



**TO:** Mayor and City Council  
**FROM:** Clinton Deschene, City Manager  
**RE:** Weekly Report  
**DATE:** Week Ending June 27, 2014

#### **Auburn Public Library**

- On Tues., July 1<sup>st</sup>, at 10 a.m., our friends, The Wallace Family, will present our annual “Happy Birthday America” pre-school story time with cake and a parade. Please call the library at 333-6640 x 3 to register for this very special preschoolers' event.
- The Library will be closed on Fri., July 4<sup>th</sup>, for the holiday. We will be open from 9 a.m. to 1 p.m. on Sat., July 5<sup>th</sup>.
- The Library will be upgrading its online calendar in mid-July. The new platform will allow events to be viewed by department and will allow customers to register for programs and classes online.
- The Library’s circulation system was down for the day on Weds., July 25<sup>th</sup>, for the installation of a new server at the State level. We appreciate our customers’ patience with the interruption. Thanks to our Information Systems Coordinator Brian Usher for ensuring a smooth transition at our end.
- The Children’s Department received a donation of two American Girl dolls. We are most grateful for the donation as this brings to four the number of dolls that we have in our collection. The dolls are extremely popular and are very rarely in residence at the Library. They should be ready to be checked out very soon.
- Please stop in to see our book displays that offer some very enticing books for summer reading for all ages.
- Director Mamie Ney spoke to the United New Auburn Association on Tues., June 24<sup>th</sup>.
- 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.

#### **CDBG**

- It has been more than a decade since the Department of Housing and Urban Development released low income summary data by census tracts. The Downtown and Union Street have seen an improvement in the mix of population; however, there has been an increase of nearly 3% in low income persons living in the New

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Auburn Target Area. The City as a whole has seen an income improvement of 3.5%, from 40% of the population being low income in year 2000 to 36.43% in year 2014.

- The Community Development Loan Committee approved four applications. One application approved was for the sale of 26 Cook Street, the last of our Neighborhood Stabilization Properties, to a buyer who is immigrating from China. The other applications were \$36,211 of Community Development funds and \$13,400 from HOME funds.
- Reine Mynahan has been working on the lead grant application. The team of people working on this application is feeling confident about bringing this significant resource to the community. We are applying for the full \$3.4 million, \$400,000 of which will come to the community as healthy home interventions. This grant would be a great boost to getting the Green and Healthy Homes Initiative off the ground.
- The Community Development and HOME Programs were monitored by the Department of Housing and Urban Development. The HUD staff people spent two days going through files with a fine tooth comb.
- Reine Mynahan is working with the owner of 132 Hampshire Street to transfer the property to the City for rehabilitation and sale to a homebuyer.
- Yvette Bouttenot attended HUD training in Boston to gain proficiency in their Integrated Disbursement Information System (IDIS). One full day was focused on HOME Activities and two days for CDBG activities. IDIS is used for reporting all projects and activities to HUD as well as creating the 5 –year Consolidated Plan, Annual Action Plans and the CAPER. Reporting activities in IDIS involves set-up of activities, selecting a national objectives, reporting accomplishments and completing drawdowns.
- Yvette has been assisting a former client who purchased a multi-unit building through the NSP Program. As a new landlord he has reached out to us for guidance on dealing with a problem tenant. In addition to referring him to an attorney for legal advice and assistance, code enforcement as well as animal control has been called in to help him deal with the tenant. The dogs have been removed from the premises.

**City Clerk**

- Staff went to The Odd Fellows home for absentee voting on Monday, June 2.
- Staff had to retest several ballot styles on the AVS machine due to problems with the ballot headers.
- Tabulating machines and ballots were tested on June 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup>.
- Deputy Registrar training was held on Tuesday, June 3<sup>rd</sup> at 4PM
- Election worker training (for Wardens, Ward Clerks, and Election Clerks) was held on Wednesday, June 4<sup>th</sup>. One session was held at 1PM, 35 people attended and the second at 5PM and 20 attended. Each session was approximately 2-3 hours long.
- The statewide deadline for requesting an absentee ballot was Thursday, June 5<sup>th</sup>. The Clerk's office was open until 7:00 P.M. to accommodate those last minute requests.
- The voter lists (a total of 20 voter lists – 4 per polling place) for the election were printed on Thursday, June 5<sup>th</sup>.
- Approximately 320 absentee ballots were issued.
- Election was held on June 10<sup>th</sup>. There was a 16% voter turnout for this election.
- A recount was held on June 20<sup>th</sup>.
- All voter registrations and changes were entered into CVR between Wednesday, June 11<sup>th</sup> through Thursday, June 19<sup>th</sup>. The Statewide deadline is Tuesday, June 24<sup>th</sup>.

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- We were required to complete a statewide inventory on AVS (Accessible Voting Solutions) equipment. This was done on Thursday, June 19<sup>th</sup>. The deadline was June 23<sup>rd</sup>.
- We began entering the Voter Participation History for the June 10<sup>th</sup> election. The deadline to complete this is July 9<sup>th</sup>.
- Sue met with the Appointment Committee on Thursday, June 26<sup>th</sup> to review applications.

**Health and Social Services**

- The Health & Social Service office has been closing on Friday's to clients. This is working nicely we only had one emergency so far.
- Being closed on Friday has allowed Tammy to help in the Assessing office and last Friday I was able to help with the ballot recounting.
- I attended a workshop put on by Maine Equal Justice last week in Augusta, the topic of the workshop was all the cuts DHHS has done to the programs and who they would affect.
- As Health Officer, I attended a workshop on Hoarding, the cause and effects put on by Shalom House, Inc.

**ICT**

- Tested training plan for new public works GIS data collection applications with one staff member. Identified several places in the data schema that need to be re-configured. Began developing a rollout plan to include full training and implementation to all supervisors.
- Created a new basemap for ArcGIS Online that includes parcel dimensions.
- Created a Online map for use by the assessing office as they work toward commitment. Online GIS provides a new mechanism for the quick creation of web-based maps. In this instance, Assessing identified a mapping need and within an hour we were able to upload the required data layer to the ESRI cloud, create a new web mapping application, and deploy that application to the user in approximately an hour. No similar options were available with the older WebGIS technology.
- Worked with GIS consultant to develop specifications for a new public Parcel viewer. The parcel viewer will be the centerpiece of the numerous mapping applications that will be available through GIS Online. We hope to have the new viewer available for testing by the first of next week.
- Created a complex query for the Planning and Economic Development department to select out parcels that meet specific size, zoning and development characteristics. While we were able to create the data that was requested, we will need to work with the department to better understand the use and requirements so that we can further refine the query.
- Provided new wall maps for Fire Department offices, stations, and probationary officers (used for training). The new maps provide better readability as well as the location of fire-hydrants, which are color-coded based on flow.
- Assembled all available data for use in the Complete Streets project and created a set of maps for use in a work meeting.
- Acquired a Samsung tablet for Public Works and an iPad for the Fire Prevention Officer.
- Generated Purchase Orders for two additional MUNIS modules which will increase productivity of staff.
- Increased the amount of memory available to the MUNIS server. We had outgrown the previous specifications and were starting to see memory issues.

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**Police**

- The department handled 606 calls for service this week. Officers conducted 133 motor vehicle stops and 28 field interviews. Officers investigated 92 offenses of which, 14 of which were felonies, generating 20 arrests, 27 criminal summonses and 4 juvenile arrests. Officers responded to 22 motor vehicle crashes.
- The Department assisted the Federal Bureau of Investigation with its National Sex Trafficking sweep known as Operation Cross-Country. The goal of the operation is to recover juvenile victims of sex trafficking. Two adult prostitution arrests were made and no juvenile victims were found.
- Detectives are actively investigating a burglary that occurred at Runway Variety. They are running a joint investigation with the State Police. It appears at least two other burglaries were committed outside our jurisdiction. Suspects have been identified and warrants for their arrest will be applied for.
- Drug agents executed a search warrant in the PAL Center neighborhood this week which resulted in the seizure of 5.5 grams of crack cocaine.

**Public Services**

- Mill Street- punch list remaining
- Whitney Street- box cut from Lake Auburn Ave to Reed St. Sidewalks & curbing from Lake Auburn Ave to French's Lane
- Holbrook Road- mobilize for box culvert
- Stormwater Management- ongoing
- Pavement Manager-ongoing
- Turner Street Sidewalk Improvement- bid opening on 6/26/2014
- 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
- Ball Field Prep
- Cleaning catch basins
- Dig Safe Markings On-going
- Permits; excavation (private/right-of-way), fill, drive opening, pole permits etc.

**Recreation**

- Registrations continued for Summer Day Camp, Golf Lessons, Track & Field, Youth Football, Falcons Football Camp and Summer Soccer Camp.
- Track & Field practices continued. This season, a total of 114 children are currently registered in the program.
- Adult softball games continued.
- End of season banquets were held for Youth Lacrosse.
- Lacrosse skills & drills concluded.
- Summer Day Camp began on Monday with a total of 216 children currently registered in the program.

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- Planning for Fall programming continued.
- Staff worked on website updates, news items and e-alerts.