

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Thursday, April 24, 2014
TOWN HALL CHAMBERS
6:30 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Thursday, April 24, 2014. Vice Chair Quinn opened the meeting at 6:30 p.m.

The following were in attendance:

Vice Chair Bob Quinn
Councilor Kenneth Blow
Councilor Malorie Pastor
Councilor Joseph Thornton
Councilor Michael Tousignant
Town Manager Larry Mead
Assistant Town Manager V. Louise Reid
Mary Ann Kontros – Library Board of Directors
Lee Koenigs – Library Director
Finance Director Diana Asanza
Jason Webber – Recreation Director

Absent: Chair Shawn O’Neill
Councilor Jay Kelley

The Budget Workshop this evening will consider the budget requests for the Edith Belle Memorial Library and the Recreation Department including Programming and CIP.

Edith Belle Memorial Library

20175 – This Department budget is up \$40,106 or 14.6% related to the operation of the expanded facility in November or December of 2014. The purpose of the workshop this evening is to present its proposal to the Council.

Director Salary (1) \$43,645
1.5% merit-based increase

The Council discussed the request for salary increases not only for the Director but for staff and it was noted that they were below the Maine State Library average in both the Director’s position and that of staff. The Council remarked that in the Management’s budget there was no salary increases budgeted and that they had concerns about this request.

Full-Time Employee Wages (3) \$76,342
This line funds the Juvenile Services Librarian and two Adult Circulation Library Assistants and includes a 1.5% merit-based increase

Part-Time Employee Wages (2) \$36,972
This account funds the Assistant Director and the Bookkeeper @ \$25,716, we are asking for two additional part-time positions for the last 6 months of FY15 to aid in staffing the larger library building @\$11,095 for a total of \$36,811 with an additional \$161 for the 1.5% merit-based increase for the Bookkeeper position for a total of \$36,972

There were questions raised by the Council on the need for additional part time staff and the Director pointed out that with the size of the new building that additional staff is not only projected but will be needed. It was pointed out that the building will not be operational till the fall and that perhaps hiring should be put off until the actual building is operational.

FICA & Medicare – Employer Share \$12,007
This account funds the Library’s share of FICA & Medicare

Health Insurance – Employer Share \$23,380
This account funds the Library’s share of Health Insurance for 2 FTEs, employer contributes 80%, and employee contributes 20%

Dental Insurance – Employer Share \$ 1,410
This account funds the Library’s share of Dental Insurance for 2 FTEs. The contribution is a 50/50 split between employer and employee

IPP Insurance – Employer Share \$ 1,922
This account funds the Library’s share of Income Protection Insurance (short-term disability) for 3 FTEs

ICMA \$ 6,000
This account funds the Library’s share of retirement for 4 FTEs and represents the 5% employer contribution.

Worker’s Compensation \$ 1,500

Payroll Service \$ 500
This line funds the annual QuickBooks payroll database subscription which includes payroll support.

The Director indicated that they had used a payroll service which was extremely expensive and that with the hiring of a payroll clerk they were now doing it in house. It was taking longer than they had expected but with the change from the town doing the payroll and the Library doing it there were times when extra staff time was needed.

Conferences/Training \$ 700
This line will fund the Director’s attendance at the annual New England Library Association conference in Boxborough, MA. This account includes mileage reimbursement and lodging. Staff must pay for their own meals.

Dues/Memberships/Licenses **\$ 3,015**

This account funds the following memberships:

1. New England Library Association
2. Maine Library Association
3. American Library Association
4. Maine Municipal Association
5. Maine Audubon Society
6. Junior Library Guild
7. Maine Organic Farmer's and Gardener's Assoc.
8. Portland Museum of Art
9. Southworth Planetarium
10. Sam's Club
11. OOB365
12. Saco Bay Rotary
13. Movie Licensing USA (this allows the Library to present movies to the Public)

Professional/Legal **\$ 8,000**

This account funds both the Library's annual 990 filing and we have added a bi-annual audit.

Service Contracts **\$ 22,320**

This account funds the following:

1. Water & Cooler
2. Security & Fire
3. Cleaning Service
4. ILL Delivery (Van Service)- transports Inter-library loan books between libraries in-state
5. Computer Support/Maintenance
6. Misc. (trash/sanding/shoveling/landscaping, etc.)

There was discussion on the need for a cleaning service in the amount that they were anticipating and could some of that not be done by staff. The Director indicated the staff is already stressed with their own job responsibilities. There was concern indicated of the great increase in spending in this line and the fact that they believe this will only be exacerbated in the FY15 budget once the new Library is up and running. Again the Director indicated that most of these costs are unknown until actually in the building and operational.

Postage/Shipping **\$ 500**

This account funds mass mailings, shipping inter-library loan books out-of-state and stamps

General/Vehicle/Flood Insurance **\$ 700**

This account funds policy on insuring building and contents.

Utilities	\$14,550
This account funds the following:	
<ol style="list-style-type: none"> 1. Electricity (slightly underfunded this year and will increase upon completion of the new building as the heating system is primarily run through electrically driven heat pumps for the geo-thermal system) 2. Water 3. Internet/Fax 4. Telephone 5. Heating Fuel (when the new building is completed, this line will only consist of propane and as reflected in the budget, has been cut by half) 	
Computer Software/Upgrades/Licensing	\$ 4,000
This account funds any required database upgrades, annual licensing requirements and the ongoing project of ensuring that all Library software is current and compatible.	
Computer Hardware	\$ 1,000
This account funds any necessary hardware replacement.	
Supplies	\$ 8,900
This account funds Office, Library and Janitorial supplies needed monthly. Office supplies include copy paper, toner, staples, tape, file folders, etc. Library supplies are specific for processing, repairing or otherwise protecting library materials and making them available to the Public. Examples include bindery materials necessary for repairs, book covers, DVD/audiobook replacement cases, date due slips, spine label tape, etc. Janitorial supplies cover trash bags, paper towels, toilet paper and tissues.	
Equipment Lease	\$ 5,605
This account funds two equipment leases.	
<ol style="list-style-type: none"> 1. Xerox Copier/Printer/Fax @ \$3,949/year for 5 years 2. Dell Server @ \$1,656/year for 3 years 	
Building/Grounds Repairs & Maintenance	\$ 500
This account funds any interior/exterior repairs or necessary maintenance. The amount in this line has been reduced by \$2,500 due to the fact that there should be very few repairs or maintenance necessary on the new building for the last half of FY15.	
Materials	\$21,600
This account funds all materials annually purchased for public use which include the following: print materials, media (DVDs/audiobooks), periodicals and informational database subscriptions such as Mango Languages and e-books.	
Furniture/Fixtures/Office Equipment	\$ 1,000
This account funds any small office equipment or furniture that needs to be replaced. In FY14, these funds were used to purchase a label maker and a small printer.	
Adult/Child Programming	\$ 2,950

This account funds weekly children's programs as well as special programming for both adults and children. Programs for FY14 included weekly Finger Frolics, Crafty Readers, Saturday Morning Lego Club, bi-weekly indoor Family Movie Nights, the Summer Outdoor movie series, as well as special programs, Halloween 'Spooky Buddies' celebration, Children's Christmas Party, Gothic Tales of Sarah Orne Jewett, James Timmins author talk, Maine State Historian Earle Shettleworth/local historian Dan Blaney at the Hazzard Mansion, Celtic storyteller Kate Chadbourne, and author/publisher Colin Sargent. The purpose of library programming is to provide educational, cultural and entertainment opportunities to the citizens of Old Orchard Beach. Program costs include food, specific craft supplies, prizes and performer charges.

The Town Council had an in-depth conversation into the fact that the Library itself determines where money is spent once the Town appropriation is made and this raised some issues with Council members who felt there should be more accountability. It was noted that the Council had not received quarterly reports and the Director indicated that she had provided last week the third quarter report to the Finance Director. The Finance Director indicated that it would be provided to the Town Council this evening. She indicated she received the Library's FY13 year-end report which she reviewed and had to make some adjustments to it. It was not an easy task to reconcile the FY13 budget since the financial process was managed by two different offices – initially handled by the Finance Department and then for the remainder of the year it was managed by the Library. She indicated they also had to go over their State and Federal quarterly filings relative to W-2's and 1099's issued as well as their bank statements. The question of the Library's desire to have an audit done every two years was raised. An audit report is an official evaluation of an entity's financial status combined with the auditor's opinions and collected data on the entity's financial transactions and situation. Although a common process, it has not been done at the Library and the subject has been raised since a recent issue at the Library in 2012. There are different types of audits that can be done including an Unmodified Opinion, Qualified Opinion, Adverse Opinion, etc. The Council agreed with the Library that an audit or the verification of financial matters related to the Library is important and although it can't be part of the Town's Audit perhaps the RFP could be written to define the separation of the two audits. Vice Chair Quinn suggested and their appeared to be consensus among the Council that consideration be given to a Memorandum of Understanding not necessarily like the one that was in place before but an agreement between the Council and the Library indicated an intended common line of understanding and actions to be taken. These types of Memorandum of Understandings often occur in cases where parties either do not imply a legal commitment or in situations where the parties cannot create a legally enforceable agreement. It is a more formal alternative to a gentlemen's agreement.

It was the suggestion of the Council that the Edith Belle Memorial Library budget considerations be revisited in the coming days and that consideration be given to a Memorandum of Understanding.

Recreation Department and Programming

The Town Manager indicated that the Department 20171 – Recreation budget is up \$3,219 or 1.5% as a result of the full time wages to reflect the actual hours worked between standard weekly hour and 40 hours per week. The administrative division of Recreation Department prepares and manages the Department; program and operating budgets; recruits and trains regular, part-time and voluntary personnel; establishes and advises Department special interest associations; and assists quasi-public organizations in the delivery of recreation services. The Department focuses on offering a variety of programs to serve the various individual populations within the community – pre-school, youth, teens, and adults. We strive to provide all programs in a financially sound and responsible manner. The Recreation Department will continue to be guided by a cost-of-service principle with regard to our rates, fees, and charges.

Child Care Division

One of the most successful areas in our department is our Gull Care Before & After School Program. Our Vision has been, and always will be, to provide programs that meet and exceed State of Maine Child Care Center Regulations. As a Recreation Department we are not obligated to meet such high regulations but we do so to provide quality care for our students and families. Child care opportunities provide include: School Vacation Camps, Teacher Workshop Days, Early Release Days, Summer Day Camp, and Gull Challenge Day Camp.

Senior Division

We look to expand these programs with the addition of our 15 passenger bus. The bus gives us the flexibility in giving our active adults the opportunities to see the many attractions this state has to offer. In an attempt to better understand what our 50 +/- group needs from our department we have organized an activity group that meets monthly to generate program ideas.

Community Events Division

Some of the major community events we coordinate, or assist in are: Concerts in the Park, Egg-stravaganza, Christmas By The Sea, Jimmy the Greeks Frozen 4 miler, and Christopher Cash Race, High School Basketball Tournament, Super hero Night.

Line Item Justifications for 20171 Recreation Department Expense

20171 50101 - Department Head Salary (1)	\$57,408
20171 50106 - Full – Time Employee Wages (2)	\$71,758
20171 50107 - Part – Time Employee Wages (1)	\$ 28,210
20171 50121 – Annual Stipend	\$10,000

We follow the State Regulations for Childcare Facilities and childcare services. In doing so, we have to provide a lead teacher which our Assistant Director has the education back ground to fill this role. Insurance and Employer Benefits are now found under the Insurance section of the budget org 20119:

50124 - In Lieu of Health Ins. Exp

50201 – FICA & Medicare – Employer Share

50202 – MSR – Employer Share

50203 - ICMA 457 – Employer Share

50210 – Health Insurance – Employer Share

50211 – Dental Insurance – Employer Share

50212 – IPP Insurance – Employer Share

50213 – Life Ins – Employer Share

50370 – Workers Compensation

20171 50251 - Conference / Training \$ 2,500

- 1.) MRPA Fall Conference
 - a. 4 Staff members at \$200 total
- 2.) MMA Workshop - \$300
 - a. Mostly for department head and Assistant Recreation Director
 - b. Samples of some of the course that would be of interest.
 - i. Basic Municipal Budgeting
 - ii. Cash Handling
 - iii. Customer Service Excellence for Public Employees
 - iv. Fair Labor Standards Act
 - v. Labor & Employment Law
 - vi. Personnel Practices
 - vii. Grant Seminar
- 3.) MRPA Annual Conference
 - a. 4 Staff at \$820 total
- 4.) Northern New England Recreation & Parks Conference
 - a. 2 Staff at \$484

5.) Summer Camp Training - \$300

6.) Southern Maine Area Recreation Technician

a. Monthly Trainings - \$40 x 12 = \$480

20171 50252 - Travel / Food / Lodging \$ 2,500

1.) Mileage: Total department mileage for the year 4,000 miles at \$48 per mile

a. Total \$2,000

2.) Lodging and food for conference and training

a. \$500

20171 50256 - Dues / Memberships / Licenses \$ 425

1.) National Parks and Recreation Association - \$150

2.) Maine Parks and Recreation Association Agency - \$175

a. (3) at Professional \$45 = \$135

b. (1) Associate \$30

c. (1) Citizen/Board for the elected chair of the Recreation Board \$10
(becoming an agency member we can add people for only \$15 per person)

3.) Southern Maine Association of Recreation Technicians (SMART)

a. (4) at \$25 per person = \$100

20171 50310 - Service Contracts

\$ 5,000

This accounts funds the following:

1.) Water Company – Due to no water fountain in our area

a. About \$62.50 per month - \$750

2.) Gym routine check-ups

a. \$500

3.) Recreation software and on-line module

a. Website - \$995

b. Cloud - \$150

c. Online registration - \$500

d. Management Software \$1,395

e. Advanced Activity - \$695

Total \$3,735

20171 50312 - Recreation Scholarships \$ 8,000

We have had an unprecedented number of people request assistance. Times are hard for many people in our community and as the demographics show, these are the people that are in need of our services.

20171 50320 - Advertising \$ 2,000

This account includes the cost for printing and advertising in our local papers and brochures

1.) Summer/Fall Brochure

2.) Winter/Spring

- 3.) Newspapers
 - a. Special events
 - b. Skate park Bids
 - c. Part-Time advertising

20171 50402 - Phone / Cellular / \$ 3,600

- 1.) BCN – Office phone service
 - a. \$1,200
- 2.) Cell Phone total: \$2,400
 - a. Director - \$75 per month
 - b. Asst. Director - \$50 per month
 - c. (2) programmers - \$20 per month
 - d. Child Care - \$330

20171 50404 - Networking/Internet \$ 1,400

Time Warner increased service (\$116.50 monthly = \$1,398 annually)

20171 50453 - Vehicle Repair / Tires / Oil - \$3,000

This account includes the cost of basic maintenance, Oil Change, Inspection, Registration, tire rotation.

20171 50500 - Admin / Office Supply / Equipment \$1,000

This account includes the cost of general office supplies including ink and masters for the duplicating machine, writing implements, staples, paper clips, envelopes, laminating supplies, binders, folders, etc.

20171 50501 - Operation Supplies \$2,000

This account includes the cost of janitorial supplies such as paper towels, cleaning fluids, toilet paper, etc. for the office.

Examples of items and pricing include:

Trash bags	\$ 150
Floor cleaner	\$100
Toilet tissue	\$200
Hand soap	\$200
Cleaning Fluids for Bathrooms	\$150
Mops	\$50
Bathroom spray	\$150
Paper towels	\$200
First Aid Kits	\$200
Misc. items	\$100
	\$1,500

Ruth's Reusable - \$500

20171 50502 – Printing & Copying Expense \$ 2,000

20171 50509 - Other Facilities Maintenance \$ 2,000

- 1.) New door locks for recreation room - \$400
- 2.) Replacement of one piece of gym equipment - \$400
- 3.) Atlantic Courts General Maintenance - \$600
- 4.) Tennis / Volleyball General Manteca - \$600

20171 50510 - Vehicle Fuel \$ 3,500

The account includes the cost of gas for Recreation bus.

20171 50520 - Special Events / Community Events \$ 3,500

Although the town is funding only two special events the department is still doing multiple events.

Concerts in the park	\$2,000
Egg-Stravaganza	\$1,500

Town of Old Orchard Beach - Recreation Fund 203

**FY2015 Recreation Program
Budget**

As of: 4/24/2014

Revenues:			YTD Actuals	Proposed Budget FY15
Cheerleading Program Revenue	30302	4080	\$	\$
		0	871.70	1,000.00
Communities for Children Revenue	30303	4080	\$	\$
		0	30.00	1,000.00
Summer Camp Revenue	30305	4080	\$	\$
		0	16,681.00	57,000.00
Soccer Program Revenue	30307	4080	\$	\$
		0	4,060.00	4,500.00
Adult Program Revenue	30310	4080	\$	\$
		0	1,768.00	3,000.00
Special Events Revenue	30311	4080	\$	\$
		0	(106.00)	2,000.00
Basketball Program Revenue	30312	4080	\$	\$

		0	4,936.00	5,000.00
Skiing Program Revenue	30316	4080	\$	\$
		0	-	1,000.00
Karate Program Revenue	30317	4080	\$	\$
		0	5,425.00	7,000.00
Football Program Revenue	30319	4080	\$	\$
		0	1,965.00	2,500.00
Travel Cheering Revenue	30321	4080	\$	\$
		0	30.00	-
After School Care Program Revenue	30322	4080	\$	\$
		0	76,679.00	81,000.00
General Programs Revenue	30399	4080	\$	\$
		0	9,202.00	9,000.00
Total Revenues			\$	\$
			121,541.70	174,000.00
				0

Expenses:

Rec-Non Program Expense	30200	5031	\$	\$
		7	4,830.00	5,000.00
Debit card service fees	30200	5054	\$	\$
		0	1,494.00	3,000.00
Skateboarding Park Expense	30201	5031	\$	\$
		1	3,054.00	5,000.00
Cheerleading Expense	30202	5031	\$	\$
		1	318.00	500.00
Communities for Children Expense	30203	5031	\$	
		1	-	
Summer Camp Expense - Seasonal	30205	5010	\$	\$
Wages		8	32,540.00	42,000.00
FICA & Medicare		5020	\$	\$
		1	-	3,269.00
Program Expense		5031	\$	\$
		1	8,591.67	7,500.00
Operating Supplies/Equip Non-Capital		5050	\$	\$
		1	62.21	2,000.00
Vehicle Expense		5051	\$	\$
		0	-	600.00
Soccer Program Expense	30207	5031	\$	\$
		1	3,107.42	3,000.00
Adult Program Expense	30210	5031	\$	\$
		1	2,754.00	2,500.00
Special Events Program Expense	30211	5031	\$	\$
		1	1,228.00	6,000.00
Basketball Program Expense	30212	5031	\$	\$
		1	5,219.00	4,500.00

Skiing Program Expense	30216	5031	\$	\$
		1	33.00	800.00
Karate Program Expense	30217	5031	\$	\$
		1	4,186.25	5,600.00
Football Program Expense	30219	5031	\$	\$
		1	1,304.75	2,500.00
After School Program Expense -	30222	5010	\$	\$
Part Time Wages		7	37,976.00	55,000.00
FICA & Medicare		5020	\$	\$
		1	-	4,101.00
Program Expense		5031	\$	\$
		1	10,746.00	10,000.00
General Program Expense	30299	5031	\$	\$
		1	6,954.00	7,000.00
			\$	
			-	
Total Expenses			\$	\$
			124,398.30	169,870.00
				0

Excess of Revenues over (under)

Expenditures

\$ \$
(2,856.60) 4,130.00

Recreation Programs at a glance (1 Year) April 2013 - April 2014

Total registrations	3,500
First Time registrations	147
Programs offered	320
Unique programs	120

The Town Council spent some time going over the general programming program for the Recreation Department and was very complimentary on the number and types of programming that is being conducted. The question of whether the programming supports the Recreation Department budget was discussed and although it appears to be raising funds in the amount of 46% of their budget, they are attempting by more programming to raise more funds. The Council seemed satisfied with their efforts.

The Recreation Director detailed some of the programs that are conducted and the uses of the bus and the small transportation vehicle and their hope in the CIP consideration for the purchase of a new bus. Again the Finance Committee will be determining items to be brought to the Council relative to CIP. One of the suggestions made was that perhaps the Recreation Director should talk with the Director of Shuttlebus who has been very

successful in getting new busses very reasonable for the Biddeford Saco Old Orchard Beach Transit System.

There were no items to be revisited for the Recreation Department.

REVISITS:

EDITH BELLE MEMORIAL LIBRARY Entire budget to be revisited and possible Memorandum of Understanding.

RECREATION DEPARTMENT No Revisits

The meeting was closed at 9:15 p.m.

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 true copy of the original Minutes of the Town Council Workshop of April 24, 2014, 2014.

Louise Reid