

Administration
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MEMORANDUM

TO: Mayor Doyle and City Council
FROM: Bryan Kaenrath, City Administrator
DATE: January 6, 2019
RE: Administrative Update

Public Works Facility at 351 North Street

Beginning tomorrow, January 7th, the City of Saco will be seeking proposals for the sale and redevelopment of a parcel of city-owned real estate located at 351 North Street, currently used as the Public Works Facility (tentative relocation date of October 2020). The City, acting through the Department of Planning & Development, seeks a qualified developer to purchase and improve the property. Proposals will be evaluated by staff and ultimately City Council on several factors including, but not limited to: ability to maximize the economic development potential of the site; negotiated sale price; and additional evaluation criteria that can be found on the City's Bids and RFP page. To be considered, developers must submit a development proposal in response to this Request for Proposal (RFP) by February 12, 2020.

Sole Source Digital Sky

As a courtesy to the Council and the general public, I want to let you know that the prior City Administrator authorized staff hiring Digital Sky for the camera system and access control at the new Public Works facility without a competitive bid process. Under our sole source clause in the Purchasing Policy, this exemption is allowed to be approved by the City Administrator as the company is the installers of our current camera solution and we are looking to integrate the access control built into that system to centralize management of access control and security cameras.

Also, while they are wiring up the cameras and access control, we are retaining the company to install the building network infrastructure. This will eliminate the need to have two different vendors in the building costing additional labor and streamlining the process for the network install.

Strategic Planning Sessions

We have scheduled our strategic planning session for our January 27th Council meeting. Consultant Mandy Schumaker will be in attendance to facilitate the process. Staff will be meeting earlier in the day to conduct a similar session to develop their top goals and priorities. Please submit your responses as requested by Mayor Doyle to Torie Gorman and I at your earliest convenience.

General Assistance Position

Due to staffing changes in the City Clerk's office we are needing to fill the part time role of general assistance administrator. We are currently exploring the possibility of sharing a position with the City of Biddeford and have a meeting scheduled for tomorrow to begin these discussions.