

Town of Lisbon, Maine

Proposed Budget

Fiscal Year 2022-2023



Submitted By
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Guide to the FY23 Budget Report

About the Town of Lisbon

The Town of Lisbon is the third largest community in Androscoggin County and is centrally located where State Route 196 passes through the entire length of Lisbon connecting Lisbon to the Lewiston/Auburn area. Based on the Census data from April 1, 2020, the Town of Lisbon has a population of 9,711 residents. The Town of Lisbon's overall economic outlook continues to improve; the vision of the Route 196 and Downtown Master Plans continue to make great strides.

Budget Guide

The Town of Lisbon budget report provides information to the public about Town government. This document highlights the Town's charter and specific policy statements to further assist in determining the allocation of municipal resources.

This document will outline the following:

- Budget Summary and Overview
- Expenditure Detail (broken down on a departmental level)
- Revenue Detail
- Capital Improvement Plan
- School Budget
- TIF (non-budgeted)
- Special Revenues (non-budgeted)
- Fund Balance

The Budget Summary and Overview section will provide general information about the budget and budget process as well as the letter from the Interim Town Manager to the Town Council.

The Expenditure Detail will break down all expenditures related to payroll, benefits, repair & maintenance, general operations, etc. by each department of the Town of Lisbon. The expenditure detail will further include actual expenditures from FY21, estimated expenditures for FY22 and proposed expenditures for FY23.

The Revenue Detail will provide information on the Town's various revenue accounts. This will include actual revenue detail from FY21, estimated revenues from FY22 and proposed revenues for FY23.

The Capital Improvement Plan will provide information for both the five year and ten year capital improvement plans by each major department. It will provide amounts in total by department and then will give a narrative for major purchases proposed for FY23.

The School Budget will provide information from the Superintendent of Lisbon School Department for the upcoming fiscal year related to revenues, expenditures and capital improvements for the three schools in Lisbon.

The Tax Increment Financing District (TIF) section will highlight the three major TIFs that are held with the Town of Lisbon and the criteria for each of the three TIFs. Furthermore, it will highlight the proposals from the Interim Town Manager and Finance Director for TIF fund usage in FY23; this includes, but is not limited to items that are part of the Capital Improvement Plan.

Special Revenue Funds section summarizes the balances held in the Special Revenue Fund as well as the plan for revenue and expense.

Fund Balance will highlight the Fund Balance Policy in the Town Charter and will provide a recommended percentage that will detail the proposed usage and allocation of the Fund Balance based on the FY21 audited financial statements.

General Information

The Town accounts are organized by Fund and each fund is composed of assets, liabilities, fund equity, revenues and expenditures. A fund is a grouping of related accounts, used to maintain control over resources for specifically intended activities or objectives. Each fund is then organized by department which is reflection in the Organization Code in the Munis software system. Each Organization Code is paired with an Object Code which reflects the full account description. This budget is going to predominantly detail the operations of the Town's General Government Fund but will also provide information about the Special Revenue Fund, Capital Improvements Fund and Sewer Fund. The TIF information will be housed within the Special Revenue Fund. The Town of Lisbon adopts an annual budget for its General Government Fund and Education Fund.

Charter

Article VI Section 6.02 details the Submission of the Municipal Budget. Per the Charter, the Town Manager and the School Committee shall submit budget line items for the ensuing fiscal year on or before the third Tuesday of March each year. The budget messages accompanying the budget reports shall explain the respective budgets both in fiscal terms and in terms of programs. Furthermore, they shall outline the proposed financial policies for the Town and School Department, respectively for the ensuing fiscal year; in addition, it shall describe the important features of the respective budgets, indicate any major changes from the current year with respect to financial policies, expenditures, revenues, summarize the debt position of the Town and School Departments respectively and any other information that the Town Manager and School Committee deems pertinent.

Article VI Section 6.03 states that the budgets, excluding that of the Water Department, shall, respectively, provide financial plans for the Town and School Department funds and activities for the ensuing fiscal year. In organizing the budgets, the Town Manager and School Committee shall use the most feasible combination of expenditure classification by fund, organizational unit, program and purpose. It shall begin with a clear general summary of its

contents; shall show in detail all estimated income, shall indicate the proposed property tax levy and shall set forth all proposed expenditures, including debt service, for the ensuing fiscal year. It shall further be arranged to reflect comparative figures for actual and estimated income and expenditures for the current fiscal year and actual income and expenditures for the preceding fiscal year.

Per Article VI, Section 6.04 the Council Action on the Budget is as follows:

- (a) Notice and Hearing. The Town Council shall publish in one or more newspapers having general circulation in the Town a general summary of the budgets and a notice stating:
 - a. The times and places where copies of the budget messages and the budgets will be available to the public, and
 - b. The time and place (not less than two weeks after the first such publication) of a public hearing on the proposed budgets.
 - (b) Budget Deliberations. The Town Council shall review the proposed budgets at budget sessions which may be informal but which shall be open to the public. The Council shall complete its review of the budgets no later than the last Tuesday in June.
 - (c) Amendments before Adoption. After the public hearing, the Town Council may adopt the Manager's budget with or without amendment. It may, by amendment, add or increase programs or amounts and delete or decrease programs or amounts. Except expenditures for debt service or otherwise required by law. The Council may adopt the School budget as proposed and may amend it, but such amendments shall be limited to adding to or decreasing the total amount of the budget.
 - (d) Adoption.
 - a. Town Budget. The final vote on the Town Budget shall be taken on or before the last Tuesday of June. If Council fails to adopt a budget for the Town by the last Tuesday in June, the Budget as presented by the Town Manager shall become the Budget to be implemented on a month to month basis until such time as a final Budget is approved.
 - b. School Budget. Until such time as the Town of Lisbon becomes certified as a member of a Regional School Unit by the Commissioner of the Maine Department of Education, the Town Council shall act as the Board of the Regional School Unit, approving the Budget with or without amendment, and providing for Referendum vote on the Budget in accordance with the procedures and time frames provided in LD499 as amended.
 - c. Post Adoption Amendments in School Budget. Within 30 days after the Budget for the School Department becomes final, the School Committee shall adopt such amendments in the school budget as may be necessary to absorb any decrease or expend any increase in the total amount of the budget which was approved by the Town Council. The Superintendent of Schools shall forward to the Town Council a copy of the final revised budget. Thereafter the School Department budget shall not be amended except in accordance with the provisions of the Charter.
- (C.O. of 9-16-2008, § 2008-152F, Ref. of 11-4-2008)