



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending July 29, 2016

Assessing

- The Tax commitment is complete. Taxes were committed on Monday, July 25th. The process went great. The 2016 tax rate is \$22.35.
- Staff has completed the LD 1 paperwork for the County. The information provided is to assist the County in developing the County Property Growth Factor for the Fall of 2015. The following must be reported;
 - Total value of all new construction buildings;
 - Total increase in land value;
 - Value of new improvements other than buildings to the real estate;
 - New valuation of personal property assessed for the first time as of 4/1/2015
- Staff will now begin work on the Municipal Valuation Return. This is a very in depth report required by the State each year. It will take approximately one week with all three staff members working on it to complete.
- Next week is the annual Maine Revenue Property Tax School. The school offers many introductory and advanced training courses throughout the week. Staff members will be attending a variety of these classes and will receive credits for recertification of the Certified Maine Assessors license.
- The IT and Assessing Departments have set a date for the 4th week of August to do the upgrades to the Patriot CAMA system. We have been trying to set time aside for implementing the upgrades as well as the associated training that will have to be done. We are eagerly awaiting the upgrades and anticipate they will not only streamline our data entry but include new capabilities for analyzing data.

Auburn Public Library

- The final day to buy your blue Hannaford "Karma Bags" to benefit the Library is Sunday, July 31st.

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- The Library has begun working with the Police Department's "Work with ME" program. We are providing meeting space and we are arranging a special tour of the Library for attendees so they will understand how we can help with job hunting and personal development. "Work with ME" is a cohort of 15- to 19-year old under-resourced students interesting in learning soft skills for professional development and receiving coaching to meet academic and professional goals.
- The monthly leadership team meeting was cancelled due to staff vacations and vacancies.
- APL will be represented at the quarterly Minerva cataloging meeting in Augusta on Fri., 7/29. This is the group that is responsible for maintaining the standards as to how books are identified in our collection for the state-wide interlibrary loan consortium.
- We are updating some of our craft kits that have been circulating for the last several months. Our thanks to the Southern Maine Chapter of the Embroiderers' Guild of America for their recent donation of needlework supplies.
- Upcoming programs include:
 - Teens! Mind & Body Wellness -- Yoga for Teens – Mon., 8/1, at 2:15 p.m. Continuing with our summer theme of Mind & Body Wellness, Tisha Bremner from Inner Light Yoga of Maine returns for another 3-part series, An Introduction to Yoga for Teens. Learn the poses, breath techniques, and mindful attention practices in a fun and easy way in this class designed to inspire you to relieve stress and take really good care of yourself. You should wear comfortable clothing in which you can move easily. A healthy snack will be provided at the conclusion of each class. This program is just for teens, ages 12-18 (grades 7-12). Location: Androscoggin Community Room
 - Teens! Mind & Body Wellness --
 - KIDS! Nutrition Detectives with Miss Jenn – Fri., 8/5, at 11 a.m. Miss Jenn will join us again to present her Nutrition Detectives program. Come learn about nutrition with stories, songs, and a craft. Best for toddlers through first grade. Location: Maggie Trafton Room. Please register online or call the Children's Room at 333.6640 x 3.
 - Introduction to Microsoft Word 2010 – Fri., 9/9, at 10 a.m. Writing, editing, and producing documents such as letters, resumes, or reports is most often done using a word processing program such as Microsoft Word. If you want to learn how to use Microsoft Word and abandon that old fashioned typewriter or know some of Word basics but want more in-depth knowledge on how to manipulate the look of your documents, this is the perfect class for you. Space is limited so pre-registration is required. Pre-register by calling the Library at 333-6640 Ext 4 or register online.

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Note: This is a four week course so please register only if you are able to attend at least three of the sessions. Class dates are Sept. 9, Sept. 16, Sept. 23, and Sept. 30 from 10:00 a.m. to 11:30 a.m.

- 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
 - 14 death certificates
 - 8 marriage certificates
 - 8 marriage licenses
 - 9 disposition permits
 - 5 garage sale permits
 - 1 Taxi Driver license
 - 14 business licenses – 10 renewals and 4 new
- Received 6 business license applications (renewals)
- Received applications for 3 weeks of banner space (across Court Street)
- Completed the minutes of the 7/18/2016 City Council meeting
- Prepared and posted the August 1, 2016 City Council Agenda packets
- Received 60 Voter Registration Applications/Change cards from the Secretary of State's office and updated that information in the Central Voter Registration System
- Ran a mailing for Economic and Community Development – 250 letters
- Worked on filing and reconciling disposition permits
- Received 1 Petition (An Act to Amend the Laws Governing Welfare, to Lower the Individual Income Tax Rate to 4%) validated 19 signatures, made photo copies and mailed back to the circulator
- Completed the State Vital Share for June 2016

Fire

- Crews responded to 5 fire calls.
- Staff attended a pre-sprinkler inspection.
- Staff attended a table top exercise with Auburn Water District for an algae bloom incident.
- Staff met with personnel of the LAWPC composting facility to discuss options for their fire protection system.
- Crews participated in assisting with Emily's Run and Kid's Fun Run.

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- Crews and Staff assisted with the recent demonstration in the downtown.
- Crews participated in a rescue of an individual in the Androscoggin River.
- Crews did 9 Life Safety Inspections, 1 for license.
- Crews and Staff participated in the Active Shooter Drill.
- Staff completed a final C/O inspection for a new business.
- For the week of July 21st to July 27th, we responded to 84 calls for service. These include, but are not limited to: 5 fire calls, 57 Emergency Medical calls, 5 Motor Vehicle Accidents – 3 with injuries, 2 Hazardous Condition calls, 7 Service calls, 1 water rescue call, 1 rescue stand-by and 4 fire alarm calls. We received 0 mutual aid responses during this period and we provided 0 mutual aid responses. We provided 2 Paramedic intercept during this period.

IT

- This week we completed a long-standing project to integrate our Energov Planning and Permitting system with our new GIS Server. The integration was complicated by a number of technical issues related to software versions and the changes that have occurred in GIS technology over the past several years. This integration completes our move to a new GIS server, and will allow the old server to be retired.
- The most common request by staff users of our MapAuburn applications is for a specific map layer to be added to the map. Each user often has a specific need. As we move towards a more self-service model, we have added the ability for staff users to search for and add additional map layers to pre-built applications. We will test this capability with staff and explore the possibility of making this option available to the public.
- GFTV staff has added internet access to the Liteshow wireless equipment in the Council Chambers. This will allow users to access network resources while connected wirelessly to the projector. Hopefully, we'll be able to decrease the cable clutter on the floor during meetings and presentations.
- We're adding two secure wi-fi access points to Auburn Hall, as part of our ongoing effort to replace any consumer-grade access points. The Linksys devices are cheap and easy to set up, but they were never really designed for a secure, enterprise-wide application. We've been gradually replacing them with AeroHive AP-230s, which provide better security. One of the new Auburn Hall APs will be dedicated to the Police Department's Emergency Operations Center, the other will be for general staff use. We have two more planned for Auburn Hall, and one for the Rec building.
- We've hit the 120-day expiration periods on all the robust passwords that we starting requiring back in, well, 120 days ago! Staff have been seeing warning messages when logging in, starting 14 days before lockout. While we would like

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to believe that staff have been assiduously updating passwords as recommended, we are nevertheless bracing for a number of locked accounts. I plan to respond by going to Buffalo until the crisis is over.

NSBA

- Ice
 - Men's League
 - Women's League
 - Public Skate
 - Shinny
 - Private Rentals
 - Summer Camps
 - High School Summer Sessions
 - Central Maine Elite League
 - L/A Seniors
 - Rousseau's Hockey Clinic
 - Planet Hockey Super Skills Camp
- Marc's Meetings
 - Insurance Inspection
 - Engel Martin Associates
 - Walk through - Deblois Electric and Dan Graham (CMCC Locker Room)
 - Denise Lavorini
 - Maine Sports Commission -
 - Zamboni 101 Class - Sherry Lavoie
 - Androscoggin Bank Colisee with Jason Paquin and Derek Boulanger
- Partnerships
 - Lost Valley
 - Aero Park
 - Sea 40
- Partnerships
 - Savage Race Bid with Lost Valley
- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance
 - Olympia Maintenance
 - Ice Scheduling
 - Insurance Inspection
 - Engel Martin Associations
 - Walk through - Deblois Electric and Dan Graham (CMCC Locker Room)

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- Zamboni 101 Class - Sherry Lavoie

Police

- The department handled 546 calls for service this week.
- Officers conducted 129 motor vehicle stops and 28 field interviews.
- Officers investigated 45 offenses of which, 4 of which were felonies, generating 9 arrests, 16 criminal summonses and 3 juvenile arrests.
- Officers responded to 34 motor vehicle crashes.
- The department completed active shooter exercises at Edward Little High School this week to test department and school response plans. The exercises went well.

Public Services

- Crews continue maintenance on all fields including lining, dragging, mowing, weed-whacking, checking the bases, even general maintenance on stands if needed.
- 2016 Reclamation Project (Townsend Brook Road, Pettingill Park)- curbing being installed in Pettingill Park. Drainage structures completed on Townsend Brook Road, existing pavement to be removed next week.
- 2016 Reconstruction Project (Highland Ave)- project awarded to Longchamps. Road construction has begun with the removal of trees and existing granite curb
- 2016 MPI Project (South Main Street)- project has been awarded to Gendron & Gendron, stormdrain installation in progress
- Barker Mill Trail- project complete
- Stormwater Compliance- on-going
- 2017 Hampshire Street Reconstruction- Gorrill Palmer has been selected for Consultant Services. 50% drawings now available. Landscaping and lighting plan being developed.
- Ash Landfill forced sewer main- project in design phase
- The City will be hosting an Erosion and Sediment Control Certification class administered by DEP in November.
- Mowing continues around the Mall Area, Washington St. Area, Minot Ave, Park Av., Dennison St. Hampshire St., Troy St. Court St., New Auburn Area as well as the Riverwalk Area
- Approximately 20 dead/ disease trees were taken down in the City including Fourth St. and Elm St. just to name a few, as well as trimming continues
- Crews were busy fixing a sinkhole on Minot Ave. as well as a basin cover on Center St.
- Basin cleaning continues throughout the City

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- Residents along with the Com Center continue to call to have deceased animals picked up as well as large pieces of road debris (propane tanks, TV's, couch, chairs) etc.
- Ditching continues around the City including both the North and South rural areas and Brandywine Cir.
- Crews were out and about cleaning up graffiti at some of the Parks that were reported.
- 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.
- Crew assisted with traffic control on the Vets Bridge this week for the rally
- The Fleet Supervisor has begun putting together an inventory of mowers as well as preparing a maintenance schedule.
- Grading work on Hatfield Rd should be completed this week
- Sign work on Gamage and Coachman Ave. as well as request from the Police and Recreation Departments for special signs to be made and posted.