

CITY COUNCIL SPECIAL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a City Council Meeting on Monday, **November 2, 2020** in the Council Chambers located at 25 High Street, at **6:00 pm**.

THIS MEETING IS OPEN TO THE PUBLIC DURING PUBLIC FORUM. COMMENTORS MAY BE ASKED TO LEAVE AFTER SPEAKING TO MAINTAIN SOCIAL DISTANCING PROTOCOLS IN THE CHAMBER. THE MEETING WILL BE BROADCAST ON CABLE CHANNEL 1301 AND THE CITY'S YOUTUBE CHANNEL.



- 1. Roll Call**
- 2. Invocation / Inspirational Thought**
- 3. Pledge of Allegiance**
- 4. Public Forum (15 minutes)** - Comments can be submitted to the Clerk's Office (dbrissette@cariboumaine.org) prior to 5:30 pm on the day of the meeting to be read at the meeting. Comments must include the individuals name and address for the record.
- 5. Bid Award, Recognitions & Appointments**
 - a. Teague Park Splash Pad Pgs 2-3
- 6. Reports of Officers, Boards and Standing Committees**
 - a. Budget Forums for 2021 Budget Pgs 4-22
 - i. Fund 10 General Government Expenses Pgs 4-6
 - ii. Fund 11 Economic Development Pgs 7-8
 - iii. Fund 22 Tax assessing Pgs 9-10
 - iv. Fund 35 Police Pgs 11-14
 - v. Fund 24 Housing Expenses Pgs 15-16
 - vi. Fund 96 Section 8 FSS Expenses Pg 17
 - vii. Capital Facilities and Equipment Plan Pgs 18-22
 - b. Manager's Report Pgs 23-24
- 7. New Business**
 - a. Possible Tax Lien Foreclosure List Review Pgs 25-26
- 8. Reports and Discussion by Mayor and Council Members**
- 9. Executive Session(s)** (May be called to discuss matters identified under Maine Revised Statutes, Title 1, §405.6)
- 10. Next Meeting(s):** November 16, 30 & December 14
- 11. Adjournment**

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: _____ Danielle Brissette, City Clerk

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



MEMO

TO: Caribou City Council Members
FROM: Dennis Marker, City Manager
RE: Teague Park Splash Pad Project
DATE: October 29, 2020

Discussion Item:

There was one bid for the splash pad work. Since the bids were opened Gary Marquis has worked with the bidder and got them to cut costs by almost \$40,000.

Current project costs are as follows:

Discovery Bench	\$ 4,330
BRSA Design	\$ 23,800
Splash Pad Equipment	\$122,971
Construction	\$265,380
TOTAL	\$416,481

Currently available funds are as follows:

Discovery Museum	\$ 75,385
Pool Reserve	\$126,655
TOTAL	\$202,040
Funds Needed to Finish	\$214,441

Previous directions from the Council were to move forward with this project. The splash pad equipment was ordered as motioned by the Council during its July 27 meeting. The following are some suggested funding sources and their availability to finish the project:

- **Reserve Funds:** Combining all other Parks and Recreation improvement reserve funds (\$106K) still results in insufficient funds to cover the needed amount and there would be no funds for planned improvements next year. The Council could authorize moving other reserve funds, but to the detriment of other programmed capital projects.
- **Current Year Savings:** There could be nearly \$50,000 in Parks & Recreation savings this year, but, as previously indicated, the city is facing significant loss of revenue this year and any savings of cost will be needed to offset net losses. Note: projected expenses for 2020 include rolling unexpended operation improvement funds into improvement reserves.
- **TIF Funds:** Downtown TIF funds are not approved for these types of improvements.
- **Loan (a):** The City could enter into a short-term loan to fund the project over multiple years. The Municipal Bond rates are currently near 2.5% (see attachment) and annual payments would be near \$54K for five years on \$250,000. A funding effort such as this could include the overflow parking lot paving requested.
- **Loan (b):** The city may be able to get a loan from AWS at a rate lower than the bond bank.
- **2021 Capital Projects:** Without seeking a loan, the surest way to have the funding and move forward is to incorporate the project into the 2021 capital project plan. This was not discussed during the recreation budget forum on October 19.

A meeting was held with public works to discuss possible site preparation work that can save some funds. Mr. Marquis continues to seek other ways to reduce costs.

Maine Municipal Bond Bank
Estimate of Borrowing
 Prepared via www.mmbb.com on:
October 29, 2020

Date	Principal	Rate	Interest	Total Payment	FY Total
11/1/2021			\$2,957.50	\$2,957.50	\$2,957.50
05/1/2022			\$2,957.50	\$2,957.50	
11/1/2022	\$50,000.00	2.2000%	\$2,957.50	\$52,957.50	\$55,915.00
05/1/2023			\$2,407.50	\$2,407.50	
11/1/2023	\$50,000.00	2.2900%	\$2,407.50	\$52,407.50	\$54,815.00
05/1/2024			\$1,835.00	\$1,835.00	
11/1/2024	\$50,000.00	2.3600%	\$1,835.00	\$51,835.00	\$53,670.00
05/1/2025			\$1,245.00	\$1,245.00	
11/1/2025	\$50,000.00	2.4500%	\$1,245.00	\$51,245.00	\$52,490.00
05/1/2026			\$632.50	\$632.50	
11/1/2026	\$50,000.00	2.5300%	\$632.50	\$50,632.50	\$51,265.00
TOTALS	\$250,000.00		\$21,112.50	\$271,112.50	

This report is an estimate only. Actual borrowing costs may vary.

Exhibit B:
Detail of Proposed Expenses for 2021

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
10 General Government								
001 Salaries								
01 Regular Pay	\$ 389,140	\$ 367,453	\$ 395,245	\$ 393,000	99.4%	\$ 396,850	0.4%	53 Weeks of Payroll in 2021 plus 1% COLA. Staffing changed.
002 City Council Salaries								
01 Council Salaries	\$ 10,917	\$ 10,820	\$ 12,000	\$ 12,000	100.0%	\$ 12,000	0.0%	
003 Office Supplies								
01 Postage	\$ 4,356	\$ 4,051	\$ 4,900	\$ 5,800	118.4%	\$ 4,200	-14.3%	Less elections in 2021
02 Advertising	\$ 4,072	\$ 4,432	\$ 3,750	\$ 3,350	89.3%	\$ 3,800	1.3%	
03 Copier Rental	\$ 5,720	\$ 6,066	\$ 5,300	\$ 6,225	117.5%	\$ 6,000	13.2%	
05 Printer Ink	\$ 1,302	\$ 968	\$ 1,600	\$ 1,600	100.0%	\$ 1,600	0.0%	
07 Paper	\$ 1,132	\$ 1,031	\$ 1,000	\$ 1,000	100.0%	\$ 1,000	0.0%	
08 Office Supplies	\$ 7,855	\$ 7,958	\$ 8,750	\$ 7,942	90.8%	\$ 8,000	-8.6%	
10 Annual Report	\$ 1,130	\$ 1,134	\$ 1,000	\$ 1,137	113.7%	\$ 1,100	10.0%	
005 General Govt. Legal Fees								
04 Legal Fees	\$ 20,177	\$ 21,840	\$ 17,500	\$ 24,000	137.1%	\$ 25,000	42.9%	Three pending grievance cases to be resolved
007 Audit								
01 Audit	\$ 16,250	\$ 16,500	\$ 16,500	\$ 17,500	106.1%	\$ 17,500	6.1%	
008 Computer Maintenance								
01 Computer Maintenance	\$ 47,945	\$ 48,982	\$ 55,200	\$ 48,511	87.9%	\$ 50,000	-9.4%	
02 Hosted Services	\$ 9,853	\$ 9,892	\$ 9,500	\$ 9,400	98.9%	\$ 9,500	0.0%	
009 Professional Dues								
01 Subscriptions								
04 Professional Dues	\$ 9,650	\$ 7,700	\$ 11,000	\$ 9,500	86.4%	\$ 9,100	-17.3%	
010 Travel Expenses								
01 Mileage	\$ 1,755	\$ 1,444	\$ 1,600	\$ 985	61.6%	\$ 1,840	15.0%	
02 Meals & Lodging	\$ 2,471	\$ 2,734	\$ 3,750	\$ 1,140	30.4%	\$ 5,235	39.6%	
04 Conference Fees	\$ 1,146	\$ 1,233	\$ 2,100	\$ 2,133	101.6%	\$ 2,630	25.2%	
05 Training Expenses	\$ 9							
011 Training & Education								
02 Training & Education	\$ 1,434	\$ 1,210	\$ 1,800	\$ 1,800	100.0%	\$ 1,500	-16.7%	

Exhibit B:
Detail of Proposed Expenses for 2021

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
10 General Government Cont'd								
012 Elections								
01 Elections	\$ 6,653	\$ 5,368	\$ 10,500	\$ 9,373	89.3%	\$ 6,000	-42.9%	
02 Contracted Expenses	\$ 2,291	\$ 2,500	\$ 4,615	\$ 4,500	97.5%	\$ 2,500	-45.8%	
014 New Equipment								
01 New Equipment	\$ 1,481	\$ 1,480	\$ 800	\$ 750	93.8%	\$ 750	-6.3%	
015 Telephone								
01 Cell Phone	\$ 377	\$ 446	\$ 450	\$ 450	100.0%	\$ 450	0.0%	
04 Telephone	\$ 6,043	\$ 5,925	\$ 6,300	\$ 6,050	96.0%	\$ 6,300	0.0%	
017 Communications								
01 Web Site								
03 Internet	\$ 1,441	\$ 1,259	\$ 1,450	\$ 1,450	100.0%	\$ 1,450	0.0%	
018 Health Insurance								
01 Health Insurance	\$ 138,307	\$ 143,639	\$ 140,465	\$ 132,000	94.0%	\$ 154,359	9.9%	2% Increase per insurance. Staffing & Preference changes.
019 Miscellaneous Expenses								
01 Misc Expenses	\$ 3,277	\$ 1,373	\$ 1,350	\$ 825	61.1%	\$ 1,000	-25.9%	
020 Computers & Typewriters								
01-Computers & Typewriters								
021 Appropriation Allowance								
01-Appropriation Allowance		\$ 181,506						
034 Worker's Compensation								
01 Worker's Compensation	\$ 4,050	\$ 4,823	\$ 6,409	\$ 6,409	100.0%	\$ 6,730	5.0%	Waiting on insurance quotes in November. Assumes 5% increase
036 Vehicle Insurance								
01 - Vehicle Insurance	\$ 1,769	\$ 1,605	\$ 2,060	\$ 2,060	100.0%	\$ 2,163	5.0%	Waiting on insurance quotes in November. Assumes 5% increase
038 Social Security								
01 Social Security	\$ 33,210	\$ 31,332	\$ 30,236	\$ 30,065	99.4%	\$ 30,359	0.4%	Tied to wages and Councilor pay
040 City & State Retirement								
01 City & State Retirement	\$ 11,326	\$ 10,476	\$ 13,310	\$ 10,500	78.9%	\$ 13,890	4.4%	Tied to wages and employee preferences

Exhibit B:
Detail of Proposed Expenses for 2021

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
10 General Government Cont'd								
073 Vehicle Repairs								
01 Vehicle repairs	\$ 2,434	\$ 2,800	\$ 3,200	\$ 1,200	37.5%	\$ 2,400	-25.0%	
074 Vehicle Tires								
01 Tires		\$ 586	\$ 1,200	\$ 960	80.0%	\$ 1,000	-16.7%	
075 Gas/Oil/Filters								
01 Gas/Oil/Filters	\$ 1,224	\$ 1,028	\$ 800	\$ 482	60.2%	\$ 750	-6.3%	
Totals	\$ 811,515	\$ 911,593	\$ 775,641	\$ 754,096	97.2%	\$ 786,956	1.5%	

Exhibit B:
Detail of Proposed Expenses for 2021

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
11 Economic Development								
001 Salaries								
01 Regular Pay	\$ 95,432	\$ 108,311	\$ 110,420	\$ 110,420	100.0%	\$ 109,365	-1.0%	53 weeks in 2021. Assumes 1% COLA. No Econ Intern position
03 Overtime	\$ 97							
003 Office Supplies								
01 Postage								
02 Advertising	\$ 7,375	\$ 3,744	\$ 9,500	\$ 2,500	26.3%	\$ 3,000	-68.4%	???
008 Computer Maintenance								
01 Computer Maintenance		\$ -		\$ 64	#VALUE!	\$ 65	#VALUE!	
02 Hosted Services								
03 GIS License	\$ 1,100	\$ 700	\$ 400	\$ 700	175.0%	\$ 700	75.0%	
009 Professional Dues								
01 Subscriptions	\$ 5,590	\$ 6,956	\$ 6,000	\$ 5,900	98.3%	\$ 6,000	0.0%	
010 Travel Expenses								
01 Mileage	\$ 364	\$ 673	\$ 750	\$ 750	100.0%	\$ 750	0.0%	
02 Meals & Lodging	\$ 442	\$ 705	\$ 1,200	\$ 1,100	91.7%	\$ 1,000	-16.7%	
04 Conference Fees	\$ 247	\$ 360	\$ 1,500	\$ 500	33.3%	\$ 1,500	0.0%	
011 Training and Education								
02 Training and Education		\$ (102)		\$ 1,635	#DIV/0!	\$ 1,500	#DIV/0!	
018 Health Insurance								
01 Health Insurance	\$ 17,983	\$ 14,459	\$ 10,600	\$ 15,227	143.7%	\$ 11,537	8.8%	2% Increase per insurance. Staffing & Preference changes.
019 Miscellaneous Expenses								
01 Misc Expenses	\$ 3,670	\$ -	\$ 500	\$ 100	20.0%	\$ 250	-50.0%	
038 Social Security								
01 Social Security	\$ 7,145	\$ 8,193	\$ 8,446	\$ 8,460	100.2%	\$ 8,370	-0.9%	Tied to wages
040 City & State Retirement								
01 City & State Retirement	\$ 195	\$ (0)	\$ 3,865	\$ -	0.0%	\$ 3,830	-0.9%	Tied to wages and employee preferences
238 Trail Groomer Reserve								
01 Trail Groomer Reserve	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	100.0%	\$ 10,000	0.0%	

Exhibit B:
Detail of Proposed Expenses for 2021

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
11 Economic Cont'd								
280 Revolving Loan Fund								
01 Revolving Loan Fund	\$ 25,000		\$ 25,100	\$ 25,100	100.0%	\$ 25,000	-0.4%	
281 Contracted Services								
01 Buxton Contract								
03 NMDC	\$ 16,324	\$ 13,602	\$ 13,875	\$ 13,553	97.7%	\$ 13,875	0.0%	
04 Broadband Study	\$ 2,500							
385 - Downtown Infrastructure								
01 Downtown Infrastructure		\$ 2,059	\$ 2,000	\$ 1,360	68.0%	\$ 2,000	0.0%	
392 Ads & Marketing								
01 Video Ads & Marketing	\$ 723		\$ 400	\$ 2,500	625.0%	\$ 2,500	525.0%	
394 Community Projects								
01 Project Exp	\$ 212							
08 Winter Carnival	\$ 2,073	\$ 1,448	\$ 2,000	\$ 477	23.8%	\$ 2,000	0.0%	???
14 Thursday's On Sweden	\$ 10,088	\$ 8,891	\$ 13,000	\$ 3,000	23.1%	\$ 13,000	0.0%	
15 Heritage Days	\$ 401	\$ -	\$ -					
16 Caribou Days	\$ 3,010	\$ 1,936	\$ 3,500	\$ -	0.0%	\$ 3,500	0.0%	
17 Moose Lottery	\$ 2,500							
18 New Years Eve	\$ 268							
20 Miscellaneous	\$ 2,306	\$ 1,780	\$ 2,000	\$ 1,550	77.5%	\$ 2,000	0.0%	
21 New Events		\$ 2,500	\$ 3,000	\$ 1,500	50.0%	\$ 2,000	-33.3%	
405 Slum/Blight Removal								
01 Slum/Blight Removal	\$ 65,914	\$ 78,905	\$ 90,000	\$ 76,105	84.6%	\$ 90,000	0.0%	
xx Landbank Seed						\$ 25,000		
411 Façade Improvement								
01 Façade Improvement	\$ 25,085	\$ -	\$ 15,420	\$ 5,000	32.4%	\$ 12,000	-22.2%	
413 New Fire Station								
01 New Fire Station	\$ 36,668	\$ 60,004	\$ 36,945	\$ 36,945	100.0%	\$ -	-100.0%	
Totals	\$ 343,319	\$ 325,122	\$ 370,421	\$ 325,286	87.8%	\$ 350,742	-5.3%	

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
22 Tax Assessing								
001 Salaries								53 Weeks of Payroll in 2021 plus 1% COLA. Additional LPI Hours. Assessing Intern (\$10K)
01 Regular Pay	\$ 144,579	\$ 183,500	\$ 190,590	\$ 190,590	100.0%	\$ 196,920	3.3%	
02 Overtime Pay	\$ 1,842	\$ 1,484	\$ 1,200	\$ 1,282	106.8%	\$ 1,200	0.0%	
07 Salaries-Bd of Assessors	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	100.0%	\$ 1,500	0.0%	
003 Office Supplies								
01 Postage								
05 Printer Ink	\$ 159	\$ 119	\$ 300	\$ -	0.0%	\$ 150	-50.0%	
08 Office Supplies	\$ 317	\$ 502	\$ 300	\$ 305	101.8%	\$ 320	6.7%	
006 Legal Fees								
01 Legal Fees	\$ 213	\$ -	\$ -					
009 Professional Dues								
01 Subscriptions			\$ 650	\$ 650	100.0%	\$ 650	0.0%	Marshall Valuation Services
02 IA00			\$ 320	\$ 320	100.0%	\$ 620	93.8%	Additional certifications require additional dues
04 Professional Dues	\$ 745	\$ 1,039	\$ 610	\$ 610	100.0%	\$ 467	-23.4%	
010 Travel Expenses								
01 Mileage	\$ 2,596	\$ 2,117	\$ 2,500	\$ 1,832	73.3%	\$ 1,450	-42.0%	
02 Meal & Lodge	\$ 3,462	\$ 4,070	\$ 5,500	\$ 3,302	60.0%	\$ 6,330	15.1%	
04 CONF FEE			\$ 3,000	\$ 1,600	53.3%	\$ 3,300	10.0%	
05 Travel Expenses								
011 Training & Education								
02 Training & Education	\$ 2,193	\$ 3,412	\$ 435	\$ 2,700	620.7%	\$ 900	106.9%	
013 Car Allowance								
01 Car Allowance								
015 Telephone								
01 Cell Phone	\$ 361	\$ 388	\$ 380	\$ 424	111.7%	\$ 450	18.4%	
04 Telephone	\$ 417	\$ 403	\$ 475	\$ 445	93.6%	\$ 450	-5.3%	
018 Health Insurance								
01 Health Insurance	\$ 33,224	\$ 36,466	\$ 38,810	\$ 38,810	100.0%	\$ 42,020	8.3%	2% Increase per insurance. Staffing & Preference changes.
019 Miscellaneous Expenses								
01 Misc. Expense	\$ 98							

Exhibit B:
Detail of Proposed Expenses for 2021

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
22 Tax Assessing Cont'd								
038 Social Security								
01 Social Security	\$ 9,531	\$ 10,386	\$ 14,672	\$ 14,678	100.0%	\$ 15,160	3.3%	Tied to Wages
040 City & State Retirement								
01 City & State Retirement	\$ 3,009	\$ 4,075	\$ 4,030	\$ 4,030	100.0%	\$ 4,060	0.7%	Tied to wages and staff preferences
051 Equipment Maint								
01 Software		\$ 114	\$ 1,700	\$ 675	39.7%	\$ 700	-58.8%	
056 Contracted Services								
01 Registry	\$ 301	\$ 242	\$ 400	\$ 273	68.3%	\$ 300	-25.0%	
04 Contracted Services	\$ 4,318	\$ 4,527	\$ 5,500	\$ 4,750	86.4%	\$ 5,000	-9.1%	
01 Assessment Reserve								
058 Codes Maintenance								
01 Codes Maintenance	\$ 442	\$ 569	\$ 600	\$ 589	98.2%	\$ 600	0.0%	
070 Clothing Allowance								
03 Clothing	\$ 417	\$ 341	\$ 300	\$ 233	77.5%	\$ 300	0.0%	
073 Vehicle Repairs								
01 Vehicle repairs		\$ 139	\$ 1,450	\$ 662	45.7%	\$ 1,450	0.0%	
074 Vehicle Tires								
01 Tires		\$ 87	\$ 600	\$ 645	107.5%	\$ 600	0.0%	
075 Gas/Oil/Filters								
01 Gas/Oil/Filters		\$ 269	\$ 400	\$ 515	128.7%	\$ 500	25.0%	
Totals	\$ 210,370	\$ 255,750	\$ 276,222	\$ 271,421	98.3%	\$ 285,397	3.3%	

Exhibit B:
Detail of Proposed Expenses for 2021

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
35 Police								
001 Salaries								
01 Regular Pay	\$ 900,777	\$ 954,583	\$ 933,750	\$ 919,849	98.5%	\$ 915,025	-2.0%	53 Weeks of Payroll in 2021 plus 1% COLA.
02 Overtime	\$ 59,058	\$ 61,172	\$ 70,000	\$ 63,348	90.5%	\$ 65,000	-7.1%	
04 Nursing		\$ 240						
06 Police Reserves Salary	\$ 20,361	\$ 19,525	\$ 22,440	\$ 41,769	186.1%	\$ 55,000	145.1%	
003 Office Supplies								
01 Postage	\$ 575	\$ 452	\$ 600	\$ 366	61.0%	\$ 600	0.0%	
02 Advertising	\$ 287	\$ 196	\$ 250	\$ 200	80.0%	\$ 250	0.0%	
03 Copier Rental	\$ 1,780	\$ 1,890	\$ 1,920	\$ 1,920	100.0%	\$ 1,920	0.0%	
05 Printer Ink	\$ 661	\$ 574	\$ 600	\$ 676	112.6%	\$ 600	0.0%	
07 Paper	\$ 376	\$ 493	\$ 500	\$ 323	64.5%	\$ 500	0.0%	
08 Office Supplies	\$ 1,294	\$ 1,353	\$ 1,400	\$ 1,313	93.8%	\$ 1,400	0.0%	
006 Legal Fees								
01 Legal Fees	\$ -							
009 Professional Dues								
01 Subscriptions	\$ 570	\$ 711	\$ 600	\$ 750	125.0%	\$ 600	0.0%	
04 Professional Dues	\$ 343	\$ 210	\$ 550	\$ 485	88.2%	\$ 550	0.0%	
010 Travel Expenses								
01 Mileage	\$ 125	\$ -	\$ 300	\$ -	0.0%	\$ 300	0.0%	
02 Meals & Lodging	\$ 1,676	\$ 758	\$ 2,250	\$ 450	20.0%	\$ 2,250	0.0%	
05 Travel Expenses	\$ 642	\$ 926	\$ 1,000	\$ 250	25.0%	\$ 1,000	0.0%	
011 Training & Education								
02 Training & Education	\$ 18,660	\$ 21,685	\$ 23,000	\$ 18,592	80.8%	\$ 23,000	0.0%	
013 Car Allowance								
01 Car Allowance	\$ 3,449	\$ 3,565	\$ 3,600	\$ 3,500	97.2%	\$ 3,600	0.0%	
014 New Equipment								
01 New Equipment	\$ 3,136	\$ 3,704	\$ 2,500	\$ 3,200	128.0%	\$ 2,500	0.0%	
015 Telephone								
01 Cell Phone	\$ 2,468	\$ 3,110	\$ 2,500	\$ 2,859	114.4%	\$ 2,900	16.0%	
04 Telephone	\$ 4,256	\$ 4,404	\$ 4,500	\$ 3,514	78.1%	\$ 3,600	-20.0%	
017 Communication Fees								
01 Web Site								
03 Internet	\$ 2,144	\$ 2,383	\$ 2,900	\$ 3,032	104.6%	\$ 3,000	3.4%	

Exhibit B:
Detail of Proposed Expenses for 2021

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
35 Police Cont'd								
018 Health Insurance								
01 Health Insurance	\$ 280,213	\$ 312,394	\$ 327,810	\$ 319,000	97.3%	\$ 345,370	5.4%	2% Increase per insurance. Staffing & Preference changes.
019 Miscellaneous Expenses								
01 Misc. Expense	\$ 1,508	\$ 1,451	\$ 1,500	\$ 1,320	88.0%	\$ 1,500	0.0%	
027 Electricity								
11 Electricity		\$ 20						
13 Radio Tower	\$ 146	\$ 132	\$ 200	\$ 182	91.0%	\$ 200	0.0%	
028 Water								
05 Water	\$ 585	\$ 609	\$ 640	\$ 625	97.7%	\$ 640	0.0%	
030 Building Supplies								
01 Building Supplies	\$ 1,619	\$ 1,781	\$ 1,600	\$ 1,600	100.0%	\$ 1,600	0.0%	
031 Building Maintenance								
01 Building Maintenance	\$ 3,264	\$ 4,410	\$ 3,000	\$ 3,000	100.0%	\$ 3,000	0.0%	
032 Property Insurance								
01 Property Insurance	\$ 538	\$ 518	\$ 599	\$ 570	95.2%	\$ 629	5.0%	Waiting on insurance quotes in November. Assumes 5% increase
034 Worker's Compensation								
01 Worker's Compensation	\$ 20,562	\$ 24,502	\$ 28,367	\$ 28,367	100.0%	\$ 29,785	5.0%	Waiting on insurance quotes in November. Assumes 5% increase
036 Vehicle Insurance								
01 Vehicle Insurance	\$ 7,036	\$ 7,559	\$ 7,230	\$ 8,725	120.7%	\$ 7,591	5.0%	Waiting on insurance quotes in November. Assumes 5% increase
037 Liability Insurance								
01 Liability Insurance	\$ 10,398	\$ 10,299	\$ 10,815	\$ 10,815	100.0%	\$ 11,356	5.0%	Waiting on insurance quotes in November. Assumes 5% increase
038 Social Security								
01 Social Security	\$ 71,942	\$ 77,198	\$ 79,305	\$ 78,410	98.9%	\$ 79,180.00	-0.2%	tied to wages
040 City & State Retirement								
01 City & State Retirement	\$ 42,129	\$ 45,204	\$ 57,125	\$ 55,800	97.7%	\$ 55,650	-2.6%	tied to wages

Exhibit B:
Detail of Proposed Expenses for 2021

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
35 Police Cont'd								
044 Reimbursement								
01 Reimbursement								
051 Equipment Maintenance								
05 Equipment Maintenance		\$ 1,014	\$ 1,000	\$ 975	97.5%	\$ 1,000	0.0%	
068 Janitorial Services								
01 Janitorial Services	\$ 12,741	\$ 13,864	\$ 10,000	\$ 6,800	68.0%	\$ 5,250	-47.5%	
070 Clothing Allowance								
01 Uniforms	\$ 5,314	\$ 6,443	\$ 5,750	\$ 6,500	113.0%	\$ 5,750	0.0%	
071 Radio Maintenance								
01 Vehicle	\$ 852	\$ 299	\$ 250	\$ 370	148.0%	\$ 250	0.0%	
03 Radio Maintenance	\$ 1,743	\$ 388	\$ 1,500	\$ 1,457	97.1%	\$ 1,500	0.0%	
073 Vehicle Repair								
01 Vehicle Repair	\$ 10,681	\$ 15,633	\$ 9,000	\$ 9,787	108.7%	\$ 9,000	0.0%	
074 Tires								
01 Tires	\$ 3,464	\$ 2,232	\$ 3,680	\$ 3,080	83.7%	\$ 3,680	0.0%	
075 Gas/Oil/Filters								
01 Gas/Oil/Filters	\$ 27,857	\$ 28,311	\$ 28,000	\$ 24,676	88.1%	\$ 28,000	0.0%	
077 Batteries								
01 Vehicle	\$ 40							
079 Employee Physicals								
01 Employee Physicals	\$ 26	\$ -	\$ 500	\$ -	0.0%	\$ 500	0.0%	
02 Psychological Evaluations	\$ 563	\$ 1,040	\$ 1,500	\$ 2,000	133.3%	\$ 1,500	0.0%	
03 Poly Graph Testing	\$ 83	\$ -	\$ 1,000	\$ 500	50.0%	\$ 1,000	0.0%	
089 Equipment Reserves								
01 Equipment Reserves	\$ 2,043	\$ 710	\$ 1,250	\$ 1,250	100.0%	\$ 1,250	0.0%	
090 Dog Constable								
01 Dog Constable	\$ 1,700	\$ 5,000	\$ 6,000	\$ -	0.0%	\$ 6,000	0.0%	
093 Meals for Prisoners								
01 Meals for Prisoners	\$ 3,722	\$ 2,704	\$ 4,200	\$ 1,200	28.6%	\$ 3,200	-23.8%	

**Exhibit B:
Detail of Proposed Expenses for 2021**

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
35 Police Cont'd								
094 Video Equipment								
01 Video Equipment	\$ 487	\$ 410	\$ 800	\$ 685	85.6%	\$ 800	0.0%	
097 Uniform Maintenance								
01 Uniform Mainenance	\$ 5	\$ -	\$ 200	\$ -	0.0%	\$ 200	0.0%	
098 Medical Tests/Supplies								
01 Medical Tests/Supplies	\$ 826	\$ 547	\$ 1,330	\$ 1,056	79.4%	\$ 3,500	163.2%	
02 Laundry	\$ 646	\$ 622	\$ 1,000	\$ 600	60.0%	\$ 1,000	0.0%	
102 Computer Tech Support								
01 Computer Tech Support	\$ 3,217	\$ 4,335	\$ 4,500	\$ 4,710	104.7%	\$ 6,500	44.4%	
02 Recorder Maint	\$ 1,802	\$ 1,734	\$ 2,000	\$ 1,734	86.7%	\$ 2,000	0.0%	
179 Animal Shelter Services								
01 Animal Shelter Services	\$ 14,740	\$ 14,740	\$ 14,741	\$ 14,740	100.0%	\$ 14,740	0.0%	
229 Small Equipment Reserve								
01 Small Equipment Reserve								
230 Police Car Reserve								
01 Police Car Reserve								
Totals	\$ 1,555,599	\$ 1,668,034	\$ 1,691,551	\$ 1,656,929	98.0%	\$ 1,716,716	1.5%	

Exhibit B:
Detail of Proposed Expenses for 2021

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
24 Housing								
001 Salaries								
01 Regular Pay	\$ 52,483	\$ 53,526	\$ 53,525	\$ 53,525	100.0%	\$ 55,105	3.0%	53 weeks in 2021. Assumes 1% COLA.
03-FSS Grant								
003 Office Supplies								
01 Postage	\$ 1,150	\$ 1,149	\$ 1,100	\$ 1,518	138.0%	\$ 1,500	36.4%	
02 Advertising	\$ 149	\$ 126	\$ 200			\$ 200	0.0%	
03 Copier Rental	\$ 1,885	\$ 1,861	\$ 1,975	\$ 1,687	85.4%	\$ 1,975	0.0%	
05 Printer Ink	\$ 329	\$ 639	\$ 200	\$ 294	147.2%	\$ 200	0.0%	
07 Paper	\$ 264	\$ 366	\$ 250	\$ 243	97.2%	\$ 250	0.0%	
08 Office Supplies	\$ 1,023	\$ 716	\$ 750	\$ 1,116	148.8%	\$ 800	6.7%	
12 Software	\$ 10,318	\$ 10,019	\$ 14,000	\$ 11,785	84.2%	\$ 14,000	0.0%	
005 General Govt. Legal Fees								
04 Legal Fees				\$ 3,620	#DIV/0!	\$ 7,000	#DIV/0!	
007 Audit								
01 Audit	\$ -	\$ -	\$ 1,500	\$ 1,500	100.0%	\$ 1,500	0.0%	
009 Professional Dues								
01 Subscriptions	\$ 438	\$ 303	\$ 800	\$ 532	66.5%	\$ 500	-37.5%	
04 Professional Dues	\$ 500	\$ 500	\$ 500	\$ 800	160.0%	\$ 800	60.0%	
010 Travel Expenses								
01 Mileage	\$ 411	\$ 209	\$ 150	\$ 150	100.0%	\$ 150	0.0%	
02 Meals & Lodging	\$ 855	\$ 792	\$ 900	\$ -	0.0%	\$ 900	0.0%	
04 Conference Fees								
05 Travel Expenses		\$ 541	\$ 400	\$ -	0.0%	\$ 400	0.0%	
011 Training and Education								
02 Training and Education	\$ 1,710	\$ 1,543	\$ 1,500	\$ 1,200	80.0%	\$ 1,500	0.0%	
014 - New Equipment								
01 New Equipment		\$ 1,982		\$ -	#VALUE!	\$ 500	#VALUE!	
015 Telephone								
04 Telephone	\$ 521	\$ 534	\$ 500	\$ 513	102.5%	\$ 800	60.0%	
017 Communications								
03 Communications		\$ -	\$ 204	\$ -	0.0%	\$ 204	0.0%	

Exhibit B:
Detail of Proposed Expenses for 2021

Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
24 Housing Cont'd								
018 Health Insurance								
01 Health Insurance Housing	\$ 2,782	\$ 2,785	\$ 2,592	\$ 2,592	100.0%	\$ 2,592	0.0%	2% Increase per insurance. Staffing & Preference changes.
02 Health Ins. Stipend FSS								
034-Workers Comp								
01-Workers Comp Housing	\$ 151	\$ 163	\$ 222	\$ 222	100.0%	\$ 233	5.0%	Waiting on insurance quotes. Assumes 5% increase
01-Workers Comp FSS								
035-Unemployment								
01-Unemployment Housing	\$ 260	\$ 268	\$ 300	\$ 268	89.2%	\$ 315	5.0%	Waiting on insurance quotes. Assumes 5% increase
01-Unemployment FSS								
038-Social Security								
01-Social Security Housing	\$ 4,361	\$ 4,444	\$ 4,095	\$ 4,095	100.0%	\$ 4,216	3.0%	Tied to wages
01-Social Security FSS								
040 City & State Retirement								
01-Retirement Housing	\$ 1,927	\$ 1,964	\$ 1,837	\$ 1,837	100.0%	\$ 1,929	5.0%	Tied to wages and employee preferences
285 Year End Closing								
01-Year End Closing								
412 - Fee Accountant								
01 - Fee Accountant	\$ 5,136	\$ 5,213	\$ 5,200	\$ 5,398	103.8%	\$ 5,400	3.8%	
Totals	\$ 87,643	\$ 89,642	\$ 92,700	\$ 92,894	100.2%	\$ 102,968	11.1%	

Exhibit B:
Detail of Proposed Expenses for 2021

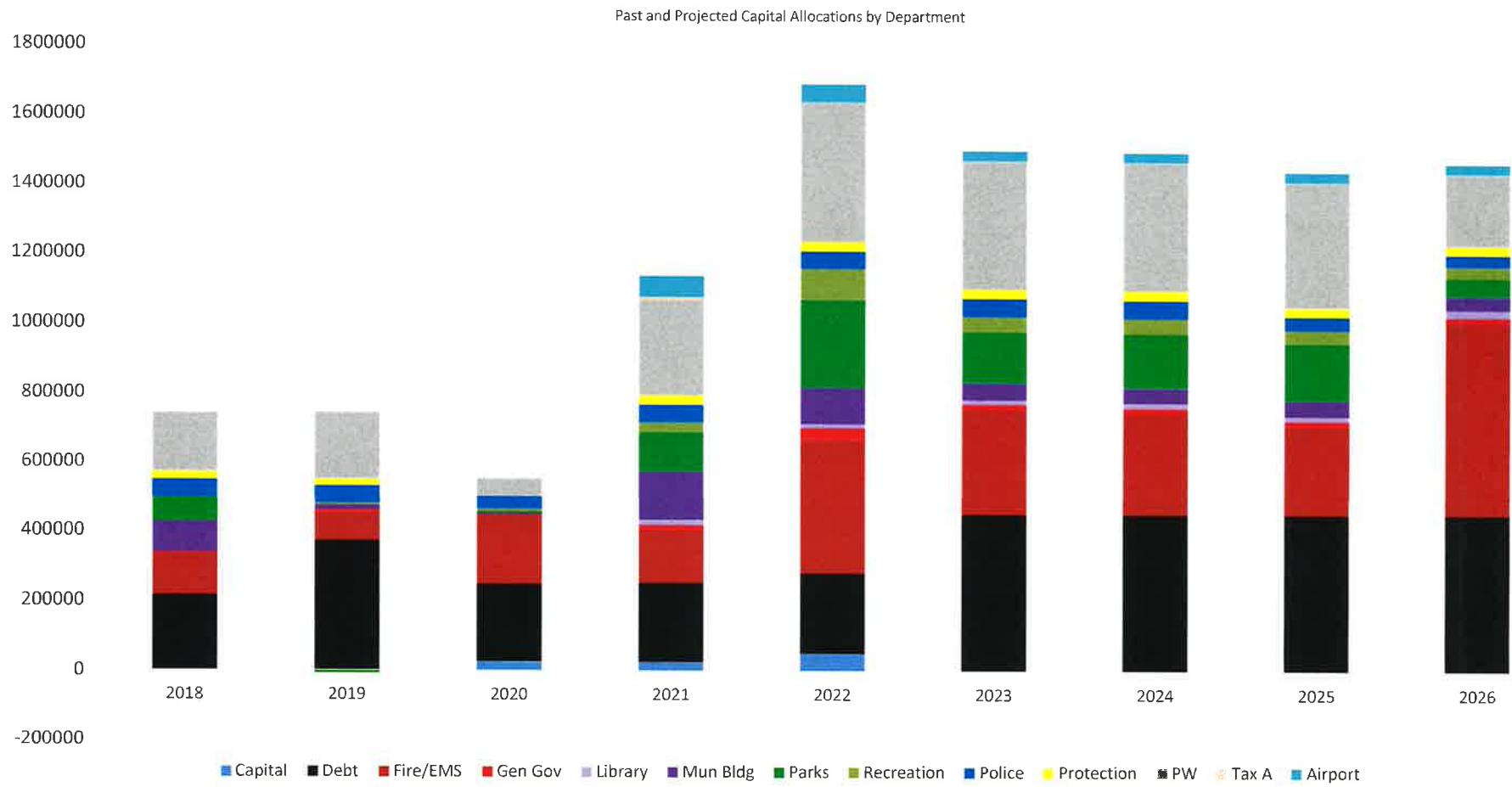
Department	3 Year Average Actual Expenses (17-19)	2019	2020			2021		
		Year End	Budgeted	Projected Expenses (as of Sept 1)	Projected % of Expense Budget	Department Request	% Change from Prior YR	
96 Section 8 FSS								
001-Salaries								
01-Regular Pay	\$ 35,997	\$ 36,938	\$ 36,940	\$ 36,940	100.0%	\$ 38,025	2.9%	
003-Office Supplies								
01-Postage	\$ 25	\$ 11	\$ 100	\$ 75	75.0%	\$ 100	0.0%	
05-Printer Ink	\$ 83	\$ 82	\$ 175	\$ 97	55.5%	\$ 175	0.0%	
08-Office Supplies	\$ 3	\$ -	\$ 75	\$ 65	86.9%	\$ 75	0.0%	
010- Travel Expenses								
01-Mileage	\$ 241	\$ 457		\$ 250	#VALUE!			
02 Meals & Lodging	\$ 74	\$ 147	\$ 500	\$ 150	30.0%	\$ 500	0.0%	
05 Travel Exp	\$ -	\$ -	\$ 500	\$ -	0.0%	\$ 500	0.0%	
011 - Training and Education								
02 - Training and Education	\$ 420	\$ -	\$ 1,000	\$ 400	40.0%	\$ 1,000	0.0%	
014 - New Equipment								
01 New Equipment	64.5	\$ 129						
02 Office	450	\$ 900						
018- Health Insurance								
01-Health Insurance	2721.46	\$ 2,724	\$ 2,592	\$ 2,592	100.0%	\$ 2,592	0.0%	2% Increase per insurance. Staffing & Preference changes.
034-Workers Comp								
01-Workers Comp	105.67	\$ 115	\$ 140	\$ 140	99.9%	\$ 147	5.0%	Waiting on insurance quotes. Assumes 5% increase
035-Unemployment								
01-Unemployment	260	\$ 268	\$ 300	\$ 300	100.0%	\$ 315	5.0%	Waiting on insurance quotes. Assumes 5% increase
038 Social Security								
01-Social Security	\$ 3,055	\$ 3,130	\$ 3,024	\$ 3,024	100.0%	\$ 2,909	-3.8%	Tied to wages
040 City & State Retirement								
01-Retirement Housing	\$ 1,351	\$ 1,384	\$ 1,384	\$ 1,384	100.0%	\$ 1,335	-3.5%	
Totals	\$ 45,104	\$ 46,284	\$ 46,730	\$ 45,417	97.2%	\$ 47,673	2.0%	
Total Enterprise Accounts	\$ 526,982	\$ 524,879	\$ 562,283	\$ 522,934	93.0%	\$ 556,197	-1.1%	
Total All Accounts	\$ 10,643,460	\$ 10,969,633	\$ 10,436,295	\$ 10,171,906	97.5%	\$ 11,458,953	9.8%	

Dept	2019		2020		2021		2022		2023		2024		2025		2026		2027	
	Allocation	Note	Allocation	Note	Allocation	Note	Allocation	Note	Allocation	Note	Allocation	Note	Allocation	Note	Allocation	Note	Allocation	Note
		\$735,771		\$551,118		\$1,144,087		\$1,916,359		\$1,510,882		\$1,507,432		\$1,465,132		\$1,494,533		\$1,035,659
Airport					\$ 130,000	Apron Overlay							\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Airport					\$ (70,000)	Airport Reserve Fund	\$ 40,000	Loader Replacement (City Part)										
Airport									\$ 18,000	Full Term Replacement of 2007 City Part			\$ 18,000	Full Term Replacement of 2007 City Part			\$ 18,000	Full Term Replacement of 2007 City Part
Airport							\$ 10,000	Runway Maintenance	\$ 10,000	Runway Maintenance	\$ 10,000	Runway Maintenance	\$ 10,000	Runway Maintenance	\$ 10,000	Runway Maintenance	\$ 10,000	Runway Maintenance
Capital							\$ 50,000	CUD Consolidation study										
Capitol			\$ 26,000	Study and Design of new Poli	\$ 25,000	Study and Design of new Police/City Hall												
Debt																		
Debt	\$ 116,900	Engine Payment	\$ 116,900	Engine Payment	\$ 116,900	Engine Payment												
Debt	\$ 105,843	Biomass Boiler	\$ 105,843	Biomass Boiler	\$ 109,440	Biomass Boiler	\$ 230,175	Biomass Boiler (Roll in Engine Pint)	\$ 234,053	Biomass Boiler Final Payment								
		Splash Pad Construction		Splash Pad Construction	\$ 257,040	Splash Pad et al Construction loan	\$ 55,000	Splash Pad et al Construction loan	\$ 55,000	Splash Pad et al Construction loan	\$ 55,000	Splash Pad et al Construction loan	\$ 55,000	Splash Pad et al Construction loan				
Debt							\$ 215,554	Police Facility (paid off in 2036) (30yr, 3.5%, on \$4M)	\$ 215,554	Police Facility (roll in Biomass)	\$ 449,607	Police Facility	\$ 449,607	Public Safety Facility	\$ 449,607	Public Safety Facility	\$ 449,607	Public Safety Facility
Fire/EMS	\$ 1,000	Foam Equipment/supplies		Use of Current Reserves #24 Remount														
Fire/EMS	\$ 5,000	Fire Hose replacement (\$5000)																
Fire/EMS	\$ (1,700)	Use of Current Reserve - Fire Hose																
Fire/EMS	\$ 1,000	Stair Chairs																
Fire/EMS	\$ 1,000	Computer																
Fire/EMS	\$ (1,000)	Use of Current Reserves - Computers																
Fire/EMS	\$ (1,000)	Use of Current Reserves - Stair Chairs																
Fire/EMS	\$ (1,000)	Use of Current Reserves - Foam			\$ (95,882)	Use of Current Reserves #24 Remount												
Fire/EMS	\$ 75,000	1/2 ambulance remount in 21	\$ 30,000	#24 Remount in 2021 (1/4 pr	\$ 130,000	#24 Remount												
Fire/EMS	\$ -	1/2 roof repair in 2020	\$ 66,000	Roof repair in 2020 estimated	\$ 56,000	Roof repair in 2020 estimated \$75K												
Fire/EMS			\$ 100,000	Station Structural Reinforcen	\$ 200,000	Station Structural Reinforcements												
Fire/EMS		1/6 Replace ambulance monitors and stretchers		1/6 Replace ambulance monitors in 2024 (\$150		1/6 Replace ambulance monitors in 2024 (\$150,000)	\$ 50,000	1/6 Replace ambulance monitors in 2024 (\$150,000)	\$ 50,000	1/6 Replace ambulance monitors in 2024 (\$150,000)	\$ 50,000	1/6 Replace ambulance monitors in 2024 (\$150,000)						
Fire/EMS		1/9 allocation toward replacement ladder truck		1/9 allocation toward replacement ladder truck		1/9 allocation toward replacement ladder truck in 2027	\$ 125,000	1/9 allocation toward replacement ladder truck in 2027	\$ 125,000	1/9 allocation toward replacement ladder truck in 2027	\$ 125,000	1/9 allocation toward replacement ladder truck in 2027	\$ 125,000	1/9 allocation toward replacement ladder truck in 2027	\$ 125,000	1/9 allocation toward replacement ladder truck in 2027	\$ 125,000	1/9 allocation toward replacement ladder truck in 2027. Estimated purchase of \$1,050,000
Fire/EMS			\$ -	Use of Current Building Maint	\$ (207,830)	Use of Current Building Maintenance Reserves for Roof and Retain Wall												
Fire/EMS					\$ 2,100	Dispatch Computer, office computer												
Fire/EMS					\$ 67,000	1/2 ambulance #23 remount in 2022	\$ 67,000	1/2 ambulance #23 remount in 2022										
Fire/EMS							\$ 16,000	Replace 2 of 3 overhead mounted space heaters										
Fire/EMS							\$ 2,200	Replace Intercom System										
Fire/EMS							\$ 8,000	Replace Air Compressor										
Fire/EMS							\$ 5,500	Replace Low Voltage Systems										
Fire/EMS							\$ 13,200	Lower Parking Lot Repair										
Fire/EMS							\$ 6,000	Concrete replacement at entries										
Fire/EMS							\$ 32,000	Retaining Wall Repairs										
Fire/EMS							\$ 600	Office computer										
Fire/EMS							\$ 60,000	Install backup furnace										
Fire/EMS							\$ 4,000	Replace Split System Heat Pumps	\$ 4,000	Replace Split System Heat Pumps								
Fire/EMS									\$ 20,000	Upgrade heating control system								
Fire/EMS									\$ 11,550	Upper Parking Lot Repair								
Fire/EMS									\$ 70,000	1/2 ambulance #22 remount in 2024	\$ 70,000	1/2 ambulance #22 remount in 2024						
Fire/EMS									\$ 25,000	1/3 overhead door replacement	\$ 25,000	1/3 overhead door replacement	\$ 25,000	1/3 overhead door replacement				
Fire/EMS											\$ 20,000	Emergency Power Gen Upgrades						
Fire/EMS											\$ 2,100	Dispatch Computer, office computer						
Fire/EMS											\$ 8,000	Garage Door Maint Allowance	\$ 8,000	Garage Door Maint Allowance	\$ 8,000	Garage Door Maint Allowance	\$ 8,000	Garage Door Maint Allowance
Fire/EMS											\$ 600	Office computer						
Fire/EMS											\$ 33,000	1/2 Stretcher replacement in 2026	\$ 33,000	1/2 Stretcher replacement in 2026				
Fire/EMS											\$ 1,500	Overhaul/Replace Circulating Pumps	\$ 1,500	Overhaul/Replace Circulating Pumps	\$ 1,500.00	Overhaul/Replace Circulating Pumps		
Fire/EMS											\$ 72,500	1/2 ambulance #25 remount in 2026	\$ 72,500	1/2 ambulance #25 remount in 2026				
Fire/EMS																		
Gen Gov	\$ -	Deferred allocation for 2022 purchase of new server			\$ (19,000)	Use of Vehicle Reserves												
Gen Gov	\$ 6,000	1/3 allocation for 2021 vehicle replacement		1/3 allocation for 2021 vehicle	\$ 28,000	1/3 allocation for 2021 vehicle replacement (\$28,000)												
Gen Gov	\$ 2,500	vital records restoration		vital records restoration	\$ 2,500	vital records restoration	\$ 2,500	vital records restoration	\$ 2,500	vital records restoration	\$ 2,500	vital records restoration	\$ 2,500	vital records restoration	\$ 2,500	vital records restoration	\$ 2,500	vital records restoration
Gen Gov			\$ 1,800	2 office computers	\$ 1,800	2 office computers												
Gen Gov							\$ 9,000	Codification of Clerk documents										
Gen Gov					\$ 1,200	1 CAD computer												
Gen Gov	\$ (1,200)	Use Existing Reserves - Computers					\$ 7,000	allocation for 2022 server purchase										
Gen Gov							\$ 12,000	1/3 allocation for 2024 vehicle replacement	\$ 12,000	1/3 allocation for 2024 vehicle replacement	\$ 12,000	1/3 allocation for 2024 vehicle replacement (\$36,000)						
Gen Gov													\$ 12,000	1/3 allocation for 2027 vehicle replacement (\$36,000)	\$ 12,000	1/3 allocation for 2027 vehicle replacement (\$36,000)	\$ 12,000	1/3 allocation for 2027 vehicle replacement (\$36,000)

[illegible]

[illegible]

[illegible]





City Manager's Report

October 30, 2020

Economic Projects

Porvair CDBG program	Porvair submitted documentation for reimbursement of funds related to their generator upgrades. This will be on next agenda for Council approval.
Events and Marketing	Getting positive feedback on Halloween activities and scavenger hunt. Christmas Decorating contest will start in November
Blight Cleanup	Continue to field inquiries about tax acquired properties for sale. Waiting on landbank review still.
Hilltop Senior Living	Certificates of Occupancy have been granted for the individual units but not the kitchen area. Planning a ribbon cutting.
Birdseye Cleanup	Waiting for DEP response to reports.
Title 13 ReWrite	Planning Board is reviewing the Land Use Table and marijuana laws, which may be ready for Council review in January.
Façade Improvement Program	Next action will take place in February.
Sitel Building	No word from Mr. Cassidy about his development plans for the building.
River Front - Powerplants	Versant notified the city that they will be decommissioning a large transformer owned by Merline One near the diesel plant.
River Front - DOT Lands	Applicant has submitted plans for his ATV/Snowmobile storage facilities
River Front - Salmon	No action
VMS Building	Savilinx is still looking to hire.
Pronto Burrito	Store opened on October 23. Waiting for some finishing touches before ribbon cutting.

Other Administrative Projects

Fire Structural Study	Preconstruction meeting with contractor will be on November 4.
2021 Budget Process	Finishing up Budget Forums. Manager recommended budget is due November 15. Council must adopt 2021 budget by December 15 unless referendum action passes election.

Tax Acquired Property Policy	Potential Tax Acquired Properties list has been reviewed and will be discussed on November 2 agenda.
Parking Lot Paving	Paving work is completed for 2020
Teague Park	Still working on final punch list items. Issue with fencing along DOC property has been resolved.
City Hall Boiler Systems	Meeting with Mechanic Systems on Wednesday to consider pellet boiler options
Capital Facility Maintenance Plans	All facility assessment reports are completed. Recommended repairs/maintenance will be incorporated into the 2021 capital budget requests.
COVID-19 Status	Staff continue to social distance, clean and mask up to follow guidelines.
Trailer Park Closure	Notice of closure letter has been drafted. Housing and FSS have provided additional information for tenants. Letters will be delivered by Friday, November 6.
North Main Street	Project is completed. Working with DOT for reimbursements.
Airport	New operation tracking system was delivered and will be installed. New fuel purchase system has been ordered and shipped. Expect it will be operational in December.
Investment Policy	
60 Access Highway	Notice was sent to parties who were tenants under the city's ownership of 60 Access Highway. They were given until September 30 to provide full payment of past amounts due or to submit a repayment plan to the city's attorney. One of the served companies has paid outstanding bills. Legal will follow up.
General Plan Update	Still working the current land use survey, which will needed for future land use discussions.
Union Negotiations.	Have not received requests for negotiation from any unions at this time.
New LED Street lights	The bid to install 5 new street lights came in at roughly \$730 per light. Based on available funding an additional five lights were requested at locations along major travel routes.
Recall Petition	No petitions forms have been submitted yet.
Cable Franchise Renewal	On hold per Council direction
River Road	No changes
Wage Policy	On hold until higher priority Budget and Title 13 work is completed.
Procurement Policy	On hold through budget process.
Sitel Reimbursements	Will follow up with invoice January 2021.

Property Account #	Address	Tax Collector		Assessor					Police	Fire	Code Enforcement								Potential Liability Score	Blight Fight	Landbank Candidate	
		Amount Due	Previously Waived	Value		Total Taxable	Mobile Home (Y/N)	In MH Park (Y/N)	In TIF (Y/N)	Reports in 24 mos.	Reports in 24 mos.	Occupied (Y/N)	Unresolved Violations			Environmental Issues		Strategic Property				Demo Likely
				Land	Building								Zoning (Y/N)	Building (Y/N)	Maintenan ce (Y/N)	DEP Incident	Potential					
	999 Test	\$ 40,000		\$ 5,000	\$ 100,000	\$ 105,000	n	n	n	5	1	n	n	n	n	n	n	Y	y	0	n	
	1072 0 River Road	\$ 125		\$ 3,100		\$ 3,100						n	n	n	n	n	n	Y	n	0.000	n	
	4749 0 Broadway Street	\$ 168		\$ 4,000		\$ 4,000			Y			n	n	n	n	n	n	Y	n	0.000	n	y
	4121 106 Limestone Street	\$ 588		\$ 12,000	\$ 8,300	\$ 20,300						n	n	n	n	n	n	Y	n	0.000	n	
	3652 208-2 Limestone Street	\$ 485		\$ 9,200	\$ 7,800	\$ 17,000			Y			n	n	n	Y	n	n	Y	n	0.154	Y	y
	2693 56 Lower Lyndon Street	\$ 631		\$ 13,100	\$ 24,900	\$ 38,000						n	n	n	Y	n	n	Y	n	0.154	Y	
	3553 3 Hillcrest Avenue	\$ 805		\$ 9,800	\$ 20,000	\$ 29,800			Y			n	n	n	Y	n	n	Y	n	0.154	Y	y
	3556 30 North Street	\$ 1,087		\$ 9,800	\$ 31,300	\$ 41,100			Y			n	n	n	Y	n	n	Y	n	0.154	Y	y
	3557 8 Hillcrest Avenue	\$ 1,102		\$ 11,600	\$ 30,100	\$ 41,700			Y			n	n	Y	Y	n	n	Y	n	0.334	Y	y
	3344 4 Roosevelt Avenue	\$ 40		\$ 7,200	\$ 8,400	\$ 15,600			Y			n	n	n	Y	n	Y	Y	n	0.362	Y	y
	2707 20 Patten Street	\$ 830		\$ 9,400	\$ 40,500	\$ 49,900				DHHS home. Last lived in 2018.		n	n	Y	Y	n	n	Y	n	0.499	Y	y
	271 96 Main Street	\$ 1,197		\$ 89,400	\$ 51,500	\$ 140,900						n	n	Y	Y	n	Y	Y	n	0.542	Y	y
	2472 55 Crosby Avenue	\$ 119		\$ 11,600	\$ 10,700	\$ 22,300						n	n	Y	Y	n	Y	Y	Y	0.797	Y	y
	3551 7 Hillcrest Avenue	\$ 1,216		\$ 9,800	\$ 36,500	\$ 46,300			Y			n	n	Y	Y	n	Y	Y	Y	0.797	Y	y
	1698 498 Access Highway	\$ 1,832		\$ 22,000	\$ 67,200	\$ 89,200						n	n	Y	Y	n	Y	Y	Y	0.797	Y	y
	4186 827 Main Street	\$ 3,267		\$ 17,200	\$ 15,900	\$ 33,100						n	n	Y	Y	n	Y	Y	Y	0.797	Y	y
	3007 5 Lower Lyndon Street	\$ 311		\$ 8,700	\$ 5,000	\$ 13,700			Y	structure fire 9/24/2015 fatal structure fire 12/13/2019		n	n	Y	Y	n	Y	Y	Y	0.975	Y	y
	3343 81 Washburn Street	\$ 1,013		\$ 14,600	\$ 47,600	\$ 62,200			Y			n	n	Y	Y	n	Y	Y	Y	0.975	Y	y
	554 0 Washburn Street	\$ 87		\$ 1,300		\$ 1,300						n	n	n	n	n	n	n	n	0.000	n	
	2232 0 Van Buren Road	\$ 102		\$ 1,900		\$ 1,900						n	n	n	n	n	n	n	n	0.000	n	
	686 333 East Presque Isle Road	\$ 118		\$ 24,500	\$ 13,300	\$ 37,800	Y	N				n	n	n	n	n	n	n	n	0.000	n	
	3620 22 Veronica Street	\$ 124		\$ 2,800		\$ 2,800			Y			n	n	n	n	n	n	n	n	0.000	Y	y
	3611 3 Hancock Street	\$ 131		\$ 2,800		\$ 2,800			Y			n	n	n	n	n	n	n	n	0.000	n	y
	1733 808 Access Highway	\$ 431		\$ 18,000		\$ 18,000						n	n	n	n	n	n	n	n	0.000	n	
	2174 0 Albair Road	\$ 242		\$ 7,500		\$ 7,500						n	n	n	n	n	n	n	n	0.000	n	
	5075 0 Noyes Road	\$ 336		\$ 11,300		\$ 11,300						n	n	n	n	n	n	n	n	0.000	n	
	2212 18 Nebraska Road	\$ 358		\$ 18,700	\$ 13,900	\$ 32,600	Y	N				n	n	n	n	n	n	n	n	0.000	n	
	4041 314 Sweden Street	\$ 1,244		\$ 16,000	\$ 51,700	\$ 67,700						n	n	n	n	n	n	n	n	0.000	n	
	743 633 Fort Fairfield Road	\$ 1,858		\$ 18,000	\$ 54,300	\$ 72,300						n	n	n	n	n	n	n	n	0.000	n	
	4086 303 Sweden Street	\$ 1,994		\$ 16,400	\$ 65,500	\$ 81,900						n	n	n	n	n	n	n	n	0.000	n	
	1868 110 Watson Memorial Drive	\$ 2,555		\$ 18,500	\$ 81,200	\$ 99,700						n	n	n	n	n	n	n	n	0.000	n	
	1192 276 Noyes Road	\$ 3,189		\$ 22,800	\$ 122,600	\$ 145,400						n	n	n	n	n	n	n	n	0.000	n	
	4658 40 Hardison Avenue	\$ 84		\$ 11,800	\$ 45,800	\$ 57,600						n	n	n	Y	n	n	n	n	0.154	y	
	614 34 West Presque Isle Road	\$ 1,147		\$ 18,500	\$ 49,000	\$ 67,500						n	n	n	Y	n	n	n	n	0.154	y	
	1882 901 Van Buren Road	\$ 528		\$ 11,100	\$ 7,600	\$ 18,700						n	n	n	Y	n	n	n	n	0.154	y	
	758 781 Fort Fairfield Road	\$ 582		\$ 23,300	\$ 18,000	\$ 41,300						n	n	n	Y	n	n	n	n	0.154	y	
	2840 63 Fontaine Drive	\$ 661		\$ 11,200	\$ 13,100	\$ 24,300						n	n	n	Y	n	n	n	n	0.154	y	y
	3630 21 Veronica Street	\$ 882		\$ 10,200	\$ 42,700	\$ 52,900			Y			n	n	n	Y	n	n	n	n	0.154	y	y
	4109 149 Limestone Street	\$ 948		\$ 11,300	\$ 44,500	\$ 55,800						n	n	n	Y	n	n	n	n	0.154	y	y
	76 1309 Presque Isle Road	\$ 1,005		\$ 20,100	\$ 38,000	\$ 58,100						n	n	n	Y	n	n	n	n	0.154	y	
	60 82 Maysville Siding Road	\$ 1,059		\$ 22,700	\$ 37,300	\$ 60,000						n	n	n	Y	n	n	n	n	0.154	y	
	3610 5 Hancock Street	\$ 1,455		\$ 10,900	\$ 64,700	\$ 75,600			Y			n	n	n	Y	n	n	n	n	0.154	y	y
	4308 93 Bennett Drive	\$ 3,639		\$ 45,800	\$ 97,100	\$ 142,900			Y			n	n	n	Y	n	n	n	n	0.154	y	y
	1934 348 Belanger Road	\$ 272		\$ 8,700		\$ 8,700				Old potato house fire 4/22/2016		n	n	n	n	n	n	n	n	0.179	n	

1165 103 Grimes Road	\$	578		\$ 17,800	\$ 40,800	\$ 58,600				Brush fire 9/29/2016	n	n	n	n	n	n	n	n	0.179	n	
3345 12 Roosevelt Avenue	\$	34		\$ 16,700	\$ 124,400	\$ 141,100		Y			n	n	n	n	n	Y	n	n	0.208	n	y
2199 851 Madawaska Road	\$	9		\$ 19,400	\$ 14,000	\$ 33,400					n	n	Y	Y	n	n	n	n	0.334	y	y
1501 479 Powers Road	\$	88		\$ 17,700	\$ 10,300	\$ 28,000	Y	N			n	n	Y	Y	n	n	n	n	0.334	y	y
3063 185 High Street	\$	213		\$ 11,500	\$ 56,900	\$ 68,400			Y		n	n	Y	Y	n	n	n	n	0.334	y	y
1287 544 Van Buren Road	\$	406			\$ 14,100	\$ 14,100	Y	N			n	n	Y	Y	n	n	n	n	0.334	y	y
1881 905 Van Buren Road	\$	536		\$ 11,600	\$ 7,700	\$ 19,300					n	n	Y	Y	n	n	n	n	0.334	y	y
4617 0 Access Highway	\$	680		\$ 24,800	\$ 4,900	\$ 29,700	Y	N			n	n	Y	Y	n	n	n	n	0.334	y	y
1925 253 Belanger Road	\$	820		\$ 18,100	\$ 12,300	\$ 30,400	Y	N			n	n	Y	Y	n	n	n	n	0.334	y	y
198 328 West Presque Isle Road	\$	588		\$ 8,900	\$ 12,500	\$ 21,400					n	n	n	Y	n	Y	n	n	0.362	y	
611 6 Kittinger Drive	\$	5		\$ 27,100	\$ 109,500	\$ 136,600				Faulty smoke alarm 9/3/2016	n	n	n	n	n	Y	n	n	0.387	n	
2832 14 Haines Street	\$	276		\$ 9,000	\$ 37,500	\$ 46,500				cooking fire 5/22/2019	n	n	Y	Y	n	n	n	n	0.512	y	y
2068 200 West Gate Road, Lot #53	\$	92	Y		\$ -	\$ -	Y	Y			n	n	Y	Y	n	Y	n	Y	0.797	y	
2073 200 West Gate Road, Lot #66	\$	92	Y		\$ -	\$ -	Y	Y			n	n	Y	Y	n	Y	n	Y	0.797	y	
4566 200 West Gate Road, Lot 69	\$	92	Y		\$ -	\$ -	Y	Y			n	n	Y	Y	n	Y	n	Y	0.797	y	
4716 200 West Gate Road, Lot 52	\$	92	Y		\$ -	\$ -	Y	Y			n	n	Y	Y	n	Y	n	Y	0.797	y	
4794 194 West Gate Road, Lot 36	\$	92	Y		\$ -	\$ -	Y	Y			n	n	Y	Y	n	Y	n	Y	0.797	y	
4943 200 West Gate Road, Lot 47	\$	92	Y		\$ -	\$ -	Y	Y			n	n	Y	Y	n	Y	n	Y	0.797	y	
1418 215 Powers Road, Lot #3	\$	162	Y		\$ 4,300	\$ 4,300	Y	Y			n	n	Y	Y	n	Y	n	Y	0.797	y	
1999 399 Madawaska Road	\$	1,351		\$ 19,200	\$ 41,000	\$ 60,200					n	n	Y	Y	n	Y	n	Y	0.797	y	y
1942 375 Belanger Road	\$	1,501		\$ 33,500	\$ 3,100	\$ 36,600	Y	N		79 complaints. Drugs, animals	n	n	Y	Y	n	Y	n	Y	1.140	y	y