



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

Assessing

- Lowe's Home Centers, LLC filed for a partial abatement of taxes. Interrogatories have been written and will go out in the mail tomorrow. Maine law allows 30 days for Lowe's to respond to the interrogatories. The Assessor has 60 days from the date of the abatement to deny or grant the request.
- Clover Manor requested a 1.4+ million reduction in their valuation for the current tax year. After a few conversations with the tax rep working on their behalf it was determined the valuation we have on the property is correct. The request was withdrawn.
- Staff has been busy with permit inspections, loading deeds, transfers, Homestead applications and updating address changes in the computer.
- The invitation for the Business Personal Property Forum to be held the afternoon of February 23rd and the morning on February 26th in the Community Room of Auburn Hall are ready to be printed. They will be sent out next week.

Auburn Public Library

- The Teen Librarian visited Washburn School to do a presentation on library resources for "Open Door Wednesday" for 5th and 6th grade parents.
- The Library Director attended the monthly meeting of the United New Auburn Association to talk about the Library and the NASA exhibit that is coming in April.
- Please remember to visit the Spring Street Hannaford to purchase your blue "Karma Bags." The Library will receive \$1 for each bag purchased through the 31st. Time is running out!
- Winter Festival is here! Please stop by the Library for some family fun on both Friday and Saturday, the 29th and 30th.
- The Library is taking part in the new adult coloring book wave. We have created some large coloring sheets that can be worked on at the Library. Adults are

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finding coloring not only to be an excellent creative outlet, but also a great stress reliever.

- Upcoming programs include:
 - Homeschoolers' Meet-Up – Thurs., 2/4, at 2 p.m. Are you a local homeschooler? Are you interested in meeting other homeschooling parents? Join Chrissy Helms on Thursdays at 2 p.m. at the library to meet other homeschooling families. For more information please call the Children's Room at 333-6640 x 3.
 - Teen Life Skills Series: Healthy Relationships – Thurs., 2/4, at 3 p.m. Teen Life Skills Series: Healthy Relationships. Continuing our focus on life skills, February is teen dating violence awareness month. Julia from Safe Voices will be with us each week with activities and conversation focused on what is and isn't healthy in relationships. This program is just for teens, ages 12-18.
 - Introduction to Self-Employment - Weds., 2/10 at Noon. This one-session workshop will help you decide if self-employment is the right choice for you. The class covers the pros and cons of owning your own business, the steps needed for start-up, the major elements of a business plan, and the many resources available to help you succeed. This program is free of charge and is brought to you through a partnership between New Ventures and the Auburn Public Library. Please register online or call the Library at 333-6640 x 4.
- 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 certificates
 - 59 death certificates
 - 10 marriage certificates
 - 2 marriage license
 - 8 disposition permits
 - 6 taxi driver permits
 - 9 business licenses
- Received 8 business license application
- The deadline to certify and return all petitions to proponents was January 29, 2016. Staff worked diligently to meet this deadline certifying approximately 1060 petitions and validating approximately 4600 signatures.

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- Staff met with Police, Fire, and Code to discuss the denial of a massage establishment license request
- Completed 10 Certification of Registration for Citizen Initiative Petition Circulator forms
- Completed the minutes of the 1/25/2016 Council Meeting
- Prepared and posted the Council agenda packet for the 2/1/2016 Council Meeting
- Made approximately 70 voter registration changes

Community Development

- Staff conducted annual monitoring of public service providers who receive CDBG funding. Agencies who were monitored were Safe Voices, Androscoggin Head Start and Tedford Housing. Monitoring encompasses income qualifications of beneficiaries, and considers who are the clients served. All reports were satisfactory.
- The LA Cash Coalition kicked off its season on January 12 with a press conference. Free tax preparation services will be made available for low income residents in the area. The phone lines (513-3160) for appointments opened on January 18 as well as a new website www.cashmaine.org. Tax preparation sites are located in Auburn Hall and the Lewiston Armory. The theme for this year is "Ready, Set, Save!!" with Jill Lorom of Coastal Enterprises serving as the Asset Coordinator.
- A subcommittee of the Citizens Advisory Committee reviewed public services proposals that were submitted in response to a Request for Proposals. Since there were questions about programs that weren't answered by the proposals, the committee decided to invite several agencies to a meeting to gain a better understanding of the dollars requested.
- Met with a customer whose deferred loan was converted to an amortized loan, and came up with a monthly payment that is affordable based on their cash flow.

Fire

- Staff and Crew attended a Labor Management Initiative workshop sponsored by the IAFC and the IAFF.
- Crews performed 9 Company inspections with 3 of these license inspections.
- Crews participated in annual BLS/OSHA refresher training. Fit-Testing was also performed.
- Crews participated in training on the Pak-Tracker and High Point Anchor Systems.
- Staff attended training on Dangerous Buildings.
- Fire Prevention Staff did a pre-concert inspection of the Fireside Inn.

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- Staff did an inspection at a new marijuana grow facility.
- Staff attended a review of the recently submitted grants and discussed future grant opportunities and grant writing options.
- Crews responded to a vehicle fire, a fire in a piece of industrial equipment in a building and a chimney fire.
- Staff did an investigation of an illegal apartment.
- Personnel attended a meeting for the mock fatal display for the high school.
- For the week of January 21st to January 27th, we responded to 81 calls for service. These include, but are not limited to: 3 fire calls, 53 Emergency Medical calls, 10 Motor Vehicle Accidents - 8 with injuries, 2 hazardous condition call, 8 service calls, and 2 Fire Alarm calls. We received no mutual aid responses during this period and we provided 2 mutual aid responses. We provided 1 Paramedic intercept during this period.

Human Resources

- Staff provided employee orientation for 3 new employees.
- Staff participated in a Labor/Management Initiative sponsored jointly by the International Association of Firefighters and the International Association of Fire Chiefs. Management from the Auburn Fire Department and the Executive Committee of the Union took part in this two day team building event.
- Staff attended a presentation on a potential upgrade the timekeeping software at the Public Services Department. Of particular interest to Human Resources is the interface with the MUNIS software system and the tracking of time and capacity to generate reports for the mandatory Affordable Care Act.

IT

- GIS staff created a series of Map Tiles and uploaded them to our MapAuburn Online account. These tiles provide the base maps for our online mapping. They are extremely large and take several hours to create and upload. Due to an unknown problem, the tiles would not load properly into the online MapAuburn maps (although they would load properly in other, desktop applications). After numerous attempts, searches through help-text, conversations with consultants, and a protracted call to Esri postulating various complex causes and remedies (including exhaustive re-builds), Occam's Razor applied in the end. The simplest solution, clearing the browser cache, solved the problem. Lesson learned (hopefully...but I doubt it!)
- GFTV staff spent most of its time configuring the new broadcast server and related equipment.

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- Staff completed the following tasks:
 - Transfer of old files by converting them to a new format so the server can recognize them. Over 800 files were transcoded.
 - Worked on configuring encoders (devices used for recording live events for rebroadcast).
 - Set-up software for new scheduling protocol. New software gives us increased functionality ie; text scrolls, crawls for announcements.
 - Reconfigured computers for live streams for NASA and the community bulletin board.
 - Worked on audio settings for all channels to normalize signals.
 - Established new scheduling protocol and begin to establish broadcast schedules.
 - Download and encode files for playout
 - Videotaped stock footage for web page updates and needed images for ongoing work.
 - Researched new equipment for audio processing for broadcast area.
 - Update community bulletin board as needed.
- Staff joined the Public Services team for an overview/evaluation of a new time-clock application for PS. The cloud-based application, call Attendance on Demand, shows promise and may have application beyond just the PS staff.
- Staff reviewed the report from the consultants that conducted the Software Inventory. Some of their recommendations could have significant impacts on City staffs' use of technology.
- Staff met with the vendor that will be updating the access controls in Auburn Hall. While the conversion is going to be quite disruptive, the end result will be a system that will allow staff to be much more pro-active to our clients needs. The new lock sets will replace every door for which an access card is now used, and the new sets will be network-aware and quickly modified/updated without having to touch each one.

Norway Savings Bank Arena

- General
 - Merrymeeting Behavior Health Meeting ~ Tavern
- Ice
 - Men's League
 - Women's League
 - High School/Middle School Practices & Games
 - Public Skate
 - Maine Gladiators

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- LA Seniors
- LA Seniors Elite
- Marc's Meetings
 - City Council Meeting
 - Keith Weatherbie ~ St Doms/Lewiston Game
 - Directors Meeting
 - Chamber Tourism Committee
 - Live Barn Camera Install
- Partnership Meetings
 - Advanced Micro-systems
 - Smitty's Cinema
- Jason Ops Tasks
 - Continue icing of Festival Plaza Rink
 - Keith Weatherbie ~ St Doms/Lewiston Game
 - Ice Maintenance
 - Olympia Maintenance
 - Continued Ice Scheduling
 - (Schedule Flexed due to staffing/games etc.)

Planning

- Planning Staff met with the Sid Hazleton and Mike Broadbent of the Auburn Water and Sewer District work on the plan for providing sanitary sewer to the future Downtown Auburn Transportation Center and Great Falls Plaza area. We have a plan for the sewer service to the transportation center but want the Council to have an opportunity to consider installing a line that would provide service to other building sites within great falls plaza. We are close to having final options and pricing on the service and will explain this to the Council soon.
- Staff attended the pre-bid meeting for the Barker Mill Trail and there was a positive showing of contractors. A bid addendum answering all of their questions will be posted on January 29th and bids are due in about a week. This is looking good for spring construction.
- The Planning Board will be reviewing a proposed cell tower at 200 Merrow Road at the February meeting. Staff has been working with the applicant on remaining concerns from the Airport.

Police

- The department handled 565 calls for service this week. Officers conducted 156 motor vehicle stops and 20 field interviews. Officers investigated 80 offenses of

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which, 12 of which were felonies, generating 15 arrests, 27 criminal summonses and 3 juvenile arrests. Officers responded to 29 motor vehicle crashes.

Public Services

- Sign work around the city continues; replacing and or fixing faded and damaged signs in accordance with the new regulations.
- Third shift crews removed snow at Dunn St., Second St., Mill St., Riverside Dr. Pettengill Park, New Auburn Area, Pleasant St., High St., Summer St., Winter St.
- Crews were directed to pick up a few items left on the side of the road (debris, T.V.'s, mattresses, tires etc.)
- Crews were busy removing snow in the New Auburn Area
- Crews continue to remove holiday decorations
- Crews are busy assisting with the upcoming Winter Fest Activities, at Festival Plaza, Auburn Hall Parking lot, Pal Center
- Crews were busy clearing the Riverwalk Area maintaining them for all to use; including trash removal.
- Crews were out cold patching around South Main St., Pownal Rd., Hotel Rd., Park Ave.
- 2016 Reclamation Project (Townsend Brook Road, Pettingill Park)- project has been awarded to Gendron & Gendron, start date anticipated for early May
- 2016 Reconstruction Project (Highland Ave, Library Ave, Troy St)- project is in design phase
- 2016 MPI Project (South Main Street)- project is in design phase
- Summer Street Extension- public meeting held on 1/6, project to be advertised for bid with a Spring/Summer construction schedule
- Stormwater Compliance- on-going
- Hillcrest Ave Retaining Wall- project to be advertised as design build
- Bridge Repairs- project being developed to repair spalling concrete on Main Street bridge over Rail Road (Bonney Park) and Minot Avenue bridge over Taylor Brook
- Fish Hatchery Road- researching grant to add a culvert to allow fish passage and eliminate constant flooding issues
- Ash Landfill sewer force main- conducting a feasibility study for pumping leachate from retaining pond to eliminate the need for the yearly expense of hauling
- 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

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Recreation

- Winter Festival: The weekend of Winter Festival is here. Everything looks to be in good shape. All events are confirmed and will be completed on time. Recreation staff will be at all events throughout the weekend.
- Youth Basketball: Practices and games are going well so far. No major injuries at this time.
- Youth Travel Basketball: Started a 7th & 8th grade travel team. Evaluations will be held this coming weekend. 24 game schedule from mid February to May.
- Adult Basketball: Season is going well. No major issues or concerns at this time.
- Adult Dodge ball: Season will be shifted slightly this year due to so much going on in the gym. The projected start of the season this year will be late March.
- Vacation Day Camp: We will not be offering a February Vacation Day camp this round. We were unable to pull together enough dependable staff. We will, however continue to push for April Vacation Camps and we will plan to cover all vacations next year.
- Ski & Snowboard Lessons: This program has proved very popular. People were excited to see the partnership between Lost Valley and the Recreation Department again. This program filled up quickly, we were forced to turn away several people. However, this is something that has been discussed with Lost Valley for next year and will be addressed, allowing more slots for people to sign up! Total revenue brought in for this program on our end was \$360. Program is still ongoing with 2 weeks of lessons left. No issues thus far.
- Indoor Soccer: This program was very popular with the youngest age group (ages 3 and 4). This is something we will look into again next year, perhaps creating two separate time slots for this age group. We are renting half the field in Ingersoll for this program at \$60 per hour. We had a total of 69 children sign up for this program. It is run by Maine Primer Soccer. No issues or concerns at this time, program is still ongoing with 2 weeks left.
- Father Daughter Dance: The community has reacted very well to this program. Ticket sales began last week and are \$25 per parent and child duo, \$5 for any additional child. The venue will be at the Norway Savings Bank Arena on February 20th from 6pm to 9pm. DJ and snacks will be provided. Photographer will be there as well, but photo prices are not included in ticket sales. We are currently reaching out to local businesses seeking donations for prizes we will be passing out throughout the evening.

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- Art Walk: Meetings for art walk have continued on a monthly basis. We are looking into the possibility of including some music and vendor tables each month for this event, however nothing is confirmed at this point.
- Summer Camp: Summer camp planning is under way. Locations for the two camps have been confirmed, as have directors for both camps. Currently in the process of reaching out to past staff to see who will be returning, as well as locking in field trips. Flyers and registration for summer camp will begin in late February.
- Cheering: Cheering is winding down. There is discussion about a late summer cheering program, that would offering cheering for our football games.
- Lacrosse: Planning for lacrosse is ongoing at this time.