

Administration

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MEMORANDUM

TO: Mayor Doyle and City Council
FROM: Bryan Kaenrath, City Administrator
DATE: January 13, 2019
RE: **Administrator's Report**

Request for Proposal - Economic Development Market Analysis & Action Plan Matrix

The City of Saco is seeking proposals from qualified and experienced firms to conduct a Market Analysis and Action Plan Matrix to guide economic development policies and strategies in Saco. The selected consultant must be an expert in economic development, specifically in conducting market analyses processes, analyzing existing data, and determining projections to develop an action plan matrix. The Action Plan Matrix will identify priorities and catalytic strategies to help leverage targeted growth and maximize economic return, including public and private investments. The matrix will also provide tangible recommendations to help guide Saco's future. The action plan component of this project is not a comprehensive economic development strategic plan. (A separate RFP will be developed for that process at a later date; and may or may not be awarded to the same firm selected for this project.) RFP responses will be due back by February 5, 2020.

Strategic Planning Sessions

We have scheduled our strategic planning session for our January 27th Council meeting. We will be handling the process inhouse and have decided to forgo an outside consultant at this time. City staff will be meeting earlier 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 by January 21st at 12 noon.

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. City Clerk Michele Hughes is currently researching the possibility of sharing this position with a neighboring community. At this time it does not appear sharing with Biddeford will be a viable option due to several logistical issues. If there are no further promising leads we will advertise and fill the position ourselves.