

**TOWN OF OLD ORCHARD BEACH
TOWN COUNCIL WORKSHOP
Tuesday, May 17, 2016
TOWN HALL CHAMBERS
6:30 p.m.**

A Town Council Workshop of the Old Orchard Beach Town Council was held on Tuesday, May 17, 2016. Chair O'Neill opened the meeting at 7:15 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
Finance Director Diana Asanza**

The following budget considerations will be addressed this evening: Town Council; Town Manager; Finance Department; Town Hall Building Maintenance, York County Tax Assessment, Contingency Expense, Insurance/Benefit Expense, Service Agencies, Transit District Subsidy, General Assistance, Tax Abatement Expense, Debt Service, Revenues, CIP – Administration and . RSU 23.

TOWN COUNCIL

20101-50121 – Annual Stipend Expense	\$5,200
This account funds the stipend for Town Council members. \$1,000 annually and \$1,200 for the Council Chair.	
20101-50251 – Conferences/Training	\$ 500
MMA Conferences for Elected Officials	
20101-50256 – Dues/Memberships/Licenses	\$12,200
Maine Municipal Association for Annual Dues for the Town	
20101-50303 – Annual Audit Services	\$18,000
Annual Audit – contract till fY18 for Audit of FY18	
20101-50310 – Service Contracts	\$3,300
Annual Service Agreement for Town Hall Streams at \$275 monthly	
20101-50404-Network/Internet	\$1,620
This account funds the data plan for the Council Members iPads \$135 monthly total	

20101-50500 – Admin/Office Supplies/Equipment	\$1,000
Various office supplies and equipment for the Town Council.	
20101-50502 – Printing and Copying	\$2,000
Printing of the Town’s Annual Report	

Town Manager

The Town of Old Orchard Beach has had a Council-Manager form of Government since 1950. The Town Manager is the Chief Executive Officer of the Town and is appointed by the Town Council.

The Town Manager appoints the directors of the 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	\$114,005
The account funds the salary of the Town Manager.	
20102 50106 – Full Time Employee Wages	\$190,213
This account funds salaries for the following staff:	
Asst. Town Manager	
Town Custodian	
Town Custodian	
Human Resource Mgr.	
20102-50111 – Overtime Wages	\$2,000
20102-50123 – Car Allowance	\$2,000
20102 - 50251 – Conferences/Training	\$4,500
Cumberland County Workshops	
MMA Conferences	
ICMA Annual Conference	
MTCMA Conference/Workshops	
Munis User Conference	

20102 50252 – Travel/Food/Lodging \$3,000

This account funds costs associated with conferences, training and professional meetings.

20102 50256 – Dues/Memberships/Licenses \$16,585

Southern Maine Reg Planning \$3500 – Annual Dues
Eastern Trail Mgmt Fee \$5000 – Annual Dues
Sea Level Action Work Group (SLAWG) \$3100 – Annual Dues administered by the SMRP
FACTS ANNUAL \$1900
Chamber of Commerce \$200
Sam’s Club Corp Membership \$280
Eastern Trail Alliance \$250
ICMA annual Town Manager membership \$1000
ME Town and City Manager Annual Membership \$170
Maine Service Centers Coalition \$1035
York County Advocacy \$150

20102-50258 – Employment Testing \$15,000

This account funds all pre-employment testing for the Town and vaccines for employees.

InforME
Southern Maine Medical
International Public Management

20102 50300 – Professional/Engineering \$13,500

This account funds professional and engineering services that may be required:

Wright Pierce
Ransom Engineering
Maine Sea Grant – Beach Monitoring

20102- 50301 General Legal Services \$90,000

This account funds the legal services for the Town

20102 50310 – Service Contracts \$10,300

This account funds various service contracts including:
\$3,240 Pitney Bowes Postage machine \$810 qtrly 60 Month Lease through August 2019
\$2,675 Group Dynamics FSA plan \$149.85 monthly plus annual fee of \$875
\$685 FORMAX - annual maintenance fee for the check folding machine in Finance.
\$3700 Virtual Town Hall Web Hosting

20102 – 50315 User License \$46,945

This account funds:

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Tyler Technologies (Munis) \$37,000 annual support for current system
Boston and Maine, \$2,670 This is for the easement fees for the sewer and drainage
pipes going under the Boston and Maine Railroad tracks.
Vision – CAMA annual software license for V6 up to 10 seats at \$6775 plus
additional \$500 for GIS support = \$7275

20102 50320 – Advertising **\$19,250**

This account funds all advertising of council meetings, workshops and other committee meetings, Town wide RFP/RFB ads, plus any recruitment advertising.

Beacon Press \$17,000
Portland Press Herald \$3,000
Jobs in ME \$1,450
Chamber of Commerce Advertising \$800

20102 50325 – Postage/Shipping **\$17,000**

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

20102 50402 – Phone/Cellular/Paging **\$14,500**

This account funds:
Town Hall Phone/Fax Lines which includes alarm system and elevator phones
GWI Landlines \$9,300
BCN Fax/Alarms \$3,100
Cell phones for: Town Manager, Asst. Town Manager, 2 Custodian phones \$1920

20102-50404 – Network/Internet **\$3,720**

This account funds:
Fairpoint Internet at \$2,880 annually
Town Manager internet reimbursement per contract \$840

20102 50454 – Computer Support **\$50,000**

This account funds technical support required to keep the entire Town's computer networks up and running.
IT Consulting - Bill Botting avg 400 hours @\$100.
Towerwall – Sophos Endpoint - \$3,100
General Code – Laserfiche - \$1,071

20102 50500 – Admin/Office Supplies/Equipment **\$7,000**

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

20102 50502 – Printing & Copying **\$6,000**

This account funds copy paper and toner for the copy machines at Town Hall, as well as any charges for color copies that may be necessary for presentations.

20102-NEW - Video Taping Expense **\$6,950**

This account will fund the expenses associated with Channel 3:

Fee for taping meetings – Conservation Commission (12), Planning (12), ZBA (10), Council Workshops/Special (25) @ 4 hours min X \$15 hours total = \$3,600
Equipment and repairs to include cost of DVD's and cases - \$2,000
Access Av (leightronix supports) -\$100
ASCAP (American Society of Composers, Authors and Publishers) to play music on Channel 3 - \$350

20102-50530 –Bank Fees **\$1,400**

Bank Courier Fees

Courier Service – 5 months – Fall/Winter Spring – Dec. to April

One delivery per week - \$15 per pick up

7 months summer (May to November) 2 pickups per week at \$15 per pick up

20102-50549 – Misc Expense **\$10,000**

Fire Department Halloween Party is expenses from this account - \$750

201-2=50722- July 4th Fireworks Expense **\$10,000**

20102-50809 – GIS Program Expense **\$33,850**

GIS Mapping and Analysis (Tom Burns) \$27,500
This is for Town Manager, Planning/Code and Assessing (additional \$2,500
For five additional users for a total of 13 named users for the Town.)
Woodard & Curran (\$900 quarterly) for GIS Webhosting \$3600
ESRI (Environmental System Research, Inc.) **\$2750**

20102-50856 - Computer System Upgrade **\$18,200**

This will fund any hardware upgrades as recommended by Bill Botting:

Misc. IT expenses for repairs and replacement - \$5,000

Server upgrades – Exchange Server Replacement - \$12,000

Tax Office Printers for MV registration upgrade to laser printing verus dot Matrix printing - \$1,200 (\$600 for each)

Desktop replacement schedule now appears in CIP

Total Budget recommended by Town Manager **\$705,918.00**

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

\$56,478

The account funds the salary of the Tax Collector (according to HR this position is categorized as non-exempt)

20104 50106 – Full Time Employee Wages

\$33,786

This account funds one (1) full time employee

Non-Exempt supplemental wages – include additional \$1500

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 = 28.82 hourly. Avg 12 weeks at 3 addtl hours \$1,037

Tax Clerk = 17.24 hourly. Avg 12 weeks at 3 addtl hours \$620

20104-50111 – Overtime

\$600

This funds overtime for both non-exempt employees.

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 \$250

Excel Training for Tax Office Staff \$125 each, approx.\$250

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 \$6,900

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 \$4,700

This account fund the annual maintenance fee for Trio Software, for Motor Vehicle Registration (through Harris Local Govts)

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.

Total budget recommended by Town Manager is \$104,414

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

Fiscal and Internal Policy and Controls.

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.

Continue Munis training and research Munis module enhancements for process improvements.

Implement cross training for back-up in the Tax Collector's office to assist with tax payment collections and MV registrations. This was accomplished in FY15 with the Finance Clerk now being fully certified for MV registrations

Cross train in Payroll and Accounts Payable.

Continue to review and develop internal policies and standard operating procedures.

Line Item Justifications

20105 50101 – Department Head Salary

\$79,245

This account funds the salary of the Finance Director

20105-50106 – Full-Time Wages \$80,844

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

*Non-Exempt Full Time Clerks supplemental wage – include additional \$1500
Hours worked over 37 are to be paid at straight time for non-exempt employees
(Payroll/AP Clerk, and Finance Clerk) during peak times of the year such as
calendar year end and fiscal year end.*

*Payroll/AP Clerk = 17.91 hourly. Avg 12 weeks at 3 addtl. hours = \$660
Finance Clerk = 23.33 hourly. Avg 12 weeks at 3 addtl. hours = \$850*

20105-50111 – Overtime Wages \$100

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

20105 50251 – Conferences/Training \$2,950

This account funds fees for:

Munis Annual Conference \$775 X 2 employees
NEGFOA & MEGFOA Meetings \$40 - \$60 each session - 1 employees: 3 sessions =
\$180
Annual Conference for NESGFOA \$335
MMA and MMTCTA Training/Conference \$50 - \$75 each approx. 2-4 sessions for the
year \$250
Excel Training for Finance Staff \$125 each, approx.\$375
MAPP (Maine Association of Payroll Professional) Seminars - Spring & Fall \$65 X 4
= 260

20105 50252 – Travel/Food/Lodging \$2,200

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

- Munis Annual Conference 2 – 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.)
- MAPP Seminars

20105 50256 – Dues/Memberships/Licenses \$410

This account funds membership dues to the following:

- MEGFOA (Maine Government Finance Officers Association) \$35 X 2
- MMTCTA (Maine Tax Collector's and Treasurer's Association) \$25 X 3
- MAPP (Maine Association of Payroll Professionals) \$40 X 3

- Veribanc Bank Rating Annual Subscription \$180

20105 50304 – Registry of Deeds **\$4,500**

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 **\$5,000**

This account funds the fiscal advisory services to assist in the issuance of notes and bonds of the Town, assist in the requirements of continued disclosure, as well as the planning, forecasting, and budgeting of authorized projects.

20105 50500 – Admin/Office Supplies/ Equipment **\$3,500**

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 **\$1,500**

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 as recommended by auditors, and any form enhancements to checks).

Total Finance Budget recommended by Town Manager **\$180,249**

Town Hall Maintenance

Line Item Justifications

20115 50310 – Service Contracts **\$7,800**

This account funds the following service contracts:

- Simplex Grinnell quarterly inspection for sprinkler system – annual cost = \$650
- Simplex Grinnell Fire Alarm Annual Inspection – annual cost = \$500
- Pine State Elevator quarterly inspections \$140 quarterly – annual cost = \$560
- HVAC Heating and AC \$2700
- Orkin annual cost = \$725
- Cintas \$103 monthly \$1250

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- Action Security Systems \$240
- Drinking Water – Nestle Water \$700
- State of Maine Elevator Inspection annually - \$75
- Portland Pump Co. Annual underground tank inspection - \$400

20115 50400 Electricity Expense **\$20,125**

Town Hall electricity expense.

20115 50401 Water Expense **\$ 590**

20115 50405 Heating Fuel Expense **\$15,000**

Town Hall heating fuel expense – Oil average gallons annually = 6800 – 7000 at 2.09 per gallon

20115 50450 Building Repair/Maint **\$27,000**

This account funds all repairs for Town Hall
 New office space \$2,500
 Heating/AC annual repairs \$12,500
 Misc Unexpected/Emergency Repairs \$5000

20115 50453 Vehicle Repair/Tires/Op **\$1000**

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

20115 50500 Admin/Office Supplies/Equipment **\$0.0**

20115 50501 – Operating Supplies/Equipment **\$5,700**

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 **\$800**

This account funds the fuel for the Town Hall vehicles. The increase is due to 2 custodians for the Town:

- Buildings maintained:
- Town Hall – 5 days a week
- Police Dept – 5 days a week
- Historical Society – 2 days a week
- Transfer Station – 3 – 4 times per week

Recreation Department is not expenses through this account. They have hired their own custodian.

SERVICE AGENCIES

The following agencies who requested funding were discussed.

Agency	2015	2016	2017
Methodist Church Food	2,400	2,400	2,400
Southern Maine Agency on Aging	2,020	2,020	2,020
Caring Unlimited	--	--	2,587
Red Cross	--	--	2,500
York County Community Allocation	--	--	3,200
Salvation Army	2,400	2,400	2,400
Community Watch Council	880	2,400	2,400
OOB Community Food Pantry	2,400	2,400	2,400
Community Animal Watch	2,400	2,400	2,400
Lifelight Foundation	--	--	2,000
The Maine Way	--	--	--
Total	12,500	12,500	22,787

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 them 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.

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The Town receives 70% reimbursement (as of July 1, 2015, 22MSRA4311) 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 half of the total amount of assistance granted for the benefit of the qualifying individual only.

20191 50101 – Department Head Salary \$21,280

The account funds the P/T salary of the GA Administrator. This position is shared with the Town of Wells.

20191 50111 Overtime \$300

20191 50251 – Conference and Training \$ 500

This account funds training opportunities to provide the information and skills necessary to administer the General Assistance Program in accordance with State Law and Municipal Ordinances, for residents of Old Orchard Beach

20191 50252 – Travel/Food/Lodging \$100

This account funds the reimbursement of mileage for use of personal vehicles to travel to various meetings and trainings.

20191 50310 – Service Contracts \$1,200

This account funds annual GA software support through Victoria Bourret.

20191 50345 – General Assistance \$55,000

This account funds a state mandated program that provides emergency and short term assistance for eligible residents for utilities, rent, food, etc. Currently the town is reimbursed at a rate of 50% for expenditures by the State of Maine. The requested amount is an increase of \$5,000 over last year because figures are indicating an increase of approximately this amount based on where we were last year at this time (Feb). In addition there have been changes to the qualifications where residency is no longer considered.

20191 50402 – Cellular Phone \$600

requires that in an emergency a prospective client can speak w/ General Assistance.

20191 50500 – Admin/Office Supplies \$300

The Town Manager spoke of the appreciated frugality of the General Assistance Director and of her excellent work. The Council made no changes to this budget. It was discussed that 70% of the funding is returned by the State to the local community. The budget remained the same as last year except for salary.

The budget recommended by the Town Manager is \$79,280

YORK COUNTY TAX ASSESSMENT

It was noted that the York County Tax is something we have to pay even though we do not get of service other than the Jail and Probate. The amount this year is \$925,400, a 2.04% increase.

York County is up from original projections by \$7,804. The real issue is the jail costs and the State has not followed through covering costs and part of this is related to that. The Town has no control over this.

CONTINGENCY EXPENSE

Contingency Planning is an activity undertaken to ensure that proper and immediacy follow-up steps will be taken by management in an emergency. The need for a contingency plan emerges from a thorough analysis of the risks that the Town faces. It is also a tool that is useful in thinking about new and ongoing projects. The Town Manager recommended that it be \$120,000. The Council agreed. The Town Manager also said that this could be changed if in the final discussions before the budget is passed it appears the Council wants to do that.

INSURANCE AND BENEFITS

The insurance and benefits line increased 6.15% and this had to do with the increase in health insurance. This line covers a variety of insurance and benefit expenses including FICA and Medicare, ICMA, Health Insurance, Dental Insurance, IPP Insurance, Life Insurance, Worker's Compensation, General Insurance including Vehicle and Flood Insurance, public official bonds, unemployment compensation, etc. This is an account that usually goes up because of the increase in services. The other was related to the three new firefighters in the budget. The amount is \$2,658,845.

FICA – most is related to the 1.5 positions of Fire and Police Departments. There was a lengthy discussion on the “In Lieu” – councilors had an issue with this process. The question was also asked if we could change insurance companies. The issue is the Unions. The difference in the increase from FY14 to FY17 is enormous and Councilor Tousignant asked if in the coming days that could be studied. It was suggested that the change is related to the addition of employees. The Town Manager did indicated that he is looking at offering different insurance options of health insurance that can save costs.

TRANSIT SERVICES

This covers the cost of the Shuttlebus services to our community. Each of the three communities, Old Orchard Beach, Saco and Biddeford share in the appropriation amount of \$115,000 each. The Assistant Town Manager and Vice Chair Thornton serve on their Board and the Council recently appointed Councilor Kenneth Blow to replace the Vice Chair. Ms. Reid indicated that the Shuttlebus has not raised its appropriation request for five years and although financially doing well with excellent service by staff, there was a need to raise the amount requested this year to \$125,000. The Assistant Town Manager provided a financial budget report as well as the ridership report that was presented to the Biddeford Saco Old Orchard Beach Transit Committee Board in preparation for the budget.

The Assistant Town Manager indicated that this is the first raise in fund request in the past five years and it is the intention of the Committee not to raise it next year but will do so in 2019.

LINE ITEM TRANSFERS

The Finance Director will be bringing at the next Council meeting a list of accounts for which line item transfers will be necessary.

TAX ABATEMENT EXPENSE

This line item was kept the same and it is difficult to know if there will be requests for tax abatements so the \$25,000 will remain the same.

DEBT SERVICE

The Town Manager explained that debt services are the cash that is required for a particular time period to cover the repayment of interest and principal on debt. The debt service coverage ratio also known as debt coverage rate is the ratio of cash available for debt servicing to interest, principal and lease. There was a 12.19% increase in this line making the budget of \$1,426,905.

REVENUES

Revenue is a crucial part of financial statement analysis. Government revenue includes all amounts of money (i.e. taxes and/or fees) received from sources outside the government entity. The Revenue Budget Projection list is made up of several areas including General Government which includes tax interest, payments in lieu of, Inland Fisheries Excise, Cable Television Franchise, Investment Income, Sale of Town Owned Properties, State Revenue Sharing, Homestead Exemption and the use of Undesignated Fund Balance. There is also government Licenses such as Business, Electrical, Plumbing, Town Clerk Fees, Passports, Burial, etc. Public Safety Licenses is another section of the revenue projections including parking meters, parking lot revenue, false alarms, etc. The Town Manager recommended an increase of 3.78% from \$4,521,445 to \$4,692,480. The decrease in parking lot permit fee to \$10,000 and an increase to parking fines to \$110,000 needs to be made and the consensus was for this to be done.

STREET AND TRAFFIC LIGHT EXPENSE

The budgeted amount is the same as what was budgeted in Fiscal Year 2016 - \$255,000. The question was raised about the use of LED lights. The ones that we own can be done in small numbers but the ones we rent we cannot. It was suggested there might be something that Efficiency Maine might offer.

SOLID WASTE EXPENSE

Solid Waste Expense was budgeted at \$617,000, an increase of .82%.

TOWN MANAGER'S CIP

INDIVIDUAL ACCOUNTS

The Town Manager went through some individual CIP accounts:

Town Manager's Request for Town Hall Renovations	\$175,000
Replacement Plan – Computer costs	15,000
Recreation – Final Stage of Skateboard Park	60,000
Police – Two Police Cruisers including equipment, siren, radio, etc.	87,836
Fire Department – Upgrades to radio system	18,000
SCBA unit replacements	150,000
Station Rehab	80,000
Replace turnout gear	1,800

Public Works – Stormwater	145,000
Sidewalks	75,000
Sewer	152,000
Road Maintenance	340,500
Equipment	136,000
Leases	42,000
Building Improvements	60,000
Ford Chasis	50,240
Flatbed Body	19,680
Maintenance – Truck #9 – steel body	16,000
Anti Ice Sprayer	10,000
Lawn Mower	12,500
JD TC44 Loader repaired	210,000
Memorial Park	60,000
Waste Water – Vehicle Replacements – total	160,000

There was discussion on the town hall needs including room and the tower that both need replacement and the discussion included when we should do them – together – separate – what fiscal year?

REVISIT – TOWN HALL IMPROVEMENTS>

The Workshop ended at 8:45 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 seventeen (17) pages is a copy of the original Minutes of the Town Council Meeting of May 17, 2016

V. Louise Reid