vendors, and are currently evaluating demo copies of their software. Over the next two weeks we will work with HR to create a data feed into the vendor's program so that HR can finish the required submission.

- Staff finished the editing and created a master disc of the 2016 Lewiston Adult Education Graduation and the Auburn Adult and Community Education Graduation.
- Staff recorded many parts of the BuildMaine Conference and edited a documentary of the event.
- GFTV staff are preparing the programming for next month's distribution schedule on the PEG channels.

NSBA

- Ice
 - Men's League
 - Women's League
 - Public Skate
 - Shinny
 - Private Rentals
 - High School Summer Sessions
 - L/A Seniors
 - Central Maine Elite
- Marc's Meetings
 - Maine Adventure Show ~ Management
 - Sport Fix Tabling Dates
 - Communications Policy and Website Policy
 - Rainbow Federal Credit Union
- Partnerships
 - Twin City Times
 - Nitco
- Sports Tourism
 - Worked on Color Me Rad logistics
 - Submitted Savage Race bid
- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance
 - Olympia Maintenance
 - Ice Scheduling

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- Sport Fix Tabling Dates
- Nitco
- Gladiator's Ice Scheduling

Police

- The department handled 626 calls for service this week.
- Officers conducted 149 motor vehicle stops and 15 field interviews.
- Officers investigated 57 offenses of which, 3 of which were felonies, generating 10 arrests, 19 criminal summonses and 2 juvenile arrests.
- Officers responded to 25 motor vehicle crashes.

Public Services

- 2016 Reclamation Project (Townsend Brook Road, Pettingill Park)- drainage work and box cut complete, fine grade and paving next week in Pettingill Park
- 2016 Reconstruction Project (Highland Ave)- project awarded to Longchamps
- 2016 MPI Project (South Main Street)- project has been awarded to Gendron & Gendron, start date July 5th
- Summer Street Extension- project complete
- Barker Mill Trail- project 95% complete
- Stormwater Compliance- on-going
- Hillcrest Ave Retaining Wall- project complete
- Tree Inventory- survey complete
- 2017 Hampshire Street Reconstruction- Gorrill Palmer has been selected for Consultant Services. 50% drawings now available. Public meeting scheduled July 12th.
- Ash Landfill forced sewer main- project in design phase
- Crews continue mowing Hersey Hill Rd, Perkins Ridge Rd., and other areas around the City which are causing site visibility issues
- Crews cleaned up the Down Town area for the upcoming Holiday weekend festivities
- Crews installed playground Chips and mulch at all Playgrounds
- Crews put together the bleachers and delivered them to the various parks
- Crews installed jersey barriers at the Community Little Theater
- Crews received training on the new one-ton here at Public Services
- Crews continue to assist the Recreation Department with general maintenance, setting up and take down for Senior Events
- The tree crew were busy inspecting the many complaints about old trees, trees causing visibility issues
- Crews continue to water and maintain the many flower beds around the City

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- 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.
- Crews continue maintenance on all fields including lining, dragging, mowing, weed-whacking, checking the bases, even general maintenance on stands if needed.