MEMORANDUM

TO: Mayor Michaud and City Council
FROM: Kevin Sutherland, City Administrator
DATE: August 3, 2017
RE: Administrative Update

**Taxes Committed**

Today, taxes were committed. The mill rate (or tax rate) will be 19.38 or four cents below last year’s rate. How is this possible? At budget time wasn’t it quoted to be an increase to 19.63? Yes, but two factors drove this:

1. The increased value of the community, which is a combination of new value or what I call “new lumber” and market demand or what people are willing to pay for homes in Saco. This latter number is continuing to increase here in Saco and by law, municipalities have to assess properties within 91% and 106% percent of the market rate. My initial assumptions at the time budget development were below what is actually being reported;

2. Through the state budget process, the legislature moved additional revenues towards education and this year, 50% of those revenues are to be used for property tax relief. For Saco, that's an additional $355,000 in revenue offsetting the amount that would have otherwise been charged to the property owner.

A version of this is being sent as a press release as well as through social media. The release is also an attachment to this document.

**A Proposal to the Army Corps**

Several community stakeholders met with the Army Corps of Engineers on June 15th regarding the Camp Ellis Jetty spur and learned that the new price tag for the project is close to 70 million dollars. This project is only authorized by Congress at 27 million and therefore the Army Corp of Engineers will not be able to move the project forward until we’ve been authorized at the higher amount. City Administration is working through the Application Process now (due date of August 9th) to ensure we’re considered by Congress for additional funding. This continues to be a challenge for us and further delays resolve.
Finance Director Search

An interview team comprised of the Mayor, Councilor Doyle, Human Resources Director MaryLou Kadlik, and I held interviews last week with several candidates we believed could serve as Saco’s next Finance Director. I however do not believe this round yielded the type of candidate I was looking for to serve in this role and have opened the application process back up. The position description is posted back to our website and will remain open until filled.

Great turnout at the Pedestrian Safety Forum

On July 25th, the MaineDOT, Bicycle Coalition of Maine, and the City of Saco held a public meeting as part of a state-wide effort to address the recent spike in pedestrian/vehicle crashes in Maine. There was a great turnout and a lot of participation! At this meeting, the attendees identified intersections or roads that they felt were the most problematic or dangerous for pedestrians. The locations that the majority of participants identified are the intersection of Jenkins Road and Buxton Road, the intersection of King Street and Route 1, and insufficient crosswalks and sidewalks on the Ferry Road.

Additional data will be compiled from the sheets the participants completed to give us a better picture of the areas that we will need to work together to address in the future. The MaineDOT, Bicycle Coalition of Maine, and the City of Saco will be using the information gathered as the first step in a multi-step process. The next steps involve site visits to these locations, conducting feasibility assessments, and developing mitigation plans.

CDBG Workforce Development Program

You may recall that a public hearing was held for the Community Development Block Grant Workforce Development Program application that the City of Saco has collaborated with Shalom House, Inc to develop. Jill Slander from Shalom House and Emily Roy from the Administration Department prepared and submitted the full application in June.

Good news! We have received an invitation from the Department of Economic and Community Development to enter into the project development phase and will need to seek Council acceptance of the grant at the meeting in August. We will receive the funds (up to $50,000) sometime in the fall.

Jill Slander and Eric Grainger from Shalom House and Emily Roy and Dick Lambert from the City of Saco are the advisory committee members for the CDBG project and have begun preparations for the project development phase. The project development phase is required to be completed within three months of receipt of the invitation, which gives us a deadline of October 7th. Emily will be attending a certification and implementation training for CDBG grants on August 3rd and 4th in order for us to be able to receive the grant funds.

You will see this on the September 18th council agenda for a public hearing and the acceptance of the CDBG funds. We will communicate any additional information once we have it.
Update to the Flood Insurance Rate Map

FEMA will be hosting a meeting on August 23rd to discuss the changes in the map they plan to implement. Attached is the letter that was sent to the Mayor. Dick Lambert and I intend to attend. If any of you are interested in attending as well, please let me know. I have documents in my office showing the effects on the Saco community. If you’d like to review just stop by!

River cleanup prior to Saco River Dredging

The Request For Proposals (RFP) should be going out on Friday (tomorrow). We’re still on schedule to be done with this phase of the project by October 31st.

NNEPRA Board Meeting held in Saco

On Monday, the NNEPRA Board held their meeting here in Saco at our train station conference room. This is the Board that oversees the Downeaster Train. Staff did a presentation on all the positive energy, development, and business happening around Saco and Biddeford. It’s important to recognize how incredible it is to have a train station in the heart of our downtowns and walking distance from many of our amenities.

With the proposed future development of the East side of Saco Island to include a hotel, this could really add to idea of making our downtowns a destination for train riders (eliminating the need to have access to a vehicle when you arrive). A short video on the Trainriders Northeast website showcases some of the discussion. I can also report that the gates go back up on Route 9 (Main Street) while the train is stopped to board and off-load passengers! Now you can see it for your own eyes.
August 1, 2017

The Honorable Roland L. Michaud
Mayor, City of Saco
City Hall
300 Main Street
Saco, Maine 04072

Re: Updated Flood Insurance Rate Map – Announcement for the York County Meeting on August 23, 2017

Dear Mayor Michaud:

We would like to invite you to the Consultation Coordination Officer’s (CCO) Meeting on Wednesday, August 23, 2017 where we will present the updated York County Preliminary Flood Insurance Rate Map (FIRM) panels and Flood Insurance Study (FIS) report. This meeting is being held to describe the map review process and address your initial questions regarding the flood hazard data that was released on April 14, 2017. The meeting will be conducted by the Federal Emergency Management Agency (FEMA) Region I, the Maine Department of Agriculture, Conservation and Forestry, Floodplain Management Program, and STARR, a joint venture mapping contractor to FEMA.

Please feel free to pass this invitation along to other community officials who would benefit from this meeting. Two meetings have been scheduled on Wednesday, August 23, 2017. Please attend the one most convenient for your schedule.

9 - 11 AM
Kennebunk Town Office
1 Summer Street
Rooms 300/301
Kennebunk, Maine 04043

1 - 3 PM
York County Emergency Management Agency
Commissioner’s Meeting Room
149 Jordan Springs Road
Alfred, Maine 04002

At this meeting, we will discuss the current project status and next steps including the appeal period initiation. The meeting is particularly relevant to planning staff, zoning administrators, building inspector/code enforcement officers, as well as your flood hazard administrative officer.

Subsequent to the CCO Meeting, we will initiate a statutory 90-day comment and appeal period. Communities should review the FIRM and FIS in detail, and identify any changes with labeling (e.g., road names) as well as any areas where you may have questions regarding the flood hazard data. Changes in the Base Flood Elevations (BFE) or the extent of the Special Flood Hazard Area (SFHA) are subject to a formal appeal. Your community will receive a letter approximately two weeks before the start of the 90-day appeal period, which will detail the appeal process. The letter will contain information regarding legal notifications to be published in local newspapers, and will identify the first and second publication dates. The appeal period will start on the date of the second publication. Additional instructions concerning the 90-day appeal period will be provided during this formal coordination meeting. During the appeal period, community
officials and/or other interested parties may submit scientific or technical information that meets the FEMA guides and standards, which could support an appeal to the proposed or proposed modified information on the FIRM.

We encourage you to review the text in the FIS report as it pertains to your community and welcome your suggestions for updating or revising the text. Please become familiar with the Preliminary FIRM as well as the FIS report prior to the meeting so that we may discuss your comments and questions. Community comments are an important part of our mapping process and will be carefully considered before the York County FIRM and FIS report are published in final form.

All comments and appeals received through the end of the 90-day appeal period will be considered and incorporated as appropriate. Following the resolution of all comments and appeals, FEMA will issue a Letter of Final Determination (LFD). When FEMA issues the LFD, the community must adopt the new FIRM panels and FIS within 6 months in order to remain in good standing with the National Flood Insurance Program (NFIP).

The State coordinating office will be working closely with your community during the compliance phase to ensure that the local floodplain management ordinance is brought up to current standards. Your community should coordinate with Sue Baker, State NFIP Coordinator with the Maine Floodplain Management Program, Department of Agriculture, Conservation & Forestry, regarding flood hazard area regulations and the process to update your municipality’s ordinance/bylaws. Sue can be reached by email at Sue.Baker@maine.gov or by telephone at (207) 287-8063. Also available to answer questions is Kerry Bogdan, the FEMA Region I Senior Engineer, at Kerry.Bogdan@fema.dhs.gov or (617) 956-7576.

Please RSVP and send any questions or requests for additional information to Brian Caulfield of STARR, by email at Brian.Caulfield@cdmsmith.com or call (617) 452-6658. We appreciate your cooperation in this matter and look forward to meeting with you.

Sincerely,

[Signature]

Richard H. Verville
Acting Risk Analysis Branch Chief
FEMA Region I

cc: Richard Lambert, Code Enforcement Officer, City of Saco
David Twomey, Assistant Code Enforcement Officer, City of Saco
Steven Boucouvalas, Emergency Management Director, City of Saco
William Mann, Economic Development Director, City of Saco
Robert Hamblen, City Planner, City of Saco
Patrick Fox, Public Works Director, City of Saco
Joseph Laverriere, City Engineer, City of Saco
Kevin Sutherland, City Administrator, City of Saco
Michele Hughes, City Clerk, City of Saco
Neil Schuster, Chairperson, Planning Board, City of Saco
Kerry Bogdan, Senior Engineer, FEMA Region I
Sue Baker, CFM, State NFIP Coordinator, Maine Floodplain Management Program, Department of Agriculture, Conservation & Forestry
Arthur W. Cleaves, EMA Director, York County Emergency Management Agency
Alex Sirottek, Regional Service Center, Region I
Brian Causfield, Project Manager, STARR Region I