

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on **Monday, March 23, 2020** in the Council Chambers located at 25 High Street, **6:00 pm**.

DUE TO THE COVID-19 PANDEMIC, THIS MEETING IS CLOSED TO THE PUBLIC BUT WILL BE BROADCAST VIA CABLE CHANNEL 1301 AND THE CITY'S YOUTUBE CHANNEL



1. Roll Call
2. Invocation / Inspirational Thought
3. Pledge of Allegiance
4. Public Forum
5. Financial Report for February 2020
6. New Business & Adoption of Ordinances and Resolutions
 - a. Discussion and Possible Action Regarding Seasonal Weight Limits on Roads
 - b. Discussion Regarding Business Assistance Programs due to COVID-19
 - c. Discussion Regarding City Leave Policy for Pandemic Situations
7. Old Business
 - a. Discussion and Possible Action Regarding 2020 Revenue Projections
 - b. Discussion and Possible Action Regarding City Membership in the Aroostook Area Chamber of Commerce
8. Reports and Discussion by Mayor and Council Members
9. City Manager's Report
10. Reports by Staff and Appointed Officials
11. Executive Session(s) (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
 - a. Personnel Matters Regarding Compensation of City Employees under 6.A
 - b. Economic development and Real Estate under 6.C
 - c. Discussion Regarding Collective Bargaining Contract with Police Officers under 6.D.
12. Next Meeting(s): April 6 & 20
13. Adjournment

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Pgs 18-19

Pg 20

Pgs 21-22

Pgs 23-26

Pg 27

Pgs 28-29

If you are planning to attend this Public Meeting and, due to a disability, need assistance in understanding or participating in the meeting, please notify the City ten or more hours in advance and we will, within reason, provide what assistance may be required.

Certificate of Mailing/Posting

The undersigned duly appointed City official for the municipality of Caribou City hereby certifies that a copy of the foregoing Notice and Agenda was posted at City Offices and on-line in accordance with City noticing procedures.

BY: _____ Jayne R. Farrin, City Clerk

General Ledger Summary Report

Fund(s): ALL
February

Account	Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
	Balance	Net	Net	Debits	Credits	Net
1 - Gen Fund	11,999.45	0.00	0.00	5,579,856.95	5,579,856.95	0.00
Assets	9,693,583.00	9,842,342.30	-674,985.40	2,444,287.69	3,789,339.54	8,497,290.45
101-00 CASH (BANK OF MAINE)	4,324,340.92	4,168,345.82	-553,283.69	1,530,789.31	2,699,604.82	2,999,530.31
102-00 RECREATION ACCOUNTS	34,080.26	37,575.67	0.00	0.00	0.00	37,575.67
103-00 NYLANDER CHECKING	918.25	918.33	0.07	0.15	0.00	918.48
110-00 SECTION 125 CHECKING FSA	11,520.34	11,592.16	-1,009.90	14,663.97	2,577.17	23,678.96
110-05 2019 SECTION 125 CHECKING HRA	40,997.95	33,709.93	-2,558.25	0.00	2,558.25	31,151.68
110-06 2020 SECTION 125 CHECKING HRA	0.00	0.00	-5,091.57	94,375.00	5,091.57	89,283.43
111-00 RETIREMENT INVESTMENT	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
117-00 RLF #10 INVESTMENT	236,050.71	236,316.64	266.63	266.63	0.00	236,583.27
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	23,423.16	8,095.48	-10,072.26	39,255.00	61,493.50	-14,143.02
124-00 GAS INVENTORY	12,096.46	18,924.37	-8,025.25	0.00	16,517.77	2,406.60
125-00 ACCOUNTS RECEIVABLE	11,542.86	312,687.74	-4,076.96	31,516.75	37,401.91	306,802.58
126-00 SWEETSOFT RECEIVABLES	572,816.11	572,816.11	2,068.63	287,943.49	233,384.09	627,375.51
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
174-00 CDC LOANS REC (1280)	60,115.83	60,115.83	0.00	0.00	0.00	60,115.83
180-00 DR. CARY CEMETERY INVESTMENT	1,133.48	1,134.37	0.00	0.00	0.00	1,134.37
181-00 HAMILTON LIBRARY TR. INVEST	1,782.30	1,793.95	0.00	0.00	0.00	1,793.95
182-00 KNOX LIBRARY INVESTMENT	9,981.69	10,037.11	0.00	0.00	0.00	10,037.11
183-00 CLARA PIPER MEM INV	670.69	671.20	0.00	0.00	0.00	671.20
184-00 JACK ROTH LIBRARY INVEST	23,378.83	23,531.85	0.00	0.00	0.00	23,531.85
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,435.80	7,465.44	0.00	0.00	0.00	7,465.44
187-00 DOROTHY COOPER MEM INV	56,071.50	56,386.81	0.00	0.00	0.00	56,386.81
189-00 MARGARET SHAW LIBRARY INV	12,966.75	12,991.28	0.00	0.00	0.00	12,991.28
190-00 GORDON ROBERTSON MEM INV	11,483.26	11,496.29	0.00	0.00	0.00	11,496.29
191-00 MEMORIAL INVESTMENT	6,140.63	6,153.71	0.00	0.00	0.00	6,153.71
192-00 G. HARMON MEM INV	6,766.50	6,774.18	0.00	0.00	0.00	6,774.18
193-00 BARBARA BREWER FUND	5,508.63	5,519.14	0.00	0.00	0.00	5,519.14
194-00 RODERICK LIVING TRUST	16,426.59	16,445.49	0.00	0.00	0.00	16,445.49
196-00 PHILIP TURNER LIBRARY INV	8,937.76	8,981.97	0.00	0.00	0.00	8,981.97
198-00 TAX ACQUIRED PROPERTY	190,534.26	178,908.40	-14,246.38	0.00	14,246.38	164,662.02
198-17 TAX ACQUIRED PROPERTY 2017	-3,197.11	0.00	4,983.15	7,299.08	7,299.08	0.00
198-18 TAX ACQUIRED PROPERTY 2018	-4,197.27	0.00	4,941.45	5,349.09	5,349.09	0.00
198-19 TAX ACQUIRED PROPERTY 2019	-2,617.03	0.00	1,175.95	1,598.21	1,598.21	0.00
200-18 2018 TAX RECEIVABLE	528.51	528.51	0.00	0.00	0.00	528.51
200-19 2019 TAX RECEIVABLE	829,395.74	829,395.74	-60,228.95	0.00	147,541.51	681,854.23
200-20 2020 TAX RECEIVABLE	-31,838.04	-31,838.04	-30,324.20	0.00	95,340.03	-127,178.07
200-21 2021 TAX RECEIVABLE	0.00	0.00	0.00	1,300.00	1,300.00	0.00
205-16 2016 LIENS RECEIVABLE	214.01	214.01	0.00	0.00	0.00	214.01
205-17 2017 LIENS RECEIVABLE	1,304.94	1,304.94	0.00	0.00	0.00	1,304.94
205-18 2018 LIENS RECEIVABLE	155,458.65	155,458.65	-1,897.33	0.00	10,319.46	145,139.19
210-10 2010 PP TAX RECEIVABLE	621.78	621.78	0.00	0.00	0.00	621.78
210-11 2011 PP TAX RECEIVABLE	869.22	869.22	0.00	0.00	0.00	869.22
210-12 2012 PP TAX RECEIVABLE	5,166.61	5,166.61	0.00	0.00	0.00	5,166.61
210-13 2013 PP TAX RECEIVABLE	5,467.93	5,467.93	0.00	0.00	0.00	5,467.93
210-14 2014 PP TAX RECEIVABLE	13,691.27	13,691.27	0.00	0.00	0.00	13,691.27
210-15 2015 PP TAX RECEIVABLE	12,713.48	12,713.48	0.00	0.00	0.00	12,713.48
210-16 2016 PP TAX RECEIVABLE	10,836.28	10,836.28	0.00	0.00	114.50	10,721.78
210-17 2017 PP TAX RECEIVABLE	11,852.12	11,852.12	-98.25	0.00	310.97	11,541.15
210-18 2018 PP TAX RECEIVABLE	17,932.81	17,932.81	0.00	0.00	349.24	17,583.57
210-19 2019 PP TAX RECEIVABLE	35,335.69	35,335.69	0.00	0.00	1,834.83	33,500.86

General Ledger Summary Report

Fund(s): ALL

February

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
210-20 2020 PP TAX RECEIVABLE	-5.50	-5.50	-331.00	0.00	633.00	-638.50
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	77,495.37	77,495.37	0.00
304-00 FICA W/H	0.00	0.00	18.26	98,339.28	98,321.02	18.26
305-00 MEDICARE WITHHOLDING	0.00	0.00	4.27	22,999.13	22,994.86	4.27
306-00 STATE WITHHOLDING	0.00	0.00	0.00	31,717.79	31,717.79	0.00
307-00 M.S.R.S. W/H	88.95	88.95	0.00	25,044.31	25,044.31	88.95
307-01 MSRS EMPLOYER	-152.35	-152.35	0.00	19,788.71	19,788.71	-152.35
308-00 AFLAC INSURANCE	-1.92	0.00	-0.14	1,332.88	1,333.16	-0.28
312-00 HEALTH INS. W/H	-26,826.38	-26,388.41	-299.46	46,491.86	47,448.40	-27,344.95
314-00 UNITED WAY W/H	0.00	0.00	0.00	27.00	27.00	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	1,638.00	1,638.00	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	680.05	680.05	0.00
317-00 PW UNION INS	0.00	0.00	0.00	189.94	189.94	0.00
318-00 MMA INCOME PROTECTION	-7,060.68	-7,008.66	192.50	6,316.97	6,727.67	-7,419.36
319-00 REAL ESTATE TAX W/H	0.00	0.00	-50.00	5,679.00	5,729.00	-50.00
320-00 ICMA RETIREMENT CORP	0.00	0.00	0.00	30,849.43	30,849.43	0.00
320-01 ICMA EMPLOYER MATCH	0.00	0.00	0.00	7,258.10	7,258.10	0.00
321-01 PRIMERICA SHAREHOLDER SERVICE	0.00	0.00	0.00	225.00	225.00	0.00
322-00 RETIRED HEALTH INS PROGRAM	0.00	0.00	0.00	1,958.16	1,958.16	0.00
323-00 MMA SUPP. LIFE INSURANCE	-1,534.63	-1,500.55	61.27	1,809.60	1,984.11	-1,675.06
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	270.00	270.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	6,630.81	6,630.81	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	1,920.75	1,920.75	0.00
326-00 SALES TAX COLLECTED	-3.73	-3.73	0.00	5.47	0.00	1.74
327-00 VEHICLE REG FEE (ST. OF ME)	-4,009.00	-1,849.00	-6,742.50	24,029.25	32,301.75	-10,121.50
331-00 BOAT REG FEE INLAND FISHERIES	-49.00	0.00	65.00	114.00	208.00	-94.00
332-00 SNOWMOBILE REG (F&W)	-7,343.00	0.00	7,075.51	10,466.13	13,811.75	-3,345.62
333-00 ATV REGISTRATION (F&W)	0.00	0.00	308.25	309.25	310.25	-1.00
335-00 PLUMBING PERMITS (ST. OF ME)	-2,461.25	-123.85	0.00	0.00	10.00	-133.85
336-00 CONCEALED WEAPON PERMIT	-125.00	55.00	-200.00	0.00	380.00	-325.00
338-00 CONNOR EXCISE TAX	0.00	0.00	0.00	1,468.02	1,468.02	0.00
340-00 DOG LICENSES (ST. OF ME)	-1,381.00	0.00	1,181.00	1,587.00	1,867.00	-280.00
341-00 FISHING LICENSES (ST. OF ME)	-589.00	0.00	461.00	675.00	889.00	-214.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,914.75	0.00	747.75	1,129.75	1,511.75	-382.00
347-00 NEPBA UNION PD	0.00	0.00	0.00	1,485.00	1,485.00	0.00
Liabilities	7,300,634.07	7,537,228.64	-362,068.55	1,485,141.04	1,024,185.95	7,076,273.55
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	7,300,634.07	7,537,228.64	-362,068.55	1,485,141.04	1,024,185.95	7,076,273.55
352-00 NYLANDER MUSEUM RESERVE	14,185.99	14,185.99	0.00	0.00	0.00	14,185.99
360-00 RETIREMENT INV FUND	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
362-00 RLF #10 RESERVE	236,050.71	236,316.64	266.63	0.00	266.63	236,583.27
365-01 COMMUNITY POOL IMPROVEMENT	126,655.52	126,655.52	0.00	0.00	0.00	126,655.52
365-02 REC CENTER IMPROVEMENTS	18,857.48	18,857.48	0.00	0.00	0.00	18,857.48
365-03 LAND ACQUISTIONS/EASEMENTS	33,340.00	33,340.00	0.00	0.00	0.00	33,340.00
365-04 RAILS TO TRAILS PROGRAM	20,693.11	20,570.30	0.00	0.00	0.00	20,570.30
365-05 PARK IMPROVEMENT RESERVE	42,430.39	42,430.39	0.00	0.00	0.00	42,430.39
365-08 REC NONAPPROPRIATED SPEC PROJ	2,490.17	2,490.17	0.00	0.00	0.00	2,490.17
365-09 RECREATION EQUIPMENT RESERVE	-9,458.33	-9,458.33	0.00	0.00	0.00	-9,458.33
365-10 REC LAWN MOWER RESERVE	22,595.44	22,595.44	0.00	0.00	0.00	22,595.44
365-11 TRAIL MAINTENANCE RESERVE	3,066.11	3,066.11	0.00	0.00	0.00	3,066.11
365-12 CRX/TOS RESERVE	1,156.62	156.62	1,000.00	0.00	4,000.00	4,156.62

General Ledger Summary Report

Fund(s): ALL

February

Account	Beginning	Beg Bal	Curr Mnth	---- Y T D ----		Balance
	Balance	Net	Net	Debits	Credits	Net
1 - Gen Fund CONT'D						
365-13 RECREATION - COLLINS POND	20,921.50	20,921.50	0.00	0.00	0.00	20,921.50
365-16 CARIBOU COMMUNITY BAND	1,551.08	1,551.08	0.00	0.00	0.00	1,551.08
365-18 REC SCHOLARSHIPS	2,051.22	2,051.22	0.00	0.00	0.00	2,051.22
365-19 CIVIC BEAUTIFICATION RESERVE	0.14	0.14	0.00	0.00	0.00	0.14
365-20 SKI TRAIL PROGRAM	1,320.29	1,320.29	25.00	0.00	35.00	1,355.29
365-21 RD TRAILS GRANT	0.47	0.47	0.00	0.00	0.00	0.47
365-22 NON APPROP SKI RENTAL PROGRAM	9,649.50	9,649.50	-331.40	446.40	775.00	9,978.10
365-24 CADET RESERVE	482.56	482.56	0.00	0.00	0.00	482.56
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
366-00 ASSESSMENT RESERVE	-205.00	-205.00	0.00	0.00	0.00	-205.00
366-01 LIBRARY BUILDING RESERVE	32,995.14	32,995.14	0.00	0.00	0.00	32,995.14
366-02 LIBRARY MEMORIAL FUND	27,114.58	27,114.58	-48.92	181.92	505.00	27,437.66
366-03 LIBRARY COMPUTER RESERVE	1,208.20	1,208.20	0.00	0.00	0.00	1,208.20
366-12 KING GRANT	1,565.11	1,565.11	0.00	0.00	0.00	1,565.11
367-01 POLICE DONATED FUNDS	26,592.67	26,094.07	-102.67	152.67	50.00	25,991.40
367-02 POLICE DEPT EQUIPMENT	42,484.72	42,484.72	2,881.29	0.00	3,001.29	45,486.01
367-03 POLICE CAR RESERVE	19,153.56	23,578.56	0.00	1,967.85	9,817.85	31,428.56
367-04 POLICE CAR VIDEO SYSTEM	3,128.75	3,128.75	0.00	0.00	0.00	3,128.75
367-05 DRINK GRANT PERSONNEL	16,112.63	16,112.63	-120.00	120.00	0.00	15,992.63
367-06 PD COMPUTER RESERVE	17,039.56	17,039.56	0.00	1,000.00	0.00	16,039.56
367-07 POLICE DIGITAL FILING	9,000.00	9,000.00	0.00	0.00	0.00	9,000.00
367-08 MAJOR SYSTEMS REPLACEMENT	43,372.49	43,372.49	0.00	0.00	0.00	43,372.49
367-09 NEW POLICE STATION	-653.80	-653.80	-45.91	45.91	0.00	-699.71
368-01 FIRE EQUIPMENT RESERVE	1,969.31	1,969.31	0.00	116,999.60	0.00	-115,030.29
368-02 FIRE HOSE RESERVE	5,006.25	5,006.25	0.00	0.00	0.00	5,006.25
368-03 FIRE DEPT FOAM RESERVE	2,922.50	2,922.50	0.00	0.00	0.00	2,922.50
368-04 FIRE TRAINING BLDG RESERVE	3,226.25	3,226.25	0.00	0.00	0.00	3,226.25
368-05 FIRE DEPT FURNACE	0.14	0.14	0.00	0.00	0.00	0.14
368-06 FIRE/AMB COMPUTER RESERVE	4,164.90	4,164.90	0.00	0.00	0.00	4,164.90
368-07 FIRE DISPATCH REMODEL	3,100.00	3,100.00	0.00	0.00	0.00	3,100.00
368-08 FIRE SMALL EQUIPMENT	6,499.00	6,499.00	0.00	0.00	0.00	6,499.00
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	73,015.00	73,015.00	0.00	0.00	0.00	73,015.00
369-01 AMBULANCE SMALL EQUIP RESERVE	14,150.32	14,150.32	0.00	0.00	0.00	14,150.32
369-02 AMBULANCE STAIRCHAIRS	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00
369-03 AMBULANCE RESERVE	73,594.44	73,594.44	0.00	0.00	0.00	73,594.44
370-03 PW EQUIPMENT RESERVE	97,063.37	84,263.37	0.00	0.00	0.00	84,263.37
370-04 STREETS/ROADS RECONSTRUCTION	85,143.61	200,143.61	0.00	0.00	0.00	200,143.61
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	0.00	5,178.30
370-06 FUEL TANK RESERVE	-80,191.69	-77,173.67	1,774.72	0.00	3,631.10	-73,542.57
370-07 PW BUILDING RESERVE	73,566.72	73,566.72	1,600.00	0.00	1,600.00	75,166.72
370-09 RIVER ROAD RESERVE	-56,075.75	-56,075.75	0.00	0.00	0.00	-56,075.75
371-01 ASSESSMENT REVALUATION RESERVE	65,351.91	65,351.91	0.00	0.00	0.00	65,351.91
371-02 ASSESSING COMPUTER RESERVE	1,200.50	1,200.50	0.00	0.00	0.00	1,200.50
371-03 AERIAL PHOTOGRAPHY	2,700.00	2,700.00	0.00	0.00	0.00	2,700.00
371-04 ASSESSING OFFICE EQUIPMENT	730.00	730.00	0.00	0.00	0.00	730.00
371-05 ASSESSING TRAVEL & TRAINING	-216.91	-216.91	0.00	0.00	0.00	-216.91
372-01 AIRPORT RESERVE	78,503.24	78,503.24	0.00	0.00	0.00	78,503.24
372-04 AIRPORT HANGER SECURITY DEPOS	1,010.00	1,010.00	0.00	0.00	0.00	1,010.00
373-01 GEN GOVT COMPUTER RESERVE	5,473.97	5,473.97	0.00	0.00	0.00	5,473.97
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	0.00	0.00	0.00	27.40
373-03 MUNICIPAL BUILDING RESERVE	48,460.46	48,460.46	0.00	0.00	0.00	48,460.46
373-04 VITAL RECORDS RESTORATION	776.50	776.50	0.00	0.00	0.00	776.50

General Ledger Summary Report

Fund(s): ALL
February

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
373-05 BIO-MASS BOILERS	1,037.51	1,037.51	0.00	52,039.00	0.00	-51,001.49
373-07 T/A PROPERTY REMEDIATION RESEI	12,039.20	12,039.20	0.00	0.00	0.00	12,039.20
373-08 HRA CONTRIBUTION RESERVE	36,313.12	36,313.12	0.00	0.00	0.00	36,313.12
373-10 FLEET VEHICLES	1,221.20	1,221.20	0.00	0.00	0.00	1,221.20
373-11 NASIFF CLEAN UP	2,767.55	-8,951.75	0.00	0.00	12,230.30	3,278.55
373-12 NBRC BIRDS EYE	20,451.12	-37,298.88	0.00	0.00	0.00	-37,298.88
373-17 LADDER ENGINE TRUCK 2016	-199.20	-199.20	0.00	0.00	0.00	-199.20
373-18 2019 HRA RESERVE	40,997.95	33,709.93	-2,558.25	2,558.25	0.00	31,151.68
373-19 2020 HRA RESERVE	0.00	0.00	-5,091.57	5,091.57	94,375.00	89,283.43
374-00 REC/PARKS COMPUTER RESERVE	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00
374-01 INDUSTRIAL PARK IMPROVEMENTS	12,440.88	12,440.88	0.00	0.00	0.00	12,440.88
374-02 60 ACCESS HIGHWAY	12,801.32	13,257.71	-340.99	1,062.18	360.12	12,555.65
374-03 DOWNTOWN INFRASTRUSTURE	10,415.42	10,415.42	0.00	0.00	0.00	10,415.42
380-01 CAPTS CDBG	0.00	0.00	-4,211.00	4,211.00	0.00	-4,211.00
385-00 COMMUNITY DEVELOPMENT MATCH	31,830.52	31,830.52	0.00	0.00	0.00	31,830.52
387-00 BOUCHARD TIF	8,385.33	8,385.33	0.00	0.00	0.00	8,385.33
388-00 HILLTOP TIF	10,327.60	10,327.60	0.00	0.00	0.00	10,327.60
392-00 PLANNING/ENGINEERING RESERVE	6,241.09	6,241.09	0.00	0.00	0.00	6,241.09
398-00 RECREATION ACCTS FUND BALANCE	34,080.26	37,575.67	0.00	0.00	0.00	37,575.67
399-00 PARKING LOT MAINTENANCE RES	109,466.90	109,466.90	0.00	0.00	0.00	109,466.90
402-00 CDC ECONOMIC DEVELOPMENT	240,000.00	240,000.00	0.00	0.00	0.00	240,000.00
403-00 CDC REVOLVING LOAN	354,916.21	360,961.54	0.00	0.00	0.00	360,961.54
406-00 TRAILER PARK RESERVE	51,064.87	49,354.77	0.00	0.00	0.00	49,354.77
41-00 COUNTY TAX	2.13	2.13	0.00	0.00	0.00	2.13
415-00 LIONS COMMUNITY CENTER RESERVA	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	132,560.19	132,560.19	-8,414.93	22,284.14	8,414.93	118,690.98
419-00 DUE FROM CDC (1280)	60,115.83	60,115.83	0.00	0.00	0.00	60,115.83
421-00 DEFERRED TAX REVENUE	1,113,076.45	1,100,860.53	0.00	0.00	0.00	1,100,860.53
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,435.80	7,465.44	0.00	0.00	0.00	7,465.44
423-00 DR. CARY CEMETERY TRUST FUND	1,133.48	1,134.37	0.00	0.00	0.00	1,134.37
424-00 HAMILTON LIBRARY TRUST FUND	1,782.30	1,793.95	0.00	0.00	0.00	1,793.95
425-00 KNOX LIBRARY MEMORIAL FUND	9,981.69	10,037.11	0.00	0.00	0.00	10,037.11
426-00 CLARA PIPER MEM FUND	670.69	671.20	0.00	0.00	0.00	671.20
427-00 JACK ROTH LIBRARY MEM FUND	23,378.83	23,531.85	-163.71	352.76	19.19	23,198.28
429-00 BARBARA BREWER FUND	5,508.63	5,519.14	0.00	0.00	0.00	5,519.14
430-00 D. COOPER MEM FUND	56,071.50	56,386.81	0.00	4,000.00	0.00	52,386.81
432-00 MARGARET SHAW LIBRARY MEMORI	12,966.75	12,991.28	0.00	0.00	0.00	12,991.28
433-00 GORDON ROBERTSON MEM FUND	11,483.26	11,496.29	0.00	0.00	0.00	11,496.29
434-00 MEMORIAL INVESTMENT	6,140.63	6,153.71	0.00	0.00	0.00	6,153.71
435-00 RODERICK LIVING TRUST	16,426.59	16,445.49	0.00	0.00	0.00	16,445.49
436-00 AMBULANCE REIMBURSEMENT	13,501.15	13,245.42	-723.77	1,011.05	1,011.44	13,245.81
437-00 DEFERRED AMBULANCE REVENUE	564,626.28	572,816.11	0.00	0.00	0.00	572,816.11
438-00 PHILIP TURNER LIBRARY MEMORIAL	8,937.76	8,981.97	0.00	0.00	0.00	8,981.97
441-00 AMBULANCE FUND BALANCE	1,005.62	1,005.62	0.00	0.00	0.00	1,005.62
447-00 EMA EQUIP RESERVE	1,991.79	1,991.79	0.00	0.00	0.00	1,991.79
450-00 RESOURCE RESERVE ACCOUNT	0.00	181,505.76	0.00	0.00	537,245.00	718,750.76
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-988.84	-988.84	0.00	0.00	0.00	-988.84
461-00 CRAFT FAIR	11,121.72	10,798.87	0.00	111.00	0.00	10,687.87
462-00 CDBG HOUSING REHABILITATION	3,879.87	3,879.87	0.00	0.00	0.00	3,879.87
463-00 MISC EVENTS	-1,090.86	-1,090.86	0.00	0.00	0.00	-1,090.86
465-00 THURSDAYS ON SWEDEN	-241.36	-241.36	0.00	0.00	0.00	-241.36
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00

General Ledger Summary Report

Fund(s): ALL
February

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
1 - Gen Fund CONT'D						
467-00 MARATHON	-39,297.79	-39,437.73	0.00	0.00	1,000.00	-38,437.73
469-00 DENTAL INSURANCE	2,250.76	2,250.76	107.45	2,744.90	2,895.78	2,401.64
470-00 EYE INSURANCE	627.23	627.23	1.03	559.62	554.69	622.30
471-00 RC2 TIF	33,526.63	26,651.63	0.00	0.00	0.00	26,651.63
472-00 ANIMAL WELFARE	7,870.21	7,924.21	1,670.00	100.00	2,482.00	10,306.21
477-00 LED STREET LIGHTS	63,719.17	63,719.17	0.00	3,333.33	0.00	60,385.84
478-00 G. HARMON MEM FUND	6,766.50	6,774.18	0.00	0.00	0.00	6,774.18
480-00 CITY RETIREMENT	1,079.76	1,079.76	0.00	0.00	0.00	1,079.76
483-02 DUE TO FUND 2	482,928.15	482,928.15	299.65	0.00	4,452.87	487,381.02
483-03 DUE TO FUND 3	591,640.01	591,640.01	10,866.11	0.00	10,866.11	602,506.12
483-04 DUE TO FUND 4	291,398.10	291,398.10	0.00	0.00	0.00	291,398.10
483-05 DUE TO FUND 5	2,735,039.19	2,783,039.27	0.07	0.00	32.65	2,783,071.92
484-02 DUE FROM FUND 2	-446,202.22	-452,077.05	-20,025.53	31,498.77	0.00	-483,575.82
484-03 DUE FROM FUND 3	-490,523.64	-490,861.84	-8,427.86	14,969.12	0.00	-505,830.96
484-04 DUE FROM FUND 4	-279,172.26	-279,287.01	-3,462.32	7,708.23	0.00	-286,995.24
484-05 DUE FROM FUND 5	-2,184,236.60	-2,199,492.91	-11,583.70	40,253.23	0.00	-2,239,746.14
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	1,910.09	1,910.09	-1,000.00	1,000.00	0.00	910.09
490-00 T/A PROPERTY REMEDIATION RES	10,645.33	10,645.33	0.00	0.00	0.00	10,645.33
493-00 RSU 39 COMMITMENT	-1,082,827.92	-1,082,827.92	-315,932.37	631,864.74	0.00	-1,714,692.66
494-00 TRI COMMUNITY/AWS	213,163.00	213,163.00	0.00	537,245.00	324,082.00	0.00
496-00 BIRTH RECORDS STATE FEE	64.80	0.00	12.40	82.80	178.00	95.20
497-00 DEATH RECORDS STATE FEE	175.20	0.00	34.40	99.60	233.60	134.00
500-00 MARRIAGE RECORDS STATE FEE	37.20	0.00	-22.40	46.40	70.40	24.00
Fund Balance	2,380,949.48	2,305,113.66	-312,916.85	1,650,428.22	766,331.46	1,421,016.90
500-00 EXPENDITURE CONTROL	0.00	0.00	-648,940.70	1,590,617.51	15,134.79	-1,575,482.72
510-00 REVENUE CONTROL	0.00	0.00	336,023.85	59,810.71	751,196.67	691,385.96
600-00 FUND BALANCE	2,380,949.48	2,305,113.66	0.00	0.00	0.00	2,305,113.66
2 - Snowmoible Trail Maintenance						
	0.00	0.00	0.00	35,951.64	35,951.64	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	19,661.60	25,536.43	19,725.88	4,452.87	34,401.99	55,485.55
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	19,661.60	25,536.43	19,725.88	4,452.87	34,401.99	55,485.55
365-11 TRAIL MAINTENANCE RESERVE	56,387.53	56,387.53	0.00	0.00	2,903.22	59,290.75
483-01 DUE TO FUND 1	446,202.22	452,077.05	20,025.53	0.00	31,498.77	483,575.82
484-01 DUE FROM FUND 1	-482,928.15	-482,928.15	-299.65	4,452.87	0.00	-487,381.02
Fund Balance	-19,661.60	-25,536.43	-19,725.88	31,498.77	1,549.65	-55,485.55
500-00 Expense Control	0.00	0.00	-20,025.53	31,498.77	0.00	-31,498.77
510-00 Revenue Control	0.00	0.00	299.65	0.00	1,549.65	1,549.65
600-00 Fund Balance	-19,661.60	-25,536.43	0.00	0.00	0.00	-25,536.43
3 - Housing Department						
	0.00	0.00	0.00	25,835.23	25,835.23	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00

General Ledger Summary Report

Fund(s): ALL
February

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
3 - Housing Department CONT'D						
Liabilities	-51,222.84	-50,884.64	2,064.40	10,866.11	19,471.77	-42,278.98
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-51,222.84	-50,884.64	2,064.40	10,866.11	19,471.77	-42,278.98
409-00 HOUSING RESERVE	49,893.53	49,893.53	4,502.65	0.00	4,502.65	54,396.18
483-01 DUE TO FUND 1	490,523.64	490,861.84	8,427.86	0.00	14,969.12	505,830.96
484-01 DUE TO FUND 1	-591,640.01	-591,640.01	-10,866.11	10,866.11	0.00	-602,506.12
Fund Balance	51,222.84	50,884.64	-2,064.40	14,969.12	6,363.46	42,278.98
500-00 Expense Control	0.00	0.00	-8,427.86	14,969.12	0.00	-14,969.12
510-00 Revenue Control	0.00	0.00	6,363.46	0.00	6,363.46	6,363.46
600-00 Fund Balance	51,222.84	50,884.64	0.00	0.00	0.00	50,884.64
4 - FSS	0.00	0.00	0.00	7,708.23	7,708.23	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-12,225.84	-12,111.09	3,462.32	0.00	7,708.23	-4,402.86
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-12,225.84	-12,111.09	3,462.32	0.00	7,708.23	-4,402.86
483-01 DUE TO FUND 1	279,172.26	279,287.01	3,462.32	0.00	7,708.23	286,995.24
484-01 DUE FROM FUND 1	-291,398.10	-291,398.10	0.00	0.00	0.00	-291,398.10
Fund Balance	12,225.84	12,111.09	-3,462.32	7,708.23	0.00	4,402.86
500-00 Expense Control	0.00	0.00	-3,462.32	7,708.23	0.00	-7,708.23
600-00 Fund Balance	12,225.84	12,111.09	0.00	0.00	0.00	12,111.09
5 - ECONOMIC DEV	0.00	0.00	0.00	40,285.88	40,285.88	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	-195,990.83	-228,734.60	11,583.63	32.65	40,253.23	-188,514.02
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-195,990.83	-228,734.60	11,583.63	32.65	40,253.23	-188,514.02
473-00 DOWNTOWN TIF	76,745.32	76,745.32	0.00	0.00	0.00	76,745.32
474-00 TRAIL GROOMER RESERVE	27,914.48	27,914.48	0.00	0.00	0.00	27,914.48
475-00 REVOLVING LOAN RESERVE	200,000.00	200,000.00	0.00	0.00	0.00	200,000.00
476-00 FIRE STATION RESERVE	50,151.96	50,151.96	0.00	0.00	0.00	50,151.96
483-01 DUE TO FUND 1	2,184,236.60	2,199,492.91	11,583.70	0.00	40,253.23	2,239,746.14
484-01 DUE FROM FUND 1	-2,735,039.19	-2,783,039.27	-0.07	32.65	0.00	-2,783,071.92
Fund Balance	195,990.83	228,734.60	-11,583.63	40,253.23	32.65	188,514.02
500-00 Expense Control	0.00	0.00	-11,583.70	40,253.23	32.50	-40,220.73
510-00 Revenue Control	0.00	0.00	0.07	0.00	0.15	0.15
600-00 Fund Balance	195,990.83	228,734.60	0.00	0.00	0.00	228,734.60
Final Totals	11,999.45	0.00	0.00	5,689,637.93	5,689,637.93	0.00

Expense Summary Report

Fund: 1
February

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
10 - GENERAL GOVERNMENT	0.00	53,022.41	129,874.58	-129,874.58	----
17 - HEALTH & SANITATION	0.00	20,850.00	20,850.00	-20,850.00	----
18 - MUNICIPAL BUILDING	0.00	5,310.36	8,640.91	-8,640.91	----
20 - GENERAL ASSISTANCE	0.00	3,637.84	9,299.70	-9,299.70	----
22 - TAX ASSESSMENT	0.00	18,861.78	44,701.53	-44,701.53	----
25 - LIBRARY	0.00	17,241.10	34,862.83	-34,862.83	----
31 - FIRE/AMBULANCE DEPARTMENT	0.00	160,235.30	417,193.13	-417,193.13	----
35 - POLICE DEPARTMENT	0.00	125,316.22	326,668.81	-326,668.81	----
38 - PROTECTION	0.00	29,454.01	58,026.12	-58,026.12	----
39 - CARIBOU EMERGENCY MANAGEMENT	0.00	287.86	591.33	-591.33	----
40 - PUBLIC WORKS	0.00	155,734.21	386,191.62	-386,191.62	----
50 - RECREATION DEPARTMENT	0.00	41,470.59	93,761.34	-93,761.34	----
51 - PARKS	0.00	10,326.77	21,772.94	-21,772.94	----
60 - AIRPORT	0.00	2,196.29	6,231.44	-6,231.44	----
61 - CARIBOU TRAILER PARK	0.00	471.98	948.26	-948.26	----
70 - INS & RETIREMENT	0.00	2,693.39	6,761.77	-6,761.77	----
80 - UNCLASSIFIED	0.00	1,830.59	9,106.41	-9,106.41	----
Final Totals	0.00	648,940.70	1,575,482.72	-1,575,482.72	----

Expense Summary Report

Fund: 2
February

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOBILE TRAIL MAINTENANCE	0.00	20,025.53	31,498.77	-31,498.77	----
Final Totals	0.00	20,025.53	31,498.77	-31,498.77	----

Expense Summary Report

Fund: 3
February

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	0.00	8,427.86	14,969.12	-14,969.12	----
Final Totals	0.00	8,427.86	14,969.12	-14,969.12	----

Expense Summary Report

Fund: 4
February

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
96 - SECTION 8 - FSS PROGAM	0.00	3,462.32	7,708.23	-7,708.23	----
Final Totals	0.00	3,462.32	7,708.23	-7,708.23	----

Expense Summary Report

Fund: 5
February

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	0.00	10,884.61	38,705.44	-38,705.44	----
12 - NYLANDER MUSEUM	0.00	699.09	1,515.29	-1,515.29	----
Final Totals	0.00	11,583.70	40,220.73	-40,220.73	----

Revenue Summary Report

Fund: 1
February

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	0.00	202,465.34	399,995.00	-399,995.00	----
18 - MUNICIPAL BUILDING	0.00	333.33	666.66	-666.66	----
20 - GENERAL ASSISTANCE	0.00	2,728.38	2,728.38	-2,728.38	----
23 - CODE ENFORCEMENT	0.00	100.00	130.00	-130.00	----
25 - LIBRARY	0.00	510.60	1,016.40	-1,016.40	----
31 - FIRE/AMBULANCE DEPARTMENT	0.00	106,909.35	242,925.99	-242,925.99	----
35 - POLICE DEPARTMENT	0.00	7,828.97	9,983.21	-9,983.21	----
39 - CARIBOU EMERGENCY MANAGEMENT	0.00	0.00	600.00	-600.00	----
40 - PUBLIC WORKS	0.00	10,371.50	20,743.00	-20,743.00	----
50 - RECREATION DEPARTMENT	0.00	264.00	2,091.00	-2,091.00	----
60 - AIRPORT	0.00	3,144.38	7,988.32	-7,988.32	----
61 - CARIBOU TRAILER PARK	0.00	1,368.00	2,518.00	-2,518.00	----
Final Totals	0.00	336,023.85	691,385.96	-691,385.96	----

Revenue Summary Report

Fund: 2
February

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOBILE TRAIL MAINTENANCE	0.00	299.65	1,549.65	-1,549.65	----
Final Totals	0.00	299.65	1,549.65	-1,549.65	----

Revenue Summary Report

Fund: 3
February

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	0.00	6,363.46	6,363.46	-6,363.46	----
Final Totals	0.00	6,363.46	6,363.46	-6,363.46	----

Revenue Summary Report

Fund: 4
February

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
Final Totals	0.00	0.00	0.00	0.00	----

Revenue Summary Report

Fund: 5
February

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
12 - NYLANDER MUSEUM	0.00	0.07	0.15	-0.15	----
Final Totals	0.00	0.07	0.15	-0.15	----

**CARIBOU PUBLIC WORKS
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members
FROM: Dave Ouellette, Public Works Director
RE: Seasonal road weight limits
DATE: March 20, 2020

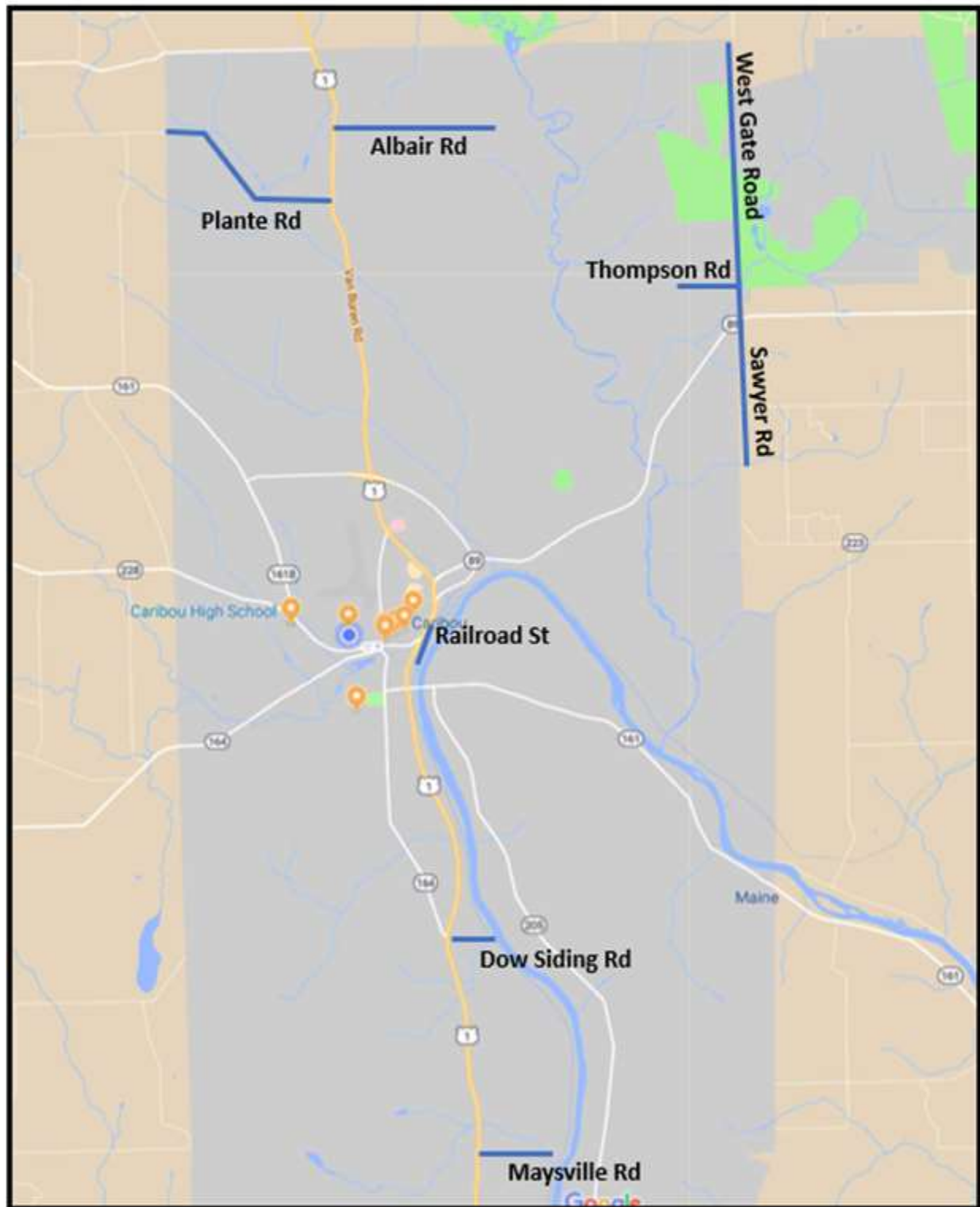
DISCUSSION AND POSSIBLE ACTION ITEM

It is proposed that a weight limit of 34,000 lbs be established through the thaw season on the following roads.

Albair Road	Maysville Road
Sawyer Rd.	Plante Road
Thompson Road	Railroad Street
West Gate Road	Dow Siding

According to state statutes these restrictions will not apply to fuel deliveries, garbage removal, and transports of any perishable goods.

Spring 2020
Roads to have max 34,000 lb limits



**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members and Department Heads
FROM: Dennis Marker, City Manager
RE: Business Assistance Programs due to COVID-19
DATE: March 20, 2020

DISCUSSION ITEM

Recent declarations by federal and state officials intending to slow the spread of the COVID-19 (i.e. “Corona”) virus are placing economic strain on local businesses. Dining and entertainment venues have been specifically directly impacted with many closing their doors for weeks at a time. In Caribou only 4 of the 22 restaurants have drive-up windows for food pickup. The limiting of business operations represents a potential loss of 8-10% of their revenues. These 22 businesses provide jobs for more than 100 residents who’s jobs are now at risk. Health edicts also impact movie theaters, bowling alleys, bars, physical fitness centers, and more.

Recognizing the hardships placed on businesses through health edicts, the federal government, through the Small Business Administration (SBA), is providing some emergency business loans to bridge these downturns. Business interested in these loans can visit <https://www.sba.gov/funding-programs/disaster-assistance> for more information. The SBA indicates that these loans are meant to provide working capital, not compensate for lost profits. Loans are up to \$2M with rates not to exceed 4% annually. Repayment term is based on ability to repay.

The City Administration is also looking into options to provide a similar program through its revolving loan fund program. The city has nearly \$800,000 in revolving loan funds available to help new businesses get off the ground and existing businesses to expand. Using these funds for disaster relief is the equivalent of job retention in the community.

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members and Department Heads
FROM: Dennis Marker, City Manager
RE: Pandemic Leave Policy
DATE: March 20, 2020

DISCUSSION ITEM

The City's personnel policies include provision for various leaves of absence afforded to employees. These include holidays, vacation, sick, jury duty, military and bereavement leave. Recent directives from the federal and state governments pertaining to the COVID-19 pandemic require the city to have additional emergency sick leave. To this end, we ask the Council to review and authorize the following pandemic leave policies for city staff. It is anticipated that these policies would remain in place until the state's emergency status is lifted.

Pandemic Leave

In the event that it is necessary to institute precautions to limit exposure to a biological threat such as during a pandemic or other health threatening circumstance, the following leave policies shall apply:

1. The City Manager or prior-authorized designee has sole responsibility for directing closure of public offices, facilities and spaces. The City Manager and prior-authorized designees shall, in consultation with available health, safety and welfare professionals, have responsibility to direct staff members to leave their place of work, be quarantined, work from remote locations through electronic or other methods, or not report to work. Such directions need not be uniformly applicable depending upon the threat to the public and/or the distinguishable characteristics of the personnel at risk.
2. If employees are directed to leave work and return home, not report to work, or be quarantined in a manner that they are prevented from working, the employee will continue to be compensated under Administrative Leave for hours they would have worked. Employees who are able to tele-commute or work from remote locations will report worked hours as regular hours.
3. If the City Manager has not directed employees to remain home, but an employee desires to remain home due to fear of exposure, that employee must utilize their vacation or comp time to cover the time away from work.
4. If an employee voluntarily travels into a region where cases of the threat are reported to exist or beyond a Manager designated distance from the city, such employee shall utilize their available accrued leave if the threat is contracted during voluntary travels and/or until mandatory quarantine is observed upon return home.
5. During pandemic threats, employees shall report all travel plans beyond a 1-hour drive to their supervisors. Failure to report such travel will subject the employee to immediate disciplinary action up to and including termination.
6. If an employee has a family member in their home who contracts or is exposed to the biological threat, such employee may not return to work unless tested and found cleared by a competent

medical professional. Administrative leave will be provided to the employee during care of the household member unless exposure is due to voluntary travels, in which case the employee shall utilize any available accrued leave for time away from work.

7. If employees become exposed to the threat during the course of their duties and must be quarantined, administrative leave and/or workers compensation will be provided for the designated quarantine period.
8. Administrative leave provided under this policy shall be considered paid sick leave under the FMLA Emergency Paid Sick Leave Act of March 18, 2020 or subsequent relative acts. All FMLA regulations shall apply to compensation amounts under these circumstances.

**CARIBOU ADMINISTRATION
25 HIGH STREET
CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members and Department Heads
FROM: Dennis Marker, City Manager
RE: 2020 Revenue Projections
DATE: March 3, 2020

DISCUSSION ITEM

During the March 9, 2020 Council meeting, the 2020 operational revenue projections were estimated to be \$10,164,628 or 6.1% (\$583,512) above 2019 budgeted amounts. Enterprise accounts were estimated to be down 6% (-\$36,118) from 2019. Total estimated revenues were \$10,730,736, which would be a 5.4% (\$547,394) increase from 2019.

Since that meeting, the COVID-19 Pandemic has resulted in several federal and state edicts that greatly impact the state's economy and potential tax revenues. Because of these edicts it is assumed that state revenue sharing will not be as robust as expected earlier. To reflect this sentiment, it is recommended that state revenue sharing be dropped by \$100,000 to \$825,000, which is only \$43,000 (5%) above last year's unaudited share despite the state's promised increase by more than 25% in 2020.

Based on the revenue sharing adjustment noted above, the new operation revenue projections are estimated to be \$10,065,613 or 5.1% (\$484,496) above 2019 budgeted amounts. Enterprise accounts are estimated to be down 6.1% (-\$36,676) from the 2019 budgeted amounts. Total 2020 estimated revenues are \$10,631,162 which is 4.4% (\$291,748) above 2019 budgeted amounts. Compared to the adopted 2020 expense budget, the city is projected to end the year with a positive \$31,890.

The following are significant revenue changes from the 2019 revenue budget and were discussed during the March 9, 2020 Council meeting.

10 - General Government

- Revenue Sharing. If not for the COVID-19 limitations, a 25% increase to state revenue sharing was projected based on the state approved budget for 2020. However, only a 5% increase (\$43,000) is being reflected in the 2020 amounts due to the economic sanctions imposed to limit the spread of COVID-19.
- Franchise Fees. Reduction of 17% (\$22,445) in cable TV franchise fees. This is based on the FCC rulings that permit cable companies to deduct city facility connections from required fees. The franchise agreement with Spectrum is still under renegotiation and some federal bills are being proposed that would reverse the FCC rulings. For current purposes, the estimate assumes the FCC ruling will remain in place.
- Property Taxes. It is assumed that property taxes will increase 0.6% due to a 4.7% increase requested from the County and increases from RSU 39.

12 - Nylander Museum

Rentals. In 2019 the City provided office space to be shared with the Aroostook Chamber of Commerce and the Center for the Advancement of Rural Living. These groups pay minimal rent while acting as volunteer staff for museum programs and increased hours.

17 - Health & Sanitation

In 2019, the city utilized \$170,000 of one-time funds to off-set general expenses. No one-time funds will be used in 2020.

22 - Tax Assessment

- Veterans Reimbursement. In 2019, the legislature increased the veterans' exemption amount. An 8.7% increase in reimbursement to cover those increases is anticipated.
- Homestead Reimbursement. In 2019, the legislature increased the homestead tax exemption from \$20,000 to \$25,000. This means a slight reduction in property tax revenue, but the state also increased the Homestead reimbursement rate to towns to make up the difference. Hence the 3.2% increase in homestead exemption reimbursements.

25 - Library

The library miscellaneous income remains the same for 2020 but a decrease in non-resident fees is reflected based on yearly trends. Overall a reduction of 8.3% or \$550 from last year.

31 - Fire and Ambulance Services

2019 was a major year for legislative action and operation analysis. This caused significant changes to reimbursement rates at the state level and participatory fees from outside communities.

- Mainecare. The 2019 legislature increased the Mainecare reimbursement rates to more closely mirror federal rates. Where the city was receiving 40% of the federal rate, new allowances bring the city closer to 60%. Based on payor mixes for 2019 this is estimated to generate another \$70,000 in revenue. Because the state increased the reimbursement rate, this means there will be less contractual allowance. For 2020, we assume the same allowance numbers as last year, simply because we will have more outside community calls due to services in Limestone.
- Medicare. There are no reimbursement changes anticipated with federal insurance, but an increase in medicare patients is expected with services in Limestone and Caswell. Because of the increased patients the revenues are slightly higher than 2019 with a similar contractual allowance amount.
- Private Pay. Revenues for private payers remains the same, but some additional contractual allowances are provided based on historic trends.
- Self Pay. The number of self-pay patients decreased in 2019 and an equivalent reduction in revenues is projected.
- Outside Community EMS Contracts. Contract amounts for standby EMS services were increased from \$11.50 per person to \$100 per person to help address department shortfalls. Lines 20-29 show those towns who have indicated they would continue with EMS services despite the price increase. Additionally, the town of Limestone and Caswell would be added to the service area. The new contracts represent a revenue change from \$46,000 in 2019 to over \$477,000 in 2020.
- Ambulance Billing Services. The ambulance billing department staffing was reduced and corresponding reduction in services to outside communities was initiated. Due to lag time in claims processing and notice timeframes for termination of the services, there will still be some revenue from Houlton, but at a significant reduction from 2019.

- Outside Community Fire Contracts. Contract amounts for standby Fire services were decreased based on the 2019 financial study. Lines 50-53 represent a decrease from \$128,000 in 2019 to \$53,000 in 2020.
(Note: Even with increased revenues from outside community contracts, the Fire and EMS department expenses are still not covered. The revenue difference from department operations and capital expenses is estimated to be around -\$760,000. This deficit results in a Caribou cost of \$99.81 per resident using the latest Census population estimate. This rate is slightly higher if proportionate city administration costs were also included in the calculation.)

35 - Police

The most significant change is in line 14, Salary Reimbursements. Caribou lost three patrol officers since January 1, 2020 and the towns that hired them are required to reimbursement part of our training costs associated with the lost officers. Caribou pays the fee to other agencies when we “steel” one of their officers.

39 – Emergency Management

No increase in revenues is anticipated. These are flat rates payed by outside communities for Caribou to act as the emergency operations center in the event of an extreme emergency.

40 – Public Works

No increase in revenues is anticipated. Funding for the Public Works department primarily comes through city general funds. The little revenue received comes through state highway programs to offset rural road maintenance costs. No change to the Connor snow plowing contract is currently anticipated.

50 – Recreation

The recreation revenues are projected to be \$2,000 less than 2019. The Rental income should be the same as 2019 yearend. Program fees have been increased slightly to help offset their costs.

51 – Parks

Park rentals are the primary source of income which are growing fewer. Revenues are projected to be down 55% or roughly \$1,200.

60 – Airport

Airport revenues assume the city will maintain all airport operations for the full calendar year.

- Hangar Rents. Rental revenues are based on the all T-hangars remaining occupied. We receive some rental fees for the communal main hangar, but such are not assured and therefore not included in the estimates.
- Fuel Sales. Airport fuel sales for 2019 exceeded \$27,000. It is assumed there will be similar activity this year. The state recommends a portion of all sales be reserved to help defray fuel tank replacement costs in the future, thus only \$25,000 is shown as revenue and the additional amounts would be placed in separate airport fuel tank reserves.

61 – Trailer Park

There is one less trailer in the park this year and thus a reduction in lot rent receipts by \$3,500.

70 – Insurance & Retirement

Occasionally the city receives a refund from workers compensation depending on usage and city wages. Because this is an unknown, no revenues are currently anticipated.

Enterprise Accounts

11 – Economic Development

TIF Funds are estimated to drop by 11% in 2020 from the 2019 budgeted amounts, but this still represents an increase of \$38K from 2019 unaudited year end amounts. The new Dunkin Donuts and houses built in 2019 will help increase the TIF funds received.

24 – Housing

Administration revenues will likely be the same in 2020 at \$70,000. Some major equipment purchases are anticipated in 2020 so the expense reimbursement amount is increased by \$2,000 but is still less than the \$26,160 at the end of 2019.

52 - Snowmobile Trails

These funds come from the state in the form of a grant. Indications from the state are that these funds may be increased, but without knowing for sure, only a slight increase is projected at 0.8%.

96 – FSS

The FSS grant was awarded earlier this year and was for 13.1% more than 2019.

**CARIBOU ADMINISTRATION
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CARIBOU, ME. 04736**



MEMO

TO: Caribou City Council Members and Department Heads
FROM: Dennis Marker, City Manager
RE: Aroostook Area Chamber of Commerce Membership
DATE: March 3, 2020

DISCUSSION ITEM

At the direction of the Council, staff contacted The Aroostook Area Chamber of Commerce to determine membership requirements. Administration met with LaNiece Sirois to discuss options. She indicated that Caribou could be a full member of the organization for \$2,500. Some of the benefits would include access to chamber staff for city volunteer efforts and event promotion, additional advertising options, increased presence and support to Caribou businesses through monthly lunch and learns, networking, and general regional cooperation and coordination on economic development efforts. The city's membership would not cover all businesses in Caribou, just the city itself.

The Chamber already recognizes many businesses in Caribou. On March 3, they honored Bechard's Grille with a customer service award; March 6 they had a ribbon cutting ceremony at Playtime Adventures, and they have a planned ribbon cutting ceremony for the new owner of Burger Boy on Monday March 9, at 9am.

City Manager's Report
March 20, 2020

Economic Development Projects

60 Access Highway	Our realtor indicates that we have an offer for the building. This will be discussed during executive session.
Caribou Shopping Center	Mr. Cassidy indicates there has been no additional movement on new tenants.
Porvair CDBG program	
Events and Marketing	Porvair continues to advertise positions for hire. The photo contest has been popular and received many positive responses. Additional business videos will be release soon.
Blight Cleanup	Penny and Ken are working to finish the community blight survey before April. The Blight Commission will meet again on March 31 at 1pm.
Hilltop Senior Living	Interior work is on-going
Birdseye Cleanup	Have requested a meetign with CES to discuss alterations to the clean up plans to see if additional cost saving options are available.
Title 13 ReWrite	Have nearly completed the rewrite of the administration elements of Title 13. Will soon be working on processing application procedures.

Administrative Projects and Efforts

COVID-19 Status	<p>We are receiving updates daily from the Maine CDC and Federal CDC. As of Friday at 11:00am there were 44 cases in Maine with 2 being in Bangor. According to Canadian sources, there were over 100 cased in Quebec.</p> <p>The Library and Recreation center are closed to the public. The Nylander will not be opening on Sundays. City Hall remains open with limited traffic. Staff have implimented more rigorous cleaning regimens and social distancing protocols. More limited public interaction may be instituted as cases increase.</p>
Fire/EMS Contracts	Received contracts from Caswell and Stockholm. Still waiting for New Sweden, Westmanland, Connor, and Madawaska Lake. No word from Perham.

Blight Commission	Penny and Ken are working to finish the community blight survey before April. The Blight Commission will meet again on March 31 at 1pm.
Public Safety Building	A draft report on the viability of City Hall, the old VMS building and Sitel has been prepared. The report indicates several major flaws with each building. Some could be overcome but not likely for a cost less than building a new building.
Union Negotiations.	No movement occurring on these at this time. Next steps include a police department wage and benefits survey of surrounding agencies and mediation with the public works union in April.
Procurement Policy	The previously drafted policy has been submitted to the city's auditor for review. A response is expected next week.
2020 Budget	Awaiting council final action on the revenue budget in order to prepare the final budget documents.
Capital Facility Maintenance Plans	Three bids were received. The low bidder appears to be Criterium Brown for just under \$24,000 to provide the city with facility maintenance plans on all major buildings. The study will be conducted over the course of three days with plans expected before the budget process starts in late September.
Fire/EMS Structural Study	Sewell is coordinating an additional visit to the department for another fact check. A meeting will be scheduled with the Council Municipal Buildings committee when they have preliminary drawings.
LED Conversion	Awaiting realterm confirmation on EMERA billing status. Can begin prioritizing intersections desired for new lighting.
Snow Plowing RFP	This has taken a back burner to COVID-19 and Title 13 work.
Wage and Classification Policy.	This has taken a back burner to COVID-19 and Title 13 work.
Cable Franchise Renewal	Awaiting legislative and litigation outcomes before proceeding.
General Plan Update	This is on hold until additional blight study work is completed.
River Road	Dr. Carla Chomka is interested in negotiating terms for her property. I told her we were waiting until the spring thaw to see what additional needs there are with the road. She is open to a land swap and is reviewing the city's tax acquire property list for possible lands.
High Street	all work has stopped until spring 2020
Teague Park	Work on hold until spring 2020