

**TOWN OF OLD ORCHARD BEACH
TOWN HALL CHAMBERS
TOWN COUNCIL WORKSHOP
Tuesday, April 28, 2020**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Tuesday, April 28, 2020. Vice Chair O'Neill opened the meeting at 6:30 p.m.

The following were in attendance:

Vice Chair Shawn O'Neill
Councilor Kenneth Blow
Councilor Jay Kelley
Councilor Michael Tousignant
Town Manager Larry Mead
Assistant Town Manager V. Louise Reid
Finance Director Diana Asanza
Transit Director Tony Scavuzzo

Absent: Chair Joseph Thornton

It should be noted that

DUE TO COVID-19, THE PUBLIC WILL NOT BE ABLE TO ATTEND THIS MEETING IN PERSON. THEY COULD WATCH THE MEETING ON SPECTRUM 1301, OR GO ON-LINE TO WWW.OOBMAINE.COM AND CLICK ON "MEETING VIDEOS" AND WATCH THE MEETING LIVE, AND IT WILL BE ARCHIVED TO WATCH AT A FUTURE DATE.

TRANSIT BUDGET REQUESTS

The Biddeford-Saco-Old Orchard Beach Transit is requesting an allocation of \$165,000 from each of its three parent municipalities (Biddeford, Saco, Old Orchard Beach). This was an increase of \$25,000 from current years. For year 2021 it would be \$35,000 making the total contribution for each municipality \$200,000 in fiscal year 2021. Reasons for this increase included health insurance increase of almost 20% and anticipated increases in the coming year. Costs of fuel, repairs, and other needs requires additional funding needed. They have done well in receiving grants such as a grant to cover 80% of the cost of two new coaches for the Zoom run. Implementation of the pulse system in 2020 was completed and the addition of one new local service look requiring more drivers, fuel, repairs, etc., with more busses on the road. They have received approval for these changes and the increased federal share of this service change but they must raise the 50% match required. They estimate fare as of \$25,000 and grant revenue of \$100,000 requiring them to raise \$100,000 from other sources. They have received a grant to cover 80% of the cost of two new coaches for the Zoom runs. Their current vehicles are old, with high mileage and increasing cost to repair. They have to come up with 20% (\$200,000 to \$260,000) as the local match. They have received a grant to cover approximately 90% of two electric buses and the associated infrastructure needed to charge and support them. These will be for use on the local service runs. They applied, but were not successful in obtaining funding for some new trolleys to begin replacement of the aging fleet,

one again with 20% local match required. All trolleys are scheduled to be replaced over the next few years. As of December 31 the fare revenue has covered 19% of total operating costs, about average for a service like ours. Federal and State grants (including those earned but not received) covered 50%. Ads, stops and other service contributions covered 11%. That left 20% to be covered by operations, by municipal contributions. In addition, municipal contributions are our primary source for local match in capital expenditures. Years of focusing on the operations rather than the updating of fleet vehicles has let a significant infrastructure deficit that is being addressed over time with annual replacement of some vehicles necessary each year. They pursue all available grant sources but local funds are almost always required to leverage these sources. All the peer transit systems in the area, South Portland Transit is currently subsidized from the South Portland General Fund for approximately \$650,000. Their system has about the same number of buses out as Shuttlebus but our service area is much larger with the current total parent municipal contribution of only \$420,000. The glant of the area, Metro (Portland) serves routes in Portland, Westbrook, Falmouth, and Gorham and connects to the Mall area of South Portland.

Their member municipalities contribute according to the route miles within each municipality. Recent annual levels were: Portland - \$2.7 million; Westbrook - \$633,000; and Falmouth, with limited route miles - \$164,000. Our enabling agreement requires that all three municipalities contribute the same amount. One Municipality not accepting the request penalized our service by three times that amount. For these reasons they are asking for a contribution from each of the parent municipalities of \$165,000, an increase from the fiscal year 2019 amount of \$140,000. What they can do with what they get makes the benefit to the municipalities, their residents, businesses and employers a substantial bargain, even at the new requested level.

Those serving on the Transit Board are:

- | | |
|---------------------|--|
| Old Orchard Beach - | Kenny Blow - Town Councilor
V. Louise Reid – Ass’t Town Manager
A. Curt Koehler – Resident |
| Biddeford - | Greg Tansley, AICP – Chairman
Biddeford City Planner
Doris Ortiz – City Councilor
Open Seat |
| Saco - | Alan Minthorn – Deputy Mayor &
City Councilor
Bette Brunswick – Economic Development
Committee Chair
Jessa Burna – Economic Development Specialist |

BSPPB Transit Progress Update:

Covid-19 Response

March 20 – Reduced service and suspended fare collection.

April 1 – Shutdown service after Maine CDC confirmed two positive internal tests.

CARES Act for transportation will keep us whole financially for any related expenses, Payroll for affected employees. This does not include lost fare revenue.

Plans being made to return to limited service to ensue those depending on our Service can get to essential destinations (health care, grocery shopping, Essential employment, pharmacy, etc.

Continuing to take all cleaning measures to ensure buses are sterilized each day.

Connected with staff through video messages posted on website employee portal.

Plan is to reduce to reduced service that is sustainable but providing life line Connection for those dependent on us.

CARES Act will cover all operating expenses, employee wages and COVID-19 related Expenses in local “first phase” (2/1-6/30-2020). CARES Act funding will be Used first until funding is expended.

Next Phase (7/1/2020) and beyond will include eligible capital expenses (2/1/-present).

Progress

2016 and 2019 Triennial review feedback has been received. We are in the process of answering feedback toward closure.

Employee Handbook Legal Review – Tim Murphy has reviewed. Seeking second review.

City Budget Presentation – Biddeford postponed – Saco 4/21 OOB 4/28.

Submitted request for CMAQ funding to MEDOT for Downtown Circulator.

PACTS split letter has been agreed upon. Waiting on submittal to FTA and USDOL approval for access to CARES Act funding.

All Administrative Staff remain at home except top leadership. All bus operations on Administrative leave until return to service. Cleaning and Garage Staff are back preparing for return to service.

Turnpike Proposal currently on hold.

Future of Greyhound in Maine in doubt.

This will mean the end of the in-kind match funding we receive from Greyhound.

In process to connect with Greyhound on their intentions.

This will mean the end of the Portland Intercity Connector. We will not have the funds to continue the service.

Plans to transition to Metro in the works. May b truncated sooner than expected or hoped due to this change. Waiting on discussion with Greyhound to make decision.

BSOOB Project Update

Wifi on board – installs ae continuing on all vehicles. Down to three trolleys left.
Electronic Fare Collection – Postponing launch until further notice to virus response. Early Adopters and other activity also postponed.
Electric Buses – Delivery date has been pushed back to November 2021 due to Proterra Engineering Challenges.

Saco Transportation Center

New hub of BSOOB Transit Service.
Started August 1, 2019
Buses now return there every 60 minutes.
Now have a customer service presence here for rider transactions.

FY17 -19 Financial and Ridership Highlights/Facts/Growth

21% increase in ridership 2017 to 2019.
June 2018 monthly trend skewed due to response support from UNE (marine project.)
Total Fy19 Ridership – 366,527
Segmentation:

Shuttlebus	46%
Zoom	6%
Portland IC	11%
Seasonal Trolley	36%

Annual Funding Breakdown

Fare Revenue	18%
Federal/State Grants	53%
Advertising & Public/ Private Partnerships	14%.
Municipal Contributions	15%

Funding Requests:

Current Municipal Contribution is \$165,000.
Offer has been extended for this year’s Municipal Contribution remain flat at \$165,000 given the circumstances. This is a way that the CARES Act funding can be indirectly shared with the owner Municipalities.
Assumption will be that our current funding trajectory will be maintained and increased in the future.
CARES will cover short term effects of COVID-19.

Current Old Orchard Beach contribution is equal to 5% of the total annual Transit budget.

Trolley Season:

Trolleys will run this summer.

We will be out there and available for those businesses that are operating.

Another way CARES Act support can extend to others and keep our seasonal employees working.

Still undecided but more than likely will be fare free for the summer or at least part of it.

Future Plans and Needs

BSOOB Transit Plans

Electric Buses – Two of the first four electric buses in Maine will be coming to BSOOB Transit. Other two to Metro in joint project venture. November 2021 delivery.

Rebranding – Created fresh new visual identity around BSOOB Transit.

Before:

SH-ZOOM

“TRANSIT WISHES COME TRUE”

BIDDEFORD-SACO-OLD ORCHARD TRANSIT COMMITTEE

Now:

TRANSIT

BIDDEFORD/SACO/OLD ORCHARD BEACH

Automated Vehicle Locator – Live in February. Now shows via Web App the real time location of our buses.

Electronic Fare Collection – *POSTPONED* Regional project includes South Portland and Metro to help standardize rates payment method, streamline operations, increase security, enhance rider experience.

Touch Pass – Smart phones app/stored value card that will process transactions via QR code/ Account creation will protect users from lost smart cards or cash.

Office can verify those qualifying for reduced fare and setup their accounts accordingly going forward.

Touchpass gives users the ability to take advantage of rewards program/fare capping.

New Technology will take the place of nearly all current pass programs.

Regional Fare Policy is standardizing all fares allows all riders to pay one way to use BSOOB, Metro and SPBS seamlessly.

Four Ways to Pay to Ride
Touchpass – Smartphone App
Stored Value Card (DIRIGO)
1 Ride QR Code Token

Funding Needs & Challenges

New and Increasing Expenses
Health Insurance – 7% increase last year – 15-20% potentially this year.
Wi-Fi on buses – to power new technology (and open to the public.)
Automated vehicle locator – shows where the bus is in real time for riders.
Loss of Maine Turnpike support needs to be replaced.

Healthy balance of funding from all sources:

Federal	Fares
State	Partnerships
Municipal	Advertising

Local Match Generation:

No way to generate local match funds to leverage tremendous Federal funding available. Need this to create healthy asset procurement cadence in future to avoid current situation of aged fleet.

Funding Request:

Current municipal contribution is \$165,000.

Offer has been extended for this year’s municipal contribution remain flat at \$165,000 given the circumstances. This is the way the CARES Act funding can be indirectly shared with the owner municipalities.

Assumption will be that our current funding trajectory will be maintained and increased in the future.

CARES will cover short term effects of COVID-19.

Current Old Orchard Beach contribution is equal to 5% of the total Transit budget.

Trolley Season will run reduced service this summer.

We will be agile in decisions on how the service will look or needs to be adjusted in our new short term society.

Another way CARES Act support can extend to others and keep our seasonal employees working and aware from unemployment

Service will be fare free this summer.

Dues and Membership Expense increased \$325 or 2.66% which reflects an increase in the Maine Municipal Association membership dues.

Printing and Copying Expense increased \$200 or 7.14% reflecting the increase in printing costs for the Annual Report.

Town Manager

The Town Manager is the Chief Executive Officer of the Town and is appointed by the Town Council.

The Town Manager appoints the Department Heads for each Town departments (except the Town Clerk who is elected by the citizens), subject to Council approval, and is responsible for assuring the Town's services are performed well and in accordance with the state and federal laws, the Town charter, ordinances and policies.

Line Item Justifications

20102 50101 – Department Head Salary

The account funds the salary of the Town Manager.

20102 50106 – Full Time Employee Wages

This account funds salaries for the following staff:

Asst. Town Manager

Town Custodian

Town Custodian

Human Resource Mgr

20102-50107 – Part Time Wages

\$20,000

This is to fund the J-1 Coordinator

20102-50111 – Overtime Wages

\$1500

20102-50123 – Car Allowance

\$2,000

Town Manager Car Allowance

20102- 50301 General Legal Services

This account funds the legal services for the Town

20102 50310 – Service Contracts

This account funds various service contracts including:

\$3,056 Pitney Bowes Postage mailing \$764 qtrly (\$184 less annually than prev. contract)

60 Month Lease through July 2024

\$4475 Group Dynamics FSA plan \$300 monthly plus annual fee of \$875

\$684 FORMAX - annual maintenance fee for the check folding machine in Finance.

\$5700 Civic Plus LLC Web Hosting (used to be Virtual Town Hall)

20102 – 50315 User License

This account funds:

Tyler Technologies (Munis) \$50,000 annual support for current system

Munis – Implement Project Accounting software \$8,000

Boston and Maine, \$2700 This is for the easement fees for the sewer and drainage pipes going under the Boston and Maine Railroad tracks.

Vision Govt Solutions – Annual Software License (10 seats) \$7400

20102 50320 – Advertising

With the voter approved Charter amendment in November 2016, we no longer advertise most agendas, or committee meetings, however there are times when committee or council agendas will be advertised. We continue to advertise for employment recruitment, public hearings as well as RFP's for the Town.

Journal Tribune (Alliance Printers)

Jobs in ME

Recruiting / Career Fair

Chamber of Commerce Vacation Planner Advertising

20102 50325 – Postage/Shipping 7,000

This account funds all postage for Town Hall, Recreation and Public Works, Waste Water and Police and Fire.

20102 50402 – Phone/Cellular/Paging

This account funds:

GWJ Town wide VOIP phone system (voice over internet phone) \$9,600

Consolidated Communications – copper lines for Town Hall Fax \$1,600
Cell phones for: Town Manager, Asst. Town Manager, 2 Custodian phones \$1920
Cell Phone for J1 Coordinator (ATT) \$480
Phone Hardware Repair/Replacement (NTT) \$3,200 add 2 phones for Elections

20102-50404 – Network/Internet

This account funds:

Consolidated Communications Internet at \$3000 annually
Town Manager internet reimbursement per contract \$840
Spectrum Cable Town Hall TV and 2 cable boxes \$260

20102 50454 – Computer Support

This account funds technical support required to keep the entire Town’s computer networks up and running.

IT Support and Services through:

- Bill Botting avg 300-350 hours @\$100 hourly.
- Additional IT Support through Eagle Network Solutions \$2,150 (20 hours) monthly of help desk service, plus additional projects as assigned such as new PC deployment - \$35,000

IWorQs – Community Development Package for Code Enforcement \$6,700

Computer Support Renewals:

- Quest Rapid Recovery Annual Renewal \$800
- Sophos Firewalls (Original 5 locations) Annual Renewal \$6400
- MailStore (email archiving software) Annual Renewal \$1000
- Remote Connect Wise - NEW for a more secure method to connect remotely. \$600
- Virtual Server Support Extension for 1 year \$3700

20102 50500 – Admin/Office Supplies/Equipment

This account funds general office supplies including paper, pens, binders, folders, office furniture/equipment, etc.

20102 50502 – Printing & Copying

This account funds the cost of copy paper and the costs of copies.

20102-50525 - Video Taping Expense

This account will fund the expenses associated with Channel 3:

- Fee for taping meetings: Cons Comm (8), Planning (12), ZBA (8), Council WS/Special (15) @ 4.0 hr min X \$26.1 hourly total = \$4,500
- Equipment and repairs, and DVD’s and cases, total = \$1,000

- Access AV (Leightronix support) \$1000
- ASCAP (American Society of Composers, Authors and Publishers) to play music on Channel 3 \$400

20102-50530 –Bank Fees
\$1,100

Bank Courier Service Fees

Courier Service 7 months Fall/Winter/Spring (Oct to Apr) – 1 pick- up per week = 28 @ \$15 per pick up

5 months Summer (May to Sept) – 2 pick- ups per week = 40 @ \$15 per pick up

20102-50549 – Misc Expense
\$20,000

- Fire Dept Halloween Party to be taken from this account**
- Memorial Day Parade Expenses**
- Safety Committee**
- Community Friendly Connection**
- Unanticipated expenses**

20102-50722 – July 4th Fireworks expense
\$10,000

20102-50809 – GIS Program Expense
\$35,000

- CAI Technologies (GIS Mapping and Analysis Tom Burns acquired by CAI)**
\$32,000
- ESRI (Environmental System Research, Inc.) \$3,000**

20102-50856 - Computer System Upgrade
\$8,500

This will fund miscellaneous hardware repairs or replacements as recommended by Bill Botting.
Increase over FY 20 is due to purchasing 3 laptops for Elections \$3500

Town Manager’s Budget was \$829,947 or an increase of \$4,029 or a 0.49% increase,

Wages increased \$6,719 or 2.1% reflecting a 3% COLA for non-union employees. Members of Teamsters Union remain at FY20 wages until the contract that expires June 30, 2020 is settled.

User License Expense decreased \$9,500 or (-12.24%) because of a one-time charge for the Vision Software upgrade in FY20.

Bank Fees increased \$700 or 175% to reflect actual expenses for bank courier services.

GIS Program Expense increased \$5,500 or 18.85% to reflect the new initiative to integrate additional software into current AxisGIS, as well as new orthoimagery.

Town Hall Maintenance

This includes the costs of maintaining the Town Hall Building and various other Town expenditures as listed below.

Line Item Justifications

20115 50310 – Service Contracts	\$13,600
This account funds the following service contracts:	
• Pine State Elevator quarterly inspections \$175 quarterly plus annual smoke recall testing \$250– annual cost = \$950	
• HVAC Heating and AC Service Agreement (\$675 quarterly) \$2700	
• New Pest Control Service – NE Pest Control (Blue Bug) \$125 monthly maintenance. Annual cost = \$1500	
• Cintas Mats \$1900 and First Aid Kit \$1000	
• Action Security Systems \$500	
• State of Maine Elevator Inspection annually - \$75	
• Portland Pump Co – Annual underground tank inspection \$375	
• Johnson Controls (Simplex Grinnell) – Sprinkler System and Fire Extinguisher Inspection and Maintenance \$3,000	
• Iron Mountain Storage for all Town departments \$180.00 (was \$166) monthly plus pick up and retrieval charges \$3,500	
•	
20115 50400 Electricity Expense	\$20,000
Town Hall electricity expense.	
20115 50401 Water Expense	\$ 650
20115 50405 Heating Fuel Expense	\$13,000
Town Hall heating fuel expense – Oil average gallons annually = 5,000 at 2.54 per gallon Contract until November 2019	
20115 50450 Building Repair/Maint	\$35,000

This account funds all repairs for Town Hall
Misc Unexpected/Emergency Repairs
Increase is because of new storage/shelving unit for Code/Planning Office \$8,000

20115 50453 Vehicle Repair/Tires/Op \$500

This account maintains the Town Hall truck that is used by the custodian

20115 50501 – Operating Supplies/Equipment \$8,000

This account funds all the supplies needed for Town Hall maintenance – trash bags, paper goods, cleaning supplies and equipment, as well as equipment to maintain Town Hall grounds.

20115 50510 Vehicle Fuel Expense \$500

This account funds the fuel for the Town Hall vehicles used by the custodian(s).

Town Manager’s budget was \$829,947 or an increase of \$4,029 or 0.49%,

Wages increased \$6719 or 2.1% reflecting a 3% COLA for non-union employees of Teamsters Union remain at FY20 wages until the contract that expires June 30, 2020 is settled.

User License Expense decreased \$9,500 or (12.24%) because of a one-time charge for Vision software upgrade in FY20.

Bank Fees increased \$700 (175%) to reflect actual expenses for bank courier services.

GIS Program Expense increased \$5,00 (18.85%) reflecting the new initiative to integrate additional software into current AxisGIS, as well as new orthoimagry.

Finance Department

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.

Administration

The Administrative Program oversees all financial activities of the Town, advises the Town Manager and Town Council on fiscal policy; prepares monthly and annual financial reports; manages the development and administration of the budget system and reviews State legislative documents concerning fiscal matters. Responsibilities also include developing financial policies and joint administration of the Risk Management, General Accounting, and Treasury functions of the Town.

Accounting / Financial Projections

Finance is responsible for all financial functions of the Town, which consists of maintaining the integrity of the Town's General Ledger. This also includes processing the municipal payroll, accounts payable, debt management, budget preparation and management, account reconciliations for audit purposes, the purchasing and procurement process, and other related financial duties. Recommends and process journal entries with proper back-up documentation to substantiate entries. Finally, this program is responsible for preparing periodic financial projections for use in analysis and budgeting.

Cash Management

The Cash management Program involves custody of all monies received by the Town and assures that all monies owed to the Town is collected in a timely manner. This program coordinates cash flow projections with investments of Town funds according to the objectives of the Investment Policy, ensuring safety, liquidity and yield (in that order).

Goals

- Continue to manage the overall operating budget and improve the process of forecasting revenues and expenditures for future projections.
- Continue to update fiscal and internal procedures and controls to ensure successful annual audits.
- Document and implement Town wide audit control procedures to mitigate risk and ensure safety of all Town funds.
- Continue to develop the monthly reconciliation process for cash, tax receivable, payroll, liability accounts, bond proceeds, all billing (special detail, ambulance), grant reimbursement, etc. to meet the objective of accurate financial reporting.
- Continue to train and research Munis module enhancements for process improvements. For FY 21 I have included in the Munis annual budget request the implementation of the "project accounting" module. This module will help further track and analyze the detail in operating and capital budgets. In FY 22 I would like to pursue the implementation of "content document management" that will allow for electronic document storage capabilities. The implementation of Munis Dashboard is now complete.
- Continue to cross train for back-up coverage in the Tax Collector's office. This has been accomplished with the Staff Accountant as primary back up and the new Payroll/AP Clerk has started training as secondary back up. The two offices continue to assist each other during peak periods.
- In FY 19 the Tax office successfully implemented on-line bill pay for all property tax bills.
- Successfully supervise, motivate and train Finance staff members and Tax Office staff members, in order to continue in professional development as well as process improvements.

Line Item Justifications

20105 50101 – Department Head Salary

This account funds the salary of the Finance Director

20105-50106 – Full-Time Wages

This account funds the wages for the:

Staff Accountant

Payroll/Accounts Payable Clerk

This also includes request for NEW Full Time Clerk that will be shared between Finance and Code/Planning

*Non-Exempt Full Time Clerks supplemental wage – include additional \$1467
Hours worked over 37 are to be paid at straight time for non-exempt employees (Payroll/AP Clerk, and Staff Acct) during peak times of the year such as calendar year end and fiscal year end.*

Staff Accountant = 22.96 hourly. Avg 12 weeks at 3 addtl. hours = \$817

Payroll/AP Clerk = 18.30 hourly. Avg 12 weeks at 3 addtl. hours = \$650

20105-50111 – Overtime Wages

Hours worked over 40 weekly when employee elects to be paid instead of earning comp time

20105 50251 – Conferences/Training

This account funds fees for:

- Munis Annual Conference \$1200 for 1 employee
- NEGFOA & MEGFOA Meetings \$50 - \$100 each session - 1 employees: 4 sessions = \$400
- Annual Conference for NESGFOA \$350
- MMA and MMTCTA Training/Conference approx \$50 - \$75 each \$500
- Professional workshops for Finance Staff (such as MAPP & Excel) \$300

20105 50252 – Travel/Food/Lodging

Personal use of vehicle to travel to conferences and training, meals, if not otherwise provided and lodging if the conference requires.

- Munis Annual Conference 3 - 4 days
- NEGFOA & MEGFOA (New England Government Finance Officers Assoc. and Maine Chapter)
- Annual Conference 3 days NESGFOA (New England States Government Finance Officers Assoc.)
- MMTCTA (Maine Municipal Tax Collector/Treasurer Assoc.)
- Professional Workshops for Finance Staff

20105 50256 – Dues/Memberships/Licenses

This account funds membership dues to the following:

- National GFOA \$170 NEW
- MEGFOA (Maine Government Finance Officers Association) \$35 X 1
- MMTCTA (Maine Tax Collector's and Treasurer's Association) \$25 X 3
- Veribanc Bank Rating Annual Subscription \$210

20105 50304 – Registry of Deeds

This account funds the cost of discharging tax liens at a cost of \$19.00 per page (average 20 per month).

20105-50403 – Fiscal Advisory Services

This account funds the fiscal advisory services to assist in the issuance of notes and bonds of the Town, assist in the requirements of filing the Town's annual disclosure, as well as the planning, forecasting, and budgeting of proposed general obligation bond issues.

20105 50500 – Admin/Office Supplies/ Equipment

We are able to reduce this line because of a change to the service contract for printers – departments no longer need to budget for toner for the stand alone printers, and the newly negotiated bank services contract to include check stock. This account funds general office supplies plus paper for A/P filing system, binders, etc.

20105 50502 – Printing & Copying

This account funds the printing and copying of Official Statements required for a Bond Issue, W-2 forms/printing, and 1099 forms/printing, plus any expenses associated with changes to Tyler Tech forms (endorsement changes, bank account changes, form updates, and enhancements to checks).

The Finance Budget was at \$190,416 or an increase of \$3,632 or 1.94%. Wages increased \$3,632 (2.18%) to reflect a 3% COLA for non-union and a step increase for a Teamsters Union member.

Tax Collector

The Tax Collector is part of the Finance Department and is responsible for collecting all taxes from property owners, monitoring these collections and filing tax liens on unpaid real estate taxes in accordance with legal requirements, as well as billing supplemental taxes and recording abatements authorized by the Assessor or the Town Council. The Motor Vehicle Registration program is a service the Town provides its citizens, whereby the Town acts as a State agent allowing citizens to register a new vehicle or re-register an existing one, all at one location. The Town also registers snow mobiles, ATV's and boats for citizens. The tax

collector's office is also responsible for all deposits for the Town – entering deposits, posting batches, preparing bank deposits, and reconciling entries.

Line Item Justifications

20104 50101 – Department Head Salary \$61,458

The account funds the salary of the Tax Collector

20104 50106 – Full Time Employee Wages \$40,192

This account funds the Deputy Tax Collector

Non-Exempt supplemental wages – include additional \$1794

Hours worked over 37 are to be paid at straight time for non-exempt employees up to 40 hours (thereafter they are to be paid at 1 ½ times their hourly rate or comp time earned at 1 ½ time). We need to budget for the 3 hours during peak times of the year and for during paid time off coverage.

Tax Collector = 30.59 hourly. Avg 12 weeks at 3 addtl hours \$1101.24

Deputy Tax Collector = 19.23 hourly. Avg 12 weeks at 3 addtl hours \$692.28

20104-50111 – Overtime \$600

20104 50251 – Conferences/Training \$300

This account funds the cost of training seminars and conference for the Tax Collector and Tax Clerk.

- MMA and MMTCTA Training/Conference \$50 - \$75 each approx. 2 - 4 sessions for the year \$300
- Munis – user group meetings

20104 50252 – Travel/Food/Lodging \$100

This account funds the following:

Personal use of vehicle to travel to conferences and training, meals, if not otherwise provided and lodging if the conference requires.

20104 – 50256 – Dues/Membership \$50

MMTCTA – Annual Membership fees for 2 X \$25

20104 50304 – Registry of Deeds \$7,000

This account funds the following:

The cost of filing liens with York County Registry of Deeds. The cost of filing is \$19 per page. The cost of an abstract researcher (research needed for meeting the requirement of notifying mortgage lenders) - this is done by Susan Cyr at \$10 per parcel.

20104 50454 – Computer Support \$6,700

This account funds the annual maintenance fee for Trio Software, for Motor Vehicle Registration (through Harris Local Govts). The increase is due to TRIO moving to a web based platform instead of an installed software program and the need to upgrade to a SQL server. The SQL server upgrade took place in FY 20 and the next phase of the new web based platform will take place in FY 22. The additional cost will be approximately \$3,000 in FY 22.

Annual software maintenance fee \$6700

20104 50500 – Admin/Office Supplies/Equipment \$1,500

This account includes the cost of general office supplies, including paper, envelopes, pens/pencils, staples, file folders, binders etc.

The Tax Office Budget was \$117,900 or a decrease of (-1.65%).

Computer Support Expense decreased \$1,975 of (-22.66%) because of a one-time charge for the Motor Vehicle Software upgrade in FY20.

General Assistance

The Municipality of Old Orchard Beach administers a program of general assistance (GA) available to all persons who are eligible to receive assistance in accordance with the standards of eligibility as provided within the General Assistance ordinance, Department of Health and Human Services (DHHS) GA policy and in 22 M.R.S.A. § 4301 et seq. The General Assistance Program is a State mandated, municipally administered assistance program. It is designed to be the program of "last resort". Applicants must provide verification of their income and expenses, and if unable to work, medical documentation substantiating their work limitations. Applicants are required to seek work if physically able and/or to apply for assistance from any other programs that may be available to them. A determination of eligibility is made for a 7 day or thirty-day period based on anticipated earnings and/or benefits received.

General Assistance is the most accountable assistance program in the State of Maine. Applicants are required to take responsibility for themselves by endeavoring to become self-reliant. For disabled persons, this may mean applying for disability benefits, for able-bodied persons, obtaining meaningful employment. This is a voucher only program. Eligible

applicants may receive grants in aid for rent, food, medication, utilities, etc and payment is made directly to the vendor.

The Town receives 70% reimbursement from the State for the assistance provided. In addition the Town of Old Orchard Beach may receive an additional reimbursement for applicants who receive assistance pending eligibility decisions from Social Security Disability. This reimbursement is based on 30% of the total amount of assistance granted for the benefit of the qualifying individual only.

INSURANCE EXPENSE/EMPLOYEE BENEFITS

The budget was \$124,600 or 4.11%.

Employer Liability Expense (FICA, Pension, ICMA) increased \$36,000 to reflect wage increase for non-union and union employees.

Retirement Savings Expense increased \$50,000 (\$100%) to reflect the new benefit as part of the Police Union Contract.

Health and Dental Insurance Expense increased \$51,300 or 4.23% reflecting projected actuals at year end with changes in enrollment and a rate increase of 3%.

Worker's Compensation Expense decreased (\$25,000) or (-8.06%) reflecting the results of the 2019 Audit and the rate reduction approved by the Workers Compensation Board.

General Liability/Vehicle/Cyber Security Insurance increased \$12,000 (4.03%) reflects projected rate increase by Trident.

DEBT SERVICE

Debt Service Budget is \$1,835,000 or a decrease of (\$22,600) or (-1.22%).

Equipment Vehicle Lease Purchase Expense increased by \$19,000 or (3.06%) reflecting the net result of maturing leases and the proposed new equipment leases for FY21.

Debt Service Principal and Interest Expense decreased (\$41,600) as a net result of the favorable interest rate for the Waste Water Facility Administration Building bond issue (1.53%) scheduled to close May 2020, and the current outstanding annual debt requirements.

REVENUES AND FEES

FY21 General Government Revenue Projections

General Government –	\$ 3,354,000
Licenses/Permits/Fees	4,000,000
Public Safety	546,000
Public Works & Sanitation	
Licenses/Permits/Fees	56,000
Intergovernmental Revenue/	
Other Revenue	195,000
Other Fund Revenue & Transfers	508,000

REVENUE DETAIL

CLASSIFICATION	FY 21 PROJECTED BUDGET	+ / -	% + / -
General Government			
Tax interest	120,000	-	0.00%
Payments in lieu of tax	24,000	-	0.00%
Motor Vehicle excise tax	1,400,000	(100,000)	-5.99%
Inland Fisheries Excise	5,000	-	0.00%
Cable Television Franchise	200,000	-	0.00%
Investment Income	80,000	(20,000)	-41.08%
Sale of Town Owned Property	50,000	20,000	99.25%
State Revenue Sharing	500,000	70,000	19.45%
Homestead Exemption	475,000	135,000	70.08%
Use of Unassigned Fund	1,000,000	500,000	90.91%
Balance	3,854,000	605,000	18.83%
Total			



CLASSIFICATION	FY 21 PROJECTED BUDGET	+ / -	% + / -
Government			
<u>Licenses/Permits/Fees</u>			
Business License	175,000	(25,000)	-14.03%
Electrical Permit	15,000	(5,000)	-26.76%
Plumbing Permit	10,000	(1,000)	-8.16%
Building Permit	150,000	(30,000)	-27.19%
Flood Hazard		-	
Town Clerk Fee	5,000	-	0.00%
Town Agent Fee	25,000	-	0.00%
Planner Fee	9,000	-	0.00%
Town Clerk-Certified	6,000	-	0.00%
Town Clerk-Passport	1,500	-	0.00%
Town Clerk-Marriage License	3,000	-	0.00%
Town Clerk-Burial	500	-	0.00%
Total	400,000	(61,000)	-16.23%

CLASSIFICATION	FY 21 PROJECTED BUDGET	+ / -	% + / -
<u>Public Safety</u>			
<u>Licenses/Permits/Fees</u>			
Parking Meters	350,000	(50,000)	-12.70%
Parking Lot Revenue	30,000	-	
Parking Fines	130,000	(10,000)	-6.36%
False Alarms	3,000	3,000	
Ordinance Violation Fines	3,000	-	0.00%
Parking Lot permit fee	30,000	-	0.00%
Total	546,000	(57,000)	-9.77%
<u>Public Works</u>			
<u>Licenses/permits/Fees</u>			
Street opening permit	8,000	-	0.00%
Total	8,000	-	0.00%
<u>Sani Licenses/Permits/Fees</u>			
Transfer Station Fees	-	-	0.00%
Septic Dumping Fee	3,000	-	
Trash Bag Sales	45,000	(10,000)	-23.18%
Total	48,000	(10,000)	-21.85%

CLASSIFICATION	FY 21 PROJECTED BUDGET	+ / -	% + / -
<u>Intergovernmental Revenue/Other revenue</u>		\$ -	
Other State Revenue	12,000	2,000	17.36%
BETE Revenue	25,000	-	0.00%
State DOT Block Grant	60,000	4,000	7.16%
Safety Grant		-	
State GA Assistance	42,000	-	0.00%
Miscellaneous Revenue	10,000	-	0.00%
Cable Franchise Agreement Contribution		-	
RSU Reimbursement (Resource Officer)	46,000	1,495	2.13%
MDEA Reimbursement		-	0.00%
Total	195,000	7,495	2.10%
<u>Other Fund Revenue and Transfers</u>			
Transfer In FUND 202: Rescue Call Fees	500,000	-	0.00%
Libby Library Revenue		-	
Transfer In FUND : Special Dog Fund	3,000	-	0.00%
Transfer in TIF Fund	5,000	5,000	
Transfer in Use of Bond Proceeds		-	0.00%
Transfer in Use of Sewer Reserve Fund		-	
Total	508,000	5,000	0.00%
Total Non-Property Tax Revenue	5,559,000	489,495	9.04%

It was determined that Revenue would be revisited before the end of the budget season.

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 nineteen (19) pages is a copy of the original Minutes of the Town Council Workshop of April 28, 2020.

V. Louise Reid