



CITY OF WATERVILLE

CITY COUNCIL

ORDER 115-2024

Appropriation of Municipal and School Operating Budgets for the
Period of July 1, 2024 Through June 30, 2025

BE IT ORDERED by the City Council of the City of Waterville, as follows:

TOTAL BUDGET

THAT the amount to be raised and appropriated for municipal general and school department operating budgets, including debt services, county tax, library, airport maintenance, Mid-Maine Tech Center, and adult education shall not exceed the sum of:

1 st Reading	2 nd Reading	2 nd Reading As Amended & Adopted
\$ 59,716,745	\$ 59,716,745	<u>\$ 59,636,745</u>

GENERAL OPERATING BUDGET FOR MUNICIPAL DEPARTMENTS

BE IT FURTHER ORDERED, THAT the sum to be raised and appropriated for the operating budget for municipal departments, including debt service, county tax, airport maintenance and library shall not exceed the sum of:

\$27,434,480	\$27,434,480	<u>\$27,544,480</u>
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GENERAL OPERATING BUDGET FOR SCHOOL DEPARTMENT

BE IT FURTHER ORDERED, THAT the sum to be raised and appropriated for the school department operating budget including Mid-Maine Tech Center shall not exceed the sum of:

\$31,722,818	\$31,722,818	\$31,722,818
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SCHOOL DEPARTMENT ADULT EDUCATION OPERATING BUDGET

BE IT FURTHER ORDERED, that the sum to be raised and appropriated for adult education shall not exceed the sum of:

\$559,447	\$559,447	\$559,447
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ESTIMATED REVENUES

BE IT FURTHER ORDERED, THAT the following sums be applied to the specific municipal and school department budgets to reduce the net amount to be raised by property taxation; and THAT, if shortfalls occur in projected revenues, department expenditures shall be reduced accordingly.

	1 st Reading	2 nd Reading	2 nd Reading As Amended & Adopted
MUNICIPAL REVENUES (excluding TIFs)			
State Revenue Sharing	\$ 5,243,000	\$ 5,243,000	\$ 5,243,000
General Non-tax Revenue	\$ 9,469,521	\$ 9,469,521	<u>\$ 9,561,521</u>
Use of Fund Balance	\$ 2,450,000	\$ 2,450,000	\$ 2,450,000
Total Municipal Revenue	\$ 17,162,521	\$ 17,162,521	<u>\$ 17,254,521</u>
SCHOOL REVENUES			
State Aid for Education	\$ 19,737,680	\$ 19,737,680	\$ 19,737,680
General Non-tax Revenue	\$ 1,191,149	\$ 1,191,149	\$ 1,191,149
Adult Ed	\$ 272,234	\$ 272,234	\$ 272,234
Total School Revenue	\$ 21,201,063	\$ 21,201,063	\$ 21,201,063
TOTAL REVENUES	\$ 38,363,584	\$ 38,363,584	<u>\$ 38,455,584</u>

SUMMARY

MUNICIPAL (excluding Overlay and TIFs)			
Appropriations	\$ 26,231,253	\$ 26,231,253	<u>\$ 26,151,253</u>
County Tax	\$ 1,203,227	\$ 1,203,227	\$ 1,203,227
Capital Improvements	\$ 0	\$ 0	\$ 0
Total Municipal Appropriations	\$ 27,434,480	\$ 27,434,480	<u>\$ 27,354,480</u>
Revenues	\$ 17,162,521	\$ 17,162,521	<u>\$ 17,254,521</u>
To Be Raised by Taxation	\$ 10,271,959	\$ 10,271,959	<u>\$ 10,099,959</u>

SCHOOLS

Appropriations	\$ 32,282,265	\$ 32,282,265	\$ 32,282,265
Revenues	\$ 21,201,063	\$ 21,201,063	\$ 21,201,063
To Be Raised by Taxation	\$ 11,081,202	\$ 11,081,202	\$ 11,081,202

TO BE RAISED BY TAXATION

TOTAL TO BE RAISED BY TAXATION	\$ 21,353,161	\$ 21,353,161	<u>\$ 21,181,161</u>
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OTHER FUNDS

BE IT FURTHER NOTED THAT the following amounts were appropriated from their respective funds for their budgeted operations as part of total municipal revenues:

	As Presented	As Presented	2 nd Reading As Amended & Adopted
Airport Fund	\$ 882,856	\$ 882,856	\$ 882,856

BE IT NOTED THAT, other than by taxation, the sources to cover appropriations shall come from grants, fees, rents, State funds, and the use of current fund balance.

COMMITMENTS

BE IT FURTHER ORDERED, THAT the tax lists shall be committed no later than August 30, 2024.

BE IT FURTHER ORDERED, THAT all real estate and personal property taxes shall be due and payable on a quarterly basis. Said quarterly payment due dates shall be the second Friday in October, December, March and June of the fiscal year.

BE IT FURTHER ORDERED, THAT any payment or portion thereof not paid on the due date shall accrue interest at the annual rate of 8.5%.

BE IT FURTHER ORDERED, THAT in accordance with 36 M.R.S. § 506, the Tax Collector is authorized to accept prepayment of taxes not yet committed or prior to any due date and pay no interest thereon. In accordance with 36 M.R.S. § 506-A, a taxpayer that pays an amount in excess of that finally assessed shall be repaid the amount of overpayment, plus interest, from the date of the overpayment at the annual rate of 4.5%.

IN THE CITY COUNCIL,

June 4, 2024 First Reading and Accepted.

June 18, 2024 Second Reading and Adopted, As Amended.

APPROVED:



Michael J. Morris, Mayor

SUMMARY

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	PROPOSED FY2025	\$ CHANGE	% CHANGE
1. PROPERTY TAX LEVY	\$ 17,203,624	\$ 15,455,359	\$ 20,574,029	\$ 21,181,161	\$ 607,132	2.95%
2.						
3. CITY	\$ 8,455,485	\$ 5,817,802	\$ 9,026,689	\$ 8,896,732	\$ (129,957)	(1.44%)
4.	49%	38%	44%	42%	-21%	
5. SCHOOLS	\$ 7,889,797	\$ 8,699,189	\$ 10,599,162	\$ 11,081,202	\$ 482,040	4.55%
6.	46%	56%	52%	52%	79%	
7. COUNTY	\$ 858,341	\$ 938,369	\$ 948,178	\$ 1,203,227.00	\$ 255,049	26.90%
8.	5%	6%	5%	6%	42%	
9.						
10.						
11. TOTAL REVENUES WITHOUT TAX LEVY	\$ 29,298,891	\$ 33,511,058	\$ 35,769,941	\$ 38,455,584	\$ 2,685,643	7.51%
12.						
13. CITY	\$ 11,476,013	\$ 15,688,180	\$ 16,096,005	\$ 17,254,521	\$ 1,158,516	7.20%
14.	39%	47%	45%	45%	43%	
15. SCHOOLS	\$ 17,822,878	\$ 17,822,878	\$ 19,673,936	\$ 21,201,063	\$ 1,527,127	7.76%
16.	61%	53%	55%	55%	57%	
17.						
18. TOTAL COST	\$ 46,502,514	\$ 48,966,418	\$ 56,343,970	\$ 59,636,745	\$ 3,292,775	5.84%
19.						
20. CITY	\$ 19,931,498	\$ 21,505,982	\$ 25,122,694	\$ 26,151,253	\$ 1,028,559	4.09%
21.	43%	44%	45%	44%	31%	
22. SCHOOLS	\$ 25,712,675	\$ 26,522,067	\$ 30,273,098	\$ 32,282,265	\$ 2,009,167	6.64%
23.	55%	54%	54%	54%	61%	
COUNTY	\$ 858,341	\$ 938,369	\$ 948,178	\$ 1,203,227	\$ 255,049	26.90%
	2%	2%	2%	2%	8%	

REVENUE PROJECTION

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	ACTUALS JAN 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1. TOTAL REVENUES	\$ 47,107,457	\$ 51,060,427	\$ 53,977,482	\$ 34,488,264	\$ 58,741,392	\$ 61,547,160	\$ 7,569,678	14.0%
2.								
3. CITY DEPARTMENTAL REVENUES	2,987,322	4,110,111	4,583,389	2,816,399	4,685,815	4,850,165	266,776	5.8%
4. TAXES AND OTHER REVENUES	20,228,317	20,282,840	20,808,741	15,051,602	25,581,707	25,889,775	5,081,034	24.4%
5. OTHER FUNDING SOURCES	6,068,940	8,844,598	8,911,416	6,783,295	8,799,934	9,606,157	694,741	7.8%
6. SCHOOLS REVENUES	17,822,878	17,822,878	19,673,936	9,836,968	19,673,936	21,201,063	1,527,127	7.8%
7.								
8.								
9. CITY DEPARTMENTAL REVENUES	\$ 2,987,322	\$ 4,110,111	\$ 4,583,389	\$ 2,816,399	\$ 4,685,815	\$ 4,850,165	\$ 266,776	5.8%
10. ADMINISTRATION	-	-	-	-	-	-	-	0.0%
11. AIRPORT	761,012	690,890	711,440	430,284	707,945	749,945	38,505	5.4%
12. ASSESSING	-	-	-	-	-	-	-	0.0%
13. CEMETERY	57,526	38,367	69,434	10,038	58,687	58,687	(10,747)	(15.5%)
14. CITY CLERK - FEES & PERMITS	106,186	134,879	139,700	93,536	165,370	165,370	25,670	18.4%
15. ENGINEERING	-	-	-	-	-	-	-	0.0%
16. FINANCE	51,842	53,164	50,000	30,421	50,500	50,500	500	1.0%
17. FIRE, RESCUE & EMERGENCY MEDICAL	352,584	1,657,876	1,643,000	1,006,534	1,689,500	1,725,500	82,500	5.0%
18. HEALTH AND WELFARE	-	82,971	121,010	75,210	94,670	94,670	(26,340)	(21.8%)
19. HUMAN RESOURCES	809	1,272	1,000	1,391	1,000	1,000	-	0.0%
20. INFORMATION TECHNOLOGY	73,022	74,500	74,285	67,259	78,218	78,218	3,933	5.3%
21. LIBRARY	56,344	38,162	84,075	16,635	88,575	88,575	4,500	5.4%
22. PARKS & RECREATION	338,667	205,379	149,600	175,430	181,700	170,700	21,100	14.1%
23. CODE ENFORCEMENT	209,521	111,565	237,000	174,774	210,500	299,850	62,850	26.5%
24. PLANNING & COMMUNITY DEVELOPMENT	2,450	1,300	53,000	2,650	53,000	53,000	-	0.0%
25. POLICE & PUBLIC SAFETY COMMUNICATIONS	431,643	386,748	702,845	389,032	749,150	749,150	46,305	6.6%
26. PUBLIC WORKS	545,716	633,038	547,000	343,206	557,000	565,000	18,000	3.3%
27.								
28. TAXES AND OTHER REVENUES	\$ 20,228,317	\$ 20,282,840	\$ 20,808,741	\$ 15,051,602	\$ 25,581,707	\$ 25,889,775	\$ 5,081,034	24.4%
29. PROPERTY TAX REVENUE	\$ 17,808,566	\$ 17,549,368	\$ 18,207,541	\$ 13,396,347	\$ 22,932,508	\$ 23,091,576	4,884,035	26.8%
TIF TAX REVENUE								
30. EXCISE TAXES	1,992,500	2,156,367	2,057,400	1,242,747	2,067,200	2,161,200	103,800	5.0%
31. OTHER REVENUE	288,742	480,975	401,800	350,707	459,999	514,999	113,199	28.2%
32. RENTAL REVENUE	40,587	39,163	38,000	20,879	38,000	38,000	-	0.0%
33. PENALTIES & INTEREST	97,922	56,968	104,000	40,922	84,000	84,000	(20,000)	(19.2%)
34.								

REVENUE PROJECTION

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	ACTUALS JAN 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
35. OTHER FUNDING SOURCES	\$ 6,068,940	\$ 8,844,598	\$ 8,911,416	\$ 6,783,295	\$ 8,799,934	\$ 9,606,157	\$ 694,741	7.8%
36. USE OF FUND BALANCE	750,000	2,085,000	2,000,000	2,000,000	2,000,000	2,450,000	450,000	22.5%
37. USE OF TIF FUNDS							-	0.0%
38. USE OF TIF FUND BALANCE					-	-	-	0.0%
39. USE OF ARPA FUNDS	-	-	150,000	150,000	-	-	(150,000)	(100.0%)
40. USE OF OTHER FUNDS						-	-	
41. USE OF DRUG FORFEITURE FUNDS	-	-	-	-	-	-	-	0.0%
42. USE OF CAPITAL UNASSIGEND FUND	-	250,000	-	-	-	-	-	0.0%
43. INTERGOVERNMENTAL	5,318,940	6,509,598	6,761,416	4,633,295	6,799,934	7,156,157	394,741	5.8%
44.								
45. SCHOOLS REVENUES	\$ 17,822,878	\$ 17,822,878	\$ 19,673,936	\$ 9,836,968	\$ 19,673,936	\$ 21,201,063	\$ 1,527,127	7.8%
46. STATE SUBSIDIES	16,071,764	16,444,800	18,293,244	9,146,622	18,293,244	19,737,680	1,444,436	7.9%
47. SURPLUS (CARRYOVER)	160,000	300,000	300,000	150,000	300,000	300,000	-	0.0%
48. SCHOOL REVENUES	1,025,287	835,202	805,826	402,913	805,826	800,451	(5,375)	0.0%
49. SHARED PROGRAM REVENUES	67,916	69,776	72,522	36,261	72,522	90,698	18,176	25.1%
50. ADULT EDUCATION	165,481	173,100	202,344	101,172	202,344	272,234	69,890	34.5%
51.								

EXPENSE PROJECTION

FY 2025

DEPARTMENT	ACTUALS FY2022	ACTUAL FY2023	BUDGET FY2024	ACTUAL JAN 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
TOTAL COST	\$ 47,980,599	\$ 50,537,211	\$ 58,239,520	\$ 31,196,909	\$ 60,089,344	\$ 61,547,160	\$ 3,307,640	5.68%
CITY OPERATING COSTS	17,843,119	19,285,549	22,576,091	11,929,052	24,408,636	23,713,298	1,137,207	5.0%
CITY NON-OPERATING COSTS	3,316,464	3,791,227	4,442,153	3,183,133	4,383,504	4,348,370	(93,783)	(2.1%)
CITY CAPITAL EXPENSES	250,000	-	-	-	-	-	-	.0%
SCHOOLS OPERATING COSTS	25,712,675	26,522,067	30,273,098	15,136,546	30,273,098	32,282,265	2,009,167	6.6%
COUNTY TAX	858,341	938,369	948,178	948,178	1,024,106	1,203,227	255,049	26.9%
CITY OPERATING COSTS	\$ 17,843,119	\$ 19,285,549	\$ 22,576,091	\$ 11,929,052	\$ 24,408,636	\$ 23,713,298	\$ 1,137,207	5.0%
ADMINISTRATION	1,561,332	1,193,533	1,504,956	896,330	1,445,652	1,421,272	(83,684)	(5.6%)
AIRPORT	822,693	789,218	839,485	500,488	902,559	882,856	43,371	5.2%
ASSESSOR	191,231	194,464	225,463	130,978	238,192	207,253	(18,210)	(8.1%)
CEMETERY	57,525	38,367	69,434	24,293	58,687	58,687	(10,747)	(15.5%)
CITY CLERK	285,833	226,316	281,626	142,622	298,306	298,306	16,680	5.9%
CODE ENFORCEMENT	172,438	276,443	369,499	207,822	396,732	396,732	27,233	7.4%
PLANNING	122,878	119,423	207,284	86,263	219,916	219,916	12,632	6.1%
CITY ENGINEERING	104,701	147,098	162,326	66,010	130,720	130,720	(31,606)	(19.5%)
FINANCE	478,869	506,837	600,039	322,757	590,308	590,308	(9,731)	(1.6%)
FIRE, RESCUE & EMERGENCY MEDICAL SERVICES	2,830,706	4,313,323	4,759,146	2,808,024	5,035,100	5,035,100	275,954	5.8%
HEALTH & WELFARE	296,118	334,281	334,281	160,731	342,100	342,100	7,819	2.3%
HUMAN RESOURCES	542,235	665,502	744,720	417,190	826,444	806,444	61,724	8.3%
INFORMATION TECHNOLOGY	499,413	509,902	618,451	347,768	688,297	688,297	69,846	11.3%
LIBRARY	814,883	825,318	993,555	462,854	1,214,912	1,122,464	128,909	13.0%
PARKS & RECREATION	623,086	742,015	765,672	410,846	857,610	782,326	16,654	2.2%
POLICE & PUBLIC SAFETY COMMUNICATIONS	4,529,596	4,594,577	6,030,685	3,024,885	6,576,222	6,382,833	352,148	5.8%
PUBLIC WORKS	3,909,581	3,808,932	4,069,469	1,919,190	4,586,879	4,347,684	278,215	6.8%
CITY NON-OPERATING COSTS	\$ 3,316,464	\$ 3,791,227	\$ 4,442,153	\$ 3,183,133	\$ 4,383,504	\$ 4,348,370	\$ (93,783)	(2.1%)
TIF CEA PAYMENTS	329,017	332,891	285,812	329,530	285,812	285,600	(212)	(.1%)
TIF APPROPRIATIONS	1,149,067	1,237,902	1,150,707	956,532	1,609,737	1,624,815	474,108	41.2%
TO TIF RESERVES	-	-	459,030	459,030	-	-	(459,030)	(100.0%)
OUTSIDE AGENCIES	88,896	88,896	115,000	105,000	115,000	65,000	(50,000)	(43.5%)
DEBT SERVICE TOTAL	1,749,484	2,131,538	2,431,604	1,333,041	2,372,955	2,372,955	(58,649)	(2.4%)
CITY CAPITAL EXPENSES	\$ 250,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	.0%
CAPITAL IMPROVEMENTS	250,000	-	-	-	-	-	-	.0%
SCHOOLS OPERATING COSTS	\$ 25,712,675	\$ 26,522,067	\$ 30,273,098	\$ 15,136,546	\$ 30,273,098	\$ 32,282,265	\$ 2,009,167	6.6%
SPECIAL SERVICES/TUTORS/MAIN OFFICE	5,216,818	5,455,468	6,600,778	3,300,389	6,600,778	7,203,676	602,898	9.1%

EXPENSE PROJECTION

FY 2025

	DEPARTMENT	ACTUALS FY2022	ACTUAL FY2023	BUDGET FY2024	ACTUAL JAN 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
41.	GEORGE J MITCHELL SCHOOL	3,270,893	3,394,252	3,879,684	1,939,842	3,879,684	4,224,007	344,323	8.9%
42.	ALBERT S HALL SCHOOL	2,048,198	2,196,094	2,280,323	1,140,162	2,280,323	2,487,712	207,389	9.1%
43.	WATERVILLE JUNIOR HIGH	2,955,341	3,122,805	3,503,150	1,751,575	3,503,150	3,550,382	47,232	1.3%
44.	WATERVILLE SENIOR HIGH	4,761,234	4,900,796	5,598,340	2,799,170	5,598,340	5,711,201	112,861	2.0%
45.	MID-MAINE TECHNICAL CENTER	2,312,748	2,291,547	2,586,039	1,293,019	2,586,039	2,865,103	279,064	10.8%
46.	ADULT EDUCATION	456,374	505,494	506,509	253,254	506,509	559,447	52,938	10.5%
47.	ELL	72,791	139,110	287,152	143,576	287,152	479,898	192,746	67.1%
48.	HEALTH SERVICES	307,116	278,579	377,741	188,870	377,741	424,165	46,424	12.3%
49.	ALTERNATIVE EDUCATION & TEEN PARENT	429,302	412,895	452,470	226,235	452,470	478,054	25,584	5.7%
50.	CERTIFICATION	13,879	9,279	22,627	11,313	22,627	20,588	(2,039)	(9.0%)
51.	DISTRICT TECHNOLOGY	729,070	710,582	751,635	375,817	751,635	714,285	(37,350)	(5.0%)
52.	DISTRICT WIDE COORDINATORS	2,172	2,163	3,777	1,888	3,777	7,957	4,180	110.7%
53.	BOARD OF EDUCATION / CENTRAL OFFICE	1,984,626	2,034,192	2,003,727	1,001,863	2,003,727	2,096,002	92,275	4.6%
54.	TRANSPORTATION	1,130,782	1,068,811	1,419,146	709,573	1,419,146	1,459,788	40,642	2.9%
55.	AREA RESOURCE CENTER	21,331	-	-	-	-	-	-	.0%
56.	COUNTY TAX	\$ 858,341	\$ 938,369	\$ 948,178	\$ 948,178	\$ 1,024,106	\$ 1,203,227	\$ 255,049	26.9%
	COUNTY TAX	858,341	938,369	948,178	948,178	1,024,106	1,203,227	255,049	26.9%

City Administration

Bryan Kaenrath, City Manager

Mission:

To continually strive to provide the highest levels of performance and service to Waterville residents and taxpayers by knowledgeable and dedicated employees.

Department Overview

The goal of The Administration for the City of Waterville is to:

- A. Promote effectiveness, economy and productivity in delivering services to the citizens of Waterville;
- B. Encourage a commitment of professional excellence in serving the public and continue the professional development and upgrading of employee skills;
- C. Increase efforts to building a positive work environment for employees;
- D. Afford fair and lawful treatment to all individuals desiring to enter City service and to provide opportunity for advancement in City service on the basis of skill, effort and performance;
- E. Promote goodwill and high morale between the City of Waterville and its employees in an environment that encourages open communications;
- F. Ensure that employees receive nondiscriminatory treatment in all personnel processes; and
- G. Expect that employees use their best efforts to fulfill their obligations to the City and to its citizens.

Staffing

City Administration consists of a seven member Council with a Mayor, City Manager, Assistant City Manager, and an Executive Assistant. This Department includes the City Hall Maintenance Budget. The Maintenance Personnel consists of one full-time maintenance supervisor and one part-time position.

Expenses	FY2022	FY2023	FY2024	FY2024	FY2025		
	Actual	Actual	Budget	Year To Date	Dept. Hd.	Manager	Council
Administration							
Wages, Taxes & Benefits	271,675	399,152	436,499	248,581	474,021	499,021	
Operating Expenses	22,049	37,532	47,800	14,417	50,800	50,800	
Economic Development	242,828	198,167	241,035	94,464	257,965	152,965	
City Hall Maintenance							
Wages, Taxes & Benefits	85,167	67,689	85,669	43,487	88,118	88,118	
Operating Expenses	565,293	105,849	98,800	51,571	120,900	120,900	
City Council and Mayor							
Wages, Taxes & Benefits	14,665	12,918	16,235	11,179	16,148	16,148	
Operating Expenses	28,841	15,172	197,850	160,970	63,550	119,170	
General Operating	341,747	357,054	381,068	271,661	374,150	374,150	
TOTAL- Administration Expenditures	1,572,265	1,193,533	1,504,956	896,330	1,445,652	1,421,272	0
TOTAL Administration Revenues	-	-	-	-	-	-	-
NET Administration Budget	1,572,265	1,193,533	1,504,956	896,330	1,445,652	1,421,272	-

ADMINISTRATION

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1.	NET COST	\$ 1,561,332	\$ 1,193,533	\$ 1,504,956	\$ 896,330	\$ 1,445,652	\$ 1,421,272	\$ (83,684)	(5.6%)
2.									
3.	TOTAL REVENUE	-	-	-	-	-	-	-	100.0%
4.	TOTAL COST	1,561,332	1,193,533	1,504,956	896,330	1,445,652	1,421,272	(83,684)	(5.6%)
5.									
6.									
7.	LABOR vs. NON-LABOR COST	\$ 1,561,332	\$ 1,193,533	\$ 1,504,956	\$ 896,330	\$ 1,445,652	\$ 1,421,272	\$ (83,684)	(5.6%)
8.									
9.	TOTAL LABOR COST	371,507	479,759	538,403	303,247	578,287	603,287	64,884	12.1%
10.		24%	40%	36%	34%	40%			
11.	TOTAL NON-LABOR COST	1,189,825	713,774	966,553	593,083	867,365	817,985	(148,568)	(15.4%)
12.		76%	60%	64%	66%	60%			
13.									
14.	TOTAL REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	#DIV/0!
15.									
16.	10022001-xxxxxx Renatl Income - City Hall Annex	-	-	-	-	-	-	-	#DIV/0!
17.									
18.									
19.	TOTAL COST	\$ 1,561,332	\$ 1,193,533	\$ 1,504,956	\$ 896,330	\$ 1,445,652	\$ 1,421,272	\$ (83,684)	(5.6%)
20.	TOTAL ADMINISTRATION COST	536,552	634,851	725,334	357,462	782,786	702,786	(22,548)	(3.1%)
21.	TOTAL CITY HALL MAINTENANCE COST	650,460	173,538	184,469	95,059	209,018	209,018	24,549	13.3%
22.	TOTAL GENERAL OPERATING COST	341,747	357,054	381,068	271,661	374,150	374,150	(6,918)	(1.8%)
23.	TOTAL MAYOR AND CITY COUNCIL COST	32,573	28,090	214,085	172,149	79,698	135,318	(78,767)	(36.8%)
24.									
25.									
26.	TOTAL ADMINISTRATION COST	\$ 536,552	\$ 634,851	\$ 725,334	\$ 357,462	\$ 782,786	\$ 702,786	\$ (22,548)	(3.1%)
27.									
28.	ADMINISTRATION LABOR COST	\$ 271,675	\$ 399,152	\$ 436,499	\$ 248,581	\$ 474,021	\$ 499,021	\$ 62,522	14.3%
29.									
30.	10022001-511000 Full Time Salaries & Wages	217,142	286,202	315,318	182,272	350,924	359,158	43,840	13.9%
31.	10022001-514000 Part Time & Temporary Wages	2,660	-	-	-	-	-	-	0.0%
32.	10022001-521000 FICA	14,319	17,818	19,434	10,920	22,204	22,926	3,492	18.0%
33.	10022001-522000 Medicare	3,349	4,167	4,546	2,554	5,193	5,362	816	17.9%
34.	10022001-523100 Maine Pers	-	-	-	13,254	25,641	14,051	14,051	0.0%

ADMINISTRATION

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE	
35.	10022001-523300	Deferred Compensation	10,119	14,708	24,191	2,334	4,169	4,169	(20,022)	(82.8%)
36.	10022001-524100	Group Health Insurance	16,651	66,955	50,710	30,291	54,090	76,205	25,495	50.3%
37.	10022001-524200	Dental Insurance	760	2,267	5,250	1,550	2,950	4,150	(1,100)	(21.0%)
38.	10022001-524300	Disability & Life Insurance	1,621	1,633	1,650	899	1,650	2,200	550	33.3%
39.	10022001-529000	Moving Allowance - New CM	-	-	8,500	630	-	-	(8,500)	(100.0%)
40.	10022001-587100	Car Allowance	5,054	5,400	6,900	3,877	7,200	10,800	3,900	56.5%
41.										
42.		ADMINISTRATION OPERATING COST	\$ 22,049	\$ 37,532	\$ 47,800	\$ 14,417	\$ 50,800	\$ 50,800	\$ 3,000	6.3%
43.										
44.	10022003-530000	Dues & Memberships	3,514	4,496	6,000	2,652	6,000	6,000	-	0.0%
45.	10022003-532000	Training and Workshops	-	2,333	3,650	1,225	4,650	4,650	1,000	27.4%
46.	10022003-553500	Advertising	3,791	2,629	3,000	471	3,000	3,000	-	0.0%
47.	10022003-555000	Printing	-	483	1,000	1,517	2,000	2,000	1,000	100.0%
48.	10022003-561100	Land Lease	-	14,830	-	3,000	-	-	-	0.0%
49.	10022003-587000	Mileage	285	-	200	-	200	200	-	0.0%
50.	10022003-587500	Travel for Training & Conferences	2,000	2,320	5,400	676	6,400	6,400	1,000	18.5%
51.	10022003-610100	Office Supplies	2,654	778	2,600	455	2,600	2,600	-	0.0%
52.	10022003-611400	Books, Subscription	513	1,378	750	-	750	750	-	0.0%
53.	10022003-680000	Miscellaneous Expense	9,237	8,046	25,000	4,422	25,000	25,000	-	0.0%
54.	10022003-612300	Food and Meals	55	237	200	-	200	200	-	0.0%
55.										
56.		ECONOMIC DEVELOPMENT COST	\$ 242,828	\$ 198,167	\$ 241,035	\$ 94,464	\$ 257,965	\$ 152,965	\$ (88,070)	(36.5%)
57.	10140003-937000	KVCOG Dues	-	-	18,773	18,773	19,148	19,148	375	2.0%
58.		Maine Development Foundation	-	-	350	-	350	350	-	0.0%
59.	10140003-937700	Festivals/Events/Marketing	5,000	5,000	30,700	5,700	40,700	40,700	10,000	32.6%
60.	10140003-937200	Mid-Maine Chamber of Commerce	4,685	4,685	4,700	4,826	4,971	4,971	271	5.8%
61.	10140003-937300	Central Maine Growth Council Dues	188,161	143,500	143,500	43,500	149,601	44,601	(98,899)	(68.9%)
62.	10140003-937500	KRDA - First Park	44,982	44,982	43,012	21,666	43,195	43,195	183	0.4%
63.										

ADMINISTRATION

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
64.	TOTAL CITY HALL MAINTENANCE COST	\$ 650,460	\$ 173,538	\$ 184,469	\$ 95,059	\$ 209,018	\$ 209,018	\$ 24,549	13.3%
65.									
66.	CITY HALL MAINTENANCE LABOR COST	\$ 85,167	\$ 67,689	\$ 85,669	\$ 43,487	\$ 88,118	\$ 88,118	\$ 2,449	2.9%
67.									
68.	10022011-511000 Full Time Salary & Wages	55,146	39,973	42,869	25,190	44,076	44,076	1,207	2.8%
69.	10022011-512100 Overtime	4,945	6,348	7,500	7,530	7,500	7,500	-	0.0%
70.	10022011-514000 Part Time & Temporary Wages	2,723	14,985	17,010	1,636	19,473	19,473	2,463	14.5%
71.	10022011-521000 FICA	3,724	3,790	3,750	2,068	4,870	4,870	1,120	29.9%
72.	10022011-522000 Medicare	871	886	877	484	1,139	1,139	262	29.9%
73.	10022011-523300 Deferred compensation	1,566	-	2,819	-	-	-	(2,819)	(100.0%)
74.	10022011-524100 Group Health Insurance	14,983	948	9,500	5,702	9,860	9,860	360	3.8%
75.	10022011-524200 Dental insurance	636	521	550	300	550	550	-	0.0%
76.	10022011-524300 Disability & Life Insurance	60	163	194	25	50	50	(144)	(74.2%)
77.	10022011-610800 & Clothing	513	76	600	552	600	600	-	0.0%
78.									
79.	CITY HALL MAINTENANCE OPERATING COST	\$ 565,293	\$ 105,849	\$ 98,800	\$ 51,571	\$ 120,900	\$ 120,900	\$ 22,100	22.4%
80.									
81.	10022013-557300 Sewer & Water	3,423	4,889	4,700	3,962	6,500	6,500	1,800	38.3%
82.	10022013-557500 Electricity	14,704	28,915	37,000	22,475	37,000	37,000	-	0.0%
83.	10022013-557700 Heating Fuel	21,429	27,028	20,000	8,278	25,000	25,000	5,000	25.0%
84.	10022013-564000 Equip/Vehicle Rental	-	234	400	-	-	-	(400)	(100.0%)
85.	10022013-577000 & Facility Maintenance	87,088	41,052	32,000	13,921	45,000	45,000	13,000	40.6%
86.	10022013-587000 Mileage	171	179	200	176	200	200	-	0.0%
87.	10022013-610700 Wearing Apparel		108		-	600	600	600	
88.	10022013-611000 Cleaning Supplies	3,285	3,159	4,000	2,464	4,000	4,000	-	0.0%
89.	10022013-611200 Small Tools	-	283	500	295	2,600	2,600	2,100	420.0%
90.									

ADMINISTRATION

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
91.	GENERAL OPERATING COST	\$ 341,747	\$ 357,054	\$ 381,068	\$ 271,661	\$ 374,150	\$ 374,150	\$ (6,918)	(1.8%)
92.									
93.	10140003-935300 Dues / Memberships - MMA& MSSC	12,475	13,216	15,900	-	16,600	16,600	700	4.4%
94.	10022023-544100 Professional Services - Legal	80,972	78,228	60,000	32,358	60,000	60,000	-	0.0%
95.	10022023-544200 Professional Services - Audit	30,500	39,000	39,000	9,500	39,750	39,750	750	1.9%
96.	10022023-544300 Professional Services - General	12,215	12,467	30,000	21,100	15,000	15,000	(15,000)	(50.0%)
97.	10022023-551000 Property & General Liability Insurance	178,575	185,945	199,168	194,854	203,800	203,800	4,632	2.3%
98.	10022023-561500 Postage	12,517	15,113	22,000	12,667	24,000	24,000	2,000	9.1%
99.	10022003-685000 Contingency	14,493	13,086	15,000	1,183	15,000	15,000	-	0.0%
100.									
101.	TOTAL MAYOR AND CITY COUNCIL COST	\$ 32,573	\$ 28,090	\$ 214,085	\$ 172,149	\$ 79,698	\$ 135,318	\$ (78,767)	(36.8%)
102.									
103.	MAYOR AND CITY COUNCIL LABOR COST	\$ 14,665	\$ 12,918	\$ 16,235	\$ 11,179	\$ 16,148	\$ 16,148	\$ (87)	(0.5%)
104.									
105.	10011101-511500 Council Salaries	8,888	7,000	10,000	7,500	10,000	10,000	-	0.0%
106.	10011101-514000 Mayor Salary	4,808	5,000	5,000	2,885	5,000	5,000	-	0.0%
107.	10011101-521000 FICA	786	744	1,000	644	930	930	(70)	(7.0%)
108.	10011101-522000 Medicare	184	174	235	151	218	218	(17)	(7.2%)
109.									
110.	MAYOR AND CITY COUNCIL OPERATING COST	\$ 28,841	\$ 15,172	\$ 197,850	\$ 160,970	\$ 63,550	\$ 119,170	\$ (78,680)	(39.8%)
111.									
112.	10011103-530000 Dues & Memberships	-	-	-	-	3,000	3,000	3,000	
113.	10011103-532000 Training & Conference	-	763	700	-	1,200	1,200	500	71.4%
114.	10011103-544000 Professional Services	-	2,178	2,500	594	2,700	2,700	200	8.0%
115.	10011103-544700 Video Fees	6,975	10,725	13,750	4,675	13,750	13,750	-	0.0%
116.	10011103-557300 Sewer & Water	-	-	-	1,426	3,000	3,000	3,000	0.0%
117.	10011103-557500 Electricity	-	-	-	2,756	4,000	4,000	4,000	0.0%
118.	10011103-557700 Heating Fuels	-	-	-	2,989	6,000	6,000	6,000	0.0%
119.	10011103-565000 Council Chamber Facility Rental	-	-	73,000	33,000	18,000	73,620	620	0.8%
120.	10011103-577000 Facility Maintenance	-	-	-	364	3,000	3,000	3,000	0.0%
121.	10011103-587000 Mileage	-	-	300	-	300	300	-	0.0%
122.	10011103-587500 Travel For Training	-	-	200	-	200	200	-	0.0%
123.	10011103-610100 Office Supplies	299	254	400	242	400	400	-	0.0%
124.	10011103-610100 Office Equipment	-	-	-	-	-	-	-	

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
125.	10011103-611000 Cleaning Supplies	-	-	-	-	1,000	1,000	1,000	0.0%
126.	10011103-680000 Miscellaneous Expense	21,566	1,252	7,000	2,930	7,000	7,000	-	0.0%
127.	10011103-684320 Council Chambers Renovation	-	-	100,000	111,993	-	-	(100,000)	(100.0%)

Assessing

Paul N. Castonguay, Assessor

Mission:

The primary mission of the Assessing Department is: "The discovery, listing, valuation and defense of all properties within the jurisdiction in accordance with Maine law." Assessing staff constantly monitors the real estate sales market to ensure that assessed values accurately reflect market-place activity.

Department Overview

Our highest priority in determining fairness is whether similar properties are assessed similarly.

Staffing

Paul Castonguay, Assessor & Allison Brochu, Deputy Assessor

Expenses	FY2022	FY2023	FY2024	FY2024	FY25 Budget		
	Actual	Actual	Budget	Year To Date	Dept. Hd.	Manager	Council
Wages, Taxes & Benefits	183,820.46	186,504.80	214,563.00	126,071.84	224,692.00	193,753.00	
Other Expenses	7,410.89	7,959.04	10,900.00	4,906.08	13,500.00	13,500.00	
TOTAL- Assessing Expenditures	191,231	194,464	225,463	130,978	238,192	207,253	0.00
TOTAL Assessing Revenues	-	-	-	-	-	-	-
NET Assessing Budget	191,231	194,464	225,463	130,978	238,192	207,253	-

	ACTUAL FY2022	ACTUAL FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1. NET COST	\$ 191,231	\$ 194,464	\$ 225,463	\$ 130,978	\$ 238,192	\$ 207,253	\$ (18,210)	(8.1%)
2.								
3. TOTAL REVENUE	-	-	-	-	-	-	-	0.0%
4. TOTAL COST	191,231	194,464	225,463	130,978	238,192	207,253	(18,210)	(8.1%)
5.								
6.								
7. LABOR vs. NON-LABOR COST	\$ 191,231	\$ 194,464	\$ 225,463	\$ 130,978	\$ 238,192	\$ 207,253	\$ (18,210)	(8.1%)
8.								
9. TOTAL LABOR COST	183,820	186,505	214,563	126,072	224,692	193,753	\$ (20,810)	(9.7%)
10.	96.1%	95.9%	95.2%	96.3%	94.3%	93.5%	114.3%	
11. TOTAL NON-LABOR COST	7,411	7,959	10,900	4,906	13,500	13,500	\$ 2,600	23.9%
12.	3.9%	4.1%	4.8%	3.7%	5.7%	6.5%	-14.3%	
13.								
14. TOTAL COST	\$ 191,231	\$ 194,464	\$ 225,463	\$ 130,978	\$ 238,192	\$ 207,253	\$ (18,210)	(8.1%)
15.								
16. LABOR COST	\$ 183,820	\$ 186,505	\$ 214,563	\$ 126,072	\$ 224,692	\$ 193,753	\$ (20,810)	(9.7%)
17.								
18. 10022101-511000 Full Time Salaries & Wages	143,242	144,759	167,565	100,563	176,488	133,599	(33,966)	(20.3%)
19. 10022101-512100 Overtime		72	-	-	-	-	-	0.0%
20. 10022101-521000 FICA	8,737	8,699	10,539	6,024	11,091	8,433	(2,106)	(20.0%)
21. 10022101-522000 Medicare	2,043	2,034	2,465	1,409	2,594	1,971	(494)	(20.0%)
22. 10022101-523300 Deferred Compensation	2,252	1,130	2,994	-	3,324	6,300	3,306	110.4%
23. 10022101-524100 Group Health Insurance	22,771	24,984	26,000	15,089	25,945	38,200	12,200	46.9%
24. 10022101-524200 Dental Insurance	1,396	1,328	1,500	945	1,750	1,750	250	16.7%
25. 10022101-524300 Disability & Life Insurance	933	1,017	1,100	658	1,100	1,100	-	0.0%
26. 10022101-587100 Car Allowance	2,446	2,482	2,400	1,385	2,400	2,400	-	0.0%
27.								

ASSESSING

FY 2025

		ACTUAL FY2022	ACTUAL FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
28.	OPERATING COST	\$ 7,411	\$ 7,959	\$ 10,900	\$ 4,906	\$ 13,500	\$ 13,500	\$ 2,600	23.9%
29.									
30.	10022103-530000 Dues & Memberships	818	808	800	260	800	800	-	0.0%
31.	10022103-544000 Professional Services	4,000	4,600	4,000	2,750	4,000	4,000	-	0.0%
32.	10022103-532000 Training/Workshops		309	500	-	500	500	-	0.0%
33.	10022103-553500 Advertising		-	500	-	500	500	-	0.0%
34.	10022103-555000 Printing	1,000	362	1,000	-	600	600	(400)	(40.0%)
35.	10022103-556000 Registry of Deeds	-	600	600	-	600	600	-	0.0%
36.	10022103-571000 Office Equipment Maintenance	-	-	200	-	200	200	-	0.0%
37.	10022103-577000 Facility Maintenance	-	-	-	-	1,000	1,000	1,000	100.0%
38.	10022103-587000 Mileage	-	117	500	39	500	500	-	0.0%
39.	10022103-587500 Conference & Travel Expense	-	-	600	80	600	600	-	0.0%
40.	10022103-610100 Office Supplies	937	499	1,500	1,103	1,500	1,500	-	0.0%
41.	10022103-610101 Office Equipment	-	-	-	-	2,000	2,000	2,000	100.0%
42.	10022103-611400 Books Subscription	656	664	700	674	700	700	-	0.0%
43.									

City Clerk

Patti Dubois, City Clerk

Mission:

The mission of the City Clerk's office is to accurately maintain all city records, conduct elections with professionalism in accordance with State Law, issue State and City licenses, and provide information to both City officials and the public in a friendly and confidential manner.

Department Overview

The Department, as required per Maine State requirements, is responsible for the following:

- Coordinate election administrations and voter registration for the City's residents
- Record and maintain all vital statistics records (birth/marriage/death) for the city
- Issuing hunting and fishing licenses
- Serving as custodian of all official City records
- Administer the city-wide dog licensing program
- Act as the City of Waterville's Freedom of Information Officer

In addition, per the City Charter and City Ordinance requirements, the office of the City Clerk must:

- Maintain a complete and accurate record of City Council proceedings
- Preserve official City records
- Provide administrative support to the City Council
- Track all board and committee memberships and facilitate appointment process annually
- Administer the city's business licensing program, which licenses over 25 different types of businesses

Staffing/Summary

Expenses	FY2022	FY2023	FY2024	FY2024	FY 2025 Budget		
	Actual	Actual	Budget	Year To Date	Dept. Hd.	Manager	Council
Wages, Taxes & Benefits	\$275,615	\$209,481	\$265,126	\$134,280	\$271,576	\$271,576	
Other Expenses	\$10,218	\$16,835	\$16,500	\$8,342	\$26,730	\$26,730	
TOTAL- City Clerk Expenditures	\$285,833	\$226,316	\$281,626	\$142,622	\$298,306	\$298,306	\$0
TOTAL City Clerk Revenues	134,879	158,503	139,700	93,536	165,370	165,370	
NET City Clerk Budget	150,954	67,813	141,926	49,086	132,936	132,936	0

CLERK

FY 2025

	ACTUAL FY2022	ACTUAL FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1. NET COST - OVER (UNDER) REVENUE	\$ 150,954	\$ 67,813	\$ 141,926	\$ 49,086	\$ 132,936	\$ 132,936	\$ (8,990)	(6.3%)
3. TOTAL REVENUE	(134,879)	(158,503)	(139,700)	(93,536)	(165,370)	(165,370)	(25,670)	18.4%
4. TOTAL COST	285,833	226,316	281,626	142,622	298,306	298,306	16,680	5.9%
7. LABOR vs. NON-LABOR COST	\$ 285,833	\$ 226,316	\$ 281,626	\$ 142,622	\$ 298,306	\$ 298,306	16,680	5.9%
9. TOTAL LABOR COST	275,615	209,481	265,126	134,280	271,576	271,576	6,450	2.4%
10.	96.4%	92.6%	94.1%	94.2%	91.0%	91.0%		
11. TOTAL NON-LABOR COST	10,218	16,835	16,500	8,342	26,730	26,730	10,230	62.0%
12.	3.6%	7.4%	5.9%	5.8%	9.0%	9.0%		
14. TOTAL REVENUE	\$ 134,879	\$ 158,503	\$ 139,700	\$ 93,536	\$ 165,370	\$ 165,370	25,670	18.4%
16. 10002400-440100 Taxi Licenses	714	510	1,000	60	750	750	(250)	(25.0%)
17. 10002400-440200 Amusements Licenses	960	1,200	1,500	480	1,200	1,200	(300)	(20.0%)
18. 10002400-440300 Victualers Licenses	18,869	21,869	18,500	2,395	26,700	26,700	8,200	44.3%
19. 10002400-440400 Marriage Licenses	3,492	3,096	3,500	2,484	3,500	3,500	-	0.0%
20. 10002400-440500 Hunting & Fishing Licenses	1,508	1,375	1,500	858	1,400	1,400	(100)	(6.7%)
21. 10002400-440600 Dog Licenses	871	822	1,500	588	1,200	1,200	(300)	(20.0%)
22. 10002400-440700 Liquor Catering Licenses	3,560	4,180	4,000	1,600	5,800	5,800	1,800	45.0%
23. 10002400-440800 Medical & Retail Marijuanal Licenses	69,000	86,000	70,000	61,500	85,000	85,000	15,000	21.4%
24. 10002400-441000 CC-Canvassing Permit	-	-	100	-	120	120	20	20.0%
25. 10002400-441100 Burial Permits	952	630	1,500	560	1,500	1,500	-	0.0%
26. 10002400-442401 Clerk Notary Services	-	-	-	200	-	0	-	0.0%
27. 10002400-445010 Professional Services	-	3,400	-	4,200	-	0	-	0.0%
28. 10002400-446000 Vital Statistics	27,953	27,853	28,000	16,415	28,000	28,000	-	0.0%
29. 10002400-446200 Misc Legal Instrument	-	-	100	20	-	-	-	0.0%
30. 10002400-446300 Photocopies/Misc	-	-	1000	-	5,600	5,600	4,600	460.0%
31. 10002400-446310 Travel Reimbursement	-	1,220	-	-	-	-	-	0.0%
32. 10002400-446900 Theater	-	-	1300	-	1,100	1,100	(200)	(15.4%)

		ACTUAL FY2022	ACTUAL FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
33.	10002400-447000 Pawn	-	-	1000	120	1,100	1,100	100	10.0%
34.	10002400-447100 Inn Keeper	-	-	1500	-	2,100	2,100	600	40.0%
35.	10002400-480000 Miscellaneous Revenue	7,000	6,348	3,700	2,056	300	300	(3,400)	(91.9%)
36.									
37.	TOTAL COST	\$ 285,833	\$ 226,316	\$ 281,626	\$ 142,622	\$ 298,306	\$ 298,306	\$ 16,680	5.9%
38.									
39.	LABOR COST	\$ 275,615	\$ 209,481	\$ 265,126	\$ 134,280	\$ 271,576	\$ 271,576	\$ 6,450	2.4%
40.									
41.	10022401-511000 Full Time Salaries & Wages	173,300	142,333	160,796	92,618	167,149	167,149	6,353	4.0%
42.	10022401-512100 Overtime	3,309	241	1,000	1,287	3,700	3,700	2,700	270.0%
43.	10022401-514000 Part Time & Temporary Wages	11,989	19,229	50,100	12,702	39,000	39,000	(11,100)	(22.2%)
44.	10022401-521000 FICA	10,142	8,719	13,138	5,747	13,038	13,038	(100)	(0.8%)
45.	10022401-522000 Medicare	2,559	2,318	3,074	1,531	3,108	3,108	34	1.1%
46.	10022401-523300 Deferred Compensation	11,876	7,288	8,493	3,815	6,813	6,813	(1,680)	(19.8%)
47.	10022401-524100 Group Health Insurance	57,822	26,744	24,750	14,890	35,593	35,593	10,843	43.8%
48.	10022401-524200 Dental Insurance	3,013	1,662	2,400	971	1,800	1,800	(600)	(25.0%)
49.	10022401-524300 Disability & Life Insurance	1,604	947	1,375	719	1,375	1,375	-	0.0%
50.									
51.	OPERATING COST	\$ 10,218	\$ 16,835	\$ 16,500	\$ 8,342	\$ 26,730	\$ 26,730	\$ 10,230	62.0%
52.									
53.	10022403-530000 Dues & membership	498	525	400	420	430	430	30	7.5%
54.	10022403-532000 Training & Workshops	-	590	-	669	900	900	900	100.0%
55.	10022403-544000 Professional services	2,596	9,524	4,000	4,084	6,000	6,000	2,000	50.0%
56.	10022403-553500 Advertising	2,098	1,404	1,500	744	2,000	2,000	500	33.3%
57.	10022403-555000 Printing	2,032	105	2,500	291	3,000	3,000	500	20.0%
58.	10033403-565000 Facility Rental	-	-	-	1,000	1,000	1,000	1,000	100.0%
59.	10022403-587000 Mileage	-	254	-	-	200	200	200	100.0%
60.	10022403-587500 Travel Expense	150	2,560	4,200	-	4,500	4,500	300	7.1%
61.	10022403-610100 Office supplies	654	1,350	1,800	733	2,000	2,000	200	11.1%
62.	10022403-612200 Postage	-	10	-	50	100	100	100	100.0%
63.	10022403-612300 Food & Meals	522	512	600	350	600	600	-	0.0%
64.	10022403-710000 Equipment	1,668	-	1,500	-	6,000	6,000	4,500	300.0%
65.									

Finance Department

Christina Therrien, Finance Director

Mission:

The mission of the Finance Department is to protect the public interest through the proper custody and accounting of public funds, to help facilitate the achievement of the City's goals and objectives through sound financial management and timely financial reporting and to serve the public, City officials and departmental personnel efficiently and pleasantly as valued customers.

Department Overview

The Finance Department is responsible for the financial management of public funds and ensuring that those funds are received and disbursed appropriately. We, as a department, cover a variety of functions within the City organization, such as: Accounts Receivable, Accounts Payable, Payroll, Tax Billing, Ambulance and Airport Billing, Revenue Collections, tracking of Fixed Assets, all banking transactions and Cash Investment Management; determine the City's ability to repay its loans and makes recommendations for Debt Management, management of the City's cash flow, ensures compliance with accounting, tax laws, and financial standards, reviews and provides financial data for all City Departments for analysis, and provides great customer service.

Staffing

The Finance Department is staffed with 6.5 employees: The Finance Director, the Accountant, the Tax Collector, a Bookkeeper, two Revenue Collection/Customer Service Clerks, and one-half of the costs of the Customer Service Manager.

Expenses	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025 BUDGET		
	Actual	Actual	Budget	Year To Date	Dept. Hd.	Manager	Council
Wages, Taxes & Benefits	\$448,548	\$477,906	\$559,789	\$304,385	\$550,158	\$550,158	
Other Expenses	\$30,321	\$28,931	\$40,250	\$18,373	\$40,150	\$40,150	
TOTAL- Finance Dept. Expenditures	\$478,869	\$506,837	\$600,039	\$322,757	\$590,308	\$590,308	
TOTAL Finance Revenues	\$51,842	\$53,164	\$50,000	\$30,421	\$50,500	\$50,500	
NET Finance Dept. Budget	\$427,027	\$453,673	\$550,039	\$292,336	\$539,808	\$539,808	\$0

		ACTUAL FY2022	ACTUAL FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1.	NET COST - OVER (UNDER) REVENUE	\$ 427,027	\$ 453,673	\$ 550,039	\$ 292,336	\$ 539,808	\$ 539,808	\$ (10,231)	(1.9%)
3.	TOTAL REVENUE	(51,842)	(53,164)	(50,000)	(30,421)	(50,500)	(50,500)	(500)	1.0%
4.	TOTAL COST	478,869	506,837	600,039	322,757	590,308	590,308	(9,731)	(1.6%)
7.	LABOR vs. NON-LABOR COST	\$ 478,869	\$ 506,837	\$ 600,039	\$ 322,757	\$ 590,308	\$ 590,308	\$ (9,731)	(1.6%)
9.	TOTAL LABOR COST	448,548	477,906	559,789	304,385	550,158	550,158	(9,631)	(1.7%)
10.		93.7%	94.3%	93.3%	94.3%	93.2%	93.2%		
11.	TOTAL NON-LABOR COST	30,321	28,931	40,250	18,373	40,150	40,150	(100)	(0.2%)
12.		6.3%	5.7%	6.7%	5.7%	6.8%	6.8%		
14.	TOTAL REVENUE	\$ 51,842	\$ 53,164	\$ 50,000	\$ 30,421	\$ 50,500	\$ 50,500	\$ 500	1.0%
16.	10002300-446300 Auto Registration Agent Fees	51,842	50,164	50,000	28,521	50,000	50,000	-	0.0%
17.	10002300-445010 Professional Service Fee	-	3,000	-	1,500	-	-	-	0.0%
18.	10002300-480000 Miscellaneous Revenue	-	-	-	400	500	500	500	0.0%
20.	TOTAL COST	\$ 478,869	\$ 506,837	\$ 600,039	\$ 322,757	\$ 590,308	\$ 590,308	\$ (9,731)	(1.6%)
22.	LABOR COST	\$ 448,548	\$ 477,906	\$ 559,789	\$ 304,385	\$ 550,158	\$ 550,158	\$ (9,631)	(1.7%)
24.	10022301-511000 Full Time Salaries & Wages	297,077	325,376	383,133	220,856	399,162	399,162	16,029	4.2%
25.	10022301-512100 Overtime	15,023	8,525	1,000	-	-	-	(1,000)	(100.0%)
26.	10022301- 514000 Part-Time & Temp Wages & O-T	-	3,498	-	-	-	-	-	0.0%
27.	10022301-521000 FICA	18,612	19,932	23,816	13,421	24,748	24,748	932	3.9%
28.	10022301-522000 Medicare	4,353	4,661	5,569	3,139	5,788	5,788	219	3.9%
29.	10022301-523300 Deferred Compensation	12,671	12,923	20,096	11,104	21,602	21,602	1,506	7.5%
30.	10022301-524100 Group Health Insurance	94,118	96,232	114,250	51,435	89,683	89,683	(24,568)	(21.5%)
31.	10022301-524200 Dental Insurance	4,186	4,625	8,350	2,836	5,400	5,400	(2,950)	(35.3%)
32.	10022301-524300 Disability & Life Insurance	2,507	2,134	3,575	1,594	3,775	3,775	200	5.6%

		ACTUAL FY2022	ACTUAL FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
34.	OPERATING COST	\$ 30,321	\$ 28,931	\$ 40,250	\$ 18,373	\$ 40,150	\$ 40,150	\$ (100)	(0.2%)
35.									
36.	10022303-530000 & Dues & Memberships	468	673	800	185	800	800	-	0.0%
37.	10022303-532000 & Training & Workshops	3,567	1,719	8,350	497	4,350	4,350	(4,000)	(47.9%)
38.	10022303-544000 Professional Services	-	1,775	-	-	500	500	500	0.0%
39.	10022303-555000 Printing	5,533	3,477	6,000	2,334	6,000	6,000	-	0.0%
40.	10022303-556000 Registry of Deeds	8,895	7,669	11,000	8,360	11,250	11,250	250	2.3%
41.	10022303-571000 Office Equipment Maintainence	-	717			250	250	250	0.0%
42.	10022303-587000 Mileage	387	500	600	-	600	600	-	0.0%
43.	10022303-587500 Travel Expense	-	2,995	-	-	4,000	4,000	4,000	0.0%
44.	10022303-610100 Office Supplies	2,888	3,929	4,500	3,211	4,000	4,000	(500)	(11.1%)
45.	10022303-610101 & Office Equipment	5,323	2,407	5,000	465	4,000	4,000	(1,000)	(20.0%)
46.	10022303-612200 Postage	3,260	2,450	4,000	2,836	4,200	4,200	200	5.0%
47.	10022303-680000 & Miscellaneous Expense	-	620	-	486	200	200	200	0.0%
48.									

Health & Welfare Department

Denise Murray, Director

Mission:

The mission of the Health & Welfare Department is to determine eligibility for individuals who apply for General Assistance for their basic needs. Additionally, caseworkers are charged with monitoring cases and administering program requirements to ensure applicants are working toward self-sufficiency to ultimately be able to support themselves and their families.

The mission of the Wellness Program is to provide health information via email, workshops, and activities to City employees that promotes good health habits and overall wellness.

Department Overview

The Health & Welfare Department is responsible for administering the General Assistance Program for Waterville residents for the immediate aid of persons who are unable to provide the basic necessities essential to maintain themselves or their families.

The Health & Welfare Director is also responsible for the City’s Employee Wellness Program and coordinates all wellness events.

Staffing

The Health & Welfare Department is staffed with three employees: The Director, one full-time Caseworker, and one part-time Caseworker.

Expenses	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025 Budget		
	Actual	Actual	Budget	Year To Date	Dept. Hd.	Manager	Council
Health Wages, Taxes & Benefits	152,339	170,846	202,561	106,287	210,080	210,080	
Other Expenses	688	1,310	2,820	891	3,920	3,920	
Welfare Costs	94,601	123,962	128,900	53,553	128,100	128,100	
TOTAL- Health & Welfare Expenditures	247,629	296,118	334,281	160,731	342,100	342,100	0
TOTAL Health & Welfare Revenues	82,971	242,870	121,010	75,210	94,670	94,670	
NET Health & Welfare Budget	164,658	53,248	213,271	85,521	247,430	247,430	0

HEALTH & WELFARE

FY 2025

	ACTUAL FY2022	ACTUAL FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1. NET COST - OVER (UNDER) REVENUE	\$ 164,658	\$ 53,248	\$ 213,271	\$ 85,521	\$ 247,430	\$ 247,430	\$ 34,159	16.0%
2.								
3. TOTAL REVENUE	(82,971)	(242,870)	(121,010)	(75,210)	(94,670)	(94,670)	(26,340)	(10.8%)
4. TOTAL COST	247,629	296,118	334,281	160,731	342,100	342,100	7,819	2.6%
5.								
6.								
7. LABOR vs. NON-LABOR COST	\$ 247,629	\$ 296,118	\$ 334,281	\$ 160,731	\$ 342,100	\$ 342,100	7,819	2.6%
8.								
9. TOTAL LABOR COST	152,339	170,846	202,561	106,287	210,080	210,080	7,519	4.4%
10.	61.5%	57.7%	60.6%	66.1%	61.4%	61.4%		
11. TOTAL NON-LABOR COST	95,290	125,272	131,720	54,444	132,020	132,020	300	0.2%
12.	38.5%	42.3%	39.4%	33.9%	38.6%	38.6%		
13.								
14. TOTAL REVENUE	\$ 82,971	\$ 242,870	\$ 121,010	\$ 75,210	\$ 94,670	\$ 94,670	(26,340)	(10.8%)
15.								
16. 10006020-423000 State Welfare Reimbursement	72,407	96,459	116,010	47,617	89,670	89,670	(26,340)	(27.3%)
17. 10006020-423200 Miscellaneous Welfare Reimburse	10,564	146,411	5,000	27,593	5,000	5,000	-	0.0%
18.								
19. TOTAL COST	\$ 247,629	\$ 296,118	\$ 334,281	\$ 160,731	\$ 342,100	\$ 342,100	7,819	2.6%
20.								
21. LABOR COST	\$ 152,339	\$ 170,846	\$ 202,561	\$ 106,287	\$ 210,080	\$ 210,080	7,519	4.4%
22.								
23. 10066001-511000 Full Time Salaries & Wages	107,545	120,874	124,469	68,052	129,563	129,563	5,094	4.2%
24. 10066001-512100 Overtime	79	30	-	-	-	-	-	0.0%
25. 10066001-514000 Part Time & Temporary	16,020	13,950	22,528	9,251	23,824	23,824	1,296	9.3%
26. 10066001-521000 FICA	7,774	8,331	9,114	4,629	9,510	9,510	396	4.8%
27. 10066001-522000 Medicare	1,818	1,948	2,131	1,083	2,224	2,224	93	4.8%
28. 10066001-523300 Deferred Compensation	5,162	4,390	8,713	3,323	9,069	9,069	356	8.1%
29. 10066001-524100 Group Health Insurance	11,516	18,606	32,000	18,376	33,040	33,040	1,040	5.6%
30. 10066001-524200 Dental Insurance	1,341	1,638	2,350	945	1,750	1,750	(600)	(36.6%)
31. 10066001-524300 Disability & Life Insurance	1,083	1,079	1,256	629	1,100	1,100	(156)	(14.5%)
32.								

HEALTH & WELFARE

FY 2025

		ACTUAL FY2022	ACTUAL FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
33.	OPERATING COST	\$ 688	\$ 1,310	\$ 2,820	\$ 891	\$ 3,920	\$ 3,920	1,100	84.0%
34.									
35.	10066003-530000 Dues & Membership	120	120	120	120	120	120	-	0.0%
39.	10066003-532000 Training & Conferences	220	355	1,500	-	1,500	1,500	-	0.0%
38.	10066003-587000 Mileage	44	158	500	75	500	500	-	0.0%
39.	10066003-587500 Travel Expense		300	-	156	-	-	-	0.0%
40.	10066003-610100 Office supplies	217	377	400	-	500	500	100	26.5%
41.	10066003-680000 Miscellaneous Expense	87	-	200	-	1,200	1,200	1,000	0.0%
42.	10066003-710000 Equipment	-	-	100	540	100	100	-	0.0%
43.									
44.	GENERAL ASSISTANCE	\$ 94,601	\$ 123,962	\$ 128,900	\$ 53,553	\$ 128,100	\$ 128,100	\$ (800)	(0.6%)
45.									
46.	10066023-557000 Electric Service (non-heating)	434	651	1,000	356	1,000	1,000	-	0.0%
47.	10066023-557700 Heating (all types)	691	1,885	3,000	-	2,000	2,000	(1,000)	(53.0%)
48.	10066023-565800 Emergency Housing (temporary)	82,899	76,783	75,000	36,909	75,000	75,000	-	0.0%
49.	10066023-565900 Housing (all types)	6,437	34,540	40,000	15,468	40,000	40,000	-	0.0%
50.	10066023-610400 Medical Services	-	-	300	-	300	300	-	0.0%
51.	10066023-612300 Food	380	644	800	484	1,000	1,000	200	31.0%
52.	10066023-612700 Dental	-	-	100	-	100	100	-	0.0%
53.	10066023-615000 House & personal supplies	486	152	800	136	800	800	-	0.0%
54.	10066023-615100 Prescriptions	-	136	300	-	300	300	-	0.0%
55.	10066023-615300 Diapers/Baby Supplies	-	-	100	-	100	100	-	0.0%
56.	10066023-689000 Burial expenses	3,074	9,051	7,000	-	7,000	7,000	-	0.0%
57.	10066023-689200 All Other Needs	200	120	500	200	500	500	-	0.0%
58.									

Human Resources

Bobbie-Jo Green, Human Resource Officer

Mission:

The mission of Human Resources is to provide quality and cost-effective human resource services to the City. Our standard is achievement of excellence through equity, diversity, timeliness, confidentiality, teamwork, respect, and trust. We are committed to assisting everyone in fulfilling the mission and purpose of the City. Our core services and competencies include recruitment and staffing, employee relations, organizational and employee development, workers compensation, labor negotiations, compensation and benefits, HR information management and regulatory compliance.

Department Overview

The Human Resource Office provides all personnel services to City of Waterville staff. Some of the services includes wage and benefit administration, unemployment compensation, workers compensation, labor relations and recruitment.

Staffing

The Human Resource Office is currently staffed with 2 employee: the Human Resource Officer and an Executive Assistant. The Executive Assistant was added to the department in the 2023/2024 fiscal year.

Expenses	FY2022	FY2023	FY2024	FY2024	FY 2025 Budget		
	Actual	Actual	Budget	Year To Date	Dept. Hd.	Manager	Council
Wages, Taxes & Benefits	186,242	315,843	373,220	185,791	405,669	385,669	
Employee Benefits WorkforceWide	270,925	303,492	302,500	210,052	341,500	341,500	
Other Expenses	85,068	46,168	69,000	21,347	79,275	79,275	
TOTAL- Human Resource Expenditures	542,235	665,502	744,720	417,190	826,444	806,444	
TOTAL Human Resource Revenues	809	1,272	1,000	1,391	1,000	1,000	
NET Human Resource Budget	541,426	664,231	743,720	415,799	825,444	805,444	0

HUMAN RESOURCES

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1. NET COST - OVER (UNDER) REVENUE	\$ 541,426	\$ 664,231	\$ 743,720	\$ 415,799	\$ 825,444	\$ 805,444	\$ 61,724	8.3%
2.								
3. TOTAL REVENUE	(809)	(1,272)	(1,000)	(1,391)	(1,000)	(1,000)	-	0.0%
4. TOTAL COST	542,235	665,502	744,720	417,190	826,444	806,444	61,724	8.3%
5.								
6.								
7. LABOR vs. NON-LABOR COST	\$ 542,235	\$ 664,231	\$ 743,720	\$ 415,799	\$ 825,444	\$ 805,444	\$ 61,724	8.3%
8.								
9. TOTAL LABOR COST	186,242	315,843	373,220	185,791	405,669	385,669	12,449	3.3%
10.	34.3%	47.6%	50.2%	44.7%	49.1%	47.9%		
11. TOTAL NON-LABOR COST	355,993	348,388	370,500	230,008	419,775	419,775	49,275	13.3%
12.	65.7%	52.4%	49.8%	55.3%	50.9%	52.1%		
13.								
14. TOTAL REVENUE	\$ 809	\$ 1,272	\$ 1,000	\$ 1,391	\$ 1,000	\$ 1,000	\$ -	0.0%
15.								
16. 10002030-480000 Miscellaneous Revenue	809		1,000	1,391	1,000	1,000	-	0.0%
17.								
18. TOTAL COST	\$ 542,235	\$ 665,502	\$ 744,720	\$ 417,190	\$ 826,444	\$ 806,444	\$ 61,724	8.3%
19.								
20. LABOR COST	\$ 186,242	\$ 315,843	\$ 373,220	\$ 185,791	\$ 405,669	\$ 385,669	\$ 12,449	3.3%
21.								
22. 10022031-511000 Full Time Salaries & Wages	74,224	89,149	166,005	95,476	170,976	170,976	4,971	3.0%
23. 10022031-517000 Salary Adjustments	-	29,290	-		25,000	15,000	15,000	100.0%
24. 10022031-518000 Anticipated Retirements	17,645	66,324	40,000	15,181	40,000	30,000	(10,000)	(25.0%)
25. 10022031-521000 FICA	5,120	10,674	13,000	5,927	14,854	14,854	1,854	14.3%
26. 10022031-522000 Medicare	1,352	2,714	3,040	1,386	3,474	3,474	434	14.3%
27. 10022031-523300 Deferred Compensation	5,108	6,170	11,875	6,683	11,970	11,970	95	0.8%
28. 10022031-524100 Group Health Insurance	20,866	21,694	44,000	25,266	45,295	45,295	1,295	2.9%
29. 10022031-524200 Dental Insurance	1,139	1,127	3,600	1,285	2,400	2,400	(1,200)	(33.3%)
30. 10022031-524300 Disability & Life Insurance	539	553	1,100	621	1,100	1,100	-	0.0%
31. 10022031-524400 Health Reimbursement Accounts	56,579	84,549	87,000	31,888	87,000	87,000	-	0.0%
32. 10022031-587100 Car Allowance	3,669	3,600	3,600	2,077	3,600	3,600	-	0.0%
33.								
34.								

HUMAN RESOURCES

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
35.	EMPLOYEE BENEFITS - WORKFORCE-WIDE	\$ 270,925	\$ 303,492	\$ 302,500	\$ 210,052	\$ 341,500	\$ 341,500	\$ 39,000	12.9%
36.									
37.	10022031-525000 Workers Compensation	264,815	280,588	280,000	197,382	315,000	315,000	35,000	12.5%
38.	10022031-525100 Unemployment Compensation	906	10,627	9,500	3,649	9,500	9,500	-	0.0%
39.	10022031-529000 Miscellaneous Benefits	4,769	5,785	5,000	3,536	7,000	7,000	2,000	40.0%
40.	10022031-533000 Education Reimbursement	435	6,492	8,000	5,485	10,000	10,000	2,000	25.0%
41.									
42.	OPERATING COST	\$ 85,068	\$ 46,168	\$ 69,000	\$ 21,347	\$ 79,275	\$ 79,275	\$ 10,275	14.9%
43.									
44.	10022033-530000 Dues & Memberships	482	502	1,000	115	1,275	1,275	275	27.5%
45.	10022033-532000 Training & Conferences	-	150	-	-	2,500	2,500	2,500	100.0%
46.	10022033-544000 Professional Services	37,100	-	-	-	3,000	3,000	3,000	100.0%
47.	10022033-544400 Medical & Lab Services	26,466	30,070	30,000	6,825	40,000	40,000	10,000	33.3%
48.	10022033-553500 Advertising & Recruitment	14,997	8,888	15,000	5,140	10,000	10,000	(5,000)	(33.3%)
49.	10022033-587000 Mileage		365	500	-	500	500	-	0.0%
50.	10022033-587500 Travel Expense	130	1,788	5,000	813	2,500	2,500	(2,500)	(50.0%)
51.	10022033-615200 Wellness	1,297	894	2,000	397	2,000	2,000	-	0.0%
52.	10022033-680000 Miscellaneous Expenses	307	369	500	-	500	500	-	0.0%
53.	10022033-610100 Office supplies	-	-	2,000	1,818	2,000	2,000	-	0.0%
54.	10022033-681200 Safety Committee		76	6,000	2,630	6,000	6,000	-	0.0%
55.	10022033-681500 Employee Recognition	4,289	3,066	7,000	3,610	9,000	9,000	2,000	28.6%
56.									
57.									

Information Technology

Josh Grant, IT Manager

Mission:

The Information Technology Department provides quality solutions and support in a cost-effective manner to city departments to facilitate the City's mission and strategic plan. IT provides innovative assistance and leadership in technology matters in a timely fashion to support the various needs of all municipal departments so they in turn can provide City of Waterville residents with vital services.

Department Overview

In the very early 2000s the City of Waterville, Town of Winslow, and Oakland Police & Fire Departments received a sum of money to build a privately-owned, municipally-operate fiber optic network for the purposes of enhancing public safety across the three communities. As part of the arrangement, the City's IT staff has been contracted to provide IT support to the member towns. This arrangement has allowed for regionalization and pooling of technology resources. Over the last 20 years, the network and user base has grown exponentially – technology is much more prevalent and ingrained into the daily workflow, and additional organizations have jumped into the pool.

Currently, City Staff provides IT support for the following entities:

- All City of Waterville municipal departments, including the airport and library
- All Town of Winslow municipal departments, including the library
- Town of Oakland Police and Fire Departments
- All Town of Fairfield municipal departments, including the library
- All Town of Clinton municipal departments, including the library and transfer station
- Kennebec Valley Council of Governments

This includes approximately 10 public safety departments that operate 24/7/365

It is estimated that IT staff support approximately 400 users and 2,000 devices. In addition to the typical "fix your computer" type of requests, IT is also responsible for all user accounts, networking infrastructure, telephones, building security, and audio/visual equipment.

Staffing

The IT Department is currently staffed with 2 full-time technologists and a part-time/remote director.

The IT Director works almost exclusively in a remote capacity and functions more similarly to that of a consultant or high-level technical support to internal departmental staff. The Information Technologist I performs a significant number of the duties that would normally fall to a full-time department head as it relates to day-to-day operations/administration of the department as well as provides general supervision of the Technologist II position, manages the planning, purchasing, implementation and installation of hardware and software, most administrative tasks, as well as provides support to end users. The Information Technologist II is defined as an entry-level position and is largely responsible for day-to-day end-user support.

Expenses	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025 Budget		
	Actual	Actual	Budget	Year To Date	Dept. Hd.	Manager	Council
Wages, Taxes & Benefits	162,457	168,961	224,451	106,127	258,977	258,977	
Other Expenses	336,956	340,941	394,000	241,641	429,320	429,320	
TOTAL- IT Expenditures	499,413	509,902	618,451	347,768	688,297	688,297	0
TOTAL IT Revenues	73,022	74,500	74,285	67,259	78,218	78,218	
NET IT Budget	426,391	435,402	544,166	280,508	610,079	610,079	0

INFORMATION TECHNOLOGY

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1.	NET COST - OVER (UNDER) REVENUE	\$ 426,391	\$ 435,402	\$ 544,166	\$ 280,508	\$ 610,079	\$ 610,079	\$ 65,913	12.1%
2.									
3.	TOTAL REVENUE	(73,022)	(74,500)	(74,285)	(67,259)	(78,218)	(78,218)	3,933	5.3%
4.	TOTAL COST	499,413	509,902	618,451	347,768	688,297	688,297	69,846	11.3%
5.									
6.									
7.	LABOR vs. NON-LABOR COST	\$ 499,413	\$ 509,902	\$ 618,451	\$ 347,768	\$ 688,297	\$ 688,297	\$ 69,846	11.3%
8.									
9.	TOTAL LABOR COST	162,457	168,961	224,451	106,127	258,977	258,977	34,526	15.4%
10.		32.5%	33.1%	36.3%	30.5%	37.6%	37.6%		
11.	TOTAL NON-LABOR COST	336,956	340,941	394,000	241,641	429,320	429,320	35,320	9.0%
12.		67.5%	66.9%	63.7%	69.5%	62.4%	62.4%		
13.									
14.	TOTAL REVENUE	\$ 73,022	\$ 74,500	\$ 74,285	\$ 67,259	\$ 78,218	\$ 78,218	\$ 3,933	5.3%
15.									
16.	10002200-445010 Contracts	73,022	74,500	74,285	43,914	78,218	78,218	3,933	5.3%
17.	10002200-445020 Reimburse Other Towns	-	-	-	23,345	-	-		
18.									
19.	TOTAL COST	\$ 499,413	\$ 509,902	\$ 618,451	\$ 347,768	\$ 688,297	\$ 688,297	\$ 69,846	11.3%
20.									
21.	LABOR COST	\$ 162,457	\$ 168,961	\$ 224,451	\$ 106,127	\$ 258,977	\$ 258,977	\$ 34,526	15.4%
22.									
23.	10022201-511000 Full Time Salaries & Wages	103,182	107,949	146,085	69,280	175,261	175,261	29,176	20.0%
24.	10022201-514000 Part Time & Temporary Wages	15,288	15,000	15,000	8,654	15,000	15,000	-	0.0%
25.	10022201-521000 FICA	7,778	8,053	10,457	5,083	12,354	12,354	1,897	18.1%
26.	10022201-522000 Medicare	1,819	1,883	2,443	1,189	2,889	2,889	446	18.3%
27.	10022201-523300 Deferred Compensation	7,053	8,487	8,826	4,439	10,463	10,463	1,637	18.5%
28.	10022201-524100 Group Health Insurance	18,782	19,170	30,750	12,177	30,710	30,710	(40)	(0.1%)
29.	10022201-524200 Dental Insurance	1,061	1,041	2,000	641	1,650	1,650	(350)	(17.5%)
30.	10022201-524300 Disability & Life Insurance	1,378	1,378	1,390	799	1,650	1,650	260	18.7%
31.	10022201-587100 Car Allowance	6,115	6,000	7,500	3,865	9,000	9,000	1,500	20.0%
32.									

INFORMATION TECHNOLOGY

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
33.	OPERATING COST	\$ 336,956	\$ 340,941	\$ 394,000	\$ 241,641	\$ 429,320	\$ 429,320	\$ 35,320	9.0%
34.									
35.	1022203-530000 Dues and Memberships	-	118	-		120	120	120	0.0%
36.	10022203-532000 Training & Conferences	-	749	-	599	3,000	3,000	3,000	0.0%
37.	10022203-542000 Software Support Services	241,065	249,094	258,000	197,367	285,000	285,000	27,000	10.5%
38.	10022203-544000 Professional Services	(1,138)	-	5,000	1,970	5,000	5,000	-	0.0%
39.	10022203-553000 Telephone Monthly Service	11,106	11,996	13,000	5,378	11,000	11,000	(2,000)	(15.4%)
40.	10022203-553100 Cell Phones	13,702	13,310	15,000	9,234	15,000	15,000	-	0.0%
41.	10022203-564100 Copier Lease & Maintenance	17,949		23,400	11,974	26,000	26,000	2,600	11.1%
42.	10022203-572000 Computer Hardware	110	-	4,000	-	4,000	4,000	-	0.0%
43.	10022203-572200 Networking Maintenance / Repair	5,399	6,087	7,500	952	15,000	15,000	7,500	100.0%
44.	10022203-572500 Printer Repair & Replacement	3,857	3,593	4,500	966	4,500	4,500	-	0.0%
45.	10022203-587000 Mileage	-	174	600	85	600	600	-	0.0%
46.	10022203 587500 Travel Expense		1,528	6,000	200	3,000	3,000	(3,000)	(50.0%)
47.	10022203-610100 Office Supplies	-	-	-	-	100	100	100	0.0%
48.	10022203-610200 Computer Supplies	5,014	15,084	13,000	1,247	13,000	13,000	-	0.0%
49.	10022203-680000 Miscellaneous Expense	886	1,526	2,000	1,561	2,000	2,000	-	0.0%
50.	10022203-712070 Equipment Purchase	39,005	37,682	42,000	10,108	42,000	42,000	-	0.0%

NON-OPERATING EXPENSE

FY 2025

			ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1.	TOTAL NON-OPERATING COSTS		\$ 3,316,464	\$ 3,791,227	\$ 4,291,696	\$ 3,333,095	\$ 4,746,405	\$ 4,712,245	\$ 420,549	9.8%
2.										
3.	DEBT SERVICE		\$ 1,749,484	\$ 2,131,538	\$ 2,431,604	\$ 1,333,041	\$ 2,372,955	\$ 2,372,955	\$ (58,649)	(2.4%)
4.										
5.	10110003-910027	2011 Bond (FY2032)	243,800	182,300	176,900	19,600	171,500	171,500	(5,400)	(3.1%)
6.	10110003-910028	2012 Bond (FY2033)	201,844	198,544	165,544	150,947	162,759	162,759	(2,785)	(1.7%)
7.	10110003-910029	2013 Bond (FY2038)	372,423	367,023	341,623	45,811	336,310	336,310	(5,313)	(1.6%)
8.	10110003-910030	2015 Bond (FY2036)	522,250	505,050	481,450	33,225	459,850	459,850	(21,600)	(4.5%)
9.	10110003-910031	2019 Bond (FY2040)	409,168	403,167	397,168	350,084	391,168	391,168	(6,000)	(1.5%)
10.	10110003-910032	2020 Bond (FY2041)	-	335,062	331,012	311,013	326,962	326,962	(4,050)	(1.2%)
11.	10110003-910033	FY22 Bond (FY2043)	-	133,084	490,407	416,942	476,906	476,906	(13,501)	(2.8%)
12.	10110003-910200	Bond Cost & Fees	-	1,469	42,500	2,400	42,500	42,500	-	0.0%
13.	10110003-910300	Financial Expense for Investments	-	5,840	5,000	3,020	5,000	5,000	-	0.0%
14.										
15.	OUTSIDE AGENCIES		\$ 88,896	\$ 88,896	\$ 115,000	\$ 105,000	\$ 115,000	\$ 65,000	\$ (50,000)	(43.5%)
16.	10140003-934400	KVCAP	15,000	15,000	20,000	20,000	20,000	20,000	-	0.0%
17.	10140003-934000	Alfond Youth Center	10,000	10,000	10,000	-	10,000	10,000	-	0.0%
18.	10140003- 935200	Waterville Creates - Event Support	10,000	10,000	35,000	35,000	35,000	35,000	-	0.0%
19.	10140003- 936000	Misc. Community Services	53,896	53,896	50,000	50,000	50,000	-	(50,000)	(100.0%)
20.										
21.	TIF REVENUE DEDUCTIONS		\$ 1,478,084	\$ 1,570,793	\$ 1,745,092	\$ 1,895,054	\$ 2,258,450	\$ 2,274,290	\$ 529,198	30.3%
22.	41000023-xxxxxx	CEA Payments	329,017	332,891	329,530	285,612	292,187	308,027	(21,503)	(6.5%)
23.	41000023-xxxxxx	TIF Allocations	1,149,067	1,237,902	956,532	1,131,965	1,966,263	1,966,263	1,009,731	105.6%
24.	41000023-xxxxxx	To TIF Reserves	-	-	459,030	477,477	0	0	(459,030)	(100.0%)
25.										
28.										

**COMMUNITY BASED ORGANIZATIONS
BUDGET REQUESTS - not included in the proposed budget
FY2025**

AGENCY NAME	AMOUNT REQUESTED	# OF CITIZEN'S SERVED	LETTER SUBMITTED	TYPE OF SERVICES PROVIDED
Kennebec Behavioral Health	\$9,000	In 2023, 950 Waterville residents	August 25, 2023	Medication management and outpatient counseling for mental health, substance use disorder, and co-occurring disorders
Kennebec Messalonskee Trails	\$2,000	Non-specific	January 8, 2024	Promote, Create, help maintain health and fitness trails along with a bicycle-pedestrian friendly community
Lifeflight of Maine	\$2,000	375 over (22 Years)	October 1, 2023	Provides emergency medical transportation to critically ill or injured people
Maine Public Television	\$100	All	January 26, 2024	Provider of informational and educational television programming to enrich and enlighten the citizens of Maine
Northern Light Hospice Care	\$1,500	All	December 31, 2023	Provide flu clinics, COVID vaccines and homecare services to homebound residents who are recovering from illness or surgery, managing chronic illnesses, or during their remaining days.
WTVL Area Soup Kitchen	\$25,000	300 meals per day	January 27, 2024	To provide appetizing, nutritious meals in an accessible, welcoming setting to those in the greater Waterville area who would otherwise go without
WTVL Community Land Trust	\$10,000	Low income citizens	February 4, 2024	To repair, rehabilitate and develop housing/public recreational spaces in WTVL neighborhoods that serve the low to moderate income citizens.
Total Requests:	\$49,600			

NON-OPERATING REVENUES

FY 2025

	ACTUALS FY2020	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1. TOTAL NON-OPERATING REVENUES	\$ 25,199,898	\$ 27,596,590	\$ 30,879,480	\$ 31,465,275	\$ 23,562,259	\$ 31,651,196	\$ 32,556,419	\$ 1,091,144	3.5%
2.									
3. PROPERTY TAX - NET TIF REVENUE (Unrestricted Use)	18,765,019	17,808,566	17,549,368	18,207,568	13,396,347	17,893,614	17,876,494	(331,074)	(1.8%)
4. PENALTIES & INTEREST	75,553	97,922	56,968	104,000	40,922	84,000	84,000	(20,000)	(19.2%)
5. EXCISE TAXES	1,873,424	1,992,500	2,156,367	2,057,400	1,241,692	2,067,200	2,161,200	103,800	5.0%
6. INTERGOVERNMENTAL	3,487,781	5,318,940	6,509,598	6,761,416	4,633,295	6,799,934	7,156,157	394,741	5.8%
7. RENTAL REVENUE	38,113	40,587	39,163	38,000	20,879	38,000	38,000	-	0.0%
8. OTHER REVENUE	515,008	288,742	480,975	401,800	350,707	459,999	514,999	113,199	28.2%
9. USE OF OTHER FUNDS	445,000	750,000	2,335,000	2,150,000	2,150,000	2,050,000	2,450,000	300,000	14.0%
10. USE OF TIF FUNDS		1,299,333	1,752,043	1,745,091	1,728,417	2,258,449	2,275,569	530,478	
11.									
12.									
13. PROPERTY TAX REVENUE GROSS	\$ 18,765,019	\$ 19,344,639	\$ 19,095,315	\$ 19,952,659	\$ 15,291,401	\$ 20,152,063	\$ 20,152,063	\$ 199,404	1.0%
14.									
15. PROPERTY TAX - NET TIF REVEI	\$ 17,576,925	\$ 17,808,566	\$ 17,549,368	\$ 18,207,568	\$ 13,396,347	\$ 17,893,614	\$ 17,876,494	\$ (331,074)	(1.8%)
16. 10000010-400000 Real Estate Taxes	17,316,349	17,254,880	17,567,905	18,335,596	13,915,175	18,535,000	18,535,000	199,404	1.1%
17. 10000010-400000 Personal Property Taxes	1,448,670	2,089,759	1,527,411	1,617,063	1,376,226	1,617,063	1,617,063	-	0.0%
18. Less TIF Revenue Set-Aside	(1,188,094)	(1,536,073)	(1,545,947)	(1,745,091)	(1,895,054)	(2,258,449)	(2,275,569)	(530,478)	30.4%
19.									
20.									
21. PENALTIES & INTEREST	\$ 75,553	\$ 97,922	\$ 56,968	\$ 104,000	\$ 40,922	\$ 84,000	\$ 84,000	\$ (20,000)	(19.2%)
22. 10000010-405000 Interest On Taxes	63,041	75,694	41,234	80,000	24,451	60,000	60,000	(20,000)	(25.0%)
23. 10000010-405100 Lien Charges & Fees	12,511	22,228	15,733	24,000	16,471	24,000	24,000	-	0.0%
24.									
25. EXCISE TAXES	\$ 1,873,424	\$ 1,992,500	\$ 2,156,367	\$ 2,057,400	\$ 1,242,747	\$ 2,067,200	\$ 2,161,200	\$ 103,800	5.0%
26. 10000010-411000 Motor Vehicle Excise	1,866,087	1,985,000	2,149,402	2,050,000	1,241,692	2,060,000	2,154,000	104,000	5.1%
27. 10000010-412000 Boat Excise	7,337	7,500	6,965	7,400	1,055	7,200	7,200	(200)	(2.7%)
28.									
29. INTERGOVERNMENTAL	\$ 3,487,781	\$ 5,318,940	\$ 6,509,598	\$ 6,761,416	\$ 4,633,295	\$ 6,799,934	\$ 7,156,157	\$ 394,741	5.8%
30. 10000010-420100 State Aid - Roads	202,860	204,264	203,132	203,000	232,400	205,000	232,400	29,400	14.5%
31. 10000010-421000 State Revenue Sharing	1,953,215	3,323,357	4,753,979	4,774,570	2,975,755	4,790,515	5,243,000	468,430	9.8%
32. 10000010-422000 Homestead Reimbursement	867,328	1,367,422	1,115,496	1,255,086	1,000,136	1,241,459	1,041,639	(213,447)	(17.0%)
33. 10000010-422200 Veteran Exemptions Reimburse	18,569	22,937	21,235	21,000	20,384	21,000	21,000	-	0.0%
34. 10000010-422300 BETE Reimbursement	398,329	344,000	354,040	350,800	401,081	385,000	411,158	60,358	17.2%
35. 10000010-422500 Solar Exempt Reimbursement		-	3,163	100,000	3,539	100,000	150,000	50,000	50.0%
36. 10000010-424200 First Park Reimbursement	47,480	56,960	58,553	56,960	-	56,960	56,960	-	0.0%
37.									
38. RENTAL REVENUE	\$ 38,113	\$ 40,587	\$ 39,163	\$ 38,000	\$ 20,879	\$ 38,000	\$ 38,000	\$ -	0.0%
39. 10000010-461000 Rental Income - Tower	38,113	40,587	39,163	38,000	20,879	38,000	38,000	-	0.0%
40.									
41. OTHER REVENUE	\$ 515,008	\$ 288,742	\$ 480,975	\$ 401,800	\$ 350,707	\$ 459,999	\$ 514,999	\$ 113,199	28.2%
42. 10000010-480000 Misc. Revenue	77,347	57,219	39,874	60,000	140	5,000	5,000	(55,000)	(91.7%)
43. Payment in Lieu of Taxes (WHA)					24,199	24,199	24,199	24,199	100.0%
44. 10000010-483000 Franchise Fee	191,098	191,412	184,897	191,000	-	170,000	170,000	(21,000)	(11.0%)

NON-OPERATING REVENUES

FY 2025

		ACTUALS FY2020	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE	
45.	1000010-485000 Interest & Investment Revenue	206,300	35,071	184,644	115,000	295,999	225,000	280,000	165,000	143.5%	
46.	1000010-488500 Workers Comp Reimbursement	30,183	-	36,270	25,000	24,489	25,000	25,000	-	0.0%	
47.	1000010-460000-CBYL1 Colby Parking Lot	10,080	5,040	35,290	10,800	5,880	10,800	10,800	-	0.0%	
48.											
49.	USE OF OTHER FUNDS	\$ 445,000	\$ 750,000	\$ 2,335,000	\$ 2,150,000	\$ 2,150,000	\$ 2,050,000	\$ 2,450,000	\$ 300,000	14.0%	
50.	1000010-495500 Use of Unassigned Fund Balance	370,000	750,000	2,085,000	2,000,000	2,000,000	2,000,000	2,450,000	450,000	22.5%	
51.	Use of ARPA Funds	-	-	-	150,000	150,000	-	-	(150,000)	(100.0%)	
52.	27005000-484000 Drug Forfeiture Revenue	75,000	-	-	-	-	-	-	-	0.0%	
53.	3000-1300001 Use of Unassignend Capital Fund	-	-	250,000	-	-	-	-	-	0.0%	
54.											
55.	TIF REVENUE (Restricted Use)	\$ 837,156	\$ 1,299,333	\$ 1,752,043	\$ 1,745,091	\$ 1,895,054	\$ 2,258,449	\$ 2,275,569	\$ 530,478	30.4%	
56.	41022500-404100 -TFAIR Airport	22,500	27,244	27,618	27,618	40,916	40,916	43,370	15,752	57.0%	
57.	41022500-404100-TFCOL Alford Commons	65,000	55,542	185,373	185,370	163,136	163,136	164,776	(20,594)	(11.1%)	
58.	41022500-404100-TFCIT City Center	-	203,807	377,418	541,322	432,188	432,188	436,532	(104,790)		
59.	41022500-404100-TFDOV Downtown	381,656	358,693	307,941	307,941	681,917	681,917	691,573	383,632	124.6%	
60.	41022500-404100-TFGIL Gilman Place (Housing)	-	19,876	36,634	36,635	41,810	41,810	42,230	5,595	15.3%	
61.	41022500-404100-TFHOF Head of Falls	-	-	-	-	-	-	-	-	0.0%	
62.	41022500-404100-TFKRP Kennebec Realty Partners-Depres	-	-	-	-	5,116	5,117	5,168	5,168	0.0%	
63.	41022500-404100-TFLO1 Lockwood 1/Hathaway	30,000	67,066	235,881	235,881	181,938	181,938	183,766	(52,115)	(22.1%)	
64.	41022500-404100-TFLO2 Lockwood Mill 2	-	-	-	220	524.74	525	-	(220)	(0.0%)	
65.	41022500-404100-TFMAN Manor Gardens	-	-	-	-	9643.54	30,000	40,071	40,071		
66.	41022500-404100-TFMTH Mount Merici (Housing)	-	10,233	42,813	42,813	43,468	43,468	43,904	1,091	2.5%	
67.	41022500-404100-TFPIP Summit-Gas Pipeline	338,000	343,150	355,895	367,291	291,262	291,262	299,181	(68,110)	(18.5%)	
68.	41022500-404100-TFSE1 Seton Tower (Housing)	-	-	-	-	-	-	-	-		
69.	41022500-404100-TFSE2 Seton Commercial (ED)	-	-	-	-	2,095	2,095	2,117	2,117		
70.	41022500-404100-TFTRA Trafton Road	-	-	-	-	1,039	1,039	1,049	1,049		
71.	Use of TIF Fund balance	-	213,722	182,470	-	-	343,038	321,832	321,832	0.0%	
72.	Note: CEA Payments included in Individual TIF Accounts										

Planning & Community Development

Ann Beverage, City Planner

Mission:

The mission of the Planning & Community Development Department is to ensure that development occurs in accordance with the principles set forth in the comprehensive plan and the ordinances which implement the plan and to provide support for community development initiatives throughout the City..

Department Overview

The City Planner is staff to the Planning Board and the Comprehensive Plan Review Commission. She reviews site plans, subdivisions, and zoning ordinance and map change requests prior to Planning Board review. In addition, she assists surveyors, appraisers, realtors, potential developers, and Waterville citizens with development issues.

The Community Development Specialist plays a supportive role in implementing fundamental goals outlined in the City's Comprehensive Plan and Downtown Vision Plan by providing critical support in the pursuit of grants and funding opportunities. In addition, the Community Development Specialist serves as an outreach coordinator for various organizations and affiliations around the city, and as an extension of economic development.

The Planning Department budget includes pay for seven Planning Board members to attend 24 meetings per year. Six Board members are paid \$20 per meeting, and the chairman receives \$25 per meeting.

The Department generates revenue through site plan review fees. Given that fees depend upon developers bringing plans for review, it is difficult to know in advance what revenues will be raised.

The largest non-labor expense (\$4,000) is the cost of running legal notices in the newspaper.

Staffing

The Department consists of the City Planner, the Community Development Specialist, and as time permits, administrative support from the city's Executive Assistant.

Expenses	FY 2022	Fy 2023	Fy 2024	Fy 2024	FY 2025 Budget		
	Actual	Actual	Budget	Year To Date	Dept. Hd.	Manager	Council
Wages, Taxes & Benefits	118,426	114,534	201,184	80,062	209,716	209,716	
Other Expenses	4,451	4,889	6,100	6,202	10,200	10,200	
TOTAL- Planning Expenditures	122,878	119,423	207,284	86,263	219,916	219,916	0
TOTAL Planning Revenues	2,450	1,300	53,000	2,650	53,000	53,000	
NET Planning Budget	120,428	118,123	154,284	83,613	166,916	166,916	-

PLANNING & COMMUNITY DEVELOPMENT

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1. NET COST - OVER (UNDER) REVENUE	\$ 120,428	\$ 118,123	\$ 154,284	\$ 83,613	\$ 166,916	\$ 166,916	\$ 12,632	8.2%
2.								
3. TOTAL REVENUE	(2,450)	(1,300)	(53,000)	(2,650)	(53,000)	(53,000)	-	0.0%
4. TOTAL COST	122,878	119,423	207,284	86,263	219,916	219,916	12,632	6.1%
5.								
6.								
7. LABOR vs. NON-LABOR COST	\$ 122,878	\$ 119,423	\$ 207,284	\$ 86,263	\$ 219,916	\$ 219,916	\$ 12,632	6.1%
8.								
9. TOTAL LABOR COST	118,426	114,534	201,184	80,062	209,716	209,716	8,532	4.1%
10.	96.4%	95.9%	97.1%	92.8%	95.4%	95.4%		
11. TOTAL NON-LABOR COST	4,451	4,889	6,100	6,202	10,200	10,200	4,100	40.2%
12.	3.6%	4.1%	3.0%	7.2%	4.9%	4.9%		
13.								
14. TOTAL REVENUE	\$ 2,450	1,300	\$ 53,000	2,650	\$ 53,000	\$ 53,000	\$ -	0.0%
15.								
16. 10002500-442200 Plan Review	2,450	1,300	3,000	2,650	3,000	3,000	-	0.0%
17. 10002500-480000 Miscellaneous							-	
18. 10002500-486000 Grant for Community Develop. Spe	-	\$ -	50,000	-	50,000	50,000	-	0.0%
19.								
20. TOTAL COST	\$ 122,878	\$ 119,423	\$ 207,284	\$ 86,263	\$ 219,916	\$ 219,916	\$ 12,632	0.0%
21.								
22. LABOR COST	\$ 118,426	\$ 114,534	\$ 201,184	\$ 80,062	\$ 209,716	\$ 209,716	\$ 8,532	0.0%
23.								
24. 10022501-511000 Full Time wages	88,342	95,430	156,324	67,320	168,688	168,688	12,364	7.9%
25. 10022501-514000 Part Time & Temporary Wages	1,516	1,620	3,480	790	3,480	3,480	-	0.0%
26. 10022501-512100 Overtime	12,787	464	-	-	-	-	-	0.0%
27. 10022501-521000 FICA	6,771	6,619	9,840	4,559	10,675	10,675	835	8.5%
28. 10022501-522000 Medicare	1,584	1,548	2,329	1,066	2,497	2,497	168	7.2%
29. 10022501-523300 Def Comp	4,879	6,660	7,098	4,045	9,516	9,516	2,418	34.1%
30. 10022501-524100 Health Insurance	474	0	16,125	773	9,860	9,860	(6,265)	(38.9%)
31. 10022501-524200 Dental	576	709	2,300	449	1,300	1,300	(1,000)	(43.5%)
32. 10022501-524300 Life	274	283	1,288	228	1,300	1,300	12	0.9%
33. 10022501-587100 Car Allowance	1,223	1,200	2,400	831	2,400	2,400	-	0.0%

PLANNING & COMMUNITY DEVELOPMENT

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
34.									
35.	OPERATING COST	\$ 4,451	\$ 4,889	\$ 6,100	\$ 6,202	\$ 10,200	\$ 10,200	\$ 4,100	0.0%
36.									
37.	10022503-544600 Professional Services	1,143	0	500	4,630	1,500	1,500	1,000	200.0%
38.	10022503-530000 Dues & Memberships	-	0	500	-	1,500	1,500	1,000	200.0%
39.	10022503-553500 Advertising	3,203	4,862	4,000	1,418	4,750	4,750	750	18.8%
40.	10022503-555000 Print and Copy	-	0	-	-	150	150	150	100%
41.	10022503-587000 Mileage	0	-	-	-	200	200	200	100%
42.	10022503-587500 Travel for Training and Conferenc	0	-	-	-	1,000	1,000	1,000	100%
43.	10022503-610100 Office supplies	105	27	1,100	154	1,100	1,100	-	0.0%
44.									

Engineering

Andrew McPherson, City Engineer

Mission:

The mission of the City Engineer is to work closely with all City departments to review and oversee the infrastructure needs of the city and to ensure these needs meet the department goals as well as all local, state, and federal requirements. Also, to work closely with the City Planner to review all private development proposals to ensure these proposals meet the City Ordinances and are constructed to City standards.

Department Overview

The City Engineering Department (City Engineer) is responsible for the following:

- Assists Public Works with the design and implementation of the many projects PW handles each year.
- Oversees projects that the City contracts out to private contractors.
- Reviews consulting engineer’s plans and specifications for City and private developer projects.
- Monitors MDOT projects within and local to Waterville to update the City with construction schedules, traffic issues, and other important information that may have an impact on the City of Waterville.
- Reviews all developer plans before these go to the planning board to ensure they meet the City of Waterville Code of Ordinances and will not hinder the efforts of our Public Safety departments.
- Work with homeowners and businesses help solve issues such as drainage problems, traffic visibility safety, and future site and building improvements they may be planning.
- Work with other City Departments to help plan for future improvements to buildings and adjacent sites to provide workable, cost-effective solutions.

Staffing/Summary

The Engineering department is staffed with one employee: City Engineer. The budget is primarily the payroll cost of the City Engineer. Other costs include Dues and Memberships, Professional Services, and Miscellaneous Supplies. These costs are primarily for the City Engineer to maintain licensure as a Professional Engineer in the State of Maine.

Expenses	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025 Budget		
	Actual	Actual	Budget	Year To Date	Dept. Hd.	Manager	Council
Wages, Taxes & Benefits	103,731	107,844	115,076	65,781	126,870	126,870	
Other Expenses	970	39,254	47,250	229	3,850	3,850	
TOTAL- Engineering Dept. Expenditures	104,701	147,098	162,326	66,010	130,720	130,720	
TOTAL Engineering Revenues	0	0	0	0	0	0	
NET Engineering Dept. Budget	104,701	FALSE	162,326	66,010	130,720	130,720	0

CITY ENGINEERING

FY 2025

	ACTUALS FY2022	ACTUALS FY 2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
NET COST	\$ 104,701	\$ 147,098	\$ 162,326	\$ 66,010	\$ 130,720	\$ 130,720	\$ (31,606)	(19.5%)
TOTAL REVENUE	-	-	-	-	-	-	-	0.0%
TOTAL COST	104,701	147,098	162,326	66,010	130,720	130,720	(31,606)	(19.5%)
LABOR vs. NON-LABOR COST	\$ 104,701	\$ 147,098	\$ 162,326	\$ 66,010	\$ 130,720	\$ 130,720	\$ (31,606)	(19.5%)
TOTAL LABOR COST	103,731	107,844	115,076	65,781	126,870	126,870	11,794	10.2%
	99.1%	73.3%	70.9%	99.7%	97.1%	97.1%		
TOTAL NON-LABOR COST	970	39,254	47,250	229	3,850	3,850	(43,400)	(91.9%)
	0.9%	26.7%	29.1%	0.3%	2.9%	2.9%		
TOTAL COST	\$ 104,701	\$ 147,098	\$ 162,326	\$ 66,010	\$ 130,720	\$ 130,720	\$ (31,606)	(19.5%)
LABOR COST	\$ 103,731	\$ 107,844	\$ 115,076	\$ 65,781	\$ 126,870	\$ 126,870	\$ 11,794	10.2%
10022601-511000 Full Time Salaries & Wages	81,757	81,278	86,653	49,548	95,444	95,444	8,791	10.1%
10022601-521000 FICA	5,587	5,457	5,596	3,335	6,259	6,259	663	11.8%
10022601-522000 Medicare	1,307	1,276	1,309	780	1,461	1,461	152	11.6%
10022601-523300 Deferred Compensation	5,634	5,683	6,318	3,468	6,681	6,681	363	5.7%
10022601-524100 Group Health Insurance	4,560	9,490	10,500	5,702	10,425	10,425	(75)	(0.7%)
10022601-524200 Dental Insurance	531	521	550	300	550	550	-	0.0%
10022601-524300 Disability & Life Insurance	687	539	550	315	550	550	-	0.0%
10022601-587100 Car Allowance	3,669	3,600	3,600	2,333	5,500	5,500	1,900	52.8%
OPERATING COST	\$ 970	\$ 39,254	\$ 47,250	\$ 229	\$ 3,850	\$ 3,850	\$ (43,400)	(91.9%)
10022603-530000 Dues & Memberships	943	285	1,000	-	1,000	1,000	-	0.0%
10022603-532000 Trainings/Workshops	-	747	-	-	-	-	-	0.0%
10022603-544000 Professional Services	-	-	1,500	-	1,500	1,500	-	0.0%
10022603-587000 Mileage	-	-	0	98	300	300	300	0.0%
10022603-587500 Travel	-	-	0	24	300	300	300	0.0%
10022603-610000 Miscellaneous Supplies	27	-	750	-	750	750	-	0.0%
10022603-680000 Contingency for BUILD Project	-	38,222	0	-	-	-	-	0.0%
10022603-612000 Ticonic Bridge Decorative Lights	-	-	44,000	-	-	-	(44,000)	(100.0%)
10022603-680000 Miscellanous Expense	-	-	-	107	-	-	-	0.0%

Code Enforcement

Daniel Bradstreet, Director

Mission:

The mission of the Code Enforcement Office is to protect the properties and citizens of Waterville by helping to maintain and increase property values and public safety by ensuring that existing and proposed land use and development taking place within the city of Waterville complies with all state and local building codes.

Department Overview

The Waterville Code Enforcement Office provides enforcement of state and local building and land use codes and ordinances in the City of Waterville through review, permitting and inspections of exiting uses, as well as new and ongoing development.

Staffing

The Code Enforcement Office is staffed with 4 full time employees: One Director/state certified Code Enforcement Officer, one additional state certified Code Enforcement Officer, one Local Ordinance Compliance Officer and one Administrative Assistant.

Expenses	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025 Budget		
	Actual	Actual	Budget	Year To Date	Dept. Hd.	Manager	Council
Wages, Taxes & Benefits	\$169,122	\$270,266	\$359,359	\$204,456	\$390,492	\$390,492	
Other Expenses	\$3,316	\$6,177	\$10,140	\$3,366	\$6,240	\$6,240	
TOTAL- Code Enforcement Expenditu	\$172,438	\$276,443	\$369,499	\$207,822	\$396,732	\$396,732	
TOTAL Code Enforcement Revenues	\$209,521	\$111,565	\$237,000	\$174,774	\$210,500	\$299,850	
NET Code Enforcement Budget	-\$37,084	\$164,877	\$132,499	\$33,047	\$186,232	\$96,882	

CODE ENFORCEMENT

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1. NET COST - OVER (UNDER) REVENUE	\$ (37,084)	\$ 164,877	\$ 132,499	\$ 33,047	\$ 186,232	\$ 96,882	\$ (35,617)	(26.9%)
2.								
3. TOTAL REVENUE	(209,521)	(111,565)	(237,000)	(174,774)	(210,500)	(299,850)	(62,850)	26.5%
4. TOTAL COST	172,438	276,443	369,499	207,822	396,732	396,732	27,233	7.4%
5.								
6. LABOR vs. NON-LABOR COST	\$ 172,438	\$ 276,443	\$ 369,499	\$ 207,822	\$ 396,732	\$ 396,732	\$ 27,233	7.4%
7.								
8. TOTAL LABOR COST	169,122	270,266	359,359	204,456	390,492	390,492	31,133	8.7%
9.	98%	98%	97%	98%	98%	98%		
10. TOTAL NON-LABOR COST	3,316	6,177	10,140	3,366	6,240	6,240	(3,900)	(38.5%)
11.	2%	2%	3%	2%	2%	2%		
12.								
13. CODE REVENUE	\$ 209,521	\$ 111,565	\$ 237,000	\$ 174,774	\$ 210,500	\$ 299,850	\$ 62,850	26.5%
14.								
15. 10005800-441200 Electrical	11,841	11,401	9,000	4,687	6,500	6,500	(2,500)	(27.8%)
16. 10005800-441300 Building Permits	186,293	90,998	216,000	163,165	193,000	281,000	65,000	30.1%
17. 10005800-441400 Plumbing Fees & Licenses	8,488	7,166	9,000	6,698	9,000	10,350	1,350	15.0%
18. 10005800-444000 Code Violation Fines, inspection f	2,900	2,000	3,000	200	2,000	2,000	(1,000)	(33.3%)
19. 10005800-480000 Miscellaneous Revenue	-	-	-	25	-	-	-	0.0%

CODE ENFORCEMENT

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
20.									
21.	TOTAL CODE COST	\$ 172,438	\$ 276,443	\$ 369,499	\$ 207,822	\$ 396,732	\$ 396,732	\$ 27,233	7.4%
22.									
23.	CODE LABOR COST	\$ 169,122	\$ 270,266	\$ 359,359	\$ 204,456	\$ 390,492	\$ 390,492	\$ 31,133	8.7%
24.									
25.	10055801-511000 Full Time Salaries & Wages	114,095	182,879	240,559	132,633	248,224	248,224	7,665	3.2%
26.	10055801-521000 FICA	7,170	11,516	15,876	8,141	16,413	16,413	537	3.4%
27.	10055801-522000 Medicare	1,677	2,693	3,713	1,904	3,839	3,839	126	3.4%
28.	10055801-523300 Deferred Compensation	5,032	7,625	15,511	5,903	13,336	13,336	(2,175)	(14.0%)
29.	10055801-524100 Group Health Insurance	30,916	47,718	60,500	43,614	85,630	85,630	25,130	41.5%
30.	10055801-524200 Dental Insurance	1,848	2,804	5,500	2,150	4,350	4,350	(1,150)	(20.9%)
31.	10055801-524300 Disability & Life Insurance	854	1,683	2,200	1,168	2,200	2,200	-	0.0%
32.	10055801-587100 Car Allowance	7,529	13,346	15,500	8,942	16,500	16,500	1,000	6.5%
33.									
34.	CODE OPERATING COST	\$ 3,316	\$ 6,177	\$ 10,140	\$ 3,366	\$ 6,240	\$ 6,240	\$ (3,900)	(38.5%)
35.									
36.	10055803-532000 Training & Workshops	-	1,310	500	270	500	500	-	0.0%
37.	10055803-544100 Professional Service-Legal	111	286	2,000	115	500	500	(1,500)	(75.0%)
38.	10055803-553100 Mobile Data	-	-	1,440	78	1,440	1,440	-	0.0%
39.	10055803-555000 Printing	-	95	-	-	100	100	100	100.0%
40.	10055803-587000 Mileage	-	219	100	37	100	100	-	0.0%
41.	10055803-587500 Conference & Travel	669	291	100	-	100	100	-	0.0%
42.	10055803-610100 Office Supplies	220	1,807	500	476	1,000	1,000	500	100.0%
43.	10055803-610700 Uniforms	2,193	1,999	4,000	688	2,500	2,500	(1,500)	(37.5%)
44.	10055803-680000 Miscellaneous Expense	123	170	-	-	-	-	-	0.0%
45.	10055803-712070 Equip Purchases-tablets	-	-	1,500	1,702	-	-	(1,500)	(100.0%)

Mission:

The Department's Goals are:

- To respond quickly to Fire, EMS, and hazardous materials related incidents to minimize the loss of life, damage to property, and economic impact to the community
- To use technology to expand and improve the services and abilities of the Department
- To ensure that the City and its residents are prepared to effectively respond to major disasters by providing information and education in fire safety and emergency preparedness
- To perform fire life safety inspections for Waterville businesses and facilities to prevent injuries, deaths, business disruption, and property damages relating to fires and
- To develop and implement strategies to navigate economic challenges to sustain fire and EMS services.
- To develop and plan for the future of emergency services in Waterville and surrounding jurisdictions.

Department Overview

The Fire Department is responsible for providing fire suppression, emergency medical services (EMS), hazardous materials mitigation, and rescue services of all types. Deployed from one station strategically covering 14.7 square miles, the Department will respond to over 6,000 calls for service annually. Non-emergency services include fire code enforcement, fire inspection of buildings and facilities, public fire life safety education, disaster preparedness planning, and fire alarm monitoring. In addition, the Fire Department houses and operates a hazardous materials technician team and cascade unit, for mutual aid deployment throughout the state.

Staffing

The Fire Department includes the following Divisions and Sections:

Administration Division: Fire Administration houses the Office of the Fire Chief, and provides organizational oversight, policy direction, internal affairs, financial management, ambulance administration, grant acquisition, and community relations for the Department. The Division’s primary responsibility is to manage the Department’s general operations to ensure efficient and effective service delivery while ensuring alignment with the City’s goals and objectives. This division includes the Fire Chief, a Deputy Fire Chief, an EMS Deputy, Training Coordinator and Executive Assistant.

Fire Suppression Division: The Fire Operations Division provides fire suppression, fire investigations, and public education outreach. This Division directly supports the Department’s primary mission to respond quickly to fires and other emergency incidents to preserve life and property. This division will include four Battalion Chiefs, four Captains, and twenty-four career firefighters totaling 32 career members. Those individuals will make up four shifts (A-Shift, B-Shift, C-shift, and D-Shift) providing for round the clock coverage. Also included in the Fire Suppression Division is a dedicated call force of approximately 20 on-call members who respond to emergency calls when requested.

Emergency Medical Services Division: The Emergency Medical Services Division provides transport EMS services and first response services to our City alongside Delta Ambulance. We currently operate a primary and backup ambulance to provide transport of the critically ill or injured to local hospital facilities. This Division directly supports the Department’s primary mission to respond quickly to emergency incidents to preserve life and property and is operated by the same personnel listed in the Fire Suppression Division.

Special Operations Section: The Special Operations section provides search and rescue, high angle, low angle, rope rescue, swift water, ice water, confined space, trench rescue, advanced extrication, hazardous materials response, and drone services to our region. This section is operated by the same personnel listed in the Fire Suppression Division.

Fire Prevention Section: The Fire Prevention section is responsible for coordinating the fire inspection program, fire plans review for new construction and tenant improvements, and regulates the storage of hazardous materials. The primary focus for this Division is to protect the community from fire and related hazards through proactive enforcement of the fire code as required by City Ordinance. This section is operated by the same personnel listed in the Fire Suppression Division.

Expenses	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025 Budget		
	Actual	Actual	Budget	Year To Date	Dept. Hd.	Manager	Council
Fire Department							
Wages, Taxes & Benefits	1,836,551	2,042,858	2,107,273	1,260,723	2,169,288	2,169,288	
Other Expenses	717,650	759,894	791,100	516,583	874,524	874,524	

	EMS							
Wages, Taxes & Benefits	237,269	1,259,886	1,660,673	907,095	1,775,288	1,775,288		
Other Expenses	39,236	250,683	200,100	123,624	216,000	216,000		
TOTAL- Fire & Rescue Expenditures	2,830,706	4,313,323	4,759,146	2,808,024	5,035,100	5,035,100		0
Fire Revenues	20,336	42,734	43,000	6,669	39,500	39,500		
EMS Revenues	332,248	1,615,142	1,600,000	999,865	1,650,000	1,686,000		
TOTAL Fire & Rescue Revenues	352,584	1,657,876	1,643,000	1,006,534	1,689,500	1,725,500		
NET Fire & Rescue Budget	2,478,122	2,655,447	3,116,146	1,801,490	3,345,600	3,309,600		0

FIRE AND EMS SERVICES

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1. NET COST - OVER (UNDER) REVENUE	\$ 2,478,122	\$ 2,655,447	\$ 3,116,146	\$ 1,801,490	\$ 3,345,600	\$ 3,309,600	\$ 193,454	6.2%
2.								
3. TOTAL REVENUE	(352,584)	(1,657,876)	(1,643,000)	(1,006,534)	(1,689,500)	(1,725,500)	(82,500)	5.0%
4. TOTAL COST	2,830,706	4,313,323	4,759,146	2,808,024	5,035,100	5,035,100	275,954	5.8%
5.								
6. NET FIRE PROTECTION COST	\$ 2,533,866	\$ 2,760,019	\$ 2,855,373	\$ 1,770,636	\$ 3,004,312	\$ 3,004,312	\$ 148,939	5.2%
7.								
8. TOTAL REVENUE	(20,336)	(42,734)	(43,000)	(6,669)	(39,500)	(39,500)	3,500	(8.2%)
9. TOTAL COST	2,554,202	2,802,753	2,898,373	1,777,306	3,043,812	3,043,812	145,439	5.2%
10.								
11. NET EMS COST	\$ (55,744)	\$ (104,572)	\$ 260,773	\$ 30,854	\$ 341,288	\$ 305,288	\$ 44,515	17.1%
12.								
13. TOTAL REVENUE	(332,248)	(1,615,142)	(1,600,000)	(999,865)	(1,650,000)	(1,686,000)	86,000	5.4%
14. TOTAL COST	276,504	1,510,570	1,860,773	1,030,719	1,991,288	1,991,288	130,515	7.0%
15.								
16.								
17. LABOR vs. NON-LABOR COST	\$ 2,830,706	\$ 4,313,323	\$ 4,759,146	\$ 2,808,024	\$ 5,035,100	\$ 5,035,100	\$ 275,954	5.8%
18.								
19. TOTAL LABOR COST	2,073,820	3,302,745	3,767,946	2,167,818	3,944,576	3,944,576	\$ 176,630	4.7%
20. TOTAL NON-LABOR COST	756,886	1,010,578	991,200	640,206	1,090,524	1,090,524	\$ 99,324	10.0%
21.								
22.								
23.								
24. NET FIRE PROTECTION COST	\$ 2,533,866	\$ 2,760,019	\$ 2,855,373	\$ 1,770,636	\$ 3,004,312	\$ 3,004,312	\$ 148,939	5.2%
25.								
26. TOTAL REVENUE	(20,336)	(42,734)	(43,000)	(6,669)	(39,500)	(39,500)	3,500	(8.1%)
27. TOTAL COST	2,554,202	2,802,753	2,898,373	1,777,306	3,043,812	3,043,812	145,439	5.0%
28.								

FIRE AND EMS SERVICES

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
29.	FIRE PROTECTION REVENUE	\$ 20,336	\$ 42,734	\$ 43,000	\$ 6,669	\$ 39,500	\$ 39,500	\$ (3,500)	(8.1%)
30.									
31.	10005500-480000 Miscellaneous Revenue	-	171	-	284	-	-		0.0%
32.	10005500-445010 Professional Fees	17,531	23,359	15,000	1,150	2,500	2,500	(12,500)	(83.3%)
33.	10005500-486000 Donations	2,805	2,200	1,000	950	1,000	1,000	-	0.0%
37.	10055500-444500 Fire Alarm Boxes		17,004	12,000	3,075	21,000	21,000	9,000	75.0%
38.	Fire Plan Review	-	-	15,000	1,211	15,000	15,000	-	
39.									
40.	TOTAL FIRE PROTECTION COST	\$ 2,554,202	\$ 2,802,753	\$ 2,898,373	\$ 1,777,306	\$ 3,043,812	\$ 3,043,812	\$ 145,439	5.0%
41.									
42.	FIRE PROTECTION LABOR COST	\$ 1,836,551	\$ 2,042,858	\$ 2,107,273	\$ 1,260,723	\$ 2,169,288	\$ 2,169,288	\$ 62,015	2.9%
43.									
44.	10055501-511000 Full Time Salaries & Wages	927,678	1,206,781	1,231,462	727,757	1,281,250	1,281,250	49,788	4.0%
45.	10055501-512100 Overtime	118,911	135,751	110,000	97,341	114,400	114,400	4,400	4.0%
46.	10055501-512151 Standard Overtime	153,760	-	-	-	-	-	-	0.0%
47.	10055501-512200 Holiday Pay	56,468	77,269	79,382	54,313	82,722	82,722	3,340	4.2%
48.	10055501-512300 Other Premiums	21,668	9,115	15,000	6,516	18,000	18,000	3,000	20.0%
49.	10055501-514000 Part Time & Temporary Wages	61,987	65,338	100,000	50,559	110,000	110,000	10,000	10.0%
50.	10055501-521000 FICA	8,337	7,657	10,560	5,482	11,392	11,392	832	7.9%
51.	10055501-522000 Medicare	18,286	20,642	22,476	13,006	23,349	23,349	873	3.9%
52.	10055501-523100 MSRS-FIRE	161,303	184,722	185,360	109,594	181,008	181,008	(4,352)	(2.3%)
53.	10055501-523300 Deferred Compensation	2,605	4,512	4,783	2,759	5,022	5,022	239	5.0%
54.	10055501-524100 Group Health Insurance	272,196	302,110	300,000	177,357	309,145	309,145	9,145	3.0%
55.	10055501-524200 Dental Insurance	14,714	16,365	23,600	8,902	16,150	16,150	(7,450)	(31.6%)
56.	10055501-524300 Disability & Life Insurance	1,751	2,531	2,450	1,679	2,450	2,450	-	0.0%
57.	10055501-587100 Car Allowance	81	7,800	7,800	4,350	-	-	(7,800)	(100.0%)
58.	10055501-610800 Clothing Allowance for uniforms	16,807	2,265	14,400	1,108	14,400	14,400	-	0.0%
59.									

FIRE AND EMS SERVICES

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
60.	FIRE PROTECTION OPERATING COST	\$ 717,650	\$ 759,894	\$ 791,100	\$ 516,583	\$ 874,524	\$ 874,524	\$ 83,424	10.5%
61.									
62.	10055503-530000 Dues & Membership	1,114	1,418	2,000	2,015	2,100	2,100	100	5.0%
63.	10055503-532000 Training/Workshops	775	10,863	22,500	6,659	22,500	22,500	-	0.0%
64.	10055503-532100 In House Training	-	3,542	2,500	432	2,500	2,500	-	0.0%
65.	10055503-546000 Software License	-	576	1,000	721	1,000	1,000	-	0.0%
66.	10055503-553100 Cell Phone	-	5,581	5,000	3,690	7,200	7,200	2,200	44.0%
67.	10055503-553500 Advertising	-	160	500	116	500	500	-	0.0%
68.	10055503-557000 Utilities	40,525	-	-	-	-	-	-	0.0%
69.	10055503-557300 Water/Sewer	-	4,088	4,000	4,123	8,000	8,000	4,000	100.0%
70.	10055503-557400 Hydrant rental	371,021	396,987	432,800	321,511	467,424	467,424	34,624	8.0%
71.	10055503-557500 Electricity	-	28,572	36,000	23,844	40,000	40,000	4,000	11.1%
72.	10055503-557700 Heating Fuel	24,083	35,134	20,000	9,324	20,000	20,000	-	0.0%
73.	10055503-564000 Equipment & Vehicle Lease	-	1,780	-	19,167	20,000	20,000	20,000	0.0%
74.	10055503-570000 Equipment maintenance	4,875	7,534	7,500	3,896	7,500	7,500	-	0.0%
75.	10055503-573000 Radios, Alarms, & Disp. Equipmer	4,537	2,361	3,500	219	3,500	3,500	-	0.0%
76.	10055503-574000 Fire Alarm Maintenance	2,427	6,887	5,000	5,750	5,000	5,000	-	0.0%
77.	10055503-575000 Vehicle Maintenance	66,241	60,780	65,000	40,697	65,000	65,000	-	0.0%
78.	10055503-577000 Facility Repairs & Maintenance	106,135	67,075	75,000	26,461	75,000	75,000	-	0.0%
79.	10055503-587000 Mileage	1,341	2,049	1,500	714	1,500	1,500	-	0.0%
80.	10055503-587500 Travel	16,520	4,262	2,500	2,918	3,500	3,500	1,000	40.0%
81.	10055503-610000 Miscellaneous Supplies	6,780	4,012	1,500	171	1,500	1,500	-	0.0%
82.	10055503-610100 Office Supplies		2,965	3,000	2,231	4,000	4,000	1,000	33.3%
83.	10055503-610400 Medical & Lab Supplies	-	14	-	-	-	-	-	0.0%
84.	10055503-610500 Motor Fuels	14,718	20,928	15,000	14,242	30,000	30,000	15,000	100.0%
85.	10055503-610700 PPE		40,058	40,000	10,751	40,000	40,000	-	0.0%
86.	10055503-610800 Clothing Allowance	22,615	12,543	-	5,589	-	-	-	0.0%
87.	10055503-611000 Cleaning Supplies	5,023	4,672	6,000	1,703	6,000	6,000	-	0.0%
88.	10055503-611100 Safety Supplies	14,769	17,704	15,000	485	15,000	15,000	-	0.0%
89.	10055503-611400 Books, Subscriptions	2,225	831	2,500	2,578	3,000	3,000	500	20.0%
90.	10055503-611800 Fire Prevention & Education Supp	2,000	2,012	2,000	711	2,000	2,000	-	0.0%
91.	10055503-612200 Postage	276	559	800	-	800	800	-	0.0%
92.	10055503-612300 Food & Meals Expense	1,347	2,404	2,000	2,094	3,000	3,000	1,000	50.0%
94.	10055503-715171 Communication Equipment	4,000	6,189	10,000	803	10,000	10,000	-	0.0%
95.	10055503-715575 Fire Equipment	4,303	5,355	5,000	2,811	5,000	5,000	-	0.0%
97.	10055503-715576 Community Response Service	-	-	2,000	156	2,000	2,000	-	0.0%
98.									

FIRE AND EMS SERVICES

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
126.	EMS OPERATING COST	\$ 39,236	\$ 250,683	\$ 200,100	\$ 123,624	\$ 216,000	\$ 216,000	\$ 15,900	7.9%
127.									
128.	10055513-532000 Training/Workshops	-	-	15,000	7,954	15,000	15,000	-	0.0%
129.	10055513-564000 Vehicle Lease	-	-	-	-	-	-	-	0.0%
130.	10055513-570000 Equipment maintenance	2,514	22,099	15,000	1,253	15,000	15,000	-	0.0%
131.	10055513-575000 Vehicle Maintenance	12,748	26,546	15,000	16,229	25,000	25,000	10,000	66.7%
132.	10055513-587000 Mileage	40	-	-	-	-	-	-	0.0%
133.	10055513-610400 Medical & Lab Supplies	11,333	57,376	50,000	30,572	50,000	50,000	-	0.0%
134.	10055513-610410 Medical Billing	5,163	106,330	74,100	49,666	80,000	80,000	5,900	8.0%
135.	10055513-610500 Gas, Oil & Lube	7,438	28,864	30,000	11,957	30,000	30,000	-	0.0%
136.	10055513-610800 Clothing Allowance	-	9,236	-	5,923	-	-	-	0.0%
137.	10055513-612300 Food and Meals	-	231	1,000	69	1,000	1,000	-	0.0%
138.									

Mission:

The mission of the Waterville Police Department is to enhance the quality of life throughout the City of Waterville by working cooperatively with all citizens to preserve the peace, enforce the law, reduce the perception of fear, protect the rights of individuals and promote a safe and caring environment.

Department Overview

The Waterville Police Department provides law enforcement services to the city of Waterville in the form of patrol activities, investigations, and community services, such as the Operation H.O.P.E Program and other services provided by the Community Resource Officer and the Community Outreach Coordinator. The police department generated almost 44,000 calls for service in 2023. The detective division investigates major crimes committed within the city, such as Gross Sexual Assault, Robbery, and Embezzlement. The Community Outreach Coordinator, hired in March of 2023, handled 417 calls for services, providing aid to our community's most vulnerable. The patrol division arrested 78 people for Operating Under the Influence, and there were a total of 214 crimes against persons in 2023.

The Waterville Regional Communications Center provides Public Safety Answering Point (PSAP) services for nine Central Maine communities which include Albion, Belgrade, China, Clinton, Oakland, Rome, Sidney, Waterville, and Winslow. The communications center provides dispatch services for four full time police departments, Clinton, Oakland, Waterville, and Winslow, as well as the fire departments in all nine communities. The Waterville Regional Communications Center dispatched 51,810 calls in 2023.

Staffing

The fiscal year 2025 police budget calls for a total of 55 employees and one AmeriCorp VISTA volunteer. The police department will be staffed with one chief of police, two majors, five sergeants, four detectives (one of whom will be a det. corporal), twenty-one patrol officers (four of whom will be patrol corporals, one of whom will be a community resource officer, and one on temporary assignment to the Maine Drug Enforcement Agency), one animal control officer, one parking enforcement officer, and one community outreach coordinator. Support staff include one executive assistant, one records clerk, and one facility maintenance worker. The Waterville Regional Communications Center, performing as a PSAP, will be staffed with ten full-time dispatchers, five per diem dispatchers, and one civilian operations manager in FY2025.

Expenses	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025 Budget		
	Actual	Actual	Budget	Year To Date	Dept. Hd.	Manager	Council
Police Department							
Wages, Taxes & Benefits	3,492,684	3,346,091	4,411,260	2,235,532	4,765,353	4,607,764	
Other Expenses	282,568	417,578	413,353	213,753	505,860	489,060	
Animal Control							
Wages, Taxes & Benefits	22,699	18,784	20,304	9,796	19,394	19,394	
Other Expenses	38,350	31,488	33,599	24,652	35,023	35,023	
Communications Center							
Wages, Taxes & Benefits	652,483	715,620	1,103,569	527,128	1,180,342	1,180,342	
Other Expenses	40,812	65,016	48,600	14,023	70,250	51,250	
TOTAL- Police Department Expenditures	4,529,596	4,594,577	6,030,685	3,024,885	6,576,222	6,382,833	
Police Department Revenues	104,966	42,987	197,300	41,270	218,452	218,452	
Animal Control Revenues	\$ 5,121	\$ 5,167	\$ 2,500	\$ 1,236	\$ 2,500	\$ 2,500	
Communication Center Revenues	321,556	338,593	503,045	346,526	528,198	528,198	
TOTAL Police Department Revenues	431,643	386,748	702,845	389,032	749,150	749,150	
NET Police Department Budget	4,097,953	4,207,829	5,327,840	2,635,853	5,827,072	5,633,683	

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1. NET COST - OVER (UNDER) REVENUE	\$ 4,097,953	\$ 4,207,829	\$ 5,327,840	\$ 2,635,853	\$ 5,827,072	\$ 5,633,683	\$ 305,843	5.7%
2.								
3. TOTAL REVENUE	(431,643)	(386,748)	(702,845)	(389,032)	(749,150)	(749,150)	(46,305)	6.6%
4. TOTAL COST	4,529,596	4,594,577	6,030,685	3,024,885	6,576,222	6,382,833	352,148	5.8%
5.								
6. NET LAW ENFORCEMENT COST	\$ 3,670,286	\$ 3,720,682	\$ 4,627,313	\$ 2,408,015	\$ 5,052,761	\$ 4,878,372	251,059	5.4%
7.								
8. TOTAL REVENUE	(104,966)	(42,987)	(197,300)	(41,270)	(218,452)	(218,452)	21,152	10.7%
9. TOTAL COST	3,775,252	3,763,669	4,824,613	2,449,285	5,271,213	5,096,824	272,211	5.6%
10.								
11. NET ANIMAL CONTROL COST	\$ 55,928	\$ 45,105	\$ 51,403	\$ 33,213	\$ 51,917	\$ 51,917	514	1.0%
12.								
13. TOTAL REVENUE	(5,121)	(5,167)	(2,500)	(1,236)	(2,500)	(2,500)	-	0.0%
14. TOTAL COST	61,049	50,272	53,903	34,449	54,417	54,417	514	1.0%
15.								
16. NET COMMUNICATION CENTER COST	\$ 371,739	\$ 442,043	\$ 649,124	\$ 194,625	\$ 722,394	\$ 703,394	54,270	8.4%
17.								
18. TOTAL REVENUE	(321,556)	(338,593)	(503,045)	(346,526)	(528,198)	(528,198)	(25,153)	5.0%
19. TOTAL COST	693,295	780,636	1,152,169	541,151	1,250,592	1,231,592	79,423	6.9%
20.								
21.								
22. LABOR vs. NON-LABOR COST	\$ 4,529,596	\$ 4,594,577	\$ 6,030,685	\$ 3,024,885	\$ 6,576,222	\$ 6,382,833	352,148	5.8%
23.								
24. TOTAL LABOR COST	4,167,866	4,080,495	5,535,133	2,772,456	5,965,089	5,807,500	272,367	4.9%
25.	-92.0%	-88.8%	-91.8%	-91.7%	-90.7%	-91.0%		
26. TOTAL NON-LABOR COST	361,730	514,082	495,552	252,429	611,133	575,333	79,781	16.1%
27.	8.0%	11.2%	8.2%	8.3%	9.3%	9.0%		
28.								

POLICE

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
29. NET LAW ENFORCEMENT COST	\$ 3,670,286	\$ 3,720,682	\$ 4,627,313	\$ 2,408,015	\$ 5,052,761	\$ 4,878,372	251,059	5.4%
30.								
31. TOTAL REVENUE	(104,966)	(42,987)	(197,300)	(41,270)	(218,452)	(218,452)	21,152	10.7%
32. TOTAL COST	3,775,252	3,763,669	4,824,613	2,449,285	5,271,213	5,096,824	272,211	5.6%
33.								
34. LAW ENFORCEMENT REVENUE	\$ 104,966	\$ 42,987	\$ 197,300	\$ 41,270	\$ 218,452	\$ 218,452	21,152	10.7%
35.								
36. 10005000-441500 Gun Permit Fees	-	-	300	-	300	300	-	0.0%
37. 1005000-444800 Fingerprint Fee	-	-	300	-	300	300	-	0.0%
38. 10005000-442400 Witness Fees	2,809	1,770	5,000	548	2,500	2,500	(2,500)	(50.0%)
39. 10005000-444300 Traffic & Parking Fines	18,530	14,224	15,000	9,225	15,000	15,000	-	0.0%
40. 10005000-445000 Special Details	20,375	13,450	20,000	1,256	20,000	20,000	-	0.0%
41. 10005000-445010 Professional Services Revenue	2,365	1,217	-	-	-	-	-	0.0%
42. 10005000-445800 MDEA Agent Reimbursement	52,600	-	47,000	25,901	72,852	72,852	25,852	55.0%
43. 10005000-446400 Accident Reports	6,401	5,239	5,000	3,053	5,000	5,000	-	0.0%
44. 10005000-480000 Miscellaneous Revenue	1,886	7,087	4,700	837	2,500	2,500	(2,200)	(46.8%)
45. 10005000-480060 Safety Supply Revenue	-	-	-	450	-	-	-	0.0%
46. Use of Opioid Settlement Revenue	-	-	100,000	-	100,000	100,000	-	0.0%
47.								
48. TOTAL LAW ENFORCEMENT COST	\$ 3,775,252	\$ 3,763,669	\$ 4,824,613	\$ 2,449,285	\$ 5,271,213	\$ 5,096,824	272,211	5.6%
49.								
50. LAW ENFORCEMENT LABOR COST	\$ 3,492,684	\$ 3,346,091	\$ 4,411,260	\$ 2,235,532	\$ 4,765,353	\$ 4,607,764	196,504	4.5%
51.								
52. 10055001-511000 Full Time Salaries & Wages	2,308,735	2,063,280	2,859,699	1,406,270	3,072,559	2,949,350	89,651	3.1%
53. 10055001-512100 Overtime	242,708	315,742	296,462	216,537	354,000	354,000	57,538	19.4%
54. 10055001-514000 Part-time and Temporary	-	-	-	-	15,153	15,153	15,153	0.0%
55. 10055001-512200 Holiday	136,264	127,509	153,957	96,230	153,957	153,957	-	0.0%
56. 10055001-512300 Premium Pay & Stipends	-	-	-	-	26,950	26,950	26,950	100.0%
57. 10055001-513000 Special Details	14,203	16,081	20,000	12,718	20,000	20,000	-	0.0%
58. 10055001-521000 FICA	8,990	10,123	14,211	7,284	18,457	13,319	(892)	0.0%
59. 10055001-522000 Medicare	37,063	34,796	47,578	24,295	53,249	51,459	3,881	8.2%
60. 10055001-523100 MSRS	223,097	309,883	365,765	205,739	413,941	398,171	32,406	8.9%
61. 10055001-523300 Deferred Compensation	9,422	9,938	11,983	5,025	14,177	14,177	2,194	18.3%
62. 10055001-524100 Group Health Insurance	470,582	422,441	579,000	239,911	574,635	563,578	(15,422)	0.0%
63. 10055001-524200 Dental Insurance	28,840	23,934	46,650	13,446	32,400	31,800	(14,850)	(31.8%)
64. 10055001-524300 Disability & Life Insurance	4,176	4,173	5,955	3,051	5,875	5,850	(105)	(1.8%)
65. 10055001-610800 Clothing Allowance	8,605	8,191	10,000	5,024	10,000	10,000	-	0.0%

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
66.									
67.									
68.	LAW ENFORCEMENT OPERATING COST	\$ 282,568	\$ 417,578	\$ 413,353	\$ 213,753	\$ 505,860	\$ 489,060	75,707	18.3%
69.									
70.	10055003-530000 Dues & Membership	978	1,813	1,800	685	2,500	2,500	700	38.9%
71.	10055003-532000 Training & Conferences	37,502	19,008	43,900	16,881	43,900	43,900	-	0.0%
72.	10055003-544400 Professional Service Medical	5,281	4,006	9,400	2,715	9,400	9,400	-	0.0%
73.	10055003-546000 Software Licenses	8,940	8,812	9,000	8,445	9,000	9,000	-	0.0%
74.	10055003-553500 Advertising	-	195	300	-	300	300	-	0.0%
75.	10055003-555000 Printing	1,530	2,505	2,500	2,464	2,500	2,500	-	0.0%
76.	10055003-557000 Utilities	18,814	-	-	-	-	-	-	0.0%
77.	10055003-557300 Water/sewer	-	2,738	5,460	1,998	5,460	5,460	-	0.0%
78.	10055003-557500 Electricity	-	12,963	17,000	9,513	17,000	17,000	-	0.0%
79.	10055003-557700 Heating Fuel	5,788	7,611	10,000	2,081	10,000	10,000	-	0.0%
80.	10055003-564000 Equip/vehicle rental/lease	156	450	17,283	18,375	14,500	14,500	(2,783)	(16.1%)
81.	10055003-564100 Copier Lease	1,529	-	-	-	-	-	-	0.0%
82.	10055003-565000 Facility Rental	2,025	2,310	3,000	2,220	3,000	3,000	-	0.0%
83.	10055003-573000 Radios, Alarms Maintenance	1,090	1,172	1,400	984	1,400	1,400	-	0.0%
84.	10055003-575000 Vehicle & Equipment Maintenance	23,543	19,836	24,000	10,423	24,000	24,000	-	0.0%
85.	10055003-577000 Facility Maintenance	15,851	11,175	16,000	9,533	16,000	16,000	-	0.0%
86.	10055003-577010 Facility Range Maintenance	-	-	3,000	40	3,000	3,000	-	0.0%
87.	10055003-587500 Travel	4,501	8,474	13,000	7,011	13,000	13,000	-	0.0%
88.	10055003-610100 Office Supplies	8,114	12,394	7,500	4,754	7,500	7,500	-	0.0%
89.	10055003-610101 Office Equipment	0	-	9,200	8378.53	9200	9200	-	0.0%
90.	10055003-610500 Gas, Oil, Lube	52,525	55,523	67,000	39,050	67,000	67,000	-	0.0%
91.	10055003-610600 Tires & Tubes	5,967	580	6,000	1,429	6,000	6,000	-	0.0%
92.	10055003-610700 Wearing Apparel	22,197	34,785	35,000	37,919	35,000	35,000	-	0.0%
93.	10055003-611000 Cleaning Supplies	3,513	2,924	4,000	2,454	4,000	4,000	-	0.0%
94.	10055003-611100 Safety Supplies	11,188	21,067	16,700	4,349	16,700	16,700	-	0.0%
95.	10055003-611110 Armory Weapons	-	26,100	31,800	16,882	31,800	31,800	-	0.0%
96.	10055003-611400 Books, Subscriptions	32	556	2,210	2,298	2,500	2,500	290	13.1%
97.	10055003-612200 Postage	-	628	300	227	500	500	200	66.7%
98.	10055003-615210 Program Wellness	-	-	-	-	25,200	16,800	16,800	0.0%
99.	10055003-615510 Program-Community Policing	-	-	-	-	5,000	5,000	5,000	0.0%
100.	10055003-680000 Miscellaneous	41,469	38,772	500	2,645	1,000	1,000	500	100.0%
101.	10055003-725000 Vehicles	10,033	121,182	56,100	-	119,500	111,100	55,000	98.0%
102.									

POLICE

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
103. NET ANIMAL CONTROL COST	\$ 55,928	\$ 45,105	\$ 51,403	\$ 33,213	\$ 51,917	\$ 51,917	514	1.0%
104.								
105. TOTAL REVENUE	(5,121)	(5,167)	(2,500)	(1,236)	(2,500)	(2,500)	-	0.0%
106. TOTAL COST	61,049	50,272	53,903	34,449	54,417	54,417	514	1.0%
107.								
108. ANIMAL CONTROL REVENUE	\$ 5,121	\$ 5,167	\$ 2,500	\$ 1,236	\$ 2,500	\$ 2,500	-	0.0%
109.								
110. 10005040-444100 Animal Welfare Fund	5,121	5,167	2,500	1,236	2,500	2,500	-	0.0%
111.								
112. TOTAL ANIMAL CONTROL COST	\$ 61,049	\$ 50,272	\$ 53,903	\$ 34,449	\$ 54,417	\$ 54,417	514	1.0%
113.								
114. ANIMAL CONTROL LABOR COST	\$ 22,699	\$ 18,784	\$ 20,304	\$ 9,796	\$ 19,394	\$ 19,394	(910)	(4.5%)
115.								
116. 10055041-514000 Part Time & Temporary Wages	17,836	16,900	17,745	9,100	16,900	16,900	(845)	(4.8%)
117. 10055041-514100 Dog License Fines	3,250	550	1,200	-	1,200	1,200	-	0.0%
118. 10055041-521000 FICA	1,307	1,081	1,101	564	1,048	1,048	(53)	(4.8%)
119. 10055041-522000 Medicare	306	253	258	132	246	246	(12)	(4.7%)
120.								
121. ANIMAL CONTROL OPERATING COST	\$ 38,350	\$ 31,488	\$ 33,599	\$ 24,652	\$ 35,023	\$ 35,023	1,424	4.2%
122.								
123. 10055043-610000 Miscellaneous Supplies & Service	2,308	9,339	4,000	2,098	4,000	4,000	-	0.0%
124. 10055043-934200 Humane Society	36,043	22,149	29,599	22,555	31,023	31,023	1,424	4.8%
125.								
126. NET COMMUNICATION CENTER COST	\$ 371,739	\$ 442,043	\$ 649,124	\$ 194,625	\$ 722,394	\$ 703,394	54,270	8.4%
127.								
128. TOTAL REVENUE	(321,556)	(338,593)	(503,045)	(346,526)	(528,198)	(528,198)	25,153	5.0%
129. TOTAL COST	693,295	780,636	1,152,169	541,151	1,250,592	1,231,592	79,423	6.9%
130.								
131. COMMUNICATION CENTER REVENUE	\$ 321,556	\$ 338,593	\$ 503,045	\$ 346,526	\$ 528,198	\$ 528,198	25,153	5.0%
132.								
133. 10005100-442300 Comm Center Users Fee	321,556	338,593	338,594	239,709	355,524	355,524	16,930	5.0%
134. 10005100- PSAP Users Fee	-	-	164,451	106,817	172,674	172,674	8,223	5.0%
135.								

POLICE

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
136.	TOTAL COMMUNICATION CENTER COST	\$ 693,295	\$ 780,636	\$ 1,152,169	\$ 541,151	\$ 1,250,592	\$ 1,231,592	79,423	6.9%
137.									
138.	COMMUNICATION CENTER LABOR COST	\$ 652,483	\$ 715,620	\$ 1,103,569	\$ 527,128	\$ 1,180,342	\$ 1,180,342	76,773	7.0%
139.									
140.	10055101-511000 Full Time Salaries & Wages	391,145	415,085	658,877	295,057	586,722	586,722	(72,155)	(11.0%)
141.	10055101-512100 Overtime	61,702	87,270	124,631	82,349	78,750	78,750	(45,881)	(36.8%)
142.	10055101-512151 Standard Overtime	-	-	-	-	80,007	80,007	80,007	100.0%
143.	10055101-512200 Holiday pay	28,530	33,035	39,880	31,137	48,300	48,300	8,420	21.1%
144.	10055101-514100C Part-time & Temporary Wages	-	-	-	-	110,370	110,370	110,370	100.0%
145.	10055101-521000 FICA	29,099	31,791	46,802	24,267	59,336	59,336	12,534	26.8%
146.	10055101-522000 Medicare	6,805	7,575	10,947	5,788	13,876	13,876	2,929	26.8%
147.	10055101-523300 Deferred Compensation	20,737	21,043	33,240	12,075	32,851	32,851	(389)	(1.2%)
148.	10055101-524100 Group Health Insurance	104,285	108,950	169,000	69,298	154,780	154,780	(14,220)	(8.4%)
149.	10055101-524200 Dental Insurance	5,799	6,168	13,950	3,860	9,300	9,300	(4,650)	(33.3%)
150.	10055101-524300 Disability & Life Insurance	4,380	4,702	6,242	3,297	6,050	6,050	(192)	(3.1%)
151.									
152.	COMMUNICATION CENTER OPERATING COST	\$ 40,812	\$ 65,016	\$ 48,600	\$ 14,023	\$ 70,250	\$ 51,250	2,650	5.5%
153.									
154.	10055103-530000 Dues & Membership	50	622	500	150	500	500	-	0.0%
155.	10055103-532000 Training & Conferences	1,931	2,985	3,000	1,765	4,000	4,000	1,000	33.3%
156.	10055103-553000 Telephone	364	215	1,000	18	-	-	(1,000)	(100.0%)
157.	10055103-553100 Cell Phones	7,228	7,934	9,000	3,833	9,000	9,000	-	0.0%
158.	10066103-553200 Internet	-	18	-	134	250	250	250	0.0%
159.	10055103-573000 Radios, Alarms, & Disp Equipment	4,326	2,271	5,000	375	5,000	5,000	-	0.0%
160.	10055103-587000 Mileage	-	-	-	184	-	-	-	0.0%
161.	10055103-587500 Travel Expense	-	-	-	419	1,500	1,500	1,500	0.0%
162.	10055103-610100 Office Supplies	397	3,346	4,000	833	4,000	4,000	-	0.0%
163.	10055103-610700 Wearing Apparel	1,552	1,157	2,100	2,015	3,000	3,000	900	42.9%
164.	10055103-710000 Equipment	910	21,156	24,000	4,297	43,000	24,000	-	0.0%
165.	10055103-939100 Somerset County PSAP	24,055	25,312	-	-	-	-	-	0.0%
166.									

Mission:

The Public Work's Department's mission is to provide the highest quality public works services to the public and other City departments, balanced through our efforts to maintain a cost effective operation and to provide these services in a responsible and efficient manner. This mission is accomplished through the prudent use of resources, technology, innovations, teamwork, and coordination with other service providers.

Department Overview

The Public Works Department is responsible for all programs and services including street and storm drainage maintenance, winter maintenance, facility maintenance, waste disposal operations (including recycling and foodwaste), street painting, traffic lights and signals, fleet services, equipment repair and maintenance, engineering, capital improvements, and construction management. The department maintains 350 lane miles of road, 20 miles of sidewalks, 28 traffic signals, and over 1500 street lights. and 25.0 FTE.

Waterville is currently undergoing an exciting transformation. Our department is proud to be a part of it.

As the municipal department responsible for the design, construction, renovation, and operation of public projects, it's critical for us to build strong, trusting relationships with our residents and businesses.

Our goal is for a community that runs smoothly, clean, and efficient - a place that people want to call home.

Staffing

The Department includes six independent work groups:

1. Administration (5)
2. Operations and Maintenance (12)
3. Refuse Collection (3)
4. Traffic maintenance (1)
5. Facility Maintenance (1)
6. Fleet Maintenance/Mechanics (3)

Expenses	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025 Budget		
	Actual	Actual	Budget	Year To Date	Dept. Hd.	Manager	Council
Wages, Taxes & Benefits	2,498,126	1,944,984	2,192,130	1,099,401	2,424,590	2,245,395	
Other Expenses	1,411,455	1,863,948	1,877,339	819,790	2,162,289	2,102,289	
TOTAL - Public Works Expenditures	3,909,581	3,808,932	4,069,469	1,919,190	4,586,879	4,347,684	
TOTAL Public Works Revenues	545,716	545,716	545,716	545,716	545,716	545,716	
NET Public Works Budget	3,363,865	3,263,216	3,523,753	1,373,474	4,041,163	3,801,968	-

PUBLIC WORKS

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1. NET COST - OVER (UNDER) REVENUE	\$ 3,363,865	\$ 3,175,894	\$ 3,522,469	\$ 1,575,985	\$ 4,029,879	\$ 3,782,684	\$ 260,215	7.4%
2.								
3. TOTAL REVENUE	(545,716)	(633,038)	(547,000)	(343,206)	(557,000)	(565,000)	(18,000)	3.3%
4. TOTAL COST	3,909,581	3,808,932	4,069,469	1,919,190	4,586,879	4,347,684	278,215	6.8%
5.								
6. NET ADMINISTRATION COST	\$ 852,083	\$ 336,948	\$ 393,794	\$ 200,593	\$ 507,543	\$ 395,370	\$ 1,576	0.4%
7. TOTAL REVENUE	-	(7,125)	-	(623)	-	-	-	0.0%
8. TOTAL COST	852,083	344,072	393,794	201,216	507,543	395,370	1,576	0.4%
9.								
10. FLEET MAINTENANCE NET COST	\$ 657,983	\$ 708,075	\$ 712,757	\$ 314,065	\$ 760,844	\$ 722,844	\$ 48,087	6.7%
11. TOTAL REVENUE	(4,199)	(117,590)	(107,000)	(77,116)	(107,000)	(115,000)	(8,000)	7.5%
12. TOTAL COST	662,182	825,665	819,757	391,181	867,844	837,844	18,087	2.2%
13.								
14. NET CITY REFUSE COST	\$ (123,634)	\$ (5,462)	\$ 53,312	\$ (22,380)	\$ 24,482	\$ 24,482	\$ (28,830)	(54.1%)
15. TOTAL REVENUE	(525,753)	(416,637)	(410,000)	(242,703)	(435,000)	(435,000)	25,000	(6.1%)
16. TOTAL COST	402,119	411,175	463,312	220,323	459,482	459,482	(3,830)	(0.8%)
17.								
18. OPERATION & MAINT NET COST	\$ 1,674,191	\$ 1,747,448	\$ 1,977,757	\$ 919,825	\$ 2,383,457	\$ 2,286,435	\$ 405,700	20.5%
19. TOTAL REVENUE	(15,764)	(91,687)	(30,000)	(22,764)	(15,000)	(15,000)	(15,000)	(50.0%)
20. TOTAL COST	1,689,955	1,839,135	2,007,757	942,589	2,398,457	2,301,435	293,678	14.6%
21.								
22. TRAFFIC MANAGEMENT NET COST	\$ 155,308	\$ 221,963	\$ 215,224	\$ 74,376	\$ 188,245	\$ 188,245	\$ (26,979)	(12.5%)
23. TOTAL REVENUE	-	-	-	-	-	-	-	0.0%
24. TOTAL COST	155,308	221,963	215,224	74,376	188,245	188,245	(26,979)	(12.5%)
25.								
26. FACILITY MAINTINANCE NET COST	\$ 147,934	\$ 166,922	\$ 169,625	\$ 89,505	\$ 165,308	\$ 165,308	\$ (4,317)	(2.5%)
27. TOTAL REVENUE	-	-	-	-	-	-	-	0.0%
28. TOTAL COST	147,934	166,922	169,625	89,505	165,308	165,308	(4,317)	(2.5%)
29.								

PUBLIC WORKS

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE	
30.									
31.	LABOR vs. NON-LABOR COST	\$ 3,909,581	\$ 3,808,932	\$ 4,069,469	\$ 1,919,190	\$ 4,586,879	\$ 4,347,684	\$ 278,215	6.8%
32.									
33.	TOTAL LABOR COST	2,498,126	1,944,984	2,192,130	1,099,401	2,424,590	2,245,395	53,265	2.4%
34.		64%	51%	54%	57%	53%	52%		
35.	TOTAL NON-LABOR COST	1,411,455	1,863,948	1,877,339	819,790	2,162,289	2,102,289	224,950	12.0%
36.		57%	49%	86%	43%	47%	48%		
37.									
38.	NET ADMINISTRATION COST	\$ 852,083	\$ 336,948	\$ 393,794	\$ 200,593	\$ 507,543	\$ 395,370	\$ 1,576	0.4%
39.									
40.	TOTAL REVENUE	-	(7,125)	-	(623)	-	-	-	0.0%
41.	TOTAL COST	852,083	344,072	393,794	201,216	507,543	395,370	1,576	0.4%
42.									
43.	ADMINISTRATION REVENUE	\$ -	\$ 7,125	\$ -	\$ 623	\$ -	\$ -	\$ -	0.0%
44.									
45.	1003000-480000 Miscellaneous Revenue	-	7,125	-	623	-	-	-	0.0%
46.									
47.	TOTAL ADMINISTRATION COST	\$ 852,083	\$ 344,072	\$ 393,794	\$ 201,216	\$ 507,543	\$ 395,370	\$ 1,576	0.4%
48.									
49.	ADMINISTRATION LABOR COST	\$ 843,228	\$ 334,871	\$ 379,544	\$ 199,168	\$ 492,293	\$ 380,120	\$ 576	0.2%
50.									
51.	10033001-511000 Full Time Salaries & Wages	223,388	233,023	263,328	139,169	340,667	260,608	(2,720)	(1.0%)
52.	10033001-512100 Overtime	-	-	-	9	-	-	-	0.0%
53.	10033001-521000 FICA	14,072	14,735	17,009	8,911	22,169	16,983	(26)	(0.2%)
54.	10033001-522000 Medicare	3,291	3,446	3,978	2,084	5,185	3,972	(6)	(0.2%)
55.	10033001-523300 Deferred Compensation	15,379	16,560	18,979	8,144	17,942	17,942	(1,037)	(5.5%)
56.	10033001-524100 Group Health Insurance	574,171	54,337	59,500	31,021	82,430	60,315	815	1.4%
57.	10033001-524200 Dental Insurance	3,398	3,352	5,400	1,745	4,800	4,800	(600)	(11.1%)
58.	10033001-524300 Disability & Life Insurance	1,579	1,618	1,650	863	2,200	2,200	550	33.3%
59.	10033001-587100 Vehicle Allowance	7,950	7,800	9,700	7,223	16,900	13,300	3,600	37.1%

PUBLIC WORKS

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
60.								
61.	ADMINISTRATION OPERATING COST	\$ 8,855	\$ 9,201	\$ 14,250	\$ 2,048	\$ 15,250	\$ 15,250	\$ 1,000 7.0%
62.								
63.	10033003-530000 Dues & Memberships	163	347	1,000	244	1,000	1,000	- 0.0%
64.	10033003-532000 Training & Workshops	-	535	-	150	1,000	1,000	1,000 100.0%
65.	10033003-553000 Telephone	2,865	955	2,900	-	2,900	2,900	- 0.0%
66.	10033003-553500 Advertising	1,818	2,006	1,500	-	1,500	1,500	- 0.0%
67.	10033003-587000 Mileage	165	122	600	77	600	600	- 0.0%
68.	10033003-587500 Travel Expense	1,219	1,918	5,000	25	5,000	5,000	- 0.0%
69.	10033003-610000 Miscellaneous Supplies	198	532	400	488	400	400	- 0.0%
70.	10033003-610100 Office supplies	674	1,137	1,000	771	1,000	1,000	- 0.0%
71.	10033003-610300 Paper & Printing Supplies	299	877	1,000	136	1,000	1,000	- 0.0%
72.	10033003-611400 Books & Subscriptions	720	330	-	90	-	-	- 0.0%
73.	10033003-612200 Postage	474	366	450	68	450	450	- 0.0%
74.	10033003-710000 Office Equipment & Maintenan	260	76	400	-	400	400	- 0.0%
75.								
76.	FLEET MAINTENANCE NET COST	\$ 657,983	\$ 708,075	\$ 712,757	\$ 314,065	\$ 760,844	\$ 722,844	\$ 10,087 1.4%
77.								
78.	TOTAL REVENUE	(4,199)	(117,590)	(107,000)	(77,116)	(107,000)	(115,000)	(8,000) 7.5%
79.	TOTAL COST	662,182	825,665	819,757	391,181	867,844	837,844	18,087 2.2%
80.								
81.	FLEET MAINTENANCE REVENUE	\$ 4,199	\$ 117,590	\$ 107,000	\$ 77,116	\$ 107,000	\$ 115,000	\$ - 0.0%
82.								
83.	10003000-445700 Motor Fuel Reimbursements	4,199	117,590	107,000	77,116	107,000	115,000	8,000 7.5%
84.								
85.	TOTAL ADMINISTRATION COST	\$ 662,182	\$ 825,665	\$ 819,757	\$ 391,181	\$ 867,844	\$ 837,844	\$ 18,087 2.2%

PUBLIC WORKS

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
86.									
87.	FLEET MAINTENANCE LABOR COST	\$ 309,277	\$ 302,770	\$ 343,457	\$ 177,216	\$ 331,544	\$ 331,544	\$ (11,913)	(3.5%)
88.									
89.	10033151-511000 Full Time Salaries & Wages	220,365	212,592	237,682	124,673	234,541	234,541	(3,141)	(1.3%)
90.	10033151-512100 Overtime	4,541	6,988	5,000	2,109	5,000	5,000	-	0.0%
91.	10033151-521000 FICA	13,906	-	15,158	7,712	14,653	14,653	(505)	(3.3%)
92.	10033151-522000 Medicare	3,252	13,610	3,255	1,804	3,427	3,427	172	5.3%
93.	10033151-523300 Deferred Compensation	13,840	3,183	12,162	7,012	13,068	13,068	906	7.4%
94.	xxx Allowance for Wage Adjustr	-	13,846	-	-	-	-	-	0.0%
95.	10033151-524100 Group Health Insurance	49,127	47,966	63,000	31,049	54,655	54,655	(8,345)	(13.2%)
96.	10033151-524200 Dental Insurance	2,947	3,082	4,700	2,130	3,500	3,500	(1,200)	(25.5%)
97.	10033151-524300 Disability & Life Insurance	667	653	700	460	900	900	200	28.6%
98.	10033151-610800 Clothing Allowance	632	851	1,800	266	1,800	1,800	-	0.0%
99.									
100.	FLEET MAINTENANCE OPERATING COST	\$ 352,905	\$ 522,895	\$ 476,300	\$ 213,965	\$ 536,300	\$ 506,300	\$ 30,000	6.3%
101.									
102.	10033153-575000 Vehicle & Equipment Mainte	15,283	16,000	15,000	9,806	15,000	15,000	-	0.0%
103.	10033153-610500 Motor Fuels	108,685	268,127	225,000	111,114	225,000	225,000	-	0.0%
104.	10033153-610600 Tires & Tubes	17,020	19,245	25,000	2,016	25,000	25,000	-	0.0%
105.	10033153-610700 Wearing Apparel	215	938	1,500	312	1,500	1,500	-	0.0%
106.	10033153-612100 Vehicle / Equipment Parts	202,776	202,164	190,000	86,499	250,000	220,000	30,000	15.8%
107.	10033153-680000 Miscellaneous Expense	-	129	-	-	-	-	-	0.0%
108.	10033153-6A1200 Tool Reimbursement	1,404	2,250	1,800	1,026	1,800	1,800	-	0.0%
109.	10033153-710000 Equipment Purchases	6,692	9,693	15,000	3,192	15,000	15,000	-	0.0%
110.	10033153-730000 Radios & Communications E	830	4,348	3,000	-	3,000	3,000	-	0.0%
111.									
112.									
113.	NET CITY REFUSE COST	\$ (123,634)	\$ (5,462)	\$ 53,312	\$ (22,380)	\$ 24,482	\$ 24,482	\$ (28,830)	(54.1%)
114.									
115.	TOTAL REVENUE	(525,753)	(416,637)	(410,000)	(242,703)	(435,000)	(435,000)	(25,000)	(6.1%)
116.	TOTAL COST	402,119	411,175	463,312	220,323	459,482	459,482	(3,830)	(0.8%)

PUBLIC WORKS

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
117.									
118.	CITY REFUSE REVENUE	\$ 525,753	\$ 416,637	\$ 410,000	\$ 242,703	\$ 435,000	\$ 435,000	\$ 25,000	6.1%
119.									
120.	10003000-442600 Host Fee	95,588	89,495	85,000	44,357	85,000	85,000	-	0.0%
121.	10003000-445900 PAYT Bag Revenue	421,165	324,478	325,000	198,137	350,000	350,000	25,000	7.7%
122.	10003000-460700 Rental - Landfill	9,000	2,250	-	-	-	-	-	0.0%
123.	10033200-485140 Intern Wage Reimbursement	-	414	-	210	-	-	-	0.0%
124.									
125.	TOTAL REFUSE COLLECTION COST	\$ 402,119	\$ 411,175	\$ 463,312	\$ 220,323	\$ 459,482	\$ 459,482	\$ (3,830)	(0.8%)
126.									
127.	CITY REFUSE COLLECTION LABOR COST	\$ 181,271	\$ 144,678	\$ 184,362	\$ 96,096	\$ 186,982	\$ 186,982	\$ 2,620	1.4%
128.									
129.	10033201-511000 Full Time Salaries & Wages	125,295	102,339	130,606	71,704	134,124	134,124	3,518	2.7%
130.	10033201-512100 Overtime	4,073	4,053	3,500	2,931	3,500	3,500	-	0.0%
131.	10033201-514200 PT Intern	-	562	-	-	-	-	-	0.0%
132.	10033201-521000 FICA	7,328	6,090	8,426	4,374	8,427	8,427	1	0.0%
133.	10033201-522000 Medicare	1,714	1,424	1,971	1,023	1,971	1,971	-	0.0%
134.	10033201-523300 Deferred Compensation	-	-	4,403	-	3,085	3,085	(1,318)	(29.9%)
135.	10033201-524100 Group Health Insurance	40,044	28,567	31,000	14,781	31,975	31,975	975	3.1%
136.	10033201-524200 Dental Insurance	2,200	1,460	2,350	775	1,750	1,750	(600)	(25.5%)
137.	10033201-524300 Disability & Life Insurance	127	182	306	167	350	350	44	14.4%
138.	10033201-610800 Clothing Allowance & Wearir	490	-	1,800	341	1,800	1,800	-	0.0%
139.									
140.	CITY REFUSE COLLECTION OPERATING COS	\$ 220,848	\$ 266,497	\$ 278,950	\$ 124,227	\$ 272,500	\$ 272,500	\$ (6,450)	(2.3%)
141.									
142.	10033203-546500 Solid Waste Charges	15,638	26,981	15,000	9,793	15,000	15,000	-	0.0%
143.	10033203-546600 Tipping Fees	127,272	120,831	150,000	64,074	130,000	130,000	(20,000)	(13.3%)
144.	10033203-546656 Annual Bulky Waste Pickup	-	45,476	25,000	48	35,000	35,000	10,000	40.0%
145.	10033203-546700 Garbage to Garden Promotic	6,268	-	-	-	-	-	-	0.0%
146.	10033203-546800 Recycling Fees	70,033	73,015	88,450	50,259	92,000	92,000	3,550	4.0%
147.	10033203-610000 Miscellaneous Supplies	-	-	-	-	-	-	-	0.0%
148.	10033203-610700 Wearing Apparel	1,637	194	500	53	500	500	-	0.0%
149.									

PUBLIC WORKS

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE	
150.									
151.	OPERATION & MAINT NET COST	\$ 1,674,191	\$ 1,747,448	\$ 1,977,757	\$ 919,825	\$ 2,383,457	\$ 2,286,435	\$ 308,678	15.6%
152.									
153.	TOTAL REVENUE	(15,764)	(91,687)	(30,000)	(22,764)	(15,000)	(15,000)	15,000	(50.0%)
154.	TOTAL COST	1,689,955	1,839,135	2,007,757	942,589	2,398,457	2,301,435	293,678	14.6%
155.									
156.	OPERATION & MAINT REVENUE	\$ 15,764	\$ 91,687	\$ 30,000	\$ 22,764	\$ 15,000	\$ 15,000	\$ (15,000)	(50.0%)
157.									
158.	10033220-426000 PFAS Landfill Reimburseme	-	14,500	15,000	-	-	-	(15,000)	
159.	10003000-441600 Street Excavation Permits	15,764	77,150	15,000	22,764	15,000	15,000	-	0.0%
160.	10033220-445015 Jury Duty Wage Reimburseme	-	37	-	-	-	-	-	0.0%
161.									
162.	TOTAL OPERATION & MAINTENANCE COST	\$ 1,689,955	\$ 1,839,135	\$ 2,007,757	\$ 942,589	\$ 2,398,457	\$ 2,301,435	\$ 293,678	14.6%
163.									
164.	OPERATION & MAINT LABOR COST	\$ 973,542	\$ 953,466	\$ 1,074,473	\$ 505,820	\$ 1,208,173	\$ 1,141,151	\$ 66,678	6.2%
165.									
166.	10033221-511000 Full Time Salaries & Wages	628,012	623,819	680,141	325,711	776,854	737,355	57,214	8.4%
167.	10033221-512100 Overtime	39,745	39,618	46,000	21,160	46,000	46,000	-	0.0%
168.	10033221-521000 FICA	39,603	39,239	45,467	20,134	48,687	46,201	734	1.6%
169.	10033221-522000 Medicare	9,262	9,177	10,634	4,709	11,378	10,806	172	1.6%
170.	10033221-523300 Deferred Compensation	37,648	33,621	41,781	15,371	31,768	31,768	(10,013)	(24.0%)
171.	10033221-524100 Group Health Insurance	202,802	193,453	226,000	110,377	268,005	245,890	19,890	8.8%
172.	10033221-524200 Dental Insurance	11,657	10,549	16,150	5,570	14,500	13,300	(2,850)	(17.6%)
173.	10033221-524300 Disability & Life Insurance	1,210	1,351	1,100	599	2,581	2,031	931	84.6%
174.	10033221-610800 Clothing Allowance	3,603	2,639	7,200	2,190	8,400	7,800	600	8.3%

PUBLIC WORKS

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE	
175.									
176.	OPERATION & MAINT OPERATING COST	\$ 716,413	\$ 885,670	\$ 933,284	\$ 436,769	\$ 1,190,284	\$ 1,160,284	\$ 227,000	24.3%
177.									
178.	Professional Services	-	1,468	-	-	-	-	0.0%	
179.	10033221-610800 Training & Workshops	-	-	-	135	1,500	1,500	0.0%	
180.	10033223-557300 Utilities - Sewer /Water Build	6,243	6,715	9,200	2,646	9,200	9,200	0.0%	
181.	10033223-557353 Utilities - Catch Basins	468,027	483,084	483,084	241,542	483,084	483,084	0.0%	
182.	10033223-557500 Utilities - Electrical Buildings	7,767	10,634	10,000	5,836	10,000	10,000	0.0%	
183.	10033223-557555 Utilities - Electrical Street Lig	2,192	65,959	80,000	44,515	80,000	80,000	0.0%	
184.	10033223-575000 Vehicle/Equipment	5,221	3,689	5,000	11,730	10,000	10,000	5,000	100.0%
185.	10033223-578000 Road Maintenance	54,848	56,633	80,000	11,542	250,000	220,000	140,000	175.0%
186.	10033223-578500 Landfill Maintenance	11,125	24,785	35,000	11,248	20,000	20,000	(15,000)	(42.9%)
187.	10033223-610000 Miscellaneous Supplies	7,458	8,761	8,500	6,967	8,500	8,500	-	0.0%
188.	10033223-610700 Wearing Apparel	1,890	5,115	4,000	4,305	4,500	4,500	500	12.5%
189.	10033223-611900 Salt & Sand	147,398	210,097	210,000	94,733	300,000	300,000	90,000	42.9%
190.	10033223-612300 Food & Meals	2,614	3,589	3,500	1,153	3,500	3,500	-	0.0%
191.	10033223-710000 Equipment	1,630	5,140	5,000	417	10,000	10,000	5,000	100.0%
192.									
193.	TRAFFIC MANAGEMENT NET COST	\$ 155,308	\$ 221,963	\$ 215,224	\$ 74,376	\$ 188,245	\$ 188,245	\$ (26,979)	(12.5%)
194.									
195.	TOTAL REVENUE	-	-	-	-	-	-	-	0.0%
196.	TOTAL COST	155,308	221,963	215,224	74,376	188,245	188,245	(26,979)	(12.5%)
197.									
198.	TOTAL TRAFFIC MANAGEMENT COST	\$ 155,308	\$ 221,963	\$ 215,224	\$ 74,376	\$ 188,245	\$ 188,245	\$ (26,979)	(12.5%)

PUBLIC WORKS

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
199.	TRAFFIC MANAGEMENT LABOR COST	\$ 94,569	\$ 103,373	\$ 105,019	\$ 59,623	\$ 103,040	\$ 103,040	\$ (1,979)	(1.9%)
202.	10033241-511000 Full Time Salaries & Wages	59,241	64,223	66,914	38,554	68,931	68,931	2,017	3.0%
203.	10033241-512100 Overtime	3,972	6,962	4,000	2,039	-	-	-	0.0%
204.	10033241-521000 FICA	3,795	4,276	4,434	2,446	4,311	4,311	(123)	(2.8%)
205.	10033241-522000 Medicare	887	1,000	1,037	572	1,008	1,008	(29)	(2.8%)
206.	10033241-523300 Deferred Compensation	4,069	4,278	4,684	2,681	4,825	4,825	141	3.0%
207.	10033241-524100 Group Health Insurance	21,043	21,473	21,500	12,661	22,115	22,115	615	2.9%
208.	10033241-524200 Dental Insurance	1,139	1,117	1,800	645	1,200	1,200	(600)	(33.3%)
209.	10033241-524300 Disability & Life Insurance	42	42	50	25	50	50	-	0.0%
210.	10033241-610800 Clothing Allowance	381	-	600	-	600	600	-	0.0%
212.	TRAFFIC MANAGEMENT OPERATING COST	\$ 60,739	\$ 118,591	\$ 110,205	\$ 14,754	\$ 85,205	\$ 85,205	\$ (25,000)	(22.7%)
214.	10033243-575000 Vehicle/Equipment Parts	10,613	2,638	5,000	661	5,000	5,000	-	0.0%
215.	10033243-576000 Traffic Signal Maintenance	16,327	31,733	35,000	7,256	35,000	35,000	-	0.0%
216.	10033243-576500 Street Light Maintenance	3,429	11,528	10,000	-	10,000	10,000	-	0.0%
217.	10033243-610000 Miscellaneous Supplies	30,370	54,042	50,000	3,662	25,000	25,000	(25,000)	(50.0%)
218.	10033243-610700 Wearing Apparel	-	-	205	-	205	205	-	0.0%
219.	10033243-612100 Vehicle/Equipment Parts	-	18,650	10,000	3,175	10,000	10,000	-	0.0%
221.	FACILITY MAINTINANCE NET COST	147,934	166,922	169,625	\$ 89,505	\$ 165,308	\$ 165,308	\$ (4,317)	(2.5%)
223.	TOTAL REVENUE	-	-	-	-	-	-	-	0.0%
224.	TOTAL COST	147,934	166,922	169,625	89,505	165,308	165,308	(4,317)	(2.5%)
227.	TOTAL FACILITY MAINTENANCE COST	\$ 147,934	\$ 166,922	\$ 169,625	\$ 89,505	\$ 165,308	\$ 165,308	\$ (4,317)	(2.5%)

PUBLIC WORKS

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
228.									
229.	FACILITY MAINTINANCE LABOR COST	\$ 96,239	\$ 105,828	\$ 105,275	\$ 61,479	\$ 102,558	\$ 102,558	\$ (2,717)	(2.6%)
230.									
231.	10033261-511000 Full Time Salaries & Wages	55,912	59,330	61,776	35,608	63,669	63,669	1,893	3.1%
232.	10033261-514000 P/T Wages	5,033	9,277	5,500	3,495			-	0.0%
233.	10033261-512100 Overtime	5,180	5,663	5,000	3,774	6,000	6,000	1,000	20.0%
234.	10033261-521000 FICA	3,984	4,515	4,518	2,590	3,985	3,985	(533)	(11.8%)
235.	10033261-522000 Medicare	932	1,056	1,057	606	932	932	(125)	(11.8%)
236.	10033261-523300 Deferred Compensation	3,793	3,967	4,324	2,492	4,457	4,457	133	3.1%
237.	10033261-524100 Group Health Insurance	20,267	20,719	21,500	12,487	22,115	22,115	615	2.9%
238.	10033261-524200 Dental Insurance	696	684	950	404	750	750	(200)	(21.1%)
239.	10033261-524300 Disability & Life Insurance	42	42	50	24	50	50	-	0.0%
240.	10033261-610800 Clothing Allowance	400	575	600	-	600	600	-	0.0%
241.									
242.									
243.	FACILITY MAINTINANCE OPERATING COST	\$ 51,695	\$ 61,094	\$ 64,350	\$ 28,027	\$ 62,750	\$ 62,750	\$ (1,600)	(2.5%)
244.									
245.	10033263-544000 Professional Services	10,118	20,076	13,000	9,011	13,000	13,000	-	0.0%
246.	10033263-557700 Heating Fuel	17,373	18,572	18,000	6,136	16,000	16,000	(2,000)	(11.1%)
247.	10033263-564000 Equipment/Vehicle Rental	-	656	600	-	1,000	1,000	400	66.7%
248.	10033263-570000 Equipment Maintenance	390	825	1,500	-	1,500	1,500	-	0.0%
249.	10033263-577000 Facility Repair & Maintenanc	11,920	7,988	15,000	5,976	15,000	15,000	-	0.0%
250.	10033263-610000 Miscellaneous Supplies	11,444	12,377	15,000	6,867	15,000	15,000	-	0.0%
251.	10033263-610700 Wearing Apparel	-	-	150	-	150	150	-	0.0%
252.	10033263-6A1200 Tool Reimbursement	450	600	600	-	600	600	-	0.0%
253.	10033263-715070 Equipment Purchases-Safety	-	-	500	38	500	500	-	0.0%
254.									

Pine Grove Cemetery

Matt Skehan, Public Works Director

Mission:

The City of Waterville is determined to implement strategies that protect, promote, and preserve the beauty, dignity, historical, and cultural background of the Pine Grove Cemetery and Chapel.

Department Overview

To fulfill our mission, the City recognizes that the grounds of our cemetery are sacredly devoted to the internment and memorialization of our honored dead. Out of respect and affection our community bestows upon those buried here a place of serene and perpetual beauty. The city's heritage is enriched by the lives and deeds of men and woman who have preceded us. Our goal as part of the remembrance of them is to maintain permanent records for those whose earthly remains have been entrusted to the city's care. Our staff is pleased to perform these duties with the utmost respect and affection for the cemetery and their historic integrity.

Staffing

The Cemetery is overseen by a Sexton. The maintenance and lawn care is performed by the City's Park and Recreation employees.

Expenses	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025 Budget		
	Actual	Actual	Budget	Year To Date	Dept. Hd.	Manager	Council
Wages, Taxes & Benefits	29,540	22,466	41,984	16,545	34,987	34,987	
Other Expenses	27,986	15,901	27,450	7,748	23,700	23,700	
TOTAL- Cemetery Expenditures	57,525	38,367	69,434	24,293	58,687	58,687	0.00
TOTAL Cemetery Revenues	57,526	38,367	69,434	10,038	58,687	58,687	
NET Cemetery Budget	0	0	0	14,255	-	-	-

CEMETERY

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1. NET COST - OVER (UNDER) REVENUE	\$ (0)	\$ 0	\$ -	\$ 14,255	\$ -	\$ -	\$ -	#DIV/0!
2.								
3. TOTAL REVENUE	(57,526)	(38,367)	(69,434)	(10,038)	(58,687)	(58,687)	(10,747)	(15.5%)
4. TOTAL COST	57,525	38,367	69,434	24,293	58,687	58,687	(10,747)	(15.5%)
5.								
6.								
7. LABOR vs. NON-LABOR COST	\$ 57,525	\$ 38,367	\$ 69,434	\$ 24,293	\$ 58,687	\$ 58,687	\$ (10,747)	(15.5%)
8.								
9. TOTAL LABOR COST	29,540	41,984	16,545	16,545	34,987	34,987	18,442	111.5%
10.	51.4%	109.4%	23.8%	68.1%	59.6%	59.6%		
11. TOTAL NON-LABOR COST	27,986	(3,617)	52,889	7,748	23,700	23,700	(29,189)	(55.2%)
12.	48.6%	-9.4%	76.2%	31.9%	40.4%	40.4%		
13.								
14. TOTAL REVENUE	\$ 57,526	\$ 38,367	\$ 69,434	\$ 10,038	\$ 58,687	\$ 58,687	\$ (10,747)	(15.5%)
15.								
16. 10044600-446600 Lot Sales	2,213	4,575	2,000	38	2,000	2,000	-	0.0%
17. 10044600-446700 Perpetual Care		-	0				-	0.0%
18. 10044600-446800 Burial Income	14,525	13,250	10,000	10,000	10,000	10,000	-	0.0%
19. 10044600-480000 Miscellaneous Revenue	-		-	-			-	0.0%
20. 10130000-497070 Transfer From Perpetual Care Fur	40,788	20,542	57,434	-	46,687	46,687	(10,747)	(18.7%)
21.								
22. TOTAL COST	\$ 57,525	\$ 38,367	\$ 69,434	\$ 24,293	\$ 58,687	\$ 58,687	\$ (10,747)	(15.5%)
23.							\$ -	
24. LABOR COST	\$ 29,540	\$ 22,466	\$ 41,984	\$ 16,545	\$ 34,987	\$ 34,987	\$ (6,997)	(16.7%)
25.								
26. 10044601-514000 Part Time & Temporary Wages	27,441	20,870	39,000	15,369	9,000	9,000	(30,000)	(76.9%)
27. Cemetery Maintenance Wages	-	-	-	0	23,500	23,500	23,500	100.0%
28. 10044601-521000 FICA	1,701	1,294	2,418	953	2,015	2,015	(403)	(16.7%)
29. 10044601-522000 Medicare	398	303	566	223	472	472	(94)	(16.6%)
30.								

CEMETERY

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
31.	OPERATING COST	\$ 27,986	\$ 15,901	\$ 27,450	\$ 7,748	\$ 23,700	\$ 23,700	\$ (3,750)	(13.7%)
32.									
33.	10044603-530000 Dues & Membership	-	-	50	-	50	50	-	0.0%
34.	10044603-557000 Utilities	-	-	-	-	-	-	-	0.0%
36.	10044603-557300 Water and Sewer	524	759	1,000	1,092	1,200	1,200	200	20.0%
35.	10044603-557500 Electricity	557	653	700	388	750	750	50	7.1%
37.	10044603-577200 Turf & Tree Maintenance	14,914	1,750	7,500	23	5,000	5,000	(2,500)	(33.3%)
38.	10044603-610100 Office Supplies	65	-	200	-	200	200	-	0.0%
39.	10044603-610500 Motor Fuel	3,575	3,000	3,500	2,569	3,500	3,500	-	0.0%
40.	10044603-611700 Construction Supplies	-	-	3,000	-	3,000	3,000	-	0.0%
41.	10044603-680000 Miscellaneous	-	-	500	-	500	500	-	0.0%
42.	10044603-689000 Burial Expense	8,350	9,200	6,000	3,675	7,500	7,500	1,500	25.0%
43.	10044603-710000 Equipment	-	540	5,000	-	2,000	2,000	(3,000)	(60.0%)

Mission:

To enhance the quality of life in our city by providing and maintaining quality parks, trails and green space and by offering enriching recreational activities and facilities for people of all ages and abilities.

Department Overview

The Parks and Recreation Department is responsible for the development and leadership of the City's leisure time opportunities and resources. This work includes the supervision of staff and volunteers, management of recreation facilities, liaison with citizen boards, and extensive outreach to the community at large. The department is responsible for the maintenance of all city lawn areas (120 acres) including those for Waterville Public Schools, all trees on public property. The Department maintains 1 large municipal pool complex, 1 cemetery, 9 playgrounds, 11 parks, 6 individual trails totaling approximately 20 miles, 17 ballfields (softball, baseball, and soccer), 3 boat landings, 5 basketball courts, 1 tennis court complex, 1 dog park, and 2 community garden sites.

Highlighted below are five of our largest, most popular facilities.

1. Quarry Road Recreation Area is a 200+ acre, year-round outdoor recreation destination for people of all ages, abilities and walks of life from the greater Waterville area, across Maine and beyond. Quarry Road's trails and open spaces provide outstanding opportunities for cross-country skiing, snowshoeing, biking, walking, running, and paddling.
2. Pine Ridge Recreation Area is a 40+ acre facility that includes a 9-hole municipal golf course with clubhouse, 8 miles of multi-use trails, dog park, 4 soccer fields, 1 lighted softball field, and a bathroom facility
3. Alford Municipal Pool and North Street Recreation Area is a 20+ acre facility that includes our municipal pool complex, paved walking trail along the stream, lighted basketball court, tennis complex (4) courts, community gardens, playground, picnic shelters, and 6 youth soccer fields.
4. Riverwalk at Head of Falls is a 15+ acre facility that includes a 2 200-foot fully accessible walkway along the river, gazebo, 150-seat amphitheatre, children's play area, information kiosks and art installations, and decorative/functional lighting.

As the municipal department responsible for the design and maintenance of our parks, fields, and trails, it's important for us to build strong, trusting relationships within our community. Waterville has some of the best recreational assets in the state. Our department is proud to be responsible for their care.

Staffing

Staff includes 3 full time employees, 10 -part time seasonal employees, and 25-30 volunteers annually. The City has several private partners like Alford Youth and Friends of Quarry Road that assist in the operation of our facilities.

Expenses	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025 Budget		
	Actual	Actual	Budget	Year To Date	Dept. Hd.	Manager	Council
Wages, Taxes & Benefits	333,898	318,367	378,793	210,428	452,101	386,817	
Other Expenses	289,188	423,649	386,879	200,418	405,509	395,509	
TOTAL- Parks & Recreation Expenditures:	623,086	742,015	765,672	410,846	857,610	782,326	0
TOTAL Parks & Recreation Revenues	(338,667)	(205,379)	(149,600)	(175,430)	(181,700)	(170,700)	
NET Parks & Recreation Budget	284,419	536,636	616,072	235,416	675,910	953,026	0

PARKS AND RECREATION

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1. NET COST - OVER (UNDER) REVENUE	\$ 284,419	\$ 536,636	\$ 616,072	\$ 235,416	\$ 675,910	\$ 611,626	\$ (4,446)	(0.72%)
2.								
3. TOTAL REVENUE	(338,667)	(205,379)	(149,600)	(175,430)	(181,700)	(170,700)	(21,100)	14.1%
4. TOTAL COST	623,086	742,015	765,672	410,846	857,610	782,326	16,654	2.2%
5.								
6. NET ADMINISTRATION COST	\$ 39,584	\$ 12,281	\$ 34,600	\$ (28,064)	\$ 9,400	\$ 20,400	(14,200)	(41.0%)
7.								
8. TOTAL REVENUE	(7,241)	(16,197)	(15,400)	(28,390)	(15,600)	(4,600)	10,800	(70.1%)
9. TOTAL COST	46,825	28,478	50,000	326	25,000	25,000	(25,000)	(50.0%)
10.								
11. NET MAINTENANCE COST	\$ 318,060	\$ 333,110	\$ 439,653	\$ 236,550	\$ 526,921	\$ 451,637	11,984	2.7%
12.								
13. TOTAL REVENUE	(5,000)	(10,000)	(5,000)	-	(5,000)	(5,000)	-	0.0%
14. TOTAL COST	323,060	343,110	444,653	236,550	531,921	456,637	11,984	2.7%
15.								
16. NET POOL COST	\$ 32,351	\$ 85,685	\$ 91,500	\$ 34,663	\$ 104,500	\$ 104,500	13,000	14.2%
17.								
18. TOTAL REVENUE	(69,908)	(275)	(24,000)	(17,264)	(15,000)	(15,000)	9,000	(37.5%)
19. TOTAL COST	102,259	85,960	115,500	51,926	119,500	119,500	4,000	3.5%
20.								
21. NET QUARRY ROAD COST	\$ (100,957)	\$ 103,539	\$ 47,628	\$ (7,732)	\$ 35,089	\$ 35,089	(12,539)	(26.3%)
22.								
23. TOTAL REVENUE	(237,163)	(171,578)	(105,200)	(129,776)	(146,100)	(146,100)	(40,900)	38.9%
24. TOTAL COST	136,206	275,117	152,828	122,044	181,189	181,189	28,361	18.6%
25.								
26. NET PROGRAMS COST	\$ (4,619)	\$ 2,021	\$ 2,691	\$ -	\$ -	\$ -	(2,691)	(100.0%)
27.								
28. TOTAL REVENUE	(19,356)	(7,330)	-	-	-	-	-	#DIV/0!
29. TOTAL COST	14,737	9,351	2,691	-	-	-	(2,691)	(100.0%)
30.								
31.								

PARKS AND RECREATION

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
32. LABOR vs. NON-LABOR COST	\$ 623,086	\$ 742,015	\$ 765,672	\$ 410,846	\$ 857,610	\$ 782,326	16,654	2.2%
33.								
34. TOTAL LABOR COST	333,898	318,367	378,793	210,428	452,101	386,817	8,024	2.1%
35.	53.6%	42.9%	49.5%	51.2%	52.7%	49.4%		
36. TOTAL NON-LABOR COST	289,188	423,649	386,879	200,418	405,509	395,509	8,630	2.2%
37.	46.4%	57.1%	50.5%	48.8%	47.3%	50.6%		
38.								
39. NET ADMINISTRATION COST	\$ 39,584	\$ 12,281	\$ 34,600	\$ (28,064)	\$ 9,400	\$ 20,400	(35,800)	(103.5%)
40.								
41. TOTAL REVENUE	7,241	16,197	15,400	28,390	15,600	4,600	(10,800)	(70.1%)
42. TOTAL COST	46,825	28,478	50,000	326	25,000	25,000	(25,000)	(50.0%)
43.								
44. ADMINISTRATION REVENUE	\$ 7,241	\$ 16,197	\$ 15,400	\$ 28,390	\$ 15,600	\$ 4,600	(10,800)	(70.1%)
45.								
46. 10004000-443400 Facility Rental	1,675	3,300	500	-	500	500	-	0.0%
47. 10004000-480000 Miscellaneous revenue	791	137	800	-	500	500	(300)	(37.5%)
48. 10044050-486000 Donations	-	-	100	-	100	100	-	0.0%
49. 10044500-442800 Baseball Field Revenues	4,035	5,430	3,000	1,890	3,500	3,500	500	16.7%
50. 10044500-482010 Golf Course Revenue	-	-	11,000	26,500	11,000	0	(11,000)	(100.0%)
51. 10044500-482000 Program Fees	360	7,330	-	-	-	-	-	0.0%
52. 10044500-486000 Donations	380	-	-	-	-	-	-	0.0%
53.								
54. TOTAL ADMINISTRATION COST	\$ 46,825	\$ 28,478	\$ 50,000	\$ 326	\$ 25,000	\$ 25,000	(25,000)	(50.0%)
55.								
56. ADMINISTRATION LABOR COST	\$ 2,158	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.0%
57.								
58. 10044001-511000 Full Time Salaries & Wages	1,605	-	-	-	-	-	-	0.0%
59. 10044001-521000 FICA	100	-	-	-	-	-	-	0.0%
60. 10044001-522000 Medicare	23	-	-	-	-	-	-	0.0%
61. 10044001-523300 Deferred Compensation	112	-	-	-	-	-	-	0.0%
62. 10044001-524100 Group Health Insurance	259	-	-	-	-	-	-	0.0%
63. 10044001-524200 Dental Insurance	19	-	-	-	-	-	-	0.0%
64. 10044001-524300 Disability & Life Insurance	39	-	-	-	-	-	-	0.0%
65. 10044001-587100 Car Allowance	-	-	-	-	-	-	-	0.0%
66.								

PARKS AND RECREATION

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
67. ADMINISTRATION OPERATING COST	\$ 44,666	\$ 28,478	\$ 50,000	\$ 326	\$ 25,000	\$ 25,000	(25,000)	(50.0%)
68. 10044003-530000 Dues & Memberships	318	-	-	-	-	-	-	0.0%
69. 10044003-532000 Training & Conferences	3	-	-	-	-	-	-	0.0%
70. 10044003-587000 Mileage	21	-	-	-	-	-	-	0.0%
71. 10044003-544000 Brown Tail Moth Mitigation	44,325	28,478	50,000	326	25,000	25,000	(25,000)	(50.0%)
72. 10044003-611400 Books, Subscriptions & Educational Supplies			-			-	-	0.0%
73. 74. NET MAINTENANCE COST	\$ 318,060	\$ 333,110	\$ 439,653	\$ 236,550	\$ 526,921	\$ 451,637	11,984	2.7%
75. TOTAL REVENUE	5,000	10,000	5,000	-	5,000	5,000	-	0.0%
76. TOTAL COST	323,060	343,110	444,653	236,550	531,921	456,637	11,984	2.7%
77. MAINTENANCE REVENUE	\$ 5,000	\$ 10,000	\$ 5,000	\$ -	\$ 5,000	\$ 5,000	-	0.0%
78. 10004000-443300 Mowing Revenues	5,000	10,000	5,000	-	5,000	5,000	-	0.0%
79. TOTAL MAINTENANCE COST	\$ 323,060	\$ 343,110	\$ 444,653	\$ 236,550	\$ 531,921	\$ 456,637	11,984	2.7%
80. MAINTENANCE LABOR COST	\$ 215,617	\$ 234,056	\$ 293,673	\$ 166,319	\$ 362,371	\$ 297,087	3,414	1.2%
81. 10044051-511000 Full Time Salaries & Wages	115,981	140,826	157,831	92,185	204,318	165,963	8,132	5.2%
82. 10044051-512100 Overtime	6,442	6,744	10,000	6,950	10,000	10,000	-	0.0%
83. 10044051-514000 Part Time & Temporary Wages	48,860	37,521	67,850	34,187	67,850	67,850	-	0.0%
84. 10044051-521000 FICA	10,379	11,275	14,724	8,094	12,817	10,402	(4,322)	(29.4%)
85. 10044051-522000 Medicare	2,428	2,637	3,444	1,893	2,989	2,425	(1,019)	(29.6%)
86. 10044051-523300 Deferred Compensation	3,793	3,967	4,324	2,492	4,457	4,457	133	3.1%
87. 10044051-524100 Group Health Insurance	25,943	29,197	31,000	18,310	54,090	32,590	1,590	5.1%
88. 10044051-524200 Dental Insurance	1,398	1,001	2,350	1,033	2,500	700	(1,650)	
89. 10044051-524300 Disability & Life Insurance	294	312	350	198	950	900	550	157.1%
90. 10044051-610800 Clothing Allowance	100	575	1,800	979	2,400	1,800	-	0.0%
91. 92. 93. 94. 95. 96. 97. 98.								

PARKS AND RECREATION

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
99.	MAINTENANCE OPERATING COST	\$ 107,443	\$ 109,055	\$ 150,980	\$ 70,232	\$ 169,050	\$ 159,050	8,070	5.3%
100.									
101.	10044053-53200 Training/ Workshops	-	875	-	\$ 33	1,000	1,000	1,000	#DIV/0!
102.	10044053-544000 Professional Services	1,221	-	1,000	-	1,000	1,000	-	0.0%
103.	10044053-555000 Printing/Copy	1,321	-	1,180	145	1,000	1,000	(180)	(15.3%)
104.	10044053-557300 Sewer & Water	2,409	2,705	6,750	2,662	6,750	6,750	-	0.0%
105.	10044053-557500 Electricity	10,978	12,102	12,000	9,063	13,000	13,000	1,000	8.3%
106.	10044053-564000 Equipment & Vehicle Rental	11,058	10,880	10,000	8,142	10,000	10,000	-	0.0%
107.	10044053-577200 Recreational Areas	31,168	30,256	40,000	13,022	50,000	40,000	-	0.0%
108.	10044053-578600 Riverwalk Maintenance	5,278	4,496	5,000	2,458	5,000	5,000	-	0.0%
109.	10044053-610500 Motor Fuels	9,958	14,717	16,500	8,493	16,500	16,500	-	0.0%
110.	10044053-610700 Wearing apparel	716	1,760	3,300	366	3,300	3,300	-	0.0%
111.	10044053-611000 Cleaning Supplies	606	1,957	1,000	1,743	3,000	3,000	2,000	200.0%
112.	10044053-611200 Small Tools	1,872	441	7,000	6,816	7,000	7,000	-	0.0%
113.	10044053-611500 Recreation Supplies	6	31	20,750	4,175	20,000	20,000	(750)	(3.6%)
114.	10044053-612000 Electrical and Plumbing Supplies	3,137	1,405	5,000	466	5,000	5,000	-	0.0%
115.	10044053-612100 Vehicle / Equip Parts	24,586	26,711	14,000	11,559	20,000	20,000	6,000	42.9%
116.	10044053-710000 Equipment Equipment	3,130	718	7,500	1,088	7,500	7,500	-	0.0%
117.									
118.	NET POOL COST	\$ 32,351	\$ 85,685	\$ 91,500	\$ 34,663	\$ 104,500	\$ 104,500	13,000	14.2%
119.									
120.	TOTAL REVENUE	69,908	275	24,000	17,264	15,000	15,000	(9,000)	(37.5%)
121.	TOTAL COST	102,259	85,960	115,500	51,926	119,500	119,500	4,000	3.5%
122.									
123.	POOL REVENUE	\$ 69,908	\$ 275	\$ 24,000	\$ 17,264	\$ 15,000	\$ 15,000	(9,000)	(37.5%)
124.									
125.	10044500-443010 Concessions	5,437	-	-	-	-	-	-	0.0%
126.	10044500-443000 Swimming Pool	61,471	275	24,000	16,364	15,000	15,000	(9,000)	(37.5%)
127.	10044500-48055 Pool Advertising	3,000	-	-	-	-	-	-	0.0%
128.	10044100-488100 Miscellaneous-Sale of Su		-	-	900	-	-	-	0.0%
129.									
130.	TOTAL POOL COST	\$ 102,259	\$ 85,960	\$ 118,151	\$ 51,926	\$ 119,500	\$ 119,500	1,349	1.1%
131.									

PARKS AND RECREATION

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
132. POOL LABOR COST	\$ 61,974	\$ -	\$ 2,651	\$ -	\$ -	\$ -	(2,651)	(100.0%)
133.								
134. 10044101-514000 Part Time & Temporary Wages	57,563	-	2,500	-	-	-	(2,500)	(100.0%)
135. 10044101-512100 Overtime	-	-	115	-	-	-	(115)	(100.0%)
136. 10044101-521000 FICA	3,575	-	36	-	-	-	(36)	(100.0%)
137. 10044101-522000 Medicare	836	-	-	-	-	-	-	0.0%
138.								
139. POOL OPERATING COST	\$ 40,285	\$ 85,960	\$ 115,500	\$ 51,926	\$ 119,500	\$ 119,500	4,000	3.5%
140.								
141. 10044103-540000 Contracted services	8,800	-	-	-	-	-	-	0.0%
142. 10044103-553000 Telephone	967	45	-	-	-	-	-	0.0%
143. 10044103-557300 Sewer & Water	13,457	5,993	10,000	4,172	10,000	10,000	-	0.0%
144. 10044103-557500 Electricity	5,567	3,876	8,000	5,868	8,000	8,000	-	0.0%
145. 10044103-557700 Heating	-	7,357	6,500	9,471	8,000	8,000	1,500	23.1%
146. 10044103-577000 Facility Maintenance	719	1,224	4,000	618	6,500	6,500	2,500	62.5%
147. 10044103-577100 HVAC, Plumbing, Electrical	1,350	1,201	3,500	1,695	3,500	3,500	-	0.0%
148. 10044103-577210 Swim Pool Subsidy	-	-	25,000	7,560	25,000	25,000	-	0.0%
149. 10044103-610000 Supplies & Materials	-	35	-	-	-	-	-	0.0%
150. 10044103-610700 Wearing Apparel	-	-	-	-	-	-	-	0.0%
151. 10044103-611000 Cleaning supplies	7,931	15,509	8,500	7,030	8,500	8,500	-	0.0%
152. 10044103-611100 Safety supplies	-	-	-	-	-	-	-	0.0%
153. 10044103-611400 Books, subscriptions	-	-	-	-	-	-	-	0.0%
154. 10044103-630100 Pool Reserve	-	25,000	50,000	-	50,000	50,000	-	0.0%
155. 10044103-611500 Recreation Supplies	-	-	-	-	-	-	-	0.0%
156. 10044103-612400 Concession Supplies	1,494	-	-	33	-	-	-	0.0%
157. 10044103-680000 Miscellaneous Expense	-	25,720	-	15,480	-	-	-	0.0%
158.								
159. NET QUARRY ROAD COST	\$ (100,957)	\$ 103,539	\$ 47,628	\$ (7,732)	\$ 35,089	\$ 35,089	(12,539)	(26.3%)
160.								
161. TOTAL REVENUE	(237,163)	(171,578)	(105,200)	(129,776)	(146,100)	(146,100)	(40,900)	38.9%
162. TOTAL COST	136,206	275,117	152,828	122,044	181,189	181,189	28,361	18.6%
163.								

PARKS AND RECREATION

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
164.	QUARRY ROAD REVENUE	\$ 237,163	\$ 171,578	\$ 105,200	\$ 129,776	\$ 146,100	\$ 146,100	40,900	38.9%
166.	30044150-443010 Quarry Road - Concessions	75	446	200	186	300	300	100	50.0%
167.	30044150-443015 Quarry Road - Ski Club	31,054	33,461	35,000	22,872	30,000	30,000	(5,000)	(14.3%)
168.	30044150-443020 Quarry Road - Summer Programs	-	-	5,000	-	5,000	5,000	-	0.0%
169.	30044150-443110 Quarry Road - Greens Fees	1,070	342	2,000	54	500	500	(1,500)	(75.0%)
170.	30044150-443400 Quarry Road - Facility Rental	63,022	4,405	-	-	-	-	-	0.0%
171.	30044150-445010 Quarry Road Program Director Re	58,658	3,462	-	17,526	16,000	16,000	16,000	100.0%
172.	30044150-447200 Quarry Road-Event/Venue	-	29,413	15,000	13,110	15,000	15,000	-	0.0%
173.	30044150-447210 Quarry Road - Passes	13,068	18,091	5,000	15,944	19,000	19,000	14,000	280.0%
174.	30044150-447220 Quarry Road - Season Pass	49,177	39,242	40,000	53,155	55,000	55,000	15,000	37.5%
175.	30044150-447230 Quarry Road - Ski Rental	4,379	4,625	1,000	2,451	4,000	4,000	3,000	300.0%
176.	30044150-447240 Quarry Road - Lesson Revenue	120	1,840	1,000	300	300	300	(700)	(70.0%)
177.	30044150-480000 Quarry Road - Miscellaneous	15,937	15,770	500	3,903	500	500	-	0.0%
178.	30044150-486000 Quarry Road - Donations	605	20,482	500	277	500	500	-	0.0%
180.	TOTAL QUARRY ROAD COST	\$ 136,206	\$ 275,117	\$ 152,828	\$ 122,044	\$ 181,189	\$ 181,189	28,361	18.6%
182.	QUARRY ROAD LABOR COST	\$ 54,149	\$ 84,311	\$ 79,778	\$ 44,109	\$ 87,039	\$ 87,039	7,261	9.1%
184.	30044151-511000 F/T Wages / Salary Quarry Road	32,969	43,972	47,262	27,255	48,672	48,672	1,410	3.0%
185.	30044151-512100 Overtime	-	5,150	7,000	1,758	7,000	7,000	-	0.0%
186.	30044151-514000 Part Time & Temporary Wages	-	15,519	10,000	6,136	15,000	15,000	5,000	50.0%
187.	30044151-514200 PT Intern	-	3,462	-	-	-	-	-	0.0%
188.	30044151-521000 FICA	1,914	4,049	3,984	2,082	4,382	4,382	398	10.0%
189.	30044151-522000 Medicare	448	947	932	487	1025	1025	93	10.0%
190.	30044151-523300 Deferred Comp	2,219	-	-	-	-	-	-	0.0%
191.	30044151-524100 Health	15,794	10,167	9,500	5,768	9,860	9,860	360	3.8%
192.	30044151-524200 Dental	400	545	550	304	550	550	-	0.0%
193.	30044151-524300 Disability / Life Insurance	405	500	550	319	550	550	-	0.0%

PARKS AND RECREATION

FY 2025

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
196.	QUARRY ROAD OPERATING COST	\$ 82,057	\$ 190,806	\$ 73,050	\$ 77,935	\$ 94,150	\$ 94,150	21,100	28.9%
197.									
198.	30044153-530000 Dues & Memberships	705	7,174	5,000	4,610	5,000	5,000	-	0.0%
199.	30044153-532000 Training & Conferences	-	-	1,000	-	1,250	1,250	250	25.0%
200.	30044153-544000 Professional Services	-	3,875	4,000	-	4,000	4,000	-	0.0%
201.	30044153-553000 Telephone	-	-	-	-	-	-	-	0.0%
202.	30044153-553100 Cellphones	1,639	1,863	1,650	1,049	1,650	1,650	-	0.0%
203.	30044153-553500 Advertising & Printing	1,554	355	3,700	398	3,700	3,700	-	0.0%
204.	30044153-555000 Print / Copy	3,267	-	2,500	1,883	2,500	2,500	-	0.0%
205.	30044153-557500 Electricity	3,634	16,238	12,000	13,011	15,000	15,000	3,000	25.0%
206.	30044153-557700 Heating Fuel	1,587	3,660	3,000	263	3,000	3,000	-	0.0%
207.	30044153-564000 Miscellaneous Equipment Rental	26	4,869	5,000	-	5,000	5,000	-	0.0%
208.	30044153-575000 Vehicle & Equipment Maintenance	18,179	14,166	10,000	16,667	20,000	20,000	10,000	100.0%
209.	30044153-577000 Facility Maintenance	160	15,733	5,000	5,521	10,000	10,000	5,000	100.0%
210.	30044153-577200 Recreational Areas	-	127	-	-	-	-	-	0.0%
211.	30044153-587000 Mileage	1,770	-	-	-	250	250	250	100.0%
212.	30044153-587500 Conference Travel	-	4,264	-	-	1,000	1,000	1,000	100.0%
213.	30044153-610000 Miscellaneous Supplies	-	317	-	172	-	-	-	0.0%
214.	30044153-610500 Gas, Oil, Lube	-	3,382	3,000	3,915	3,500	3,500	500	16.7%
215.	30044153-610700 Wearing Apparel	-	449	-	74	-	-	-	0.0%
216.	30044153-611000 Cleaning Supplies	22	26	500	-	500	500	-	0.0%
217.	30044153-611400 Books and Subscriptions	-	70	-	66	-	-	-	0.0%
218.	30044153-612400 Concession Supplies	-	288	600	-	300	300	(300)	(50.0%)
219.	30044153-615400 Ski Club Expense	13,942	-	-	-	5,000	5,000	5,000	100.0%
220.	30044153-615500 Summer Programs	-	-	5,000	-	2,500	2,500	(2,500)	(50.0%)
221.	30044153-620200 Credit Card Processing Fee	-	3,247	2,000	2,115	-	-	-	0.0%
222.	30044153-680000 Miscellaneous	21,631	9,640	-	30	-	-	-	100.0%
223.	30044153-680040 Ski Program Expenses	13,942	9,241	9,100	2,417	10,000	10,000	900	9.9%
224.	30044153-710000 Equipment Purchase	-	91,822	-	25,745	-	-	-	0.0%
225.									
226.	NET PROGRAMS COST	\$ (4,619)	\$ 2,021	\$ 2,691	\$ -	\$ -	\$ -	(2,691)	(100.0%)
227.									
228.	TOTAL REVENUE	(19,356)	(7,330)	-	-	-	-	-	#DIV/0!
229.	TOTAL COST	14,737	9,351	2,691	-	-	-	(2,691)	(100.0%)

PARKS AND RECREATION

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
230.								
231.	PROGRAMS REVENUE	\$ 19,356	\$ 7,330	\$ -	\$ -	\$ -	\$ -	#DIV/0!
232.								
233.	10044500-482000 Program Revenues - Programs	19,356	7,330	-	-	-	-	0.0%
234.								
235.	TOTAL PROGRAMS COST	\$ 14,737	\$ 9,351	\$ 2,691	\$ -	\$ 22,691	\$ 20,000	743.2%
236.								
237.	PROGRAMS LABOR COST	\$ -	\$ -	\$ 2,691	\$ -	\$ 2,691	\$ -	0.0%
238.								
239.	10044501-514000 Part Time & Temporary Wages	-	-	2,500	-	2,500	2,500	0.0%
240.	10044501-521000 FICA	-	-	155	-	155	155	0.0%
241.	10044501-522000 Medicare	-	-	36	-	36	36	0.0%
242.								
243.	PROGRAMS OPERATING COST	\$ 14,737	\$ 9,351	\$ -	\$ -	\$ 20,000	\$ 20,000	100.0%
244.								
245.	10044503-530000 Dues & Membership	-	198	-	-	-	-	0.0%
246.	10044503-540000 Contracted Services	-	504	-	-	-	-	0.0%
247.	10044503-544000 Professional services	1,221	380	-	-	-	-	0.0%
248.	10044503-555000 Printing	1,321	2,619	-	-	-	-	0.0%
249.	10044503-610000 Recreational Supplies	11,147	3,342	-	-	-	-	0.0%
250.	10044503-610700 Wearing Apparel	543	1,986	-	-	-	-	0.0%
251.	10044503-612300 Food & Meals	-	76	-	-	-	-	0.0%
252.	10044503-612400 Concession Supplies	316	135	-	-	-	-	0.0%
253.	10044503-620200 Credit Card Processing Fees	26	11	-	-	-	-	0.0%
254.	10044503-680000 Miscellaneous Expense	163	100	-	-	-	-	0.0%
255.	10044503-710000 Equipment Purchases	-	-	-	-	-	-	0.0%
256.	Recreation Program Subsidy	-	-	-	-	20,000	20,000	100.0%

Waterville Public Library

Tammy L. Rabideau, Director

Mission:

The Waterville Public Library empowers people and strengthens community through the sharing of resources, stories, knowledge, and experiences.

Department Overview

The Waterville Public Library is an inclusive gateway to knowledge and lifelong learning. Working with community partners, the Library provides access to resources and opportunities, empowers people, fosters economic and workforce development, promotes arts and culture, weaves networks, supports positive youth development, serves as a beacon of light and possibilities for all, strengthens community, shares kindness, contributes to the health and well-being of all, encourages literacy, and builds an informed, democratic society.

Staffing

The Library is staffed with nineteen employees: One Director, One Facilities Coordinator, Five Librarians, Two Library Technicians, One part-time Administrative Assistant, One part-time Facilities Assistant, and eight part-time Library Assistants.

Expenses	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025 Budget		
	Actual	Actual	Budget	Year To Date	Dept. Hd.	Manager	Council
Wages, Taxes & Benefits	591,726	599,650	728,615	380,770	933,072	840,624	
Other Expenses	223,157	225,668	264,940	82,084	281,840	281,840	
TOTAL- Library Expenditures	814,883	825,318	993,555	462,854	1,214,912	1,122,464	0
TOTAL Library Revenues	56,344	38,162	84,075	16,635	88,575	88,575	
NET Library Budget	758,539	787,156	909,480	446,219	1,126,337	1,033,889	0

LIBRARY

FY 2025

	ACTUALS FY2022	ACTUAL FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1. NET COST - OVER (UNDER) REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	0.0%
2.								
3. 60151500-421500 MUNICIPAL APPROPRIATION	(769,394)	(787,156)	(909,480)	(446,219)	(1,126,337)	(1,033,889)	124,409	13.68%
4. TOTAL REVENUE	(56,344)	(38,162)	(84,075)	(16,635)	(88,575)	(88,575)	4,500	5.35%
5. TOTAL COST	814,883	825,318	993,555	462,854	1,214,912	1,122,464	128,909	12.97%
6.								
7.								
8. LABOR vs. NON-LABOR COST	\$ 814,883	\$ 825,318	\$ 993,555	\$ 462,854	\$ 1,214,912	\$ 1,122,464	128,909	12.97%
9.								
10. TOTAL LABOR COST	591,726	599,650	728,615	380,770	933,072	840,624	112,009	15.37%
11.	72.6%	72.7%	73.3%	82.3%	76.8%	74.9%		
12. TOTAL NON-LABOR COST	223,157	225,668	264,940	82,084	281,840	281,840	16,900	6.38%
13.	27.4%	27.3%	26.7%	17.7%	23.2%	25.1%		
14.								
15. TOTAL REVENUE	\$ 56,344	\$ 38,162	\$ 84,075	\$ 16,635	\$ 88,575	\$ 88,575	4,500	5.35%
16.								
17. 60151500-430100 Printing/Photocopy Revenue	248	1,289	5,000	1,095	5,000	5,000	-	0.00%
18. 60151500-480000 Other Misc Revenue	5,032	216	500	98	500	500	-	0.00%
19. 60151500-481600 Book Sale Revenue	151	29	400	-	500	500	100	25.00%
20. 60151500-481700 Non-Resident Card Revenue	2,755	5,543	6,000	2,950	6,000	6,000	-	0.00%
21. 60151500-481800 Lost Card Revenue	-	-	75	-	75	75	-	0.00%
22. 60151500-481900 Lost Material Revenue	746	1,150	100	730	500	500	400	400.00%
23. 60151500-485200 Endowment Income	-	-	25,000	1,771	27,000	27,000	2,000	8.00%
24. 60151500-486000 Donations	8,824	23,028	3,000	1,462	3,000	3,000	-	0.00%
25. 60151500-486100 Grant Revenue	-	-	1,000	-	1,000	1,000	-	0.00%
26. 60151500-486200 Fundraising Revenue	38,589	6,906	43,000	8,529	45,000	45,000	2,000	4.65%
27.								
28. TOTAL COST	\$ 814,883	\$ 825,318	\$ 993,555	\$ 462,854	\$ 1,214,912	\$ 1,122,464	128,909	12.97%

		ACTUALS FY2022	ACTUAL FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
29.									
30.	LABOR COST	\$ 591,726	\$ 599,650	\$ 728,615	\$ 380,770	\$ 933,072	\$ 840,624	112,009	15.37%
31.									
32.	60151501-511000 Full Time Salaries & Wages	381,404	376,637	426,400	219,471	523,930	453,865	27,465	6.44%
33.	60151501-514000 Part Time & Temporary Wages	51,712	71,863	117,815	70,008	182,500	182,500	64,685	54.90%
34.	60151501-521000 FICA	27,757	28,607	34,000	18,415	44,012	39,668	5,668	16.67%
35.	60151501-522000 Medicare	6,492	6,691	8,000	4,307	10,430	9,415	1,415	17.69%
36.	60151501-523300 Deferred Compensation	27,396	25,571	32,000	14,836	39,770	34,516	2,516	7.86%
37.	60151501-524100 Group Health Insurance	85,052	88,119	107,600	52,221	129,330	114,960	7,360	6.84%
38.	60151501-524300 Disability/Life Insurance	147	297	-	167	300	300	300	100.00%
39.	60151501-525000 Workers Compensation	1,810	1,865	2,800	1,345	2800	2800	-	0.00%
40.	60151501-525100 Unemployment Compensation	9,958	-	-	-	-	-	-	0.00%
41.	60151501-587100 Car Allowance	-	-	-	150	2,600	2,600	2,600	0.00%
42.									
43.	OPERATING COST	\$ 223,157	\$ 225,668	\$ 264,940	\$ 82,084	\$ 281,840	\$ 281,840	16,900	6.38%
44.									
45.	60151503-530000 Dues & Memberships	1,225	1,655	1,700	1,175	1,700	1,700	-	0.00%
46.	60151503-532000 Professional Development & Trav	470	831	3,000	25	8,000	8,000	5,000	166.67%
47.	60151503-546000 Software Licenses	8,654	8,048	8,200	4,683	10,000	10,000	1,800	21.95%
48.	60151503-546001 Minerva (catalogue, delivery)	6,737	7,453	7,500	8,290	8,900	8,900	1,400	18.67%
49.	60151503-551000 Insurance	1,807	2,155	2,700	-	2,700	2,700	-	0.00%
50.	60151503-553100 Cell Phones	1,708	1,593	2,500	1,410	2,500	2,500	-	0.00%
51.	60151503-553500 Advertising/Marketing	507	415	1,000	569	2,500	2,500	1,500	150.00%
52.	60151503-555300 Programming	9,169	6,293	8,000	3,957	10,000	10,000	2,000	25.00%
53.	60151503-557300 Water / Sewer	1,643	1,924	3,000	1,315	3,000	3,000	-	0.00%
54.	60151503-557500 Electric	23,348	20,431	35,000	11,520	35,000	35,000	-	0.00%
55.	60151503-557700 Heating Fuel	8,693	11,367	13,000	2,680	13,000	13,000	-	0.00%
56.	60151503-564100 Copier Contract	3,330	1,208	4,440	3,459	4,440	4,440	-	0.00%
57.	60151503-577000 Facility Maintenance	93,596	82,516	87,000	27,489	87,000	87,000	-	0.00%
58.	60151503-577150 Facility Service Contracts	5,872	8,688	7,500	4,240	7,500	7,500	-	0.00%
59.	60151503-587000 Mileage	-	-	-	-	-	-	-	0.00%
60.	60151503-610100 Office Supplies	896	852	1,000	48	1,000	1,000	-	0.00%
61.	60151503-611000 Custodial Products and Supplies	814	2,748	3,000	1,717	3,000	3,000	-	0.00%
62.	60151503-611400 Materials	38,289	46,523	45,000	4,133	46,000	46,000	1,000	2.22%

		ACTUALS FY2022	ACTUAL FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
63.	60151503-612200 Postage	715	440	600	202	600	600	-	0.00%
64.	60151503-620200 Credit Card Processing	109	66	500	29	500	500	-	0.00%
65.	60151503-630000 Operations Expense	5,804	7,387	7,500	3,702	8,000	8,000	500	6.67%
66.	60151503-630010 Operations Equipment	5,986	6,446	8,000	-	9,000	9,000	1,000	12.50%
67.	60151503-680000 Miscellaneous	1,142	941	1,000	205	1,000	1,000	-	0.00%
68.	60151503-680010 Fundraising Expense	1,022	508	8,600	462	10,800	10,800	2,200	25.58%
69.	60151503-712070 Equipment Purchases	868	4,367	4,500	-	5,000	5,000	500	11.11%
70.	60151503-910300 Financial Expense	755	814	700	775	700	700	-	0.00%
71.									

Waterville Regional Airport

Randy Marshall, Airport Manager

Mission:

To continuously strive to provide the best possible service to our customers who visit the Airport and use our services.

Department Overview

The Waterville Airport has a total of four runways, with one having an instrument approach and two with a GPS approach. The airport is also equipped with a high intensity edge lighting system containing over 300 lights, lit navigational signs, approach lighting system, a weather observation system, and a visual and precision path lighting system. The airport contains approximately 380 acres. There are thirteen privately owned hangars and two city owned hangars. The airport has an active flight school, skydiving operation, and sends and receives freight via UPS daily. In addition to maintaining the airfield which includes extensive electrical maintenance, vegetation management, snow removal, and wildlife hazard mitigation, Airport staff also run the Fixed Base Operation (FBO). The duties of the FBO service all resident and transient aircraft needs related to flight service with the exception that we do not provide aircraft maintenance.

Staffing

The Airport is staffed with three full time employees; the Airport Manager, Airport Maintenance Technician and a new administrative assistant position. Three part time employees with a combined 56 hours staff the Fixed based operation. There are two per diem positions that can fill in if a part time staff member is unable to work. The biggest changes to to the PY25 budget are the new Administrative Assistant position. In the last budget cycle the position was for only half of the year, we now have the positon full time moving forward. Additionally I am lookin got add 16 hours to our part time schedule to accomidate a secont staff member for the weekends. Currently on the weekends we have only one staff member on site.

Expenses	FY 2022	FY 2023	FY 2024	FY 2024	FY 2025 Budget		
	Actual	Actual	Budget	Year To Date	Dept. Hd.	Manager	Council
Wages, Taxes & Benefits	253,432	270,868	321,445	173,549	381,259	361,556	
Other Expenses	569,262	518,350	518,040	326,939	521,300	521,300	
TOTAL- Airport Expenditures	822,693	789,218	839,485	500,488	902,559	882,856	0
TOTAL Airport Revenues	761,012	690,890	711,440	430,284	707,945	749,945	
NET Airport Budget	61,682	98,327	128,045	70,204	194,614	132,911	-

AIRPORT

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1. NET COST - OVER (UNDER) REVENUE	\$ 61,682	\$ 98,327	\$ 128,045	\$ 70,204	\$ 194,614	\$ 132,911	\$ 4,866	3.8%
2.								
3. TOTAL REVENUE	(761,012)	(690,890)	(711,440)	(430,284)	(707,945)	(749,945)	38,505	(5.4%)
4. TOTAL COST	822,693	789,218	839,485	500,488	902,559	882,856	43,371	5.2%
5.								
6.								
7. LABOR vs. NON-LABOR COST	\$ 822,693	\$ 789,218	\$ 839,485	\$ 500,488	\$ 902,559	\$ 882,856	\$ 43,371	5.2%
8.								
9. TOTAL LABOR COST	253,432	270,868	321,445	173,549	381,259	361,556	40,111	12.5%
10.	30.8%	34.3%	38.3%	34.7%	42.2%			
11. TOTAL NON-LABOR COST	569,262	518,350	518,040	326,939	521,300	521,300	3,260	0.6%
12.	69.2%	65.7%	61.7%	65.3%	57.8%			
13.								
14. TOTAL REVENUE	\$ 761,012	\$ 690,890	\$ 711,440	\$ 430,284	\$ 707,945	\$ 749,945	\$ 38,505	5.4%
15.								
16. 55033500-413000 Excise - Airplanes	10,278	-	10,500	-	-	-	(10,500)	(100.0%)
17. 55033500-445700 Motor Fuel Reimbursement	-	-	-	1,017	-	-	-	0.0%
18. 55033500-459900 Land Lease	-	7063	6,100	9,474	12,100	12,100	6,000	98.4%
19. 55033500-460000 Rental Income	7,789	2,817	15,860	2,511	15,665	15,665	(195)	(1.2%)
20. 55033500-460300 Airport Fuel	665,265	637,783	558,000	386,008	558,000	600,000	42,000	7.5%
21. 55033500-460500 Hangar Leases	4,711	19,111	10,800	9,940	12,000	12,000	1,200	11.1%
22. 55033500-460900 Solar Rental Income	-	23,551	43,680	21,333	43,680	43,680	-	0.0%
23. 55033500-480000 Miscellaneous Revenues	35,690	566	66,500	-	66,500	66,500	-	0.0%
24. 55033500-486000 Donations	37,279	-	-	-	-	-	-	0.0%
25.								
26. TOTAL COST	\$ 822,693	\$ 789,218	\$ 839,485	\$ 500,488	\$ 902,559	\$ 882,856	\$ 43,371	5.2%

		ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
27.									
28.	LABOR COST	\$ 253,432	\$ 270,868	\$ 321,445	\$ 173,549	\$ 381,259	\$ 361,556	\$ 40,111	12.5%
29.									
30.	55033501-511000 Full Time Salaries & Wages	117,607	134,939	162,136	84,563	190,882	190,882	28,746	0.0%
31.	55033501-512100 Overtime / Callouts	8,721	7,878	8,000	6,038	8,000	8,000	-	0.0%
32.	55033501-514000 Part Time & Temporary Wages	57,082	57,203	61,150	39,978	82,368	64,064	2,914	0.0%
33.	55033501-521000 FICA	11,207	12,153	14,624	7,875	17,475	16,341	1,717	0.0%
34.	55033501-522000 Medicare	2,621	2,842	6,539	1,842	4,090	3,825	(2,714)	0.0%
35.	55033501-523300 Deferred compensation	6,911	7,911	8,870	5,331	12,309	12,309	3,439	0.0%
36.	55033501-524100 Group Health Insurance	42,142	42,709	54,750	26,207	61,385	61,385	6,635	0.0%
37.	55033501-524200 Dental Insurance	2,278	2,232	4,500	1,366	3,600	3,600	(900)	0.0%
38.	55033501-524300 Disability & Life Insurance	582	577	876	351	1,150	1,150	274	0.0%
39.	55033501-587100 Car Allowance	4,281	2,423	-	-	-	-	-	0.0%
40.									
41.	OPERATING COST	\$ 569,262	\$ 518,350	\$ 518,040	326,939	\$ 521,300	\$ 521,300	\$ 3,260	0.6%
42.									
43.	55033503-530000 Dues and Memberships	-	158	-	-	-	-	-	0.0%
44.	55033503-544000 Professional Services	-	-	-	-	-	-	-	0.0%
45.	55033503-551000 INS-Property & Casualty	4,200	3,548	3,550	3,630	3,550	3,550	-	0.0%
46.	55033503-553000 Telephone	5,317	3,986	4,740	2,775	5,000	5,000	260	0.0%
47.	55033503-553100 Cellphone	-	960	-	560	1000	1000	1,000	440
48.	55033503-553200 Internet	-	-	-	-	-	-	-	0.0%
49.	55033503-553500 Advertising	2,178	1,733	5,000	-	5,000	5,000	-	0.0%
50.	55033503-557500 Electricity	9,355	11,808	11,000	9,928	11,000	11,000	-	0.0%
51.	55033503-557700 Heating Fuel	14,188	10,717	11,000	1,279	11,000	11,000	-	0.0%
52.	55033503-575000 Vehicle/Equipment Maintenance	-	9,180	-	476	20,000	20,000	20,000	0.0%
53.	55033503-577000 Facilities Maintenance	45,415	48,591	50,000	27,456	30,000	30,000	(20,000)	0.0%
54.	55033503-610000 Miscellaneous Supplies	6,747	8,337	7,000	5,408	5,500	5,500	(1,500)	0.0%
55.	55033503-610500 Motor Fuels	17,141	18,933	13,000	7,549	13,000	13,000	-	0.0%
56.	55033503-610600 Tires & Tubes	-	2,867	-	-	-	-	-	0.0%
57.	55033503-610700 Wearing Apparel	2,458	2,695	2,500	3,510	3,500	3,500	1,000	0.0%
58.	55033503-611000 Cleaning Supplies	-	115	-	61	1,500	1,500	1,500	100.0%
59.	55033503-611100 Safety & Regulatory Training	2,944	7,004	5,500	6,551	6,500	6,500	1,000	0.0%
60.	55033503-612300 Catering	-	167	-	-	-	-	-	0.0%
61.	55033503-620100 Aviation Fuel	423,522	377,617	397,500	251,509	397,500	397,500	-	0.0%

			ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
62.	55033503-620200	Credit Card Processing Fees	10,247	9,740	7,250	6,185	7,250	7,250	-	0.0%
63.	55033503-680000	Miscellaneous Expense	25,550	193	-	60			-	0.0%

Two Year Capital Improvement Plan

Priority #	Project Schedule	Project	Equipment or Facility Replacement Info.	Department	Type	Projected/ Actual Costs	Funding Method	FYE 06/30/2025	FYE 06/30/2026	Future Years
ADMINISTRATION										
AD-1	2024-2025	City Hall Painting	Building Maintenance	Administration	Building Repair	\$73,000.00	Int/Cap Reserve	\$85,000.00	\$0.00	\$0.00
AD-2	2024-2025	City Hall Masonry and Repointing	Safety and Building Maintenance	Administration	Building Repair	\$15,000.00	Int/Cap Reserve	\$2,000.00	\$0.00	\$0.00
							Operational Bud.	\$5,000.00		
AD-3	2024-2025	Purchase & Finish Renovation of City Hall Annex	Facility Acquisition	Administration	Building	\$1,620,000.00		\$0.00	\$0.00	\$0.00
AD-4	2024-2025	City Hall Backflow Preventer	Building Maintenance	Administration	Building Repair	\$21,000.00	Int/Cap Reserve	\$21,000.00	\$0.00	\$0.00
AD-5	2024-2025	City Hall Interior Painting & Carpet Replacement	Building Maintenance	Administration	Building Repair	\$100,000.00	Int/Cap Reserve	\$100,000.00	\$0.00	\$0.00
AD-6	2024-2025	City Hall Customer Service Counter	Building Maintenance	Administration	Building Repair	\$35,000.00	Int/Cap Reserve	\$35,000.00	\$0.00	\$0.00
						\$1,864,000.00		\$248,000.00	\$0.00	\$0.00
AIRPORT PROJECTS										
AP-1	2024-2025	Airport/Fire/Police Substation Design	Planning/design substation	Multi-Air portion	1/3 Design/Plan	\$20,000.00	Solar Reserve	\$20,000.00	\$0.00	\$0.00
AP-2	2026-2027	Airport/Fire/Police Substation Con.	Facility Construction	Multi-Air portion	1/3 Building	\$6,000,000.00	CDS	\$0.00	\$0.00	\$6,000,000.00
						\$6,020,000.00		\$20,000.00	\$0.00	\$6,000,000.00
CITY CLERK										
CC-1	2024-2025	Pinegrove Chapel Repair-Historic Structure	Facility Repair	City Clerk	Building Chapel	\$555,321.00	Grant	\$0.00	\$0.00	\$555,321.00
CC-2	2024-2025	Storage Trailer-Election Tables, equipment	Storage	City Clerk	Storage Trailer	\$21,000.00	Operating	\$0.00	\$0.00	\$21,000.00
						\$576,321.00		\$0.00	\$0.00	\$576,321.00
EMS										
EMS-1	2024-2025	Ambulance Remount	Equipment money saving	EMS	Vehicle/Equip	\$270,500.00	2024 Bond	\$270,500.00	\$0.00	\$0.00
EMS-2	2026-2027	Ambulance Refurbish	Equipment money saving	EMS	Vehicle/Equip	\$325,000.00	Future Bond	\$0.00	\$0.00	\$325,000.00
						\$595,500.00		\$270,500.00	\$0.00	\$325,000.00
FIRE										
FD-1	2024-2025	Utility Truck Replacement	Equip Rep-Rep utility truck	Fire	Vehicle	\$100,000.00	Int/Cap Reserve	\$100,000.00	\$0.00	\$0.00
FD-2	2024-2025	Radio Upgrade Fire Project 2	Correct communication Deficiency	Fire/Police	Radio Upgrade	\$125,000.00	Future Bond	\$0.00	\$0.00	\$125,000.00
FD-3	2024-2025	Fire/Police Substation Design	Planning/design substation	Multi-FD Portion	1/3 Design/Plan	\$20,000.00	Solar Reserve	\$20,000.00	\$0.00	\$0.00

Priority #	Project Schedule	Project	Equipment or Facility Replacement Info.	Department	Type	Projected/ Actual Costs	Funding Method	FYE 06/30/2025	FYE 06/30/2026	Future Years
FD-5	2025-2026	Central Station HVAC-4 Units	Replace defective unit2	Fire	HVAC Equip	\$175,000.00	Future Bond	\$0.00	\$0.00	\$175,000.00
FD-6	2025-2026	Fire Extrication Tools	Replace Jaws for safety	Fire	Equipment	\$80,000.00	Bond/Oper	\$0.00	\$0.00	\$80,000.00
FD-7	2026-2027	Airport/Fire/Police Substation Con	1/3 Facility Construction	Multi-FD Portion	Building	\$6,000,000.00	CDS	\$0.00	\$0.00	\$6,000,000.00
						\$6,500,000.00		\$120,000.00	\$0.00	\$6,380,000.00
		INFORMATION TECHNOLOGY								
IT-1	2024-2025	Network Redesign/Infrastructure	Replace aging infrastructure	IT	Equip/Software	\$255,500.00	2024 Bond	\$255,500.00	\$0.00	\$0.00
						\$255,500.00		\$255,500.00	\$0.00	\$0.00
		LIBRARY								
LB-1	2024-2025	Building Façade Assessment	Building Evaluation	Library	Building	\$31,000.00	2024 Bond	\$30,000.00	\$0.00	\$0.00
LB-2	2024-2025	HVAC System Assessment	Heating/Cooling/Air System	Library	Building	\$10,000.00	2024 Bond	\$150,000.00	\$0.00	\$0.00
LB-3	2024-2025	Security Gate Replacement	Safety Item	Library	Building	\$31,253.00	Unknown	\$0.00	\$0.00	\$31,253.00
LB-4	2025-2026	Flooring Replacement	Maintenance	Library	Building	\$33,225.00	Unknown	\$0.00	\$0.00	\$33,225.00
LB-x	TBD	HVAC System Repair/Replacement	Building Maintenance	Library	Building	unknown	Unknown	\$0.00	\$0.00	\$0.00
LB-x	TBD	Building Façade Repairs	Buildng Maintenance	Library	Building	unknown	Unknown	\$0.00	\$0.00	\$0.00
MS-1	2025-2026	Small Projects and/or Improvements	Citywide	Citywide	Various				\$0.00	\$0.00
		OTHER FACILITIES								
OF-1	2025-2026	Castonguay Square & Common Street	Park grounds and Infrastructure	Parks & Rec.	Infrastructure	\$100,000.00	2024 Bond	\$100,000.00	\$0.00	\$0.00
OF-1	2024-2026	Beautification Projects - Trees, Benches, etc.	Streets, parks and grounds Citywide	Administration	Infrastructure	\$100,000.00	2024 Bond	\$100,000.00	\$50,000.00	\$0.00
								\$200,000.00	\$50,000.00	\$0.00
		POLICE								
PD-1	2025-2026	DetectaChem (Narcotics Identifier)	Equipment	Police	Equipment	\$24,900.00	Grant/Oper		\$24,900.00	\$0.00
PD-2	2024-2025	Radio Upgrade Police Project 4	Correct communication Deficiency	Police	Radio Upgrade	\$126,000.00	Future Bond	\$0.00	\$0.00	\$126,000.00
PD-3	2025-2026	Range Storage Units-2 Conex Boxes	Building-Storage Save rental fee	Police	Building	\$23,400.00	Int/Cap Reserve	\$23,400.00	\$0.00	\$0.00
PD-X	2024-2025	Fire/Police Substation Design	Planning/design substation	Multi-FD Portion	1/3 Design/Plan	\$20,000.00	Solar Reserve	\$20,000.00	\$0.00	\$0.00
PD-4	2026-2027	Police/Fire Substation	Substation Building	Police/Fire	Building	\$6,000,000.00	CDS	\$0.00	\$0.00	\$6,000,000.00
PD-5	2026-2027	Records Management System	Current system sunsets in 5 years	Police	Software	\$178,744.12	Future Bond	\$0.00	\$0.00	\$178,744.12
PD-6	2025-2026	Duty Pistol Upgrade	Replace existing-trade in old	Police	Equipment	\$22,620.00	Oper	\$0.00	\$22,620.00	\$0.00
PD-7	2024-2025	K9 Dog, Training, and Equipment	Add 2nd K9- Expand Service	Police	Equipment	\$40,000.00	Grant	\$0.00	\$40,000.00	\$0.00
PD-8	2024-2025	Firearm Range Building	Building at Range	Police	Building	\$220,000.00	Budgeting/Grant	\$0.00	\$0.00	\$220,000.00

Priority #	Project Schedule	Project	Equipment or Facility Replacement Info.	Department	Type	Projected/ Actual Costs	Funding Method	FYE 06/30/2025	FYE 06/30/2026	Future Years
						\$6,655,664.12		\$43,400.00	\$87,520.00	\$6,524,744.12
		<u>PARKS/CEMETERY</u>								
PR-1	2024-2025	Ventrac Tractor	Expand Service	Parks & Rec.	Equipment	\$48,000.00	Future Bond	\$0.00	\$0.00	\$48,000.00
PR-2	2024-2025	Tractor attachments	Expand Service	Parks & Rec.	Equipment	\$100,000.00	Future Bond	\$0.00	\$0.00	\$100,000.00
PR-3	2024-2025	2 Wide Area Mowers	New Mower Expand Service	Parks & Rec.	Equipment	\$80,000.00	2024 Bond	\$80,000.00	\$0.00	\$0.00
PR-4	2024-2025	Tractor-Wide Tire	Replace 2002 JD4210	Parks & Rec.	Equipment	\$37,500.00	Cem Trust Fund	\$37,500.00	\$0.00	\$0.00
PR-5	2025-2026	1-Wide Area Mower	Replacement of Parks 2013 JD1445	Parks & Rec.	Equipment	\$27,500.00	Bond/Oper	\$0.00	\$0.00	\$27,500.00
PR-6	2025-2026	1-Ton Dump Truck	Replacement Parks 2013 GMC	Parks & Rec.	Vehicle	\$83,000.00	Bond/Oper	\$0.00	\$0.00	\$83,000.00
PR-7	2025-2026	Commercial Mower with Hopper	New Mower Expand Service	Parks & Rec.	Equipment	\$23,000.00	Bond/Oper	\$0.00	\$0.00	\$23,000.00
PR-8	2025-2026	Aerator	Scheduled Replacement	Parks & Rec.	Equipment	\$15,000.00	Operating budget	\$0.00	\$15,000.00	\$0.00
PR-9	2025-2026	Ballfield Groomer	Replace 2006 Smithco unit	Parks & Rec.	Equipment	\$25,000.00	Bond/Oper	\$0.00	\$0.00	\$25,000.00
						\$439,000.00		\$117,500.00	\$15,000.00	\$306,500.00
		<u>PSAP/COMMS CENTER</u>								
PSAP-1	2024-2025	Dispatch Console	Replace broken desk unit	Dispatch	Equipment	\$28,600.00	Int/Cap Reserve	\$30,000.00	\$0.00	\$0.00
						\$28,600.00		\$30,000.00	\$0.00	\$0.00
		<u>PUBLIC WORKS</u>								
PW-1	2024-2025	City Wide Street and Sidewalk Reconstruction	Schedule Replacement	Public Works	Infrastructure	\$2,500,000.00	2024 Bond	\$2,948,000.00		\$955,000.00
	2024-2025	Street and Sidewalk Paving	Schedule Replacement	Public Works	Infrastructure	\$800.00	2025 Bond	\$800,000.00		
PW-2	2024-2025	Front Mount Snowblower	Replacement Unit 32 1989 blower	Public Works	Equipment	\$235,000.00	TIF	\$235,000.00	These items purchased together	
PW-3	2024-2025	Loader	Replacement 2009 John Deere	Public Works	Equipment	\$230,000.00	TIF	\$230,000.00		
PW-4	2024-2025	Mechanical Sweeper	Additional Equip	Public Works	Equipment	\$300,000.00	Bond/Oper	\$0.00	\$0.00	\$300,000.00
PW-5	2024-2025	Hydraulic Lift	New Equipment-Increase Efficiency	Public Works	Equipment	\$60,000.00	Bond/Oper	\$0.00	\$0.00	\$60,000.00
PW-6	2024-2025	R2 Roll-off Containers	Replace old containers	Public Works	Equipment	\$25,000.00	Int/Cap Reserve	\$25,000.00	\$0.00	\$0.00
PW-7	2024-2025	Generator	Replaces 1993 Generac SG070	Public Works	Equipment	\$35,000.00	Bond/Oper	\$0.00	\$0.00	\$35,000.00
PW-8	2025-2026	DPW-Roller	Replaces Equip 1991	Public Works	Equipment	\$75,000.00	Future Bond	\$0.00	\$0.00	\$75,000.00
PW-9	2025-2026	Skidsteer	Replace unit #42 2008 Bobcat	Public Works	Equipment	\$73,000.00	Bond/Oper	\$0.00	\$0.00	\$73,000.00
PW-10	2025-2026	Single Axle Truck	Replace Unit #5 2012 International	Public Works	Vehicle	\$265,000.00	2024 Bond	\$265,000.00	\$0.00	\$0.00
PW-11	2025-2026	Roadside Flail Mower	Replacement #41 2007 Ferri 180	Public Works	Equipment	\$160,000.00	Future Bond	\$0.00	\$0.00	\$160,000.00
						\$3,958,800.00		\$4,503,000.00	\$0.00	\$1,658,000.00

Priority #	Project Schedule	Project	Equipment or Facility Replacement Info.	Department	Type	Projected/ Actual Costs	Funding Method	FYE 06/30/2025	FYE 06/30/2026	Future Years
TOTAL CAPITAL PROJECT REQUESTS						\$26,998,863.12		\$5,987,900.00	\$102,520.00	\$21,835,043.12
TOTAL CAPITAL PROJECTS FUNDED BY 2024 BOND								\$4,999,000.00		\$4,999,000.00
TOTAL CAPITAL PROJECTS FUNDED BY INTEREST EARNINGS/CAPITAL RESERVE								\$421,400.00		\$421,400.00
TOTAL CAPITAL PROJECTS FUNDED BY TIF FUNDS								\$465,000.00		\$465,000.00
TOTAL CAPITAL PROJECTS FUNDED BY AIRPORT SOLAR RESERVE								\$60,000.00		\$60,000.00
TOTAL CAPITAL PROJECTS FUNDED BY CEMETERY FUND								\$37,500.00		\$37,500.00
TOTAL CAPITAL SPLIT WITH OPERATIONS								\$5,000.00		\$5,000.00
										\$5,987,900.00

SCHOOLS

FY 2025

	ACTUALS FY2022	ACTUALS FY2023	BUDGET FY2024	FY2024 THRU JANUARY 31, 2024	DEPT REQUEST FY2025	CITY MANAGER PROPOSED FY2025	\$ CHANGE	% CHANGE
1. NET COST - OVER (UNDER) REVENUE	\$ 8,222,227	\$ 8,795,300	\$ 10,599,162	\$ 5,299,578	\$ 11,443,594	\$ 11,081,202	\$ 482,040	4.5%
3. TOTAL REVENUE	(17,490,449)	(17,822,878)	(19,673,936)	(9,836,968)	(21,201,063)	(21,201,063)	1,527,127	(7.8%)
4. TOTAL COST	25,712,675	26,618,178	30,273,098	15,136,546	32,644,657	32,282,265	2,009,167	6.6%
7. SCHOOL TOTAL REVENUE	\$ 17,490,449	\$ 17,822,878	\$ 19,673,936	\$ 9,836,968	\$ 21,201,063	\$ 21,201,063	\$ 1,527,127	7.8%
8. STATE SUBSIDIES	16,071,764	16,444,800	18,293,244	9,146,622	19,737,680	19,737,680	1,444,436	7.9%
9. SURPLUS (CARRYOVER)	160,000	300,000	300,000	150,000	300,000	300,000	-	0.0%
10. SCHOOL REVENUES	1,025,287	835,202	805,826	402,913	800,451	800,451	(5,375)	(0.7%)
11. SHARED PROGRAM REVENUES	67,916	69,776	72,522	36,261	90,698	90,698	18,176	25.1%
12. ADULT EDUCATION	165,481	173,100	202,344	101,172	272,234	272,234	69,890	34.5%
15. SCHOOL OPERATING COSTS	\$ 25,712,675	\$ 26,618,178	\$ 30,273,098	\$ 15,136,546	\$ 32,644,657	\$ 32,282,265	\$ 2,009,167	6.6%
16. SPECIAL SERVICES/TUTORS/MAIN OFFICE	5,216,818	5,455,468	6,600,778	3,300,389	7,309,007	7,203,676	602,898	9.1%
17. GEORGE J MITCHELL SCHOOL	3,270,893	3,394,252	3,879,684	1,939,842	4,272,260	4,224,007	344,323	8.9%
18. ALBERT S HALL SCHOOL	2,048,198	2,196,094	2,280,323	1,140,162	2,520,009	2,487,712	207,389	9.1%
19. WATERVILLE JUNIOR HIGH	2,955,341	3,122,805	3,503,150	1,751,575	3,590,888	3,550,382	47,232	1.3%
20. WATERVILLE SENIOR HIGH	4,761,234	4,900,796	5,598,340	2,799,170	5,765,049	5,711,201	112,861	2.0%
21. MID-MAINE TECHNICAL CENTER	2,312,748	2,291,547	2,586,039	1,293,019	2,890,332	2,865,103	279,064	10.8%
22. ADULT EDUCATION	456,374	601,605	506,509	253,254	564,520	559,447	52,938	10.5%
23. ELL	72,791	139,110	287,152	143,576	501,303	479,898	192,746	67.1%
24. HEALTH SERVICES	307,116	278,579	377,741	188,870	428,635	424,165	46,424	12.3%
25. ALTERNATIVE EDUCATION & TEEN PARENT	429,302	412,895	452,470	226,235	485,076	478,054	25,584	5.7%
26. CERTIFICATION	13,879	9,279	22,627	11,313	20,632	20,588	(2,039)	(9.0%)
27. DISTRICT TECHNOLOGY	729,070	710,582	751,635	375,817	721,081	714,285	(37,350)	(5.0%)
28. DISTRICT WIDE COORDINATORS	2,172	2,163	3,777	1,888	7,963	7,957	4,180	110.7%
29. BOARD OF EDUCATION / CENTRAL OFFICE	1,984,626	2,034,192	2,003,727	1,001,863	2,121,666	2,096,002	92,275	4.6%
30. TRANSPORTATION	1,130,782	1,068,811	1,419,146	709,573	1,446,236	1,459,788	40,642	2.9%
31. AREA RESOURCE CENTER	21,331	-	-	-	-	-	-	0.0%

Tax Increment Financing

	Airport	Alfond Commons	City Center	Downtown	Depres KRP	Gilman Place (Housing)	Lockwood 1 (Hathaway)	Lockwood II (Mill) (Housing)	Manor Gardens	Mt. Merici (Housing)	Pipeline Summit Gas	Seton Commercial (ED)	Trafton Rd	Total Funding by Category
Balance as of 6/30/24	17,167	-2,564	133,919	471,534	1,279	2,847	-47,677	186	2893	867	-67,011	733	1,039	515,212
FY25 Projected TIF Revenue	43,370	164,776	436,532	691,573	5,168	42,230	183,766	-	40,071	43,904	299,181	2,117	1,049	1,953,736
Total TIF Funds Available	60,537	162,212	570,451	1,163,107	5,168	45,077	136,089	186	42,964	44,771	232,170	2,850	2,088	2,468,949
CEA Payments FY25	-	(99,776)	-	-	(3,876)	(19,004)	(123,123)	-	(28,050)	(32,928)	-	(1,270)	-	(308,027)
Available after CEA payments	60,537	62,436	570,451	1,163,107	1,292	26,073	12,966	186	14,914	11,843	232,170	1,580	2,088	2,159,643
FY25 Uses:														
Airport Facilities	40,000													40,000
DEBT SERVICE														-
BUILD_Infrastructure Debt				100,000										100,000
Fire Truck Debt Payment			81,000											81,000
PW Snowplow Equipment				100,000										100,000
Paving and Sidewalk Improvement			50,000	100,000										150,000
ENVIROMENTAL REMEDIATION														-
ENERGY CONVERSION/CONSERVATION							5,000				30,000			35,000
ECONOMIC DEVELOPMENT														
Business Attraction/Marketing				40,700										40,700
City Staff Costs										11,108	80,000			91,108
Central Maine Growth Council Membership				44,601										44,601
Central Maine Growth Council Staff											105,000			105,000
First Park				43,195										43,195
KVCOG dues			19,150											19,150
Maine Development Foundation			350											350
Mid-Maine Chamber Dues			5,000											5,000
Revolving Loan Funds-Business				100,000	10,000		5,000							115,000
Training & Workforce Development				20,000										20,000
Waterville Creates - Event Support			35,000											35,000
INFRASTRUCTURE COSTS														
Street, Roads, sidewalks, and Utilities		50,000	100,000	100,000					10,000					260,000
Planning & Engineering (TIF Projects)				120,000										120,000
Lighting, signage, kiosk		10,000												10,000
Equipment & Public Safety Items			235,000	230,000										465,000
WITHIN DISTRICT														
Real Estate Acquisition														
Parking, Sidewalks, landscaping, lighting														
Downtown, Water and Spring Streets														
Infrastructure Imp Chase Ave														
Improvements Trafton & Junction Roads														

	Airport	Alfond Commons	City Center	Downtown	Depres KRP	Gilman Place	Lockwood 1 (Hathaway)	Lockwood II (Mill)	Manor Gardens	Mt. Merici	Pipeline Summit Gas	Seton Commercial	Trafton Rd	Total Funding by Category
COMMUNITY DEVELOPMENT														
AYCC (needy youth)				10,000										10,000
KVCAP Transportation				20,000										20,000
Trails/Safety				30,000										30,000
Revolving Loan Funds-Residential														
Accessibility														-
Rehabilitation & Repairs														-
SCHOOL & EDUCATION														
						25,842		317						26,159
Total Expended	40,000	60,000	525,500	1,058,496	10,000	25,842	10,000	317	10,000	11,108	215,000	-	-	1,966,263
Balance remaining	20,537	2,436	44,951	104,611	(8,708)	231	2,966	(131)	4,914	735	17,170	1,580	2,088	193,380
Use of TIF Fund Balance for FY25														321,832