



*FY2023-2024 Budget
Presentation*

*Administration & Finance
Professional Services
Information Technology
Insurances*

Administration & Finance

- ▶ 7 Full Time Employees:
 - ▶ Finance Director
 - ▶ Deputy Finance Director (Treasurer)
 - ▶ Clerk
 - ▶ Tax Collector
 - ▶ Deputy Clerk & Tax Collector
 - ▶ Assistant Town Manager
 - ▶ Town Manager

Duties & Responsibilities: Finance

Financial:

- Assists Town Manager with the Development of the Annual Town Budget
- Oversees Cash Management and Investment of all Property, General Revenues and Reserve Funds
- Oversees the Functions of the Finance Office
- Reconciles and Prepares All Monthly Financial Reports for Department Heads and Select Board
- Assists Contracted Accountants with the Development of the Annual Audit Report
- Serves as Bookkeeper for Mid-Coast Solid Waste Corporation
- Weekly Payroll, Quarterly/Annual State & Federal Reporting, Retirement Reconciliations, Handles All Human Resource Matters for Town, Snow Bowl & Wastewater Departments
- Processes All Weekly Accounts Payables for Town, Snow Bowl & Wastewater Departments
- Tax Collector-Property/Excise Taxes, Works with Assessor to Finalize Annual Tax Commitments, Maintains all Lien Filings/Discharges

Clerical:

- Registrar of Voters-Annual Town Meeting, All Elections and Special Town Meetings, Oaths of Office
- Clerical Support to Cemetery Association
- All Vital Record/Dog License Reporting to State of Maine
- Customer Service-Incoming Phone Calls & Front Counter Customer Relations
- Harbor Clerk-Handles all Harbor Permit Billings/Collections and Mooring Assignments

Duties & Responsibilities: Town Manager's Office

Management:

- Chief Administrative Officer for the Town of Camden
- Oversees all Town Departments
- Coordination between the Town's administrative (Departments) and policy making functions (Select Board)
- Interdepartmental Planning
- Management and Coordination of Interdepartmental projects
- Capital Planning and budget preparation
- Responsible for all municipal facilities, the construction and maintenance of all Town infrastructure (buildings, roads, pathways, bridges, dams, parks & recreation areas)
- Advises Select Board and Town Meeting on policy development
- Implementation of policies
- Coordination/Communication with Departments, Committees & Select Board

Administration:

- Communication - receives calls, written correspondence, and administers the Town's website
- Preparation of public hearing notices, advertising for jobs, bids and other Town business
- Administers all licenses for the Town of Camden
- Keeps records related to ordinances/ordinance amendments
- Assists with the preparation of the annual budget
- Assembles the annual Town Report
- Liaison with Property and Casualty Insurance Provider - Prepares and administers claims
- Assists with the preparation and distribution of Select Board Agendas and Agenda Packets

FY24 Changes

- ▶ Increases largely due to wages
- ▶ Increase in Camera Operator/Transcriber line
- ▶ No new personnel proposed
- ▶ No new programs/services proposed

Professional Services

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Professional Services Legal

Town Attorney is a contract employee -
fixed rate contract

Provides legal opinions on matters relating
to municipal government

Provides legal council for civil suits, actions
and proceedings authorized by the Select
Board

- ▶ Provides legal defense to the Town in suits
and actions brought against the Town
- ▶ Reviews various matters for compliance
with applicable laws and ordinances
- ▶ Prepares and reviews
ordinances/amendments, resolutions,
deeds, contracts, license agreements

Professional Services Cont.

- ▶ In addition to general legal services this budget also contains:
 - ▶ Bond Counsel - No funds allocated for FY24
 - ▶ Funds for Court fees
 - ▶ Funds in the event the Planning Board or Zoning Board of Appeals needs legal representation
 - ▶ Engineering Services and other contracted professional services
- ▶ FY24 Changes
 - ▶ Increase due to wages

Information Technology

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The background features abstract, overlapping geometric shapes in various shades of green, ranging from light lime to dark forest green. The shapes are primarily triangles and polygons, creating a dynamic, layered effect. The overall composition is clean and modern, with the text centered on a white background.

Information Technology

- ▶ Reorganization of this budget with additional accounts - allows for greater transparency around the types of software utilized for different Town operations
- ▶ Maintenance and IT Technical Support: Contract with Harbor Digital
- ▶ Assessing - CAMA: Computer Assisted Map Appraisal (Vision) automated system for maintaining property data, valuing property, notifications to property owners, and ensuring equity through uniform values
- ▶ Municipal GIS: Geospatial Information System for tax, land use and infrastructure maps that includes software licenses (Arc GIS, Vision, NearMap)
- ▶ Operational Software: Software used daily by staff for basic operations (Office 365, TRIO Municipal Accounting Software, Payroll Service, iWorq)
- ▶ Website/Communication Software: eCode 360, TextMyGov, Revize, .gov Domain, Zoom
- ▶ Audio/Video Systems - AV System hardware and support
- ▶ Internet Services - Lincolnville Communications Inc.
- ▶ Computers & Other Hardware

FY24 Changes

- ▶ eCode 360: Camden Code of Ordinances & Charter:
<https://ecode360.com/CA4299>
- ▶ iWorq: Online Licensing and Permitting System
- ▶ TextMyGov: Text Alert System

Insurances

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Insurances

- ▶ Property & Casualty Insurance

- ▶ General liability
- ▶ Property
- ▶ Auto
- ▶ Employee
- ▶ Public official liability

- ▶ Unemployment Insurance

- ▶ Workers Comp Insurance

- ▶ FY24 Changes

- ▶ Reduction in Workers Comp Premium
- ▶ Slight increase in Property & Casualty Premium

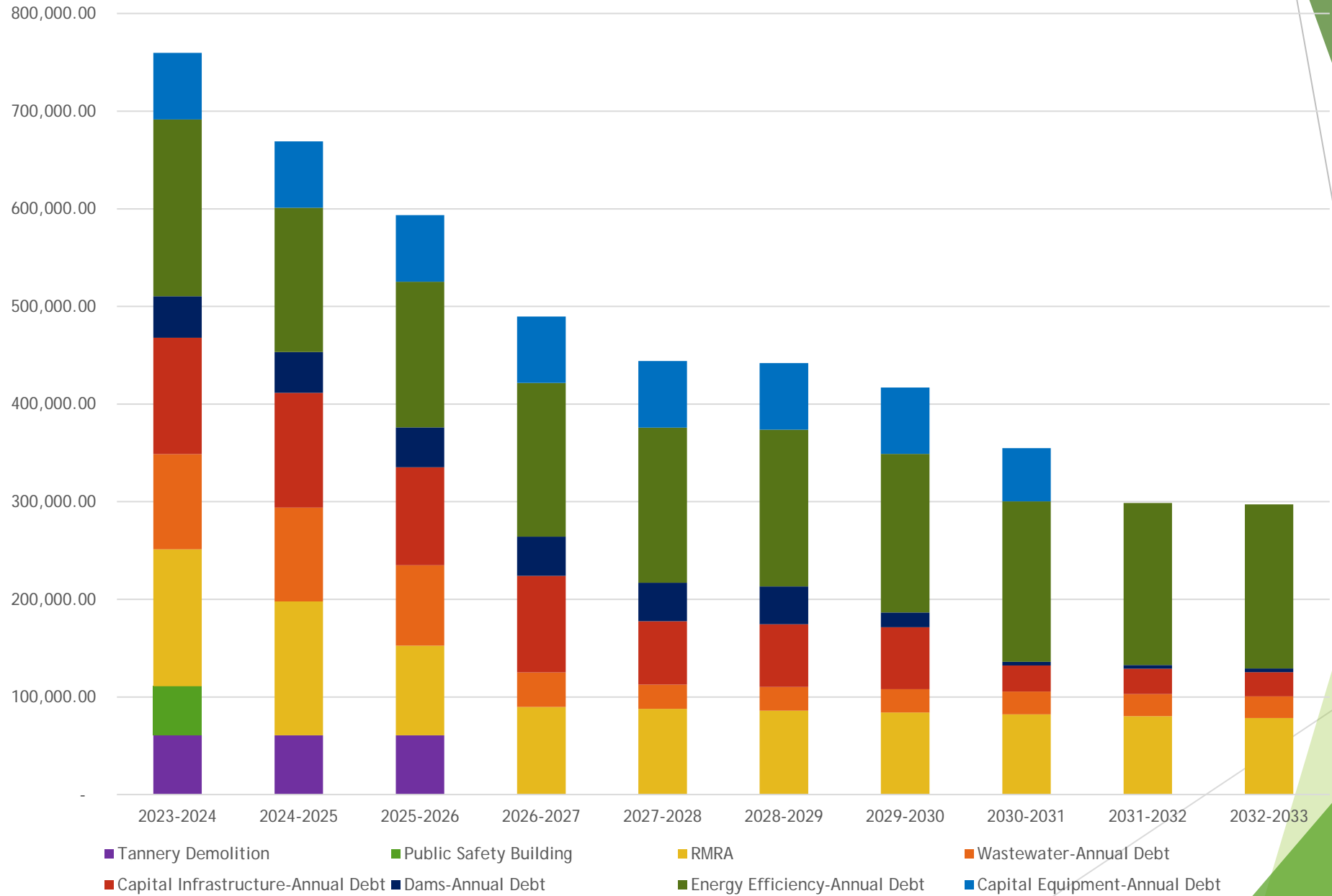


Debt & Capital

Debt Analysis

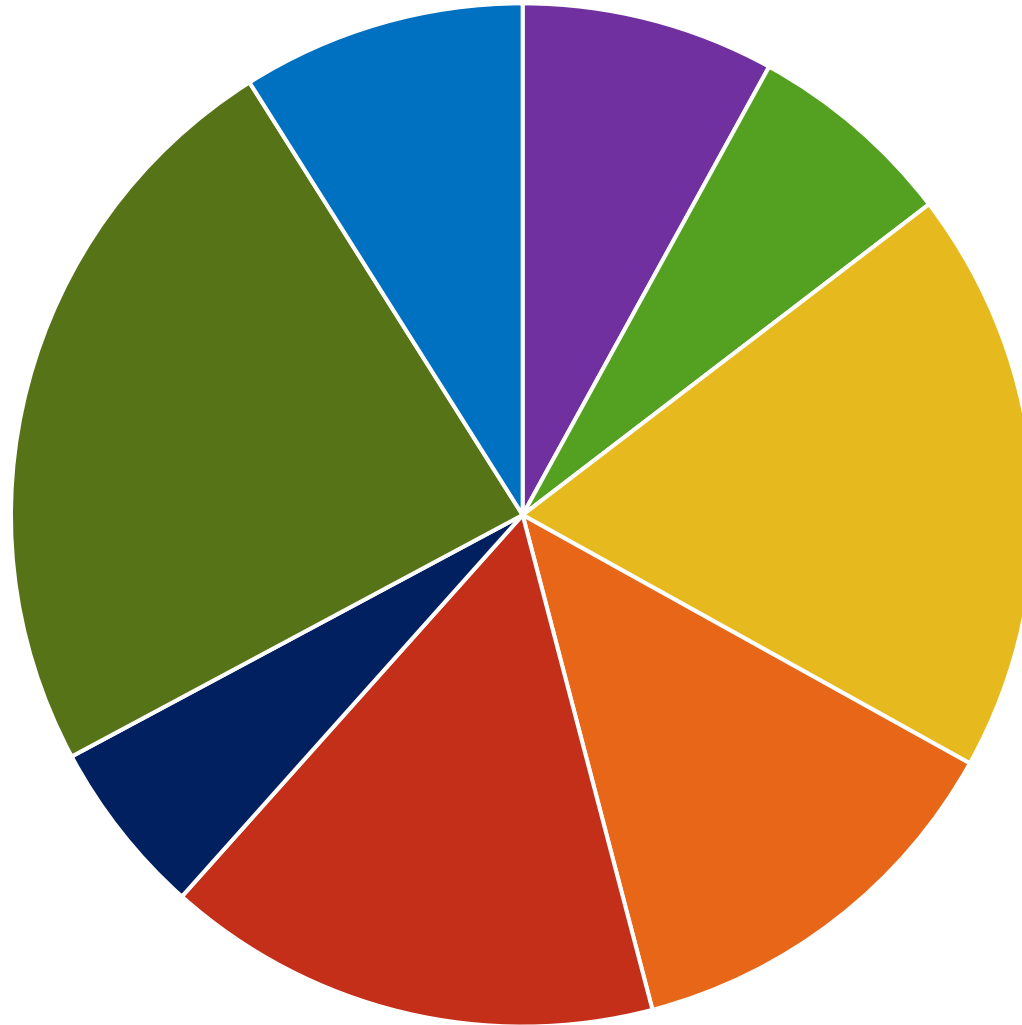
- ▶ Total of \$759,700 in debt service payments (\$631,861) principal and \$127,839(interest) for FY24
- ▶ Retirement of \$31,000 in Capital Equipment Debt from current financial year (FY23) to FY24
 - ▶ Will finance the purchase of new Public Works trucks in FY24
- ▶ No significant debt retirement until FY25 & 27
 - ▶ FY25 Retirement of:
 - ▶ Public Safety Building Debt: \$50,216/year
 - ▶ LED Streetlight Conversion Debt: \$34,736/year
 - ▶ FY27 Retirement of:
 - ▶ Tannery Demolition/Cleanup Debt: \$60,784/year
 - ▶ Capital Infrastructure (Town Clock/Floats/Harden Ave Sewer): \$33,351/year

FY24 to FY33 Annual Debt



FY24 PROPORTION OF DEBT BY CATEGORY

- Tannery Demolition
- Public Safety Building
- RMRA
- Wastewater
- Capital Infrastructure
- Dams
- Energy Efficiency
- Capital Equipment



FY24 Capital Improvement Program

- ▶ \$190,000 for 2 new Public Works Trucks
- ▶ \$35,000 for Electric Vehicle for Code Enforcement Officer
- ▶ \$165,000 Transfer from John Street Reserve to Pearl Street CIP Account
- ▶ \$55,000 to Curtis Island Roof Repairs from December 23rd 2022 Storm Damage

FY24 Capital Reserves

- ▶ \$10,000 Accrued Benefits
- ▶ \$50,000 Opera House Maintenance
- ▶ \$10,000 Information Technology
- ▶ \$30,000 Police Cruiser (to be purchased in FY25)
- ▶ \$50,000 Storm Drains - Stormwater Infrastructure Planning & Emergency Repairs
- ▶ \$100,000 Streets & Sidewalks - Planning and building match for projects (Elm Street Sidewalk)
- ▶ \$100,000 Snow Bowl - Match for Land and Water Conservation Fund Grant
- ▶ \$220,000 Harbor and Public Landing - Harbor Infrastructure & Public Landing Redevelopment Planning
- ▶ \$40,000 River/Habitat Restoration - Match Megunticook River Project
- ▶ \$90,000 Revaluation - Allocated funds in FY23 and will continue to fund in FY25