

TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL BUDGET WORKSHOP
WEDNESDAY MAY 29, 2013
TOWN HALL COUNCIL CHAMBERS
7:00 P.M.

Councilors Present:
Councilor Coleman
Councilor Quinn
Councilor Mailhot
Councilor Dayton
Councilor Furtado
Vice Chair Bolduc
Chair MacDonald was absent

RSU

Gary Curtis

Last week they held their Regional Budget Meeting and the Final Budget for the RSU is \$45,555,680. Old Orchard Beach's part is \$9,591,000.

Approximately \$111,000 from last year can be credited against this year's amount due. Gary said after 4 years with the RSU, we are still below what our budget was without it.

Police Department

Dana Kelley

The Police Department is charged with the preservation of life and property, through the enforcement of all federal and State laws and Municipal ordinances and regulations. An intricate part of achieving excellence in law enforcement is the adequate training of police officers, enhanced neighborhood policing and quality customer service.

Administration

The administrative division of the Police Department consists of the Chief of Police, the Deputy Chief and the Administrative Assistant. Administration is responsible for the day-to-day operations of the financial, staffing, training and overall efficiency of the Department.

Patrol Division

The patrol division, commanded by the Lieutenant is made up of 3 teams each having a sergeant and corporal. The division is responsible for the overall protection of lives and property, maintaining law and order and responding to requests for services (emergency and non-emergency). The patrol division enforces all criminal and civil laws that are mandated by Federal, State or Municipal Government. Of the 20 sworn officers in the Department, 16 officers are assigned to the Patrol Division.

Criminal Investigation Division

The criminal investigation division is comprised of a sergeant and one detective. The detectives are responsible for the investigation of all felony cases and other related cases that are referrals from the Patrol Division or other Agencies.

Support Services Division

The support services division is responsible for all functions that support the Patrol and Criminal Investigation Divisions. This Division includes the Court Officer, the Animal Control Officers, Reserve Officers and Parking Enforcement.

50101 – Department Head Salary The account funds the salary of the Police Chief

20131-50106 – Full Time Employee Wages

This account funds salaries for the following staff:

Deputy Chief	1
Police Lieutenant	1
Police Sergeant	5
Police Corporal	3
Detective	1
Patrol Officers	7
Court Officer	1
Animal Control Officer	1
Administrative Assistant	1
New Officer	1

Will Watson to become a fulltime police officer Add (1) new Officer

20131-50107 – Part Time Employee Wages

This account funds wages for the following staff:

Crossing Guard	1
Parking Enforcement	1
Parking Enforcement Supervisor	1
Custodian	1

20131-50108 – Seasonal Employee Wages

This account funds wages for the following staff:

Parking Enforcement	10
Reserve Officers	40
Seasonal Clerical	1

Councilor Quinn would like to see this broken out

20131-50109 – Seasonal Overtime

This accounts funds all overtime for seasonal employees. If the department is up to full staff the seasonal officers work very little, if any overtime, if the number of Officers are not up to full staff then overtime will occur.

20131-50111 – Overtime Wages

This account funds all overtime for fulltime police personnel.

20131-50127 – Educational Incentive

This account funds a contractual payment to officers that have a college degree. Bachelor's degree \$1250.00, Associates degree \$750.00. Currently 7 Officers have Bachelor's degree and 5 Officers have Associates degree.

20131-50128 – Physical Fitness Incentive

This account funds a contractual payment to officers that pass an annual physical fitness assessment test. Currently 13 Officers are eligible to participate. With 1 new officer and Will Watson the total number would be 15. If the Officer passes the test they receive \$500.00.

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20131-50230 – Clothing Allowance Expenses

This account funds all uniform and equipment items issued to police personnel. Increase due to outfitting (1) new Officer. This account funds clothing for our V.I.P.S. members.

20131-50251 – Conferences/Training Expenses

This account funds the cost associated with seminars and conferences attended by police personnel. State law requires a minimum of forty hours of law enforcement training per officer per year. Each year officer's must obtain mandatory training that the Maine Criminal Justice Academy requires as well as an additional 20 hours in order to maintain their certification. Listed are some of the elected classes that officers obtain. Increase due to sending two Officers to the Maine Criminal Justice Academy

Street Survival – 2 per year	NESPIN
Hostage Negotiation Training	
Interviews and Interrogations	
Crime Scene Processing	
York County District 1 – Training Council	
JPMA – Online Training \$950.00	
Supervisory Development	
Specialized K-9 Training	
IMC Training	
Drug Interdiction	
Sexual Assault/Domestic Violence/Child Abuse	
Firearms Training	
Defensive Tactics	
Management Training	

20131-50252 – Travel/Food/Lodging Expenses

This account pays for expenses related to travel, food and lodging for officers attending training or hosting meetings.

20131-50256 – Dues Memberships/Licenses

This account funds membership in professional law enforcement organizations including the FBI National Academy, Maine Chief of Police and International Chiefs of Police and NESPIN, TLO (investigative tool). Also includes yearly Animal Shelter Fee to the Department of Agriculture.

20131-50310 – Service Contracts Expenses

This account funds all service contracts for police related services, including

▪ Sanford Communications	\$318,270.00
▪ State of Maine Modem Services	\$ 1,020.00
▪ Tower Rental	\$ 5,892.00
▪ Open Fox/Messenger (Suzanne & Patty)	\$ 456.00
▪ Action Security - Storage facility at Ballpark	\$ 240.00
▪ Animal Welfare Society	\$ 11,469.00
▪ Action Security – Kennel	\$ 240.00
▪ Titan Mechanical	\$ 2,970.00
▪ Simplex Grinnell	\$ 137.00
▪ Scarborough Fish & Game	\$ 200.00
▪ Northeast/Cummins	\$ 505.00
▪ Carrabassett Water	\$ 708.00
▪ TRITECH software systems	\$ 8,685.00
▪ Pitney Bowes	\$ 1,332.00

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20131-50331 – Equipment Replacement

This account funds replacement of equipment.

2- Radar units \$2000.00 – The State will pay 50 % of the cost. Original price \$4000.00

10 –Portable radios @ \$800.00 each =\$8000.00

10 – Handguns @ 4090.00 – trade in of 10 old handguns = \$1080.00. Last year we traded 10 handguns and once this purchase is made we will not **need** to purchase anymore handguns for the next 5 years.

20131-50400 – Electrical Expenses

This account funds electrical expenses for the police station and animal shelter.

20131-50401 – Water Expense

This accounts funds the water for police station and animal shelter.

20131-50402 – Phones / Cellular

This account funds phones and cellphone usage. The Officers are reimbursed \$10.00 per month for usage of their cell phone. They are paid during the first week of December. (\$120.00) The Chief's phone expense is \$720.00 per year. This account also pays for Verizon, GWI and BCN Telecom.

20131-50404 – Cable / Internet Expenses

This account fund cable service from Time Warner.

20131-50405 – Heating Fuel Expenses

This account funds the heating expenses for the police department and animal shelter

20131-50450 – Building Repair/Maintenance

This account funds the any expenses related to maintenance and upkeep to the police department and animal shelter.

20131-50452 – Operating Equipment Repair

This account funds the cost of repairs to radar units, mobile cameras, radios, radar calibration, etc.

20131-50453 – Vehicle Repair/Tires/Oil

This account funds all police vehicle repairs, including cruisers, ATV's, bicycles and the motorcycle and parking enforcement. There was talk of this going out for RFP.

20131-50500 – Administrative/Officer Support/Equipment

This account funds all office supplies used by the police department including, books and periodicals, computer repairs, printer cartridges, etc.

20131-50501 - Operational Supplies/Equipment This account funds the following:

Ammunition		Gun & Cleaning Supplies	
Pepper Ball Gun ammunition		Firearms supplies	
Mace		Mouth guards	
Safety Vests		New Law Updates	
Batteries		Radar certifications	
Sound Meter calibration		Law Enforcement Officers Manual	
Reserve Officer Equipment		Bicycles	

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20131-50502 – Printing & Copying Expenses

This account funds the cost of copying of documents that cannot be done in-house.

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20131-50503 – Investigation Supplies

This account includes costs associated with any investigative equipment or supplies needed for the detective division.

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20131-50504 – Youth Officer Supplies

This account is used by the school resource officer to pay for any pamphlets, programs or supplies that he might need.

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20131-50505 – Tactical Expenses

This account is used to purchase equipment for the Warrant Team. Tactical Bags, knee pads, elbow pads, BDU's, Outer vests, eye protection, helmets, gloves, balaclava, ear protection, radio ear piece, flashlights, cold weather jackets, ram, hallagan, shield and flash bangs.

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20131-50510 – Vehicle Fuel Expenses

This account funds gasoline for all Police, Parking Enforcement and the Animal Control vehicle.

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20131-50519 – K-9 Program

This account funds the cost of food, veterinarian expenses, equipment and certifications associated with the K-9 program.

Vice Chair Bolduc mentioned the parking machines that they might want to purchase for next year and that they need to be planned for. Councilor Coleman said it should be in the CIP plan. Councilor Quinn brought up increases for certain employment areas and asked that prior tapes be consulted to see what the decision was. He also questioned the pay of the assistant in relation to others in town. The Chief said she was in a union and started at a higher rate and over the years, she has earned raises.

NOTE: They started to do the Town Manager's area but stopped when they realized they had already covered it.

Finance Department

Diana Asanza

The Finance Department is responsible for the stewardship of the Town's financial resources and financial functions, including accounting, accounts payable, accounts receivable, payroll, risk management, debt administration, investment management, treasury, and tax collections. The Department advises the Town Manager and Town Council on fiscal policy and is responsible for assisting the Town Manager in budget preparation and execution. Diana talked about reconciliation being a key going forward. She wants to work with Department Heads to help them look for what needs to be done to do the reconciliations.

20105 50101 – Department Head Salary

This account funds the salary of the Finance Director. Merit Increase will be included in the Contingency account.

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20105-50106 – Full-Time Wages

This account funds the wages for the:
Human Resource Manager
Payroll/Accounts Payable Clerk
Finance Clerk

Keep this in but this does not include this supplemental wage. This also includes hours over 37 paid at straight time for non-exempt employees (Payroll/AP Clerk, and Finance Clerk) during peak times of the year such as calendar year end and fiscal year end.

Payroll/AP Clerk = 19.96 hourly. Avg 12 weeks at 3 addtl Hours = \$1200

Finance Clerk = 23.39 hourly. Avg 12 weeks at 3 addtl. Hours = \$1400.

Merit Increases due for these positions will be included in the Contingency account, since they are non-union.

20105 50107 – Part-Time Employee Wages

No longer have a part-time employee.

20105-50111 – Overtime Wages

Will not request overtime with the additional full time position of Finance Clerk

Diana talked about wanting to cross train more.

Insurance and Employer Benefits are now found under the Insurance section of the budget org 20119:

50124 – In Lieu of Health Insurance

50201 – FICA & Medicare ER Share

50202 – MSR – ER Share

50203 – ICMA 457-ER Share

50210 – Health Ins – ER

50211 - Dental Ins – ER

50212 – IPP Ins – ER

50213 – Life Ins – ER

50214 – Workers Comp

20105 50251 – Conferences/Training

This account funds fees for the annual New England Government Finance Officers Association Conference, quarterly Maine GFOA luncheon training sessions, MMA training sessions, MMTCTA conferences, Munis training/conference session and other related training sessions for the Finance Director, Human Resource Manager, Payroll/AP Clerk, and Finance Clerk.

20105 50252 – Travel/Food/Lodging

This account funds personal use of vehicle to travel to conferences and training, meals, if not otherwise provided and lodging if the conference requires.

20105 50256 – Dues/Memberships/Licenses

This account funds membership dues to the following:

MEFOA (Maine Government Finance Officers Association)

NEGFOA

GFOA

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MMTCTA (Maine Tax Collector's and Treasurer's Association)
APA Payroll Association

20105 50304 – Registry of Deeds

This account funds the cost of discharging tax liens at a cost of \$13.00 per page.

20105 50315 – User Licenses

Previously this was for Munis user license but that is now with the Town Manager budget

20105-50402 – Networking/Internet

This will fund the air card for Finance Director's laptop

20105 50500 – Admin/Office Supplies/ Equipment

This account funds general office supplies such as paper, check stock, laser printer toner cartridges, binders, etc.

20105 50501 – Operating Supplies/Equipment

For FY 14 this account is funded through Admin/Office Supp/ Equip 50501

20105 50502 – Printing & Copying

This account will fund the printing and copying of any Official Statements required for a Bond Issue, W-2 printing, and 1099 printing.

Councilor Quinn brought up that adding another person is hard to swallow. He said other departments haven't added staff. He is not sure we can afford to do that expansion. Councilor Coleman said it was his understanding that this was suggested by the auditor.

The Town Manager agreed that the audit spoke for itself. It is a situation where you can't afford not to address the situation. He did not think the person needed to have a four year degree. Diana agreed. Councilor Dayton said she disagrees with Councilor Quinn and that he needs to spend time with Diana to see what she has to do and go through.

The Town Manager said we also need to make the Finance Department part of the grant process. Councilor Quinn still doesn't think there needs to be someone added and that the auditor said they needed to look within departments to see who can be utilized. Vice Chair Bolduc added that she supports this position and will do everything she can to get it funded.

Diana talked about the spreadsheets she provided one with staffing data that the Council had asked for to get a total labor cost overview and she also went into detail on the revenue overview spreadsheet. She talked about coverage increases for health insurance. Vice Chair Bolduc brought up questions being asked by the unions.

Respectfully Submitted,

Sheila M. Flathers

Interim Town Council Secretary

I, Sheila M. Flathers, Interim Secretary to the Town Council of Old Orchard Beach, Maine, do hereby certify that the foregoing document consisting of 7 (7) pages is a copy of the original Minutes of the Town Council Budget Workshop of May 29, 2013.