

Administration

Saco City Hall
300 Main Street
Saco, Maine 04072-1538
Phone: (207) 282-4191



Kevin L. Sutherland
City Administrator
KSutherland@sacomaine.org
[facebook.com/sacomaine](https://www.facebook.com/sacomaine)
[Twitter.com/sacomaine](https://twitter.com/sacomaine)
[Instagram.com/saco.maine](https://www.instagram.com/saco.maine)

MEMORANDUM

TO: Mayor Lovell and City Council
FROM: Kevin L. Sutherland, City Administrator
DATE: December 3, 2018
RE: Administrative Update

Request For Proposals

As part of the City's Purchasing Policy, we're sharing the announcement of a Request for Proposal.

Main Street Pedestrian Bridge

The City of Saco seeks professional services for the preliminary design of a Pedestrian Bridge that would allow pedestrian and bicycle movements between the easterly and westerly sides of Saco Island. The proposed structure would literally be a "bridge beneath a bridge," and is envisioned to be constructed beneath the northerly end of the existing Main Street/Route 9 bridge over the Saco River, which connects the City of Saco to the City of Biddeford.

This project is in coordination with Saco Main Street and funded through an Elmina B. Sewall Foundation grant – with a reporting requirement of 06/01/2019 – thus the scope of professional services must be completed no later than 05/15/2019.

Proposals will be accepted until Wednesday, December 19th at 2pm.

Any questions regarding the project specifications should be directed to Brandon Pettit, Grants and Projects Specialist by email at bpettit@sacomaine.org

Saco Bids and Request for Proposals can be found at sacomaine.org/business

City Hall Parking Lot

Last Thursday, the Traffic Safety Committee approved the use of the parking lot behind City Hall for Employee Parking Only – 7am to 5pm.

With a now full-time parking enforcement position on staff, this lot, along with the rest of the city where parking regulations are in place, will be monitored and violators will be ticketed. 3 unpaid parking tickets can result in your vehicle being towed. While the City Hall Lot is new change, parking regulations have always been in place, but we have not been at adequate staffing levels to ensure consistent enforcement. You will, if you haven't already, noticed a stricter enforcement of these regulations.

A few important side notes on the City Hall parking lot:

Three of the spots are deeded to the Stepping Out Dance Studio and in addition to parking spot being signed for them, they will be receiving separate color placards for their rearview mirror.

The handicap spots in the back of the building will remain available to employees, residents, and guests as long as they have the proper handicap placard.

I want to make sure all the Councilors receive an employee placard giving them access to the lot during regular business hours, so please send Torie the plate number for up two of your vehicles and we will get these processed.

Main Ave in Camp Ellis

Last Tuesday during a high tide, we experienced easterly winds which caused significant damage to Main Ave at North Ave in Camp Ellis. The driving routes have been altered as part of the road has been compromised. With the closing of asphalt plants for the season, we'll be waiting until the Spring to re-evaluate a more permanent solution given the continued erosion and road infrastructure challenges we face in this part of our community.

Union Negotiations

Union Negotiations are finally coming into focus, administration is optimistic that union ratification will occur over the next week or so. I will be looking to meet with the Council in Executive Session to review the contracts on December 17th

President George W.H. Bush

As you're all aware, our 41st president past away Saturday evening, December 1st. The governor has just announced that he is closing all state offices for the National Day of Mourning this Wednesday. I have also learned that Portland is also closing its offices for the day. Should Saco consider closing as well? I'd like to ask the Council for their opinion.