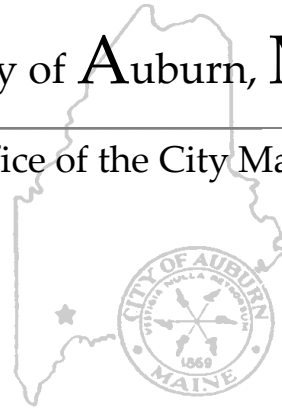


# City of Auburn, Maine

## Office of the City Manager



**TO:** Mayor and City Council  
**FROM:** Clinton Deschene, City Manager  
**RE:** Weekly Report  
**DATE:** January 10, 2014

### Assessing

- Brian Sloan worked on processing the deed transfers for the month of October. He also prepared his permit inspections and reviews that will be completed this spring.
- Karen Scammon prepared and researched information for abatement applications.
- Karen Scammon and I analyzed and researched the sale transfers for the Sales Analysis Return.
- I completed the Sales Analysis Return for the State of Maine Revenue Service.

### Auburn Public Library

- The Library is recovering from a very busy holiday season. Our December statistics indicate that it was a successful month here at APL.
- Jim Wilkins, Development Director, has accepted a position with MPBN and is no longer at the Library. We are evaluating the position and beginning a search for a replacement.
- The Library has experienced some disruption in services due to inclement weather.
- Mamie Anthoine Ney has joined the City's Public Services Selection Committee for funding social services grants. She has also been elected to the board of directors of the Friends of the Maine State Library.
- With the New Year comes the opportunity for professional and personal development. The Library has begun a series of classes for entrepreneurs to deal with technological challenges. The first series of classes is about WordPress, a popular blogging/website platform. This class has been oversubscribed and a waiting list has been started. We are looking into offering a second session.
- On Monday, Jan. 13<sup>th</sup>, from 2 to 3 p.m. there will be an open question and answer session for anyone interested in using the Library's Media Lab.
- On Friday, Jan. 17<sup>th</sup>, from 6 to 8 p.m., Gary Comingore, the area's premier psychic entertainer, will be on hand for an evening of mind reading and amazement. Explore the frontiers of thought transference, precognition and psychometry in this highly interactive show.
- The Library will be closed Mon., Jan. 20<sup>th</sup>, in observance of the Martin Luther King holiday.
- As always there are a number of programs available for all ages. We are currently working on establishing a Lego club for children and a knitting group for adults.
- 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.

### City Clerk

- Received 155 petitions that we are working on. We've completed 81 and verified 495 signatures and continue to work on the remaining batch.

## Weekly Report

### January 10, 2014

- Taxi Cab and Driver licenses expired 12/31/2013. Letters were sent out reminding drivers and cab companies of the expiration date. Since the letters were mailed approximately 20 drivers have come in to renew their licenses and 15 taxi cab licenses have been renewed.
- We received the new district descriptions and maps from the Secretary of State's Office. With the help of Rosemary Mosher and Gary Johnson, we reviewed the maps and descriptions, provided feedback to the S.O.S. office and are now waiting for them to update our Street Library for the Central Voter Registration System which we will have to review before final changes are made.
- The deadline to accept nominations for naming the ball field at Pettengill Park was January 6. We received 7 nominations.
- Sue Clements-Dallaire attended the Maine Town and City Clerk's Associations Executive Board meeting on Wednesday, January 8<sup>th</sup> in Augusta.

### CDBG

- The Community Development Department, with the assistance of the Social Services Director, have been processing applications for the Heating Assistance Program since November. To date we have assisted 9 families for a total of \$8,500 in deferred loans. Homeowners are eligible for \$1,000 or \$750 per heating season, depending on income.
- We have assisted 4 households who were in danger of becoming homeless using funds from the Gorman Foundation. In December a total of \$1,855 in Security Deposit loans were approved. Through this new grant we are able to expand our Security Deposit Loan Program to assist families who do not have a housing voucher.
- The Steering Committee for the Green and Healthy Homes Initiative met to finalize the Compact, an agreement that participating members will be signing. Compact members will pledge to work together to coordinate home interventions of conditions that affect health and safety. There have been many modifications to the document, the most substantial of which is to assist middle income households, not just low income households. This new approach includes a housing assessment to identify health hazards and will bring together many resources to make homes to address the identified hazards.
- The Public Services Committee held interviews with applicants for public service grant requests. The interview process has helped the Committee to gain a deeper understanding of the need for services that agencies propose, and will result in a better selection and allocation process for social service funding.
- Maine Historic Preservation Commission has denied the improvement plan for a Curb Appeal project at 178-184 Main Street. We are evaluating alternatives to move forward, address their concerns or process a waiver. Requesting a waiver will cause considerable delay and be costly.

### ICT

- ICT continues to work with other departments on budget needs and planning.
- Created a series of maps of 67 Minot Avenue for use in Emergency Management planning exercise.
- Continued with edits to CIP database, to make it easier to use. Made a number of functional changes, including the ability for Finance to automate emails with questions and requests for missing data to department heads. The database will now send the request via email and allow Finance to track the collected data.
- Responded to an alarm in the Parking Garage. There was no fire, but the alarm system had been spoofed by the extraordinary moisture in the interior portions of the garage.
- Ran updates to MUNIS.
- Configured and delivered replacement machine to Police Department
- Discussed with Lewiston staff an implementation plan for upgrading the GIS server, but still keeping it in Lewiston.
- Worked with Communications Center staff to troubleshoot a replication problem through the network.

## Weekly Report

### January 10, 2014

- Due to some hardware issues associated with Auburn Housing, the City and Communications Center experienced transient network outages. Three vendors were brought in before the problem was actually discovered. As a result, the City is looking to isolate the network from Auburn Housing's telephony infrastructure.
- Staff is working on FY15 budget with focus on department programs and descriptions.

#### **Public Services**

- Driveway behind Firehouse Grill is being constructed
- 2014 MPI Project bids on 1/9/2014
- Test borings on Whitney Street scheduled
- Stormwater compliance ongoing
- Roadside snow removal began 1/8
- Plowing/sanding/salting of roads during storm
- Continued sanding/salting of roads/sidewalks as needed
- Recycling as scheduled, did extra crew in smaller 1-ton for Wednesday for additional amount of recycling picked up for Holidays not collected

#### **Recreation**

- Staff continued work on operating and program budget projections for FY15.
- A Winter Festival website news item, e-alert and press release to all city media contacts was completed this week. Winter Festival brochures were received from the printer and distribution began to local area businesses and city facilities.
- Pre-K/K instructional basketball will conclude on Sunday.
- Youth basketball practices & games continued throughout the week.
- Women's league basketball games continued throughout the week.
- Men's league basketball games continued throughout the week.
- Registrations continued for indoor soccer throughout the week. This program is set to begin on Sunday with a total of 42 participants registered for the program.
- Registrations continued for figure skating instruction throughout the week. This program is set to begin on Friday with a total of 28 participants registered for the program.
- Staff completed preparations for and announced our newest program: Adult Co-Ed Dodgeball League! This new program joins the 45 recreation programs and special events currently offered by the recreation division and provides a fast-paced and action packed activity for adults.