

City of Auburn, Maine

Office of the City Manager



TO: Mayor and City Council
FROM: Clinton Deschene, City Manager
RE: Weekly Report
DATE: Weeks Ending May 9 and May 16, 2014

Auburn Public Library

- Our Spring book sale on Sat., 5/3, was a success, earning approximately \$1300. Thank you to all who participated. A special commendation goes to Asst. Director Suzanne Sullivan who coordinated the event. She, the staff, and the volunteers contributed greatly!
- The Library worked with the Women's Literary Union to provide publicity about their doll tea on the weekend of April 26th and the Library's American Girl doll lending program.
- Suzanne Sullivan attended a disaster preparation workshop in Falmouth on Fri., 5/2. The workshop was a collaboration between the Cultural Emergency Resource Coalition: Maine and Maine Archives and Museums.
- Work has begun on the masonry repairs authorized for this fiscal year. Chuck St. Hilaire is continuing his fine work.
- The boards of the Lewiston Public Library and our library met on Thurs., May 8th, for their regular semi-annual meeting. The two libraries continue to explore ways to collaborate and contribute to the well-being of the community.
- Rick Duchesneau has installed additional signs around the library grounds to discourage smoking.
- The Maine Readers' Choice Award committee has announced the four finalists for the 2014 award: *Goldfinch* by Donna Tartt, *Benediction* by Kent Haruff, *The Golem and the Jinni* by Helene Wecker, and *Trans-Atlantic* by Colum McCann. The Library will once again be participating in the voting for this year's winner. Mamie Ney is a member of the award committee. Please link to www.mainereaderschoiceaward.org for more information.
- The Library offers discounted/free passes to the Maine Wildlife Park, Children's Museum of Maine, Maine State Museum, Museum L/A, and the Southworth Planetarium. Now is a good time to start planning summer vacation road trips. Please check in at the Children's Services desk for more information or to make a reservation for a pass.
- At the monthly staff meeting on Weds., 5/14, Sgt. Barry Schmieks, APD, will talk with us about general safety practices, handling incidents, and answer questions the staff might have.

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- Upcoming programs for the next week include: “Great American Houses” (Visit two of the most famous homes in America, as Alan Elze, instructor at Senior College, takes us on some truly grand open house visits. Homes include Winterthur and Hearst Castle) on Tues., 5/13, at 2 p.m.; paper flower making for Tweens on Weds., 5/14, at 4 p.m., and a teen writers group on Fri., 5/16, at 4 p.m.
- The BookReach Program that we share with the Lewiston Public Library has been awarded a \$1500 grant from the Lewiston/Auburn Rotary. The grant will be used to purchase books for the children at the daycare centers we serve. Surplus funds will be used to refresh the book collection we use for the program.
- Beginning Thurs., May 22nd, the Library will offer a Young Scientists Club, sponsored by the University of Maine Cooperative Extension. Children ages 9 to 12 are welcome to learn about many aspects of science, such as weather, water and aerospace with fun hands-on activities. Jeanne Lothridge is the coordinator for the program. Pre-registration is required. Please contact the Children’s Room for more information.
- Teen Librarian Donna Wallace attended the PAL-sponsored “Leadercast” program on Fri., May 9th. This day-long seminar featured international leaders talking about leadership and inspiring those attending to become better leaders. It is our hope that next year we will be able to send more staff and one of our teen customers.
- Best-selling author Helen Peppe, author of *Pigs Can't Swim*, will read and share from her wonderful book about her childhood growing up on a farm in rural Maine on Mon., 5/19, at 6:30 p.m. *Pigs Can't Swim* describes her encounters with issues of race, class, animal rights, teen pregnancy, and more coming of age confusion than anyone should endure. Her memoir is filled with humor, insight, and touching compassion for the family that was never able to understand her.
- On Thurs., 5/22, at 6:30 p.m. the Lewiston Auburn Community Forest Board will present a free program on identifying the signs of three of the most destructive insects that threaten Maine trees.
- Adult Services Librarian Marty Gagnon has made a formal proposal to L/A College’s Senior College program to continue our collaboration. In addition to programming the Library and Senior College will cross promote each institution’s programs.
- We’ve just added some great books, music, and videos to our collection, such as *Philomena* (DVD), *Bark* by Lorrie Moore (audio book), *Midnight Crossroad* by Charlaine Harris (adult fiction), *John Nunn’s Chess Course* by John Nunn (non-fiction), *The Summer of Letting Go* by Gae Polisner (teen fiction), and *The Spy Catchers of Maple Hill* by Megan Frazer Blakemore (children’s fiction). Link to our website and look for the “find books, etc.” tab at the top of the page.

City Clerk

- Began the process of lining up election workers for the June 10, 2014 election
- Worked with ES&S for ballot layout and to be printed for the local elections
- Created AVS (Accessible Voting Solutions) ballots for the June 10, 2014 election and conducted testing

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- Scheduled absentee voting at the licensed nursing home facilities in Auburn
- Started working on letters to businesses who sell pre packaged foods regarding licensing
- Newly appointed and reappointed board and committee members have been coming in to get sworn in
- Absentee ballots came in. We had to count and check ballot content
- Filled 57 election worker positions for the June 10, 2014 election but still have a few more left to fill.
- Ballots are in and absentee voting has started (with the exception of the School Budget Validation which will start after Council approves the school budget).
- Sue Clements-Dallaire attended a Maine Town and City Clerk's Association Board Meeting on May 14th.
- We hosted one of "The DS200 Road Shows" with the Secretary of State's Office (Elections Division) and Election Systems and Software that are being held for Clerks, Wardens, and Ward Clerks on May 15th.
- Alison Pepin attended Records Management training on May 15th.

CDBG

- Completed the drawdown of CDBG and HOME funds for the third quarter.
- Sent personal letters to clients who have past due balances on their loans.
- The Auburn Lewiston Fair Housing Alliance will be sponsoring a Landlord Forum on May 14 at Auburn Housing Authority. The forum will be "Know the Law for Tenants with Disabilities". Speakers will be Jill Duson of the Maine Human Rights Commission and Attorneys Neil Shankman and Aubrey Russell. This activity is part of the 5 year work plan identified in the Analysis of Impediments to Fair Housing Choice. The event is free and is open to all landlords.
- Hal Barter and Yvette Bouttenot inspected the property at 132 Hampshire Street to determine if the building could be renovated and marketed for sale, or demolished. The owner of the building has offered to donate it to the City.
- One of the Curb Appeal projects that has been delayed because of coordination of programs seems to be heading for a closing. The project was approved last summer by the Curb Appeal Committee. Some of the units are eligible for a lead grant, a program administered by Community Concepts.
- Met with one of our Curb Appeal project owners to help select the paint color for her home. The home is currently a white house with black paint and substantial red dormers. The new color will be a big improvement.
- A committee met to start flushing out the details of the lead grant application. The Notice Of Fund Availability has still not been released by HUD.
- The Community Development Loan Committee approved 2 applications for rehabilitation loans for a total of \$33,800. One of the loans had twice been tabled for more information.
- Yvette Bouttenot presented to a monthly homebuyer education class to promote our programs. Two people showed an interest in purchasing in Auburn and one has followed up by email requesting more information.
- The potential homebuyer for one of the units at the Academy Street Townhouse is moving forward with her application.

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- The Public Policy subcommittee of Lewiston-Auburn Alliance for Services to the Homeless met with Mary Sylvester to prepare for a strategic planning session to be held in June. The planning work will be to take a second look at the 10-Year Plan to End Homelessness.
- Reine Mynahan attended the Leadercast training.
- Community Development staff inspected a property in the City of Lewiston on behalf of the Lewiston Community Development office for a potential homebuyer.

ICT

- Held a staff demonstration to overview coming attractions for GIS to interested department managers and staff. This was a live demo to show potential users new GIS capabilities and workflows including: Field data collection using Smart Phones and tablets, easy-to-navigate mapping functions, The ability to create, save and share the maps users create with co-workers or the public, maps and applications for community outreach and public interaction. The next step in the process of implementing the new GIS will be the re-formation of Team GIS to guide and prioritize the city's efforts.
- Finalized an ESRI licensing partnership with AWSO. ESRI, our GIS software vendor, has agreed to allow us to partner with AWSO in a city-wide enterprise GIS license model. A shared licensing agreement will allow the City to recoup a portion of our annual maintenance costs while providing AWSO with increased accessibility to the software.
- Participated in a conference call with Lewiston and the state mapping contract team to finalize the details for our planimetric mapping updates which will be performed by the contractor using the 2013 aerial photos.
- Participated in MUNIS Security Training, Pt. 2.
- Programmed doors and access cards for a new School Department employee and for VIPS volunteers.
- Updated Establishment tables for the State licensed establishment database program.
- Edited the Budget Conversation DVDs of April 23rd and 26th, and delivered to Manager's Office Added profiles and applications to several computers to support recent moves in the Auburn Police Department.
- Placed the order for new PCs, based on the results of bid #2014-0333. The purchase was awarded to CDW-Government, the lowest bidder.
- Recovered a failed hard-drive in the CDBG office.
- All of our servers access data from a large disk array called a Storage Area Network (SAN). An additional SAN, which will act as a mirror to the first, is in and is being configured. This will increase our data resilience and enhance Continuity of Operations in the event of an array failure.
- Completed initial set-up and configuration of new GIS server. The next step is the installation of Spatial Database Engine(SDE), which sits on the server to make our GIS data available to desktop users.
- Developed work plan for Online GIS deployment to both staff and the public. We will be utilizing a GIS portal application which will allow both citizens and staff to self-select mapping applications from an easy-to-use menu.

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- Configuration of ArcGIS Online file structure is complete. We have begun to create and deploy individual GIS layers to the ESRI cloud, and to build mapping applications on top of these layers. So far, we have developed several mapping applications to assist Planning and Permitting with address and parcel look-up as well as a plow-route application for Public Services. We have also developed a number of mapping applications for the public. So far, priority for topic selection is based on estimates of the effort required and immediate needs. Topics deployed to date include:

- Firearms discharge
- Population density
- School districts
- Zoning map with links to zoning code ordinance
- Election boundaries with lookup of councilor and representatives and links to their websites.

Several staff will test these applications in preparation for a further deployment to a wider, public, audience.

Police

- The department handled 813 calls for service this week. Officers conducted 272 motor vehicle stops and 40 field interviews. Officers investigated 71 offenses of which, 2 of which were felonies, generating 19 arrests, 28 criminal summonses. Officers responded to 31 motor vehicle crashes.
- The tally has been finalized on the Drug Take-Back Event. Auburn had the highest collection amount in Androscoggin County with a total of 903lbs collected.
- Staff Training days were completed this week with Standardized Field Sobriety Tests, Hazard Communications and Mechanics of Arrest as the primary topics.
- On May 2nd, Patrol Team D officers wore their mourning bands in support of Officer Greg Pealater. Greg is a former Alaska State Trooper who lost two Alaska State Trooper colleagues who were shot and killed in the line of duty last week.

Public Services

- Sweeping (streets/sidewalks)
- Parks Maintenance (at several locations)
- Manhole Repair
- Hot Patching around the city
- Sign work
- Maintenance – Repair of city equipment
- Recycling operations ongoing
- Stormwater compliance On-going
- Pavement Management On-going
- Mail Box Repair
- 2014 Construction/Paving Projects On-going
- Ball Field Prep
- Repair mowers
- Emergency culvert repair Witham Road
- Cleaning catch basins

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- Tree removal
- Chip brush pile
- Grading gravel roads
- Prep Festival Plaza – Install band shell
- Dig Safe Markings On-going
- Permits; excavation (private/right-of-way), fill, drive opening, pole permits etc.
- Facility Inspection
- Lawn Repair
- Toolbox Talk – Common Safety Mistakes
- Emergency evacuation training
- Sweeping (streets/sidewalks)
- Parks Maintenance (at several locations)
- Center line striping work began
- Hot Patching around the city
- Cemetery Maintenance
- Sign work
- Maintenance – Repair of city equipment
- Recycling operations ongoing
- Pavement Management On-going
- Mail Box Repairs
- Ball Field Prep
- Repair mowers
- Dig Safe Markings On-going
- Permits; excavation (private/right-of-way), fill, drive opening, pole permits etc.
- Underdrain work
- Lawn Repair
- 2014 Construction/Paving Projects On-going
- Mill Street- all pipe work completed. Gravel is installed. Pavement base course to be placed next week.
- Manley Road- surface pavement on roadways and driveways complete. Loam/gravel to back up pavement next week.
- Whitney Street- Pipe work continues. Reclamation from Lake Auburn Ave to French's Lane tomorrow.
- On-going stormwater compliance.
- Hydrant flushing meeting.
- Preparing for National Public Works Week Event.
- Illicit Discharge Detection and Elimination Training
- Work Zone Traffic Control Training

Recreation

- Registrations continued for Summer Day Camp, Spring Running, and Track & Field.
- Spring Soccer began on Sunday with a total of 143 registered participants.
- Youth Lacrosse practices and games continued. A total of 112 children are registered for this program.
- Youth Tee Ball practices continued and games began. A total of 48 children registered for the program.

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- Adult softball practices continued. A total of 57 teams are registered for this program, up 3 teams from last season.
- Men's softball games began.
- Youth Fishing derby for ages 3-8 will take place this coming Saturday.
- The Spring Fever event will take place on Saturday.
- Planning for Spring/Summer programming continued.
- Staff reviewed applications and conducted interviews for summer day camp positions.
- Staff worked on website updates, news items and e-alerts.
- Registrations continued for Summer Day Camp, Spring Running, and Track & Field.
- Registrations opened for Youth Golf Lessons.
- Spring Running began with a total of 35 children registered for the program. This is an increase of 17 participants over last season.
- Spring Soccer continued.
- Youth Lacrosse practices and games continued.
- Youth Tee Ball practices and games continued.
- Adult softball games continued.
- Planning for Summer programming continued.
- Staff attended a Recreation Advisory Board meeting on Wednesday evening.
- Staff reviewed applications and scheduled interviews for summer day camp positions.