



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

Assessing

- Staff prepared and mailed letters requesting interior inspections for permit work.
- Staff worked in the field doing exterior permit inspections and updating photos for the CAMA system.
- Three appraisals provided by taxpayers were reviewed.
- The sales ratio study required by the State to be used in the State Valuation process was completed and sent to Maine Revenue Services.
- Change of address forms and Homestead Exemption applications were sent to all new homeowners for the month of October. This is done once per month when the Declaration of Value forms are received from the State.
- Change of address forms received from taxpayers were updated in the CAMA system.
- The Assessing Department, Patriot Properties and the IT Department have begun the process to update the Patriot CAMA system.
- The Assessing budget was completed and submitted to the Finance Director.
- Preparations continue for the presentation to be held in February on the personal property Form 706, BETR and BETE programs.

Auburn Public Library

- The Library enjoyed a very busy holiday season with a number of special programs for both the holidays and school vacation. The Library was closed for each holiday, the Saturday after Christmas, and a half-day for each holiday eve.
- We are very grateful to our supporters who made significant year-end contributions.
- The Library has been awarded a grant through the Maine Humanities Council to celebrate the 100th anniversary of the Pulitzer Prize. The Library will present a series of programs on the Prize's political cartoon category. The program will

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take place in the Fall and will feature a previous political cartoon winner and local and regional political cartoonists.

- The Library Director was asked to participate in the final interview process for the City's recreation director position.
- The Library's proposed capital improvement plan proposal for Fiscal Year 2017 has been submitted. We are now working on our operating budget.
- The regular monthly staff meeting is scheduled for Weds., 1/13.
- The Library will be closed on Mon., 1/18, for Martin Luther King Day.
- The next regular monthly meeting of the Board of Trustees will be held on Weds., 1/20, at 7:30 a.m. Mayor Jonathan LaBonté will join the board at the City's representative. Thank you to former councilor Mary LaFontaine for her years of excellent service.
- The Library is participating in the City's annual Winter Festival which runs Jan. 29th through the 31st. A snowman building event is scheduled for Friday afternoon. The Children's Room is hosting a family movie at 1 p.m. on Saturday. The Library will also be hosting Baxter, the Maine libraries' mascot. For additional information please check the City's website (<http://bit.ly/1n69Kso>) or the Festival's Facebook page (<http://on.fb.me/1ISQLvi>). Many of the activities this year will take place at the City's Festival Plaza and there will be a shuttle service running between the Plaza and Lost Valley with stops at other venues as needed.
- Upcoming programs include:
 - Teen Life Skills Series! Healthy Lifestyles: Yoga – Tues., 1/12, at 3:30 p.m. We bring back our Teen Life Skills Series with a focus this month on "Healthy Lifestyles." Join Tisha Bremner from Inner Light Yoga of Maine for this 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. Please register online for this program, which is just for teens, ages 12-18 (grades 7-12).
 - KIDS! Sprouts – Sat., 1/16, at 10:30 a.m. Join Heather for an exciting lap-sit program for babies through 36-months and their caregivers. We'll gather on the story quilt to enjoy stories, songs, and nursery rhymes. Stay to play after the program and make new friends.
 - Let's Talk About It: House of Stone – Thurs., 1/21, at 6:30 p.m. at the Auburn Public Library. In partnership with the Lewiston Public Library and the Maine Humanities Council, the Auburn Public Library presents the conclusion of the book discussion series on Islamic culture. The series has

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been facilitated by Reza Jalali, author and Coordinator Multicultural Student Affairs at University of Southern Maine. The book for this event is "House of Stone: A Memoir of Home, Family, and a Lost Middle East" by Anthony Shadid. (Snow date is Thurs., 1/28, at 6:30 p.m. at APL.)

- 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:
 - 6 birth certificates
 - 48 death certificates
 - 4 marriage certificates
 - 1 marriage license
 - 8 disposition permits
 - 4 taxi driver permits
 - 3 business licenses
- Received 11 business license applications
- Prepared and posted the 1/9/2016 and 1/11/2016 Council Workshop agendas
- Worked on draft agenda for the 1/25/2016 meeting
- Received 260 petitions (An Act to Establish the Fund to Advance Public Kindergarten to Grade 12 Education, an Act to Require Background Checks for Gun Sales, an Act to Lower the Individual Income Tax Rate, and an Act to Legalize Marijuana). Staff verified approximately 1800 signatures.
- Ran a large mailing (dog license reminders) (approximately 850 post cards)
- Worked on FY17 City Clerk Budget
- Ran envelopes through the mail machine for CDBG and Finance printing return address labels (approximately 1000 envelopes)

Community Development

- Program Income for December is \$68,669. This income includes pre-payment of 6 loans totaling \$30,345.
- Met with Interim Recreation Director and Admin Assistant to help guide/redirect the request for public service dollars to cover recreation scholarships. This is an effort to make their proposal meet the criteria of the anti-poverty strategy under the Consolidated Plan.
- The Rehab Coordinator has been working on bidding of two major undertakings that will result in the rehabilitation of city-owned properties in both Auburn and Lewiston. Auburn's project is a moderate rehab and Lewiston's a substantial

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rehab effort. His time is tracked and the cost plus benefits is charged to Lewiston for time spent on the project.

Fire

- Staff performed a preliminary C/O for Lotus Restaurant expansion.
- Crews performed 4 Company inspections with 3 of these license inspections.
- Crews participated in annual BLS/OSHA refresher training.
- Crews participated in training on the Pak-Tracker and High Point Anchor Systems.
- Crews performed on-going 6 month probationary testing for our three new firefighters.
- Staff did an assessment for an apartment building the owner wants to shut down.
- Crews assisted Turner Fire Department with a major warehouse fire just over the Auburn/Turner line.
- Crews fought a second alarm fire on Joseph Lane. We were assisted by Lewiston Fire Department.
- Crews extinguished a small fire started by an individual outside an apartment building. They then discovered that he had also started a fire inside the 4 story apartment building. He was arrested by APD and our FPO investigated the Arson along with APD.
- For the week of December 31st to January 6th, we responded to 91 calls for service. These include, but are not limited to: 2 fire calls; 1 Second Alarm house fire and the aforementioned Arson case, 63 Emergency Medical calls, 7 Motor Vehicle Accidents - 2 with injuries, 6 hazardous condition call, 7 service calls, 5 Fire Alarm calls and 1 mutual aid fire call to Turner. We provided 1 mutual aid assist to Turner and received 1 mutual aid response from Lewiston during this period. We provided 0 Paramedic intercepts during this period and transported 3 patient from Lewiston for UAS and 1 patient from Turner during their fire.

Health and Social Services

- Traffic in the office is picking up after the holidays. People are coming in with their evictions.
- Staff is helping in the clerk's office by putting in more hours with them.
- I attended a LAASH meeting with representatives from Maine Housing and discussed the possibility of Hope Haven closing as an emergency shelter. Another meeting is being planned for next week to come up with a plan to house individuals who have nowhere to go in the cold nights.
- I continue to work on the budget.

Human Resources

- The staff completed the payroll changes for the new calendar year including new health insurance rates, United Way and Charitable Giving Campaigns, changes to health, dental, Health Reimbursement Accounts and vision plans that occurred during annual open enrollment and implemented new life insurance plan for employee dependents.
- HR Staff participated on the interview panels for the Recreation Director.
- Staff conducted background checks on tentative new hires for Equipment Operator and Mechanics.
- Safety Coordinator met with a Maine Forest Service Ranger to begin work on a wild land fire exercise program.
- HR staff submitted annual report of 2015 calendar year wages and health insurance coverage to the state agency overseeing the Health Subsidy Program for Law Enforcement and Firefighters.

IT

- Staff recorded the Lewiston 2016 Inaugural on Monday. It will be edited and will become available On Demand from the GFTV website and in rotation on the Government channel.
- Staff uploaded both Cities' meeting files to the Video On Demand web site and updated the GFTV website.
- Staff picked-up and encoded Lisbon's Council Meeting video files for rebroadcast.
- Staff downloaded and configured the year-end updates for our Financial software, MUNIS. This will allow Finance Office staff to process W-2 and 1099s for staff and vendors.
- Time Warner Cable will be installing an additional feed into the Server Room so that we may resume using the TWC Music channels as background for the Bulletin Board.
- Staff have been working to produce the Departmental budget request for Council approval. The FY17 request will include the Great Falls TV operating budget.
- Two new PC were prepared to accommodate the re-organization of the Police Dept. Four more are pending.
- Staff created and demonstrated an interactive mapping application for use in community and economic development. The application shows all of the city-owned properties, and overlays all of the various data layers that are associated with planning and economic development – Zoning, CDBG areas, TIF areas,

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Floodplains, Wetlands, etc. The application can be used either on the desktop, or (preferably) on a mobile device.

- Staff continued to move and re-organize data onto the new GIS server. The process of moving data and pointing projects to the new data is approximately 75% complete.
- Staff was trained by the Electrician to manage the cut-over of generator power in the case of a failure.
- Staff have been reviewing the proposals for the broadcast equipment upgrade in the Council Chambers, and preparing for the video server upgrade in two week's time.
- Staff helped the Health Inspector update data tables for her mobile application.

NSBA

- General
 - Merrymeeting Behavior Health Meeting ~ Tavern
 - New Part Time person started (David Hunt)
 - Cheering Competition (Stephen Holt) – Considering NSBA for big cheering event
- Ice
 - Men's League
 - Women's League
 - High School/Middle School Practices & Games
 - Public Skate
 - Maine Gladiators
 - LA Seniors
 - LA Seniors Elite
- Marc's Meetings
 - CMCC
 - American Red Cross ~ Super Blood Drive Event
 - Directors Meeting
 - AAA ~ Sponsorship Night
 - Maine Sports Commission
 - Color Me Rad 5K
 - Men's League Playoff ~ Geno Vellieux
- Partnership Meetings
 - Gippers
 - Advanced Microsystems
 - Wolfpack Fitness
 - St Mary's

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- ESPN Radio
- Jason Ops Tasks
 - Ice Maintenance
 - Olympia Maintenance
 - Continued Ice Scheduling
 - (Schedule Flexed due to staffing/games etc.)

Planning

- New Auburn - The City Planner distributed flyers and table tents for the upcoming January 7th New Auburn River and Greenway Public Input meeting to business owners in New Auburn the last week of December. Eric Cousens and Doug Greene met with the president of the New Auburn Social Club and other key property owners to discuss the New Auburn redevelopment plans. The City Planner prepared a memo on Economic Development Recommendations for New Auburn and a memo summarizing the planning efforts in New Auburn for the City Council and Staff has been coordinating with VHB consultants and the Boys and Girls Club making preparations for the upcoming New Auburn Riverway and Greenway public meeting on January 7th.
- Planning Staff met with the Sid Hazleton and Mike Broadbent of the Auburn Water and Sewer District to discuss developing a Scope of Services for bidding on 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. As soon as we have final pricing on the various options we will ask for a spot on an upcoming Council Agenda.
- The City Planner is finishing staff reports for the upcoming January 12th Planning Board meeting. This month's agenda items include a Special Exception and Site Plan Review for Auto Sales and Service at 1194 Center Street, a final draft of an Adaptive Re-use Ordinance, a zoning text amendment to Article XV to the Board of Appeals and a discussion of a student representative to the Planning Board.
- The City Planner met with Old Danville Road property owners on their future land and estate planning.
- Permits were busy in December, but oddly we are seeing a lot of small projects so total permit numbers are in line to break a record for the past

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8+ years but overall construction costs and value of improvements (investment) are down.

- We are dealing with a lot of no heat calls and some frozen pipe issues. Low heating oil costs should reduce the number of calls this winter but we have had some freeze ups and had to placard one multi-family building as unfit for occupancy this week. These can be very time consuming as we helped 8 families find alternative housing as part of the project because the owner was unable to repair the heating system and is walking away from the building. Fortunately, the management company was very helpful even though the building owner would not complete repairs.
- The Electrical division is down to zero staff temporarily. We will be dealing only with electrical emergencies and mandatory inspections for the coming week.

Police

- The department handled 534 calls for service this week. Officers conducted 121 motor vehicle stops, issuing 18 summonses and 103 warnings. Officers investigated 76 offenses of which, 7 of which were felonies, generating 22 arrests, 28 criminal summonses and 3 juvenile arrests. Officers responded to 27 motor vehicle crashes.
- New Year's Eve was uneventful for staff, only two arrests were made.

Public Services

- Staff continue to assist the Assessing Department with tax map changes, boundary issues, splitting of properties, easement interpretation, right of way properties, paper street's just to name a few.
- 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
- Crews were busy prepping for storms during the Holiday's and still continue to prep trucks in case Mother Nature hits.
- Supervisors are busy notifying all residents who have items in the right of way to please have them moved (basketball hoops, lawn decorations etc.). to ensure the safety of plowing.

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- City crews were out late November and December sanding, salting and plowing during the inclement weather, taking care of Auburn roads making them safe for travelers.
- Crews were directed to pick up a few items left on the side of the road (debris, T.V.'s, mattresses, tires etc.)
- Sign work around the city continues; replacing and or fixing faded and damaged signs in accordance with the new regulations.
- 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 continue to maintain the River Walk area, Cleveland field, Chestnut Field and Tribou Field.
- The Public Services crews continue to train on equipment (trackless, State Police will be training the crew on loading, binding and over the limit traveling of our heavy equipment)
- Crews continue to prepare chains and maintenance on our fleet, performing preventative maintenance, winter gear inspections etc.
- The second and third shift crews continue to remove snow, some areas of interest are Center St. wall, U-Haul Area, Spring St., Mill St, Second St., Broad St, Third St. Lower Turner St., just to name a few.
- The Fleet crew had 16 work orders between repairs and state inspections for Auburn Public Services, four for Police Department, one for repairs, two for Preventative Maintenance with repairs, and one state Inspection.
- Fleet have been given the green light to fix PD 20 (same type body work that we did to the SUV for the Fire Department) it is in the starting stages.
- Police Department vehicle #14 has been diagnosed and repair will be completed shortly.
- Fleet have been asked to inspect all Fire Department support vehicles for valid stickers.
- Fleet crew have 8 more state inspections due this month for Auburn Public Services fleet. One has an ongoing work being done (running diagnostics, break repair etc.).
- The welding crew have been working on truck #4, calcium tank frame, (single axel) and truck 39 (one ton) body work. The welding crew continue to fabrication of the chipper box gate for truck 1, which is just about complete.
- Staff have begun preparation for the upcoming budget; assessing inventory, gathering prices reviewing priorities, etc.