

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 May 30, 2014

Auburn Public Library

- The Library has started its summer. The Library will close at 6 p.m. on Thursdays, instead of 8 p.m., and it will close at 1 p.m. on Saturdays, instead of 5 p.m.
- We are getting ready for our Summer reading programs. Fliers have gone out to the Auburn and Minot schools. Deb Cleveland, head of Children's Services, has started visiting the schools to promote the program.
- We continue to work on our disaster preparedness. Assistant Director, Suzanne Sullivan, has been attending workshops to ensure that we are prepared to deal with any type of event. Of main concern is water damage, which can cause serious harm to libraries' materials and technology.
- Suzanne Sullivan attended the Tri-District Council meeting, sponsored by the Maine State Library, on Thurs., 5/29. Maureen Sullivan, past president of the American Library Association, spoke about leadership and how libraries can better connect with their communities.
- A representative of MEMIC visited the Library to audit payroll records with regard to workers compensation. All appeared to be in order.
- A number of interesting programs are scheduled for the week of June 2nd, including Maine author James Witherall talking about his book on the life of Ed Muskie. Mr. Witherall will be here on Mon., 6/2, at 2 p.m. On Tues., 6/3, at 2 p.m. Barbara Randall will present a program on the history of the American Girl dolls. "Read to a Dog," a children's program, will be held on Thurs., 6/5, at a new time: 5-6 p.m. Teens are invited to hear about the hot new read for Summer at the "Friday Stress Reliever," on the 6th at 3:30 p.m.
- If you are concerned about passing your business on to the next generation, please come to the Library on Thurs., 6/5, at 5:30 p.m. This is part of our Business Intelligence Series.
- Follow the Library on Facebook or link to our website at www.auburnpubliclibrary.org for more information about all of our programs, new books, and more library news.

CDBG

- Three new Home Savings Accounts have been opened by clients with goals to purchase a home within 6 months.

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- Three clients have been approved for assistance through the Security Deposit Program, 2 are funded with Gorman funds while the third will be funded through the HOME Program. Total security deposits approved is \$1,045.
- Hal Barter completed training on conducting home assessments under the Green and Healthy Homes model. This training gives us the ability to offer Hal's services to conduct the home assessments if a lead grant is awarded.

City Clerk

- Filled 61 election worker positions for the June 10, 2014 election.
- To date, we've issued 136 absentee ballots.
- 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.
- Tested the AVS (Accessible Voting Solutions) equipment at the 5 polling places on 5/19, 5/22, and 5/23/14. Testing took approximately 2 hours at each location. We ran into a few issues (broken phone jack, ran out of toner, and ran into an issue with AVS ballot headings and those ballot styles have to be retested).
- Sue Clements-Dallaire met with Public Services staff out at the Oak Hill Cemetery to mark out 4 cemetery plots to sell.
- Conducted absentee voting at Auburn Residential Care, Schooner Estates, Sarah Frye Home, and The Chapman House, Clover Manor. We will be going to The Odd fellows home on Monday.
- Prepared notices of election to post. Those were posted in each ward by Lt. Tim Cogle and Sgt. Gary Boulet on May 29th.
- Preparing Warden supply boxes for the election.
- Preparing training material for the election.
- May 23rd was the deadline for voters changing political party enrollment in order to participate in the June Primary.
- 5PM on May 27th was the deadline for non party candidates to submit nomination petitions to the Registrars for certification. The City Clerk's office was open until 5PM on that date.
- May 30 is the deadline for the Joint Charter Commission candidates to file their 11 day pre election campaign finance report.

Fire

- For the week of May 23 to May 29, there were 10 life-safety inspections conducted on businesses and 3 life-safety inspections done on apartment buildings. Out of the 13 inspections done, 8 were not in compliance.
- For the week of May 23 to May 29, we responded to 72 calls for service. These included, but are not limited to 1 brush fire, 55 emergency medical calls including 1 motor vehicle accident with injuries, and 1 vehicle/pedestrian accident. We did not receive or give mutual aid during this period.

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- Firefighter Josh Harris has returned to the department after being deployed overseas. Image to the right.
- The second Auburn Fire Department Citizens Fire Academy has come to a successful completion. The class will come before Council on July 9th for formal recognition. Below are a few comments from the program evaluation by the class participants;



“I am proud to live in a city that can take time for citizens to learn about the fire department in the town they live in.”

“I want to thank all the firefighters for donated time they put into this program to make everything comfortable for all the CFA members and more! Much appreciated.”

“Learned a lot about skills of staff, training and in house training. It was great to find that all the staff was very helpful and willing to do whatever it takes!”

“Am appreciative of our firefighters, their training and the dangers they face.”

“All classes were very informative. The crew was very professional and polite.”

“All the hands on activities especially wearing the SCBA’s and full gear and rappelling was awesome!”

Health and Social Services

- This week we received news our longest client has become employed thanks to the help of the Career Center and Vocational Rehabilitation. He had received about \$470 a month in housing and other needs for 39 months.
- The fraud investigation continues and will be given to the DA office.
- In preparation of the closing of this fiscal year, all vendors with outstanding vouchers were notified to return their vouchers by the 2nd week in June or they would not be paid. Some vouchers are over 10 months old.

ICT

- Worked with Economic Development staff to design the structure for a new Online GIS website that will be used to provide public outreach for Form-Based Code discussions. Identified the tasks and responsibilities for assembling and uploading the data as well as for developing the Online mapping application. This is intended to be the first in a series of public-outreach mapping applications that will be used in the Form-Based Code process.
- Created a series of maps and analysis for Community Development to assess the target areas for a Lead grant project. Provided map-based census and assessing data to Community Development. They identified target areas, and we created a map of the target areas for both Auburn and Lewiston and extracted several census statistics for the selected area.
- Extracted updated assessing data for vacant properties list.

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- Assisted AWSO with preparation for presentations of Online GIS to their Board of Trustee meetings. The Trustees approved the plan for AWSO to participate in Auburn's planned city-wide GIS licensing. The next step is to secure a Memorandum of Understanding (MOU) between the city and AWSO, and to work with ESRI to prepare the contract.
- Worked with Finance Department and MUNIS to resolve several MUNIS issues. Several MUNIS services had halted due to a memory error, forcing a restart. We would typically try to avoid doing this during the business day, to limit inconvenience to our clients, but on this occasion there was no other option. A MUNIS technician requested that the server be restarted. IT will be implementing some fortnightly processes that should keep this from recurring.

Police

- The department handled 759 calls for service this week.
- Officers conducted 285 motor vehicle stops and 25 field interviews.
- Officers investigated 91 offenses of which, 7 of which were felonies, generating 13 arrests, 28 criminal summonses and 3 juvenile arrests.
- Officers responded to 29 motor vehicle crashes.

Public Services

- Ongoing stormwater compliance
- Sweeping (streets/sidewalks)
- Parks Maintenance (at several locations) - Ball Field Prep
- Hot Patching around the city
- Maintenance – Repair of city equipment
- Recycling operations ongoing
- Cleaning catch basins
- Dig Safe Markings On-going
- Permits; excavation (private/right-of-way), fill, drive opening, pole permits etc.
- Remove snow fence
- Toolbox Talk – Digging Around Utility Lines
- Slips, Trips and Falls training
- Restock winter sand
- Beaver issue (Jordan School Rd.)
- Install Boat Dock
- Mill Street pavement base course has been installed, curbing, drive aprons and shoulders remaining
- Manley Road complete
- Whitney Street fine grading
- On-going storm water compliance

Recreation

- Registrations continued for Summer Day Camp, Golf Lessons, and Track & Field.
- Spring Running continued.
- Spring Soccer continued. Instruction resumes this weekend.
- Youth Lacrosse practices and games continued. 3-4th grade and 5-6th grade teams will participate in the Cape Classic tournament and South Portland Tournament this weekend.

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- Youth Tee Ball practices continued. Games resume this Saturday.
- Adult softball games continued.
- Planning for Summer programming continued.
- Planning for Wednesdays in the park continued.
- Staff reviewed applications and conducted interviews for summer day camp positions.
- Staff worked on website updates, news items and e-alerts.