

# FINANCE

# Organization and FY23 Budget Presentation

Town Council and Warrant Committee Meeting - 1/27/2022

Sarah Gilbert- Finance Director

# Agenda

- ▶ Municipal Organizational Chart and Finance Org Chart
- ▶ Finance Mission Statement
- ▶ Finance Department
  - ▶ Overview Revenue and Expenditures
  - ▶ FY23 Budget Request highlights, Service Enhancements
    - ▶ Finance, Assessing, Technology, Municipal Building
- ▶ Employee Benefits
  - ▶ Overview
  - ▶ FY23 Budget Request

# Municipal Org Chart

## Town Council

Town Manager

Kevin Sutherland

Town Clerk

Liz Graves

Finance Dept.

Sarah Gilbert

Fire Department

Matt Bartlett

Planning Dept.

Michele Gagnon

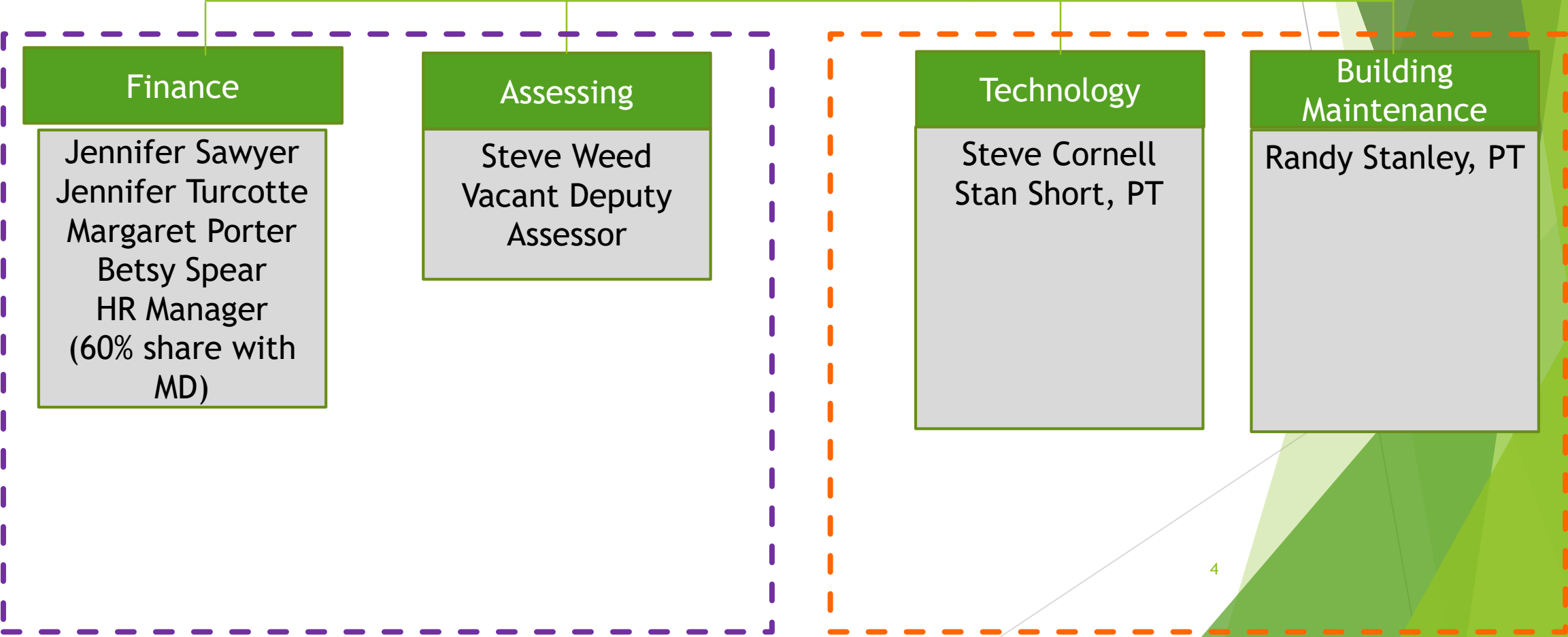
Police  
Department

James Willis

Public Works  
Dept.

Bethany Leavitt

# Finance Org Chart



# Finance Mission statement

*The Finance Department provides several important roles in the operation of Town government. These roles include various treasury functions of cash management and investments, tax collection, motor vehicle registration and the collection and billing for most Town departments. The department's role also includes accounting functions of budgetary management, accounts payable, payroll, cash disbursement and ambulance billing. The department oversees various budgets totaling approximately \$30 million as well as investment reserves of approximately \$3 million. The Finance Office strives to manage these finances of the Town in a prudent, efficient and transparent manner. We believe the Town is strongly positioned to provide the services its citizens require and at a reasonable tax obligation.*

# Revenue

Administrative Services for Water and Wastewater Funds each increased by \$83,000  
To reimburse the General Fund for Engineering and GIS services in the Public Works budget  
\$250,000

Mutual Aid reimbursement for 40% HR Manager

Budget an increase to Vehicle Excise Tax of 7% due to trending sales

FY23 Budget also includes the second distribution of ARPA funds, \$293,000

# Expenditures

## Human Resource Manager

### *Shared position with the Town of Mt. Desert*

- \*60% Bar Harbor with 40% reimbursed by Town of Mt. Desert
- \*Centralized office to manage HR needs . This budget has 90 FTE, it's time
- \*Manage and file Workers Compensation claims, Property and Casualty Claims and subsequent annual audits
- \*Assist with union negotiations, update Personnel Rules, prepare and file W2's, ACA 1094 and 1095

**Asset Management software, \$6,500.** Currently excel spreadsheets are used to track assets, depreciation, insurance levels. More efficient software was recommended by the Town's auditing staff. This is also a one time purchase, which will be paid for from reserves

Expenditures, con't

**Technology Division**

Sustainability Coordinator and Communications Coordinator laptop and printer. This one time purchase will be paid out of reserves/fund balance. These computers are earmarked 1022-5700

CIP Fiber Bond - earmarked in current FY22

Purchase (3) virtual host servers/storage devices - scheduled in CIP

**Assessing**

Increase Deputy Assessor wages in hopes attracting applicants

reduction of vehicle fuel 100% due to lease of EV!

CIP Property Revaluation - feasible study in FY23 by staff for future needs, continue to fund at \$15,000 for contractual services



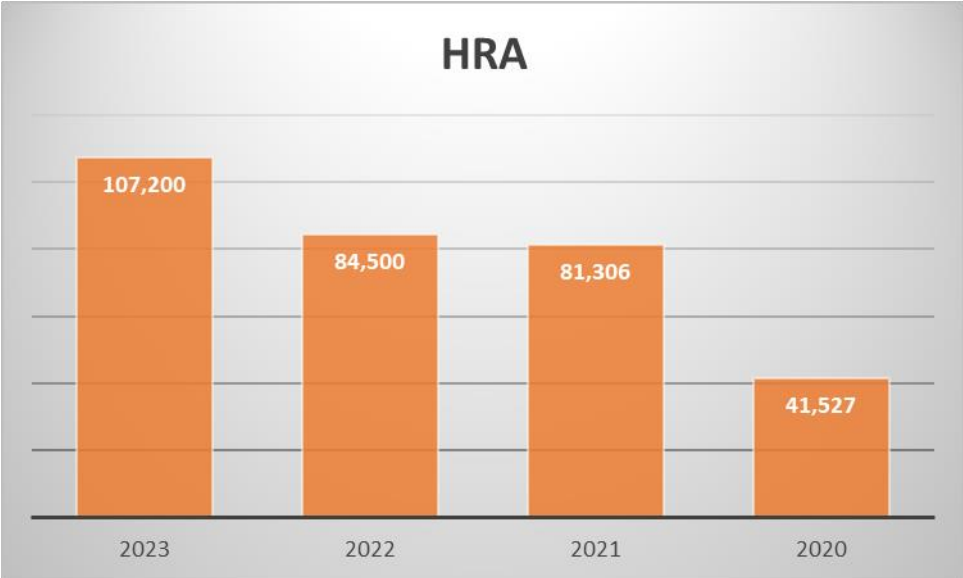
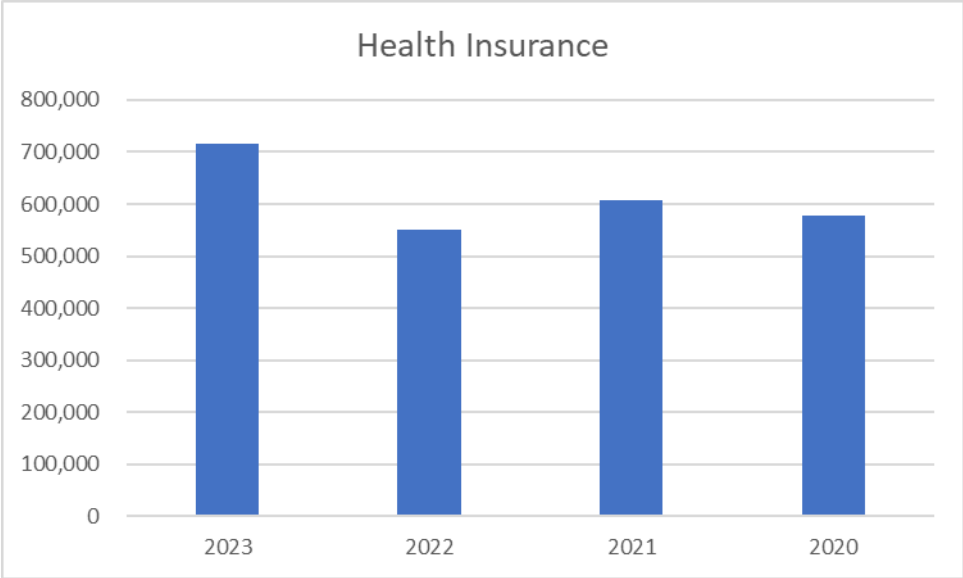
Expenditures, con't

**Municipal Building**

CIP, Building Renovations - Auditorium Renovations. Deferred to FY2024

# Benefits

Reflects additional  
9 positions



**Retirement benefits**, in particular Maine Public Employees Retirement, has an increase of 25% due to increase staffing. ICMA, 457 retirement plan will see a reduction as employees have migrated from that plan to MPERS. The trend for new hires is MPERS.

**Miscellaneous Benefits** has imbedding in the total figure, Union, both Public Works and Fire, potential pay increases.

**Health Insurance Stipend and Opt Out**, both of these plans continue to save the Town in health insurance cost. Increased participation in FY22

## Debt Service

\$1,369,493 in FY23 appropriated and spent from CIP Fund

*\$76,500 from Cruise Ship Fund*

*\$184,500 from Parking Fund*

What these bond payments cover:

1. Agamont Park and Seawall upgrade, complete in FY25
2. Municipal Building Renovation
3. Public Works Complex, new building in FY13 off Crooked Road
4. Downtown Signage
5. Public Works, FY10 Bond for roads, storm drains, public restrooms, Barker Park
6. Public Safety Bldg Envelope, repair and replace PS crumbling exterior
7. New Transfer Station and Fire Truck early purchase
8. Ferry Terminal purchase and Parking Meters FY18 - 20 yr bonds