



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

Assessing

- As part of the process, when an abatement request is received, pursuant to Title 36 §706, Interrogatory letters are sent to obtain additional information used helpful in determining the current valuation. The interrogatories for the Lowe's abatement request have been mailed. Lowe's and/or their representatives now have until February 29, 2016 to respond.
- Staff completed putting together the mailing for the Personal Property Forum. The invitations have been mailed to all business owners in our data base. In addition email invites were sent to local CPA firms. The information will also be available on the Assessing web page.
- The November deeds and declarations of value were received last week and are now loaded in the CAMA system.
- The Assessing Department now lists all sales of all properties on the website. Staff will update each month when new deeds and Declarations of Value are received.
- Staff has been busy in the field doing residential and commercial permit inspections.

Auburn Public Library

- The Library participated in Winter Festival. We had our annual Winter storytime, crafts and movie. Mother Nature failed to give us enough snow for our snowman making event. "Baxter the Library Cat," the State's library mascot, paid a visit to library programs and Lost Valley. He was a big hit
- Please join us for a special program on Fri., Feb. 12th, at 3 p.m. We will be showing the Oscar-winning film "Lincoln" (starring Daniel Day-Lewis and Sally Field) in honor of President Lincoln's birthday. Refreshments will be served. Admission is at least one Lincoln penny. Those who contribute a Lincoln bill (\$5) will receive a special gift. Our thanks to former City Councilor Tizz Crowley and

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current City Councilor Leroy Walker for organizing this event. It is co-sponsored by the City and the Library.

- We have received notice that our Internet connection which is provided through the Maine School and Library Network will be subject to a participation fee beginning in FY17. This is the first charge for the service since it was established in 1996. The need for the fee is the result of fewer landline telephones which are subject to a fee (MTEAF – Maine Telecommunications Education Access Fund) collected by the Maine Public Utilities Commission and set aside to support MSLN. The fee is based on each participant's budget. APL's share is \$1750.
- The Library will be closed on Mon., 2/15, for Presidents Day.
- There will be special programming for children during February vacation. Make sure to check our website for details.
- Upcoming programs include:
 - 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.
 - Mainers Helping Those in Africa – Thurs., 2/11, at 6:30 p.m. Founded by a small group of women in Maine and Kaoma in Zambia's Western Province, the Women's Initiatives that Strengthen and Empower (WISE) works with local African residents and organizations to promote self-sufficiency for displaced and vulnerable individuals. The non-profit organization provides access to formal education and training in agricultural and vocational programs. Advisory Board Chair Joanne Bollinger will be at the Auburn Public Library to talk about the critical efforts of the WISE organization and the general state of displacement within Africa.
 - KIDS! Chinese New Year Celebration – Sat., 2/13, at 10 a.m. Join us for a special celebration of the Chinese New Year with Lily Huang from Wei-Li restaurant. Come learn how to celebrate the Year of the Red Monkey. Location: Androscoggin Community Room.
 - KIDS! Comets, Meteorites and Asteroids – Tues., 2/16, at 2 p.m. Have you ever looked up at the night sky and seen a shooting star or comet or watched a movie like "Armageddon"? During this presentation, we'll find out about these objects and how we use them to learn about other planets, comets, and asteroids. We'll talk about how to start a collection of

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meteorites and get you started with a free specimen (while supplies last). Presented by Jon Wallace. Snow date; Friday 2/19 at 2 p.m.

- Teens! DIY Takeover: Knitting – Weds., 2/17, at 4 p.m. We're taking over the Teen Space! Join us on the 3rd Wednesday of each month for a new project -- from duct tape art to photography, create your own video games or make your own magnetic poetry. This month, we're going to learn how to knit! All materials will be provided. Or, if you already know how to knit, come share your knowledge with your peers; bring what you're working on to share. If you have ideas for future DIY activities, please let us know! This program is just for teens, ages 12-18. Location: Teen Space.
- 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
 - 64 death certificates
 - 3 marriage certificates
 - 2 marriage license
 - 15 disposition permits
 - 10 taxi driver permits
 - 9 taxi cab permits
- Received 5 business license application
- Staff met with Sarah Hulbert from the Fire Department on Monday to review Council Committee process
- Staff attended Campaign Finance/Ethics training at Portland City Hall on Tuesday, February 2nd. The training was offered to all Municipal Clerks with populations over 15,000.
- Staff met with the Green Independent Party Chair to discuss their upcoming caucus
- Staff met with Joseph Stefko, President and CEO of CGR, a consulting firm hired by the Joint Charter Commission, on Wednesday
- Completed the State Vital Share for December 2015
- Prepared and posted the agenda packet for the 2/8/2016 City Council Workshop
- Staff ran a large mailing for the Assessing Department
- Staff notified Taxi Cab companies (second notification) of Taxi Cab and Taxi Driver expiration date (December 31, 2015)

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- We are still working diligently to catch up on work we fell behind on due to the number of petitions that have been coming in over the last few months

Community Development

- The Webster Street Garden coordinating team has been busy this past month getting ready to open the garden. The National Park Service, a partner on the coordinating team for Auburn's Webster Street Garden, is advertising the garden coordinator position. This is an internship sponsored by National Park Service. Applications are due February 19. For application see <http://tinyurl.com/auburngardencoordinator> The coordinating team is working on two grant applications, one for Grow 1000 Grassroots, a grant sponsored by Scott Fertilizer, and another by Fiscars. A subcommittee of the team is working on establishing garden rules, an application form to reserve a garden plot, and a brochure to advertise garden space availability.
- Great news. Two of the units at the Academy Street Townhouse are under contract. The closing is expected in March.
- Program Income for the month of January is \$65,717.
- Met with Coastal Enterprises to discuss the marketing of the HOME Buyer Program at the Free Tax Preparation sites throughout the tax season.

Finance

- Went to Pierce Atwood in Portland to complete due diligence meeting on 2006 Refunding Bond Order. Met with Bond Counsel, Financial Advisor, Underwriters and Underwriters Counsel.
- Met with City Manager to go over FY16 proposed CIP
- Participated in Bond Rating conference call with Moody's Investors Service and the City's Financial Advisor
- Worked on compiling the individual departmental proposed budgets into one document.
- Met with the new Recreation Director to go over budget preparation.
- Met with the new Economic Development Director to go over semi-annual financial reports for the EDA Grant for the Industrial Park.
- Reviewed and revised security protocol at Auburn Hall.
- Bid opening for Barker Mill Arms trail project.
- Finalized the scope of work for the Central Fire lighting and mechanical system efficiency upgrades.
- Awarded contract for Engine 5 - HVAC and efficiency upgrades.
- Current bids in process:
 - Centerline Striping

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Crosswalks and Arrows

Excavator

- The Tax Office has processed the following transactions for January:
- Motor Vehicle Registrations (Counter) – 1,164
- Motor Vehicle Registrations (Online) - 210
- Registered 5 ATV's, 8 Boats and 147 Snowmobiles, Issued 69 hunting/fishing licenses and 823 dog licenses.
- Sent out 940 postcards to dog owners that have not registered their dogs.
- Helped the City Clerk certify petitions.

Fire

- Crews performed 7 Company inspections with 2 of these license inspections.
- Crews participated in annual BLS/OSHA refresher training. Fit-Testing was also performed.
- Crews participated in training on familiarization with the L/A airport and its specialized systems and operations.
- All ground and aerial ladders had their annual testing completed.
- Staff & Crew attended a pre-construction meeting for the heating upgrade for the Engine 5 station.
- Staff did inspections for two new businesses and also worked on enforcement actions on two others.
- Crews participated in Cold Water and Ice Rescue training.
- Crews responded to a fire on an attached porch and a large chemical spill.
- Crews responded to a fire on a propane delivery truck where a worker was injured by the propane fire. Staff assisted the State Fire Marshal with the investigation.
- For the week of January 28th to February 3rd, we responded to 73 calls for service. These include, but are not limited to: 2 fire calls, 1 large Hazardous Materials spill, 60 Emergency Medical calls, 4 Motor Vehicle Accidents - 1 with injuries, 1 hazardous condition call, 1 Elevator rescue, 1 service call, and 2 Fire Alarm calls. We received no mutual aid responses during this period and we provided 1 mutual aid response to the Town of Turner for a fire. We provided no Paramedic intercepts during this period.

Human Resources

- Staff met with Lewiston/Auburn 9-1-1 employees to provide information on the PPO 500 Plan and the Health Reimbursement Account. L/A 9-1-1 employees are eligible for these benefits following the signing of the successor collective bargaining agreement.

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- Implementing best practices for setting up work stations will hopefully reduce the number of work-related repetitive motion injuries. For this reason, the HR Department coordinated ergonomic assessments and training for several new employees. Mike Sassano, Safety Coordinator with Cross Insurance (the City's third party administrator for Worker's Compensation) and Ray Lussier, Safety Consultant, conducted the work station assessments.
- Staff has been working with the administrative support personnel in all of the facilities to ensure that the mandatory OSHA Recordkeeping and annual reports are posted correctly and timely.

Public Services

- The fleet crew had 20 work orders and one for Police Department for B- Preventative Maintenance, completed one for the Fire Department to install a extended- bed in cab is completed
- Fleet also worked on Auburn Public Services work orders (17) all are complete except one which we are waiting for a part to come in
- The welding shop has been working on wing repairers and plows, as well as working on small jobs and making new plates in dump number 6 truck and finish up chipper boxes and gate
- Crews continue to focus on the mandatory Bureau of Labor Standard requirements
- 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
- 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

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- Sign work around the city continues; replacing and or fixing faded and damaged signs in accordance with the new regulations.
- Crews were directed to pick up a few items left on the side of the road (debris, T.V.'s, mattresses, tires etc.)
- Crews continue to remove holiday decorations
- Crews are busy removing snow Festival Plaza, Auburn Hall Parking lot, Pal Center from the Winter Fest Activities held last weekend
- Crews were out cold patching around the city, main focus was on Center Streets turning lane
- Crews were busy washing and inspecting all trucks
- The brush crew was out on Washington Street