

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Wednesday April 18, 2012
TOWN HALL CHAMBERS
7:00 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, April 18, 2012. Chair Quinn opened the meeting at 7:00 p.m.

The following were in attendance:

**Chair Bob Quinn
Vice Chair Michael Tousignant
Councilor Sharri MacDonald
Councilor Robin Dayton
Councilor Michael Coleman
Town Manager Mark Pearson
Assistant Town Manager V. Louise Reid
Finance Director Catherine Saltz
Planner Jeffrey Hinderliter
Assessor George Greene
Members of the Finance Committee**

The Town Council Chair announced that the Workshop this evening will consider the budget proposals for Planning/Code; Assessing; Town Manager including Town Council, Finance, Tax, Clerk, General Assistance, and Maintenance.

PLANNING AND CODE

The following information was prepared by the Planner for the Council's packet so they will have knowledge of the workings of the department.

Code Enforcement#20113 (2012-2013 Budget)

Staff

NOTE: Funding and position details are subject to change for Code Enforcement Officer. Current budget includes one full time position and a shared position through the assessing office. This may become two part time positions and a shared position through the assessing office. Because this is unknown, the information below is based upon the current office staffing.

Code Enforcement Officer/Local Plumbing Inspector: A professional, administrative and technical position in the enforcement of building and zoning codes, business licenses, plumbing permits and inspections, and other Town regulatory requirements for the Town of Old Orchard Beach, Maine (OOB). The CEO/LPI is responsible for the department's inspection schedule, reviewing permit applications, overseeing efforts of all business

licensing, representing OOB with regard to land use violations and complaints, staff support for the Board of Appeals and the occasionally the Town Council.

License Clerk/Code, Planning Support: **Process all license applications (at least 700 each year) which include counter help, scheduling inspections, mailings, data entry, phone questions, and preparation for Council meetings. Help window customers with code, zoning and licenses questions. Coordinate inspections for code officer. Enter permits into database and file. Process all money received every day through Munis system. Primary passport administrator.**

Assistant Code Officer/Assessor: **This position is a shared between the code enforcement and assessing departments. The purpose of this position is to provide support to the code office. Duties include inspections, processing permits, interpreting ordinance and code regulations, helping customers at the counter.**

Planning/Code Administrative Assistant (50% hours): **Attend evening meeting and compose minutes for ZBA. Accept and assist customers with all permit and license applications. Help customers with all planning and Code Enforcement related questions. Schedule Code Officer inspections. Maintain permitting database. Process passports.**

Services/Responsibilities of your departments

Conducts inspections on buildings under construction or renovation for compliance with the Town's building codes and zoning ordinances and works with contractors to correct deficiencies. Reviews construction and plot plans for code compliance before issuing building permits. Administers the business licensing and campgrounds inspection and licensing program. Provides information on zoning, building codes, flood plain status, official business directional signs, utility connections and other data as requested. Reviews applications for building, plumbing and electrical permits. Investigates complaints of possible code violations, initiating appropriate action to insure compliance as necessary. Receives and processes applications to the Zoning Board of Appeals and are the staff resource person supplying recommendations to this Board. CEO attends all ZBA meetings. Issues plumbing permits and conducts inspections for internal and external installations, including sub-surface waste water disposal systems. Prepares monthly and annual reports for the State regarding plumbing permits issued and fees received and remits applicable fees to the State. Prepares biannual report to the State D.E.P. on Shore land Zoning Administration. Acts as the Town's Community Rating System Coordinator for flood insurance rating.

Grant Sources

Primary grant administration will be through the Planning Department

Internal Funding Sources

Revenue sources are primarily through permit and license fees including Building Permit Fees, Business License Fees, Copies Sold, Electrical Permit Fees, Flood Hazard Fees, Planner Fees, Plumbing Permit Fees, Zoning Board of Appeals Fees, Sewer Impact Fees, Smithwheel Impact Fee

Budget account description **The following Employee Salary lines (if applicable) to this Department are described under the compensation section of the budget**

50101 Department Head Salary (see separate discussion on compensation)

50106 Full-time employee wages (see separate discussion on compensation)

50107 Part-time employee wages

50112 Stand by Wages
50113 Holiday Wages
50114 Court Time Wages

50111 – Overtime wages

No overtime wages. There is the occasional comp time hours due to the number of evening meetings, requirement to complete meeting minutes within five days, deadlines associated with business licenses, and the overall volume of work associated with the planning and code office responsibilities.

Employee Benefits

50123-Car Allowance
50124-In lieu of Health Insurance
50127-Educational Incentive Pay
50128-Physical Fitness Incentive
50201-FICA & Medicare-ER Share
50202-MSR-Employer Share
50210-Health Insurance-Employer
50211-Dental Insurance-Employer
50212-IPP Insurance-Employer
50213-Life Insurance-Employer
NEW- Workers Compensation
50220-Health Club-Employer
50230-Clothing Allowance

50251 – Conferences /Training

This account funds the attendance to various training programs for the code officer and administrative staff. Programs include MMA sponsored classes, code/LPI recertification courses, etc.

50252 Travel/food/lodging

This account funds mileage reimbursement for the use of personal vehicles, meals and lodging to attend various training sessions and meetings as a representative of the town.

50256 Dues/memberships/licenses

This account funds membership to code enforcement related organization (e.g. Maine Building Official Association) and costs associated with maintaining code enforcement, building inspection and local plumbing certifications.

50320 Advertising

This account pays for all code enforcement and zoning board of appeals legal advertisements (meeting agenda's, public hearing notices) that require posting of meetings and other information. These postings are required by ordinance and often by state statute as well. (Note: this is currently under the Zoning Board of Appeals Account-20114-50320. I recommend the ZBA line item be deleted and advertising will no be included in the code enforcement account)

50402 Phones, cell phones and pagers

This account funds a cell phone that is used by the planner when out of the office.

50500 Admin/office supplies

This account includes the cost of general office supplies for this office and the ZBA. This includes envelopes, writing tools, file folders, copy and lined paper, post-it's, paper/binder clips, white out, and office furniture if needed. (Note: this is currently under the Zoning Board of Appeals Account-20114-50500. I recommend the ZBA line item be deleted and advertising will no be included in the code enforcement account)

50502 Printing & Copying

This account funds costs associated with use and service of the shared copier in the planning/code/assessing offices

50510 Vehicle Fuel

This account funds the cost of fuel for use of the town jeep.

Capital equipment replacement and repair& CIP \$0

There are no CIP related items projected for the 2012-2013 budget.

The Town Council discussed various aspects of the Code Enforcement budget as presented by the Finance Director and the Planner.

Planning#20110

Staff

Town Planner: Primary responsibility is to coordinate all growth and development in Old Orchard Beach through the administration of local, state, and federal laws, regulations, and ordinances. Additional duties include responding to requests for assistance on all land use development questions, reviewing development proposals and plans, creation and implementation of the comprehensive plan, economic development, staff advisor for the Planning Board, Design Review Committee and Comprehensive Plan Committee, represent the town at various regional and state work groups including Sea Level Action Work Group, Eastern Trail Management District, Portland Area Comprehensive Transportation System.

Planning/Code Administrative Assistant (50% hours): Attend evening meeting and compose minutes for ZBA, Planning board, Design Review Committee, and Comprehensive Plan Committee. Accept and assist customers with all permit and license applications. Help customers with all planning and Code Enforcement related questions. Schedule Code Officer inspections. Maintain permitting database. Process passports.

Services/Responsibilities of your departments

Coordinate all growth and development in Old Orchard Beach through the administration of local, state, and federal laws, regulations, and ordinances. Additional duties include responding to requests for assistance on all land use development questions, reviewing development proposals and plans, creation and implementation of the comprehensive plan, economic development, staff advisor for the Planning Board, Design Review Committee and Comprehensive Plan Committee, represent the town at various regional and state work groups including Sea Level Action Work Group, Eastern Trail Management District, Portland Area Comprehensive Transportation System.

Grant Sources

During late 2012/early 2103, I expect to begin an economic development program to secure grant funding (e.g. USDA, CDBG) for various projects around town. These grants do not fund this office- they provide project assistance (financial and technical) to the municipality, business owners and residential property owners.

Internal Funding Sources

Revenue sources are primarily through permit and license fees (see below). Building Permit Fees, Business License Fees, Copies Sold, Electrical Permit Fees, Flood Hazard Fees, Planner Fees, Plumbing Permit Fees, Zoning Board of Appeals Fees, Sewer Impact Fees, Smithwheel Impact Fee.

Budget account description The following Employee Salary lines (if applicable) to this Department are described under the compensation section of the budget

50101 Department Head Salary (see separate discussion on compensation)

50106 Full-time employee wages (see separate discussion on compensation)

50107 Part-time employee wages

50112 Stand by Wages

50113 Holiday Wages

5114 Court Time Wages

50103/50108-Seasonal Employees

No seasonal Employees

50111 – Overtime wages

No overtime wages. There is the occasional comp time hours due to the number of evening meetings, requirement to complete meeting minutes within five days and the overall volume of work associated with the planning and code office responsibilities.

Employee Benefits

50123-Car Allowance

50124-In lieu of Health Insurance

50127-Educational Incentive Pay

50128-Physical Fitness Incentive

50201-FICA & Medicare-ER Share

50202-MSR-Employer Share

50210-Health Insurance-Employer

50211-Dental Insurance-Employer

50212-IPP Insurance-Employer

50213-Life Insurance-Employer

NEW- Workers Compensation

50220-Health Club-Employer

50230-Clothing Allowance

50251 – Conferences /Training

This account funds the attendance to various training programs for the planner and administrative staff. Programs include MMA sponsored classes, CDBG workshops/training, etc.

50252 Travel/food/lodging

This account funds mileage reimbursement for the use of personal vehicles, meals and lodging to attend various training sessions and meetings as a representative of the town.

50256 Dues/memberships/licenses

This account funds membership in the American Planning Association, annual dues for vision software and annual dues to Southern Maine Regional Planning. (Note: the dues to SMRP is not for exclusive use of the planning department- all municipal departments have access to SMRP through payment of these fees)

50300 Professional/Engineering

This account funds various professional and engineering services that cannot be reimbursed by a subdivision or site plan developer. The includes projects such as Little River dredging, Amtrak Station and Jordan Park Marsh

50310 Service Contracts: **This account assists with service work to the shared photocopier in the planning/code/assessing departments.**

50320 Advertising Combine all boards & committees

This account pays for all planning, planning board, comprehensive plan, design review committee, etc. legal advertisements (meeting agenda's, public hearing notices) that require posting of meetings and other information. These postings are required by ordinance and often by state statute as well. (Note: currently, advertising is a separate line item for the planning board and design review committee. Could all be combined under this line item in the Planning account?)

50402 Phones, cell phones and pagers

This account funds a cell phone that is used by the planner when out of the office.

50500 Admin/office supplies

This account includes the cost of general office supplies. This includes envelopes, writing tools, file folders, copy and lined paper, post-it's, paper/binder clips, white out, and office furniture if needed. (Note: currently, admin/office supplies are a separate line item for the planning board and design review committee. Could all be combined under this line item in the Planning account?)

Capital equipment replacement and repair& CIP \$0

There are no CIP related items projected for the 2012-2013 budget.

50320 Advertising

The account pays for all planning board legal advertisements (meeting agenda's/public hearing notices). These postings are required by ordinance and often by state statute as well. (Note: Could this be combined under advertising item in the Planning account?)

50500 Admin/Office Supply

This account includes the cost of general office supplies. This includes envelopes, writing tools, file folders, copy and lined paper, post-it's, paper/binder clips, white out, and office furniture if needed.

50320 Advertising

The account pays for all planning board legal advertisements (meeting agenda's/public hearing notices). These postings are required by ordinance and often by state statute as well. (Note: Could this be combined under advertising item in the Planning account?)

ASSESSING

Assessing Services#20106

Staff

Position Title: Assessor

Statement of Duties - Responsible for managing the assessment and appraisal function for the town, including establishing property valuations, preparing taxable property inventory lists, defending assessments, maintaining and enhancing the town's land based records, providing appraisal support to town administration, in accordance with State statutes and regulations, and the policies of the town. Performs all other related work as required.

Supervision - Works under the general direction of the Town Manager working from state law, assessing principles, town policies and objectives and directives from the State.

Establishes own work program and objectives, and assumes direct accountability for department results, due to the highly specialized and technical nature of the work.

Consults with town manager/human resource manager on personnel issues, management issues and other issues, as needed. develops departmental policies, goals, objectives and budgets, consistent with statutory requirements for assessment and appraisal of property. Provides direct supervision to two (2) full time employees, who work at the same location and on the same shift, with staff often times in the field performing appraisals; and evaluates personnel performance on an ongoing and annual basis.

Has access to and reviews confidential financial statements of property owners, law suits, as well as abatement and exemption applications.

for the purpose of providing and receiving land use information. Contact types are usually by telephone, in person or in writing.

Deputy Assessor – Responsible for assisting the Tax Assessor in carrying out the activities of the Tax Assessing Department. The deputy assessor works independently in carrying out delegated responsibilities in accordance with procedures established by the Tax Assessor. Responsibilities include dealing effectively with the public concerning department activities, maintaining accurate records, and performing specific delegated tasks valuing real and personal property and assessing taxes. The deputy Assessor operates under the general guidance and direct supervision of the Tax Assessor to ensure compliance with policies and procedures.

At the present time, (March 2012) the Deputy Assessor has also been assigned to be a part-time code enforcement officer with the duties prescribed for that position.

Assessing –Administrative Assistant: administrative support for the department

Services/Responsibilities of your departments

Essential Functions - **Administers the ad valorem tax system; discovering, listing and valuing property; perform cadastral mapping, current use administration, elderly and blind exemptions validation and processing.**

1. Generates revenue through the assessment of property taxes, land use change assessments.
2. Makes decisions concerning the value of complex and non-complex property on a day to day basis relying upon research, and application of the various methods of valuation, including the application of the cost approach to value, sales comparison approach and the income approach to value involving the interpretation of data, case law, and financial statements.
3. Commits taxes to the Tax Collector and prepares/distributes tax bills to property owners on an annual basis.
4. Maintains and reviews the maintenance of official maps, transfers, and other records maintained in the assessor's office; makes and enters computation valuations, and other data in valuation commitment books.
5. Oversees any revaluation projects within the Town; by developing goals and objectives, an operating budget for presentation and eventual adoption by the Town Council, performing all public relations, instituting a quality control program, and assuring that vendor meets all contractual obligations; performs yearly incremental update of property values.
6. Develops and administers a program to study market conditions and changes, analyzes deeds, tracks building permits and land changes to determine trends and changes in property values.

The following Employee benefits (if applicable) to this Department are described under the compensation section of the budget:

50123-Car Allowance

50124-In lieu of Health Insurance

50127-Educational Incentive Pay

50128-Physical Fitness Incentive

50201-FICA & Medicare-ER Share

50202-MSR-Employer Share

50210-Health Insurance-Employer

50211-Dental Insurance-Employer

50212-IPP Insurance-Employer

50213-Life Insurance-Employer

NEW- Workers Compensation

50220-Health Club-Employer

50230-Clothing Allowance

50251 – Conferences /Training

By State Law, Certified Assessors need to have a minimum of 16 hours per year to stay active. Over the course of any given year there are several conferences/classes available.

50252 Travel/food/lodging

Many times the conferences/classes are a distance away and may require travel and overnight lodging. When possible, commuting is the norm.

50256 Dues/memberships/licenses

Certified assessors belong to the Maine Association of Assessing Officers (MAAO) and the International Association of Assessing Officers (IAAO). Both organization memberships provide a wealth of information and discounts on educational opportunities.

50300 Professional/Engineering

Every year, there is the possibility for the need for an appraisal whether commercial and/or residential.

50304 Registry of Deeds

This is a varied, monthly expense depending on the volume of OOB deeds processed at the registry and sent to the town.

50310 Service Contracts

Currently, the annual maintenance fee is in the IT budget.

50402 Phones, cell phones and pagers

The Assessor and Deputy Assessor use their cell phones for communication especially during field work inspection. The Deputy Assessor is also the part time code enforcement officer and in the field on a daily basis.

50453 Vehicle Repair/Tires/Oil

Jeep Liberty annual maintenance costs

50500 Admin/office supplies

Misc. costs associated with running the assessing office such as calculators, tape measures, paper products, folders, pens, copier toners, etc.

50502 Printing & Copying

Printing costs associated with tax bills, PP declarations, etc.

50510 Vehicle Fuel

Gas for Jeep Liberty (Assessing vehicle) for field work and conferences

TOWN MANAGER

TOWN ADMINISTRATION BUDGET NOTES

- **Overall Budget DECREASE over FY'12 by 10.72%**

Compensation for NON-union employees includes the following:

- A 2% raise based on current wages(w/o wages increase for 7/1/11)
- A 24% or \$13,000 increase for the Town Clerk
- \$2,500 increase for Human Resource Director

- 2 part-time employees in clerk department receive pay for Holidays \$3,000/year combined
- ICMA 5% contribution OR 4.4% for Maine State Retirement
- Health insurance contribution of 88% of premium
- Dental insurance contribution of 50% of premium
- IPP contribution 100% of premium up to 55% of base wage
- These employees can get paid 50% of their accrued sick time up to a maximum of 480 hours upon termination of employment.

Seasonal Staff:

- For election purposes only.

Staffing (12.5 FTEs)

Town Manager

Assistant Town Manager

Finance Director

Human Resources Director

Accounts Payable/HR Assistant (A/P part of Public works in prior year)

Staff Accountant (NEW)

General Assistance Case Worker-(vacant- interim)- 20 hours per week

Tax Clerk (vacant)

Tax Collector

Town Clerk

Admin Clerk-Town Clerk's office

Admin Clerk-Town Clerk's Office

The Finance Director presented information on changes or consideration for change in the following areas of the municipal organization.

1. **GA Dept:** GA Director was previously charged 100% to GA Department- although actually worked 80% in the tax department- this position has now been split to a full-time 40 hour tax clerk, and a 20 hour per diem GA Case worker- so an increase of 20 hours per week total. There is a need for stronger accountability and oversight in the distribution of funds from this department. We need to ensure compliance with state guidelines, and re-evaluate the processes utilized in this department. We will be implementing a computer software system that is being utilized throughout the state to track expenditures and recipient's information.
2. **Accounts Payable** was previously charged about \$20,000 to public works- since the position in PW has not changed- there is a total increase to the town budget
3. **Staff Accountant:** a new position proposed to add to the finance department to increase internal controls by providing for the separation of duties and, and additional cash management controls- the town currently collects over \$400,000 off site. This position would perform Accounts Receivable functions, general accounting duties as assigned by the Finance Director and provide back-up on cash receipts postings in the absence of the tax collector.

Expenditures within Administration:

Town Council

- Annual Audit-based on bid quote, and added extra amount in case scope of audit changes or additional work is required
- Stipends- for 5 councilors

It was indicated to the Council that with the appointment of a new auditor and the issues that are facing the Town at this time, a new perspective will be a positive step in accountability. Also the Town Council Account (20101) changed the budget for audit (Account Number 50303) from \$25,000 to \$19,000. The Assistant Town Manager was to review the Time Warner costs relative to the Council as it appears there are other costs in this account that should be transferred to the proper account.

Town Manager

- Worker's Compensation expense of \$160,000 has been removed from this department and reallocated to other departments
- Pre-employment testing for all departments has been added to this budget
- Conferences ADDED for Town Manager per contract
- Legal services-town-wide based on prior year
- Computer/Technology includes \$50,000 for general support at \$90/hour (approximately 500 hours per year- or 10 hours per week) Also \$60,000 for town-wide annual maintenance agreements and licenses not otherwise budgeted, and \$20,000 for general town-wide computer upgrades.
- GIS project \$20,000
- Unemployment Compensation-we are self-funded- and we've seen a large increase in claims. This should be a separate fund in the future that we budget for. We have no control over this expense.

Tax Collection

- GA Director position was charged to 100% to GA dept- when in fact position was 80% in the tax department- so the cost have been reallocated to this department and increased to 100% position of tax clerk (this is why the health insurance and other lines have changed)
- No other expenses were changed in this area.

The Finance Director indicated that in the budget there is a proposed new position in the Tax Office; that of an Accountant who could assist in Finance as well as the Tax Office. This particular office is badly in need of additional staff assistance. The previous part time position of General Assistance was included in this staffing and the cost of General Assistance was charged to this office and should have been charged (the portion of General Assistance) to its own account.

Finance

- This department includes a Finance Director, an HR Director, an Accounts Payable position, and a Staff accountant position
- Conferences have been ADDED to this department which includes & includes related travel
 1. Munis Conference (2 people)
 2. CPE conference for CPA license-per contract (Finance Director)
 3. HR conference
 4. Other financial conferences
- Other expenses- based on current year actual

Town Hall Maintenance

Maintenance person

- All costs estimated based on current year expenditures

Contingency

- Includes the establishment of a vacation/sick leave fund for future liability –set aside \$200,000 towards a \$866,000 liability
- Overlay of \$100,000 estimated
- \$50,000 for a 5% increase in health/dental insurance
- \$25,000 for contract negotiations
- \$75,000 for heating fuel/gasoline price increases

General Assistance

- Increased hours to 20 per week
- Currently staffed with an interim case worker per at hourly rate of \$20/hour

The hike in the General Assistance funding is due to a reform in the State's Temporary Assistance for Needy Family fund. The state instituted a five-year cap on families who use Temporary Assistance for Needy Family funding, which means that in May many OOB citizens will no longer receive funding. Instead they would seek aid through the Town's general health and welfare department. Right now the Town receives a 50 percent reimbursement for general assistance funding from the State.

Abatements

- Reduced to past two year's actual

County Tax:

- Per estimate provided by assessing office-increased by \$10,000 over FY' 12

Debt Service: see detailed schedule on section 19 of book: does not include library potential bond

REVISIT: *The only item for further consideration was the possibility of the part time Code Enforcement Officer position going to full time but at the present time it is a 25 hour week position.*

REVISIT: The Council will again revisit the remainder of the Administration's budget which includes the Town Clerk and Voter Registration.

REVISIT: It should be noted that more study is being done on electrical costs and the Finance Director indicated there will be an item on the next Council Agenda.

Respectfully Submitted,

V. Louise Reid
Town Council Secretary

I, V. Louise Reid, Secretary to the Town Council of Old Orchard Beach, Maine, do hereby certify that the foregoing document consisting of thirteen (13) pages is a copy of the original Minutes of the Town Council Workshop Meeting of April 18, 2012.
V. Louise Reid