

Administration

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MEMORANDUM

TO: Mayor Lovell and City Council
FROM: Kevin L. Sutherland, City Administrator
DATE: October 1, 2018
RE: Administrative Update

Request for Proposals

Council recently updated the City's [Purchasing Policy](#) (July 23, 2018). In that document, it gave departments the opportunity to publicly announce RFP's through the administrative update (E.5.d.vi.(3) on page 8).

Zoning Ordinance Revision

The City of Saco is soliciting proposals for the assessment, revision, and rewriting of Saco's existing Zoning and Subdivision Ordinances. Proposals must include responses to all requirements contained within this RFP, in a sealed envelope marked "Zoning Ordinance Revision". Proposals will be accepted until 11:00 AM on Friday, October 19, 2018 at the Finance Office, Attn: Denise Clavette at Saco City Hall, located at 300 Main Street, Saco, Maine, 04072. There will be a public opening of all proposals received at that time.

Any questions regarding the project specifications should be directed to Denise Clavette, Planning and Development Director, by emailing DClavette@sacomaine.org. [Link to the RFP](#)

Marketing and Communications

Website

In order to address some of the feedback we have received regarding the website, we are moving forward with a redesign. Our primary focus during this process will be threefold. Firstly, we have heard that our website is difficult to navigate. We will create a more intuitive search function and organize the site differently to help improve the customer service experience. As part of this, Emily will be scrubbing old pages and working with departments to update content. Secondly, we will redesign the site to be fully ADA compliant. There are certain standards and criteria we must meet to satisfy this. Lastly, we will be adding the SSL Website Security Certificate to make sure we are considered a secure site. As part of this redesign, the only component that comes at an additional cost is the security certificate. Our contract with Revize will extend to October of 2022. This redesign process is expected to take about 15 weeks.

Charter Amendment Videos

We have partnered with Kenneally and Company to produce six informational videos about the proposed charter amendments. These are in the editing stage and will be ready for distribution congruent with the availability of absentee ballots. We have also issued a Request for Proposals for Video Production Support. This will enable Emily to move forward with a departmental video series as well as some Economic Development related materials. These proposals are due Wednesday, and staff will have a decision by the end of the week.

Public Works

Public Meeting

Last Thursday evening 9/27, nearly every seat in the auditorium was occupied when the Saco Route 112/Exit 36 area transportation study public meeting number two took place. Including the update from the engineers, many concerns were raised by residents about traffic and continued housing development. The term housing moratorium was used a bit and I would want to caution the Council not to move in that direction too quickly. Staff intend to bring a suggestion forward at a future Council meeting – ideally at the December workshop. This would create a window to allow the completion of this study but also assist in the completion of our re-zoning efforts.

Facilities

City Hall Renovations

Our next major renovation will occur with the Finance team on the first floor. It's been on hold a bit because of the printer change out and the decision to get a workflow assessment completed before any structural changes were made. This assessment is taking place this week.

Staffing Shifts

Human Resources moved out to the City Hall Annex a few weeks ago; the space previously occupied by HR has become the Finance Director's office, and the Director of Planning and Development has moved into that office here on the second floor to make room for our new Economic Development Specialist Emily Cole Prescott who started at the end of last week.

These changes should have no impact on the general public.

After the Finance team renovations are complete, I'll be asking Facilities to begin working on the other half of the Annex to accommodate the planning and development staff for the longer term.

City Hall departments have begun working through the mounts of paper to determine what HAS to be retained, what can be retained electronically, and what can be disposed of. I am hoping the number of permits and the demands on staff are somewhat reduced this winter in order to free up time to work on this.

I fully understand and appreciate how much work everyone has put in this year and if the demand does not decrease, I will be coming to Council to request additional resources to hire temps to assist in this effort.

Anything that remains will find its new home on the stage in the auditorium.

City Hall Parking Lot:

Lastly, working with the Police department, HR, and Finance, we'll be looking to make the City Hall parking lot employee only M-F 7:30 – 5pm. This change will require a vote from the Traffic Safety Committee. In the interim, I've asked the Police Chief to approve a temporary placement of a sign and for Finance and HR to work out a process and placard system going forward.

Long-term? I'll be asking the Economic Development team to work with Saco Main Street and the downtown businesses to identify all of the parking agreements and see if the demand for a parking garage could become viable in the coming years. Any future housing development in the downtown may put us over that threshold.

Information Technology

Auditorium Audio

Concerns were raised during the School Board meeting last Wednesday about the quality of the sound system here in the auditorium. I spoke to our IT staff on Thursday and gathered some information that I'd like to share.

1. There are three devices to support persons with hearing disabilities – they were tested this morning and are operational.
2. The audio system works very well as long as the person in the booth recording the meetings is actively managing volume controls. When the city's IT department records meetings, staff are actively listening and when there are low talkers those inputs are adjusted for output.
3. Crackling and popping is output on the speakers when volumes are not adjusted for louder speakers.
4. Echo in the chambers is very difficult to manage as we would have to add sound dampening to the walls to absorb this; however, it absorbs all sound not just echo which would then cause audio to sound lower.
5. The speakers ideally would not be facing the microphones they are picking up audio from as that creates the loop and feedback. So the speakers are aimed towards the audience.

The hearing impaired devices have been available to anyone; however, it seems the headphones for the devices were missing and have now been ordered to be replaced.