



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending March 18, 2016

Assessing

- Thank you to everyone who helped with the personal property mailing. Printing, stuffing envelopes and running 1000+ letters through the mail machine went smoothly. The returns have a deadline of April 15th. All forms are also available on the website and can be filed electronically. We have received some completed forms back already.
- Following is an **estimate** of real estate and personal property value which will be updated in each weekly report. These numbers will fluctuate week to week due to the processing of personal property returns and ongoing adjustments being made to real estate. All valuations must reflect the value as of April 1 of each tax year, however it takes time after that date to load and proof all the data collected. In addition, the Homestead Exemption will be increasing by \$5000 for 2016/17 tax year. Four Thousand seven hundred and sixty eight taxpayers currently have a \$10,000 Homestead Exemption. This will increase to \$15,000 for the 2016/17 tax year. If the State reimburses the municipalities at 50% (which has not been determined yet) the City will see a net increase in exemption valuation loss of 11,920,000. This is **not reflected in the following estimates**.
- As of Thursday March 17, 2016:

Estimated taxable real estate valuation:	1,863,605,548
Estimated personal property valuation:	151,126,300
Estimated total taxable valuation:	2,014,733,048
2015 total taxable valuation:	1,994,564,443
Estimated increase in valuation to date:	20,168,605

- Some of the properties attributing to the increased valuation in real estate include;
 - Increase in the valuation of the Gulf Island & Deer Rips Dams

Agren Appliance
Mechanics Savings Bank
BBW&R Properties, LLC (formerly Hartt Logistics)
AutoZone

The former Auburn Police station no longer being tax exempt
Woodbury Heights Subdivision-a new 8 lot subdivision

- Personal property valuation reflects a decrease to date of 11,777,100 in valuation attributed mainly to the yearly update to the depreciation tables.

Auburn Public Library

- The Library participated in the City's annual "Dinny Sullivan Day" on Sat., 3/12.
- The Board of Trustees met for their regular monthly meeting on Weds., 3/16. Among the topics discussed were the upcoming online auction and internet fees.
- The next meeting of the City Council Public Safety and Community Services Committee, which the library is a part of, has been moved to Thurs., 3/24, at 4 p.m. in the Community Room at Auburn Hall.
- Upcoming programs include:
 - Due to the unavailability of staff, we have canceled our "Sprouts" storytime for Sat., 3/19, and our "Sweet Peas" storytime for Mon., 3/21. We will resume our normal storytime schedule on Weds., 3/23, with Pre-School Storytime at 10 a.m. We apologize for any inconvenience.
 - KIDS! Music Together Demonstration – Thurs., 3/24, at 10 a.m. Please join us for a free Music Together demonstration with Caroline Coffin. 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. Please register.
 - Teens! SAPARS Drop In Visit – Thurs., 3/24, at 3 p.m. Visit with Molly from Sexual Assault Prevention & Response Services. Molly will be with us once a month, visiting the Teen Space, to create awareness of and discuss teen issues like healthy relationships, sexual assault, bullying, harassment, substance use/abuse, and internet safety. Just for teens ages 12-18, this event takes place in the Teen Space and may include snacks!
 - Out of this World Book Discussion – Thurs., 3/24, at 5 p.m. Please join us for our March meeting when we will look at the nominees for the Nebula Award (to be awarded in May), along with a general discussion of the past year in Science Fiction and Fantasy. You do not need to have read all (or any) of the books to participate--share your own favorites of the past year! All of the Nebula finalists are available in the library collection. The Nebula

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finalists are: •Ancillary Mercy, Ann Leckie; •Barsk: The Elephants' Graveyard, Lawrence M. Schoen; •The Fifth Season, N. K. Jemisin; •The Grace of Kings, Ken Liu; •Raising Caine, Charles E. Gannon; •Updraft, Fran Wilde; •Uprooted, Naomi Novik

- 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:
 - 8 birth certificate
 - 21 death certificates
 - 6 marriage certificates
 - 2 marriage licenses
 - 4 disposition permits
 - 14 business licenses (renewals)
- Received 5 business license applications
- The candidate filing deadline for primary nomination petitions was 5:00 PM on Tuesday, March 15th. The City Clerk's office remained open to allow time for any last minute petitions.
- Received 12 nomination petitions and verified 133 signatures
- Applications for absentee ballots are now available for the June 14th election
- We are starting to line up election workers for the June 14th election
- Worked on the minutes of the 3/7/2016 Council meeting
- Prepared and posted the 3/21/2016 City Council agenda packet
- Staff attended the Maine Town and City Clerks' Associations Executive Board meeting on Wednesday, March 16th
- We worked on approximately 100 voter registration applications and change cards from the Secretary of State's office
- Staff met with Mark Gosselin to discuss an upcoming Special Event on Thursday, and met with Jaclyn Beebe to review the Oak Hill Cemetery map on Friday

Community Development

- The Auburn Community Gardens coordinating team finalized the garden rules, guidelines and application/registration forms. Two meetings are planned to explain the garden availability and help potential gardeners sign up for a garden plot. Meetings will be held at the PAL Center at 5:30 on March 29th and at 6:30 on April 13th. Gardeners in the Union Street neighborhood will be given preference for garden plots until April 12th.

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- Presented the FFY2016 Community Development budget to the Community and Economic Development Committee.
- Submitted a program amendment to the 2015 Annual Action Plan adding social service funding for the PAL Diversion Program and Recreation Scholarships.
- Conducted monitoring of two additional rental projects, Bates Street Senior Housing and Maple Street Housing, both in Lewiston. Monitoring involved housing inspections, and review of income and rent calculations as well as review of leases.

Fire

- Crews performed 12 Company inspections with 0 of these being a license inspection.
- Crews fought a 3rd Alarm fire on North Auburn Road on Sunday, that same evening they assisted Poland Fire with a 2nd Alarm fire in their town.
- Crews put out a porch fire in an apartment building caused by careless disposal of smoking material. They had a set fire in a Dumpster later that night which is being investigated.
- Crews participated in ongoing Hazardous Materials refresher training.
- Staff performed 4 final C/O inspections.
- Crews attended training on Life Safety Inspection for fire companies.
- Work continued on the heating system upgrade for Engine 5 station.
- Staff investigated a complaint of an illegal apartment.
- Crews participated in a training program for members of the Honor Guard.
- The AFD held its annual Firefighter Ball on Saturday at the Hilton Gardens.
- Crews attended a training program on "Awareness to Engineered Wood Frame Construction". The Class is being taught by Bud Henkels from Montgomery County Fire Academy in Pennsylvania.
- For the week of March 10th to March 16th, we responded to 85 calls for service. These include, but are not limited to: 5 fire calls, 59 Emergency Medical calls, 7 Motor Vehicle Accidents - 4 with injury, 1 Extrication call, 2 hazardous condition calls, 7 service calls, and 2 Fire Alarm calls. We received 1 mutual aid response (from 10 towns) during this period and we provided 1 mutual aid response to Poland for extrication for a vehicle accident. We provided 1 Paramedic intercept during this period and provided 2 mutual aid transports (1- Lewiston & 1- Turner).

Human Resources

- Staff provided new employee orientation for Hugh Morrell, who is started on 3/14 as the new Public Services Equipment Operator.

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- The Staff coordinated the second of two retirement planning workshops with the Client Services Representative and the Certified Financial Planner with ICMA Retirement Corporation. This workshop was geared toward the newer investor and those who are thinking about joining the optional retirement plans that supplement the core retirement plans offered by the City. The staff from ICMA held individual meeting with employees to discuss personal investment strategies and retirement goals.
- Staff is wrapping up the IRS mandated reporting for the Affordable Healthcare Act. Forms will be submitted to IRS with copies mailed to employees next week. Chris Mumau, HR Assistant took the lead on this project and did an outstanding job.
- The Safety Coordinator attended the Public Services Safety Team meeting and conducted hearing conservation training and respirator training for Public Services employees.

IT

- Staff created a new editing application so that Planning staff can make their own updates to the GIS database. The previous workflow was for Planning staff to create an email with updates and send it to IT. IT staff would make the updates, and then send an email to Planning staff. Now, Planning can make updates as they occur. This is the first test of a new system for distributed updating our GIS data.
- Working with Economic Development staff, we created an interactive mapping application showcasing potential location sites for a business considering locating in Auburn. This mapping application highlighted each of the possible locations, providing detailed information on acreage, square footage, and other important details, along with imbedded photos and traffic flow information from the DOT. It included data layers from MapAuburn Online, as well as from our new GIS server and was built on top of a prototype database for tracking potential development sites in Auburn. As this database is further discussed, developed and populated with data, we hope to create a workflow that will provide for rapid development of this type of application in the future.
- This week GFTV staff completed the enhancements on the council projector patches. Users can now use the projector with audio and several connections have been added for different types of applications. "Liteshow" and "Apple TV" users can display their presentations with audio over the house P.A. system and will no longer have to point a camera at the screen to view the content. The feed will also show on TV. Generic laptops can also be used with audio.

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- Training on the new video broadcast equipment is now complete with the school department operators. Training will continue with folks from other departments that utilize the equipment.
- Staff also have continued shooting stills and video of local landmarks around the twin cities for use on upcoming projects.
- Work also continued to fix an issue with the on line streaming of live meetings. The streaming has improved but some latency issues with the picture portion still have to be resolved. We will try to put the feed on a different network to increase upload speed. We hope this will resolve the issue.
- The access controls projects continues, with the elevator and several of the upper floor door locks updated. The software has proven quite easy to use, and we can make changes on the fly.
- Staff attended the Cyber Security training at MMA, and came back with some useful ideas for hardening our network.

NSBA

- General
 - Merrymeeting Behavior Health Meeting ~ Tavern
- Ice
 - Men's League
 - Women's League
 - High School/Middle School Practices & Games
 - High School Playoffs
 - Public Skate
 - Shinny
 - Maine Gladiators
 - LA Seniors
 - Central Maine Elite Hockey League
- Marc's Meetings
 - Z105.5
 - ReVision Energy ~ Facility Meeting
 - Tournament Meeting - BA, Hebron and Kents Hill
 - Garden Brother's Circus
- Partnership Meetings
 - Cleaning by Brenda
- Jason Ops Tasks
 - Ice Maintenance
 - Olympia Maintenance
 - Continued Ice Scheduling

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- Tournament Meeting - BA, Hebron and Kents Hill

Planning

- There have been a number of illegal junkyards/dumping and dangerous buildings in the past week, including 1865 Hotel Rd-junkyard, 741 Broad St.- dangerous building/Trash, 180 Station Rd-dangerous building, Penley Corner/Riverside- dump pile in AG zone, 441 Hatch Rd-fire/dangerous building.
- Permits are being requested and issued at an increasing rate this month with the past week being the busiest in a while. The average number of permits issued in March for the past 5 years has been 57 and at slightly less than half way through the month we have already issued 43. Historically we don't see the summer spike in permits until late April or May but warm weather and a mild winter seems to have started it early and we hope it continues through the summer.
- On March 9th staff met with a representative of MDOT to discuss Minot Avenue and downtown road projects. There are some funding options for that we will be pursuing to make sure our projects are on schedule for planning and design despite changes made to the process recently by MDOT.
- Staff is still working with Casco Bay Engineering to develop cost estimates and plans to resolve utility connections to the Downtown Auburn Transportation Center. Staff also met with Rick Whiting, Director of the Housing Authority to discuss connecting the Esplanade to the proposed new sewer system in the Great Falls area and with the AWSD Trustees to determine their expectations if the City chooses to install a pump station as part of the project. It is likely that AWSD will charge the City \$50,000 to accept a new pump station.
- The City Planner led an internal meeting to discuss preliminary design plans the New Auburn Riverway and Greenway. In a follow-up conference call with VHB, consultants for the New Auburn project staff discussed how to proceed with the design work. VHB and Coplon Landscape Architects will come to Auburn on March 18 for an intensive design session with staff.
- The City Planner met with a 12 unit apartment owner in the downtown area to discuss lead abatement and possible redevelopment scenarios.
- The City Planner is leading this month's Plan Review Committee meeting on March 16. The plans to be reviewed include new ball fields at St. Dominic Academy, a summer camp and ball fields for the YMCA property on Stetson Road, and an outdoor event in downtown planned for June.

Police

- The department handled 520 calls for service this week.
- Officers conducted 128 motor vehicle stops and 14 field interviews.

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- Officers investigated 66 offenses of which, 5 of which were felonies, generating 17 arrests, 18 criminal summonses and 2 juvenile arrests.
- Officers responded to 24 motor vehicle crashes.