

Administration

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MEMORANDUM

TO: Mayor Lovell and City Council
FROM: Kevin L. Sutherland, City Administrator
DATE: January 7, 2019
RE: **Administrative Update**

Zoning Survey

Last week we released a survey geared toward our rezoning efforts. This will help our consultants plan the categories discussed at a charrette (or focus group) planned for February 7th. We've had 520 responses so far. Our goal is 750 and I would be willing to jump in the ocean in January if we collect 1,000 respondents. Deadline for submission is January 18th.

Website

Emily Roy, our Marketing and Communications Specialist has sent the final revisions for design elements to Revize today. This is the company who developed our current website and is working with us to further redevelop it. She will then move into the development phase which is estimated to take 2-4 weeks. She has been cleaning up existing navigation and content to prepare for the launch of the new site. We are anticipating having this go live by mid-February. The website redesign incorporated feedback from councilors, constituents, city staff, and google analytics. Some of the highlights of the redesign include: ADA compliance, improved navigation, incorporated branding, and overall aesthetic enhancements.

Security Improvements

The Facilities and Information Technology Departments worked collaboratively to install security cameras at the Police Station, Fire Station, Community Center, Transportation Center, Water Resource Recovery Facility, and City Hall. These cameras are fully functional. The wiring for the key card system at City Hall has been completed and the equipment has been purchased. We will begin the installation process for those during the next few weeks.

Department Video Series

Check out the [City Clerk's department video](#). Emily is working with the videographer (selected through the RFP process) to continue to capture footage from various departments. The next videos being created are the Mayor and City Council, Administration, and the Police Department. We are also gathering footage of Parks and Recreation, the Fire Department, and Public Works to prepare for their videos. We have received a lot of positive feedback and are excited to continue to use this platform for storytelling.

Pedestrian Bridge RFP

Collaborating with Saco Main Street, we were awarded a grant through the Sewall Foundation in the fall. We've had a successful RFP bid award process, overseen by Brandon Pettit, for 'Design and Planning' for the Pedestrian Bridge extension of the RiverWalk. The firm chosen to perform the planning and design services is CES Inc., a local Saco engineering firm.

Saco River Dredging

You may not have seen any movement to date, but yes, the dredging of the Saco River is still happening this winter. While many residents heard the Army Corps dredging project would occur in November of 2018, that was just the earliest the project could start due to environmental permitting restrictions. The contractors are currently mobilizing their equipment from other locations on the east coast up to Maine. Dredging will begin within January and they have until March 15, 2019 to complete the work.