

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 April 18, 2014

Auburn Public Library

- Debbie Cleveland and Corrina Soucie from the Children's Department attended the annual children's literature conference, "Reading Round Up," on Thurs., 4/10, in Augusta. This is an important literature/literacy conference for workshops, networking, and the presentation of the State's children's literature awards.
- Mayor Jonathan LaBonte convened an economic roundtable at the Library on Thurs., 4/10, to talk about downtown development. Attending were the Mayor, the City Manager, representatives of economic development agencies, the City's economic development department, community partners, interested investors and the Library.
- The Board of Trustees met on Weds., 4/16, for their regular monthly meeting. City Council representative Mary LaFontaine explained the Council's position regarding preparations for the FY15 budget. Jim Geary and Liana Kingsbury of the Maine Community Foundation provided an update of the Library's endowment funds.
- A recent informal customer survey conducted at the main lending services desk showed that the staff continues to provide excellent customer service. Our customers feel that the Library is welcoming, helpful, and fun.
- The Library will be closed for the Patriots Day holiday on Mon., Apr. 21.
- The Spring vacation schedule is chockfull of programs for all ages. Authors will be visiting. There will be crafts for tweens. There will be a storybook yoga program for children. The complete schedule can be found on our website.

City Clerk

- Nomination papers for the Ward 1 School Committee seat became available on April 8, 2014. To date, 1 individual has taken out nomination papers.
- Sue Clements-Dallaire attended the Maine Town and City Clerks Association Board meeting and the Networking Day Planning Committee meeting on April 9, 2014.
- Sue Clements-Dallaire met with the Appointment Committee on April 11, 2014.
- Requests for Garage Sale permits have started coming in again.
- We are still receiving and validating petitions (Clean Elections and non party nomination petitions).

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Human Resources

- Chris Mumau and Deb Grimmig coordinated several information sessions with employees regarding the new Health Reimbursement Accounts. This new benefit will be implemented effective 7/1/14 for all members of bargaining units that transitioned to the PPO 500 Plan. Two representatives of Benefits Strategies provided an overview of the Health Reimbursement Account and how it integrates with the City's health insurance plan and flexible spending accounts.
- Chris Mumau and Deb Grimmig attended a Labor and Employment Law Workshop sponsored by MMA. Topics included current developments in employment law, the unemployment compensation process, trends in public sector bargaining and Family Medical Leave and Americans with Disabilities Act.
- Deb Grimmig, along with Denis D'Auteuil and Clint Deschene, conducted several interviews for the General Manager of the Norway Savings Bank Arena.

ICT

- Attended a conference on project management, budgeting and project implementation.
- Restored files from backup for Public Works and the Clerk's office.
- Delivered replacement PC to PD, coordinated with CommCenter staff to install APD-specific software.
- Worked with Protection One to replace APD Lobby camera and troubleshoot failed Parking Garage cameras.
- Installed camera monitoring software on Police Information Assistant workstation.
- Attended Bid Opening for purchase of new Windows 7 PCs.
- Provided updated Stormwater geodatabase to Woodard and Curran, consultants, to enable them to prepare for upcoming summer field work.
- Researched and built new a new Dashboard application in ArcGIS Online. Dashboard is one of the foundation applications that will be deploying to our GIS users as part of the server upgrade.
- Determining a training itinerary for MUNIS permissions. Working with a Project Manager at MUNIS to ensure that the one day training is customized to Auburn's needs.
- Set up new user and permissions in Lucity for Woodard and Curran consultant to continue the pavement work

Police

- The department handled 573 calls for service this week. Officers conducted 132 motor vehicle stops and 67 field interviews. Officers investigated 75 offenses of which, 10 of which were felonies, generating 29 arrests, 23 criminal summonses and 4 juvenile arrests. Officers responded to 29 motor vehicle crashes.
- The annual Not Here Human Trafficking Conference was a huge success. 268 people attended from all over New England.
- Officers arrested several people during a large fight at Club Texas Friday night. The department requested assistance from Lewiston Police and the Androscoggin County Sheriff's Department to bring the incident under control. One officer received minor injuries as a result. The department will be following up with Club Texas regarding future events.

Public Services

- Plowing/Sanding (streets/sidewalks)

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- Sweeping (streets/sidewalks)
- Parks Maintenance (at several locations)
- Manhole Repair
- Hot Patching around the city
- Sign work
- Dam Repair
- Maintenance – Repair of city equipment
- Recycling operations ongoing
- Counting of trash stops
- Stormwater compliance On-going
- Pavement Management On-going
- Counting Trash Stops
- Mail Box Repair
- Local Roads Drainage Seminar
- APWA Supervisory Training
- 2014 Construction/Paving Projects to begin soon...
- ICS 300 Training

Recreation

- Registrations continued for Summer Day Camp, Spring Soccer, Soccer Camp, Men's Softball and Co-ed Softball (returning teams).
- Figure Skating Instruction session III concluded.
- Youth Lacrosse practices continued.
- The annual Spring Celebration will take place on Saturday. From 10:30 am to 12:00 pm children can enjoy free games and activities at the Hasty Community Center and at 1:00 pm, an egg hunt will take place at the Walton Elementary walking track.
- Youth Tee Ball league start date was pushed back to April 21, due to field conditions.
- Planning for Spring programming continued.
- Staff reviewed applications for summer day camp positions.
- Staff worked on website updates, news items and e-alerts.