

Administration

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MEMORANDUM

TO: Mayor Doyle and City Council
FROM: Bryan Kaenrath, City Administrator
DATE: January 21, 2019
RE: **Administrator's Report**

Meet and Greet with City Departments and Outside Organizations

I have now had the opportunity to make it around to all departments to meet employees, tour facilities and learn more about their missions and operations. I would like to thank everyone for extending a warm welcome and appreciate their efforts with all that they accomplish on a daily basis. I have also had the opportunity to meet with a number of outside groups and organizations and will continue this effort in the months to come. I will also be speaking to senior citizens groups to introduce myself, update them on City affairs and take their questions. Further announcements on additional community outreach efforts will be coming soon.

Strategic Planning Sessions

A reminder that we have scheduled our strategic planning session for our January 27th Council meeting. The process will be facilitated by two of our department heads, Denise Clavette and Emily Roy. The submission deadline is today to be included in the exercise next week.

General Assistance Position

As has been previously reported, 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. We will now have someone filling in temporarily until a suitable replacement can be found.

Saco Arts Commission Proposal

I would like to float to the Council the concept of establishing a Saco Arts Commission. After meeting with members of the City Council, staff, residents and groups such as Saco Main Street there appears to be significant support to consider this concept proposal. The establishment of a Commission and possibly a small appropriation of funds could go a long way to creating greater citizen engagement, participation and awareness in promoting Saco as a place with a growing arts and cultural scene. We will place this as a "new business" agenda item in the near future for discussion and consideration.