

## Administration

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## MEMORANDUM

**TO:** Mayor Doyle and City Council  
**FROM:** Bryan T. Kaenrath, City Administrator  
**DATE:** September 14, 2020  
**RE:** **Administrator's Report**

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### Building/Codes Department

Dick Lambert's official retirement date was Friday, September 11<sup>th</sup>. I would like to thank all those who made last week's event to honor and recognize Dick a great success and to all those in attendance. I believe we gave him the send off he deserved. As of today, Deputy Director Dave Twomey has been named Acting Director/Health Officer until the position is filled with a permanent replacement. The position has been advertised for the past couple of months and we will begin the hiring process in the very near future.

### Public Works Facility

Our new Public Works facility is in the final stages of completion and looks fantastic. We have extended an invitation out to the Council to come for a tour of the new building the first week of October. If you have not done so already please respond to the invitation email with your availability.

### RFP Announcement

The City of Saco seeks proposals for an experienced medical billing provider to outsource emergency medical billing and collection services. The Fire/Ambulance division of the City of Saco responds to, on average, 2790 calls per year with total billings between \$700,000 and \$800,000 per

year. Proposals will be accepted until 4:00 PM on Friday, September 25, 2020, by email to [gsalas@sacomaine.org](mailto:gsalas@sacomaine.org).

### **Elections**

Absentee ballots for the November election will be available on or about October 5<sup>th</sup>. We will again also be utilizing the drop box on the Cutts Ave side of City Hall as another means to return your ballot. We are currently at about 4900 absentee ballot requests according to City Clerk Michele Hughes.

### **City Administrator Open Office Hours**

As I have done in my previous positions, I would like to begin offering the public an opportunity to attend a monthly City Administrator's "Open Office Hours" session to come and speak to me about anything on their mind and ask me about any questions or concerns they may have regarding City government or services. Complaints and constructive feedback are also gladly accepted! I have in the past always found these sessions useful as another forum for public input and to stay well connected with the real concerns of our citizens. I am envisioning our first session to be scheduled in October. Specific details will be forthcoming in the near future.