

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Wednesday, April 12, 2017
TOWN HALL CHAMBERS**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Wednesday, April 12, 2017. Chair Thornton opened the Workshop at 6:30 p.m.

The following were in attendance:

**Chair Joseph Thornton
Vice Chair Shawn O'Neill
Councilor Kenneth Blow
Councilor Jay Kelley
Councilor Michael Tousignant
Town Manager Larry Mead
Assistant Town Manager V. Louise Reid
Police Chief Dana Kelley
Captain Elise Chard
Captain David Hemingway
Parking Enforcement Officer Joseph Levassuer
Finance Director Diana Asanza**

Absent:

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, two Captains 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, is commanded by a Captain and 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 22 sworn officers in the Department, 17 are assigned to the Patrol Division.

Criminal Investigation Division

The criminal investigation division is comprised of two detectives. The detectives are responsible for investigating 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, Crossing Guard, Reserve Officers and Parking Enforcement, and is overseen by a Captain.

Line Item Justifications

20131-50101 – Department Head Salary

\$86,201 (\$84,503)

20131-50104 - Seasonal

Reserves

\$215,000 (\$208,000)

This line funds (30) reserve police officers from July 1st. through Labor Day, for 10 weeks at 40 hrs. per week per officer @ thirteen dollars and fifty cents per hour, or (\$162,000). It also funds pre-season training and reserve officer training for new and returning reserve officers at a cost of (\$28,000). This line also funds our Spring Reserve Officer schedule that runs from May 1st through June 30th in the amount of (\$30,800) and our post season schedule that runs from Labor Day to October 1st. It also includes any special events that occur (car shows, road races, parades, etc. and a \$1.30 per hour pay increase.

20131-50106 – Full Time Employee Wages

\$1,367,760.00

(\$1,347,335)

This account funds salaries for the following staff:

- Captain Elise Chard
- Captain David Hemingway
- Sgt. Vincent Mattia
- Sgt. Gerard Hamilton
- Sgt. Kevin Riordan
- Cpl. Jeffrey Regan
- Cpl. Joshua Robbins
- Cpl. Brady Coulombe
- Off. Jami Ladakakos

Off. Scott Jarrett
Off Chris St. Pierre
Off. Damon Ramsay
Off. Peter Guay
Off. Lucas Porter
Off. Anthony Germaine
Off. William Watson
Off. Brian Pratt
Off. Michael Mizzoni
Off. Steven Broy
Off. Elizabeth McPhillips
Off. Daniel Morrison
K-9 Gunther

Administrative Assistant Katherine Smith
Court/Records Patricia Coreau
Clerical/Reception Virginia Hebert

20131-50107- Part Time Employee

Wages _____ **\$ 7,150**
(7150)

This account funds wages for the following staff: Crossing Guard.

20131-50108 – Seasonal Employee Wages

_____ **\$ 13,520 (10,000)**

This account funds wages for the following staff:

This account funds wages for clerical/receptionist assistant. This was a fifteen hour per week position at (\$13.00) per hour that due to a need for additional clerical staff to assist with data entry was increased to 20 hours per week.

20131-50109 – Seasonal Overtime

_____ **\$ 10,000**
(6,000.)

This account funds all overtime for seasonal employees. (Reserve Officers only) Increased by \$4,000, based on what was spent last season. Funding for this increase was deducted from account # 20131-50104, seasonal Reserves.

20131-50111 – Overtime Wages

\$140,000

(140,000)

This account funds all overtime for police personnel.

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

\$

20131-50127 – Educational Incentive

\$ 21,000

(16,000.)

This account funds a contractual payment to officers that have a Bachelor's degree or Associates degree. We currently have 12 officers that have a Bachelor's degree and 3 Officers with an Associate's degree. Officers receive \$ 1500 for a Bachelor's degree and \$1000 for an Associate's degree.

20131-50128 – Physical Fitness Incentive

\$ 9500 (7,000.)

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). It is no longer mandatory for department personnel. To participate in the physical fitness testing process. Assuming that everyone elects to participate and passes the exam the cost would be 19X\$500, or \$9500. Request is based on amount spent last year.

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

20131-50201 – FICA & Medicare – Employer Share

20131-50202 – MSR Employer Share

20131-50203 – ICMA 457 – Employer Share

20131-50210 – Health Insurance – Employer Share

20131-50211 – Dental Insurance – Employer Share

20131-50212 – IPP Insurance – Employer Share

20131-50213 – Life Insurance – Employer Share

20131-50214 – Workers Compensation

20131-50230 – Clothing Allowance Expenses

\$ 19,700 (19,700)

This account funds all uniform and equipment items issued to police personnel.

20131-50251 – Conferences/Training Expenses

\$ 27,000 (27,000)

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 attend 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, specialized and mandatory training classes.

- | | |
|--|--|
| Street Survival – 2 per year | Roger Williams, first line supervision |
| Hostage Negotiation Training | FBI Supervisor development |
| Interviews and Interrogations | Human Trafficking |
| Crime Scene Processing | |
| York County District 1 – Training Council | |
| 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 (3,000)

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

20131-50256

–

Dues

Memberships/Licenses

\$ 2,555 (2,555)

This account funds membership in professional law enforcement organizations including:

FBI National Academy	\$190	(190.00)
Scarborough Rod and Gun Club membership	\$230	(230.00)
Maine Chief of Police	\$200	(200.00)
Maine Animal Control Association	\$35	(35.00)
International Chiefs of Police	\$300	(300.00)
USPCA Canine Association	\$50.00	(50.00)
NESPIN	\$50.00	(50.00)
National Tactical Association	\$80.00	(80.00)
TLO (investigative tool)	\$1320	(1,320.00)
Animal Shelter License	\$100	(100.00)

20131-50310 – Service Contracts Expenses

\$371,614.33 (364,300.)

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

▪ Scarborough Communications	\$ 334,349.33	
(324,611.00)		
▪ State of Maine Modem Services	\$ 1,440.00	
(14,440)		
Open Fox/Messenger (Suzanne & Patty)	\$ 343.20	
(344.00)		
▪ Action Security –Police Department fire alarm	\$ 300.00	
(300.00)		
▪ Animal Welfare Society	\$ 12,048.00	
(12,048.00)		
▪ Titan Mechanical	\$ 3,119.13	
(3120.00)		
▪ Scarborough Fish & Game	\$ 300.00	
(240.00)		
▪ Northeast/Cummins (Generator)	\$ 611.18	(584.00)
▪ TriTech Systems (IMC)	\$ 11,053.75	(10,119.00)
▪ WatchGuard (lap tops)	\$ 5,150.00	(3325.00)
▪ TMDE-yearly calibrations on radars	\$ 900.00	(700.00)
Wilner-Green, noise meter calibration	\$ 447.74	(426.00)
▪ Admiral Fire (fire extinguisher inspection)	\$ 232.00	(232.00)
▪ JPMA – Online training	\$ 1,320.00	(1320)

Increase created by a contractual increase in our Scarborough Communications contract, in the amount of, \$ 9,738.33, a \$1320 dollar increase due to moving the JPMA online training service contract from 20131-50256, dues memberships/licensing, to this line and slight increases in most of the service contracts.

20131-50400 – Electrical Expenses

\$ 16,000

(16,000)

This account funds electrical expenses for the police station.

20131-50401 –

Water

\$ 600 (600)

Water for Police complex.

20131-50402 – Phones/Cellular/Paging/Internet/Networking Expenses

\$ 10,900 (7,000.)

This account funds phone service provided by:

(1,200)	GWI-Internet connection for our in-house telephones	\$ 1,200.00
(3,000)	BCN Telecom – Also used for our in-house phone service	\$ 3,000.00
(2,500)	ATT – Cell phone for two SET Team phones and Chief	\$ 2,500.00
(3,000)	Verizon – Cell phone service for (8) phones in police vehicles	\$ 3,000.00
(1,200)	Pervasive work group license for mobile data terminals. (9)	\$ 1,200.00

20131-50404 – Networking/Internet Expense

\$ 17,150 (16,000.)

This account funds cable service from:

(1,000)	Spectrum (internet)	\$1,000.00
(5600)	10 Verizon air cards for our mobile data terminals (45.00 per mo.)	\$ 5,607.60
(9600)	Time Warner Intrastate (fiber optics)	\$10,542.36

20131-50405 – Heating Fuel Expenses

\$ 16,000

(15,500.)

This account funds the heating expenses for the police department.

20131-50450 – Building Repair/Maintenance

\$ 15,700 (16,500.)

This account funds expenses related to maintenance and repair of the police facility, as well as planned projects:

	Interior painting	\$ 2,500.00
	Irrigation and landscaping	\$ 8,200.00

20131-50452 – Operating Equipment Repair

\$ 8,000 (5,000)

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

Increase due to request for fiber optic equipment in Scarborough Dispatch to eliminate radio bleed over problem. (\$2500)

20131-50453 – Vehicle Repair/Tires/Oil

/Parts _____ **\$ 35,000**

(35,000)

This account funds repairs for all police vehicles. Increase reflective of increase in cost of maintaining several older model vehicles that are in poor condition. Newer vehicles are also costing more in repair than previous models.

20131-50500 – Administrative/Office Support/Equipment

_____ **\$ 8,000** **(8,000)**

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

_____ **\$ 42,265** **(50,000.)**

This account funds the following:

Eleven Tazers (replace older outdated models)	\$ 8,000
Phazzer replacement cartridges	\$ 500
Batteries (used for bike lights, etc.)	\$ 400
Ammunition (use for bi-annual firearms qualifications) (Increase due to Maine Criminal Justice Academy now requiring Municipalities to furnish ammo for Academy qualifications. (new)	\$12,000
State Statute manuals (21)	\$ 1,300
Miscellaneous equipment (increased due to the need to purchase a desk)	\$ 2,500
Replace 50% of Reserve Officer Summer equipment, including, holsters, batons, handcuff cases, pepper spray, uniform shirts. Requests includes six new handguns.	\$13,500
Critical incident ballistic shield.	\$ 2,200
Rear mounted light and control box for the motorcycle	\$ 2,225

20131-50502 – Printing & Copying Expenses

_____ **\$ 4,000** **(4000)**

This account funds the cost of printing criminal trespass notices, brochures, recruiting materials, warning cards, property check cards.

20131-50503 – Investigation Supplies

_____ **\$ 3,500**

(3500)

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

20131-50504 – Tactical supplies

\$ 7,000

(7000)

Funds equipment and supplies for four officers assigned to the Saco/Old Orchard Beach, Warrant Service Team.

20131-50504 – Youth Officer Supplies

\$ 700

(700)

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

20131-50510 – Vehicle Fuel Expenses

\$ 44,000

(44,000)

This account funds gasoline for all police vehicles.

20131-50519 – K-9 Program

\$

2,850 (2850)

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

20131-50541 – Animal impound expense

\$ 2,000 (1,000.)

This line is over in our current budget, based on where we are year to date, I am asking for a \$1000 increase.

20131 POLICE EXPENSE **Up \$55,770** **2.3%**

- **50104, 50108, and 50109: Seasonal wages**, including overtime, increased by \$14,520, or 6.4% due to the need to increase the seasonal hourly rate.
- **50106: Full time wages** increase by \$20,425 or 1.5%. The increase is less than the union bargaining agreement because of recent turnover of long-term employees.
- **50127: Education Incentive Expense** increased by \$5,000 (31%) because of changes to the bargaining agreement and because of recent hires who have four-year college degrees.
- **50310: Service contracts** increased by \$7,314 (2%) primarily due to the contractual \$9,700 increase for Scarborough dispatch.
- **50402: Phone/cellular expense** increased by \$3,900 (55.7%) due to identification of two accounts not included in the FY17 budget.
- **50252: Operating Equipment repair expense** increased by \$2,500 to the request for equipment to eliminate a problem with radio bleed-over problems in communicating with dispatch.
- **50501: Operating Supplies expense** is down \$7,735 due to an accounting transfer of \$7,000 to 50505, Tactical Equipment.

20132 PARKING ENFORCEMENT **Up \$13,260** **14.7%**

- **50530: Bank Fees** have been added to the budget in the amount of \$2,500 due to expenses associated with credit card use.
- **50540: Debit card fees** increase \$8,000 (40%) due to expansion of pay station use and the actual expenses from FY17. Overall revenues have increased as well.

PROJECTED VEHICLE INVENTORY				
CAR #	ADMIN. VEHICLE'S	REGISTRATION	MILEAGE	
1	1 2015 – Ford Taurus	2223	61,000	
2	2 2015 – Ford Taurus	2224	75,000	
3	3 2015 – Ford Taurus	2420	45,000	
CAR #	PATROL VEHICLES	REGISTRATION	MILEAGE	
4	7 2017 – Ford Explorer (New)		0	
5	12 2017 – Ford Explorer (New)		0	
6	18 2017 – Ford Explorer (New)		0	
7	19 2017 – Ford Explorer (New)		0	
8	20 2017 – Ford Explorer (New)		0	
CAR #	TRANSPORT VEHICLE	REGISTRATION	MILEAGE	
9	11 2011 – Ford Van	2220	85,000	
CAR #	SEASONAL RESERVE PATROL	REGISTRATION	MILEAGE	
10	6 2016 – Ford Explorer	2477	10,000	
11	8 2016 – Ford Explorer	2478	15,000	
12	9 2013 – Ford Explorer	842	95,000	
CAR #	SEASONAL PATROL	REGISTRATION	MILEAGE	
13	21 2017-Harley Davidson M/C	77	70	
CAR #	SEASONAL LIQUOR ENFORCEMENT	REGISTRATION	MILEAGE	
14	2011 Black Impala (Detective Car)	523VN	114522	
CAR #	ANIMAL CONTROL	REGISTRATION	MILEAGE	
15	2007 – Ford Expedition	2461	95,000	
CAR #	K-9 VEHICLE	REGISTRATION	MILEAGE	
16	16 2017 – Ford Explorer	2061	0	
CAR #	SEASONAL PARKING ENFORCEMENT	REGISTRATION	MILEAGE	
17	15 2008 – Chevrolet P/U Tek	2417	150,000	
CAR #	VOLUNTEER & POLICE SERVICES	REGISTRATION	MILEAGE	
18	2011 – Crown Vic		107,000	
19	2011 – Crown Vic		107,000	
CAR #	DETECTIVE CARS	REGISTRATION	MILEAGE	
20	2013 – Ford Explorer	2171	94,476	
21	2015 – Chev Impala	3494VU	37,000	
CAR #	SURPLUS TO BE SOLD	REGISTRATION	MILEAGE	
	2004 – Crown Vic		161,000	
	2007 – Crown Vic		160,000	
	2008 – Crown Vic		160,000	
	2011 – Crown Vic		122,000	
10	2005 Ford Crown Vic	2032	150,000	
	2004 Crown Vic Fire / Police		150,000	

CURRENT VEHICLE INVENTORY				
	CAR #	ADMIN. VEHICLE'S	REGISTRATION	MILEAGE
	1	1 2015 – Ford Taurus	2223	61,000
	2	2 2015 – Ford Taurus	2224	75,000
	3	3 To be assigned in FY 18		
	CAR #	PATROL VEHICLES	REGISTRATION	MILEAGE
	4	7 2013 Ford Explorer	2171	94476
	5	12 2016 Ford Explorer	2477	7377
	6	16 2007 Ford Expedition K9	2061	90000
	7	18 2016 Ford Explorer	2478	13500
	8	19 2013 Ford Explorer	842	92212
	9	20 2015 Ford Taurus	2420	32000
	CAR #	TRANSPORT VEHICLE	REGISTRATION	MILEAGE
	10	11 2011 – Ford Van	2220	85,000
		SEASONAL RESERVE PATROL	REGISTRATION	MILEAGE
	11	6 2011 Ford Crown Vic	122	121,999
	12	8 2011 Ford Crown Vic	123	106,427
	13	9 2011 Ford Crown Vic	2180	106,261
		ATV 30		11,043
		ATV 33		4,057
		ATV 34		3,442
	CAR #	SEASONAL PATROL	REGISTRATION	MILEAGE
	14	21 2017-Harley Davidson M/C	77	70
		ANIMAL CONTROL		
		No Vehicle at this time		
		K-9 VEHICLE		
	15	16 2017 – Ford Explorer	2061	0
		SEASONAL PARKING ENFORCEMENT	REGISTRATION	MILEAGE
	16	15 2008 – Chevrolet P/U Tek	2417	150,000
	CAR #	VOLUNTEER & POLICE SERVICES	REGISTRATION	MILEAGE
	17	10 2005 Ford Crown Vic (VIPS)	2032	150,000
	18	Fire / Police 2004 Crown Vic (at Fire Dept to direct traffic)		150,000
	CAR #	DETECTIVE CARS	REGISTRATION	MILEAGE
	20	2015 – Chev Impala	3494VU	37,000
		2011 Black Impala Detective	523VN	114,522
	CAR #	SURPLUS TO BE SOLD	REGISTRATION	MILEAGE
		2004 – Crown Vic		161,000
		2007 – Crown Vic		160,000
		2008 – Crown Vic		160,000

CIP:

It has been indicated that starting Fiscal Year 2019 through Fiscal Year 2021 and then aging Fiscal Year 22 through 24, the amount of \$48,713 will be budgeted for a total of \$292,278 for vehicle purchases.

A lease purchase or lease option is the abbreviated form of the appropriate term – “lease with option to purchase.” This combines a basic lease contract with an option to purchase contract. It often finds that safety concerns are more effective as the models of the vehicles are current; warranties are in effect; costs can sometimes be lower as well.

The Finance Committee acknowledged the suggested CIP process.

The Chair thanked the Chief and his staff for their commitment and professionalism and for the frugality shown in preparing their budget.

ADJOURNMENT:

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 of April 12, 2017, 2017.

V. Louise Reid