

## Administration

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## MEMORANDUM

**TO:** Mayor Doyle and City Council  
**FROM:** Bryan T. Kaenrath, City Administrator  
**DATE:** December 7, 2020  
**RE:** **Administrator's Report**

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### Policy Reviews & Proposals

It has been my goal to do a full review of all our existing policies to find areas that are lacking, outdated or in need of updates. We have also been working on a number of new policies that will be brought forward to Council for consideration in the very near future. These include a military leave policy, parental leave policy as well as our new revised Code of Ethics/Conduct. Also forthcoming is our revised dog ordinance. In addition, we have been working on a thorough review of other existing policies including our non-union personnel policy that will need revisions, including the addition of Maine's new paid leave law that will take effect January 1, 2021.

### City Administrator Open Office Hours-Update

A thank you to those members of the public who attended my open office hours meeting on Dec. 1. I was particularly happy to discuss the City's latest efforts to engage the US Army Corp of Engineers on the "plan 6" jetty spur project. We are taking the continued erosion of our shoreline very seriously and will be unwavering in our efforts to push this issue forward until we have the results we need and deserve. As always, all citizens should feel free to contact me at City Hall or stop by in-person, your input is extremely important. Let's keep the dialogue going.

## Charter Amendments

A reminder to Councilors to please submit to me any proposals for charter amendments. We will have these for consideration on an agenda in the near future.

## Wage Analysis RFP

The City of Saco seeks proposals from qualified professional personnel management consulting firms to conduct a Salary Market Analysis and a Classification and Compensation Study for municipal positions. Proposals will be accepted until **December 18, 2020 at 11:00am EST** by email to [ERoy@sacomaine.org](mailto:ERoy@sacomaine.org). Proposals must include responses to all requirements contained within this RFP, in a PDF labeled "RFP-Compensation Study." For more information, please visit [www.sacomaine.org/bids](http://www.sacomaine.org/bids).