



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending August 5, 2016

Assessing

- Each year the Maine Revenue Services offers a weeklong property tax school. A wide range of courses are offered and it is an excellent resource to further education. All staff members attended various courses offered including Basic Course 102, TIF Talk, The Straight Dope on Medical Marijuana, The Big Box Theory (concerning the assessment of big box stores), and Better Safe Than Sorry, which covered appraisal review. One staff member will be taking the CMA exam at the conclusion of the weeklong class.
- Each year immediately after the commitment of taxes a real estate historical database is created in the CAMA system and WebPro, on the public website, is updated with the 2016 committed values. This process will be completed today. After this process is complete staff can move forward making the changes that have occurred since locking the system for commitment, such as ownership, lot splits and merges, sale information, etc.,.
- Staff has updated the Assessing website to reflect the new commitment date, mil rate, abatement deadline, certified ratio and tax bill due dates. This information was also provided to the Tax Department for the inquiries they receive.
- Preparation is being made for staff to begin the State mandated 1 in 4 inspections. The State requires all properties in the city must have an exterior inspection every 4 years. The information has been provided to the IT staff which will assist the Assessing Department by creating a map of the area where the inspections will be done. A copy of the map and information on the times staff will be in the field will be provided to the Police Department so they are aware and can answer any inquiries they may get when staff is seen in the neighborhoods. In addition as e-alerts will be sent and notification will be posted on the website. Staff will be wearing Assessing vests, driving city vehicles and will have city identification with them.

Weekly Report

Week Ending August 5, 2016

- Numerous Business Equipment Tax Reimbursement applications have been received to date. Processing of the forms will begin in October. Businesses must have the forms back to the State by Dec 31, 2016 for reimbursement.

Auburn Public Library

- The Library participated in Auburn's annual National Night Out on Tues., 8/2. The evening was very successful, giving the Library great exposure to a broad section of the community. It was a privilege to be there.
- The Library Director attended the Public Safety and Community Services City Council Committee meeting on Weds., 8/3.
- We are happy to announce that we have filled one of the two vacancies on our adult services/reference/technology/teen staff. We have also promoted from within to fill a lending services vacancy created by retirement.
- Summer reading programs are beginning to wind down. We have been having a very successful summer. Fall program planning is underway and already the staff has scheduled a wide variety of programs for all ages with many of them involving collaboration with a number of community partners.
- With the start of the new fiscal year we have been able to purchase a significant number of new books, audio books, and DVDs for the collection. Please check our website to see a sampling of the additions or stop by the Library to pick up a flyer or two.
- Upcoming programs include:
 - Kids! Library Kung Fu Chinese Martial Arts for Young Dragons – Tues., 8/9, at 1 p.m. This is a one-hour workshop to introduce young library patrons ages 8 - 12 to the fun, excitement, and challenge of Chinese martial arts practice. Head instructor Paul DiCrescenzo and assistant Instructor Rosalie DiCrescenzo have been martial arts practitioners since 1977. Space is limited, please register online or call the Children's Department at Ext. 4.
 - Teens! SAPARS Summer Movie Series: "Mean Girls" – Thurs., Aug. 11, 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). Our final movie in this summer series, back by popular demand is "Mean Girls" starring Lindsey Lohan and Rachel McAdams. 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. Location: Androscoggin Community Room.
 - 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

Weekly Report

Week Ending August 5, 2016

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.

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.

- 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 on 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.” 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.
- 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 certificate
 - 24 death certificates
 - 15 marriage certificates
 - 9 marriage licenses
 - 5 disposition permits
 - 12 garage sale permits
- Staff attended the City Council Meeting on Monday, August 1st
- Received 6 business license applications (1 new and 5 renewals)
- The City Clerk attended the Maine Town and City Clerks’ Association Board meeting on Wednesday
- Staff met with Fire, Code, and the Recreation Departments for a final review the Summer Festival events and vendors
- Staff researched information on Auto Graveyard/Junkyard vs. Auto Recycling licensing requirements and met with Eric Cousens to discuss

Weekly Report

Week Ending August 5, 2016

- Received 48 Voter Registration Applications/Change cards from the Secretary of State's office and updated that information in the Central Voter Registration System
- Ran a small mailing for Engineering – 75 pieces
- Worked on filing and reconciling disposition permits
- Staff has been working with the Secretary of State's office (Elections Division) on verifying voter information in the Central Voter Registration System
- We are gearing up for the November election and inventorying absentee envelopes, pens, thermal tape and other supplies and ordering what we will need as well as completing some of the forms that have to be sent to the Secretary of State's office. Applications for absentee ballots should be available next week.

Fire

- Crews responded to 3 fire calls and assisted the Town of Norway with a large structure fire.
- Staff attended a data driven fire prevention program given by the Maine Fire Chief's Association.
- Crews attended training on woods fire taught by the Maine Forest Service.
- Staff performed several C/O and pre-C/O inspections during the week.
- Crews participated in assisting with APD's National Night Out.
- Staff reviewed site location for an upcoming fireworks display.
- Crews did 10 Life Safety Inspections, 4 for licenses.
- Crews and Staff participated in the Active Shooter Drill.
- Staff completed a compliance inspection for a local business.
- Staff attended a meeting for the upcoming Summer Fest.
- For the week of July 28th to August 3rd, we responded to 86 calls for service. These include, but are not limited to: 3 fire calls and the mutual aid response to Norway, 51 Emergency Medical calls, 6 Motor Vehicle Accidents – 2 with injuries, 5 Hazardous Condition calls, 8 Service calls and 10 fire alarm calls. We received 0 mutual aid responses during this period and we provided 1 mutual aid response. We provided 2 Paramedic intercepts and transported 2 patients from Lewiston for UAS during this period.

Health and Social Services

- General assistance billing was done for July 2016. We paid out \$10,965 in assistance this month on 25 unduplicated cases for an average of \$438.50 per case. DHHS will reimburse us 70% of our expenditures. The increase is a result of the large number of asylum seekers now coming to Auburn for rental assistance as they have exhausted the rental stock in Lewiston.

Weekly Report

Week Ending August 5, 2016

- Our active caseload currently consist of 13 asylum pending households, 8 medical households, 2 deceased and 2 other households.
- June's workfare consisted of 4 people for a total of 77 hours, \$616.00 value. The workfare hours were done at the Recreation department and Public Service.

IT

- Our new robust password policy requires that users change their password every 120 days. This was the first week that those users who ignored password expiration warning messages were locked out of their accounts. The IT department spend a considerable number of hours this week unlocking passwords and investigating the causes of what turned into repeated lock-outs for some users. Hopefully in another 120 days the password reset process will go more smoothly.
- Staff performed several file conversions and created a number of complex queries within Excel to assist Assessing and Finance with reconciliation and confirmation of successful data transfer from our Patriot Assessing system to our MUNIS Financials system.
- Our GIS mapping system uses a basemap that is created in our Desktop GIS system and then transferred to MapAuburn Online. The process is time consuming and the result is an exceedingly large file that can be difficult to transfer to our mobile devices. For this reason, we generally only updated our basemap annually. This week, we successfully created our first basemap using a newer technology. The basemap took 3 minutes to create (vs. 10 hours) and small (12 mb vs. 16 gb). It is also very responsive when users zoom in and out. We will use this new technology with our annual update this month, and in the future, we will design all MapAuburn maps and applications to take advantage of the new basemap technology whenever possible.
- Tyler Technology configured our newest server for a new version of MUNIS. Our current version went end-of-life back in March and is no longer being supported. We'll be running in a Test environment for a few weeks, and then will need to close the Tax Office for part of a day while we transition to our Live environment. That date has not yet been set, pending testing results.

NSBA

- General Business
 - UMaine pre-buy ticket offer sent to previous ticket buyers
- Ice
 - Men's League
 - Women's League

Weekly Report

Week Ending August 5, 2016

- Public Skate
- Disco Night 21 + Public Skate ~ SummerFest
- Shinny
- Private Rentals
- Summer Camps
- High School Summer Sessions
- Central Maine Elite League
- L/A Seniors
- Rousseau's Hockey Clinic
- Gladiators Camp/Clinic
- Marc's Meetings
 - Nitco Conversation
 - Protection 1 Meeting - Keyless entry
 - Division 1 Bid Meeting ~ UMaine Falmouth
 - ABA Golf Scramble
- New Partnerships
 - Sea 40 & Aero Air Park – Lewiston
 - Mortgage Network (Matt Poutlin) - Auburn
- Renewal - Partnerships
 - Gleason Media – Auburn (Renewed)
 - Bedard – Setting up Meeting
 - Cote Crane – Waiting response
 - AAA Northern New England – Proposal
- Jason Ops Tasks
 - Ice Maintenance
 - Building Maintenance
 - Olympia Maintenance
 - Ice Scheduling
 - Nitco Conversation
 - Protection 1 Meeting - Keyless entry

Police

- The department handled 497 calls for service this week.
- Officers conducted 77 motor vehicle stops and 15 field interviews.
- Officers investigated 64 offenses of which, 4 of which were felonies, generating 13 arrests, 22 criminal summonses and 8 juvenile arrests.
- Officers responded to 33 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.
- Crews were out early on Monday morning sweeping the Down Town area as well as the Festival Plaza in preparation for the National Night Out Festivities on Tuesday.
- Crews were busy repairing a sinkhole around 683 Minot Ave.
- The tree crews were busy on Beech Hill Rd, Harvard St., Summer St., Hotel Rd. and Eastman Ln. trimming, cutting down, hauling and chipping brush.
- Crews were out on the Ballfields as well as CMCC lining the field and installing nets at Chestnut Park.
- Crews continue to care for the flowerbeds throughout the City, weeding and watering.
- Crews delivered trash barrels as well and cleaned the band shell.
- The sign crew were out and about replacing many signs due to accidents as well as updating all old/faded signs.
- Second shift personnel were out performing road checks at night, picking up roadside debris and checking 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.
- 2016 Reclamation Project (Townsend Brook Road, Pettingill Park)- curbing being installed in Pettingill Park. Drainage structures completed on Townsend Brook Road, existing pavement being removed and gravel added
- 2016 Reconstruction Project (Highland Ave)- project awarded to Longchamps. Road construction has begun with the removal of trees, existing granite curb and pavement
- 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

Recreation

- Ongoing Programs:

Weekly Report

Week Ending August 5, 2016

- Fall Youth Football has opened for registration. We are still accepting registrations. We currently have: 3-4 grade (23 signed up) 5-6 grade (25 signed up), and 7-8 grade (39 signed up). Practices for grades 3-6 will begin next week. 7-8th grade will start Aug 15th.
- Senior Walking happens every Tues/Thurs in the Ingersoll Turf Facility from 9am-10am.
- Men's Slow Pitch Softball Games are finishing regular season and play-offs start next week.
- Coed Slow Pitch on Sunday's is entering play-off season.
- Summer Track and Field – We have 80 kids weekly, held the qualifying meet this week in Auburn.
- 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.
- Summer Rec Camp – We have 200 signed up and will run until August 19th. We held our Camp Carnival this week at Hasty Community Center.
- Ending Programs:
 - Men's Basketball League–Teams are wrapping up the end of play-offs next week.
 - Red Claws Clinic – We had around 50 participants from all around the LA area come to Hasty and enjoy the Dunkin Donuts Red Claws Basketball Clinic.
 - Auburn Rec Football Camp – We had a total of 27 participants turn out last week.
 - Little Eddies Football Camp has 16 signed up for tomorrow's one day clinic.
 - Challenger British Soccer Camp – We had 8 kids signed up.
- Special Projects/Events:
 - Summerfest – Today kicks off Summerfest with the Red Claws Clinic, Fill the Boot, Box Car Movie, and Disco Skate. Saturday will be the big day with Kids Carnival, Baxter 5k Trail Run, Vendor Booths, BWW wing eating contest, Slider Contest, Music Performers, Beer and Lobster Tent, Block Party, and Fireworks! Sunday will wrap up with Sunrise Yoga, Wolf Pack Fitness Run, Pancake Breakfast, Tabors Mini Golf Tourney, and Troy Barnies Basketball Clinic.
 - Art Walk – 4th walk is Friday Aug 26th, LA Arts will be putting a banner up across the road at city hall to help increase participation. August walk will be partnered with the Annual Red Table Picnic Event.
 - Movie's In the Park – Tonight is the last movie, as it is our annual Box Car

Weekly Report

Week Ending August 5, 2016

Movie Night Sail Boat Edition. We will be kicking off Summerfest with showing of Finding Nemo at Ingersoll Turf Facility at 7pm. 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.
- River Day in New Auburn – Sat. Sept 17th tentative time 10am-2pm as part of the Great Maine Outdoor Weekend. Planning stages have begun for this event. More info will be coming in the next week or two.
- Co-Sponsored Programs/Events:
 - Community Gardens – All 23 plots are being utilized and tons of fresh veggies are sprouting up.
 - Wednesday's in the Park – All performances start at 10am; August 10th— Chris Poulos (Hasty Community Center, Auburn).
 - Community Band – Great weather and turn out with over 300 people coming out each week to pack festival plaza.
 - Farmer's Market –We continue to hold it Wed. nights from 530-730pm. The new location is a big hit!
- Upcoming Programs:
 - 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.
 - Fall Brochure will be rolling out sometime next week!