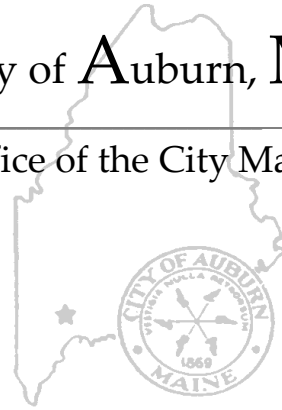


City of Auburn, Maine

Office of the City Manager



TO: Mayor and City Council
FROM: Clinton Deschene, City Manager
RE: Weekly Report
DATE: Week Ending August 15, 2014

Auburn Public Library

- The Library will hold a paperback book sale on our lawn on Sat., 8/16, from 9 a.m. until Noon. There will be lots of great paperbacks at bargain prices.
- The staff made its monthly visit to Schooner Estates, bringing books to borrow, pick up returning books, and signing up residents for new library cards. The residents are very appreciative of the service. The Library also works with other senior residences to provide collections for their residents.
- Work continues on updating and improving our website. We are looking forward to a special upgrade this Fall.
- The field work for our audit is just about complete.
- Our summer reading programs are winding down. We have had another very successful year. The teen program had 51 participants who read more than 500 books. Plans are already underway for next year's teen program with the theme – "Heroes: Unmask @ the Library."
- The Children's Department has been invited to continue with the Bedtime Math national pilot program. A series of science programs in collaboration with the Extension Service is planned for this Fall. The highly successful, "Let's Pretend," program will also return in October.
- APL customers are encouraged to finish up their reading for this year's Maine Readers' Choice Award, as voting will open in just a few weeks. A book discussion for the four finalists – "TransAtlantic," "The Golem and the Jinni," "The Goldfinch," and "Benediction" – will be held on Thurs., 9/4, at 2 p.m. and 6:30 p.m. All of these books are in the Library's collection and have been very popular. For more information on the award and the books, please link to www.mainereaderschoiceaward.org.
- The Board of Trustees will hold its regular monthly meeting on Weds., 8/20, at 7:30 a.m. in the Conference Room.
- Unfortunately we have had to suspend our Genealogy Detectives programs as our volunteers are no longer available.

Weekly Report
Week Ending August 15, 2014

City Clerk

- A Special Municipal Election for the Ward 1 School Committee seat was held on Tuesday, August 12, 2014. Zero absentee ballots were requested for this election and 16 voters turned out at the polls.
- Peter Letourneau came in to the office on Thursday, August 14th to be sworn in as the new Ward 1 School Committee member.
- Sue met with a few staff members, Councilor Walker and some potential buyers out at Oak Hill cemetery on Thursday.
- This week (through Thursday) we've issued 5 birth certificates, 19 death certificates, 6 marriage certificates, 2 marriage licenses, 11 garage sale permits, and 7 disposition permits and have received 7 business license applications (renewals).

ICT

- Finalized the City-wide ESRI GIS licensing agreement with Auburn Water and Sewer District. We have been working with ESRI over the past few months to obtain approval to include AWSD in the city's licensing. Because AWSD services a number of meters outside of the city limits, the agreement with ESRI required approval from their main headquarters in Redlands California. This week the approval came through and we were able to sign the software agreements. In the next few weeks the City and AWSD will be able to begin utilizing the expanded software capabilities that this agreement makes possible.
- Provided database support for Assessing Department. They need to provide a series of extract files out of the Patriot Assessing system. The files are then uploaded to the Munis software system to generate tax bills. Neither system provides clear guidance on which extract files to use or how to format the extract. ICT worked with Assessing and Finance as well as with Patriot and Munis to understand the requirements and help determine whether the extracted data was in the proper format. ICT staff will be available during the file transfer to provide any required support, in the event that additional data is required.
- Assisted public works with a quirky problem within Outlook. A user accidentally set up a rule that caused all email to go into the Calendar, making it inaccessible. ICT staff spent several hours researching the problem, including a trip to the Public Works office to assess the set-up parameters of the particular user's computer. The problem was found and corrected.
- Completed a detailed flow chart for the remaining GIS Server Setup tasks, including the definition of the critical path. The critical tasks were prioritized, assigned, and a timeline built.
- Upgraded GIS licensing server from version 10 to version 10.2.2, requiring a shutdown of the GIS license server. Two desktop ArcGIS configurations have also been upgraded. Each upgrade takes several hours. The remaining configurations will be upgraded in the coming week.
- We delivered an additional PC to the Elected Officials' office. This will increase the Councilors access to technology, and reduce wait times.
- On Tuesday, 8/12, we discovered the loss of access to one of our critical servers. The downtime was caused by a disk cleanup process that took far longer than expected (final time was about 26 hours). Full access was restored around 7:30 Tuesday evening. A new monitoring protocol was put into place that will catch issues earlier, before they snowball into a protracted outage.

Weekly Report

Week Ending August 15, 2014

- We discovered on Friday that the video-recording equipment in the Council Chambers had not been recording any audio. Four meetings were affected, 7/28, 8/4, 8/6 and 8/7. The first three were recoverable from files at Great Falls TV, but the 8/7 meeting is lost. The problem was found to be in an audio mixer that had come unplugged. We've worked out a way for the tech doing the recording to spot check the audio, and will work with them to train on the new procedure.
- A new server was set up and configured for a new application, Tyler Content Manager (TCM). TCM will enable Finance and Personnel staff to scan documents and attach them to records in MUNIS. TCM and the MUNIS Dashboard interface were installed on Thursday. They will be rolled out to staff over the next few weeks.
- The City has established an Amazon Web Services (AWS) account to support the online features of GIS. Using the "cloud" will help keep data loads off of our networks, and shifts some of the security and maintenance responsibility away from internal staff and over to data-giant Amazon. Yes, this is the same Amazon that you can buy books and just about anything else from.

Public Services

- Mill Street- gravel shoulders remaining
- Whitney Street- box cut Reed to Center Streets.
- Sidewalks Lake Auburn Ave to Reed Street
- Hotel Road- box cut and drainage pipe
- Holbrook Road- ditching
- Turner Street Sidewalks- contract documents
- Lake Street- in design
- Pavement Manager- on going
- Stormwater Compliance- on going
- Clean Parks Maintenance (at several locations)
- Paint Fields
- Infield Groomer Setup
- Sign Work
- Hot Patching around the city
- Maintenance – repair of city equipment
- Mowing around the city
- Cleaning catch basins
- Restock Pit
- Drainage project(s)
- Permits; excavation (private/right-of-way), fill, drive opening, pole permits etc.
- District inspections
- Replace culvert(s)
- Pit Work
- Graffiti removal
- Downtown Maintenance
- Sinkhole investigation (s)
- Hearing Conservation Testing week

Weekly Report
Week Ending August 15, 2014

Recreation

- Registrations continued for Youth Football, Flag Football, Pee Wee Soccer, and Adult Dodgeball.
- Youth Football practices (3-6th grade) continued.
- Equipment issue for 7-8th grade Youth Football took place on Tuesday night.
- Adult Softball games continued.
- Summer Day Camp continued and will conclude on Friday.
- The 3rd annual Box Car Drive-In Movie will take place on Friday night.
- Planning for Fall programming continued.
- Staff participated in a radio interview on Ingersoll Arena repurposing on Monday.
- Staff attended a Recreation Advisory Board meeting on Wednesday evening.
- Staff worked on website updates, press releases, news items and e-alerts.