



**GARDINER CITY COUNCIL
AGENDA ITEM INFORMATION SHEET**



Meeting Date	01/18/2023	Department	City Council
Agenda Item	4j.Department Head Reports		
Est. Cost	N/A		

Background Information			
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Requested Action	N/A		
City Manager and/or Finance Review	City Manager Approves		
Council Vote/ Action Taken			
Departmental Follow-Up			

City Clerk Use Only	1 st Reading _____	Advertised _____	EFFECTIVE DATE _____
	2 nd Reading _____	Advertised _____ w/in 15 Days	
	Final to Dept _____	Updated Book _____	Online _____

Monthly Report for: Front Office/Finance
Department Head: Denise Brown
Month/Year: December, 2022

Current Progress on Projects/Plans:

<p><u>December by the numbers:</u> 405 MV Transactions - \$71,000 92 IF&W Transactions - \$5,195 16 Vital Records 147 Dog Licenses Tax Collections - \$166,256 Sewer collections - \$185,000</p>
<p>December was a busy month at the counter with residents licensing dogs, registering snowmobiles, and selling hunting/fishing combo licenses.</p>
<p>Dog licenses expired December 31. January is a courtesy month with late fees starting on February 1. We will publicize this with web postings, mailed notices, and the electronic message board.</p>
<p>The Front Office allowed themselves to take a deep breath in December and will continue their training/cross-training in the new year.</p>

Personnel Updates (promotions, absences, needs, etc.):

<p>Review of job descriptions, advertising, and interviewing seems to be the order of business for the HR Director, as of late.</p>
<p>The Front Office group enjoyed brunch at Bintliffs and a sock exchange to celebrate the holidays.</p>

Financial:

<p>We are waiting on the audit firm to finish the FY22 Audit. Family health issues and staffing levels have pushed the audit presentation even later than the normal January presentation date. I am hoping for a presentation in February.</p>
<p>FY24 Budget work has begun with the Finance Director working on the wages and benefits spreadsheet and with Chief Sieberg on the Ambulance Budget so that he could provide budget numbers to some partner communities. All Department Heads will begin their work in January.</p>

Any other noted updates, concerns, items for City Council to be Aware of:

<p>Ten General Assistance applications were received with seven being assisted. This is an increase as predicted and stated in the November update due to the Maine Housing (ERA) Emergency Rent Assistance ending.</p>
<p>The new senior property tax stabilization program saw just over 300 applications. Assessors state-wide have had to review and approve these applications, causing a significant amount of unanticipated workload. Gardiner's Assessor has already logged three days of added work and anticipates two additional days will be needed in August to implement the program at tax billing and facilitate the reimbursement from the State. I have agreed to pay for three additional days (\$1,350) of Assessing services using the contingency line (currently only \$3K spent in the \$30K budget) in FY23 and will budget for four additional days of Assessing services in FY24 in the amount of \$1,800.</p>

On behalf of the front office staff, I would like to thank the Mayor and City Councilors for the time off during the holidays, the holiday luncheon, and the Christmas bonus.

Monthly Report for Gardiner Police Department

Department Head: Chief James Toman

Month - December 2022

Summary of Months in General Terms:

- Calls For Service - 639
- ACCIDENTS - 14
- ARRESTS/Criminal Cites - 17
- TRAFFIC & PARKING TIX - 4

Current Progress on Projects/Plans/Problems:

- Damaged speed trailer as reported on in August is still in the insurance process. Unknown when unit will be operational again.
- Equipment for the new police vehicle has arrived. Vehicle is scheduled to be outfitted with equipment in late January.
- Members of the department are exploring the possibility of going to an electronic scheduling program. Members are testing products and obtaining quotes. Council can expect to see a request this upcoming budget year for the scheduling software.
- Central Square is our current records management system vendor and we have been informed that support and maintenance for our current software system is being discontinued. As such, we need to plan (save money) for a software change within the next 3-5 years.

Personnel Updates (promotions, absences, needs, etc.):

- Hiring update - 1 completed employment application was received this month. Interview(s) with the candidate will be held in earlier January. Two positions remain vacant.
- Chief Toman announced his retirement with the City/Department on December 21. Chief Toman's last day will be January 2023.
- Gardiner PD members met for their Christmas luncheon on Wednesday December 21. The officers wish to extend their thanks to the City Council for their generous gift(s)
- Overall, officers used a total of 206 hrs of vacation/comp time during the month, and 56 hours of sick leave.

Any other noted updates, concerns, items for City Council to be Aware of:

- On Monday, December 5, Officer Quintana returned to MSAD 11 as SRO
- During the month of December all officers were recertified in the use of their taser (electronic control weapon)
- On December 29th, Officers Lawrence and Reynolds received 8 hours of training in tactical movement for patrol officers

Monthly Report for: Gardiner Fire & Rescue

Department Head: Chief Rick Sieberg

Month: December

Year: 2022

Summary of Month in General Terms:

Total CFS (calls for service):	304
EMS:	287
Gardiner:	87
West Gardiner:	22
Richmond:	41
Farmingdale:	40
Litchfield:	28
Pittston:	17
Randolph:	27
Chelsea:	21
Other:	4 (Augusta, Bowdoin, Bowdoinham)
Fire:	17

Current Progress on Projects/Plans/Problems:

- COVID tests are in good supply
- PPE stock remains healthy

Personnel Updates (promotions, absences, needs, etc.):

- Probationary FF/EMT Hodgkins is enrolled in a FFI, II class starting in January

Any other noted updates, concerns, items for City Council to be Aware of:

- Space at Central Station remains a challenge
- Working toward staffing all three rescues