



TO: Mayor and City Council
FROM: Clinton Deschene, City Manager
RE: Weekly Report
DATE: Weeks Ending June 13 and June 20, 2014

Auburn Public Library

- We're off and running....with our Summer Reading Programs for all ages. Monday was the big kickoff day with Mad Science for the kids, Mainely Science for teens, and our own Soda Jerks for our adult participants. It was a very busy and fun way to start. And, it was only the beginning. Please come in and register to be eligible for prizes for reading and to see what other adventures we're offering.
- Children's Services will begin sending volunteer readers to the Rec Department's summer camp on Mon., 6/23. We are expecting another successful year.
- Other summer reading events coming up include "Remembering Summers: Old Fashioned Games" for adults on Mon., 6/23, at 10 a.m. and 7 Messy Art workshops for kids Wednesday through Saturday. The Messy Art workshops are for ages 3 through 7. Pre-registration is required.
- On July 1st at 10 am, our friends, The Wallace Family, will present our annual "Happy Birthday America" pre-school story time with cake and a parade. Please call the library at 333-6640 to register for this very special preschoolers' event.
- The Library will be closed on Fri., July 4th, for the holiday. We will be open from 9 a.m. to 1 p.m.
- The Library was a venue for the Emerge Film Festival on Sat., 6/14. We are happy that it was successful and have offered to collaborate with them again next year.
- Congratulations and kudos to Teen Librarian Donna Wallace for completing the basic level portion of the Maine State Library's Voluntary Public Librarian Certification Program. There were 20 required courses and 8 electives that needed to be successfully completed. This program is offered free of charge to all Maine public library staff.
- The Board of Directors held its monthly meeting on Weds., 6/18. Martha Dudman of Gary Friedman & Associates gave her wrap up presentation regarding renewed fund development efforts.
- Mamie Ney participated in Startup Weekend Portland which was held this past weekend, as a part of Maine Startup and Create Week. It is anticipated that we will be doing a Startup Weekend Auburn here in mid-November or early December. To learn more about the global Startup Weekend movement link to <http://startupweekend.org/>.

ICT

- Election Support: Completed election database and provided election night support for the compilation of election results. After initial attempts, last week, to reconfigure the Access-based election results database we determined that the modification process would be too extensive for us to undertake with limited time and limited database expertise. The database is one that was shared from Portland, and would not accommodate our two county districts, new this year. Portland's IT staff was unable to provide database support. Working with the City Clerk's office, we created an Excel-based series of spreadsheets that would record and tabulate results from each of the wards. Because this was a newly created solution, we also provided IT support for the process on election night. In the next few weeks we will work with the City Clerk's office to fully understand their tabulation needs and to explore realistic solutions that can be implemented in time for the next election, in November.
- Public Services Data Collection: We have been working with Public Services over the past few months to design and develop a number of mobile GIS data collection applications. This week we met with Public Services supervisory staff to demonstrate and elicit feedback on the applications.
 - Catch Basin Inspections - Used to track inspections and record condition and levels of sediment for each catch basin. This information will be used to determine future cleaning cycles and to prioritize future needs.
 - Culvert Inventory - Used to record the location, characteristics and condition of driveway and cross-culverts.
 - Work Order Request - This will allow supervisors to use mobile devices to submit a work order request to the office. The workflow for this application is still under development.

We will begin training on these applications as soon as we work out the final work-flow details and receive the updated licensing from ESRI.

- Business to Business Trade Show: Worked with Jill Cunningham to develop a GIS-based Story-Telling map of Auburn's Downtown historic places. This map will be on display, using a tablet PC, at the city's booth. We also worked with Jill to create a poster-map of the city's downtown dining options.
- In the first three days of operation, the Barracuda Web Filter blocked access to 85 spyware/malware infected sites. Any of those could have led to a compromised machine and significant loss of productivity.
- The Storage Area Network (SAN) mirror has been installed, and is acting as an exact clone of our storage array. All of our virtual servers still use the same array, but now we have immediate fail-over to the mirror SAN in the event of a failure. This is in alignment with our Continuity of Operations Plan (COOP), in the case of a disaster. We also back up our data off-site, but restoring a failed server would be time-consuming. Now we will be able to continue to operate while the failed components are replaced.
- We set up two new user accounts for the new NSB Arena staff, and are working to replace an Arena lobby PC that was damaged by an electrical outage. This PC was somewhat unique, in that it drove the Lobby wall-mounted displays. We will try to recover the files from the old PC to transfer them into the new.
- Great Falls TV brought an audio engineer in to troubleshoot the Council Chambers audio problems. We were not able to duplicate the issue during the testing, but the engineer gave us some ideas of what to look for the next time it acts up.

Weekly Report

Weeks Ending June 13 and June 20, 2014

- We worked with Assessing staff to transfer needed files from the out-going Assessor to the remaining staff.
- Began the process of building a GIS address point file. This file will be used by Energov and, when completed, will be shared with the Maine Geolibrary Board to incorporate into the State's Next Generation E911 point data file. Approximately 90% of the data will be derived from existing GIS layers. We will seek assistance from other departments to field-verify the condos and multi-address parcels that make up the balance of the City's addresses. We anticipate being able to use the new Online GIS technology to assist with field verification.
- Corrected a number of long-term data problems with our Parcel Dimensions GIS file. The Parcel Dimensions file is displayed on tax maps to show the length of each parcel line. The file was built more than 10 years ago and contained several hundred parcel dimension records that did not meet the standards required to move the data to the new ArcGIS Online platform. The only way to correct the data problem was to re-digitize the problematic features manually. With up-to-date data standards we will be able to include parcel dimensions on any of our Online GIS maps.
- A power outage at the Library clobbered our back-up server. Our older, archived back-up sets were lost but the current back-ups are intact and the system is back to working properly.
- The audio engineer brought in by Great Falls TV to trouble-shoot the noise issue during meetings has isolated the problem and repairs are being made.
- The Kaspersky Endpoint Security, which we'd prototyped on just ICT computers, seems to be working well. We've begun rolling it out to the rest of the organization.
- In its first two weeks of operation, the Web Filter has blocked nearly a half-million sites, and 375 active spyware sites. No new viruses or spyware have made it through.
- The Public Safety telephone controller was relocated to the LA 911 Communication Center location on Minot Avenue. This will allow a single call-recording solution to cover all the phone traffic for PD, Fire and the CommCenter administrative phones. Emergency 911 calls are already recorded. The relocation took a little longer than planned because a hardware component in the controller failed when it was powered back up in its new location. The drive was replaced and all seems well. The damaged menus in the Police Department lists have been rerecorded and are working correctly.
- Engine 2's station became the latest (and last) City site to be added to the IP telephone network. The three new extensions are 1730, 1731 and 1732. The Direct Dial number for the Engine 2 station is 333-6632.
- IT staff and Derek Boulanger, Facilities Manager, have been trained to use the new Sielox elevator and door controls. At present, the Sielox system only controls the card-access readers at the Fire Stations and the elevator at Auburn Hall. Over time, it will replace all the other access controls at Auburn Hall, and the clumsier Compass and Schlage systems will be retired. The compelling features of the Sielox system are its access reporting and its central point of administration. When fully implemented, we will no longer need to tour the building to physically program doors with a PDA, all programming will be via a web interface.

Police

- The department handled 644 calls for service this week. Officers conducted 197 motor vehicle stops and 52 field interviews. Officers investigated 64 offenses of which, 7 of which

Weekly Report

Weeks Ending June 13 and June 20, 2014

were felonies, generating 14 arrests, 24 criminal summonses and 3 juvenile arrests. Officers responded to 33 motor vehicle crashes.

- The Project Lifesaver Informational Meeting was held on Monday, 06-09-14 at the Auburn Public Library.
- The second Coffee with a Cop event was held at Roy's Hamburger on Wednesday, 06-11-14.

Public Services

- Sweeping (streets/sidewalks)
- Parks Maintenance - Ball Field Prep (at several locations)
- Hot Patching around the city
- Sign work
- Maintenance – Repair of city equipment
- Recycling operations ongoing
- Storm water management compliance on-going
- Pavement management on-going
- 2014 Construction/Paving Projects on-going
 - Mill Street- driveway aprons, cleanup behind curb, mailbox adjustment
 - Whitney Street- Sidewalks from Lake Auburn Ave to French's Lane
- Cleaning catch basins
- Culvert – ditch work
- Dig Safe markings on-going
- Graffiti removal
- Traffic control Auburn Hall
- Set up – take down Voting booths
- Tambrands volunteer day
- Permits; excavation (private/right-of-way), fill, drive opening, pole permits etc.
- Facility inspection
- Safety Topic – Heat Related Illness'
- Sweeping (streets/sidewalks)
- Parks Maintenance - Ball Field Prep (at several locations)
- Hot Patching around the city
- Sign work
- Maintenance – Repair of city equipment
- Recycling operations ongoing
- Mill Street – surface pavement, loam, driveway aprons
- Whitney Street – granite curb, sidewalks, phase 2 (Lake Auburn Ave to Reed Street)
- Pavement Manager-models being created
- Storm water Management-ongoing
- Turner Street Sidewalk Project – out to bid
- Cleaning catch basins
- Culvert – ditch work
- Traffic control
- Inspected and did maintenance to the trailer for The Auburn Community Concert Band
- Paint Park Benches
- Dig Safe markings on-going
- Graffiti removal

Weekly Report

Weeks Ending June 13 and June 20, 2014

- Permits; excavation (private/right-of-way), fill, drive opening, pole permits etc.
- Safety Topic – New work site checklist

Recreation

- Registrations continued for Summer Day Camp, Golf Lessons, Track & Field, and Summer Soccer Camp.
- Spring Running concluded on Thursday.
- Spring Soccer will conclude on Sunday.
- Youth Lacrosse practices and games continued and will conclude on Sunday.
- Youth Tee Ball practices and games continued and will end their season on Saturday.
- Adult softball games continued.
- Planning for Summer programming continued.
- Staff reviewed applications and conducted interviews for summer day camp positions.
- Staff finalized training schedule for summer camp.
- Staff worked on website updates, news items and e-alerts.
- Registrations continued for Summer Day Camp, Golf Lessons, Track & Field, and Summer Soccer Camp.
- Registrations opened for Youth Football and Falcons Football Camp.
- Track & Field practices began this week.
- Spring Soccer concluded on Sunday.
- Youth Lacrosse practices and games concluded on Sunday.
- Youth Tee Ball practices and games concluded on Saturday.
- Adult softball games continued.
- Summer camp staff training took place this week. Camp will begin next Monday.
- Staff attended a Council workshop on Monday evening.
- Staff attended an Advisory Board meeting on Wednesday evening.
- Staff attended a football league meeting on Thursday evening in Brunswick.