

## Administration

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## MEMORANDUM

**TO:** Mayor Lovell and City Council  
**FROM:** Kevin L. Sutherland, City Administrator  
**DATE:** February 4, 2019  
**RE:** **Administrative Update**

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### **Requests for Proposals**

As part of the City's Purchasing Policy, we're sharing these announcements of Request for Proposal.

#### **Ocean Park Road Storm Drain Infrastructure Improvement Project**

The City of Saco is soliciting bids for the Ocean Park Road Storm Drain Infrastructure Improvement Project. Bids must be submitted on the bid response form in a sealed envelope marked "Ocean Park Road Storm Drain Infrastructure Improvement Project". Bids will be accepted until 2:00 PM on Wednesday, February 20, 2019 at the Finance Office at Saco City Hall, located at 300 Main Street, Saco, Maine, 04072. There will be a public opening of all bids received at that time.

#### **Route 1 Sewer**

The City of Saco is soliciting bids for the Route One Sewer Extension Project. Bids must be submitted on the bid response form in a sealed envelope marked "Route One Sewer Extension Project". Bids will be accepted until 2:00 PM on Wednesday, February 27, 2019 at the Finance Office at Saco City Hall, located at 300 Main Street, Saco, Maine, 04072. There will be a public opening of all bids received at that time.

A pre-bid conference will be conducted at the Saco City Hall, first floor conference room, located at 300 Main Street, Saco, Maine on Tuesday, February 19th at 1:00 PM. Contractors are encouraged to attend this pre-bid conference; however, it is not mandatory. An addendum summarizing questions raised at the pre-bid conference will be issued by the Engineer

Both of these bids and others can be found on the City Website [sacomaine.org/business](http://sacomaine.org/business)

### **Tax Bills**

The second installment tax bills will be mailed out Thursday, February 7th. Taxes are due by March 8th. Late payments will be accepted and the annual interest rate on the late payment is 8%.

### **Paychex**

Paychex has been our priority over the last few weeks, but most last week and this week. We are in the process of switching from MUNIS software to Paychex. I want to thank the staff in Finance and Human Resources, specifically Glenys, Kristin, and MaryLou for their work to get us here. I also want to thank the directors and admin staff for their support and willingness to work together to get this project across the finish line, and the rest of staff for their patience in this change in procedure.

### **W-2**

W-2's went out to all staff last week. This is last time the process will have been run through MUNIS. Senior Volunteers did not receive W2s, as they were not paid through the payroll system in 2018. Senior volunteers who had worked for the city in the fall were paid through payroll on February 1st and their time was deducted from their tax bill.

### **Foreclosures**

In January, we have a list of properties that have gone to foreclosure and will require Council action. Given the amount of work Paychex has required of staff, the discussion on foreclosures has to be pushed to March. We'll introduce this at the March Workshop.

### **Community Rating System**

Last week, we submitted our annual application for Saco's inclusion in the Community Rating System administered by FEMA's National Flood Insurance Program. We've submitted an application with enough credits to receive a Class 8 rating, one of the highest in the state of Maine from 2016. This provides required private properties within the flood zone an automatic discount of 10% on the insurance. The lower the Class, the higher the discount. You can learn more about the program HERE. I hope in future years, we have the staff time and resources to be a leader in the program in Maine.

### **Recycling Educational Mailer**

Council received a copy of the proposed mailer last week. At this point, we're moving forward with what was proposed. This will occur prior to the implementation of a tagging program. We'll use the everyday direct mailing address through USPS to get this to homeowners and renters before the program begins.

### **Personnel Committee**

The Personnel Committee met on January 22<sup>nd</sup> and discussed the long list of policies that need to be reviewed and possibly amended. In addition, there have been requests for new policies that should be considered. At the meeting, the members of the committee present were supportive of prioritizing the list and focus should first be on the employee handbook. Once the paychex system is up and running, HR will shift gears and begin reviewing policies with the Personnel Committee for the Council to consider.

### **Zoning Survey**

Our Zoning survey resulted in 1,080 responses, so yes – your City Administrator kept his word and jumped in the ocean in January. Unfortunately waiting until the last day of the month which also happened to be in the middle of a polar vortex and no ambulance on deck because a major structural fire, but alas, prevailed. A special thanks to all the people that came out to support me and experience how truly dumb this challenge was.

### **Upcoming Information and Feedback Sessions**

#### **Camp Ellis ACOE Jetty**

Tuesday, February 5th (tomorrow) from 7pm to 8pm in the City Hall Auditorium, members of the Saco Bay Erosion will discuss the various options and look to the community for direction before bringing that option to the Council and then back to the ACOE.

#### **Zoning Charrette**

This Thursday, February 7<sup>th</sup>, we'll host a community charrette at the People Choice Credit Union from 6pm to 8pm on the second floor. (What's a Charette? It's a meeting in which all stakeholders in a project attempt to resolve conflicts and map solutions.) Based on the information we gathered from the zoning survey, we've identified six small group topics and further discussion questions for: Route 1; Transportation; Waterfront Amenities and Climate Change Impacts; Rural and Suburban Areas of the Community; Parks & Recreation; and, Housing. The final half hour will be dedicated to Saco's Downtown and all attendees will take part in that discussion. The information gathered from this community input meeting will be used to assist City Staff in the revised Zoning Ordinance. If you'd like to participate and have not already signed up, we have a few additional openings. Please contact Torie Gorman at 282-4191 or by email [TGorman@sacomaine.org](mailto:TGorman@sacomaine.org).

### **Route 112/Exit 36**

The third and final Public meeting on the Route 112 / Exit 36 Area Study will take place on Wednesday February 13th, 2019 at 6pm in the City Hall Auditorium. This meeting will be a chance to review the aggregated data, hear from the experts on their recommendations, and listen to the public about their thoughts on those recommendations. Much of the information about this topic and previous meetings can be found on the [City Website](#).

### **Portland Area Comprehensive Transportation System (PACTS) Sub-Regional Meeting**

PACTS will be hosting a series of sub-regional meetings to engage with elected officials and senior municipal staff from the Southern PACTS Subregion (Scarborough, Saco, Old Orchard Beach, Biddeford, Arundel) on topics important to the region, such as:

- A) Gaining perspective and understanding on what's happening in our state and our region in the areas of housing, transportation, and education. What are some important high-level trends in the region? And what are those trends telling us about what will be important for our individual communities and the region as a whole?
- B) Gathering community input and ideas for priority regional transportation projects that can address the area's greatest transportation needs so PACTS can target funding to the most beneficial transportation projects over the short and long term.
- C) Discuss the region's policy priorities so GPCOG's advocacy work does the best job possible including the issues that are most important to the community

We pulled some strings to get the meeting to be held here in Saco in the Auditorium on Thursday, February 21st from 6pm to 8pm.