

City of Sanford



**From the Desk of
Steven R. Buck
City Manager**



Memorandum

To: City Council
Subject: Manager's Report for February 2, 2016
Date: February 2nd, 2016

Department of Public Works – Road Management Software and Planning

Director Hill held a kickoff meeting on January 28th, 2016 with BETA who came up to present their proposed scope of work and prosecution for the roadway inventory and pavement management program services contract.

The scope of work will follow their proposal as previously submitted on July 7, 2015. The project timeline and milestones were proposed as the following:

- Contract Authorization and Notice to Proceed: December 11, 2015;
- Project Kickoff Meeting: January 28, 2016;
- Street List Inventory Review provided by BETA: January 29, 2016;
- City of Sanford review and approval of Street List: Complete by March 11, 2016;
- Physical Inspection of Roads in Sanford by BETA: Complete by June 10, 2016;
- Draft Roadway Inspection Report: Complete by July 1, 2016;
- City comments on Draft Roadway Inspection Report: Complete by August 12, 2016;
- BETA completes DRAFT CIP Program Documents: Complete by September 2, 2016;
- City comments on DRAFT CIP Program Documents: Complete by September 30, 2016;
- BETA finalizes all findings and reports, initializes information on People-GIS, makes available to City and Public as needed, conducts software training, and presents findings to City Council. This would also begin the 12-month trial period of the online hosting and support of the People-GIS web application: October 7, 2106.

Other modules of their data inventory system were discussed as potentially advantageous for the City to utilize in the future.

Additionally, their GIS web hosting platform (People-GIS) is interested in ongoing service discussions potentially in partnership with other Departments within the City. Further coordination on this matter will be performed through the IT Department and DPW.

Municipal Budget Development:

Administration has been working with Departments since last November on the development of the Fiscal Year 15-16 Municipal Operating Budget, Non-Property Tax Revenue Projections, and Capital Improvements Program. All Departments submitted their Budget and Capital Needs at the end of December with both under review during January. A Net Impact has not yet been made due to pending adjustments. A Final Draft will be complete over the next two weeks allowing for further refinement prior to starting the Budget Committee Process.

The Budget Committee Calendar is as follows:

Thursday, March 3, 2016 6:00 PM Budget Committee Meeting
At its first meeting the Budget Committee shall elect a Chairperson and Vice-Chairperson

Thursday, March 10, 2016 6:00 PM Budget Committee Meeting

Thursday, March 17, 2016 6:00 PM Budget Committee Meeting
Meeting to include a Joint Public Hearing - City and School

Thursday, March 24, 2016 6:00 PM Budget Committee Meeting

Thursday, March 31, 2016 6:00 PM Budget Committee Meeting

Tuesday, April 5, 2016 7:00 PM Budget Committee Presentation
to the City Council. Authorization of the Municipal and School budgets by the City Council shall be the final budgets that are to be presented to the Voters in their aggregate amounts for final authorization at any Budget Validation Referendum.

Collective Bargaining Agreements:

The City has received opening letters for our next three Collective Bargaining Agreements for:

- Sanford Regional Communications Association – Maine Association of Police
- Sanford Police Association – Maine Association of Police
- Sanford Firefighters Association Local 1624 International Association of Firefighters/Paramedics

The City is aggressively pursuing positive negotiations with the goal of closing all Agreements prior to their expirations on June 30th of this year.



City of Sanford, Maine

Assessor Office

919 MAIN STREET, SANFORD, MAINE 04073

(207) 324-9115 FAX (207) 324-9122



To: SANFORD HOMEOWNERS
From: Tax Assessor Office
Date: 1/29/2016
Re: Property Tax Exemptions for Fiscal Year 16/17

If you own a home or have sold and purchased a new home before April 1, 2016 you may be eligible for the following tax exemptions:

1. **Homestead** – will reduce your taxable assessment by \$ 15,000. Must be declared your primary residence and have owned your property for 12 months before April 1, 2016.
2. **Veteran Exemption** – will reduce your taxable assessment by \$ 6,000. Must be 62 years old or declared 100% disable before April 1, 2016. Please provide a copy of your birth certificate and DD214 and/or a letter from VA showing proof of entitlement if 100% disable.
3. **Widow/Widower Veteran Exemption** will reduce your taxable assessment by \$ 6,000.
4. **Paraplegic Veteran Exemption** will reduce your taxable assessment by \$ 50,000.
Must be a paraplegic veteran, within the 38 US Code, Chapter 21, Section 2101.
5. **Blind Exemption** will reduce your taxable assessment by \$ 4,000.
Must provide verification letter from Doctor declaring total blindness.

Please remember, it is the homeowner's responsibility to notify the Assessing office in writing or complete a new application, for any of the above exemptions by April 1, if you have sold your home and purchased another home.

All exemptions are removed per sale each year by April 1 of the current tax year.

If you have any questions or would like more information, please contact the Assessor's Office at 324-9115.