

## Administration

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## MEMORANDUM

**TO:** Mayor Lovell and City Council  
**FROM:** Kevin L. Sutherland, City Administrator  
**DATE:** September 16, 2019  
**RE:** **Administrative Update**

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### **Public Friendly Adopted Budget book**

This evening I sent Council a copy of the public friendly version of the adopted budget book that will be added to the website tomorrow. Since the Council approved the budget in May we've had a line-item version available on the website but because of some scheduled time away, our Finance Director had to put this version on hold. We intent to submit the public friendly version to the Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award in the coming days.

### **Streaming Meetings and Council Recap Videos**

Earlier this month, we switched our streaming system from a third-party vendor to in-house production. An independent streaming device addresses security concerns, improves the quality of the video output, and creates the potential for additional streaming capabilities. It also improves the digital user's experience and ability to follow along with the agenda and discussion topics.

As of this week, we now have the ability to stream both the City Council Meeting and School Board Meetings and new features are in use this evening. When you visit our website, you will see Facebook Live, SacoTV (TATV), and You Tube as the different ways to watch City Council meetings.

As you are aware, we posted a Council Meeting Recap video earlier this month. The purpose of the City Council Meeting Recap video was to make sure constituents are aware of the topics discussed during the meetings. We have many community members who watch the meetings live, and we hope even more community members will watch the meetings with our improved streaming capabilities. The audience we are targeting with the recaps are those community members who are not currently streaming or viewing the meetings.

Based on the feedback we have received, we will adjust these recaps to be a brief text summary that includes timestamp references to the full meeting video, instead of creating a separate video. By adding timestamps, we intend to have people refer to the original video on You Tube to watch the entire discussion for a specific

topic of interest. We aim to make the meetings as easy for people to follow along as possible, but we do not want to deter people from watching the full discussion surrounding each decision.

Our goal is to ensure people feel informed. If we can increase engagement among a portion of the population that isn't watching the full meetings, then it is worthwhile. The timestamps on the original video will still accomplish this goal and we are comfortable moving in that direction. If Council would like to learn more about the initiatives staff have taken to enhance our communications, I would be happy to invite them to present at a future workshop.

### **Police Department Re-organization**

With the appointment of our new police chief, Jack Clements has decided to make a slight re-org at the administrative level of the department. This re-org has no impact on the budget or current staffing level and will provide some career ladder opportunities as well as strengthen our succession planning goals. In addition, we will be coming to Council next month for support for two more police officers.

### **September Joint School Board and City Council Meeting**

Changes to the Saco City Charter were approved at the ballot box last November and took effect July 1<sup>st</sup>. In those changes, the Council had moved forward language in 6.02 – Submission of Budgets in which “The City Council and School Board shall meet in joint session in September and December”. The School Board has offered to host this meeting next week Wednesday, September 25<sup>th</sup>.

### **Maine Clerk of the Year**

Last Tuesday, Maine Town and City Clerks' Association held their annual meeting in which Michele Hughes, Saco's City Clerk was awarded the 2019 Municipal Clerk of the Year!

This award is the highest honor given by the Maine Town & City Clerks' Association and recognizes excellence in both Michele's service to the community and to the profession of Municipal Clerk.

Michele has worked for the Saco City Clerk's office since 1989 as Assistant, Deputy, and, since 2011, City Clerk. In her 30 years with the city, Michele has helped countless citizens – whether they needed a particular license, a vital record, or to cast a ballot. She is highly respected by all city staff and has a deep well of knowledge that can only be gained through decades of service to the community.

Please join me in congratulating her on the incredible accomplishment. Her City plaque is now hanging in City Hall (right next to Dick Lambert's Code Enforcement Officer of the year award from 2010).