

TO: Mayor Mike Navarre
THROUGH: Chief of Staff Paul Ostrander
FROM: Larry Persily, special assistant to the mayor
RE: Sales and property tax review
DATE: Oct. 28, 2015



This is to update you on the work to date and possible timeline for the sales and property tax review effort we started in August.

We assembled two teams — one for each tax type — from finance, audit, property tax collections, sales tax and legal, and each team has met several times as we read through and discuss every provision in the tax codes, looking at items that need updating, clarification or change. We are especially looking for administrative procedures that can be improved, any enforcement or interpretation issues that should be addressed in code, and policy issues that should be presented to the assembly such as tax fairness questions.

The teams are looking at everything in the two code sections, line by line. We've spent hours at the table, with many more hours still to go.

Though we are losing our legal adviser this week with Liz Leduc's departure from borough service, the teams still hope to stick to the following approximate timeline:

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| November 2015 | Present you with an outline of issues under consideration, seeking guidance on policy calls and which items to pursue further. |
| December 2015 and January 2016 | Gather input from the cities within the borough on any issues they believe should be addressed in the overall property/sales tax review. |
| February 2016 or March 2016 | Present a rough listing of the issues — not draft ordinances — to the borough assembly for informational purposes. |
| April – May 2016 | Drafting work. |
| Summer/Fall 2016 | Present draft ordinances to the assembly and conduct public hearings. |
| Jan. 1, 2017 | Any changes would take effect at the start of the new year |