



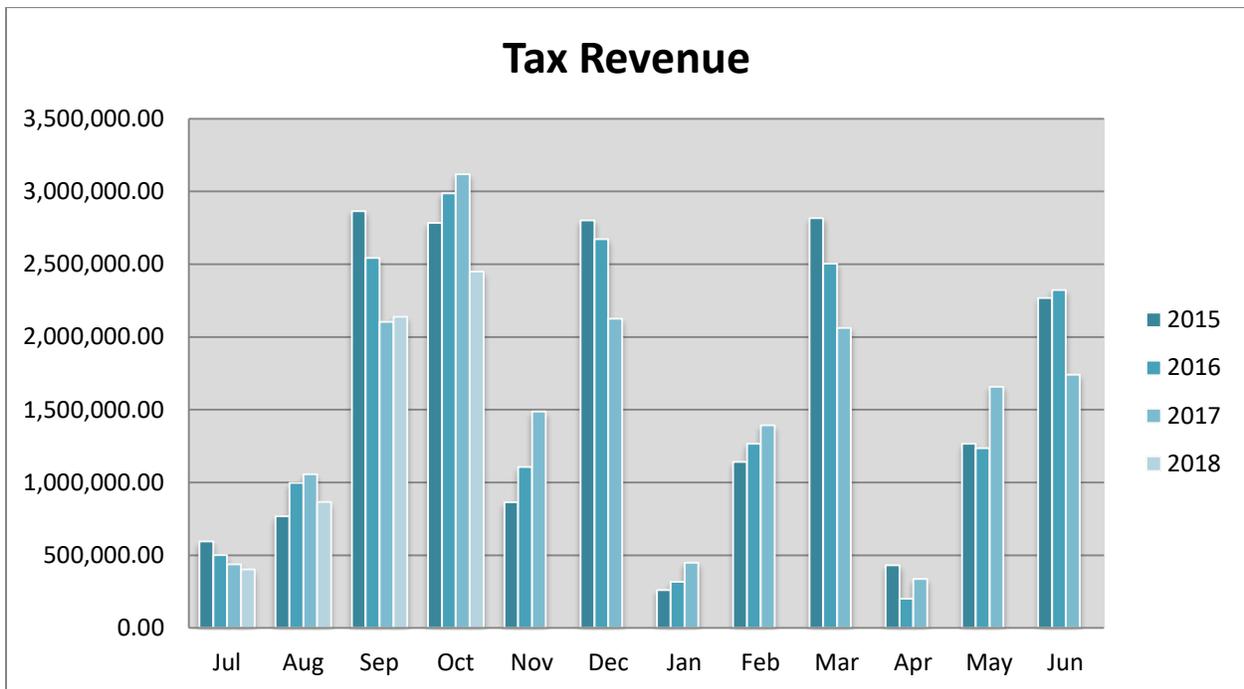
Finance Quarterly Overview

To: Mayor and City Council
 From: Heather Rowden, Finance Director
 Date: October 17, 2017

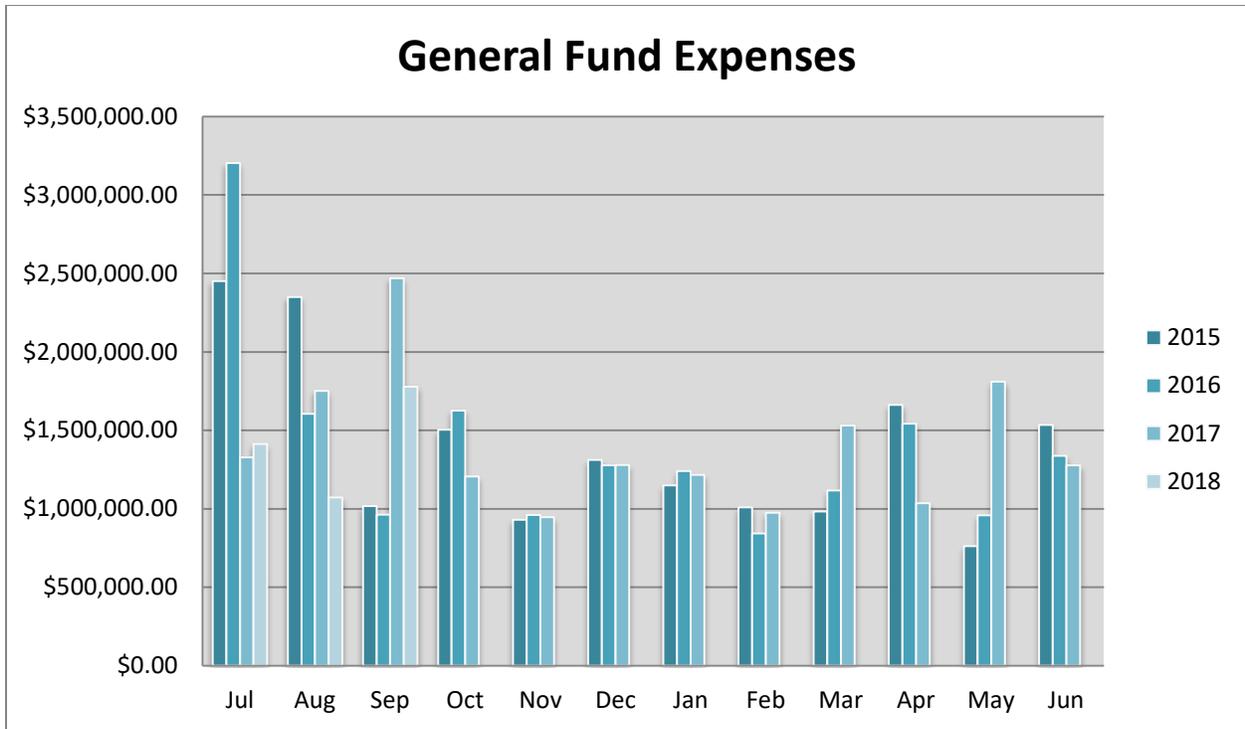
Finance Overview

First quarter taxes were due this past Friday, October 13th, and the office has been very busy recording all incoming funds. While we are short staffed for this time of year, we have been lucky enough to have help from both the Health and Welfare and Assessing departments when needed. In addition, **we now have the ability to accept tax payments online** via credit card and are working on publishing an application for automatic debit of taxes in the future to reduce foot traffic in the office.

Per the Assessor, the City’s 2017 Tax Commitment was \$16,697,598.67, due in four quarterly installments. As of Friday, the City had collected \$5,350,179.10. The chart below shows the City’s tax revenue flow over the past four years. As you can see, most of the payments are made in the months taxes are due (October, December, March and June). In addition, a number of people pay a full year’s worth of taxes at the beginning of the year, accounting for the higher revenues in September and October.



The next chart shows the City’s general fund expenses over the past four years:



Historically, many purchases are made right after a budget has been passed. Since the fiscal year 2018 budget was not passed until August 1, 2017, most departments held back on making larger purchases until they knew what the final budget numbers were going to be. 2018 first quarter spending is down over \$1 million from previous years; however, I expect spending to increase as Public Works begins to get ready for winter operations.

Attached are revenue and expense summaries. The summaries show the council approved budget amount, as well as the actual spent per quarter and the available budget, broken out by department. It is important to note that the revenue summary does not include tax revenue, and the expense summary does not include capital expenditures. More detailed department expenditures are available upon request.

For capital expenditures, the City has completed some paving projects, started a number of other projects and accepted bids on certain pieces of equipment. For the underground fuel tank replacement at Public Works, \$177,828 of the \$200,000 budgeted has been spent. The City has accepted bids for, but has not received, the dual packer truck (\$216,236) and the sidewalk tractor (\$129,774). While the dual packer truck came in \$16,236 over budget, the sidewalk tractor came in \$20,226 under budget.

Fiscal Year 2017 Audit

The 2017 audit is wrapping up. Nicholson, Michaud and Co. has finished fieldwork and is waiting on a few pieces of documentation before completing the financial statements. As in previous years, the audit presentation should be prepared for early December.

Investments

Attached is a breakdown of the City's investments. These investments make up the City's fund balance and trust fund accounts, as well as the cemetery perpetual care fund.

Grants/Donations (Under \$10,000)

Below is a summary of donations and grants received by the City between December 2016 and September 2017:

1. Police Department
 - a. Healthy Northern Kennebec (\$2,000): Underage Drinking Overtime
 - b. Maine Municipal Association (\$1,544.67): Ballistic Helmets
 - c. Miscellaneous Donations (\$100): Project Hope
2. Fire Department
 - a. Maine Municipal Association (\$2,000): Aircraft emergency response training
3. Parks and Recreation
 - a. Inland Hospital (\$2,500): Water fountains
 - b. Maine General Health (\$1,000): Skate Park
 - c. A.E. Hodsdon (\$50): Skate Park
 - d. Shaw's (\$500): Youth softball equipment
 - e. Five County Credit Union (\$415): Youth softball equipment
 - f. Eagle Project (\$1,995): Elm Trees around the City
 - g. Friends of the 470 (\$6,500): Parks and Recreation Projects
4. Health and Welfare
 - a. Waterville Key Club (\$2,300): Walk for Warmth

Quarterly Budget Update

Revenue

Department	Budget	1st Quarter Actual	% Collected	Available Budget
Penalties & Interest	93,500.00	54,115.99	57.9%	39,384.01
Excise Taxes	1,858,000.00	469,277.08	25.3%	1,388,722.92
Intergovernmental	2,325,165.00	764,950.11	32.9%	1,560,214.89
IT Support to Other Towns	58,000.00	10,933.96	18.9%	47,066.04
Auto Registrations	34,000.00	9,096.00	26.8%	24,904.00
City Clerk Fees & Permits	81,700.00	15,250.87	18.7%	66,449.13
Public Works	602,500.00	147,428.04	24.5%	455,071.96
Police & Comm Center	251,550.00	107,096.48	42.6%	144,453.52
Fire Department	46,600.00	11,575.50	24.8%	35,024.50
Planning & Codes	266,000.00	104,058.40	39.1%	161,941.60
Rental Revenue	32,500.00	11,822.89	36.4%	20,677.11
Other Revenue	255,000.00	2,203.36	0.9%	252,796.64
Parks & Recreation	150,600.00	71,518.00	47.5%	79,082.00
Airport	377,920.00	110,694.80	29.3%	267,225.20
Cemetery	12,950.00	5,825.00	45.0%	7,125.00
Total Revenues	6,445,985.00	1,895,846.48	29.4%	4,550,138.52

Quarterly Budget Update

Expenses

Department	Budget	1st Quarter Actual	% Spent	Available Budget
Admin - Council - Mayor	\$730,211.00	\$202,292.96	27.7%	\$527,918.04
Airport	\$420,709.00	\$124,067.20	29.5%	\$296,641.80
Assessor	\$177,995.00	\$42,958.81	24.1%	\$135,036.19
Cemetery	\$67,165.00	\$10,731.76	16.0%	\$56,433.24
City Clerk	\$202,465.00	\$43,785.57	21.6%	\$158,679.43
Codes Enforce. & Planning	\$172,482.00	\$32,626.60	18.9%	\$139,855.40
Economic Development	\$212,148.00	\$63,685.94	30.0%	\$148,462.06
Finance Department	\$382,875.00	\$98,578.31	25.7%	\$284,296.69
Fire Department	\$2,127,585.00	\$494,472.14	23.2%	\$1,633,112.86
Health and Welfare	\$277,254.00	\$57,735.42	20.8%	\$219,518.58
Human Resources	\$408,811.00	\$60,188.24	14.7%	\$348,622.76
Information Technology	\$377,216.00	\$81,534.44	21.6%	\$295,681.56
Library	\$452,320.00	\$113,080.00	25.0%	\$339,240.00
Parks & Recreation	\$594,895.00	\$185,164.90	31.1%	\$409,730.10
Police - Comm Center	\$3,829,842.00	\$978,542.49	25.6%	\$2,851,299.51
Public Works	\$3,633,956.00	\$701,144.88	19.3%	\$2,932,811.12
Debt Service Total	\$1,723,501.00	\$462,799.00	26.9%	\$1,260,702.00
Misc & Contingencies	\$25,000.00	\$1,900.14	7.6%	\$23,099.86
Outside Agencies	\$6,100.00	\$0.00	0.0%	\$6,100.00
Total Expenditures	\$15,822,530.00	\$3,755,288.80	23.7%	\$12,067,241.20

City of Waterville - Detail of Investments for September 2017

BANK/INVESTMENT FIRM	INVESTMENT TYPE	MARKET VALUE
BANGOR SAVINGS BANK	CASH	0.00
	MONEY MARKET	276,077.91
	GVT SECURITIES	129,368.26
	TOTAL	405,446.17
BANGOR SAVINGS BANK HAINES CHARITY	MONEY MARKET	112,069.05
	COMMON STOCK	451,215.36
	BOND FUND	215,863.69
	AMERICAN INTL	0.00
	TOTAL	779,148.10
MULTI-BANK SECURITIES, INC	CASH	9,602.65
	FIXED RATE CD	2,173,617.52
	TOTAL	2,183,220.17
MORGAN STANLEY	CASH	0.00
	MORGAN PRIVATE	72,164.91
	FIXED RATE CD	190,123.50
	TOTAL	262,288.41
BNY MELLON	CASH	2,301.04
	BOND FUND	66,160.61
	STOCK/MARKET	123,471.24
	DREYFUS BNY	39,043.28
	TOTAL	230,976.17
SPINNAKER CEMETERY PERPETUAL CARE	MONEY MARKET	70,385.85
	FIXED INCOME	153,753.77
	EQUITIES	888,903.95
	ALTERNATIVE INVESTMENTS	119,753.33
	TOTAL	1,232,796.90
WELLS FARGO		913.09
	TOTAL	913.09
TOTAL		5,094,789.01
BNY Mellon and Wells Fargo are as of June 2017.		