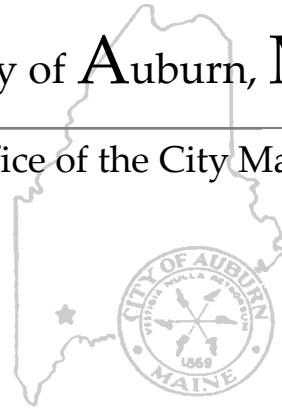


City of Auburn, Maine

Office of the City Manager



TO: Mayor and City Council
FROM: Clinton Deschene, City Manager
RE: Weekly Report
DATE: Weeks Ending January 17 and January 24, 2014

Assessing

- Brian Sloan downloaded and organized the deed transfers for the months of November & December. He also prepared completed some of his permit inspections.
- Karen Scammon and I analyzed and researched data for the preparation of the council meeting in February.
- Brian Sloan worked on his permit inspections and the loading of homestead exemptions for April 1, 2014.
- Karen Scammon loaded permits from the planning office and completed some of her property inspections. She is also reviewing and analyzing abatement applications.
- I worked with the Board of Assessment review and related parties to schedule an upcoming appeal hearing. I also worked on the system valuations.

Auburn Public Library

- The weather continues to cause disruptions in library services. We appreciate what Public Works and Rick Duchesneau have done to keep our walks and parking lots accessible.
- The Library will begin hosting a weekly knitting group in February on Monday evenings from 5-7:30 pm. The first meeting is scheduled for Monday, February 3rd. This will be an informal drop-in knitting group and will be held in the Maggie Trafton Program Room on the first floor of the library. Knitters of all ages and skill levels are invited. Children must be accompanied by an adult. The library will have some yarn, patterns, and needles for those just beginning to knit. More experienced knitters are encouraged to bring their projects. Please call the Library at 333-6640 x 3 for more information.
- On Tues., Jan. 21st, at 2 p.m. Randy Rackliffe, of Upcountry Kreation, will demonstrate how to take that old sports equipment and other recycled materials to create functional furniture. For a sneak peak at some of Randy's creations check out his unique furniture on the first and second floors of the Library.
- The Library's Board of Trustees will meet at 7:30 a.m. on Weds., Jan. 22nd.
- Join representatives from the Good Shepherd Food Bank on Thurs., Jan. 23rd, at 2 p.m. as they talk about the challenges of fighting hunger in Maine, the status of the hunger problem in Maine, and an overview of the Mainers Feeding Mainers Program. This is part of the series that the Library is conducting through a grant from the Camden Conference.

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- The Library will be participating in the City's Winter Festival, Jan. 24th – 26th. There will be a Winter Kids storytime on Friday at 10 a.m. Also, snowmen making will happen on the front lawn of the Library from 3 to 5 p.m. on Friday (weather permitting). At 1 p.m. on Saturday, the Library will show a free family movie in the Community Room.
- Mamie Anthoine Ney did a presentation for the Auburn Rotary on Weds., Jan. 15th.
- The Library will be closed Mon., Jan. 20th, in observance of the Martin Luther King holiday.
- The Library is participating in the Winter Festival. There will be a story and crafts session on Friday, Jan. 24th, at 10 a.m. and a family movie, "Monsters University," at 1 p.m. on Saturday, Jan. 25th. Unfortunately there is not enough snow to hold the snowman making event on Friday.
- Donna Wallace, Teen Librarian, has arranged for three Bates College students who will be working with our teens here from now through the first week of April as part of their community partnership/placement. As part of their Adolescent Literacy course at Bates College, two students are offering Homework Help for our teens on Monday, Tuesday and Wednesday afternoons from 2:30-4 and on Thursday evenings from 6-7:15 p.m. The third student will be working directly with the YA books and programs, exploring better and more effective ways to connect our teens with all that we offer them. Her other community placement will be with New Beginnings, and her goal there is to find ways to expand their use of the Auburn Public Library for the teens they serve. Our most sincere thanks to these students for opting to fulfill their community placement requirements with us.
- Interest is beginning to build for the weekly knitting group that starts on Mon., Feb. 3rd. Meetings will be every Monday evening from 5-7:30 pm. This will be an informal drop-in knitting group and will be held in the Maggie Trafton Program Room on the first floor of the library. Knitters of all ages and skill levels are invited. Children must be accompanied by an adult. The library will have some yarn, patterns, and needles for those just beginning to knit. More experienced knitters are encouraged to bring their projects and act as mentors for beginning knitters. Please call the Library at 333-6640 x 3 for more information.
- Upcoming programs include:
 - Foreign Policy Discussion Group: "Humanitarian Intervention," 1/28 @ 2
 - Teen Life Skills: Zumba Class, 1/28 @ 3:30
 - Camden Conference Collaboration: "A Zero Waste World: Imagine That!", 1/29 @ 2
- The Library's Board of Trustees met on Weds., Jan. 22nd. The next meeting is scheduled for Weds., Feb. 19th.
- Debbie Cleveland, head of Children's Services, attended the Northern New England nErDcamp, a free literacy conference for librarians and educators, in Biddeford on Sat., Jan. 18th.
- The Library's proposed budget for FY15 has been submitted.
- The City's ITC department is utilizing our computer lab for employee training for different software platforms.
- The Library has experienced some inappropriate behavior in the use of its Media Lab during the last month, including the theft of a keyboard and mouse. The staff has adopted stricter security and monitoring procedures.
- The Library has been working with the Chapman House on parking lot issues. The two organizations have worked out a plan to minimize infractions by library and café customers.

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City Clerk

- The deadline to certify and return petitions to proponents is January 31, 2014. Staff received 178 petitions and validated 957 signatures.
- The S.O.S. office sent us the Street Library with the new Legislative and County Commission Districts which we had to review and proof before making final updates. We completed that and now the Central Voter Registration System has been updated with the new information. Those new districts go into effect December 4, 2014. Thanks to Rosemary Mosher and Gary Johnson for their assistance.
- We've finished proofing Ordinances that have submitted to Municipal Code as part of the first supplement. They are making their final edits and the first supplement should be completed within the next few weeks.

CDBG

- The Fundraising Committee of the Green and Healthy Homes Initiative, of which Reine is a member, met yesterday to begin the process of establishing a fundraising plan. The group also decided to apply for an Environmental Justice grant asking for the maximum of \$120,000. This grant will cover the salary costs for the outcome broker, a critical position that will be responsible for the planning and coordination of the Green and Healthy Homes programming. Community Concepts, Inc. will be the applicant.
- Good news from the National Community Development Association. The appropriation chiefs and their staff completed work on an omnibus spending bill that provides FY2014 funding for all federal agencies. The Community Development Block Grant program should see a 1.3% cut and the HOME Investment Partnerships Program will have a slight increase. These amounts are higher than what the President's budget called for. The bill is expected to be on the President's desk for signature shortly after the House and Senate pass a Continuing Resolution.
- The Public Services Committee has wrapped up its work with respect to selection of social service providers for FFY2014, and has established budget levels. Their recommendation will be included in this year's budget to the City Council.
- Reine attended the conference on aging with attention to the session about housing.

ICT

- Updated Red Book vehicle value data for the Tax Office – This process is done on a quarterly basis.
- Annual W2 updates were done in our Financial software and W2s were distributed to employees
- Planning and implementing upgrades and improvements for access and security hardware and software.
- Working collaboratively with Lewiston MIS department to increase bandwidth for our Municipal Area Network. This effort will result in a tenfold bandwidth increase between the two Cities.
- Fixed the messaging error in the phone system. This now allows callers to leave a message outside of regular business hours in a general delivery mailbox.
- Updated a script in the parking ticket software that improves process and workflow.

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- Received data from the state of Maine to verify redistricting information for legislative and county voting districts. The deadline required a very short turnaround time for ICT and City Clerk.
- Updated all plow routes and developed a layer that displays supervisors' areas of responsibilities.
- Conducted a PowerPoint training session for City staff. Due to a high amount of interest and participation, another session is scheduled for next week.
- Over the past few days, the City has been experiencing intermittent network issues. This included phone cut-outs, email delays and other errors. The problem has been traced to Edward Little High School. Further testing by School and City staff should resolve the problems.
- On Friday night, the UPS on the third floor of City Hall (police administrative offices) failed. This was quickly remedied and a replacement UPS will be installed this week.
- Over the weekend, a software update was done to the virtual network. This update brought us to current versions of the software and turned High Availability. This new feature allows the migration of virtual servers from one host to another in the event of a failure.
- A date resolution error in the City building elevator software shut down public access to the 1st, 2nd and 4th floors (public never has access to the 3rd floor). Signs were immediately placed outside the elevator doors alerting the public to the problem and advising them to visit the information desk to gain access. This was resolved by 1:00 that same day.
- Some MUNIS services did not start on Tuesday morning which affected the tax counter operations. This was resolved within the hour.

Norway Arena

CONSTRUCTION UPDATE:

- Hebert Construction Punch list is being finalized
- Final touch up painting is finalized.
- Time Warner Cable is finishing up Cabling
- SymQuest has been contracted to finalize WiFi in the Facility
- Roof Testing is complete
- There was a seam leak in the roof of rink 2, and is being addressed by Hebert Construction and the team from Barnes Buildings. The leak was caused by extreme weather conditions, ice damming and heavy rains. Barnes, Hebert and Arena Staff have addressed the issues, properly sealed gaskets and balanced the dehumidification system to relieve the issue. Testing was completed on Thursday 1/16 on seam seals, awaiting results.
- Continued to establish relationships within the community and attend client meetings focused on sponsorship/advertising and partnerships. Several contracts are pending, awaiting execution, and several proposals are out for review. Signs continue to be installed.
- Continuing work with East Coast Signs and Design building out appropriate wayward signage, rules and regulations.
- Continuing to work with Norway Savings Bank on décor and build out of signage and branding in the Arena.
- Contract negotiations continue for the build-out of the Concessions kitchen, conference room/tavern space. Private investor has come forward to develop and hire appropriate staff for investing in opening a restaurant style concessions and multi use tavern/conference room at the Arena. More details to follow upon review of contract by Legal Counsel, and

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city staff. Construction is scheduled to begin on Concessions kitchen as soon as contract is executed.

- Grand Opening Ceremonies have been established and will be announced with Press Release and invitations this week.
- Arena Management is working with USA Hockey, the Maine Gladiators and other partners in building the brand of "The Great Falls Shootout" hockey tournament. Planning stages for various weekend long tournaments are in place for weekends through May. Dates to be announced.

Police

- The department handled 471 calls for service this week. Officers conducted 80 motor vehicle stops and 6 field interviews. Officers investigated 64 offenses of which, 8 of which were felonies, generating 17 arrests and 12 criminal summonses. Officers responded to 75 motor vehicle crashes.
- Officers were busy with the rainstorm on Saturday, 01-11. Officers responded to 61 accidents throughout the day and evening.
- The department participated in the 67 Minot Avenue Pre-Plan meeting and is currently working with Public Services to create a traffic Management Plan for the area should a major incident occur.
- Officer Greg Pealatore began his career with the department on 01-09. Officer Pealatore is a 10 year veteran of the Alaska State Troopers.
- The department handled 456 calls for service this week. Officers conducted 127 motor vehicle stops and 8 field interviews. Officers investigated 65 offenses of which, 5 of which were felonies, generating 14 arrests and 30 criminal summonses. Officers responded to 18 motor vehicle crashes.
- Targeted traffic enforcement occurred this week on Minot Avenue in front of Fairview School in response to speeding in school zone complaints. 23 Motor vehicle stops were conducted, 13 warnings and 10 summonses were issued.
- Information Assistant Kristal Goff attended training on concealed weapon permits.
- Sergeant Gary Boulet conducted annual taxi cab inspections for L&A Cab and Five-Star Taxi.

Public Services

- Test Borings on Whitney Street
- Completed driveway behind Firehouse Grill
- Signed contracts for 2014 MPI Project
- Met with consultants for Pavement Manager Software
- Storm water compliance ongoing
- Re-grading detention pond near Arby's
- Held monthly Utility Meeting
- Continued snow removal at different locations
- Sanding/salting of roads during ice 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

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- Started chipping Christmas trees at 3 drop off locations. 401 trees chipped=5.11 tons of chips=\$107.31 for the Community Cords program
- Began removing holiday decorations around the city
- Continuing work on the detention pond near Arby's
- Test borings on Whitney Street
- On-going stormwater compliance
- 2014 Reconstruction Project design
- Continued snow removal at different locations
- Continued sanding/salting of roads/sidewalks as needed
- Recycling as scheduled
- Continued removing holiday decorations around the city
- Patched potholes throughout the city
- Preparations for Winter Festival: signage, hauling snow, constructing snow playground, and flooding outdoor ice rinks

Recreation

- The 14th annual Auburn Winter Festival is set to begin on Friday, January 24th and conclude on Sunday, January 26th. Some of this year's scheduled activities include: skating, snowmobile rides, snowshoeing, music and much, much more!
- Youth basketball practices & games continued throughout the week.
- Players in the 5-6th grade youth basketball program will have the opportunity to participate in a special mini-game during halftime of the Central Maine Community College basketball games on Saturday. Players will receive a lightshow introduction and get to experience what it's like to be a college basketball player at CMCC!
- Indoor soccer continued throughout the week.
- Women's league basketball games continued throughout the week.
- Men's league basketball games continued throughout the week.
- Staff worked to reschedule basketball games that were previously cancelled due to inclement weather.
- Staff attended a Winter Festival meeting on Wednesday.
- A supplemental Winter Festival website news item and e-alert was completed this week.
- Our newly-announced adult dodgeball league has reached capacity! 12 teams comprised of 10 players each will begin dodgeball battle on March 2nd.