

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL MEETING
Thursday, April 23, 2015
TOWN HALL CHAMBERS
6:30 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Thursday, April 23, 2015. Chair O'Neill opened the meeting at 6:30 p.m.

The following were in attendance:

**Chair Shawn O'Neill
Vice Chair Joseph Thornton
Councilor Kenneth Blow
Councilor Jay Kelley
Councilor Michael Tousignant
Town Manager Larry Mead
Assistant Town Manager V. Louise Reid
Chief Dana Kelley
Finance Director Diana Asanza**

The Workshop this evening is on the budget considerations for the Police Department and Parking Enforcement and CIP

FY 16 Department Descriptions & Justifications

Dana Kelley, Chief of Police

POLICE DEPARTMENT

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 three (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 21 sworn officers in the Department, 17 officers are assigned to the Patrol Division.

Criminal Investigation Division

The criminal investigation division is comprised of a Detective 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 on 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, Reserve Officers and Parking Enforcement.

When discussions began, the Chief and the Finance Director indicated again that some accounts from previous budgets had been transferred from the Police Budget to the Parking Enforcement budget and reverse so that they were being reflected in the proper department's expenses.

Line Item Justifications

20131-50101 – Department Head Salary_____ \$82,848.00

The account funds the salary of the Chief of Police

20131-50104 – Seasonal Reserves – April through October

_____ \$200,000.00

This line funds, thirty (30) Reserve Police Officers from July 1st. through Labor Day for, 10 weeks at 40 hrs. per week per officer at an average of thirteen dollars per hour, or, (\$156,000.) It also funds pre-season training for new and returning Reserve officers at a cost of, (\$27,000). This line also funds our Spring Reserve Officer schedule from May 1st until the end of June in the amount of, (\$29,640) and post season, Labor day to October 1st, and any special events that occur (car show etc.) at a cost of \$2100.

20131-50106 – Full Time Employee Wages

_____ \$1,272,785.00

Deputy Chief Keith Babin
Lieutenant Timothy DeLuca
Sgt. Vincent Mattia
Sgt. Elise Chard
Det. Sgt. David Hemingway
Sgt. Gerard Hamilton
Sgt. Kevin Riordan
Cpl. Jeffrey Regan
Cpl. Joshua Robbins

Temp. Cpl. Jami Ladakakos
Patrol Officer Damon Ramsay
Patrol Officer Scott Jarrett
Patrol Officer Chris St. Pierre
Patrol Officer Brady Coulombe
Patrol Officer Lucas Porter
Patrol Officer William Watson
Patrol Officer Vacant
Patrol Officer Brian Pratt
Court/records Officer Patricia Coreau
Administrative Assistant Suzanne Makoge

20131-50107 – Part Time employee Wages

_____ \$6,150.00
This account funds wages for the following staff: Crossing Guard

20131-50108 – Seasonal Employee Wages

_____ \$10,000.0
This account funds wages for a clerical/receptionist assistant, April through October.

20131-50109 – Seasonal Overtime

_____ \$5,000.00
This account funds overtime for seasonal employees. (Reserves only)

20131-50111 – Overtime Wages

_____ \$140,450.00
This account funds overtime for police personnel.

20131-50113 – Holiday Wages (moved to 50106, wages)

20131-50127 – Educational Incentive \$11,500.00

This account funds a contractual payment to officers that have a Bachelors or Associates degree. We currently have 7 officers that have a Bachelor’s degree and 4 officers with an Associate’s degree. Officers receive \$1250 for a Bachelor’s degree and \$750 for an Associates.

20131-50128 – Physical Fitness Incentive

_____ \$6,500.00
This account funds a contractual payment to officers that pass an annual physical fitness assessment test. Currently 19 officers are eligible to receive this benefit (\$500 ea.).Not all pass and the requested amount is based on the average number of officers in the past few years that have taken the test and passed.

20131-50230 – Clothing Allowance Expenses

\$15,700.00

This account funds all uniform and equipment items issued to police personnel.
Reduced by \$2000 transferred to parking enforcement.

Councilor Blow asked for the reasoning on the reduction in the clothing allowance. It was explained that the \$2,000 was transferred to parking enforcement.

20131-50251 – Conferences/Training Expenses

\$27,000.00

This account funds the cost associated with seminars and conferences attended by police personnel. State law requires a minimum of twenty hours of law enforcement training per officer per year. Listed are some of the elected classes that officers attend.

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

20131-50252 – Travel/Food/Lodging Expenses

\$3,000.00

This account pays for travel and lodging for officers attending training.

20131-50256 – Dues Memberships/Licenses

\$2,390.00

This account funds membership in professional law enforcement organizations, including:

FBI National Academy	\$190.00	Scarborough Rod and Gun club	\$230.00
Maine Chief's	\$200.00	Maine Animal Control Association	\$35.00
International Chiefs of Police	\$120.00	USPCA Canine Association	\$50.00
NESPIN	\$50.00	National Tactical Association	\$40.00
TLO (Investigative Tool)	\$1,320	Practical and Tactical Association	\$55.00
Animal Shelter License	\$100		

Increase due to the addition of, Practical and Tactical Association, National Tactical Association, USPCA, Maine Animal Control, Scarborough Rod and Gun Club and increase of \$65 for the animal shelter license.

20131-50310 – Service Contracts Expenses _____ \$353,000.00

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

- Scarborough Communications 315,157
- Open Fox/Messenger (Suzanne & Patty) 254.00
- Action Security –Police Department fire alarm 240.00
- Animal Welfare Society 11,815.00
- Titan Mechanical -HVAC 3,120.00
- Scarborough Fish & Game 240.00
- Northeast/Cummins 556.00
- Carrabassett Water 520.00
- WatchGuard (laptop maintenance) 2065.00
- TriTech Systems 9,402.00
- TMDE – Yearly calibrations on radars 700.00
- State of Maine OIT-modem (120.00 per mo.) 1,440.00
- Wilner-Green, noise meter calibration 389.00
- Admiral Fire (fire extinguisher inspections) 200.00
- Advanced Collections Service (collections agency for parking fines) 6,902

Decrease due to reduction in dispatch services.

Again, this decrease was a result of the change in dispatch services from Sanford to Scarborough.

20131-50330 – Equipment Replacement Expense _____ \$ 3600.00

This account funds replacement of equipment. Request is for two radar units at a cost of \$1800 each for a total of \$3600. We have a grant from The Bureau of Highway Safety for seventy five percent of the cost (added \$2700 as revenue projection).

20131-50400 – Electrical Expenses _____ \$15,470.00

This account funds electrical expenses for the police facility.

20131-50401 – Water Expenses _____ \$ 600.00

Water for Police building

20131-50402 – Phones/Cellular/Paging/Internet/Networking Expenses _____ \$ 8,870.00

This account funds phone service provided by:

- GWI – Internet connection for our in-house telephones \$1,200.00
 - BCN Telecom – Also used for our in-house phone service \$2,640.00
 - ATT – Cell Phone for two SET team phones and Chief \$2,030.00
 - Verizon – Cell phone service for eight (8) phones in police vehicles \$3,000.00
- Increase based on average of current use.

20131-50404 –Networking/Internet/Expense _____ \$15,400.00

This account funds cable service from:

Time Warner		\$1,000.00
10 Verizon air cards for our mobile data terminals (40.00 per mo.)	\$4,800.00	
Time Warner Intrastate Scarborough-dispatch (800.00 per mo.)	\$9,600.00	

There was discussion about this account number but it was explained that this increase had to do with the fire optic required for Dispatch services.

20131-50405 – Heating Fuel Expenses _____ \$16,000.00

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

20131-50450 – Building Repair/Maintenance _____ \$12,000.00

This account funds any expenses related to maintenance and upkeep to the police facility. Increase based on insufficient amount budgeted last year. Unanticipated expenses have increased this year’s costs.

It was mentioned that this is a new building but that to keep it upgraded, there are yearly expenses that have to be maintained or be procured.

20131-50452 – Operating Equipment Repair

_____ \$ 5,500.00

This account funds the cost of repairs to radar units, mobile cameras, radios, etc. Reduced by \$1500 and transferred to parking enforcement.

20131-50453 – Vehicle Repair/Tires/Oil _____ \$30,000.00

This account funds repairs for all police vehicles. Reduced by five thousand (\$5000) due to purchase of two new vehicles.

20131-50500 – Administrative/Officer Support/Equipment \$8,000.00

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

20131-50501 - Operational Supplies/Equipment _____ \$45,285.00

This account funds the following:

\$500 transferred to parking enforcement.

Rifle slings \$ 1,000

10 WatchGuard body cameras, a device worn by patrol personnel that records on duty calls for service \$ 10,000.00

Ammunition, required for twice a year firearms qualifications for full and part time personnel \$ 8,000.00

State Statute manuals (motor vehicle and criminal) 21 of each. \$ 1,300.00

Two patrol bicycles \$ 1,200.00

Batteries (bike lights, etc.) \$ 400.00

Tazer cartridges (required for annual training and replacement (if deployed) cartridges		\$ 500.00
(8) New rifles, (6) new shotguns, (8) Eco tech laser sights, Simunitions ammunition.		\$ 14,000
Miscellaneous equipment		\$ 1500.00
Pepper Spray Sabre Red Crossfire -	30	\$ 450.00
Custom carbine SX Launchers (pepper ball gun)	3	\$ 2,800.00

The Department currently has 3 pepper ball guns. Two are fifteen years old and in need of replacement.

I would like to purchase three additional guns for a department total of five. This price includes practice and active rounds.

Hands free Motorcycle radio transmitters and head set	4	\$1,635.00
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Currently officers have to use the traditional radio microphone which requires officer to use clutch hand to answer radio which is a safety hazard.

Stealth GPS Tracking device and license		\$2,500.00
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Used to track vehicles for drug and or criminal investigations.

20131-50502 – Printing & Copying Expenses _____ \$4,000.00

This account funds to cost of printing , criminal trespass notices, brochures, recruiting materials, warning cards etc. Reduced by \$2000 that was transferred to parking enforcement for parking ticket printing.

20131-50503 – Investigation Supplies _____ \$12,654.00

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

IMC Integrated Bar Coding System and licensing.		\$ 6,100.00
Replacement Air filters for Forensic Workstation		\$ 1,086.00
Replacement Carbon Filter for Cyanosafe (Fuming Cabinet)		\$ 468.00
1 Nikon crime scene specific Camera Model D-7100		\$ 1,500.00
Miscellaneous investigative supplies, crime scene tape, fingerprint powder, DNA swabs, etc.		\$ 3,500.00

Increase based on requests for, camera, filters, bar coding system, filters and increase in request For supplies.

The Chief explained that the increase here is related to the request for bar coding of evidence which is vital particularly in court cases where the state of the art is required in the presenting of evidence.

20131-50504 – Youth Officer Supplies _____ \$1,000.00

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

20131-50505 – Tactical expenses _____ 0

20131-50510 – Vehicle Fuel Expenses _____ \$ 53,000

This account funds gasoline for all police vehicles. Reduced by \$550, which was transferred to parking enforcement.

20131-50519 – K-9 Program _____ \$2,852.00

This account funds the cost of food, veterinarian expenses, equipment and certifications associated with the K-9 program. Increase is based on fee for K-9 health insurance, at, \$852 per year.

20131-50540 – Debit Card Fees _____ **0**

Fee covers costs for Cale Pay and Display credit card usage which now resides in Parking Enforcement Department. (\$5000 transferred to parking enforcement.)

20131- 50541 Animal Impound Fees _____ \$1,000

FY 16 Department Descriptions & Justifications

Dana Kelley, Chief of Police

PARKING ENFORCEMENT

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.

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, Reserve Officers and Parking Enforcement.

Line Item Justifications

20132-50107 Part Time Employee Wage Expense _____ **\$ 17,200.00**

This account funds the salary for one part time parking enforcement supervisor.

20132-50108 Seasonal Employees Wage Expense. _____ **\$ 44,000.00**

This account funds wages for 11 seasonal parking enforcement personnel.

20132-50109 Seasonal Overtime _____ **\$ 1,000.00**

This account funds overtime for seasonal parking enforcement personnel.

20132-50230 Clothing allowance expense _____ \$ 2,000.00

This account funds clothing, (hats, jackets, shirts, etc.,) for parking enforcement personnel.

20132-50310 Service Contracts Expense _____ \$ 1,925.00

This account funds our CALE Parking Pay and Display server fees.

20132-50452 Operating Equipment Repair Expense _____ \$ 1,500.00

This account funds the cost of repairs and parts for parking meters, and CALE Parking Kiosks.

20132-50500 Admin/Office Supp./Equip. Non Cap _____ \$ 0

20132-50501 Operational Supplies/equip. Non Cap _____ \$ 500.00

This account funds batteries, receipt paper for CALE Parking Kiosks, signage and any other supplies needed for Parking meter or Pay and Display machine operation.

20132-50502 Printing and copying Expense _____ \$ 2,000.00

This account funds printing parking tickets, envelopes, and any other supplies associated with sending parking violation notices.

20132-50510 Vehicle Fuel Expense _____ \$ 500.00

This account funds fuel for the parking enforcement vehicle.

20132-50540 Debit Card Fees _____ \$ 7,500.00

This account funds the bank fees incurred by the town when someone uses a debit or credit card to pay for parking at one of our CALE Parking Kiosks.

In discussing the Parking Revenue from May 2014 to September 2014, the following was noted:

Memorial Park	\$ 38,666
Milliken Street Parking Lot	84,295
OOB St. 1	17,437
OOB St. 2	15,899
OOB St. 3	17,649
OOB St. 4	12,286
Red	94,864
White	31,666
Yellow	28,677
Total	\$ 341,439

The Council discussed parking fees and the types of parking meters in an extensive dialogue particularly as it related to the request in the CIP budget below.

CIP PRESENTATION:

The Police Chief' recommendations for the CIP allocation were:

One police cruiser and associated equipment	\$ 42,918
One used parking enforcement vehicle and equipment	15,000
One used animal control van and equipment	15,000
Six Cale pay and display parking machines	55,800
A total CIP allocation recommended	\$128,718

The Town Manager's recommendation for request for Capital Improvement were:

One police cruiser and associated equipment	\$ 42,918
One used parking enforcement vehicle and equipment	15,000
One used animal control van and equipment	15,000
Six Cale pay and display parking machines	55,800
A total CIP allocation recommended	\$128,718

The Finance Committee's recommendation for request for Capital Improvement were:

One police cruiser and associated equipment	\$ 42,918
One used parking enforcement vehicle and equipment	15,000
One used animal control van and equipment	15,000
Six Cale pay and display parking machines	55,800
A total CIP allocation recommended	\$128,718

Again the Council encouraged each department head to list their priorities in CIP funding. For the most part the Council did not have issues with the request of the Police Chief with the consensus that perhaps the six cale pay and display parking machines should be budgeted in two budget; one-half for 2016 and one-half for 2017.

The Chair thanked all those who participated in the discussions this evening.

ADJOURNMENT:

The meeting adjourned at 7:04 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 eleven (11) pages is a copy of the original Minutes of the Town Council Workshop of April 23, 2015.

V. Louise Reid