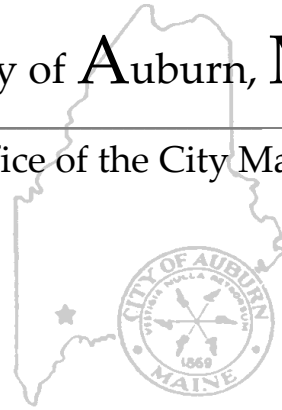


City of Auburn, Maine

Office of the City Manager



TO: Mayor and City Council
FROM: Clinton Deschene, City Manager
RE: Weekly Report
DATE: Week Ending August 1, 2014

Auburn Public Library

- The Library is again providing support for planning the State's largest children's literature conference, Reading Roundup. Children's Librarian Debbie Cleveland is serving on the planning committee as secretary. This year's day-long conference will be held at the Augusta Civic Center on April 9th. The theme is: "Reading between the Blurred Lines-Children's Literature Today." About 350 public and school librarians will explore evolving trends and types of children's literature and how they cross over between genres, ages, and formats.
- The Library will hold a paperback book sale on our lawn on Sat., Aug. 15th, from 9 a.m. until noon. There will be lots of great books at bargain prices.
- We held two very successful children's summer reading programs this week. The Chewonki Foundation visited on Mon., the 28th for a special insect program, and musician Rob Duquette performed the following day. Approximately 150 children and adults participated in these two programs.
- The Auburn summer school students who participated in our summer reading program received their gift books this week. Those who successfully completed the program were eligible to select a book from a collection purchased with a donation from the Community Credit Union.
- Our two new American Girl dolls, Felicity and Kirsten, are sporting their new carrying cases and are ready to be checked out. We now have four dolls available thanks to two donors. These are very popular with our younger customers.
- This coming week is chockfull of programs for all ages: movies, a magic show, crafts for tweens, computer assistance, and more. On Friday the teens will celebrate the finale of their summer reading program. Please check out our calendar which can be found at our circulation/reference desks or online. Remember you can now make program reservations online.

ICT

- Fielded requests for Assessing data extracts of selected areas in the city. Requests came from the City Manager's office and from Unitil.

Weekly Report

Week Ending August 1, 2014

- Worked with Assessing to troubleshoot a problem in the reporting system out of the Patriot Assessing system. We worked with them to help gain an understanding of how the reporting system works, and to provide assistance on a situation where two reports, which should have totaled the same, instead provided different totals. After a bit of troubleshooting, and after running several data extracts to verify that there was, in fact, a problem, we advised the assessing department to call Patriot. They did, and were able to resolve the issue.
- Drafted a new GIS Protocol document. With the impending changes to our GIS platform – moving from restricted desktop use to unlimited desktop and Online use – we want to be sure that all GIS users in the city understand our overall GIS standards and protocols as well as understand their own roles and responsibilities, based on their level of GIS use. This document will be reviewed by the City management and the GIS Strategic Planning Committee.
- Created a plan for upgrading our GIS license server and our GIS desktop users from version 10.1 to version 10.2.2.
- Attended an information-gathering meeting with Tilson Technology in Portland. Tilson is a potential vendor for support on the low-cost/no-cost Wi-fi project in targeted areas of Auburn.
- Brought another Public Services staffer up to Windows 7 with a new PC. All Lucity users must be on Windows 7 or higher before we can upgrade the Lucity software to the latest release.
- Worked with NSB Arena staff to help them acquire administrative credentials to their security video-recording system. IT will now be able to support the Arena staff with the system. We will be recommending that the Arena recorder be expanded in order to store videos longer. Currently, they are on a 35-day retrieval schedule, with older files being deleted as new ones are recorded.
- Upgrades to the MUNIS financial software are scheduled for August 14th. We will be adding Dashboard reporting and Document Management modules to our existing software.

Public Services

- Mill Street- gravel shoulders remaining
- Whitney Street- Phase three (Center to Reed) has been reclaimed. Curbing and sidewalk work continues.
- Holbrook Road- Base paving
- Turner Street Sidewalks- preconstruction
- Hotel Road- pipe work
- Pavement Management- ongoing
- Stormwater Management- ongoing
- Ditching around the City - ongoing
- Roadside Mowing around the City - ongoing
- Cleaning Basins around the City - ongoing
- Downtown maintenance - ongoing
- Prep/Line/Ballfields - ongoing
- Tool Box Talk: Poison Ivy
- Accident Investigation Training
- District inspections - ongoing

Weekly Report
Week Ending August 1, 2014

- MSDS updates - ongoing
- Hot Patching around the City - ongoing
- Dig safe markings on-going
- Permits; excavation (private/right-of-way), fill, drive opening, pole permits etc.

Recreation

- Registrations continued for Youth Football and Eddies Football Camp.
- Registration opened for Adult Dodgeball – Fall Session (Returning Teams)
- Falcons Football Camp continued and concluded on Friday.
- Youth Football equipment issue (3-6th grade) took place on Sunday, July 27th.
- Track & Field practices and meets continued.
- Adult Softball games continued.
- Summer Day Camp continued.
- Planning for Fall programming continued.
- Plans were finalized for the 3rd annual Box Car Drive-in Movie which will take place on August 15th.
- Staff worked on website updates, press releases, news items and e-alerts.