



TO: Mayor and City Council
FROM: Howard Kroll, City Manager
RE: Weekly Report
DATE: Week Ending April 1, 2016

Assessing

- The Board of Assessment Review new member orientation will be held Wednesday April 20th at 6pm in Auburn Hall. The new members have been given the training manual provided to the attendees at last year's BAR training. Registration forms for this year's training in May have also been provided. The training is given by lawyers from the Portland law firm of Jensen, Baird, Gardner, and Henry and is highly recommended for new members and current members as well as Assessing staff.
- Following is an updated **estimate** of taxable real estate and personal property valuation as of March 31, 2016. The valuation will continue to fluctuate each week as staff processes the personal property returns and makes adjustments to real estate values.
- As of Thursday March 31, 2016;

Estimated taxable real estate valuation:	1,837,896,648
Estimated personal property valuation:	151,063,600
Estimated total taxable valuation:	1,988,960,248

- The total taxable valuation represents a 2,757,300 increase in value over last week's reported totals. The major contributor to the increase in value is the individual assessments of the eight lot Auburn Business Enterprise subdivision.
- All permits issued up to April 1 have been loaded in the CAMA system.
- Staff is extremely busy finishing up their real estate inspections which must be completed on or before the April 1 deadline. In addition, a final canvas of businesses is being done to ensure we have an accurate list of both the open and closed businesses as of April 1, 2016.

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- The updates on the valuations of the real estate parcels in the Auburn Airpark that are included in the tax share agreement with the City of Lewiston have been completed and given to the Finance Director.

Auburn Public Library

- The Library has completed and submitted the annual report required of all public libraries in Maine by the Maine State Library. Data from these reports is used, in part, at the Federal level to determine the level of funding the State Library receives. The report is due by April 1 of each year.
- Once again.....please encourage your constituents, family, and friends to contribute to the Maine Public Library Fund by using Form CP on their Maine tax returns. This fund supports all public libraries in Maine, including APL. Thank you!
- The Library offers a number of passes to local museums/attractions for customers to buy tickets at a discounted rate. Our most popular one is for the Maine Wildlife Park in Gray, which opens for the season on April 15th. The pass allows a carload of people (up to 7) to be admitted to the park for \$3/person. Normal rates are between \$5.50 and \$7.50 per person. One pass from the Library is permitted each day. Reservations for our passes may be made online.
- Baxter, the Maine State Library mascot (a costumed character) just completed a successful stay at APL. He made an appearance at the Farmers Market and did a weekly series of programs where children were encouraged to read to him. We have made reservations for the Balloon Festival and the December holiday parades. If you know of an event where Baxter would be a good fit to help promote the Library, please contact the library director to see if the mascot and a handler would be available.
- The Library will be closed on Thurs., 4/14, in order to set up the NASA exhibit.
- Upcoming programs include:
 - Protecting Your Infant – Mon., 4/4, at 4 p.m. Ashley Bryant of Advocates for Children will be on hand to provide information on how to care for children and reduce their exposure to potential harm. Advocates for Children is a non-profit organization in Lewiston that provides free resources, such as parenting classes, playgroups, and community outreach programs to parents and families in the community. This presentation will cover topics such as basic infant care, crib safety, Fetal Alcohol Syndrome, Shaken Baby Syndrome, and Drug Affect Disorder. All are welcome to attend and learn how we can reduce harm to babies! Register on line or call the Auburn Public Library at 333-6640 Ext. 4.
 - Primetime Adventures: Visit Sunny Portugal – Tues., 4/5, at 2 p.m. Rachel Morin, Senior College instructor, takes you on a virtual tour of sunny

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Portugal. Portugal, a land with a proud seagoing history, is warm and filled with friendly people. See the little fishing villages, fish markets, medieval walled cities, wineries, traditional folk dances, and the famous churches including Our Lady of Fatima Basilica in Chapel of the Bones. This program is possible through a cooperative partnership between the Lewiston-Auburn Senior College and the Auburn Public Library.

- Author Matthew Cost on Joshua Chamberlain – Thurs., 4/7, at 2 p.m. The Auburn Public Library welcomes author Matthew Cost for a reading and discussion of his historical novel "Joshua Chamberlain and the Civil War: At Every Hazard." The novel traces Chamberlain's evolution from "an arrogant, overbearing professor to unwitting and unlikely hero and leader of men." From a college professor with no formal military training who, together with a small company of men, turned the tide of the battle and the war with a bayonet charge at Gettysburg, Chamberlain was a genuine war hero.
- Magical Morocco: a program for teens and adults – Mon., 4/11, at 4 p.m. This past fall, Cynthia Reedy spent four months in Morocco as a recipient of a Fulbright Distinguished Award in Teaching. During her time in this exotic country, Cynthia visited several schools, taught dozens of children to sing B-I-N-G-O, climbed the highest mountain in North Africa, rode a camel, and visited many beautiful and magical places. Leave chilly Maine behind and come to warm and wonderful Morocco for this educational, informative and interactive presentation! This program is for teens and adults.
- Futures Lab - Mon., 4/11, from 6 to 8 p.m. Students -- teens and adults alike -- who are working on their post-secondary aspirations are welcome in our Computer Lab on specified Monday evenings. Whether a student is just starting his/her college search, completing online applications or working on financial aid paperwork, there will be a college navigator and/or a representative from College for Maine Androscoggin on hand to answer any questions which might arise. In April, our focus will be on creating an FSA ID, which is a new requirement for the FAFSA.
- Primetime Adventures: On the Road in America - Tues., 4/12, at 2 p.m. Presented by Senior College instructor and avid traveler, Alan Elze, this guided trip across some of the most iconic American landmarks will fascinate all. The trip begins at Mount Lassen National Park and then travelers are guided to Mount St. Helen's National Monument. Moving east on US 30 along the Columbia River the group will visit Yellowstone National Park, Devil's Tower National Monument, and the Corn Palace in

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Mitchell, South Dakota among the many stops along the way. This program is made possible through a joint cooperative program between the Lewiston-Auburn Senior College and the Auburn Public Library.

- KIDS! Pre-School Story Time – Weds., 4/13, at 10 a.m. All gather in the Children's Room and the children ages 3-5 (and experienced listeners who are almost three) move to the program room for stories, songs and a craft. This program is for families; agencies and childcare groups may contact the library to schedule visits at another time.
- 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 certificate
 - 40 death certificates
 - 6 marriage certificates
 - 3 marriage licenses
 - 8 disposition permits
 - 6 business licenses (4 renewals and 2 new)
- Received 12 business license applications (8 renewals and 4 new)
- We continue to try to recruit and line up election workers for the June 14th election
- Staff ran a large mailing for the Planning and Development office (approximately 500 pieces)
- Staff worked on minutes of the March 21, 2016 City Council meeting
- Prepared and posted the 4/4/2016 Council Agenda packet
- Staff is working on preparing paperwork for the June 14, 2016 election
- Worked on voter registration updates in the Central Voter Registration system and filing
- A technician from ES&S was here to perform routine maintenance on our tabulating machines and ballot boxes
- The thumb drives used for the tabulating machines have been sent to the State for programming for the June election

Fire

- Crews performed 4 Company inspections with 2 of these being license inspections.

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- Staff submitted the SAFER Grant.
- Staff performed 3 final C/O inspections.
- Staff inspected the Norway Bank Arena for an upcoming Circus.
- Crews attended training on Life Safety Inspection for fire companies.
- Work is nearing completion on the heating system upgrade for Engine 5 station.
- Crews participated in a program for the day care at Temple Shalom.
- Crews participated in a training program from MMA on financial fitness.
- Staff performed a walk through inspection of the modifications to the Tambrands building.
- Crews attended training on Ambulance Operations and Vehicle Extrication.
- Crews continued training of our probationary firefighters as they approach their 1 year tests.
- Staff attended a meeting at the Maine Fire Service Institute where the department was awarded a grant for repairs to the department's live fire training building.
- Staff performed several site visits for review of new businesses opening in the city.
- Crews performed fire drills for Central Maine Community College this past week.
- For the week of March 24th to March 30th, we responded to 77 calls for service. These include, but are not limited to: 1 grass fire call, 63 Emergency Medical calls, 2 Motor Vehicle Accidents - 0 with injury, 4 hazardous condition calls, 3 service calls, and 3 Fire Alarm calls. We received 0 mutual aid responses during this period and we provided 0 mutual aid responses. We provided 1 Paramedic intercept during this period.

Health and Social Services

- Monthly General Assistance billing was done for February. We paid out \$4,110 in assistance to 17 non-duplicated households for an average of \$242 per household.
- We had 3 people do workfare for February for a total of 36 hours, \$288 value.
- Monthly General Assistance billing was done for March. We paid out \$5,911 in assistance to 21 non-duplicated households for an average of \$281 per household.
- At the end of the 3rd quarter, we are over budget on medical and burial but under budget on all other line items for a total of 58.9% of our overall budget.
- An agreement with the City Clerk's office has been reached to have Tammy work in that office starting in June on Thursday and Friday instead of Wednesday and Friday to accommodate other scheduling needs.

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- Staff and I attended the Lewiston Auburn Bridges Out of Poverty Workshop March 30th. Discussion was around the poverty in Lewiston & Auburn and what can we do about it.

Human Resources

- Staff attended the Auburn Hall Safety Team meeting. The team reviewed injury data for the past three years and some new safety training opportunities available through the City's Excess Insurance provider for Workers' Compensation.
- Staff updated policies for Public Services Department Accreditation.
- Staff attended a case review meeting at WorkMed Occupational Health Services to review a number of open Workers' Compensation claims.
- Staff met with a representative of Bates College Community Engaged Learning to discuss potential opportunities for Work Study Students.

IT

- Working together with Public Works staff, we completed an upgrade of the Lucity application to a new software version. This version will allow Public Services to take advantage of a new, more flexible desktop builder, and it brings us closer to full integration with our GIS services.
- This week, IT staff completed the integration of new base mapping data and a new Parcel / Assessing data structure into our existing MapAuburn online maps and applications. The new Parcel / Assessing structure will make updates a more streamlined and seamless process.
- Staff completed the design and initial build of a GIS collection application for the city's 'street furniture' assets. Street furniture is an umbrella term used to group assets such as park benches, playground equipment, trash cans, flag poles, etc., into a single data collection application. Public Service staff is currently testing the application in the field.
- This week GFTV staff spent a couple of days at Lewiston City Hall working on issues with the video and audio. Some old equipment was swapped out and problems were traced to a filter being used on the video feed. Some cabling issues were also addressed.
- A representative from Access AV was in to address a defective camera issue in the Council Chambers. No scheduled meetings were impacted.
- The lock upgrade project is essentially complete, and the old prox cards are no longer used. There are a couple of trim pieces to be finished up. Most staff seems to be able to access the areas appropriate to their roles, but we can make

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almost-instant changes if needed. Next step will consist of training for staff that will be responsible for scheduling of rooms and doors.

- This week we learned of a possible login account compromise, and begin the process of enforcing robust passwords with timed expirations. The change-over will take place later in April, after a "Cyber Ninja" training workshop presented by the Wellness Team.

NSBA

- General
 - Merrymeeting Behavior Health Meeting ~ Tavern
- Ice
 - Men's League
 - Women's League
 - Middle School Leagues
 - Public Skate
 - Shinny
 - Maine Gladiators
 - LA Seniors
 - Central Maine Elite Hockey League
- Marc's Meetings
 - Facility Walk-thru - David O'Connell
 - Maine Sportsman Show w/Craig
- Partnership Meetings
 - Marriott Residence Inn
 - D&N Sales
 - Roopers
 - Cintas
- Jason Ops Tasks
 - Ice Maintenance
 - Olympia Maintenance
 - Ice Scheduling
 - Ice removal on Rink 1

Planning

- The City Planner attended a citywide Neighborhood Watch meeting at Sherwood Heights Elementary School on Thursday, March 24. This may be a good foundation for more developed neighborhood groups related to planning in the future.

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- Eric Cousens and the City Planner met with property owners in the New Auburn area to discuss the Riverway and Greenway redevelopment plans and their plans for their properties.
- Eric Cousens and Doug Greene continue to work with the consultants for the New Auburn Riverway and Greenway to refine the draft plan and prepare for the next public meeting. We anticipate the next meeting to be scheduled for early May.
- Residents have started to put bulky items out early for spring clean up. Since there will be no "Spring Clean Up" this year, this will continue to increase the workload for complaints. Staff will follow up as they come in and address issues that we find in the field. Word is getting out there in regards to Spring Clean up!! Thank you to Dan Goyette for sending the Media Distribution announcement as that will also help stop people putting out the items on the curbside!!
- Between March 1st and March 30th we have issued 86 permits. (17 permits were issued since last reported.) In addition to that, 15 permits for Engineering have been applied for through our office since the start of the month. Keep in mind that we still have one more day (today) where more permits may be issued before the month's totals are known for certain. 57 permits in April is the 5 year average so we are really off to a good start for this construction season.
- Staff is working on a number of small to very large development proposals and the summer is looking strong for development and new value.

Police

- The department handled 503 calls for service this week.
- Officers conducted 140 motor vehicle stops and 16 field interviews.
- Officers investigated 61 offenses of which, 5 of which were felonies, generating 17 arrests, 16 criminal summonses and 4 juvenile arrests.
- Officers responded to 26 motor vehicle crashes.

Public Services

- Auburn Public Works Garage accepts free of charge to Auburn Residents the disposal of fluorescent bulbs. A representative from Maine DEP came to the garage for an in-house training for several crew on fluorescent bulb disposal and other e-waste.
- The sign shop crew worked on upgrading signage, and or repairing post; on Stevens Mill Rd., Turner St., Western Ave., Western Ave., Harris St., Prospect St., Elm St.
- Crews were once again out on Washington St. doing litter patrol

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- Crews were preparing the sweepers
- The Catch Basin Crew were out cleaning basins on 3's run, about 53
- Crew continue to assist with Hasty and Ingersoll Maintenance
- Crews have begun sidewalk sweeping on Minot Ave.
- Crews were out cold patching all main drags
- Crews were out and about Tuesday cleaning and clearing up limbs from trees as well as fallen trees over the road's due to the extreme high winds, some of the storm clean up was on West Auburn Rd, Lake St, Court St, Maple Hill Rd, Trapp Rd, Old Danville Rd, Sopers Mill, Beaver Rd and Crest Ave.
- Crews were out preparing the Pettengill Softball field installing wall pads and Tribou Field
- Supervisor met with the IT staff to review the new scope of work on the Tree Inventory Grant
- This week the Fleet crew had 36 work orders to date, 32 were APS, 3 for PD and 1 FD.
- The Fleet crew complete 27 so far 5 more are in the shop having work done on them.
- The Fleet crew doing an evaluation for FD 317 , it needs a State Inspection.
- The Welding crew have been working on new bucket for # 55, and making repairs on fuel tank for # 11 and still working on other projects, including the damn entrance.
- 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)- project to be advertised for bid early April
- 2016 MPI Project (South Main Street)- project bid opening 4-7-16
- Summer Street Extension- project bid opening 4-7-16
- Stormwater Compliance- on-going
- Hillcrest Ave Retaining Wall- project to be awarded with a start date of early May
- Tree Inventory- proposals are being reviewed for contracted services
- 2017 Hampshire Street Reconstruction- Gorrill Palmer has been selected for Consultant Services
- Hotel Road Culvert Replacement- a grant application has been submitted for the replacement of the culverts at the Taylor Brook crossing
- Permitting/ Digsafes season has begun and staff is working on GIS apps.