



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending August 26, 2016

Assessing

- Staff was busy with telephone calls and walk in inquiries for about 1 week after the tax bills were mailed. Questions concerning exemptions and valuations are typical after taxpayers receive their new bills. If a taxpayer questions their valuation and would like an inspection of their property, appointments are made to view the property. When the property record card needs updating, changes are made which are typically reflected in the following tax year's valuation.
- Staff has been reviewing all the Homestead applications on record to make sure the exemptions in the data base are up to date and accurate. Applications are being sent to everyone whose paperwork needs updating.
- Staff is working on loading the information from the deeds and declarations of value from sales and splits and merges that occurred after April 1, 2016. The transactions that occur after April 1 cannot be loaded until after the tax commitment. Homestead applications and change of mailing address forms are sent to all new homeowners as the new data is loaded.
- The Board of Assessment Review will hear the tax appeal of a residential homeowner on Tuesday, August 30th in Council Chambers. This is an appeal of the 2015 taxes which was scheduled and subsequently postponed at the request of the taxpayer.
- Due to vacations, tax bill inquiries, taxpayer requested inspections and preparation for the Cascades Auburn Fiber tax appeal; the 1 in 4 inspections have been rescheduled to begin in September.
- Staff completed the project for the DOT and provided the numbers and supporting data on August 8th for review.
- Staff has received one new tax exempt application for review for a building being leased at 30 Sacred Heart Place.

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Auburn Public Library

- Thank you to Tizz Crowley and City Counselor Leroy Walker for the very special birthday party they gave the Library on Mon., 8/22. Cake and punch were served to 98 attendees.
- The Library's leadership team met on Weds., 8/24, for its regular monthly meeting. Among the topics discussed were new hires, Fall programming, and a publicity checklist.
- The library staffing is now complete with the hiring of an administrative assistant and a reference associate.
- On Friday, Aug. 26, the Library will be participating in the monthly ArtWalk. Susan Raymond Geismar, APL staff member, will exhibit her photographs. We will also be holding a book sale (!) that same evening in the Androscoggin Community Room. We will be at Festival Plaza for the Red Table Picnic for a fun display of what APL has to offer.
- The Book Sale (!) will continue on Sat., 8/27, from 9 a.m. to Noon. We have lots of great books from a wide spectrum of genre – cooking, crafting, mysteries, biographies, children's, thrillers, literary fiction, history and more.
- Friday, 9/2, is the annual Wear Your Colors Day. Staff is encouraged to wear the colors of their favorite college to celebrate the start of college football season. Jeans are also permitted.
- The Library will be closed on Mon., 9/5, for the Labor Day holiday.
- The Library will begin Fall hours on Thursday, 9/8. We will now be open until 8 p.m. on Thursdays and 5 p.m. on Saturdays.
- Upcoming programs include:
 - KIDS! Music Together – Weds., 8/31, at 10 a.m. Please join Caroline Coffin for a free demonstration of the Music Together program in the Maggie Trafton Program Room. Music Together is a research-based music and movement program that supports the musical development of babies, toddlers, preschoolers and their caregivers. This program is for children ages 0 – 5. Space is limited. To register, please call the Children's Room at Ext. 3.
 - Teens! Back to School Ice Cream – Fri., 9/2, at 3 p.m. Teens! Join us in the Teen Space for an ice cream social to celebrate the start of another school year! This program is just for teens, ages 12-18. Location: Teen Space
 - Kids! Homeschoolers Meet-Up – Tues., 9/6, at 10 a.m. Area homeschoolers are invited to meet other homeschooling parents and their children at the Auburn Public Library on Tuesday mornings. This informal group will be led by Christina Helms, a local homeschooling parent. This will be an opportunity for children to interact with other children and for

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parents to find support from each other. For more information please contact Christina at (207) 212-5101 or email at christina.helms@hotmail.com. Location: Maggie Trafton Room.

- Alzheimer's Storytelling Project: Alzheimer's Association Volunteer Scribes Program Information Session – Weds., 9/7, at 2 p.m. The Association's Maine Chapter is seeking qualified participants for its Volunteer Scribes Program. This free program features college students who interview and write the life stories of participants who are persons living with dementia. In turn, participants help educate future health care professionals about Alzheimer's.
 - Teens! Anime Club – Weds., 9/7, 4 p.m. Get animated over anime! Teens, ages 12-18, can drop in to talk about their favorite (or least favorite) manga, watch this week's selection of anime, and try your hand at drawing your own characters. This program was made possible by a generous gift of the P&G Fund of the Greater Cincinnati Foundation and takes place in the Androscoggin Community Room. Location: Androscoggin Community Room
 - Book Discussion – "Elephant Company" – Mon., 9/12, at 12:30 p.m. The Auburn Page Turners is always looking for new members to join our boisterous and fun group of avid readers. The September discussion is about the non-fiction title "Elephant Company: The Inspiring Story of an Unlikely Hero and the Animals Who Helped Him Save Lives in World War II" by Vicki Constantine Croke. Part biography, war story, and wildlife adventure, "Elephant Company" is the story of James Howard "Billy" Williams whose rapport with the world's largest animals transformed him into the charismatic war hero known as "Elephant Bill."
 - The Irish of the Androscoggin – Mon., 9/12, at 6 p.m. Local historian and author, John Henderson will present his new book, "Na Eireannach Na hAndroscoggin: The Irish of The Androscoggin." His newest book goes deeper into the story of the Irish in Lewiston and Auburn than did his previous work and has been expanded to cover Lisbon, Minot, Poland, Wales, Leeds, and Greene. New topics include Irish women, newspapers, John Murphy homes, theater, the military, and more. The new book also presents ten boldly colorful plates of Lewiston and Auburn architecture closely associated with the Irish and created by the author himself.
- 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:
 - 7 birth certificates
 - 19 death certificates
 - 12 marriage certificates
 - 5 marriage licenses
 - 4 disposition permits
 - 13 garage sale permits
 - 2 taxi driver license
 - 25 business licenses (24 renewals and 1 new)
- Received 8 business license applications
- Validated 16 signatures on Clean Election Acknowledgement Forms
- Received approximately 40 Voter Registration Applications/Change cards from the Secretary of State's office
- To date, we've received 44 requests for absentee ballots for the November election
- We continue to work on staffing the polling places for the November election. We've filled 51 positions but still have several left to fill.
- We are still looking for volunteers to serve on various Boards and Committees. The deadline to submit applications for this round of appointments is Tuesday, August 30th

Economic and Community Development

- For past several weeks code compliance staff has been working in the New Auburn and Pleasant Street CDBG areas to try to address junk vehicles, trash and debris accumulations. 37 violators have been sent a postcard requesting voluntary compliance to help keep their neighborhoods clean and safe. So far most people see the value of cleaning up and cause the requested corrections, however, when voluntary compliance is not achieved we follow up with a notice of violation and citations as needed. So far we have addressed 21 - Unregistered & uninspected vehicles and 14 have come into compliance and 7 are pending; 15 incidences of trash and debris with most now in compliance.
- Staff has prepared and mailed 33 notices to the local businesses regarding recent dumpster noise complaints in the areas from 700 Minot Avenue to 1052 Minot Avenue. The notice has been sent to remind them that they are rear a residential area and ask them to coordinate with the dumpster service company to service them after 7am.
- The CDBG Loan Committee met on August 22nd and approved the following loans: one CDBG loan of \$25,000 for emergency repairs to an owner-occupied

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multi-unit building in the New Auburn target area; two HOME Rehab loans totaling \$54,381 for two single family homes outside the target areas.

- Staff is developing new loan guidelines for the Storefront Traffic Accelerates Revitalization (STAR) Program a small business loan program with goals and incentives to attract businesses to the downtown CDBG target areas.
- The (Consolidated Action Performance and Evaluation Report) CAPER is due to HUD September 30, 2016. The report is a measure of activities completed and how they compare to the Action Plan goals and objectives. Staff participated in HUD's on-line training on how to use the software to complete the report and is beginning the process of compiling the information.
- Orange Circuit Fitness will be locating a branch in the Auburn Mall.
- Fielder's Choice Ice cream on Minot Avenue should be opening sometime next week.
- Staff provided substantial site, climate and soils data to a potential agricultural startup business.

Fire

- Crews responded to 2 fire calls.
- Staff performed 2 preliminary C/O inspections and 2 final C/O inspections.
- Crews performed stand by coverage during Balloon refueling.
- Crews assisted as needed during the Balloon Festival.
- Staff attended two pre-bid meetings at Engine 5 Station and Central Station.
- Staff met with the Maine State Fire Marshal's representative in regards to an upcoming court trial.
- Crews did 6 Life Safety Inspections, 5 were for Auburn Schools..
- Crews participated in ongoing Platoon and Department training.
- Staff continued to deal with 2 ongoing property owner issues.
- Staff performed several business and construction inspections.
- Staff met with the City Engineer to discuss illicit discharges to the City's Storm Water System.
- For the week of August 18th to August 24th, we responded to 94 calls for service. These include, but are not limited to: 2 fire calls, 60 Emergency Medical calls, 7 Motor Vehicle Accidents - 4 with injuries, 7 Hazardous Condition calls, 6 Service calls and 11 fire alarm calls. We received 0 mutual aid responses during this period and we provided 0 mutual aid response. We provided 1 Paramedic intercepts and transported 1 patient from Lewiston for UAS during this period.

IT

- This past week GFTV staff focused mainly on recording events at the Balloon Festival. Friday morning's launch was recorded and posted to the City's YouTube channel by midmorning.
- Staff also recorded the Saturday parade, and will edit all the footage into a program for rotation on the cable TV channels.
- Staff continues work to prepare for the Fall season and changes and updates to programming.
- Staff also covered a city council workshop and assisted in other meetings as needed.
- Staff completed a re-deployment of our Stormwater Geodatabase. Stormwater was one of the first mobile mapping applications we developed. In just a few years, the technology has grown and improved, so the re-deployment will take advantage of the newer features. The new catch basin inspection application has already been used in the field.
- Our GIS software deployments require access to a license server, which assures that all users are valid. For some reason, our connection to the license server stopped working and we spent several days without access to our GIS desktop software. Because MapAuburn is a different, web-based system it continued to function normally. We worked with Esri, the software provider to troubleshoot, determined that access was being blocked by our firewall, and resolved the issue.

NSBA

- Ice
 - Men's League
 - Women's League
 - Public Skate
 - Shinny
 - Private Rentals
 - Central Maine Elite League
 - L/A Seniors
 - Rousseau's Hockey Clinic
 - Central Maine Community College Training Camp
 - Fighting Spirits Training Camp
 - Fighting Spirit Alumni Game
- Marc's Meetings
 - Marketing Meeting
 - Maine Adventure Show
 - Winterfest Meeting

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- Partnerships
 - Nitco
 - Gritty's
- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance
 - Olympia Maintenance
 - Ice Scheduling
 - Marketing Meeting
 - Penalty Box Inc. Inspection

Police

- The department handled 560 calls for service this week.
- Officers conducted 101 motor vehicle stops and 10 field interviews.
- Officers investigated 84 offenses of which, 4 of which were felonies, generating 64 arrests, 45 criminal summonses and 7 arrests.
- Officers responded to 22 motor vehicle crashes.

Public Services

- 2016 Reclamation Project (Townsend Brook Road, Pettingill Park)- surface paving scheduled for Friday/Monday in Pettingill Park. Base pavement has been placed on Townsend Brook Road, crews working on driveways and ditching.
- 2016 Reconstruction Project (Highland Ave)- base pavement has been placed, crews working on curbing and sidewalks.
- 2016 MPI Project (South Main Street)- stormdrain and water main installation continues
- Stormwater Compliance- on-going