



**TO: Mayor and City Council**  
**FROM: Howard Kroll, City Manager**  
**RE: Weekly Report**  
**DATE: Week Ending July 8, 2016**

### **Assessing**

- Staff continues preparations for the commitment of taxes. All address and name change requests have been processed and inspections have been completed. All the splits and merges of parcels from April 1, 2015 to April 1, 2016 year as well as changes in ownership of the parcels have been loaded by both GIS staff and Assessing staff. Before commitment the two systems must be proofed against one another. The information in the GIS data base has been proofed with the information in the Patriot CAMA system and all parcels updates appear correctly in both systems. Thanks to all staff involved for great work in making the process go smoothly.
- Staff has done the preliminary proofing of Homestead Exemptions for duplicates and to check to be sure the correct amount is taken off the properties that are valued at less than the full amount of the exemption.
- Some of the properties that qualify for 100% exempt status are adjusted year to year. Because of the change in adjustments the exemption amount must be proofed to be sure it coincided with the new value. These exemptions have been proofed by one staff member and will be proofed by a second for accuracy.
- The appeal packets have been distributed to the Board of Assessment Review, representatives for Cascades Auburn Fiber and the attorney assisting the Assessing Department for the appeal hearing scheduled for Thursday, July 14<sup>th</sup> at 6pm.
- The current taxable valuation of real estate is \$1,843,129,416.
- The current taxable valuation of PP is \$146,262,500
- Total taxable valuation as of July 7, 2016 is \$1,989,391,916.

## Library

- The NASA exhibit is about to come down and final reports for "Discover NASA" are being prepared.
- The Teen Librarian recently traveled to Orlando for orientation for the second series of The Great Stories Club, which is sponsored by the American Library Association and supported by the National Endowment for the Humanities. We are once again partnering with The Boys and Girls Club to reach out to at-risk teens with a themed book group, "The Art of Change: Creation, Growth and Transformation." While there, Donna was able to take advantage of some of the Association's Annual Meeting Offerings. With the exception of some incidentals the trip was funded by the grant.
- The Library Director met with the City's Public Safety and Community Services Committee on Weds., 7/5. It was a pleasure to update the councilors on library operations and goals/objectives and to answer questions.
- We are conducting interviews for our reference position and there are some promising candidates.
- Our annual audit is underway with preliminary meetings and information requests.
- Upcoming programs include:
  - Kids! LEGO Showcase – Tues., 7/12, at 1 p.m. Come to the library to show off your favorite LEGO creation made at home. Display your LEGO creations to the public in the Maggie Room. Come be inspired by what your neighbors and friends have created. Vote for your favorite project. The top five will win a free gift book! Don't forget to join us for our regular LEGO club on the first Friday of every month. Location: Maggie Trafton Room
  - Teens! Mind & Body Wellness -- Journaling – Thurs., 7/14, at 3 p.m. As we continue on our summer journey of "Mind & Body Wellness," we will take a look at journaling and why keeping a journal might be helpful toward living a healthy lifestyle. The workshop will be a 3-part series. Today at our 2nd workshop, we will talk about "why journal" and look at various journaling styles. And at our third meeting on July 28th, there will be actual writing prompts whereby we will spend some time reflecting and writing. This program is just for teens, ages 12-18. Location: Teen Space
  - Maine-ly Jewish Storytelling Festival - *Off site event* – Thurs., 7/14, at 7 p.m. The Temple Shalom Library in conjunction with the Auburn Public Library presents the 2nd Annual Maine-ly Jewish Storytelling Festival at Temple Shalom. Local story tellers, writers, poets and bloggers will be joined by storytellers from as far away as New York City and Philadelphia to delight

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the audience with traditional and contemporary tales. Renowned storyteller Ben Izzy said that "Storytelling is the most human of the arts — it's between a teller and the audience. I think especially as the world gets more high tech, people are also becoming more hungry for that. People are realizing that the acts of talking and listening can be spiritual, can be healing." Temple Shalom is located at 74 Bradman Street, Auburn. All are welcome regardless of denomination.

- Follow the Library on Facebook or link to our website at [www.auburnpubliclibrary.org](http://www.auburnpubliclibrary.org) for more information about all of our programs, new books, library news, and online registration.

### **City Clerk**

- We Issued the following:
  - 2 birth certificate
  - 17 death certificates
  - 7 marriage certificates
  - 7 marriage licenses
  - 4 disposition permits
  - 6 garage sale permits
  - 10 business licenses (9 renewals and 1 new)
- Received 4 business license applications – all renewals
- Staff prepared the agenda for the 7/6/2016 Special Council Meeting and attended the meeting
- Staff worked with the Recreation Department on the business licensing process for the Summer Festival that is being planned
- Staff completed the June 20<sup>th</sup> and July 6<sup>th</sup> Council Meeting Minutes and prepared and posted the July 11<sup>th</sup> City Council meeting agenda packet
- Worked on voter registration changes in the Central Voter Registration system

### **Fire**

- Crews responded to 7 fire calls including a propane incident with civilian burn injury.
- Staff continued their investigation with the long term illegal burn issue.
- Crews stood by during the Fireworks at the Liberty Festival.
- Staff attended a monthly plans review meeting.
- Staff and crews completed the 1 year testing of our new personnel.
- Staff performed an inspection of mobile food cart.
- Crews participated in the monthly Blood Pressure clinics at AHA.
- Crews work on pre-planning several target buildings.

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- Crews did 6 Life Safety Inspections, 4 for licenses.
- For the week of June 30<sup>th</sup> to July 6<sup>th</sup>, we responded to 74 calls for service. These include, but are not limited to: 7 fire calls, 51 Emergency Medical calls, 4 Motor Vehicle Accidents - 1 with 4 serious injuries, 7 Hazardous Condition calls, and 4 Service calls. We received 1 mutual aid responses during this period and we provided 0 mutual aid responses. We provided 0 Paramedic intercepts during this period, and provided an EMS response to Lewiston to cover for United Ambulance. UAS assisted by transporting 2 patients from our 4 patient accident.

## IT

- Working with the Assessing Department, staff was able to reconcile the GIS parcels with Assessing parcels. Noth department make changes to their departmental systems throughout the year, using a common set of documents The reconciliation, done prior to commitment, provides a double-check to assure that both departments have made the same changes throughout the year. In the past, reconciling the two systems has taken considerable time. This year with refinements to ongoing internal processes, the reconciliation was finished in record time. We discovered one minor difference that was quickly resolved.
- This week, we discovered that one staff user of MapAuburn was seeing a very map interface than all other users (and the interface was much less useful). This type of problem, where one or two users experience something different with no apparent reason. After considerable trial and error and much research, we discovered that the problem related to a change the user made to their screen size/resolution (to more easily view another application). To make our mapping applications mobile-friendly, the programs look for and respond to "breakpoints" in screen size. By increasing the screen resolution the breakpoints get confused and the application turns into the mobile-friendly format. A simple change back to a lower resolution fixed the problem.
- Until this week, whenever we wanted to make significant changes to the data in any of our Online MapAuburn applications, the only option was to download the data, make any changes, and re-upload the data to MapAuburn. This week, staff successfully established an editing connection to our MapAuburn data through ArcGIS Pro, the newest GIS desktop application. With the new software and connection we were able to directly perform a mass update to MapAuburn sidewalk data (calculating the length of every sidewalk), bypassing the older download process.
- Staff configured and delivered two PCs to the PACE program at PD. Next we'll be working to replace the Patrol division's PCs downstairs configuring laptops for the Rec Department, Public Services and APD.

## **NSBA**

- Ice
  - Men's League
  - Women's League
  - Public Skate
  - Shinny
  - Private Rentals
  - High School Summer Sessions
  - L/A Seniors
- Marc's Meetings
  - Annual Review
- Partnerships
  - NITCO
  - Sherwin Williams
- Jason Ops Tasks
  - Ice Maintenance
  - Building Maintenance
  - Olympia Maintenance
  - Ice Scheduling
  - Staff Training: Communications Policy and Website Policy
  - Gladiator's Storage

## **Police**

- The department handled 637 calls for service this week.
- Officers conducted 146 motor vehicle stops and 29 field interviews.
- Officers investigated 74 offenses of which, 9 of which were felonies, generating 14 arrests, 17 criminal summonses and 1 juvenile arrest.
- Officers responded to 31 motor vehicle crashes.

## **Public Services**

- 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
- 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.

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- 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)- drainage work and box cut complete, fine grade and paving this week in Pettingill Park
- 2016 Reconstruction Project ( Highland Ave)- project awarded to Longchamps. AWSO to complete their utility work by end of July
- 2016 MPI Project (South Main Street)- project has been awarded to Gendron & Gendron, stormdrain installation in progress
- 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 12<sup>th</sup>.
- Ash Landfill forced sewer main- project in design phase
- Crews moved the new bleachers to Pettengill Park
- The basin crew cleaned 6's, 28's & 35's Runs
- Crews repaired sidewalks on Lake and Fern St
- Crews continue mowing at Festival Plaza, Pettengill Park, Dennison St, Hampshire St. and Chestnut Park, Troy St. area
- Crews investigated a sinkhole on Hazel St.
- Ditching work continues on Amberley Way, Beechhill Rd., and Hersey Hill Rd.
- Crews ditched the shoulder on Boulder Dr.
- Each week the crews transferees the band trailer to Festival Plaza for the Community Band Concert.
- Crews continue to assist the Recreation Department with general maintenance, setting up and take down for Senior Events
- Sign work around the city continues; replacing and or fixing faded and damaged signs as required by law. Some areas were E. Waterman Rd, Union St., Drummond St. just to name a few.
- Roadside mowing begun on Grandview Av., Dexter Av., Lake St., Glendale Av., Garfield Rd., Mount Auburn Av., Maple Pt., Newbury St., Pownal Rd., Washington St. both North and South and Briarcliff Knoll.