

# 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 3/14/14

### Assessing

- The department finished the business property canvas and completed the mass mailing of 1,123 packets with the personal property asset filing request forms 706 and the Business Equipment Tax Exemption application. We closed 55 accounts and opened 105 new accounts. Many thanks to Katelyn Doustout and Linda Richardson in the Clerks office for their assistance on helping us complete this project. Without their help we would not have been able to complete this project in an efficient and timely manner.

### Auburn Public Library

- Alan Manoian from the City's economic development department gave a presentation about a vision for the downtown at the Library. Approximately 60 people attended. The bells from St. Louis Church were to be displayed on the front lawn to help raise awareness of the fund raising campaign to purchase the bells from the Diocese of Portland. It was decided to wait for better weather for the display.
- The first meeting of the Library's Lego Club was held on Fri., 3/7. There was full house and the kids and parents really enjoyed themselves. Meetings will be held on the first Friday of each month. The next meeting is April 4<sup>th</sup>.
- A regular inspection of the sprinkler system turned up a computer glitch with the fire alarm system. The problem is being addressed.
- There have been some behavior issues with younger customers in the last couple of weeks. The management staff has met to address these issues and policies have been adjusted to minimize disruptions. Police officials and parents have been notified as appropriate.
- Director Mamie Ney is attending the biennial Public Library Association conference in Indianapolis. Children's Librarian Debbie Cleveland attended a workshop at the Topsham library about using outdated library materials for crafts and fund raising.
- The Library will present its FY15 budget at a city council workshop at 5:30 on Mon., 3/17.
- The Board of Trustees will meet on Weds., 3/19, at 7:30 a.m.
- The Lewiston Public Library and APL are presenting a teen opportunities fair on Sat., 3/15, from 11 a.m. to 1 p.m. Teens are invited to the Lewiston Public Library to learn about summer work opportunities, internships, volunteer opportunities, recommendations for summer studies, and online job search assistance.

## Weekly Report

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- Upcoming programs include the continuing American Music series on Mon., 3/17, at 6:30 p.m., a cookbook collectors meeting at noon on Tues., 3/18, and children reading to a special canine friend on Thurs., 3/20, at 6 p.m.
- Follow the Library on Facebook or link to our website at [www.auburnpubliclibrary.org](http://www.auburnpubliclibrary.org) for more information about all of our programs, new books, and more library news.

## ICT

- Met with new Arena staff to plan fixes, projects, transition.
- Working on on-going network issues at the School Department. Replaced a chassis for one of the core switches.
- Added key Rec staff to the Arena Files network share.
- Configured remote access for a GIS consultant.
- The tour of Oxford Networks' facility in Brunswick (Cloud storage) was postponed due to the weather.
- Completed a new mobile GIS collection application for mapping and recording the cleaning and inspection of catch basins. This application will be tested over the next several months.
- GIS server upgrade:
  - Created timeline and workflow document outlining process steps.
  - Inventoried all of our current files and mapped them to the new data structure.
  - Software has been installed on the new server and we are beginning the configuration and testing phase.
  - Reconfigured approximately 8% of our files into the new data model.
  - Began user needs assessment, which will involve meeting with users to discuss their current use of GIS as well as their future needs.
  - The upgrade requires that we restructure our WebGIS to the new cloud-based GIS workflow.

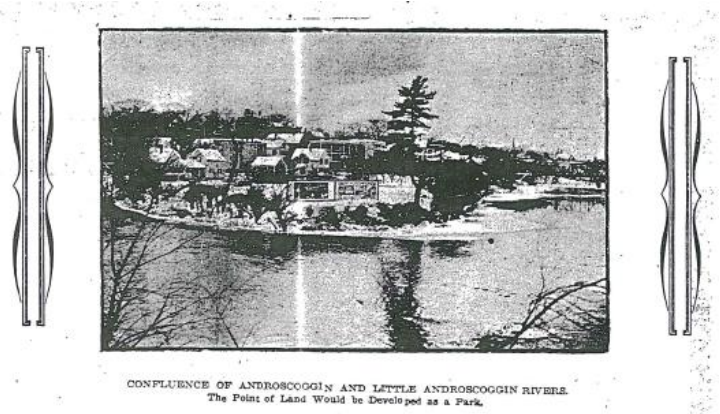
## Planning

- The Planning Board approved the Family Dollar Store at 850 Minot Avenue at their March Meeting. The Board also discussed some updates to their policies and procedures and may also have some suggested changes to the ordinance that governs the Board. Projects for the next meeting include a sawmill, Dollar General Store and a major addition at Central Maine Community College. The Board will also review the Council directed Comprehensive Plan amendment to prioritize downtown as a location for passenger rail service and a downtown zoning amendment recommended by the Comprehensive Plan.
- The Planning Board will hold a workshop March 27<sup>th</sup> to work on their policies and procedures.
- 9 Gamage Avenue is still standing. The current owner, Fannie Mae, solicited bids for demolition but has now stalled the process and the City will pursue the demolition if the Council will fund it.

## Weekly Report

### Week Ending March 14, 2014

- The New Auburn Transportation and Land Use Steering Committee will meet again in the second week of April. After a very well attended and productive public meeting the consultant has been working on the draft plan and graphics to show the public how New Auburn can be improved.
- The Auburn City Council deserves credit for implementing a goal first laid out in the City's 1919 plan with the purchase of a flood prone property at 88 Newbury Street. The parcel will be a great asset for public river access and will help implement a major goal of the Comprehensive and New Auburn Master Plans.
- The Council authorized funding for way finding signage to help people find and navigate our downtown in this year's CIP. We have discussed a joint purchase/RFP process with Lewiston staff and will have a draft RFP completed soon. We hope to release the RFP in April and select a contractor in May for summer installation.



### Police

- The department handled 482 calls for service this week. Officers conducted 126 motor vehicle stops and 16 field interviews. Officers investigated 64 offenses of which, 2 of which were felonies, generating 15 arrests, 37 criminal summonses and 19 juvenile arrests. Officers responded to 49 motor vehicle crashes.
- All of our newest officers have cleared Field Training and have been assigned to Patrol Teams, bringing our patrol complement to full staff. Officer Laliberte is currently deployed to Afghanistan and is scheduled to return in August.
- Six officers attend Advanced Drug Interdiction Training at the Maine Criminal Justice Academy this week. The training focused on drug mules traveling the roadways.
- The department has identified new electronic pawn transaction software that will allow pawn shops to begin electronically submitting pawn transaction data to us.

### Public Services

- Plowing/Scrapping/sanding of roads
- Snow Removal
- Push Back Snow at Intersections and Sidewalk Route
- Fill frost heaves
- Maintenance – Repair of city equipment
- Cold patching work around the city
- Recycling operations ongoing
- Storm Drainage Mapping
- 2014 Reconstruction Project neighborhood meeting
- 2014 Reconstruction Project contract signing
- MDOT Estimates
- Turner Street Sidewalk Improvement contract documents

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- Ongoing stormwater compliance

**Recreation**

- Women's league basketball playoffs continued.
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- Registrations continued for Summer Day Camp, Youth Lacrosse, Men's Softball and Co-ed Softball (returning teams).
- Registrations opened for all Youth Lacrosse programming.
- "March Madness" basketball camp continued.
- Recess Warriors continued.
- Co-ed Adult Dodgeball league continued.
- Planning for Spring programming continued.
- Staff attended a Youth Lacrosse League meeting in Topsham on Thursday.
- Staff worked on website updates, news items and e-alerts.
- Staff will be participating in the Dinny Sullivan event on Saturday.