

CITY COUNCIL MEETING NOTICE AND AGENDA

Notice is hereby given that the City Council of Caribou will hold a Regular City Council Meeting on **Monday, March 27, 2023**, in the Council Chambers located at 25 High Street, **6:00 pm**.

THE MEETING WILL BE BROADCAST ON CABLE CHANNELS 8 & 1301 AND THE CITY'S YOUTUBE CHANNEL.



1. Roll Call
2. Invocation/Inspirational Thought Ron Rosser
3. Pledge of Allegiance
4. Public Forum (**PUBLIC COMMENTS SUBMITTED TO THE CITY CLERK PRIOR TO 4:30PM ON THE MEETING DATE WILL BE SHARED WITH THE COUNCIL DURING PUBLIC FORUM. Email dbrissette@cariboumaine.org**)
5. Minutes **Pages**
 - a. Regular City Council meeting – February 27, 2023 02-05
6. Bid Openings, Awards, and Appointments 06
 - a. Recognition of 2023 CHS Principal's Award: Jadyynn Blackstone Eye
7. Public Hearings and Possible Action Items 07
 - a. Public Hearing on 2023 Municipal Budget
8. Reports by Staff and Committees 08-24
 - a. February Financials – Finance Director 25-26
 - b. Tax Acquired property list to go out to bid – Finance Director 27-28
 - c. Manager's Report
9. New Business, Ordinances and Resolutions 29
 - a. Approval for the June 13, 2023 RSU#39 Budget Validation Elections 30
 - b. Appointments to the Zoning Board of Appeals 31-32
 - c. Appointments to the Caribou Congregate Housing Development Corporation 33-38
 - d. 2023 Maine DOT Municipal Partnership Agreement for paving on Route 161B & Route 164 39-75
 - e. Proposed contract with Artifex for architectural services for new police station 76-77
 - f. Letter from the Business Investment Group regarding Land Bank activities 78,124
 - g. City Council discussion and possible action on the 2023 Municipal Budget 79-118
 - i. Expense Budget 119
 - ii. Capital Budget 120-123
 - iii. Revenue Budget
10. Old Business
11. Reports and Discussion by Mayor and Council Members
12. Next Regular Meetings: April 10 & 24
13. Executive Session(s) (May be called to discuss matters identified under MRSA, Title 1, §405.6)
14. 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 Clerk 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

Council Agenda Item #1: Roll Call

The Caribou City Council held a City Council meeting, Monday, February 27, 2023, in the Council Chambers with the following members present: Mayor Smith, Deputy Mayor Boma, Councilors Bagley, Morrill, Theriault, and Willey. Councilor Goughan was present via Zoom.

Manager Thompson was present at the meeting.

Department Managers Carl Grant (Finance Director), Peter Baldwin (Library Director), and Scott Susi (Fire Chief) were present for the meeting.

Melissa Lizotte of the Aroostook Republican covered the meeting, and it was broadcasted via Spectrum and YouTube.

Council Agenda Item #2: Invocation / Inspirational Thought

Mayor Smith read an invocation.

Council Agenda Item #3: Pledge of Allegiance

Mayor Smith led the Pledge of Allegiance.

Council Agenda Item #4: Public Input

There were no comments made by the public.

Council Agenda Item #5: Minutes

a. Regular City Council meeting – January 23, 2023

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to accept the minutes as presented for the January 23, 2023 meeting.

Roll Call Vote: D. Bagley – Yes, C. Boma – Yes, R.M. Goughan – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

Council Agenda Item #6: Bid Openings, Awards, and Appointments

a. Bid award to remove Fire Department pellet boiler and air handler.

Mayor Smith explained that they have received bids from Staples Construction for \$21,445 and a bid from Beaupre’s Construction LLC in the amount of \$20,810.

Motion made by Councilor Morrill to accept the bid made by Staples Construction for \$21,445.

Motion failed for lack of a second.

Council had a brief discussion regarding the bid, regarding if it was a salvage and resell or disposal. They also discussed the fact that both companies are local.

Motion made by Councilor Bagley to refer to the Building Committee for further review.

Motion failed for lack of a second.

Council discussed that the idea is to remove and haul away and that is not an easy task as the silo is ¾ full of old pellets that are no longer any good and will need to be disposed of.

Councilor Theriault seconded Councilor Morrill's motion.

Motion made by Councilor Morrill, seconded by Councilor Theriault to accept the bid from Staples Construction in the amount of \$21,445.

Roll Call Vote: D. Bagley – Yes, C. Boma – Yes, R.M. Goughan – No, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

Council Agenda Item #7: Public Hearings and Possible Action Items

There were no items scheduled for discussion.

Council Agenda Item #8: Reports by Staff and Committees

a. January Financials – Finance Director

Carl Grant (Finance Director) reviewed the January 2023 financial report.

Mayor Smith asked if the report reflects all the revenue payments.

Mr. Grant stated that the report does reflect the payments.

Councilor Morrill asked how Mr. Grant feels that the city stands so far.

Mr. Grant explained that it is too early to tell.

Councilor Morrill asked if they are looking at the investment portfolio and thinking about reinvesting the funds.

Mr. Grant explained that he is currently watching the rates and is planning on reinvesting with a higher interest rate.

Motion made by Councilor Morrill, seconded by Councilor Willey to accept the January 2023 financial report as presented.

Roll Call Vote: D. Bagley – Yes, C. Boma – Yes, R.M. Goughan – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

b. Manager's Report

Manager Thompson reviewed the Manager's report dated February 27, 2023.

c. Committee Reports

i. Broadband Committee

Councilor Bagley explained that the Broadband Committee met on the 20th and discussed goals and what the city obligation is and how the city can help the best. He explained that there is a potential for a financial risk and would take many years before seeing a return on the investment.

In the past they have looked at three options, Spectrum, CUD and to do nothing.

The committee would like to engage with Spectrum for the best and final offer. They're also going to be meeting with a member of the CUD board on March 7th at 8:30 to discuss the topic.

Councilor Morrill explained that he feels like this is redundant and repetitive. He explained that they have received public input and had many discussions. He believed that the council had decided to wait for more discussion until funding is available.

Councilor Willey explained that the Mayor has the right to create and appoint committees.

ii. Municipal Buildings Committee

Councilor Morrill explained that they met to address the deferred maintenance. The committee toured the Nylander, Library and Fire station to discuss what needs to be done to maintain the assets. He suggested the possibility of having a maintenance man who could help with the upkeep of the buildings and help to facilitate repairs.

Deputy Mayor Boma agreed that it is a good idea to have a maintenance person.

Councilor Willey explained that the maintenance is important and that if things are not done then the buildings would not be efficient.

Council Agenda Item #9: New Business, Ordinances and Resolutions

a. 2023 Municipal Budget – Overview of 2023 Municipal Budget

b. 2023 Municipal Budget – Presentation of Budgets (Department 11, 12, 17, 18, 38, 61, 65, 75)

Manager Penny Thompson reviewed department 11, 12, 17, 18, 38, 61, 65, and 75.

Peter Baldwin (Library Director) explained that for Department 12- Nylander Museum there has been a part time employee working 10 hours per week cataloging items that the museum houses. The new budget reflects an employee plus him.

c. City Council feedback or questions on the 2023 Municipal expense budget

Councilor Bagley suggested to add all the requests for contributions to the budget to see what it looks like.

Council Agenda Item #10: Old Business

a. Discussion of Ordinance 01, 2023, Series Establishing the Caribou Development Committee

Mayor Smith explained that there will be a public hearing at the next meeting to discuss Ordinance No. 1.

Councilor Bagley explained his suggested edits to Ordinance 01, 2023 Series Establishing the Caribou Development Committee. He said that he thought that it was important to lay out the specific scope of the committee as well as show how it would work with other committees.

Motion made by Councilor Bagley, seconded by Councilor Morrill to adopt the revisions as printed in this week's packet to take to the public hearing next time.

Roll Call Vote: D. Bagley – Yes, C. Boma – Yes, R.M. Goughan – No, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

b. 2022 Priorities and Goals discussion

Mayor Smith explained that this was an exercise to give staff and the Council some information on what the priorities are going forward so that everyone can work towards the goals.

Council Agenda Item #11: Reports and Discussion by Mayor and Council Members

Councilor Bagley explained that he has attended the CEGC meetings and that they are considering a loan application for a new event and wedding company called Enchanting Events. It would be a significant loan that would bring a nice new business to the area.

Councilor Bagley also gave a shout out to the Planning Board for the great job that they are doing while working on the Comprehensive Plan with the outreach and all the work they have done.

Mayor Smith explained that there are a couple of Capital Budget meetings coming up. He also reminded about the Snowbowl that is happening this weekend and gave a shoutout to the businesses that spearheaded the event.

Council Agenda Item #12: Next Regular Meetings: March 13 & 27, Joint meeting with Planning Board March 14

Council Agenda Item #13: Executive Session(s) (May be called to discuss matters identified under MRSA 1, §405.6)

Council did not enter into executive session.

Council Agenda Item #14: Adjournment

Motion made by Councilor Morrill, seconded by Deputy Mayor Boma to adjourn the meeting at 7:45 p.m.

Roll Call Vote: D. Bagley – Yes, C. Boma – Yes, R.M. Goughan – Yes, J. Morrill – Yes, J. Theriault – Yes, L. Willey – Yes, J. Smith – Yes. (So voted)

Danielle Brissette, secretary

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



MEMO

To: Mayor and City Council Members
From: Penny Thompson, City Manager
Date: March 27, 2023
Re: Certificates of Recognition for Caribou High School Principal's Award recipient

Jadynn Blackstone Eye of Caribou, a senior at Caribou High School, has been selected to receive the 2023 Principal's Award. The award, sponsored by the Maine Principals' Association, is given in recognition of a high school senior's academic achievement and citizenship.

The Principal's Award is presented in more than 100 Maine public and private high schools by member principals of the MPA, the professional association which represents Maine's school administrators.

Here with the City Council tonight is 2023 CHS Principal's Award recipient Jadynn Blackstone Eye.

We are also joined by Caribou High School Assistant Principal Ben Goodwin. CHS Principal Jamie Selfridge is out of town and could not attend tonight's meeting.

Suggestion Action:

Present certificates to student and assistant principal



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: March 27, 2023
RE: 2023 Municipal Expense Budget

Per the City Charter, Section 5.06 Budget

The budget process shall be divided into three processes: Expense Budget, Capital Expense Budget and Income Budget.

Tonight the public hearing on all sections of the 2023 Municipal Budget will be held.

Complete City Budget

On or before May 31: The City Manager will finalize the complete City Budget for the current year including all three elements: expense, capital expense, and income. The City Council has the opportunity to reduce the expense or capital expense budget if needed based on the current income budget but cannot increase the expense or capital expense budget.

Set the Rate of Taxation

The City Council will set the rate of taxation for the City based on the approved budgets of the City, County and RSU 39 on or before the 30th of June each year.

Suggested action:

Open the public hearing and take comments from the public and City Council members.

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	-205.39	0.00	0.00	5,220,477.50	5,220,477.50	0.00
Assets	12,150,472.94	12,242,355.80	-777,443.10	2,637,915.95	3,958,659.68	10,921,612.07
101-00 CASH (BANK OF MACHIAS)	6,843,888.34	6,739,124.55	-491,896.08	1,487,702.93	2,643,762.04	5,583,065.44
102-00 RECREATION ACCOUNTS	51,620.01	67,210.01	0.00	0.00	0.00	67,210.01
103-00 NYLANDER CHECKING	1,826.10	1,825.34	-0.82	0.00	1.74	1,823.60
110-00 SECTION 125 CHECKING FSA	15,766.62	15,911.79	-795.10	14,912.26	1,972.48	28,851.57
110-08 2022 SECTION 125 CHECKING HRA	55,970.96	47,767.09	-1,827.40	0.00	1,827.40	45,939.69
110-09 2023 SECTION 125 CHECKING HRA	0.00	0.00	-2,754.46	84,500.00	3,854.46	80,645.54
111-00 RETIREMENT INVESTMENT	3,000,000.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00
111-01 RETIREMENT INVESTMENT SECUREI	0.00	1,500,000.00	0.00	0.00	0.00	1,500,000.00
115-00 AMERICAN RESCUE PLAN ACT-NEU'S	595,857.77	598,997.91	0.00	0.00	0.00	598,997.91
117-00 RLF #10 INVESTMENT	241,080.78	241,386.66	307.13	307.13	0.00	241,693.79
120-00 PETTY CASH	960.00	960.00	0.00	0.00	0.00	960.00
123-00 DIESEL INVENTORY	44,647.84	19,816.42	19,821.67	113,277.50	112,273.06	20,820.86
124-00 GAS INVENTORY	15,695.85	5,851.20	-9,998.26	18,475.00	20,786.51	3,539.69
125-00 ACCOUNTS RECEIVABLE	9,434.81	59,242.54	-144,432.69	312,060.47	211,880.85	159,422.16
126-00 SWEETSOFT RECEIVABLES	95,683.30	81,512.78	-27,340.70	707.52	52,840.49	29,379.81
130-00 COMSTAR RECEIVABLES	59,146.92	224,725.48	-12,082.93	181,522.40	229,799.35	176,448.53
140-00 RESERVE FOR UNCOLLECTIBLE TAX	-669.87	-669.87	0.00	0.00	0.00	-669.87
174-00 CDC LOANS REC (1280)	41,522.20	41,522.20	0.00	0.00	0.00	41,522.20
180-00 DR. CARY CEMETERY INVESTMENT	1,050.55	1,051.09	0.00	0.00	0.00	1,051.09
181-00 HAMILTON LIBRARY TR. INVEST	1,893.69	1,898.05	0.00	0.00	0.00	1,898.05
182-00 KNOX LIBRARY INVESTMENT	10,411.75	10,441.28	0.00	0.00	0.00	10,441.28
183-00 CLARA PIPER MEM INV	674.84	675.19	0.00	0.00	0.00	675.19
184-00 JACK ROTH LIBRARY INVEST	14,122.19	14,223.92	0.00	0.00	0.00	14,223.92
185-00 KEN MATTHEWS SCHOLARSHIP FUN	7,569.17	7,588.25	0.00	0.00	0.00	7,588.25
187-00 DOROTHY COOPER MEM INV	49,628.45	49,721.48	0.00	0.00	0.00	49,721.48
189-00 MARGARET SHAW LIBRARY INV	13,145.23	13,154.68	0.00	0.00	0.00	13,154.68
190-00 GORDON ROBERTSON MEM INV	11,580.18	11,587.40	0.00	0.00	0.00	11,587.40
191-00 MEMORIAL INVESTMENT	6,214.88	6,223.42	0.00	0.00	0.00	6,223.42
192-00 G. HARMON MEM INV	6,819.74	6,822.29	0.00	0.00	0.00	6,822.29
193-00 BARBARA BREWER FUND	5,616.14	5,624.54	0.00	0.00	0.00	5,624.54
194-00 RODERICK LIVING TRUST	16,581.87	16,598.74	0.00	0.00	0.00	16,598.74
196-00 PHILIP TURNER LIBRARY INV	8,883.40	9,119.27	0.00	1,911.85	0.00	11,031.12
198-00 TAX ACQUIRED PROPERTY	137,540.84	121,357.35	0.00	0.00	3,738.85	117,618.50
198-20 TAX ACQUIRED PROPERTY 2020	-6,173.76	0.00	-163.56	132.01	295.57	-163.56
198-21 TAX ACQUIRED PROPERTY 2021	-6,035.73	0.00	-532.23	1,307.17	1,839.40	-532.23
198-22 TAX ACQUIRED PROPERTY 2022	-1,749.77	0.00	-532.23	2,299.67	2,831.90	-532.23
198-23 TAX ACQUIRED PROPERTY 2023	-0.67	-0.67	0.00	84.86	84.19	0.00
200-22 2022 TAX RECEIVABLE	707,578.39	707,578.39	-66,558.89	532.23	136,081.98	572,028.64
200-23 2023 TAX RECEIVABLE	-69,028.36	-69,028.36	-30,708.89	449.28	76,857.59	-145,436.67
205-19 2019 LIENS RECEIVABLE	316.71	316.71	-36.83	0.00	36.83	279.88
205-20 2020 LIENS RECEIVABLE	449.82	449.82	128.23	163.56	35.33	578.05
205-21 2021 LIENS RECEIVABLE	95,080.07	95,080.07	-1,401.98	532.23	4,003.62	91,608.68
210-11 2011 PP TAX RECEIVABLE	201.06	201.06	-201.06	0.00	201.06	0.00
210-12 2012 PP TAX RECEIVABLE	4,645.51	4,645.51	0.00	0.00	0.00	4,645.51
210-13 2013 PP TAX RECEIVABLE	4,936.98	4,936.98	0.00	0.00	0.00	4,936.98
210-14 2014 PP TAX RECEIVABLE	5,728.25	5,728.25	-21.07	0.00	70.74	5,657.51
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	10,458.43	10,458.43	0.00	0.00	0.00	10,458.43
210-17 2017 PP TAX RECEIVABLE	10,948.56	10,948.56	0.00	0.00	0.00	10,948.56
210-18 2018 PP TAX RECEIVABLE	11,450.12	11,450.12	0.00	0.00	0.00	11,450.12

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						
210-19 2019 PP TAX RECEIVABLE	12,751.30	12,751.30	0.00	0.00	0.00	12,751.30
210-20 2020 PP TAX RECEIVABLE	14,702.37	14,702.37	0.00	0.00	0.00	14,702.37
210-21 2021 PP TAX RECEIVABLE	12,955.10	12,955.10	0.00	0.00	0.00	12,955.10
210-22 2022 PP TAX RECEIVABLE	22,100.24	22,100.24	-4,625.22	0.00	5,802.73	16,297.51
210-23 2023 PP TAX RECEIVABLE	-646.52	-646.52	-29.00	0.00	11,062.19	-11,708.71
303-00 FEDERAL WITHHOLDING	0.00	0.00	0.00	69,262.70	69,262.70	0.00
304-00 FICA W/H	18.26	18.26	0.00	90,726.86	90,726.86	18.26
305-00 MEDICARE WITHHOLDING	4.27	4.27	0.00	21,218.26	21,218.26	4.27
306-00 STATE WITHHOLDING	0.00	0.00	0.00	30,707.68	30,707.68	0.00
307-00 M.S.R.S. W/H	73.65	73.65	0.00	22,496.70	22,496.70	73.65
307-01 MSRS EMPLOYER	-141.02	-141.06	0.03	37,199.52	37,478.25	-419.79
308-00 AFLAC INSURANCE	-1.75	0.00	-0.13	1,227.18	1,227.42	-0.24
309-00 DHS WITHHOLDING	0.00	0.00	0.00	1,664.00	1,664.00	0.00
312-00 HEALTH INS. W/H	-25,826.25	-25,577.65	382.51	46,175.65	44,716.55	-24,118.55
314-00 UNITED WAY W/H	0.00	0.00	0.00	24.00	24.00	0.00
315-00 TEAMSTERS W/H	0.00	0.00	0.00	636.00	636.00	0.00
315-01 FIREFIGHTERS UNION W/H	0.00	0.00	0.00	1,838.55	1,838.55	0.00
316-00 COUNCIL #93 W/H	0.00	0.00	0.00	667.26	667.26	0.00
318-00 MMA INCOME PROTECTION	-8,170.03	-8,122.98	180.72	6,757.59	6,614.57	-7,979.96
319-00 REAL ESTATE TAX W/H	0.00	0.00	0.00	4,742.00	4,742.00	0.00
320-00 ICMA RETIREMENT CORP	-664.83	0.00	0.00	22,408.01	22,408.01	0.00
320-01 ICMA EMPLOYER MATCH	-52.88	0.00	0.00	5,303.45	5,303.45	0.00
322-00 RETIRED HEALTH INS PROGRAM	-23.21	-23.21	0.00	2,392.71	2,392.71	-23.21
323-00 MMA SUPP. LIFE INSURANCE	-2,106.56	-2,106.56	96.42	1,615.80	1,488.36	-1,979.12
324-00 MISC. WITHHOLDING	0.00	0.00	0.00	238.00	238.00	0.00
325-00 DED. FOR VALIC	0.00	0.00	0.00	5,537.04	5,537.04	0.00
325-01 VALIC EMPLOYER MATCH	0.00	0.00	0.00	1,013.84	1,013.84	0.00
329-00 SALES TAX COLLECTED	-309.54	-199.02	0.00	199.02	0.00	0.00
330-00 VEHICLE REG FEE (ST. OF ME)	-4,153.50	0.00	-6,836.50	23,506.75	31,893.25	-8,386.50
331-00 BOAT REG FEE INLAND FISHERIES	-95.00	0.00	-524.00	0.00	524.00	-524.00
332-00 SNOWMOBILE REG (F&W)	-12,062.51	0.00	3,445.96	12,234.21	21,022.46	-8,788.25
335-00 PLUMBING PERMITS (ST. OF ME)	-951.35	-141.35	0.00	0.00	42.50	-183.85
336-00 CONCEALED WEAPON PERMIT	-120.00	-120.00	0.00	0.00	0.00	-120.00
338-00 CONNOR EXCISE TAX	3.76	3.76	1,003.78	3,882.58	6,761.38	-2,875.04
339-00 CONNOR BOAT EXCISE	75.80	75.80	0.00	0.00	0.00	75.80
340-00 DOG LICENSES (ST. OF ME)	-635.00	0.00	815.00	1,222.00	1,419.00	-197.00
341-00 FISHING LICENSES (ST. OF ME)	-275.00	0.00	200.00	375.00	550.00	-175.00
342-00 HUNTING LICENSES (ST. OF ME)	-1,660.50	0.00	151.00	490.00	829.00	-339.00
346-00 AIRPORT RECEIVABLE	0.00	0.00	-675.52	675.52	675.52	0.00
347-00 NEPBA UNION PD	0.00	0.00	0.00	600.00	600.00	0.00

Liabilities	7,810,980.77	8,224,506.23	-384,615.82	863,934.32	257,818.73	7,618,390.64
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	7,810,980.77	8,224,506.23	-384,615.82	863,934.32	257,818.73	7,618,390.64
352-00 NYLANDER MUSEUM RESERVE	9,490.86	9,490.86	0.00	0.00	0.00	9,490.86
360-00 RETIREMENT INV FUND	3,000,000.00	3,000,000.00	0.00	0.00	0.00	3,000,000.00
360-01 AMERICA RESCUE PLAN ACT-NEU'S	596,583.01	598,997.91	-5,293.48	5,293.48	0.00	593,704.43
360-02 RIVERFRONT COMMITTEE RESERVE	10,000.00	10,000.00	0.00	0.00	0.00	10,000.00
360-03 GENERAL ASSISTANCE RESERVE	5,632.75	5,632.75	0.00	0.00	0.00	5,632.75
362-00 RLF #10 RESERVE	241,080.78	241,386.66	307.13	0.00	307.13	241,693.79
365-01 COMMUNITY POOL IMPROVEMENT	2,566.19	2,566.19	-2,566.19	2,566.19	0.00	0.00
365-02 REC CENTER IMPROVEMENTS	1,787.68	1,787.68	0.00	0.00	0.00	1,787.68

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						
365-03 LAND ACQUISTIONS/EASEMENTS	8,340.00	8,340.00	0.00	0.00	0.00	8,340.00
365-04 RAILS TO TRAILS PROGRAM	164.79	164.79	5.61	0.00	5,782.84	5,947.63
365-05 PARK IMPROVEMENT RESERVE	5,231.71	5,231.71	0.00	0.00	0.00	5,231.71
365-07 REC/PARKS COMPUTER RESERVE	-604.00	-604.00	0.00	0.00	0.00	-604.00
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	12,595.44	12,595.44	0.00	0.00	0.00	12,595.44
365-12 CRX/TOS RESERVE	7,391.28	7,391.28	2,895.00	0.00	5,887.51	13,278.79
365-13 RECREATION - COLLINS POND	-1,363.91	-1,363.91	0.00	0.00	0.00	-1,363.91
365-18 REC SCHOLARSHIPS	2,551.22	2,551.22	0.00	0.00	0.00	2,551.22
365-19 CIVIC BEAUTIFICATION RESERVE	5.14	5.14	-5.14	5.14	0.00	0.00
365-20 SKI TRAIL/SNOW SHOE RENTAL	457.00	457.00	0.00	0.00	5.00	462.00
365-21 RD TRAILS GRANT	0.47	0.47	-0.47	0.47	0.00	0.00
365-22 NON APPROP SKI RENTAL PROGRAM	13,374.87	13,374.87	-703.83	4,741.92	1,250.00	9,882.95
365-24 CADET RESERVE	482.56	482.56	-482.56	482.56	0.00	0.00
365-25 COMMUNITY BULLETIN BOARD	200.00	200.00	0.00	0.00	0.00	200.00
365-26 SPLASH PAD RESERVE	27,967.08	27,967.08	2,566.19	0.00	2,566.19	30,533.27
365-27 PARK VEHICLE RESERVE	4,730.00	4,730.00	0.00	0.00	0.00	4,730.00
366-00 ASSESSMENT RESERVE	-180.00	-180.00	0.00	0.00	0.00	-180.00
366-01 LIBRARY BUILDING RESERVE	29,191.03	29,191.03	0.00	0.00	0.00	29,191.03
366-02 LIBRARY MEMORIAL FUND	64,016.07	64,016.07	-581.32	1,851.35	0.00	62,164.72
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	19,554.61	18,636.86	-39.98	39.98	50.00	18,646.88
367-02 POLICE DEPT EQUIPMENT	106,167.31	106,548.16	229.52	0.00	332.27	106,880.43
367-03 POLICE CAR RESERVE	-271.19	-271.19	4,750.00	35,948.88	4,750.00	-31,470.07
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	15,307.83	17,200.11	0.00	0.00	0.00	17,200.11
367-06 PD COMPUTER RESERVE	6,058.22	6,058.22	0.00	0.00	0.00	6,058.22
367-07 POLICE DIGITAL FILING	5,437.00	5,437.00	0.00	0.00	0.00	5,437.00
367-08 MAJOR SYSTEMS REPLACEMENT	43,622.49	43,622.49	0.00	0.00	0.00	43,622.49
367-09 NEW POLICE STATION	1,796.02	1,796.02	122.56	360.00	482.56	1,918.58
367-10 POLICE OFFICER RECRUITMENT RES	54,000.00	54,000.00	0.00	0.00	0.00	54,000.00
368-01 FIRE EQUIPMENT RESERVE	-63,012.29	-63,012.29	0.00	0.00	0.00	-63,012.29
368-02 FIRE HOSE RESERVE	8,018.25	8,018.25	0.00	0.00	0.00	8,018.25
368-03 FIRE DEPT FOAM RESERVE	4,442.50	4,442.50	0.00	0.00	0.00	4,442.50
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	3,596.90	3,596.90	0.00	0.00	0.00	3,596.90
368-07 FIRE DISPATCH REMODEL	2,390.00	2,390.00	0.00	0.00	0.00	2,390.00
368-08 FIRE SMALL EQUIPMENT	3,156.05	3,156.05	0.00	0.00	0.00	3,156.05
368-09 FEMA TRUCK GRANT	5.00	5.00	0.00	0.00	0.00	5.00
368-10 FIRE/AMB BUILDING RESERVE	36,974.08	36,974.08	0.00	0.00	0.00	36,974.08
368-12 FIRE/AMB UNIFORM RESERVE	2,586.15	5,179.37	0.00	0.00	0.00	5,179.37
369-01 AMBULANCE SMALL EQUIP RESERVE	37,240.27	37,240.27	0.00	0.00	0.00	37,240.27
369-02 AMBULANCE STAIRCHAIRS	7,000.00	7,000.00	0.00	0.00	0.00	7,000.00
369-03 AMBULANCE RESERVE	2,454.67	2,454.67	0.00	0.00	0.00	2,454.67
370-03 PW EQUIPMENT RESERVE	53,763.01	53,763.01	0.00	0.00	0.00	53,763.01
370-04 STREETS/ROADS RECONSTRUCTION	104,118.75	-30,297.25	0.00	0.00	130,000.00	99,702.75
370-05 CURBING RESERVE	5,178.30	5,178.30	0.00	0.00	0.00	5,178.30
370-06 FUEL TANK RESERVE	-19,489.50	-13,271.78	1,713.34	0.00	3,354.54	-9,917.24
370-07 PW BUILDING RESERVE	34,266.24	34,266.24	0.00	0.00	0.00	34,266.24
370-09 RIVER ROAD RESERVE	-44,881.75	-44,881.75	0.00	0.00	0.00	-44,881.75
370-10 AIRPORT FUEL TANK RESERVE	1,992.48	1,992.48	0.00	0.00	0.00	1,992.48

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						
371-01 ASSESSMENT REVALUATION RESER	60,606.91	60,606.91	0.00	0.00	0.00	60,606.91
371-02 ASSESSING COMPUTER RESERVE	1,395.50	1,395.50	-750.00	750.00	0.00	645.50
372-01 AIRPORT RESERVE	40,639.59	40,639.59	0.00	0.00	0.00	40,639.59
372-04 AIRPORT HANGER SECURITY DEPOS	1,370.00	1,370.00	0.00	0.00	0.00	1,370.00
372-06 AIRPORT CARES ACT	16,455.64	16,455.64	0.00	0.00	0.00	16,455.64
373-01 GEN GOVT COMPUTER RESERVE	6,662.97	6,662.97	0.00	0.00	0.00	6,662.97
373-02 CITY COMPREHENSIVE PLAN	27.40	27.40	0.00	0.00	0.00	27.40
373-03 MUNICIPAL BUILDING RESERVE	61,176.92	61,176.92	0.00	1,773.36	0.00	59,403.56
373-04 VITAL RECORDS RESTORATION	3,276.50	3,276.50	0.00	0.00	0.00	3,276.50
373-05 BIO-MASS BOILERS	-2,697.49	-2,697.49	0.00	57,539.00	0.00	-60,236.49
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	60,509.16	60,509.16	0.00	0.00	0.00	60,509.16
373-10 FLEET VEHICLES	1,221.20	1,221.20	0.00	0.00	0.00	1,221.20
373-12 NBRC BIRDS EYE	-27,203.55	-4,203.55	0.00	0.00	0.00	-4,203.55
373-17 LADDER ENGINE TRUCK 2016	116,601.20	116,601.20	0.00	0.00	0.00	116,601.20
373-20 CDBG USDA 60 ACCESS/BIRDSEYE	21,102.81	21,102.81	0.00	0.00	0.00	21,102.81
373-22 2022 HRA RESERVE	55,970.96	47,767.09	-1,827.40	1,827.40	83,400.00	129,339.69
373-23 2023 HRA RESERVE	0.00	0.00	-2,754.46	3,854.46	1,100.00	-2,754.46
373-50 2022 CAPITAL IMPROVEMENT LOAN	-256,956.54	-256,956.54	0.00	0.00	0.00	-256,956.54
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
374-03 DOWNTOWN INFRASTRUSTURE	36,415.42	36,415.42	0.00	0.00	0.00	36,415.42
374-05 FACADE RESERVE	0.00	15,000.00	-1,500.00	1,500.00	0.00	13,500.00
380-01 CAPTS CDBG	-3,905.56	-3,905.56	-5,650.00	5,650.00	0.00	-9,555.56
380-03 TOURISM GRANT	-7,746.85	-8,299.35	-1,072.50	1,072.50	0.00	-9,371.85
385-00 COMMUNITY DEVELOPMENT MATCH	32,674.30	32,674.30	0.00	0.00	0.00	32,674.30
387-00 BOUCHARD TIF	13,897.29	13,897.29	-15,008.07	15,008.07	0.00	-1,110.78
388-00 HILLTOP TIF	8,026.18	8,026.18	0.00	0.00	0.00	8,026.18
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	51,620.01	67,210.01	0.00	0.00	0.00	67,210.01
399-00 PARKING LOT MAINTENANCE RES	56,366.51	56,366.51	0.00	0.00	0.00	56,366.51
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	392,968.39	399,380.17	0.00	0.00	0.00	399,380.17
406-00 TRAILER PARK RESERVE	51,397.71	56,195.86	0.00	0.00	0.00	56,195.86
407-00 COUNTY TAX	2.13	2.13	0.00	0.00	0.00	2.13
414-00 CEMETARY RERSERVE	200.00	200.00	0.00	0.00	0.00	200.00
415-00 LIONS COMMUNITY CENTER RESER	16,056.20	16,056.20	0.00	0.00	0.00	16,056.20
417-00 COMPENSATED ABSENCES	87,146.26	87,146.26	-3,874.87	6,498.10	0.00	80,648.16
419-00 DUE FROM CDC (1280)	41,522.20	41,522.20	0.00	0.00	0.00	41,522.20
421-00 DEFERRED TAX REVENUE	905,895.88	927,016.39	0.00	0.00	0.00	927,016.39
422-00 KEN MATTHEWS SCHOLARSHIP FUN	7,569.17	7,588.25	0.00	0.00	0.00	7,588.25
423-00 DR. CARY CEMETERY TRUST FUND	1,050.55	1,051.09	0.00	0.00	0.00	1,051.09
424-00 HAMILTON LIBRARY TRUST FUND	1,893.69	1,898.05	0.00	0.00	0.00	1,898.05
425-00 KNOX LIBRARY MEMORIAL FUND	10,411.75	10,441.28	0.00	0.00	0.00	10,441.28
426-00 CLARA PIPER MEM FUND	674.84	675.19	0.00	0.00	0.00	675.19
427-00 JACK ROTH LIBRARY MEM FUND	14,122.19	14,223.92	-320.28	395.00	0.00	13,828.92
429-00 BARBARA BREWER FUND	5,616.14	5,624.54	0.00	0.00	0.00	5,624.54
430-00 D. COOPER MEM FUND	49,628.45	49,721.48	0.00	0.00	0.00	49,721.48
432-00 MARGARET SHAW LIBRARY MEMORI	13,145.23	13,154.68	0.00	0.00	0.00	13,154.68
433-00 GORDON ROBERTSON MEM FUND	11,580.18	11,587.40	0.00	0.00	0.00	11,587.40
434-00 MEMORIAL INVESTMENT	6,214.88	6,223.42	0.00	0.00	0.00	6,223.42
435-00 RODERICK LIVING TRUST	16,581.87	16,598.74	0.00	0.00	0.00	16,598.74
436-00 AMBULANCE REIMBURSEMENT	18,284.78	18,284.78	0.00	675.52	675.52	18,284.78

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						
437-00 DEFERRED AMBULANCE REVENUE	298,075.15	306,238.26	0.00	0.00	0.00	306,238.26
438-00 PHILIP TURNER LIBRARY MEMORIAL	8,883.40	9,119.27	0.00	0.00	0.00	9,119.27
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	188,540.10	188,540.10	0.00	0.00	0.00	188,540.10
456-00 TAX REFIEF FUNDS 2021	194,790.77	194,790.77	0.00	0.00	0.00	194,790.77
456-01 2023 TAXPAYER RELIEF FUND	0.00	505,415.09	0.00	0.00	0.00	505,415.09
457-00 HOMELAND SECURITY RESERVE	2,277.92	2,277.92	0.00	0.00	0.00	2,277.92
460-00 YARD SALE	-1,178.79	-1,178.79	0.00	0.00	0.00	-1,178.79
461-00 CRAFT FAIR	10,745.60	10,745.60	0.00	0.00	0.00	10,745.60
462-00 CDBG HOUSING REHABILITATION	3,927.87	3,927.87	-48.00	48.00	0.00	3,879.87
465-01 STORY OF CARIBOU	732.00	732.00	0.00	0.00	0.00	732.00
466-00 HERITAGE DAY	-8,000.00	-8,000.00	0.00	0.00	0.00	-8,000.00
467-00 MARATHON	-45,252.36	-45,252.36	0.00	0.00	0.00	-45,252.36
467-01 SMALL BUSINESS SATURDAY	245.00	245.00	0.00	0.00	0.00	245.00
469-00 DENTAL INSURANCE	2,197.36	2,197.36	-0.71	3,149.46	3,403.84	2,451.74
470-00 EYE INUSRANCE	619.76	614.20	-34.08	583.48	576.71	607.43
471-00 RC2 TIF	105,493.72	105,493.72	0.00	0.00	0.00	105,493.72
472-00 ANIMAL WELFARE	16,675.21	16,739.21	921.00	50.00	1,699.00	18,388.21
473-00 DOWNTOWN TIF	15,420.00	15,420.00	0.00	0.00	0.00	15,420.00
474-00 CADET RESERVE	200.00	200.00	0.00	0.00	0.00	200.00
477-00 LED STREET LIGHTS	88,575.53	88,575.53	0.00	0.00	0.00	88,575.53
478-00 G. HARMON MEM FUND	6,819.74	6,822.29	0.00	0.00	0.00	6,822.29
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	957,281.72	957,281.72	1,100.00	0.00	2,350.00	959,631.72
483-03 DUE TO FUND 3	915,685.81	927,875.49	6,014.92	0.00	6,513.34	934,388.83
483-04 DUE TO FUND 4	464,215.22	469,481.14	0.00	0.00	0.00	469,481.14
483-05 DUE TO FUND 5	4,034,026.40	4,034,026.64	2,740.68	0.00	2,740.68	4,036,767.32
484-02 DUE FROM FUND 2	-950,787.07	-953,003.25	-30,648.64	44,471.73	0.00	-997,474.98
484-03 DUE FROM FUND 3	-803,565.64	-804,312.40	-6,706.77	13,701.53	0.00	-818,013.93
484-04 DUE FROM FUND 4	-427,599.82	-427,708.71	-3,946.67	7,864.21	0.00	-435,572.92
484-05 DUE FROM FUND 5	-3,285,958.59	-3,356,433.27	-11,228.12	17,478.47	0.00	-3,373,911.74
486-00 RETIREMENT RESERVE	4,139.00	4,139.00	0.00	0.00	0.00	4,139.00
488-00 CHRISTMAS LIGHTS	-3,920.70	-3,920.70	0.00	2,640.00	0.00	-6,560.70
490-00 T/A PROPERTY REMEDIATION RES	28,128.47	28,128.47	0.00	0.00	0.00	28,128.47
493-00 RSU 39 COMMITMENT	-1,082,828.06	-1,082,828.06	-312,899.43	625,798.86	0.00	-1,708,626.92
494-00 TRI COMMUNITY/AWS	324,082.00	324,082.00	0.00	0.00	0.00	324,082.00
496-00 BIRTH RECORDS STATE FEE	40.80	0.00	-4.40	86.40	168.40	82.00
497-00 DEATH RECORDS STATE FEE	123.60	0.00	-38.80	212.40	386.00	173.60
498-00 MARRIAGE RECORDS STATE FEE	28.80	0.00	4.40	16.40	37.20	20.80
Fund Balance	4,339,697.56	4,017,849.57	-392,827.28	1,718,627.23	1,003,999.09	3,303,221.43
500-00 EXPENDITURE CONTROL	0.00	0.00	-815,368.83	1,682,951.36	27,079.60	-1,655,871.76
510-00 REVENUE CONTROL	0.00	0.00	422,541.55	35,675.87	976,919.49	941,243.62
600-00 FUND BALANCE	4,339,697.56	4,017,849.57	0.00	0.00	0.00	4,017,849.57
2 - Snowmoible Trail Maintenance	0.00	0.00	0.00	46,821.73	46,821.73	0.00
Assets	0.00	0.00	0.00	0.00	0.00	0.00
Liabilities	35,141.44	37,357.62	24,906.14	6,992.50	44,471.73	74,836.85
and Fund	0.00	0.00	0.00	0.00	0.00	0.00

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Fund(s): ALL
February

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
2 - Snowmobile Trail Maintenance CONT'D						
Balances	35,141.44	37,357.62	24,906.14	6,992.50	44,471.73	74,836.85
365-11 TRAIL MAINTENANCE RESERVE	41,636.09	41,636.09	-4,642.50	4,642.50	0.00	36,993.59
483-01 DUE TO FUND 1	950,787.07	953,003.25	30,648.64	0.00	44,471.73	997,474.98
484-01 DUE FROM FUND 1	-957,281.72	-957,281.72	-1,100.00	2,350.00	0.00	-959,631.72
Fund Balance	-35,141.44	-37,357.62	-24,906.14	39,829.23	2,350.00	-74,836.85
500-00 Expense Control	0.00	0.00	-26,006.14	39,829.23	0.00	-39,829.23
510-00 Revenue Control	0.00	0.00	1,100.00	0.00	2,350.00	2,350.00
600-00 Fund Balance	-35,141.44	-37,357.62	0.00	0.00	0.00	-37,357.62
3 - Housing Department						
Assets	0.00	0.00	0.00	20,214.87	20,214.87	0.00
Liabilities	-50,723.99	-62,166.91	691.85	6,513.34	13,701.53	-54,978.72
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-50,723.99	-62,166.91	691.85	6,513.34	13,701.53	-54,978.72
409-00 HOUSING RESERVE	61,396.18	61,396.18	0.00	0.00	0.00	61,396.18
483-01 DUE TO FUND 1	803,565.64	804,312.40	6,706.77	0.00	13,701.53	818,013.93
484-01 DUE TO FUND 1	-915,685.81	-927,875.49	-6,014.92	6,513.34	0.00	-934,388.83
Fund Balance	50,723.99	62,166.91	-691.85	13,701.53	6,513.34	54,978.72
500-00 Expense Control	0.00	0.00	-6,706.77	13,701.53	498.42	-13,203.11
510-00 Revenue Control	0.00	0.00	6,014.92	0.00	6,014.92	6,014.92
600-00 Fund Balance	50,723.99	62,166.91	0.00	0.00	0.00	62,166.91
4 - FSS						
Assets	0.00	0.00	0.00	7,864.21	7,864.21	0.00
Liabilities	-31,615.40	-23,469.43	3,946.67	0.00	7,864.21	-15,605.22
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-31,615.40	-23,469.43	3,946.67	0.00	7,864.21	-15,605.22
409-00 HOUSING RESERVE	5,000.00	18,303.00	0.00	0.00	0.00	18,303.00
483-01 DUE TO FUND 1	427,599.82	427,708.71	3,946.67	0.00	7,864.21	435,572.92
484-01 DUE FROM FUND 1	-464,215.22	-469,481.14	0.00	0.00	0.00	-469,481.14
Fund Balance	31,615.40	23,469.43	-3,946.67	7,864.21	0.00	15,605.22
500-00 Expense Control	0.00	0.00	-3,946.67	7,864.21	0.00	-7,864.21
600-00 Fund Balance	31,615.40	23,469.43	0.00	0.00	0.00	23,469.43
5 - ECONOMIC DEV						
Assets	0.00	0.00	0.00	20,219.41	20,219.41	0.00
Liabilities	-471,297.33	-400,822.89	11,228.12	2,740.68	20,219.15	-383,344.42
and Fund	0.00	0.00	0.00	0.00	0.00	0.00
Balances	-471,297.33	-400,822.89	11,228.12	2,740.68	20,219.15	-383,344.42
473-00 DOWNTOWN TIF	26,493.86	26,493.86	0.00	0.00	0.00	26,493.86

General Ledger Summary Report

Fund(s): ALL
February

Account	Beginning Balance	Beg Bal Net	Curr Mnth Net	---- Y T D ----		Balance Net
				Debits	Credits	
5 - ECONOMIC DEV CONT'D						
474-00 TRAIL GROOMER RESERVE	124.66	124.66	2,740.68	0.00	2,740.68	2,865.34
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	3,285,958.59	3,356,433.27	11,228.12	0.00	17,478.47	3,373,911.74
484-01 DUE FROM FUND 1	-4,034,026.40	-4,034,026.64	-2,740.68	2,740.68	0.00	-4,036,767.32
Fund Balance	471,297.33	400,822.89	-11,228.12	17,478.73	0.26	383,344.42
500-00 Expense Control	0.00	0.00	-11,228.30	17,478.73	0.00	-17,478.73
510-00 Revenue Control	0.00	0.00	0.18	0.00	0.26	0.26
600-00 Fund Balance	471,297.33	400,822.89	0.00	0.00	0.00	400,822.89
Final Totals	-205.39	0.00	0.00	5,315,597.72	5,315,597.72	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	59,601.15	125,522.95	-125,522.95	----
17 - HEALTH & SANITATION	0.00	22,150.00	22,150.00	-22,150.00	----
18 - MUNICIPAL BUILDING	0.00	8,581.06	12,934.89	-12,934.89	----
20 - GENERAL ASSISTANCE	0.00	3,650.41	6,952.69	-6,952.69	----
22 - TAX ASSESSMENT	0.00	15,377.53	31,239.29	-31,239.29	----
25 - LIBRARY	0.00	22,984.44	39,943.42	-39,943.42	----
31 - FIRE/AMBULANCE DEPARTMENT	0.00	222,406.89	474,032.65	-474,032.65	----
35 - POLICE DEPARTMENT	0.00	117,268.85	282,737.90	-282,737.90	----
38 - PROTECTION	0.00	31,387.22	62,288.32	-62,288.32	----
39 - CARIBOU EMERGENCY MANAGEMENT	0.00	263.06	568.48	-568.48	----
40 - PUBLIC WORKS	0.00	238,324.73	445,355.66	-445,355.66	----
50 - RECREATION DEPARTMENT	0.00	49,261.75	109,874.29	-109,874.29	----
51 - PARKS	0.00	11,301.93	17,775.49	-17,775.49	----
60 - AIRPORT	0.00	9,051.46	15,946.44	-15,946.44	----
61 - CARIBOU TRAILER PARK	0.00	606.16	1,084.98	-1,084.98	----
70 - INS & RETIREMENT	0.00	2,894.13	7,130.25	-7,130.25	----
80 - UNCLASSIFIED	0.00	258.06	334.06	-334.06	----
Final Totals	0.00	815,368.83	1,655,871.76	-1,655,871.76	----

Expense Summary Report

Fund: 2
February

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
52 - SNOWMOBILE TRAIL MAINTENANCE	0.00	26,006.14	39,829.23	-39,829.23	----
Final Totals	0.00	26,006.14	39,829.23	-39,829.23	----

Expense Summary Report

Fund: 3
February

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
24 - HOUSING	0.00	6,706.77	13,203.11	-13,203.11	----
Final Totals	0.00	6,706.77	13,203.11	-13,203.11	----

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	3,946.67	7,864.21	-7,864.21	----
Final Totals	0.00	3,946.67	7,864.21	-7,864.21	----

Expense Summary Report

Fund: 5
February

Account	Budget Net	Curr Mnth Net	YTD Net	Unexpended Balance	Percent Spent
11 - ECONOMIC DEVELOPMENT	0.00	9,390.07	14,422.70	-14,422.70	----
12 - NYLANDER MUSEUM	0.00	1,838.23	3,056.03	-3,056.03	----
Final Totals	0.00	11,228.30	17,478.73	-17,478.73	----

Revenue Summary Report

Fund: 1
February

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
10 - GENERAL GOVERNMENT	0.00	296,749.26	583,213.40	-583,213.40	----
20 - GENERAL ASSISTANCE	0.00	1,576.00	3,502.78	-3,502.78	----
23 - CODE ENFORCEMENT	0.00	250.00	467.50	-467.50	----
31 - FIRE/AMBULANCE DEPARTMENT	0.00	108,723.65	317,151.88	-317,151.88	----
35 - POLICE DEPARTMENT	0.00	333.00	6,568.44	-6,568.44	----
39 - CARIBOU EMERGENCY MANAGEMENT	0.00	0.00	600.00	-600.00	----
40 - PUBLIC WORKS	0.00	11,279.50	22,559.00	-22,559.00	----
50 - RECREATION DEPARTMENT	0.00	1,902.50	3,035.00	-3,035.00	----
60 - AIRPORT	0.00	1,227.64	3,145.62	-3,145.62	----
61 - CARIBOU TRAILER PARK	0.00	500.00	1,000.00	-1,000.00	----
Final Totals	0.00	422,541.55	941,243.62	-941,243.62	----

Revenue Summary Report

Fund: 2
February

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
52 - SNOWMOIBLE TRAIL MAINTENANCE	0.00	1,100.00	2,350.00	-2,350.00	----
Final Totals	0.00	1,100.00	2,350.00	-2,350.00	----

Revenue Summary Report

Fund: 3
February

Account	Budget Net	Curr Mnth Net	YTD Net	Uncollected Balance	Percent Collected
24 - HOUSING	0.00	6,014.92	6,014.92	-6,014.92	----
Final Totals	0.00	6,014.92	6,014.92	-6,014.92	----

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	0.18	0.26	-0.26	----
Final Totals	0.00	0.18	0.26	-0.26	----

**City of Caribou
Administration
MEMORANDUM**

DATE: March 27, 2023

TO: Caribou City Council Members

FROM: Carl Grant, Finance Director

SUBJECT: Tax Acquired Bid List

Attached please find the tax acquired bid list from properties acquired through the automatic foreclosure process. We are at the time of setting the minimum bid amounts for these properties to be listed for sale by bid.

The bottom section is considered blight properties and is not recommend for bid, however taxes remain on the books for these properties and would need to be abated if further development is pursued.

Suggested Motion:

Move to accept suggested minimum bids as presented. See yellowed column in spreadsheet.

**City of Caribou
Bid list
As of March 27, 2023**

Acct. #	Taxpayer	Map	Lot	Location	Assessed Value	Tax Amount On Books	Occupied	Amount Owed to CUD	Minimum Sale	Lot Size (acres)	Building Details	# Years on list	Zone
2	2473 Philip Michaud & Betty Dubay	25	66	15 Nancy Street	\$ 6,000.00	\$ 833.99	L/O	\$ -	\$ 7,500.00	0.16	Land Only	5	R-1
48	3622 Tracy, Galen R.	34	138	25 Liberty Street	\$ 5,600.00	\$ -	L/O	\$ 1,275.37	\$ 24,500.00	0.14	Land Only	2	R-2
63	2875 Dube, Judy	28	119	66 York Street	\$ 25,900.00	\$ 1,792.12	NO	\$ 438.32	\$ 3,100.00	0.13	Land Only	2	R-1
1	1740 Bellefleur, Normand	15	67-B	903 Access Highway	\$ 19,600.00	\$ 1,384.38	NO	\$ -	\$ 5,400.00	1.68	Shed and Land	0	R-3
3	3092 Evens, Rita	31	8	46 Collins Street	\$ 67,800.00	\$ 3,344.00	YES	\$ 617.49	\$ 18,600.00	0.27	Two Story House	0	R-2
4	3204 Land Ho, Inc	31	153	17 Fenderson Street	\$ 5,600.00	\$ 330.10	L/O	\$ -	\$ 1,550.00	0.14	Land Only	0	R-2
5	4049 Albert, Roland	37	18	8 Shirley Drive	\$ 66,000.00	\$ 4,074.15	NO	\$ 957.06	\$ 18,100.00	0.43	One Story w/shed	0	R-1
LISTED AS BLIGHT													
9	3203 Doak, Ricky	31	152	28 Goldfrank Drive	\$ 8,100.00	\$ 580.38	YES	\$ 1,848.13	\$ 3,000.00	0.09	Land/Building	0	R-2
10	3560 Compound Holdings	34	63	20 Hillcrest Ave	\$ 4,400.00	\$ 315.26	L/O	\$ -	\$ 1,200.00	0.15	Land Only	0	R-2
51	3551 Dwayne Blackwell	34	51	7 Hillcrest Ave	\$ 46,300.00	\$ 3,324.35	YES	\$ 1,921.78	\$ 11,600.00	0.15	Land/Building	0	R-2
52	3553 Dwayne Blackwell	34	53	3 Hillcrest Ave	\$ 29,800.00	\$ 2,139.64	YES	\$ 302.45	\$ 7,500.00	0.15	Land/Building	1	R-2
53	3557 Dwayne Blackwell	34	58	8 Hillcrest Ave	\$ 41,700.00	\$ 2,994.07	YES	\$ 1,736.45	\$ 10,500.00	0.29	Land/Building	1	R-2
55	4186 Jeff Cook	39	108	827 Main St (Tear down)	\$ 17,200.00	\$ 6,979.64	L/O	\$ 570.27	\$ 17,800.00	0.94	Land Only	1	R-2
62	1072 Linwood Willard	11	48	River Rd	\$ 3,100.00	\$ 216.46	L/O	\$ -	\$ 900.00	1.00	Land Only	1	R-2
64	2696 Larson, Nathan	27	51	29 Patten Street	\$ 19,600.00	\$ 1,279.10	L/O	\$ 1,634.82	\$ 4,900.00	0.14	Land Only	1	I-2
65	2705 Rannney, Nicole & Dana	27	63	32 Patten Street	\$ 15,800.00	\$ 1,011.17	L/O	\$ 638.36	\$ 4,000.00	0.10	Land Only	1	I-2
6	1942 Wilson, Ann & Cyr Brian	17	033-C	375 Belanger Road	\$ 36,600.00	\$ 3,147.76	YES	\$ -	\$ 9,200.00	15.00	Land/Building	0	R-3
7	3536 Tracy, Galen	34	30	6 Midland Street(tore down)	\$ 60,200.00	\$ 4,313.33	L/O	\$ 2,264.59	\$ 15,100.00	0.36	Land Only	0	R-2



Economic Projects

River Front - Powerplants	Waiting to hear about Brownfields application.
Broadband Initiative	No new updates
CDBG	No new updates
Ogren Dump Solar Project	No new updates
Events and Marketing	City Wide Yard Sale May 20 & 21.
Landbank	On tonight's agenda
Chapter 13 Rewrite	No new updates
Federal American Rescue Plan Act	No new updates
Blight Cleanup	No new updates
Birdseye Cleanup	No new updates
60 Access Highway	No new updates
River Front - Master Plan	Riverfront committee requesting funds from the Caribou City Council for a master plan.
Façade Improvement Program	The façade grant program deadline was 3/15. The committee will meet on 3/28. Results will on the April 10 agenda.
Aldrich ATV/Snowmobile Storage	No new updates
Jarosz Storage - Limestone St	No new updates
Business Outreach	No new updates

Other Administrative Projects

Tax Acquired Property Policy	No new updates
Nylander	No new updates
Fire Structural Work	No new updates
Fire Station Renovations	No new updates
Police Station	On tonight's agenda
River Road	No new updates
Investment Policy	No new updates
Trailer Park Closure	No new updates
Cable Franchise Renewal	No new updates
Airport	No new updates
Personnel Policy	No new updates
New LED Street lights	No new updates
Comp Plan Update	Thursday there was a work session Housing.
COVID-19 Status	No new updates
15 Prospect Street	No new updates
Water Street Fire	No new updates
Age-Friendly Efforts	No new updates
Personnel Changes	The City of Caribou has multiple open positions. See the website for details.
Other Updates	Staff working on many projects.



MEMO

TO: Caribou City Council Members
FROM: Danielle Brissette
RE: RSU #39 Budget Validation Elections
DATE: March 21, 2023

The Clerk's Office is preparing for the June 13, 2023 RSU #39 Budget Validation Elections and is requesting Council approval for the following.

1. Approval of and 8:00 a.m. opening Time for June 13, 2023 Election
2. Appointment of Danielle Brissette as Election Warden, and Kalen Hill as Deputy Warden for the June 13, 2023 Election

Recommended Motion:

Move to set the start time as 8:00 a.m. and to appoint Danielle Brissette as Election Warden, and Kalen Hill as Deputy Warden for the June 13, 2023 Election.

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



MEMO

TO: Caribou City Council Members
FROM: Danielle Brissette
RE: Zoning Board of Appeals
DATE: March 21, 2023

The Clerk's office has received applications from both George Howe and Lewis Cousins.

Both candidates have served on the board before and are applying to be reelected for terms ending 12/31/2025.

Suggested Action:

Make a motion to appoint both George Howe and Lewis Cousins to the Zoning board of Appeals for a term ending 12/31/2025.



25 High Street
Caribou, ME 04736
Telephone: (207) 493-4234
Fax (207) 376-0178
www.caribouhousing.org



MEMO

TO: Mayor and City Council Members
FROM: Lisa Plourde, Housing Director
Date: March 23, 2023
RE: Caribou Congregate Housing Development Corp., Appoint Members

According to the Caribou Congregate Housing Development Corporation's By-Laws, Article III, Section 1: Number and Composition:

“two (2) directors shall be selected by the City Council of Caribou, which two directors may not be members of said City Council. Notice of such selection shall be provided to the Clerk of the corporation by the first day of April of each year by the said City Council.”

Currently, the two members that fill the seats on behalf of the City of Caribou are Kenneth Murchison, Code Enforcement Officer and Lisa Plourde, Housing Director; per the bylaws their term expires in March.

It is being requested that the City Council to appoint Danielle Brissette, City Clerk and to reappoint Lisa Plourde, Housing Director to the Caribou Housing Development Corporation Board of Directors

then operated exclusively for such purposes or to such organization or organizations as said Court shall have been created and operated for non-profit purposes similar to those of this Corporation other than one created for religious purposes.

C. So long as the Secretary of Housing and Urban Development shall hold a mortgage on the Corporation's real property, these Articles may not be amended without the prior written approval of the Secretary.

Article III.

Membership - Board of Directors

Section 1. Number and Composition. The Board of Directors of the corporation shall be composed of seven (7) persons. Five (5) directors shall be selected by the Aroostook Area Agency on Aging, Inc. or its successor, and two (2) directors shall be selected by the City Council of Caribou, which two directors may not be members of said City Council. notice of such selection shall be provided to the Clerk of the corporation by the first day of April of each year by the said City Council.

Section 2. No person shall be excluded or discriminated against as members of this organization by reason of race, creed, color, sex, age or national origin.

Section 3. There shall be no membership dues.

Section 4. There shall be no other membership other than that listed in Article III, Section 1.

Article IV.

Board of Directors Responsibilities

Section 1. The Board of Directors shall manage the affairs of the corporation and shall have all the powers and duties necessary or appropriate to this task consistent with the Articles of Incorporation and Bylaws, and may perform all such acts not prohibited by the laws of the State of Maine.

Section 2. A. A member of the Board may resign from the Board by written notice to the Clerk. Unless otherwise specified in the notice, the resignation shall take effect upon receipt by the Clerk. Acceptance of such resignation shall not be necessary to make it effective.

B. Any member of the Board of Directors may be removed for just cause or for conduct prejudicial to the interests of the corporation, by a majority vote of the members of the board of Directors, provided that (1) at least three members of the board of directors have filed with the Clerk a written notice calling for such removal, and (2) thirty days' written notice of proposed removal action has been given to all members of the Board of Directors.

C. The board of Directors may at its discretion appoint an executive committee which shall consist of the President and two Directors and may delegate to such executive committee all of the authority of the board of Directors except that no such executive committee shall have or exercise the authority of the



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: March 27, 2023
**RE: MaineDOT Municipal Partnership Agreement Calendar Year
2023 for a section of Route 161B and Route 164**

The City has received confirmation that the State of Maine will do a Municipal Partnership Agreement with the City on a section of Route 161B and Route 164. Our Code Enforcement Officer Ken Murchison has provided a map of the areas covered on the next page.

The agreement is on the following pages.

Public Works Director David Ouellette can answer any questions.

Suggested action:

If the agreement is satisfactory, please “make a motion to authorize City Manager Penny Thompson to execute the agreement with the MaineDOT for the Calendar Year 2023 Municipal Partnership Agreement for a section of Route 161B and Route 164 in Caribou.



Caribou, Maine
Maine DOT Municipal Partnership Initiative 2023
Project Area

Legend

- Maine DOT MPI Program 2023
- Township Boundaries
- Caribou Parcels 2019

Scale: 1 inch = 312 feet



Internal Use Only	
TEDOCS #:	
CTM #:	
CSN #:	
Vendor #:	VC1000012352

**STATE OF MAINE DEPARTMENT OF TRANSPORTATION
MUNICIPAL PARTNERSHIP AGREEMENT**

25033.17

REGARDING

Route 161B & 164 Paving CARIBOU

This Cooperative Agreement (AGREEMENT) is entered into by and between the MAINE DEPARTMENT OF TRANSPORTATION (“MaineDOT”), an agency of state government with its principal administrative offices located on Child Street, Augusta, Maine, and the **CITY OF CARIBOU** (“MUNICIPALITY”), a municipality in the State of Maine with offices located at **25 High Street, Caribou, ME 04736**.

WHEREAS,

CARIBOU shall perform **Route 161B & 164 Paving** (the “Project”). Route 161 will be paved from Main Street to Prospect Street and Route 164 will be paved from Summer Street to the Compact Urban Line. **CARIBOU** estimates this project at **\$360,000**

CITY OF CARIBOU SHALL:

1. Procure all contracts for and oversee the Project on **Route 161B & 164 Paving** for the Work outlined above.
2. Cause such Work to be performed in accordance with a design by an engineer licensed in the State of Maine. The Licensed Engineer shall provide a certification to the Municipality and to MaineDOT that, in his/her professional opinion, the Project as designed will provide a smooth ride, not reduce the safety, mobility or structural quality of the state [state aid] road. All design documents must be stamped and signed in accordance with this provision by the Professional Engineer.
3. Agree to secure all necessary Federal, State and Local permits necessary to complete the work. **CARIBOU** also agrees to secure any needed property rights in accordance with all applicable State and Federal Law.
4. Agrees that any exceptions to State Design Standards shall be documented as part of this process. This documentation shall compare the new design to the existing conditions for each of the exceptions to current design standards. Any such exceptions shall be displayed on the cover sheet for the Project plans with the signature and PE stamp of the engineer responsible for the design of the Project.

5. Be responsible, within the Project limits, for the following:
 - a. Ensuring that the safety of the corridor and the life of the resulting structural and design elements are equal to or better than existing conditions and design;
 - b. Ensuring that the structures, roadways and/or design features affected by the Project work shall, at a minimum, be of improved quality in terms of materials and utility;
 - c. Ensuring that the Project does not introduce safety hazards;
 - d. Ensuring that the Project retains the same level of mobility or improves mobility of travel within the corridor, unless approved traffic calming measures are proposed;
 - e. Ensuring that the Project does not decrease the life expectancy of this component of Maine's transportation system; and,
 - f. Ensuring that the Project meets the current standards of Americans with Disabilities Act of 1990 (ADA) design requirements.
6. Provide certification through their Engineer to MaineDOT that the Project is complete and was constructed as designed.
7. Ensure that construction shall commence within EIGHTEEN (18) months and shall be certified complete within THIRTY-SIX (36) months of execution of this agreement. **CARIBOU** may forfeit the unpaid balance of this grant if these deadlines are not met or they can not demonstrate earnest and good faith efforts to meet them.
8. Be responsible for or cause its contractors to be responsible for all damage to public or private property of any kind resulting from any act, omission, neglect or misconduct of **CARIBOU** or its contractors, including damage to vehicles passing through the Project limits.
9. Bear all risk of loss relating to the Project and the Work regardless of cause.

MAINEDOT SHALL:

10. **Provide a maximum \$180,000 in State funds supporting the Work stated above.** Reimbursement will be made by the Department at a minimum of 1/3 project completion upon receipt of supporting cost documentation from the Municipality. Payments will be made per Appendix A attached. The Department's Region Engineer shall review the costs and certify their eligibility prior to reimbursement of Municipal Partnership Initiative Funds. Payment by MaineDOT Municipal Partnership Initiative funds shall not exceed **\$180,000** or **50%** of the actual costs incurred and paid by the Municipality.
11. **This project has been approved for Calendar Year 2023.** If the **Municipality** commences construction of the project as outlined above prior to January 1, **2023**, the Municipality assumes the risk and responsibility for costs incurred, in the event that funding levels fall below MaineDOT projections. If this occurs, the Municipality will not receive reimbursement from MaineDOT.

The **City of CARIBOU** and MaineDOT agree to function within all applicable laws, statutes, regulations, and AGREEMENT provisions; avoid hindering each other's performance; fulfill all obligations diligently; and cooperate in achievement of the intent of this AGREEMENT.

IN WITNESS, WHEREOF, the parties hereto have executed this AGREEMENT effective on the day and date last signed.

CITY OF CARIBOU

Dated: _____

By: _____
Penny Thompson
City Manager

**STATE OF MAINE
DEPARTMENT OF TRANSPORTATION**

Dated: _____

By: _____
Kyle Hall
Director, Maintenance and Operations

APPENDIX A**PROJECT SCOPE AND COST SHARING
MAINE DEPARTMENT OF TRANSPORTATION**

Municipal Partnership Initiative Project

CARIBOUPROPOSED IMPROVEMENTS TO: **Route 161B & 164**STATE PROJECT IDENTIFICATION NUMBER **25033.17**FUNDED CONSTRUCTION YEAR **2023****Project Scope: Route 161B & 164 Paving****Funding Outline:** The Total Project Estimated Cost is **\$360,000** and the Parties agree to share costs through all stages of the Project under the terms outlined below.

Work Element	Municipal Share		State Share		Total Cost
	%	\$	%	\$	\$
Agreement Cost Share	50%	\$180,000.00	50%	\$180,000.00	\$360,000.00
Estimated Additional Municipal Funds		\$0.00			
Maximum State Share Amount				\$180,000.00	
Total Project Estimated Costs		\$180,000.00		\$180,000.00	\$360,000.00

REIMBURSEMENT SCHEDULE:

MaineDOT prefers the municipality invoice upon completion the project. The Department will, however, accept monthly invoices after 1/3 project completion with a maximum invoice submittal not to exceed 3 invoices.

DESIGN EXCEPTIONS REQUIRED: YES NO



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: March 27, 2023
RE: Proposed contract with Artifex (new police station)

Voters in Caribou voted in favor of moving forward with a plan to construct a police station at a cost not to exceed \$10,000,000 in June 2023. The City was successful in having a Congressionally Directed Spending request approved in the amount of \$2,500,000 from Senator Susan Collins.

To proceed with accessing the CDS funding and to move forward with securing financing for the facility, Caribou needs to enter into a contract with a firm to provide architectural and engineering services for the project.

The five phases are broken down in the proposal for a total of \$629,000 (page 7 of the proposal letter)

I have also attached information from the State of Maine, Bureau of General Services, Division of Planning, Design and Construction. Public Safety buildings fall under a “B Rate” (page 2 of that document). The project falls into the category of projects with a construction cost of \$4,000,000 to \$14,999,999 (page 4 of that document). For a B Rate structure in that construction cost category, the recommended fee schedule is 7.0% to 7.7%. On a \$10,000,000 project, that would give a fee range of \$700,000 to \$770,000.

Suggested action:

If the contract is satisfactory, please “make a motion to authorize City Manager Penny Thompson to execute the agreement with Artifex for the Caribou Police Station project in Caribou”.

AIA[®] Document B101[™] - 2017

Standard Form of Agreement Between Owner and Architect

AGREEMENT made as of the thirtieth day of January in the year two thousand and twenty three.
(In words, indicate day, month and year.)

BETWEEN the Architect's client identified as the Owner:
(Name, legal status, address and other information)

City of Caribou
25 High Street
Caribou, ME 04736

and the Architect:
(Name, legal status, address and other information)

Ames Associates LLC dba Artifex AE
175 Exchange Street
Bangor, ME 04401

for the following Project:
(Name, location and detailed description)

New Caribou Police Facility. See Exhibit A for Scope of Work.

The Owner and Architect agree as follows.

ADDITIONS AND DELETIONS:
The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

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8	CLAIMS AND DISPUTES
9	TERMINATION OR SUSPENSION
10	MISCELLANEOUS PROVISIONS
11	COMPENSATION
12	SPECIAL TERMS AND CONDITIONS
13	SCOPE OF THE AGREEMENT

ARTICLE 1 INITIAL INFORMATION

§ 1.1 This Agreement is based on the Initial Information set forth in this Section 1.1.

(For each item in this section, insert the information or a statement such as "not applicable" or "unknown at time of execution.")

§ 1.1.1 The Owner's program for the Project:

(Insert the Owner's program, identify documentation that establishes the Owner's program, or state the manner in which the program will be developed.)

Per Proposal for Professional Services dated January 23, 2023 (attached as Exhibit A); Programming completed August 2021; and Feasibility Study dated October 2022.

§ 1.1.2 The Project's physical characteristics:

(Identify or describe pertinent information about the Project's physical characteristics, such as size; location; dimensions; geotechnical reports; site boundaries; topographic surveys; traffic and utility studies; availability of public and private utilities and services; legal description of the site, etc.)

A new building of approx. 12,000 square feet at a location to be determined.

§ 1.1.3 The Owner's budget for the Cost of the Work, as defined in Section 6.1:

(Provide total and, if known, a line item breakdown.)

§ 1.1.4 The Owner's anticipated design and construction milestone dates:

- .1 Design phase milestone dates, if any:

- .2 Construction commencement date:
- .3 Substantial Completion date or dates:
- .4 Other milestone dates:

§ 1.1.5 The Owner intends the following procurement and delivery method for the Project:
(Identify method such as competitive bid or negotiated contract, as well as any requirements for accelerated or fast-track design and construction, multiple bid packages, or phased construction.)

Not yet determined.

§ 1.1.6 The Owner's anticipated Sustainable Objective for the Project:
(Identify and describe the Owner's Sustainable Objective for the Project, if any.)

None.

§ 1.1.6.1 If the Owner identifies a Sustainable Objective, the Owner and Architect shall complete and incorporate AIA Document E204™–2017, Sustainable Projects Exhibit, into this Agreement to define the terms, conditions and services related to the Owner's Sustainable Objective. If E204–2017 is incorporated into this agreement, the Owner and Architect shall incorporate the completed E204–2017 into the agreements with the consultants and contractors performing services or Work in any way associated with the Sustainable Objective.

§ 1.1.7 The Owner identifies the following representative in accordance with Section 5.3:
(List name, address, and other contact information.)

Chief Michael Gahagan
Caribou Police Department
25 High Street
Caribou, ME, 04736
207-493-3301
policechief@cariboumaine.org

§ 1.1.8 The persons or entities, in addition to the Owner's representative, who are required to review the Architect's submittals to the Owner are as follows:
(List name, address, and other contact information.)

Penny Thompson, Caribou City Manager
City of Caribou
25 High Street
Caribou, ME 04736
207-493-5961
pthompson@cariboumaine.org

§ 1.1.9 The Owner shall retain the following consultants and contractors:
(List name, legal status, address, and other contact information.)

- .1 Geotechnical Engineer:

To be determined.

.2 Civil Engineer:

Raysshelly Lizotte
Artifex AE

.3 Other, if any:

(List any other consultants and contractors retained by the Owner.)

§ 1.1.10 The Architect identifies the following representative in accordance with Section 2.3:
(List name, address, and other contact information.)

Ellen Angel, Principal Architect
Artifex AE
175 Exchange Street
Bangor, ME 04401
207-745-0237
eangel@artifexae.com

§ 1.1.11 The Architect shall retain the consultants identified in Sections 1.1.11.1 and 1.1.11.2:
(List name, legal status, address, and other contact information.)

§ 1.1.11.1 Consultants retained under Basic Services:

.1 Structural Engineer:

Scott Homer
Artifex AE

.2 Mechanical Engineer:

Colby Company, LLC
47A York Street
Portland, ME 04101
(207) 553-7753

.3 Electrical Engineer:

Colby Company, LLC
47A York Street
Portland, ME 04101
(207) 553-7753

.4 Public Safety Consultant:

Manns Woodward Studios
10839 Philadelphia Road
White Marsh, MD 21162
(410) 344-1460

§ 1.1.11.2 Consultants retained under Supplemental Services:

§ 1.1.12 Other Initial Information on which the Agreement is based:

§ 1.2 The Owner and Architect may rely on the Initial Information. Both parties, however, recognize that the Initial Information may materially change and, in that event, the Owner and the Architect shall appropriately adjust the Architect's services, schedule for the Architect's services, and the Architect's compensation. The Owner shall adjust the Owner's budget for the Cost of the Work and the Owner's anticipated design and construction milestones, as necessary, to accommodate material changes in the Initial Information.

§ 1.3 The parties shall agree upon protocols governing the transmission and use of Instruments of Service or any other information or documentation in digital form. The parties will use AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, to establish the protocols for the development, use, transmission, and exchange of digital data.

§ 1.3.1 Any use of, or reliance on, all or a portion of a building information model without agreement to protocols governing the use of, and reliance on, the information contained in the model and without having those protocols set forth in AIA Document E203™–2013, Building Information Modeling and Digital Data Exhibit, and the requisite AIA Document G202™–2013, Project Building Information Modeling Protocol Form, shall be at the using or relying party's sole risk and without liability to the other party and its contractors or consultants, the authors of, or contributors to, the building information model, and each of their agents and employees.

ARTICLE 2 ARCHITECT'S RESPONSIBILITIES

§ 2.1 The Architect shall provide professional services as set forth in this Agreement. The Architect represents that it is properly licensed in the jurisdiction where the Project is located to provide the services required by this Agreement, or shall cause such services to be performed by appropriately licensed design professionals.

§ 2.2 The Architect shall perform its services consistent with the professional skill and care ordinarily provided by architects practicing in the same or similar locality under the same or similar circumstances. The Architect shall perform its services as expeditiously as is consistent with such professional skill and care and the orderly progress of the Project.

§ 2.3 The Architect shall identify a representative authorized to act on behalf of the Architect with respect to the Project.

§ 2.4 Except with the Owner's knowledge and consent, the Architect shall not engage in any activity, or accept any employment, interest or contribution that would reasonably appear to compromise the Architect's professional judgment with respect to this Project.

§ 2.5 The Architect shall maintain the following insurance until termination of this Agreement. If any of the requirements set forth below are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect as set forth in Section 11.9.

§ 2.5.1 Commercial General Liability with policy limits of not less than two million (\$ 2,000,000.) for each occurrence and four million (\$ 4,000,000.) in the aggregate for bodily injury and property damage.

§ 2.5.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Architect with policy limits of not less than two million (\$ 2,000,000.) per accident for bodily injury, death of any person, and property damage arising out of the ownership, maintenance and use of those motor vehicles, along with any other statutorily required automobile coverage.

§ 2.5.3 The Architect may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided such primary and excess or umbrella liability insurance policies result in the same or greater coverage as the coverages required under Sections 2.5.1 and 2.5.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require the exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 2.5.4 Workers' Compensation at statutory limits.

§ 2.5.5 Employers' Liability with policy limits not less than five hundred thousand (\$ 500,000.) each accident, five hundred thousand (\$ 500,000.) each employee, and five hundred thousand (\$ 500,000.) policy limit.

§ 2.5.6 Professional Liability covering negligent acts, errors and omissions in the performance of professional services with policy limits of not less than two million (\$ 2,000,000.) per claim and two million (\$ 2,000,000.) in the aggregate.

§ 2.5.7 **Additional Insured Obligations.** To the fullest extent permitted by law, the Architect shall cause the primary and excess or umbrella policies for Commercial General Liability and Automobile Liability to include the Owner as an additional insured for claims caused in whole or in part by the Architect's negligent acts or omissions. The additional insured coverage shall be primary and non-contributory to any of the Owner's insurance policies and shall apply to both ongoing and completed operations.

§ 2.5.8 The Architect shall provide certificates of insurance to the Owner that evidence compliance with the requirements in this Section 2.5.

ARTICLE 3 SCOPE OF ARCHITECT'S BASIC SERVICES

§ 3.1 The Architect's Basic Services consist of those described in this Article 3 and include usual and customary structural, mechanical, and electrical engineering services. Services not set forth in this Article 3 are Supplemental or Additional Services.

§ 3.1.1 The Architect shall manage the Architect's services, research applicable design criteria, attend Project meetings, communicate with members of the Project team, and report progress to the Owner.

§ 3.1.2 The Architect shall coordinate its services with those services provided by the Owner and the Owner's consultants. The Architect shall be entitled to rely on, and shall not be responsible for, the accuracy, completeness, and timeliness of, services and information furnished by the Owner and the Owner's consultants. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

§ 3.1.3 As soon as practicable after the date of this Agreement, the Architect shall submit for the Owner's approval a schedule for the performance of the Architect's services. The schedule initially shall include anticipated dates for the commencement of construction and for Substantial Completion of the Work as set forth in the Initial Information. The schedule shall include allowances for periods of time required for the Owner's review, for the performance of the Owner's consultants, and for approval of submissions by authorities having jurisdiction over the Project. Once approved by the Owner, time limits established by the schedule shall not, except for reasonable cause, be exceeded by the Architect or Owner. With the Owner's approval, the Architect shall adjust the schedule, if necessary, as the Project proceeds until the commencement of construction.

§ 3.1.4 The Architect shall not be responsible for an Owner's directive or substitution, or for the Owner's acceptance of non-conforming Work, made or given without the Architect's written approval.

§ 3.1.5 The Architect shall contact governmental authorities required to approve the Construction Documents and entities providing utility services to the Project. The Architect shall respond to applicable design requirements imposed by those authorities and entities.

§ 3.1.6 The Architect shall assist the Owner in connection with the Owner's responsibility for filing documents required for the approval of governmental authorities having jurisdiction over the Project.

§ 3.2 Schematic Design Phase Services

§ 3.2.1 The Architect shall review the program and other information furnished by the Owner, and shall review laws, codes, and regulations applicable to the Architect's services.

§ 3.2.2 The Architect shall prepare a preliminary evaluation of the Owner's program, schedule, budget for the Cost of the Work, Project site, the proposed procurement and delivery method, and other Initial Information, each in

terms of the other, to ascertain the requirements of the Project. The Architect shall notify the Owner of (1) any inconsistencies discovered in the information, and (2) other information or consulting services that may be reasonably needed for the Project.

§ 3.2.3 The Architect shall present its preliminary evaluation to the Owner and shall discuss with the Owner alternative approaches to design and construction of the Project. The Architect shall reach an understanding with the Owner regarding the requirements of the Project.

§ 3.2.4 Based on the Project requirements agreed upon with the Owner, the Architect shall prepare and present, for the Owner's approval, a preliminary design illustrating the scale and relationship of the Project components.

§ 3.2.5 Based on the Owner's approval of the preliminary design, the Architect shall prepare Schematic Design Documents for the Owner's approval. The Schematic Design Documents shall consist of drawings and other documents including a site plan, if appropriate, and preliminary building plans, sections and elevations; and may include some combination of study models, perspective sketches, or digital representations. Preliminary selections of major building systems and construction materials shall be noted on the drawings or described in writing.

§ 3.2.5.1 The Architect shall consider sustainable design alternatives, such as material choices and building orientation, together with other considerations based on program and aesthetics, in developing a design that is consistent with the Owner's program, schedule and budget for the Cost of the Work. The Owner may obtain more advanced sustainable design services as a Supplemental Service under Section 4.1.1.

§ 3.2.5.2 The Architect shall consider the value of alternative materials, building systems and equipment, together with other considerations based on program and aesthetics, in developing a design for the Project that is consistent with the Owner's program, schedule, and budget for the Cost of the Work.

§ 3.2.6 The Architect shall submit to the Owner an estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.2.7 The Architect shall submit the Schematic Design Documents to the Owner, and request the Owner's approval.

§ 3.3 Design Development Phase Services

§ 3.3.1 Based on the Owner's approval of the Schematic Design Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Design Development Documents for the Owner's approval. The Design Development Documents shall illustrate and describe the development of the approved Schematic Design Documents and shall consist of drawings and other documents including plans, sections, elevations, typical construction details, and diagrammatic layouts of building systems to fix and describe the size and character of the Project as to architectural, structural, mechanical and electrical systems, and other appropriate elements. The Design Development Documents shall also include outline specifications that identify major materials and systems and establish, in general, their quality levels.

§ 3.3.2 The Architect shall update the estimate of the Cost of the Work prepared in accordance with Section 6.3.

§ 3.3.3 The Architect shall submit the Design Development Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, and request the Owner's approval.

§ 3.4 Construction Documents Phase Services

§ 3.4.1 Based on the Owner's approval of the Design Development Documents, and on the Owner's authorization of any adjustments in the Project requirements and the budget for the Cost of the Work, the Architect shall prepare Construction Documents for the Owner's approval. The Construction Documents shall illustrate and describe the further development of the approved Design Development Documents and shall consist of Drawings and Specifications setting forth in detail the quality levels and performance criteria of materials and systems and other requirements for the construction of the Work. The Owner and Architect acknowledge that, in order to perform the Work, the Contractor will provide additional information, including Shop Drawings, Product Data, Samples and other similar submittals, which the Architect shall review in accordance with Section 3.6.4.

§ 3.4.2 The Architect shall incorporate the design requirements of governmental authorities having jurisdiction over the Project into the Construction Documents.

§ 3.4.3 During the development of the Construction Documents, the Architect shall assist the Owner in the development and preparation of (1) procurement information that describes the time, place, and conditions of bidding, including bidding or proposal forms; (2) the form of agreement between the Owner and Contractor; and (3) the Conditions of the Contract for Construction (General, Supplementary and other Conditions). The Architect shall also compile a project manual that includes the Conditions of the Contract for Construction and Specifications, and may include bidding requirements and sample forms.

§ 3.4.4 The Architect shall update the estimate for the Cost of the Work prepared in accordance with Section 6.3.

§ 3.4.5 The Architect shall submit the Construction Documents to the Owner, advise the Owner of any adjustments to the estimate of the Cost of the Work, take any action required under Section 6.5, and request the Owner's approval.

§ 3.5 Procurement Phase Services

§ 3.5.1 General

The Architect shall assist the Owner in establishing a list of prospective contractors. Following the Owner's approval of the Construction Documents, the Architect shall assist the Owner in (1) obtaining either competitive bids or negotiated proposals; (2) confirming responsiveness of bids or proposals; (3) determining the successful bid or proposal, if any; and, (4) awarding and preparing contracts for construction.

§ 3.5.2 Competitive Bidding

§ 3.5.2.1 Bidding Documents shall consist of bidding requirements and proposed Contract Documents.

§ 3.5.2.2 The Architect shall assist the Owner in bidding the Project by:

- .1 facilitating the distribution of Bidding Documents to prospective bidders;
- .2 organizing and conducting a pre-bid conference for prospective bidders;
- .3 preparing responses to questions from prospective bidders and providing clarifications and interpretations of the Bidding Documents to the prospective bidders in the form of addenda; and,
- .4 organizing and conducting the opening of the bids, and subsequently documenting and distributing the bidding results, as directed by the Owner.

§ 3.5.2.3 If the Bidding Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective bidders.

§ 3.5.3 Negotiated Proposals

§ 3.5.3.1 Proposal Documents shall consist of proposal requirements and proposed Contract Documents.

§ 3.5.3.2 The Architect shall assist the Owner in obtaining proposals by:

- .1 facilitating the distribution of Proposal Documents for distribution to prospective contractors and requesting their return upon completion of the negotiation process;
- .2 organizing and participating in selection interviews with prospective contractors;
- .3 preparing responses to questions from prospective contractors and providing clarifications and interpretations of the Proposal Documents to the prospective contractors in the form of addenda; and,
- .4 participating in negotiations with prospective contractors, and subsequently preparing a summary report of the negotiation results, as directed by the Owner.

§ 3.5.3.3 If the Proposal Documents permit substitutions, upon the Owner's written authorization, the Architect shall, as an Additional Service, consider requests for substitutions and prepare and distribute addenda identifying approved substitutions to all prospective contractors.

§ 3.6 Construction Phase Services

§ 3.6.1 General

§ 3.6.1.1 The Architect shall provide administration of the Contract between the Owner and the Contractor as set forth below and in AIA Document A201™–2017, General Conditions of the Contract for Construction. If the Owner and Contractor modify AIA Document A201–2017, those modifications shall not affect the Architect’s services under this Agreement unless the Owner and the Architect amend this Agreement.

§ 3.6.1.2 The Architect shall advise and consult with the Owner during the Construction Phase Services. The Architect shall have authority to act on behalf of the Owner only to the extent provided in this Agreement. The Architect shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work, nor shall the Architect be responsible for the Contractor’s failure to perform the Work in accordance with the requirements of the Contract Documents. The Architect shall be responsible for the Architect’s negligent acts or omissions, but shall not have control over or charge of, and shall not be responsible for, acts or omissions of the Contractor or of any other persons or entities performing portions of the Work.

§ 3.6.1.3 Subject to Section 4.2 and except as provided in Section 3.6.6.5, the Architect’s responsibility to provide Construction Phase Services commences with the award of the Contract for Construction and terminates on the date the Architect issues the final Certificate for Payment.

§ 3.6.2 Evaluations of the Work

§ 3.6.2.1 The Architect shall visit the site at intervals appropriate to the stage of construction, or as otherwise required in Section 4.2.3, to become generally familiar with the progress and quality of the portion of the Work completed, and to determine, in general, if the Work observed is being performed in a manner indicating that the Work, when fully completed, will be in accordance with the Contract Documents. However, the Architect shall not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of the Work. On the basis of the site visits, the Architect shall keep the Owner reasonably informed about the progress and quality of the portion of the Work completed, and promptly report to the Owner (1) known deviations from the Contract Documents, (2) known deviations from the most recent construction schedule submitted by the Contractor, and (3) defects and deficiencies observed in the Work.

§ 3.6.2.2 The Architect has the authority to reject Work that does not conform to the Contract Documents. Whenever the Architect considers it necessary or advisable, the Architect shall have the authority to require inspection or testing of the Work in accordance with the provisions of the Contract Documents, whether or not the Work is fabricated, installed or completed. However, neither this authority of the Architect nor a decision made in good faith either to exercise or not to exercise such authority shall give rise to a duty or responsibility of the Architect to the Contractor, Subcontractors, suppliers, their agents or employees, or other persons or entities performing portions of the Work.

§ 3.6.2.3 The Architect shall interpret and decide matters concerning performance under, and requirements of, the Contract Documents on written request of either the Owner or Contractor. The Architect’s response to such requests shall be made in writing within any time limits agreed upon or otherwise with reasonable promptness.

§ 3.6.2.4 Interpretations and decisions of the Architect shall be consistent with the intent of, and reasonably inferable from, the Contract Documents and shall be in writing or in the form of drawings. When making such interpretations and decisions, the Architect shall endeavor to secure faithful performance by both Owner and Contractor, shall not show partiality to either, and shall not be liable for results of interpretations or decisions rendered in good faith. The Architect’s decisions on matters relating to aesthetic effect shall be final if consistent with the intent expressed in the Contract Documents.

§ 3.6.2.5 Unless the Owner and Contractor designate another person to serve as an Initial Decision Maker, as that term is defined in AIA Document A201–2017, the Architect shall render initial decisions on Claims between the Owner and Contractor as provided in the Contract Documents.

§ 3.6.3 Certificates for Payment to Contractor

§ 3.6.3.1 The Architect shall review and certify the amounts due the Contractor and shall issue certificates in such amounts. The Architect’s certification for payment shall constitute a representation to the Owner, based on the

Architect's evaluation of the Work as provided in Section 3.6.2 and on the data comprising the Contractor's Application for Payment, that, to the best of the Architect's knowledge, information and belief, the Work has progressed to the point indicated, the quality of the Work is in accordance with the Contract Documents, and that the Contractor is entitled to payment in the amount certified. The foregoing representations are subject to (1) an evaluation of the Work for conformance with the Contract Documents upon Substantial Completion, (2) results of subsequent tests and inspections, (3) correction of minor deviations from the Contract Documents prior to completion, and (4) specific qualifications expressed by the Architect.

§ 3.6.3.2 The issuance of a Certificate for Payment shall not be a representation that the Architect has (1) made exhaustive or continuous on-site inspections to check the quality or quantity of the Work, (2) reviewed construction means, methods, techniques, sequences or procedures, (3) reviewed copies of requisitions received from Subcontractors and suppliers and other data requested by the Owner to substantiate the Contractor's right to payment, or (4) ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.

§ 3.6.3.3 The Architect shall maintain a record of the Applications and Certificates for Payment.

§ 3.6.4 Submittals

§ 3.6.4.1 The Architect shall review the Contractor's submittal schedule and shall not unreasonably delay or withhold approval of the schedule. The Architect's action in reviewing submittals shall be taken in accordance with the approved submittal schedule or, in the absence of an approved submittal schedule, with reasonable promptness while allowing sufficient time, in the Architect's professional judgment, to permit adequate review.

§ 3.6.4.2 The Architect shall review and approve, or take other appropriate action upon, the Contractor's submittals such as Shop Drawings, Product Data and Samples, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. Review of such submittals is not for the purpose of determining the accuracy and completeness of other information such as dimensions, quantities, and installation or performance of equipment or systems, which are the Contractor's responsibility. The Architect's review shall not constitute approval of safety precautions or construction means, methods, techniques, sequences or procedures. The Architect's approval of a specific item shall not indicate approval of an assembly of which the item is a component.

§ 3.6.4.3 If the Contract Documents specifically require the Contractor to provide professional design services or certifications by a design professional related to systems, materials, or equipment, the Architect shall specify the appropriate performance and design criteria that such services must satisfy. The Architect shall review and take appropriate action on Shop Drawings and other submittals related to the Work designed or certified by the Contractor's design professional, provided the submittals bear such professional's seal and signature when submitted to the Architect. The Architect's review shall be for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents. The Architect shall be entitled to rely upon, and shall not be responsible for, the adequacy and accuracy of the services, certifications, and approvals performed or provided by such design professionals.

§ 3.6.4.4 Subject to Section 4.2, the Architect shall review and respond to requests for information about the Contract Documents. The Architect shall set forth, in the Contract Documents, the requirements for requests for information. Requests for information shall include, at a minimum, a detailed written statement that indicates the specific Drawings or Specifications in need of clarification and the nature of the clarification requested. The Architect's response to such requests shall be made in writing within any time limits agreed upon, or otherwise with reasonable promptness. If appropriate, the Architect shall prepare and issue supplemental Drawings and Specifications in response to the requests for information.

§ 3.6.4.5 The Architect shall maintain a record of submittals and copies of submittals supplied by the Contractor in accordance with the requirements of the Contract Documents.

§ 3.6.5 Changes in the Work

§ 3.6.5.1 The Architect may order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Subject to

Section 4.2, the Architect shall prepare Change Orders and Construction Change Directives for the Owner's approval and execution in accordance with the Contract Documents.

§ 3.6.5.2 The Architect shall maintain records relative to changes in the Work.

§ 3.6.6 Project Completion

§ 3.6.6.1 The Architect shall:

- .1 conduct inspections to determine the date or dates of Substantial Completion and the date of final completion;
- .2 issue Certificates of Substantial Completion;
- .3 forward to the Owner, for the Owner's review and records, written warranties and related documents required by the Contract Documents and received from the Contractor; and,
- .4 issue a final Certificate for Payment based upon a final inspection indicating that, to the best of the Architect's knowledge, information, and belief, the Work complies with the requirements of the Contract Documents.

§ 3.6.6.2 The Architect's inspections shall be conducted with the Owner to check conformance of the Work with the requirements of the Contract Documents and to verify the accuracy and completeness of the list submitted by the Contractor of Work to be completed or corrected.

§ 3.6.6.3 When Substantial Completion has been achieved, the Architect shall inform the Owner about the balance of the Contract Sum remaining to be paid the Contractor, including the amount to be retained from the Contract Sum, if any, for final completion or correction of the Work.

§ 3.6.6.4 The Architect shall forward to the Owner the following information received from the Contractor: (1) consent of surety or sureties, if any, to reduction in or partial release of retainage or the making of final payment; (2) affidavits, receipts, releases and waivers of liens, or bonds indemnifying the Owner against liens; and (3) any other documentation required of the Contractor under the Contract Documents.

§ 3.6.6.5 Upon request of the Owner, and prior to the expiration of one year from the date of Substantial Completion, the Architect shall, without additional compensation, conduct a meeting with the Owner to review the facility operations and performance.

ARTICLE 4 SUPPLEMENTAL AND ADDITIONAL SERVICES

§ 4.1 Supplemental Services

§ 4.1.1 The services listed below are not included in Basic Services but may be required for the Project. The Architect shall provide the listed Supplemental Services only if specifically designated in the table below as the Architect's responsibility, and the Owner shall compensate the Architect as provided in Section 11.2. Unless otherwise specifically addressed in this Agreement, if neither the Owner nor the Architect is designated, the parties agree that the listed Supplemental Service is not being provided for the Project.

(Designate the Architect's Supplemental Services and the Owner's Supplemental Services required for the Project by indicating whether the Architect or Owner shall be responsible for providing the identified Supplemental Service. Insert a description of the Supplemental Services in Section 4.1.2 below or attach the description of services as an exhibit to this Agreement.)

Supplemental Services	Responsibility <i>(Architect, Owner, or not provided)</i>
§ 4.1.1.1 Programming	Architect
§ 4.1.1.2 Multiple preliminary designs	Architect
§ 4.1.1.3 Measured drawings	n/a
§ 4.1.1.4 Existing facilities surveys	Architect
§ 4.1.1.5 Site evaluation and planning	Architect
§ 4.1.1.6 Building Information Model management responsibilities	n/a

§ 4.1.1.7	Development of Building Information Models for post construction use	n/a
§ 4.1.1.8	Civil engineering	Architect
§ 4.1.1.9	Landscape design	n/a
§ 4.1.1.10	Architectural interior design	Architect
§ 4.1.1.11	Value analysis	n/a
§ 4.1.1.12	Detailed cost estimating beyond that required in Section 6.3	n/a
§ 4.1.1.13	On-site project representation	n/a
§ 4.1.1.14	Conformed documents for construction	Architect
§ 4.1.1.15	As-designed record drawings	n/a
§ 4.1.1.16	As-constructed record drawings	n/a
§ 4.1.1.17	Post-occupancy evaluation	n/a
§ 4.1.1.18	Facility support services	n/a
§ 4.1.1.19	Tenant-related services	n/a
§ 4.1.1.20	Architect's coordination of the Owner's consultants	Architect
§ 4.1.1.21	Telecommunications/data design	n/a
§ 4.1.1.22	Security evaluation and planning	n/a
§ 4.1.1.23	Commissioning	n/a
§ 4.1.1.24	Sustainable Project Services pursuant to Section 4.1.3	n/a
§ 4.1.1.25	Fast-track design services	n/a
§ 4.1.1.26	Multiple bid packages	n/a
§ 4.1.1.27	Historic preservation	n/a
§ 4.1.1.28	Furniture, furnishings, and equipment design	Architect
§ 4.1.1.29	Other services provided by specialty Consultants	
§ 4.1.1.30	Other Supplemental Services	

§ 4.1.2 Description of Supplemental Services

§ 4.1.2.1 A description of each Supplemental Service identified in Section 4.1.1 as the Architect's responsibility is provided below.

(Describe in detail the Architect's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit. The AIA publishes a number of Standard Form of Architect's Services documents that can be included as an exhibit to describe the Architect's Supplemental Services.)

Limited to efforts needed to a functioning facility.

§ 4.1.2.2 A description of each Supplemental Service identified in Section 4.1.1 as the Owner's responsibility is provided below.

(Describe in detail the Owner's Supplemental Services identified in Section 4.1.1 or, if set forth in an exhibit, identify the exhibit.)

§ 4.1.3 If the Owner identified a Sustainable Objective in Article 1, the Architect shall provide, as a Supplemental Service, the Sustainability Services required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement. The Owner shall compensate the Architect as provided in Section 11.2.

§ 4.2 Architect's Additional Services

The Architect may provide Additional Services after execution of this Agreement without invalidating the Agreement. Except for services required due to the fault of the Architect, any Additional Services provided in accordance with this Section 4.2 shall entitle the Architect to compensation pursuant to Section 11.3 and an appropriate adjustment in the Architect's schedule.

§ 4.2.1 Upon recognizing the need to perform the following Additional Services, the Architect shall notify the Owner with reasonable promptness and explain the facts and circumstances giving rise to the need. The Architect shall not proceed to provide the following Additional Services until the Architect receives the Owner's written authorization:

- .1 Services necessitated by a change in the Initial Information, previous instructions or approvals given by the Owner, or a material change in the Project including size, quality, complexity, the Owner's schedule or budget for Cost of the Work, or procurement or delivery method;
- .2 Services necessitated by the enactment or revision of codes, laws, or regulations, including changing or editing previously prepared Instruments of Service;
- .3 Changing or editing previously prepared Instruments of Service necessitated by official interpretations of applicable codes, laws or regulations that are either (a) contrary to specific interpretations by the applicable authorities having jurisdiction made prior to the issuance of the building permit, or (b) contrary to requirements of the Instruments of Service when those Instruments of Service were prepared in accordance with the applicable standard of care;
- .4 Services necessitated by decisions of the Owner not rendered in a timely manner or any other failure of performance on the part of the Owner or the Owner's consultants or contractors;
- .5 Preparing digital models or other design documentation for transmission to the Owner's consultants and contractors, or to other Owner-authorized recipients;
- .6 Preparation of design and documentation for alternate bid or proposal requests proposed by the Owner;
- .7 Preparation for, and attendance at, a public presentation, meeting or hearing;
- .8 Preparation for, and attendance at, a dispute resolution proceeding or legal proceeding, except where the Architect is party thereto;
- .9 Evaluation of the qualifications of entities providing bids or proposals;
- .10 Consultation concerning replacement of Work resulting from fire or other cause during construction; or,
- .11 Assistance to the Initial Decision Maker, if other than the Architect.

§ 4.2.2 To avoid delay in the Construction Phase, the Architect shall provide the following Additional Services, notify the Owner with reasonable promptness, and explain the facts and circumstances giving rise to the need. If, upon receipt of the Architect's notice, the Owner determines that all or parts of the services are not required, the Owner shall give prompt written notice to the Architect of the Owner's determination. The Owner shall compensate the Architect for the services provided prior to the Architect's receipt of the Owner's notice.

- .1 Reviewing a Contractor's submittal out of sequence from the submittal schedule approved by the Architect;
- .2 Responding to the Contractor's requests for information that are not prepared in accordance with the Contract Documents or where such information is available to the Contractor from a careful study and comparison of the Contract Documents, field conditions, other Owner-provided information, Contractor-prepared coordination drawings, or prior Project correspondence or documentation;
- .3 Preparing Change Orders and Construction Change Directives that require evaluation of Contractor's proposals and supporting data, or the preparation or revision of Instruments of Service;
- .4 Evaluating an extensive number of Claims as the Initial Decision Maker; or,
- .5 Evaluating substitutions proposed by the Owner or Contractor and making subsequent revisions to Instruments of Service resulting therefrom.

§ 4.2.3 The Architect shall provide Construction Phase Services exceeding the limits set forth below as Additional Services. When the limits below are reached, the Architect shall notify the Owner:

- .1 Two (2) reviews of each Shop Drawing, Product Data item, sample and similar submittals of the Contractor
- .2 Twenty (20) visits to the site by the Architect during construction

- .3 One (1) inspection for any portion of the Work to determine whether such portion of the Work is substantially complete in accordance with the requirements of the Contract Documents
- .4 One (1) inspection for any portion of the Work to determine final completion.

§ 4.2.4 Except for services required under Section 3.6.6.5 and those services that do not exceed the limits set forth in Section 4.2.3, Construction Phase Services provided more than 60 days after (1) the date of Substantial Completion of the Work or (2) the initial date of Substantial Completion identified in the agreement between the Owner and Contractor, whichever is earlier, shall be compensated as Additional Services to the extent the Architect incurs additional cost in providing those Construction Phase Services.

§ 4.2.5 If the services covered by this Agreement have not been completed within twelve (12) months of the date of this Agreement, through no fault of the Architect, extension of the Architect's services beyond that time shall be compensated as Additional Services.

ARTICLE 5 OWNER'S RESPONSIBILITIES

§ 5.1 Unless otherwise provided for under this Agreement, the Owner shall provide information in a timely manner regarding requirements for and limitations on the Project, including a written program, which shall set forth the Owner's objectives; schedule; constraints and criteria, including space requirements and relationships; flexibility; expandability; special equipment; systems; and site requirements.

§ 5.2 The Owner shall establish the Owner's budget for the Project, including (1) the budget for the Cost of the Work as defined in Section 6.1; (2) the Owner's other costs; and, (3) reasonable contingencies related to all of these costs. The Owner shall update the Owner's budget for the Project as necessary throughout the duration of the Project until final completion. If the Owner significantly increases or decreases the Owner's budget for the Cost of the Work, the Owner shall notify the Architect. The Owner and the Architect shall thereafter agree to a corresponding change in the Project's scope and quality.

§ 5.3 The Owner shall identify a representative authorized to act on the Owner's behalf with respect to the Project. The Owner shall render decisions and approve the Architect's submittals in a timely manner in order to avoid unreasonable delay in the orderly and sequential progress of the Architect's services.

§ 5.4 The Owner shall furnish surveys to describe physical characteristics, legal limitations and utility locations for the site of the Project, and a written legal description of the site. The surveys and legal information shall include, as applicable, grades and lines of streets, alleys, pavements and adjoining property and structures; designated wetlands; adjacent drainage; rights-of-way, restrictions, easements, encroachments, zoning, deed restrictions, boundaries and contours of the site; locations, dimensions, and other necessary data with respect to existing buildings, other improvements and trees; and information concerning available utility services and lines, both public and private, above and below grade, including inverts and depths. All the information on the survey shall be referenced to a Project benchmark.

§ 5.5 The Owner shall furnish services of geotechnical engineers, which may include test borings, test pits, determinations of soil bearing values, percolation tests, evaluations of hazardous materials, seismic evaluation, ground corrosion tests and resistivity tests, including necessary operations for anticipating subsoil conditions, with written reports and appropriate recommendations.

§ 5.6 The Owner shall provide the Supplemental Services designated as the Owner's responsibility in Section 4.1.1.

§ 5.7 If the Owner identified a Sustainable Objective in Article 1, the Owner shall fulfill its responsibilities as required in AIA Document E204™-2017, Sustainable Projects Exhibit, attached to this Agreement.

§ 5.8 The Owner shall coordinate the services of its own consultants with those services provided by the Architect. Upon the Architect's request, the Owner shall furnish copies of the scope of services in the contracts between the Owner and the Owner's consultants. The Owner shall furnish the services of consultants other than those designated as the responsibility of the Architect in this Agreement, or authorize the Architect to furnish them as an Additional Service, when the Architect requests such services and demonstrates that they are reasonably required by the scope of the Project. The Owner shall require that its consultants and contractors maintain insurance, including professional liability insurance, as appropriate to the services or work provided.

§ 5.9 The Owner shall furnish tests, inspections and reports required by law or the Contract Documents, such as structural, mechanical, and chemical tests, tests for air and water pollution, and tests for hazardous materials.

§ 5.10 The Owner shall furnish all legal, insurance and accounting services, including auditing services, that may be reasonably necessary at any time for the Project to meet the Owner's needs and interests.

§ 5.11 The Owner shall provide prompt written notice to the Architect if the Owner becomes aware of any fault or defect in the Project, including errors, omissions or inconsistencies in the Architect's Instruments of Service.

§ 5.12 The Owner shall include the Architect in all communications with the Contractor that relate to or affect the Architect's services or professional responsibilities. The Owner shall promptly notify the Architect of the substance of any direct communications between the Owner and the Contractor otherwise relating to the Project. Communications by and with the Architect's consultants shall be through the Architect.

§ 5.13 Before executing the Contract for Construction, the Owner shall coordinate the Architect's duties and responsibilities set forth in the Contract for Construction with the Architect's services set forth in this Agreement. The Owner shall provide the Architect a copy of the executed agreement between the Owner and Contractor, including the General Conditions of the Contract for Construction.

§ 5.14 The Owner shall provide the Architect access to the Project site prior to commencement of the Work and shall obligate the Contractor to provide the Architect access to the Work wherever it is in preparation or progress.

§ 5.15 Within 15 days after receipt of a written request from the Architect, the Owner shall furnish the requested information as necessary and relevant for the Architect to evaluate, give notice of, or enforce lien rights.

ARTICLE 6 COST OF THE WORK

§ 6.1 For purposes of this Agreement, the Cost of the Work shall be the total cost to the Owner to construct all elements of the Project designed or specified by the Architect and shall include contractors' general conditions costs, overhead and profit. The Cost of the Work also includes the reasonable value of labor, materials, and equipment, donated to, or otherwise furnished by, the Owner. The Cost of the Work does not include the compensation of the Architect; the costs of the land, rights-of-way, financing, or contingencies for changes in the Work; or other costs that are the responsibility of the Owner.

§ 6.2 The Owner's budget for the Cost of the Work is provided in Initial Information, and shall be adjusted throughout the Project as required under Sections 5.2, 6.4 and 6.5. Evaluations of the Owner's budget for the Cost of the Work, and the preliminary estimate of the Cost of the Work and updated estimates of the Cost of the Work, prepared by the Architect, represent the Architect's judgment as a design professional. It is recognized, however, that neither the Architect nor the Owner has control over the cost of labor, materials, or equipment; the Contractor's methods of determining bid prices; or competitive bidding, market, or negotiating conditions. Accordingly, the Architect cannot and does not warrant or represent that bids or negotiated prices will not vary from the Owner's budget for the Cost of the Work, or from any estimate of the Cost of the Work, or evaluation, prepared or agreed to by the Architect.

§ 6.3 In preparing estimates of the Cost of Work, the Architect shall be permitted to include contingencies for design, bidding, and price escalation; to determine what materials, equipment, component systems, and types of construction are to be included in the Contract Documents; to recommend reasonable adjustments in the program and scope of the Project; and to include design alternates as may be necessary to adjust the estimated Cost of the Work to meet the Owner's budget. The Architect's estimate of the Cost of the Work shall be based on current area, volume or similar conceptual estimating techniques. If the Owner requires a detailed estimate of the Cost of the Work, the Architect shall provide such an estimate, if identified as the Architect's responsibility in Section 4.1.1, as a Supplemental Service.

§ 6.4 If, through no fault of the Architect, the Procurement Phase has not commenced within 90 days after the Architect submits the Construction Documents to the Owner, the Owner's budget for the Cost of the Work shall be adjusted to reflect changes in the general level of prices in the applicable construction market.

§ 6.5 If at any time the Architect's estimate of the Cost of the Work exceeds the Owner's budget for the Cost of the Work, the Architect shall make appropriate recommendations to the Owner to adjust the Project's size, quality, or budget for the Cost of the Work, and the Owner shall cooperate with the Architect in making such adjustments.

§ 6.6 If the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services is exceeded by the lowest bona fide bid or negotiated proposal, the Owner shall

- .1 give written approval of an increase in the budget for the Cost of the Work;
- .2 authorize rebidding or renegotiating of the Project within a reasonable time;
- .3 terminate in accordance with Section 9.5;
- .4 in consultation with the Architect, revise the Project program, scope, or quality as required to reduce the Cost of the Work; or,
- .5 implement any other mutually acceptable alternative.

§ 6.7 If the Owner chooses to proceed under Section 6.6.4, the Architect shall modify the Construction Documents as necessary to comply with the Owner's budget for the Cost of the Work at the conclusion of the Construction Documents Phase Services, or the budget as adjusted under Section 6.6.1. If the Owner requires the Architect to modify the Construction Documents because the lowest bona fide bid or negotiated proposal exceeds the Owner's budget for the Cost of the Work due to market conditions the Architect could not reasonably anticipate, the Owner shall compensate the Architect for the modifications as an Additional Service pursuant to Section 11.3; otherwise the Architect's services for modifying the Construction Documents shall be without additional compensation. In any event, the Architect's modification of the Construction Documents shall be the limit of the Architect's responsibility under this Article 6.

ARTICLE 7 COPYRIGHTS AND LICENSES

§ 7.1 The Architect and the Owner warrant that in transmitting Instruments of Service, or any other information, the transmitting party is the copyright owner of such information or has permission from the copyright owner to transmit such information for its use on the Project.

§ 7.2 The Architect and the Architect's consultants shall be deemed the authors and owners of their respective Instruments of Service, including the Drawings and Specifications, and shall retain all common law, statutory and other reserved rights, including copyrights. Submission or distribution of Instruments of Service to meet official regulatory requirements or for similar purposes in connection with the Project is not to be construed as publication in derogation of the reserved rights of the Architect and the Architect's consultants.

§ 7.3 The Architect grants to the Owner a nonexclusive license to use the Architect's Instruments of Service solely and exclusively for purposes of constructing, using, maintaining, altering and adding to the Project, provided that the Owner substantially performs its obligations under this Agreement, including prompt payment of all sums due pursuant to Article 9 and Article 11. The Architect shall obtain similar nonexclusive licenses from the Architect's consultants consistent with this Agreement. The license granted under this section permits the Owner to authorize the Contractor, Subcontractors, Sub-subcontractors, and suppliers, as well as the Owner's consultants and separate contractors, to reproduce applicable portions of the Instruments of Service, subject to any protocols established pursuant to Section 1.3, solely and exclusively for use in performing services or construction for the Project. If the Architect rightfully terminates this Agreement for cause as provided in Section 9.4, the license granted in this Section 7.3 shall terminate.

§ 7.3.1 In the event the Owner uses the Instruments of Service without retaining the authors of the Instruments of Service, the Owner releases the Architect and Architect's consultant(s) from all claims and causes of action arising from such uses. The Owner, to the extent permitted by law, further agrees to indemnify and hold harmless the Architect and its consultants from all costs and expenses, including the cost of defense, related to claims and causes of action asserted by any third person or entity to the extent such costs and expenses arise from the Owner's use of the Instruments of Service under this Section 7.3.1. The terms of this Section 7.3.1 shall not apply if the Owner rightfully terminates this Agreement for cause under Section 9.4.

§ 7.4 Except for the licenses granted in this Article 7, no other license or right shall be deemed granted or implied under this Agreement. The Owner shall not assign, delegate, sublicense, pledge or otherwise transfer any license granted herein to another party without the prior written agreement of the Architect. Any unauthorized use of the Instruments of Service shall be at the Owner's sole risk and without liability to the Architect and the Architect's consultants.

§ 7.5 Except as otherwise stated in Section 7.3, the provisions of this Article 7 shall survive the termination of this Agreement.

ARTICLE 8 CLAIMS AND DISPUTES

§ 8.1 General

§ 8.1.1 The Owner and Architect shall commence all claims and causes of action against the other and arising out of or related to this Agreement, whether in contract, tort, or otherwise, in accordance with the requirements of the binding dispute resolution method selected in this Agreement and within the period specified by applicable law, but in any case not more than 10 years after the date of Substantial Completion of the Work. The Owner and Architect waive all claims and causes of action not commenced in accordance with this Section 8.1.1.

§ 8.1.2 To the extent damages are covered by property insurance, the Owner and Architect waive all rights against each other and against the contractors, consultants, agents, and employees of the other for damages, except such rights as they may have to the proceeds of such insurance as set forth in AIA Document A201-2017, General Conditions of the Contract for Construction. The Owner or the Architect, as appropriate, shall require of the contractors, consultants, agents, and employees of any of them, similar waivers in favor of the other parties enumerated herein.

§ 8.1.3 The Architect and Owner waive consequential damages for claims, disputes, or other matters in question, arising out of or relating to this Agreement. This mutual waiver is applicable, without limitation, to all consequential damages due to either party's termination of this Agreement, except as specifically provided in Section 9.7.

§ 8.2 Mediation

§ 8.2.1 Any claim, dispute or other matter in question arising out of or related to this Agreement shall be subject to mediation as a condition precedent to binding dispute resolution. If such matter relates to or is the subject of a lien arising out of the Architect's services, the Architect may proceed in accordance with applicable law to comply with the lien notice or filing deadlines prior to resolution of the matter by mediation or by binding dispute resolution.

§ 8.2.2 The Owner and Architect shall endeavor to resolve claims, disputes and other matters in question between them by mediation, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Mediation Procedures in effect on the date of this Agreement. A request for mediation shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the mediation. The request may be made concurrently with the filing of a complaint or other appropriate demand for binding dispute resolution but, in such event, mediation shall proceed in advance of binding dispute resolution proceedings, which shall be stayed pending mediation for a period of 60 days from the date of filing, unless stayed for a longer period by agreement of the parties or court order. If an arbitration proceeding is stayed pursuant to this section, the parties may nonetheless proceed to the selection of the arbitrator(s) and agree upon a schedule for later proceedings.

§ 8.2.3 The parties shall share the mediator's fee and any filing fees equally. The mediation shall be held in the place where the Project is located, unless another location is mutually agreed upon. Agreements reached in mediation shall be enforceable as settlement agreements in any court having jurisdiction thereof.

§ 8.2.4 If the parties do not resolve a dispute through mediation pursuant to this Section 8.2, the method of binding dispute resolution shall be the following:

(Check the appropriate box.)

- Arbitration pursuant to Section 8.3 of this Agreement
- Litigation in a court of competent jurisdiction
- Other: *(Specify)*

If the Owner and Architect do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, the dispute will be resolved in a court of competent jurisdiction.

§ 8.3 Arbitration

§ 8.3.1 If the parties have selected arbitration as the method for binding dispute resolution in this Agreement, any claim, dispute or other matter in question arising out of or related to this Agreement subject to, but not resolved by, mediation shall be subject to arbitration, which, unless the parties mutually agree otherwise, shall be administered by the American Arbitration Association in accordance with its Construction Industry Arbitration Rules in effect on the date of this Agreement. A demand for arbitration shall be made in writing, delivered to the other party to this Agreement, and filed with the person or entity administering the arbitration.

§ 8.3.1.1 A demand for arbitration shall be made no earlier than concurrently with the filing of a request for mediation, but in no event shall it be made after the date when the institution of legal or equitable proceedings based on the claim, dispute or other matter in question would be barred by the applicable statute of limitations. For statute of limitations purposes, receipt of a written demand for arbitration by the person or entity administering the arbitration shall constitute the institution of legal or equitable proceedings based on the claim, dispute or other matter in question.

§ 8.3.2 The foregoing agreement to arbitrate, and other agreements to arbitrate with an additional person or entity duly consented to by parties to this Agreement, shall be specifically enforceable in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.3 The award rendered by the arbitrator(s) shall be final, and judgment may be entered upon it in accordance with applicable law in any court having jurisdiction thereof.

§ 8.3.4 Consolidation or Joinder

§ 8.3.4.1 Either party, at its sole discretion, may consolidate an arbitration conducted under this Agreement with any other arbitration to which it is a party provided that (1) the arbitration agreement governing the other arbitration permits consolidation; (2) the arbitrations to be consolidated substantially involve common questions of law or fact; and (3) the arbitrations employ materially similar procedural rules and methods for selecting arbitrator(s).

§ 8.3.4.2 Either party, at its sole discretion, may include by joinder persons or entities substantially involved in a common question of law or fact whose presence is required if complete relief is to be accorded in arbitration, provided that the party sought to be joined consents in writing to such joinder. Consent to arbitration involving an additional person or entity shall not constitute consent to arbitration of any claim, dispute or other matter in question not described in the written consent.

§ 8.3.4.3 The Owner and Architect grant to any person or entity made a party to an arbitration conducted under this Section 8.3, whether by joinder or consolidation, the same rights of joinder and consolidation as the Owner and Architect under this Agreement.

§ 8.4 The provisions of this Article 8 shall survive the termination of this Agreement.

ARTICLE 9 TERMINATION OR SUSPENSION

§ 9.1 If the Owner fails to make payments to the Architect in accordance with this Agreement, such failure shall be considered substantial nonperformance and cause for termination or, at the Architect's option, cause for suspension of performance of services under this Agreement. If the Architect elects to suspend services, the Architect shall give seven days' written notice to the Owner before suspending services. In the event of a suspension of services, the Architect shall have no liability to the Owner for delay or damage caused the Owner because of such suspension of services. Before resuming services, the Owner shall pay the Architect all sums due prior to suspension and any expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.2 If the Owner suspends the Project, the Architect shall be compensated for services performed prior to notice of such suspension. When the Project is resumed, the Architect shall be compensated for expenses incurred in the interruption and resumption of the Architect's services. The Architect's fees for the remaining services and the time schedules shall be equitably adjusted.

§ 9.3 If the Owner suspends the Project for more than 90 cumulative days for reasons other than the fault of the Architect, the Architect may terminate this Agreement by giving not less than seven days' written notice.

§ 9.4 Either party may terminate this Agreement upon not less than seven days' written notice should the other party fail substantially to perform in accordance with the terms of this Agreement through no fault of the party initiating the termination.

§ 9.5 The Owner may terminate this Agreement upon not less than seven days' written notice to the Architect for the Owner's convenience and without cause.

§ 9.6 If the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall compensate the Architect for services performed prior to termination, Reimbursable Expenses incurred, and costs attributable to termination, including the costs attributable to the Architect's termination of consultant agreements.

§ 9.7 In addition to any amounts paid under Section 9.6, if the Owner terminates this Agreement for its convenience pursuant to Section 9.5, or the Architect terminates this Agreement pursuant to Section 9.3, the Owner shall pay to the Architect the following fees:

(Set forth below the amount of any termination or licensing fee, or the method for determining any termination or licensing fee.)

.1 Termination Fee:

n/a

.2 Licensing Fee if the Owner intends to continue using the Architect's Instruments of Service:

§ 9.8 Except as otherwise expressly provided herein, this Agreement shall terminate one year from the date of Substantial Completion.

§ 9.9 The Owner's rights to use the Architect's Instruments of Service in the event of a termination of this Agreement are set forth in Article 7 and Section 9.7.

ARTICLE 10 MISCELLANEOUS PROVISIONS

§ 10.1 This Agreement shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules. If the parties have selected arbitration as the method of binding dispute resolution, the Federal Arbitration Act shall govern Section 8.3.

§ 10.2 Terms in this Agreement shall have the same meaning as those in AIA Document A201-2017, General Conditions of the Contract for Construction.

§ 10.3 The Owner and Architect, respectively, bind themselves, their agents, successors, assigns, and legal representatives to this Agreement. Neither the Owner nor the Architect shall assign this Agreement without the written consent of the other, except that the Owner may assign this Agreement to a lender providing financing for the Project if the lender agrees to assume the Owner's rights and obligations under this Agreement, including any payments due to the Architect by the Owner prior to the assignment.

§ 10.4 If the Owner requests the Architect to execute certificates, the proposed language of such certificates shall be submitted to the Architect for review at least 14 days prior to the requested dates of execution. If the Owner requests the Architect to execute consents reasonably required to facilitate assignment to a lender, the Architect shall execute all such consents that are consistent with this Agreement, provided the proposed consent is submitted to the

Architect for review at least 14 days prior to execution. The Architect shall not be required to execute certificates or consents that would require knowledge, services, or responsibilities beyond the scope of this Agreement.

§ 10.5 Nothing contained in this Agreement shall create a contractual relationship with, or a cause of action in favor of, a third party against either the Owner or Architect.

§ 10.6 Unless otherwise required in this Agreement, the Architect shall have no responsibility for the discovery, presence, handling, removal or disposal of, or exposure of persons to, hazardous materials or toxic substances in any form at the Project site.

§ 10.7 The Architect shall have the right to include photographic or artistic representations of the design of the Project among the Architect's promotional and professional materials. The Architect shall be given reasonable access to the completed Project to make such representations. However, the Architect's materials shall not include the Owner's confidential or proprietary information if the Owner has previously advised the Architect in writing of the specific information considered by the Owner to be confidential or proprietary. The Owner shall provide professional credit for the Architect in the Owner's promotional materials for the Project. This Section 10.7 shall survive the termination of this Agreement unless the Owner terminates this Agreement for cause pursuant to Section 9.4.

§ 10.8 If the Architect or Owner receives information specifically designated as "confidential" or "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except as set forth in Section 10.8.1. This Section 10.8 shall survive the termination of this Agreement.

§ 10.8.1 The receiving party may disclose "confidential" or "business proprietary" information after 7 days' notice to the other party, when required by law, arbitrator's order, or court order, including a subpoena or other form of compulsory legal process issued by a court or governmental entity, or to the extent such information is reasonably necessary for the receiving party to defend itself in any dispute. The receiving party may also disclose such information to its employees, consultants, or contractors in order to perform services or work solely and exclusively for the Project, provided those employees, consultants and contractors are subject to the restrictions on the disclosure and use of such information as set forth in this Section 10.8.

§ 10.9 The invalidity of any provision of the Agreement shall not invalidate the Agreement or its remaining provisions. If it is determined that any provision of the Agreement violates any law, or is otherwise invalid or unenforceable, then that provision shall be revised to the extent necessary to make that provision legal and enforceable. In such case the Agreement shall be construed, to the fullest extent permitted by law, to give effect to the parties' intentions and purposes in executing the Agreement.

ARTICLE 11 COMPENSATION

§ 11.1 For the Architect's Basic Services described under Article 3, the Owner shall compensate the Architect as follows:

- .1 Stipulated Sum
(Insert amount)

\$629,000.
- .2 Percentage Basis
(Insert percentage value)

% of the Owner's budget for the Cost of the Work, as calculated in accordance with Section 11.6.
- .3 Other
(Describe the method of compensation)

§ 11.2 For the Architect’s Supplemental Services designated in Section 4.1.1 and for any Sustainability Services required pursuant to Section 4.1.3, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation. If necessary, list specific services to which particular methods of compensation apply.)

§ 11.3 For Additional Services that may arise during the course of the Project, including those under Section 4.2, the Owner shall compensate the Architect as follows:
(Insert amount of, or basis for, compensation.)

On an hourly basis per attached Schedule of Hourly Rates (Exhibit B)

§ 11.4 Compensation for Supplemental and Additional Services of the Architect’s consultants when not included in Section 11.2 or 11.3, shall be the amount invoiced to the Architect plus ten percent (10%), or as follows:
(Insert amount of, or basis for computing, Architect’s consultants’ compensation for Supplemental or Additional Services.)

§ 11.5 When compensation for Basic Services is based on a stipulated sum or a percentage basis, the proportion of compensation for each phase of services shall be as follows:

Schematic Design Phase	Fifteen	percent (15	%)
Design Development Phase	Twenty	percent (20	%)
Construction Documents Phase	Thirty-five	percent (35	%)
Procurement Phase	Five	percent (5	%)
Construction Phase	Twenty-Five	percent (25	%)
<hr/>				
Total Basic Compensation	One-hundred	percent (100	%)

§ 11.6 When compensation identified in Section 11.1 is on a percentage basis, progress payments for each phase of Basic Services shall be calculated by multiplying the percentages identified in this Article by the Owner’s most recent budget for the Cost of the Work. Compensation paid in previous progress payments shall not be adjusted based on subsequent updates to the Owner’s budget for the Cost of the Work.

§ 11.6.1 When compensation is on a percentage basis and any portions of the Project are deleted or otherwise not constructed, compensation for those portions of the Project shall be payable to the extent services are performed on those portions. The Architect shall be entitled to compensation in accordance with this Agreement for all services performed whether or not the Construction Phase is commenced.

§ 11.7 The hourly billing rates for services of the Architect and the Architect’s consultants are set forth below. The rates shall be adjusted in accordance with the Architect’s and Architect’s consultants’ normal review practices.
(If applicable, attach an exhibit of hourly billing rates or insert them below.)

See Exhibit B – Schedule of Hourly Rates 2023

Employee or Category	Rate (\$0.00)
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§ 11.8 Compensation for Reimbursable Expenses

§ 11.8.1 Reimbursable Expenses are in addition to compensation for Basic, Supplemental, and Additional Services and include expenses incurred by the Architect and the Architect’s consultants directly related to the Project, as follows:

- .1 Transportation and authorized out-of-town travel and subsistence;

- .2 Long distance services, dedicated data and communication services, teleconferences, Project web sites, and extranets;
- .3 Permitting and other fees required by authorities having jurisdiction over the Project;
- .4 Printing, reproductions, plots, and standard form documents;
- .5 Postage, handling, and delivery;
- .6 Expense of overtime work requiring higher than regular rates, if authorized in advance by the Owner;
- .7 Renderings, physical models, mock-ups, professional photography, and presentation materials requested by the Owner or required for the Project;
- .8 If required by the Owner, and with the Owner's prior written approval, the Architect's consultants' expenses of professional liability insurance dedicated exclusively to this Project, or the expense of additional insurance coverage or limits in excess of that normally maintained by the Architect's consultants;
- .9 All taxes levied on professional services and on reimbursable expenses;
- .10 Site office expenses;
- .11 Registration fees and any other fees charged by the Certifying Authority or by other entities as necessary to achieve the Sustainable Objective; and,
- .12 Other similar Project-related expenditures.

§ 11.8.2 For Reimbursable Expenses the compensation shall be the expenses incurred by the Architect and the Architect's consultants plus ten percent (10 %) of the expenses incurred.

§ 11.9 **Architect's Insurance.** If the types and limits of coverage required in Section 2.5 are in addition to the types and limits the Architect normally maintains, the Owner shall pay the Architect for the additional costs incurred by the Architect for the additional coverages as set forth below:

(Insert the additional coverages the Architect is required to obtain in order to satisfy the requirements set forth in Section 2.5, and for which the Owner shall reimburse the Architect.)

§ 11.10 Payments to the Architect

§ 11.10.1 Initial Payments

§ 11.10.1.1 An initial payment of zero (\$0) shall be made upon execution of this Agreement and is the minimum payment under this Agreement. It shall be credited to the Owner's account in the final invoice.

§ 11.10.1.2 If a Sustainability Certification is part of the Sustainable Objective, an initial payment to the Architect of (\$ n/a) shall be made upon execution of this Agreement for registration fees and other fees payable to the Certifying Authority and necessary to achieve the Sustainability Certification. The Architect's payments to the Certifying Authority shall be credited to the Owner's account at the time the expense is incurred.

§ 11.10.2 Progress Payments

§ 11.10.2.1 Unless otherwise agreed, payments for services shall be made monthly in proportion to services performed. Payments are due and payable upon presentation of the Architect's invoice. Amounts unpaid thirty (30) days after the invoice date shall bear interest at the rate entered below, or in the absence thereof at the legal rate prevailing from time to time at the principal place of business of the Architect.

(Insert rate of monthly or annual interest agreed upon.)

%

§ 11.10.2.2 The Owner shall not withhold amounts from the Architect's compensation to impose a penalty or liquidated damages on the Architect, or to offset sums requested by or paid to contractors for the cost of changes in the Work, unless the Architect agrees or has been found liable for the amounts in a binding dispute resolution proceeding.

§ 11.10.2.3 Records of Reimbursable Expenses, expenses pertaining to Supplemental and Additional Services, and services performed on the basis of hourly rates shall be available to the Owner at mutually convenient times.

ARTICLE 12 SPECIAL TERMS AND CONDITIONS

Special terms and conditions that modify this Agreement are as follows:

(Include other terms and conditions applicable to this Agreement.)

ARTICLE 13 SCOPE OF THE AGREEMENT

§ 13.1 This Agreement represents the entire and integrated agreement between the Owner and the Architect and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by written instrument signed by both the Owner and Architect.

§ 13.2 This Agreement is comprised of the following documents identified below:

- .1 AIA Document B101™-2017, Standard Form Agreement Between Owner and Architect
- .2 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
(Insert the date of the E203-2013 incorporated into this agreement.)

n/a

- .3 Exhibits:
(Check the appropriate box for any exhibits incorporated into this Agreement.)

AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this agreement.)

n/a

Other Exhibits incorporated into this Agreement:
(Clearly identify any other exhibits incorporated into this Agreement, including any exhibits and scopes of services identified as exhibits in Section 4.1.2.)

Exhibit A – Proposal Letter dated January 23, 2023
Exhibit B – Schedule of Hourly Rates 2023

- .4 Other documents:
(List other documents, if any, forming part of the Agreement.)

Feasibility Study dated October 2022
Concept Drawings dated August 2021

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

(Printed name and title)



ARCHITECT (Signature)

Ellen Angel, Architect, AR1777

(Printed name, title, and license number, if required)

Ms. Penny Thompson, City Manager
City of Caribou, Maine
25 High Street
Caribou, ME 04736

January 23, 2023

Re: Professional Architectural and Engineering services for new Police Facility
Project No. 2023102

Dear Penny;

As we've been discussing, this is a proposal for professional services for design through preparing construction documents for the proposed Caribou Police Station. The following puts forth our understanding of the project, our project approach and our proposed fee for professional services through Construction.

PROJECT UNDERSTANDING:

Per our discussion, The City of Caribou, in the interest of the Caribou Police Department, wants to initiate the development of a new facility to house the Department, currently located in the basement of City Hall. This proposal is based on the information contained in the Feasibility report, prepared by Artifex AE in October of 2022, which suggested that the building will be an approximately 12,000 square foot one-story structure with a 'walk-out' basement containing the various associated rooms and facilities as depicted in the concept drawings developed by Manns Woodward in association with Artifex in August of 2021, with an estimated cost, at that time, based on construction in 2022, of \$9.5million.

Our proposal is for services that will result in refining the concept into architectural and engineering drawings suitable for constructing the proposed facility and will include detailed site construction plans based upon the City selected site. We expect that you will provide a geotechnical investigation report for the proposed improvement area for our use. The purpose of this proposal is to establish the scope of services associated with development of these construction documents.

We further understand that you are evaluating the merits of an alternative to the "Birdseye" site. As such this proposal addresses our scope of services and associated fees for this additional option. Further, this proposal identifies several discrete components of the proposed project. It is designed to both inform you of the anticipated project requirements and the changing construction climate including costs and materials and the areas you might need assistance. We therefore submit this for your review and will follow this with a meeting to how we may best proceed together to advance your project.

As such, Artifex AE is prepared to provide professional services as described herein.

SCOPE OF BASIC SERVICES: Birdseye Site

TASK 1: SCHEMATIC DESIGN (SD) PHASE

Artifex will work with the City and Police Department to establish a clear understanding of the project program and will concurrently identify and evaluate the regulatory environment within which the project will be designed. We will update the Estimate of Probable Construction Costs at the completion of this Phase.

Schematic Design tasks include the following:

TASK 1.a: Architectural Schematic Development

DUE DILIGENCE REVIEW

1. Artifex will review the existing physical conditions that impact the construction of the proposed project as defined through direct observation of existing conditions and review of record documents provided by client. Especially important will be soils testing reports for the Birdseye site.
2. Review existing applicable codes and regulations including the following:
 - i. 2021 NFPA 101
 - ii. 2018 IBC
 - iii. ADAAG and ANSI
3. The product of these reviews will be a summary narrative of the following:
 - i. Analysis of existing site and facility conditions which impact this work
 - ii. Code analysis

SCHEMATIC DESIGN

1. ARTIFEX will verify the proposed layout and space allotments for location of rooms, circulation paths, partitions, doors, and furniture for conformance to owner's design program and attempt to save space (value engineering) where practical. We will make recommendations as necessary to meet local building and emergency vehicle access requirements.
2. Prepare preliminary (diagrammatic) Mechanical, Plumbing, and Electrical plans.
3. Prepare preliminary Structural drawings as required.
4. Two (2) Meetings with Owner to review the Schematic Design Documents.



TASK 1.b.: Civil Schematic Development

DUE DILIGENCE REVIEW

1. ARTIFEX will review the existing physical conditions that impact the sitework of the proposed project as defined through direct observation of existing conditions and review of any documents provided by the City.
2. Review existing applicable City ordinances and development standards.

The product of these reviews will be a summary (bullet point) narrative of the existing site conditions which may impact this work.

SCHEMATIC DESIGN

ARTIFEX will utilize the approved project site plan as the schematic site design, and as a base drawing to initiate the project

ARTIFEX will coordinate the geotechnical investigation, as contracted by the Owner, and incorporate the findings into the base drawing. ARTIFEX will identify geotechnical consultants and assist the Owner in contracting with such consultant for the appropriate scope of work (number and recommended minimum depth of borings).

ARTIFEX will initiate an existing conditions survey to geo-locate site improvements and obtain accurate topographic information within the proposed project limits and incorporate the findings into the base drawing (NOTE: the site survey will be an extra to our services but covered as an allowance).

Two (2) Meetings with Owner to review the Schematic Design Documents.

TASK 2: DESIGN DEVELOPMENT (DD) PHASE

The Design Development phase of the project utilizes the information obtained in the Schematic Phase to refine the concepts into something that can be constructed. This incremental process allows the plans to adapt to unforeseen issues in the physical constructability of the concept and/or modifications to the program as unforeseen options become apparent. We will update the Estimate of Probable Construction Costs at the completion of this Phase.

Design Development phase tasks include:

TASK 2.a: Architectural DD Development

1. Based on approved Schematic Design documents, we will refine the plans into 60% Development plans (including Building Floor Plans, Elevations, Building Sections, Structural, Mechanical, Electrical, and Plumbing design, finish selections and relevant details) which provide a representation of the final design (internal and external).
2. We will begin to develop specifications based upon our understanding of the building's components; these specifications will be in outline format.



3. We will provide "loose" material selections to communicate concepts and ideas for the spaces outlined above.
4. We will provide graphic representation of the space plan, cabinetry, lighting, finishes, and other conditions that might affect the costs so that a contractor can assemble a preliminary budget.
5. Two (2) Meetings with Owner (one each at 30% and 60% submittal stages) to review the Design Development Documents

TASK 2.b: Site DD Development

1. Utilizing the approved Site Plan, as amended with geotechnical and survey information, ARTIFEX will refine the plans into 60% Design Development plans (including Site Existing Conditions Plan, Project Staging and Phasing Plan, Site Improvements & Geometrics Plan, Site Utilities Plan, Site Grading and Drainage Plan, Site Landscaping Plan, and relevant details) which progressively reflect the proposed final design
2. We will begin to develop specifications commensurate to our understanding of the building design progress; specifications will be in outline format
3. Two (2) Meetings with Owner (one each at 30% and 60% submittal stages) to review the Design Development Documents

TASK 3: CONSTRUCTION DOCUMENT (CD) DEVELOPMENT

Upon your approval of the Design Development documents, ARTIFEX will refine the plans and specifications into Construction Documents by providing sufficient detail to the documents such that the project can be bid and executed by a contractor of average competency, as recognized by the professional standards for those capable of performing such a project. At the completion of this Phase we will provide a final Estimate of Probable Construction Costs.

TASK 3.a. Architectural Construction Document Development

1. Based on approved Design Development documents, we will provide detailed Construction Documents that include a minimum of the following drawings:
 - a. Cover Sheet
 - b. Code Review Sheet
 - c. Structural Drawings (as required)
 - d. Floor Plans including interior walls, doors, windows
 - e. Roof Plan
 - f. Reflected Ceiling Plan
 - g. Finish Plan
 - h. Enlarged plans of Kitchen, Restrooms, Holding Cells, Evidence Rooms and other rooms as required
 - i. Building and Wall Sections
 - j. Details/Interior Elevations
 - k. Mechanical, Electrical and Plumbing Plans
 - k. Full Specifications to support the proposed building improvements (Masterspec Format)
2. We will issue the documents for your review and comment at 90% progress stage.



3. We will submit to drawings to the Authorities having Jurisdiction, including the State Fire Marshal and local CEO. Fees and permit costs to be paid by the City.
4. We will issue you 4 sets of the Final Sealed and Signed Construction Documents for your use.

TASK 3.b: Site Construction Document Development

1. Based on approved Design Development site plans, we will provide detailed Construction Documents that include a minimum of the following drawings:
 - a. Site Existing Conditions and Demolition Plan
 - b. Project Staging and Phasing Plan
 - c. Site Improvements and Geometrics Plan
 - d. Site Utilities Plan
 - e. Site Grading and Drainage Plan
 - f. Site Details (supporting standard and custom detail drawings and narrative as may be required to communicate design intent)
 - l. Specifications to support proposed site improvements (Masterspec Format)
2. We will issue the documents for your review and comment at 90% progress stages
3. We will issue you 4 sets of the Final Sealed and Signed Construction Documents for your use

TASK 4: BID PERIOD ASSISTANCE

Once the documents are complete ARTIFEX will administer the bidding process on your behalf. ARTIFEX will develop and coordinate Bid advertising, coordinate electronic distribution of plan sets to prospective bidders and plan rooms, identify and/or pre-qualify bidders (if necessary), administer pre-bid meeting(s), answer RFI's, receive bids, bid qualification verification, and successful bidder recommendation to Owner.

TASK 5: CONSTRUCTION PERIOD ASSISTANCE

Upon selecting a contractor, ARTIFEX will distribute plan sets, hold pre-construction meeting, attend (at a minimum) monthly construction progress meetings, respond to requests for information and/or clarification, review payment applications on your behalf, and assist in the general administration of the construction process.

1. Twenty (20) On-site Meetings with Owner and Contractor during Construction stages to review the Monthly billing and status of the work.



SCOPE OF BASIC SERVICES; Alternate Site

TASK 1: SCHEMATIC DESIGN (SD) PHASE

TASK 1.a: Architectural Document Development

1. ARTIFEX will review all available information of alternate site
2. Artifex will create alternate potential site plan
3. Artifex will create alternate facility floor plan
4. Artifex will create Schematic Documents to best fit alternate site

TASK 1.b. thru 5: Same as Above

SCHEDULE

For services described herein, ARTIFEX is prepared to begin this project within one week of a signed agreement and a written Notice to Proceed. The following estimated schedule is based upon ARTIFEX's timely receipt of requested and submitted information from the Owner, the City and any relevant party involved in this project.

Design Bid

- Task 1; Schematic Design x (6) weeks from Notice to Proceed
- Task 2; Design Development x (6) weeks from end of Task 1
- Task 3; Construction Document Development x (8) weeks from end of Task 2
- Task 4; Bid Period Assistance x (4) week from end of Task 3
- Task 5; Construction Period Assistance x (38) weeks from end of Task 4

Alternate Site

- Task 1; Schematic Design x (12) weeks from Notice to Proceed

STANDARD TERMS AND CONDITIONS

A sample AIA Agreement stating Standard Terms and Conditions has been included with this proposal and will be drafted as our final agreement.



FEE FOR PROFESSIONAL SERVICES

In consideration for performing the Scope of Services described above, ARTIFEX shall be compensated on an hourly basis based on the work completed for this project. The estimated fees presented below, derived from the attached Maine Bureau of General Services Rates for Professional Services at 7.4%, can be considered a budgetary estimate for the Scope of Basic Services presented herein. ARTIFEX shall be compensated for their effort expended but not to exceed the seven-point four percentage basis of ACTUAL CONSTRUCTION COSTS. The figures below are an estimate based on current construction cost estimate.

Design Bid - Architectural

• Task 1; Schematic Design & Due Diligence:	\$ 94,000.00
• Task 2; Design Development:	\$ 125,800.00
• Task 3; Construction Document Development:	\$ 188,700.00
• Task 4; Bid Period Assistance:	\$ 32,000.00
• Task 5; Construction Administration:	\$ <u>188,500.00</u>
Fee for Design-Bid Architectural Services:	\$ <u>629,000.00</u>

SUPPLEMENTAL SERVICES

Services requested by the Owner, or otherwise needed, which are not identified in this proposal will be deemed supplemental services. ARTIFEX will proceed with supplemental services only upon written authorization by the Owner. A separate hourly agreement will be prepared for these services based upon determining a detailed scope of work. Possible supplemental services may include, but are not limited to the following:

1. Additional meetings or presentations than those identified herein.
2. Further development of the design or preparation of construction documents for the improvements identified herein.
3. Graphic(s) representations beyond those mentioned above.
4. Environmental assessments, permitting or compliance documentation.
5. Construction management and/or inspection.
6. Additional involvement by ARTIFEX as may be requested by the Owner or required by authorities having relevant jurisdiction with the project.



ACCEPTANCE

If this proposal accurately describes the terms of the requested services and meets with your approval, we would be pleased to fill out the attached AIA form for your review and signature.

Thank you for the opportunity to submit this proposal. If you have any questions relative to this proposal, please do not hesitate to contact me at 207-745-0237.

With highest regards,

A handwritten signature in black ink, appearing to read "E. Angel". The signature is stylized and cursive.

Ellen Angel, NCARB
Principal, Senior Architect



Schedule of Hourly Rates
For Year Ending December 31, 2023

Principal.....	\$ 165
Project Manager.....	\$ 125
Senior Engineer / Architect.....	\$ 125
Construction Administrator.....	\$ 85
Project Engineer / Architect.....	\$ 85
Staff Engineer / Architect.....	\$ 80
Senior Technician.....	\$ 80
Administrative Assistant/Intern.....	\$ 58
Clerical.....	\$ 58

Reimbursable Expenses: Reproduction, travel expenses (includes mileage rate of 54.0¢ per mile reimbursed to our employees), postage, accommodations, long distance telephone calls, etc., will be billed to the Client at 1.1 times cost.



State of Maine
Bureau of General Services
Division of Planning, Design & Construction

BGS Policy

Determining Design Fees for Architectural/Engineering Agreements

This policy shall be followed on all public improvement projects which, by law, must be submitted to the Bureau of General Services (BGS) for review and for approval of the selection of Architectural and Engineering (A/E) and Landscape Architectural services¹.

Purpose

There are two methods for determining design fees. Public improvement projects which will have a total fee amount under \$25,000 should determine design fees by documenting specific tasks with an associated fee for each task. The objective of this policy is to describe the considerations for determining Architectural and Engineering design fees for Design-Bid-Build projects over \$25,000 in total fee amount when the sum-of-fees-for-specific-tasks methodology is not used.

Definitions

For the purpose of this policy, the following terms have the following meanings:

Owner. The contracting state agency, Community College, Maine Maritime Academy, Maine Judicial Branch, school administrative unit or other entity.

Consultant. The firm providing architectural/engineering services to the Owner.

Bureau or BGS. The Bureau of General Services; the approval authority.

Comprehensive Architectural/Engineering Projects. Public Improvement design and construction projects which require three or more distinct architectural and engineering design disciplines working in a coordinated way to complete the project.

Construction cost. For the purposes of this policy sheet, the budgeted or estimated value of the construction contract. Fees for projects which have a combination of new construction and renovation should be calculated on pro-rated basis.

Renovation cost modifier. The rate added to the corresponding new construction cost rate to determine the overall fee rate.

A rate. The reference A/E fee rate on projects of ordinary complexity, shown on Table 1 as a percentage of the budgeted or estimated construction contract value. Examples are garages; pole barns; aircraft hangers; parking structures; warehouses; enclosures or structures housing utilities; simple office buildings; et cetera.

¹ The reference in statute is Title 5, Chapter 153, Section 1742, subsection 6.



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B rate. The reference A/E fee rate on projects of moderate complexity, shown on Table 1 as a percentage of the budgeted or estimated construction contract value. Examples are office buildings with unusual program requirements; educational facilities including an ordinary mix of classrooms, auditoriums, cafeterias, and office space; dormitories; athletic facilities; public safety, correctional, judicial, or other facilities with a limited amount of segregated public and secure spaces; armories, readiness centers and similar military facilities; simple medical facilities; et cetera.

C rate. The reference A/E fee rate on projects of extraordinary complexity, shown on Table 1 as a percentage of the budgeted or estimated construction contract value. Examples are correctional or judicial facilities with multiple separate spaces for security, administrative, public, and operational functions; laboratories with various specialized power and HVAC requirements; medical facilities with several interrelated and segregated functions; data centers; et cetera.

Method

One method for developing A/E fees is to describe each task in each phase of the work, all of the personnel needed to complete the services, the time needed for each task, and the associated fee. This method is used in single-source procurement when the total fee is under \$25,000, however, it is not limited to that procurement. Projects which have a limited number of disciplines involved, or only one discipline, would use this method.

Another method for developing A/E fees is to utilize the attached *Table 1 Recommended Fee Schedule for Architectural/Engineering Projects*. The *Fee Schedule* framework establishes a reference from which to negotiate the fee by identifying a range of acceptable rates in the form of a percentage of the estimated construction cost. Projects which have coordinated Architectural and Engineering disciplines involved would use this method.

Irrespective of the basis of the fee calculation, the Owner shall create a written justification for the fee amount by documenting the fee negotiation and the rationale for the particular fee amount.

The fee recorded on the agreement will show as a *stipulated sum* for the given scope of services, or an *hourly rates, not-to-exceed* amount, or as *mixed fees, not-to-exceed* amount when both *stipulated sum* and *hourly rates, not-to-exceed* are used.

Protocol

The Owner shall complete each of the following steps, in the order shown, so as to document a fair fee as a component of an agreement between the Owner and Consultant which is approvable by BGS or other approval authority.

1. Select Consultant. Use the BGS Prequalified Professionals List (select one firm), or a Request for Qualifications (RFQ) process (advertise, interview, then rank evaluated firms in order). For the RFQ process, select the highest-ranked firm.



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2. *Solicit proposal from Consultant.* Provide the written project description, schedule, scope of services and any other relevant information to the selected Consultant. Request a detailed proposal in response.

3. *Negotiate fee.* Use the table below and the project parameters to negotiate the fee amount and terms of the agreement. Be prepared to document the rationale for the particular fee amount.

4. *Draft agreement.* Send a draft of the agreement to all parties and BGS or the approval authority, if not BGS, which will pre-approve the draft agreement.

5. *Approve agreement.* Distribute the agreement to be signed by Consultant, Owner, and finally by BGS or the approval authority, if not BGS. No work shall commence until the agreement is approved by BGS or the approval authority.



State of Maine
Bureau of General Services
Division of Planning, Design & Construction

TABLE 1
 RECOMMENDED FEE SCHEDULE FOR ARCHITECTURAL/ENGINEERING PROJECTS

Construction Cost	A rate	B rate	C rate
	Negotiate fee amount based on hourly rates or a percentage of construction cost		
up to \$249,999	10.0 to 8.5%	11.0 to 9.5 %	12.0 to 10.5 %
\$250,000 to \$499,999	8.5 to 8.0%	9.5 to 9.0%	10.5 to 10.0%
\$500,000 to \$999,999	7.9 to 7.5%	8.9 to 8.5%	9.9 to 9.5%
\$1,000,000 to \$3,999,999	7.3 to 6.8%	8.3 to 7.8%	9.3 to 8.8%
\$4,000,000 to \$14,999,999	6.7 to 6.0%	7.7 to 7.0%	8.7 to 8.0%
\$15,000,000 to \$49,999,999	5.9 to 5.0%	6.9 to 6.0%	7.9 to 7.0%
\$50,000,000 and above	5.0%	6.0%	7.0%
Add to the negotiated rate for new construction the rate shown at right for that portion of the project which is renovation.	2.0%	2.5%	3.0%



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: March 27, 2023
RE: Letter from the Business Investment Group

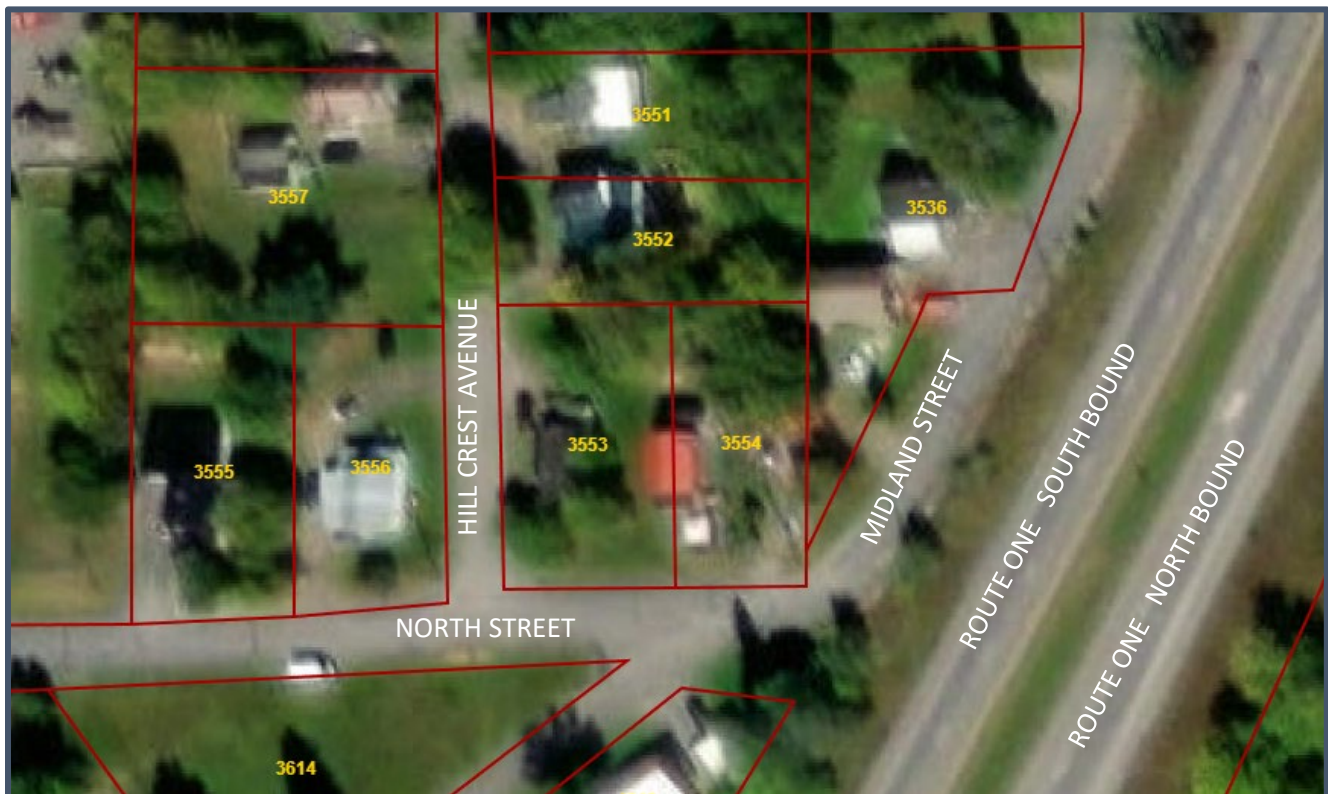
The City has received the following letter from the Business Investment Group, included here as a first read. As stated, the City of Caribou has previously conveyed these properties to the Business Investment Group:

30 North Street	Map 34 Lot 56	August 23, 2021	Lank Bank project
00 Sincock Street	Map 28 Lot 149-F	December 13, 2021	Broadband project

Both parcels are currently vacant.

BIG is asking for the following parcels. All acquired by the City through the automatic lien foreclosure process and cleaned up using blight funds from the Downtown TIF District:

6 Midland Street	Map 34 Lot 30	Account # 3536
3 Hillcrest Avenue	Map 34 Lot 53	Account # 3553
7 Hillcrest Avenue	Map 34 Lot 51	Account # 3551
8 Hillcrest Avenue	Map 34 Lot 58	Account # 3557



Suggested action:

No action suggested. It is included as a first read and can be discussed if desired.

**Business
Investment
Group**

Economic Growth for the Greater Caribou Area

March 13, 2023

Caribou City Council
C/O Penny Thompson
Caribou City Manager
25 High Street,
Caribou, ME 04736

Re: Land Bank

Manger Thompson,

The Business Investment Group (BIG) is a 501C3. This allows us to accept taxable donations and property. We can then take the donation and turn it around for the benefit of the community. We currently are a six-person volunteer Board. Though we have very little for funds or assets we are a group of concerned citizens working to make Caribou a better place to live, work, and grow up in.

City Council has amended our City of Caribou Code to allow for Land Banking techniques with the approval of Ordinance No. 04, 2021 Series, Regarding Tax Acquired Property Disposal Policy which is in effect 30 days after the vote or July14, 2021. Since that time the City has conveyed the tax acquired property at 30 North Street to BIG as our first Land Bank action. This project was originally meant to be flipped rapidly giving the Land Bank program a quick start and early win, but it was later found to be in such disrepair the building was demolished, and property made into a developable lot. An additional property, Map 028 Lot 149-E was conveyed to BIG to be used for the future development of Broadband for the City of Caribou and remains dedicated to that task.

BIG is pleased to be able to provide this Land Bank technique for the City of Caribou and is ready to build upon this program by requesting the City further convey lands recently tax acquired, and buildings razed for future affordable housing development. BIG request that 3, 7 and 8 Hillcrest Avenue and 6 Midland Street be conveyed to BIG for Land Bank applications.

Redevelopment of this cluster of properties will have the effect of reinvigorating the entire neighborhood and adding much needed affordable housing in this area of town that is close to our new RSU 39 school, the Health and Wellness Center as well as within walking distance of our traditional downtown areas.

Our main goal as a Land Bank is to improve the property and get it back on the tax rolls. If successful we will have eliminated blighted area of the City, provided affordable starter homes for young families, and generated some additional funds for future projects.

Thank you in advance for considering this proposition.

Sincerely,

Troy Haney
President, Business Investment Group



MEMO

TO: Caribou City Council Members
FROM: Penny Thompson, City Manager
DATE: March 27, 2023
RE: 2023 Municipal Budget Discussion

Tonight was the public hearing on the 2023 Municipal Budget.

This would be the time to pass the budget with or without amendments based on the wishes of the City Council.

Suggested action:

Please make a motion and second to pass, with or without amendment, the following:

- Expense Budget
- Capital Budget
- Revenue Budget

When making a motion with adjustments, please refer to the line item in the budget.

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
10 General Government												
001 Salaries												
01 Regular Pay	\$ 374,592	\$ 380,805	\$ 381,494	\$ 378,964	\$ 380,805	\$ 399,027.56	\$ 381,494	95.6%	\$ 440,184	10.3%	15.4%	Number from Finance
002 City Council Salaries												
01 Council Salaries	\$ 11,728	\$ 12,650	\$ 12,510	\$ 12,296	\$ 12,650	\$ 12,500	\$ 12,510	100.1%	\$ 12,500	0.0%	-0.1%	
003 Office Supplies												
01 Postage	\$ 6,509	\$ 12,658	\$ 4,668	\$ 7,945	\$ 12,658	\$ 8,000	\$ 4,668	58.4%	\$ 7,000	-12.5%	50.0%	
02 Advertising	\$ 3,587	\$ 4,040	\$ 4,649	\$ 4,092	\$ 4,040	\$ 4,000	\$ 4,649	116.2%	\$ 5,000	25.0%	7.5%	
03 Copier Rental	\$ 6,915	\$ 6,883	\$ 6,466	\$ 6,755	\$ 6,883	\$ 6,900	\$ 6,466	93.7%	\$ 6,900	0.0%	6.7%	
05 Printer Ink	\$ 1,825	\$ 2,038	\$ 2,653	\$ 2,172	\$ 2,038	\$ 2,000	\$ 2,653	132.6%	\$ 2,700	35.0%	1.8%	
07 Paper	\$ 1,056	\$ 1,557	\$ 1,646	\$ 1,420	\$ 1,557	\$ 1,500	\$ 1,646	109.7%	\$ 1,500	0.0%	-8.9%	
08 Office Supplies	\$ 7,844	\$ 8,696	\$ 8,649	\$ 8,396	\$ 8,696	\$ 8,700	\$ 8,649	99.4%	\$ 8,700	0.0%	0.6%	
10 Annual Report	\$ 1,137	\$ 1,095	\$ 890	\$ 1,041	\$ 1,095	\$ 1,100	\$ 890	80.9%	\$ 1,100	0.0%	23.6%	
005 General Govt. Legal Fees												
04 Legal Fees	\$ 26,996	\$ 20,873	\$ 6,968	\$ 18,279	\$ 20,873	\$ 25,000	\$ 6,968	27.9%	\$ 20,000	-20.0%	187.0%	
007 Audit												
01 Audit	\$ 17,500	\$ 19,500	\$ 17,500	\$ 18,167	\$ 19,500	\$ 17,500	\$ 17,500	100.0%	\$ 28,500	62.9%	62.9%	Went out to bid last year
008 Computer Maintenance												
01 Computer Maintenance	\$ 49,729	\$ 51,484	\$ 54,635	\$ 51,950	\$ 51,484	\$ 50,000	\$ 54,635	109.3%	\$ 55,000	10.0%	0.7%	Trio, Oakleaf, Zoom
02 Hosted Services	\$ 9,100	\$ 9,328	\$ 10,836	\$ 9,754	\$ 9,328	\$ 9,500	\$ 10,836	114.1%	\$ 11,000	15.8%	1.5%	Wordpress, GoDaddy, Microsoft
04 Computer Upgrades			\$ 18,750	\$ 18,750		\$ 15,000	\$ 18,750	125.0%	\$ 5,000	-66.7%	-73.3%	
009 Professional Dues												
01 Subscriptions									\$ 405	NEW		Finance Department Request
04 Professional Dues	\$ 9,095	\$ 8,154	\$ 7,896	\$ 8,381	\$ 8,154	\$ 9,100	\$ 7,896	86.8%	\$ 9,000	-1.1%	14.0%	
010 Travel Expenses												
01 Mileage	\$ 431	\$ 884	\$ 763	\$ 693	\$ 884	\$ 1,000	\$ 763	76.3%	\$ 2,100	110.0%	175.1%	Manager, Finance & Clerk
02 Meals & Lodging	\$ 206	\$ 1,320	\$ 2,468	\$ 1,331	\$ 1,320	\$ 1,500	\$ 2,468	164.5%	\$ 10,200	580.0%	313.3%	Manager, Finance & Clerk
04 Conference Fees	\$ 90	\$ 835	\$ 340	\$ 422	\$ 835	\$ -	\$ 340	NEW	\$ 2,200	NEW	547.1%	Manager, Finance & Clerk
05 Training Expenses												
011 Training & Education												
02 Training & Education	\$ 759	\$ 1,015	\$ 2,077	\$ 1,283	\$ 1,015	\$ 1,800	\$ 2,077	115.4%	\$ 2,900	61.1%	39.6%	Manager, Finance & Clerk
012 Elections												
01 Elections	\$ 16,342	\$ 6,722	\$ 7,797	\$ 10,287	\$ 6,722	\$ 9,000	\$ 7,797	86.6%	\$ 10,000	11.1%	28.3%	Replacing voting booths 1/yr
02 Contracted Expenses	\$ -	\$ -	\$ 508	\$ 169	\$ -	\$ 1,000	\$ 508	50.8%	\$ 1,000	0.0%	96.8%	Includes mobile equipment insurance
014 New Equipment												
01 New Equipment	\$ 1,256	\$ 2,350	\$ 1,399	\$ 1,668	\$ 2,350	\$ 1,200	\$ 1,399	116.6%	\$ 1,200	0.0%	-14.2%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
10 General Government (continued)												
015 Telephone												
01 Cell Phone	\$ 308	\$ 197	\$ 345	\$ 283	\$ 197	\$ 300	\$345	114.9%	\$480	60.0%	39.2%	
04 Telephone	\$ 4,893	\$ 4,800	\$ 4,785	\$ 4,826	\$ 4,800	\$ 5,000	\$4,785	95.7%	\$5,000	0.0%	4.5%	
017 Communications												
01 Web Site												
03 Internet	\$ 1,259	\$ 1,259	\$ 1,259	\$ 1,259	\$ 1,259	\$ 1,300	\$1,259	96.9%	\$1,300	0.0%	3.2%	
018 Health Insurance												
01 Health Insurance	\$ 141,815	\$ 141,557	\$ 138,398	\$ 140,590	\$ 141,557	\$ 138,177	\$138,398	100.2%	\$ 144,037	4.2%	4.1%	Number from Finance
019 Miscellaneous Expenses												
01 Misc Expenses	\$ 374	\$ 8,600	\$ 5,322	\$ 4,765	\$ 8,600	\$ 8,000	\$5,322	66.5%	\$ 8,000	0.0%	50.3%	
020 Computers & Typewriters												
01-Computers & Typewriters												
021 Appropriation Allowance												
01-Appropriation Allowance												
034 Worker's Compensation												
01 Worker's Compensation	\$ 4,203	\$ 5,963	\$ 5,297	\$ 5,154	\$ 5,963	\$ 4,800	\$5,297	110.4%	\$ 1,986	-58.6%	-62.5%	Number from Finance
036 Vehicle Insurance												
01 - Vehicle Insurance	\$ 1,581	\$ 1,614	\$ 1,583	\$ 1,592	\$ 1,614	\$ 1,650	\$1,583	95.9%	\$ 1,574	-4.6%	-0.5%	Number from finance
038 Social Security												
01 Social Security	\$ 28,478	\$ 27,660	\$ 29,044	\$ 28,394	\$ 27,660	\$ 30,526	\$29,044	95.1%	\$ 33,674	10.3%	15.9%	Number from finance (% to GA & ED subtracted out)
040 City & State Retirement												
01 City & State Retirement	\$ 11,127	\$ 9,214	\$ 8,536	\$ 9,626	\$ 9,214	\$ 12,086	\$8,536	70.6%	\$ 15,508	28.3%	81.7%	Number from finance (% to GA & ED subtracted out)
073 Vehicle Repairs												
01 Vehicle repairs	\$ 344	\$ 356	\$ 551	\$ 417	\$ 356	\$ 2,400	\$551	22.9%	\$ 1,200	-50.0%	118.0%	
074 Vehicle Tires												
01 Tires	\$ 192	\$ 669	\$ 80	\$ 314	\$ 669	\$ 1,000	\$80	8.0%	\$ 1,000	0.0%	1150.0%	
075 Gas/Oil/Filters												
01 Gas/Oil/Filters	\$ 318	\$ 456	\$ 765	\$ 513	\$ 456	\$ 1,000	\$765	76.5%	\$ 1,000	0.0%	30.7%	
Totals	\$ 741,587	\$ 757,253	\$ 753,548	\$ 750,796	\$ 757,253	\$ 793,589	\$751,526	94.7%	\$ 860,871	8.5%	14.5%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
12 Nylander Museum												
001 Salaries												
01 Regular Pay	\$ 6,500	\$ 1,240	\$ 7,493	\$ 5,078	\$ 1,240	\$ 29,016	\$ 7,493	25.8%	\$ 29,000	-0.1%	287.0%	With another PT person
003 Office Supplies												
01 Postage												
03 Copier Rental												
08 Office Supplies	\$ 409	\$ 697	\$ 480	\$ 528	\$ 697	\$ 1,000	\$ 480	48.0%	\$ 1,000	0.0%	108.4%	
015 Telephone												
04 Telephone	\$ 934	\$ 1,012	\$ 1,099	\$ 1,015	\$ 1,012	\$ 1,000	\$ 1,099	109.9%	\$ 1,000	0.0%	-9.0%	
017 Communications												
01 Website												
03 Internet	\$ 1,020	\$ 1,060	\$ 990	\$ 1,023	\$ 1,060	\$ 1,100	\$ 990	90.0%	\$ 1,100	0.0%	11.1%	
026 Heating Fuel												
03 Heating Fuel	\$ 2,947	\$ 2,181	\$ 4,450	\$ 3,193	\$ 2,181	\$ 3,763	\$ 4,450	118.3%	\$ 5,000	32.9%	12.4%	
027 Electricity												
11 Electricity	\$ 729	\$ 887	\$ 552	\$ 722	\$ 887	\$ 1,385	\$ 552	39.8%	\$ 1,200	-13.4%	117.4%	
028 Water												
05 Water	\$ 1,172	\$ 1,179	\$ 1,382	\$ 1,244	\$ 1,179	\$ 1,400	\$ 1,382	98.7%	\$ 1,450	3.6%	5.0%	Per CUD, increase 6.17%
029 Sewer												
01 Sewer	\$ 250	\$ 251	\$ 354	\$ 285	\$ 251	\$ 500	\$ 354	70.9%	\$ 400	-20.0%	12.8%	Per CUD, increase 2.00%
030 Building Supplies												
01 Building Supplies	\$ 40	\$ -	\$ 348	\$ 129	\$ -	\$ 1,000	\$ 348	34.8%	\$ 1,000	0.0%	187.3%	
031 Building Maintenance												
01 Building Maintenance	\$ 1,064	\$ 1,820	\$ 680	\$ 1,188	\$ 1,820	\$ 2,000	\$ 680	34.0%	\$ 2,000	0.0%	194.0%	
04 Sprinkler Inspections			\$ 270	\$ 270		\$ 360	\$ 270	75.0%	\$ 360	0.0%	33.3%	
032 Property Insurance												
01 Property Insurance	\$ 1,012	\$ 448	\$ 319	\$ 593	\$ 448	\$ 500	\$ 319	63.8%	\$ 235	-53.0%	-26.3%	Number From Finance
034 Workers Comp												
01 Workers Comp									\$ 9	NEW		Number From Finance
038 Social Security												
01 Social Security	\$ -	\$ -	\$ 570	\$ 190		\$ 2,449	\$ 570	23.3%	\$ 2,449	0.0%	329.6%	Number From Finance
068 Janitorial Services												
01 Property Maintenance	\$ -	\$ -				\$ 2,700	\$ -	0.0%	\$ 2,700	0.0%		
394 Community Projects												
01 Project Expense	\$ -	\$ -				\$ 5,000	\$ -	0.0%	\$ 5,000	0.0%		
Total	\$ 16,078	\$ 10,775	\$ 18,988	\$ 15,280	\$ 10,775	\$ 53,173	\$ 18,988	35.7%	\$ 53,903	1.4%	183.9%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
17 Health and Sanitation												
022 Health Officer												
01 Health Officer	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	100.0%	\$ 500	0.0%	0.0%	
023 Tri-Community Landfill												
01 Tri-Community Landfill	\$ 250,303	\$ 252,756	\$ 259,590	\$ 254,216	\$ 252,756	\$ 257,040	\$ 259,590	101.0%	\$ 265,800	3.4%	2.4%	AWS supplied this number
038 - Social Security												
01 - Social Security	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 38	\$ -	0.0%	\$ 38	0.0%		
Totals	\$ 250,803	\$ 253,256	\$ 260,090	\$ 254,716	\$ 253,256	\$ 257,578	\$ 260,090	101.0%	\$ 266,338	3.4%	2.4%	
18 Municipal Building												
024 Maintenance - Comm. Center												
01 Maintenance - Comm. Center												
02 Water & Sewer	\$ 974	\$ 662	\$ 537	\$ 724	\$ 662	\$ 1,000	\$ 537	53.7%	\$ 1,000	0.0%	86.2%	
03 Janitorial												
04 Electric	\$ 1,704	\$ 2,483	\$ 2,559	\$ 2,249	\$ 2,483	\$ 3,104	\$ 2,559	82.4%	\$ 3,100	-0.1%	21.2%	
06 Lions Building												
025 Heating Fuel - Lions Building												
01 Heating Fuel Lions Building	\$ 3,323	\$ 3,332	\$ 7,592	\$ 4,749	\$ 3,332	\$ 4,598	\$ 7,592	165.1%	\$ 7,600	65.3%	0.1%	
026 Heating Fuel												
03 Heating Fuel	\$ 10,519	\$ 12,152	\$ 21,464	\$ 14,712	\$ 12,152	\$ 16,770	\$ 21,464	128.0%	\$ 21,500	28.2%	0.2%	
027 Electricity												
11 Electricity	\$ 14,088	\$ 13,594	\$ 15,623	\$ 14,435	\$ 13,594	\$ 16,992	\$ 15,623	91.9%	\$ 16,000	-5.8%	2.4%	
028 Water												
05 Water	\$ 749	\$ 797	\$ 820	\$ 788	\$ 797	\$ 829	\$ 820	98.9%	\$ 875	5.6%	6.8%	Per CUD, increase 6.17%
029 Sewer												
01 Sewer	\$ 576	\$ 585	\$ 492	\$ 551	\$ 585	\$ 596	\$ 492	82.5%	\$ 500	-16.2%	1.6%	Per CUD, increase 2.00%
030 Building Supplies												
01 Building Supplies	\$ 2,733	\$ 4,353	\$ 2,822	\$ 3,303	\$ 4,353	\$ 4,400	\$ 2,822	64.1%	\$ 4,000	-9.1%	41.7%	
031 Building Maintenance												
01 Building Maintenance	\$ 6,585	\$ 7,936	\$ 8,920	\$ 7,814	\$ 7,936	\$ 10,000	\$ 8,920	89.2%	\$ 10,000	0.0%	12.1%	
03 Boiler Maintenance	\$ 667	\$ 872	\$ 748	\$ 762	\$ 872	\$ 1,000	\$ 748	74.8%	\$ 1,000	0.0%	33.7%	
032 Property Insurance												
01 Property Insurance	\$ 942	\$ 1,051	\$ 1,134	\$ 1,042	\$ 1,051	\$ 1,100	\$ 1,134	103.1%	\$ 1,217	10.7%	7.4%	Number From Finance
033 Building Insurance-Comm. Ctr.												
01 Building Ins. - Comm. Ctr.												
271 Contracted Services												
01 Janitorial & Supplies	\$ 10,140	\$ 10,140	\$ 10,415	\$ 10,232	\$ 10,140	\$ 14,400	\$ 10,415	72.3%	\$ 14,400	0.0%	38.3%	New Contract in 2022
Totals	\$ 52,998	\$ 57,959	\$ 73,126	\$ 61,361	\$ 57,959	\$ 74,790	\$ 73,126	97.8%	\$ 81,192	8.6%	11.0%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
20 General Assistance												
001 Salaries												
01 Regular Pay	\$ 17,137	\$ 13,386	\$ 11,045	\$ 13,856	\$ 13,386	\$ 11,529	\$ 11,045	95.8%	\$ 13,050	13.2%	18.1%	Clerk 30% of Salary (number from finance)
003 Office Supplies												
01 Postage	\$ 76	\$ 149	\$ 14	\$ 80	\$ 149	\$ 125	\$ 14	11.3%	\$ 125	0.0%	788.4%	
05 Printer Ink												
08 Office Supplies	\$ -	\$ -	\$ 32	\$ 11	\$ -	\$ 50	\$ 32	64.9%	\$ 50	0.0%	54.0%	
010 Travel Exp												
04 Conf Fee	\$ 192	\$ -	\$ -	\$ 64	\$ -	\$ 200	\$ -	0.0%	\$ 200	0.0%	#DIV/0!	
011 Training & Education												
02 Training & Education	\$ 181	\$ 90	\$ 130	\$ 134	\$ 90	\$ 300	\$ 130	43.3%	\$ 300	0.0%	130.8%	
014 New Equipment												
01 New Equipment												
018 Health Insurance												
01 Health Insurance	\$ 6,237	\$ 6,850	\$ 5,173	\$ 6,087	\$ 6,850	\$ 6,064	\$ 5,173	85.3%	\$ 6,369	5.0%	23.1%	Number From Finance
019 Miscellaneous Expenses												
01 Misc. Expenses	\$ 45	\$ 71	\$ 98	\$ 71	\$ 71	\$ 100	\$ 98	97.5%	\$ 100	0.0%	2.6%	
034 Workers Comp												
01 Workers Comp									\$ 18	NEW		Number From finance
038 Social Security												
01 Social Security	\$ 1,156	\$ 916	\$ 767	\$ 947	\$ 916	\$ 882	\$ 767	87.0%	\$ 998	13.2%	30.1%	Clerk 30% of Number from Finance
040 City & State Retirement												
01 City & State Retirement	\$ 360	\$ -	\$ -	\$ 120	\$ -	\$ 121	\$ -	0.0%	\$ 137	13.2%		Clerk 30% of Number from Finance
051 Equipment Maintenance												
05 Equipment Maintenance	\$ 1,200	\$ 1,100	\$ 1,200	\$ 1,167	\$ 1,100	\$ 1,200	\$ 1,200	100.0%	\$ 1,200	0.0%	0.0%	
053 G.A. - City												
01 G. A. City	\$ 20,976	\$ 7,967	\$ 8,340	\$ 12,428	\$ 7,967	\$ 20,000	\$ 8,340	41.7%	\$ 20,000	0.0%	139.8%	
02 - G.A. State	\$ 1,175	\$ -	\$ -	\$ 392	\$ -	\$ 500	\$ -	0.0%	\$ 500	0.0%		
03 - GA - Nonreimbursible												
Totals	\$ 48,735	\$ 30,530	\$ 26,800	\$ 35,355	\$ 30,530	\$ 41,071	\$ 26,800	65.3%	\$ 43,047	4.8%	60.6%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
22 Tax Assessing												
001 Salaries												
01 Regular Pay	\$ 188,581	\$ 161,269	\$ 108,662	\$ 152,838	\$ 161,269	\$ 162,654	\$ 108,662	66.8%	\$ 129,275	-20.5%	19.0%	Number From finance
02 Overtime Pay	\$ 1,282	\$ 1,376	\$ 2,106	\$ 1,588	\$ 1,376	\$ 1,500	\$ 2,106	140.4%	\$ 1,500	0.0%	-28.8%	(Plus Plumbing Inspector)
07 Salaries-Bd of Assessors	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	100.0%	\$ 1,500	0.0%	0.0%	
003 Office Supplies												
01 Postage												
05 Printer Ink	\$ -	\$ -			\$ -	\$ -						
08 Office Supplies	\$ 305	\$ 132	\$ 73	\$ 170	\$ 132	\$ 300	\$ 73	24.5%	\$ 300	0.0%	308.6%	
006 Legal Fees												
01 Legal Fees												
009 Professional Dues												
01 Subscriptions	\$ 656	\$ 24	\$ 16	\$ 232	\$ 24	\$ 650	\$ 16	2.5%	\$ 100	-84.6%	525.0%	Core Logic / Marshall Valuation
02 IAAO	\$ 460	\$ 480	\$ 495	\$ 478	\$ 480	\$ 620	\$ 495	79.8%	\$ 600	-3.2%	21.2%	
04 Professional Dues	\$ 582	\$ 210	\$ 213	\$ 335	\$ 210	\$ 400	\$ 213	53.3%	\$ 400	0.0%	87.8%	certifications = dues
010 Travel Expenses												
01 Mileage	\$ 1,195	\$ 578	\$ 1,246	\$ 1,006	\$ 578	\$ 1,000	\$ 1,246	124.6%	\$ 1,750	75.0%	40.5%	
02 Meal & Lodge	\$ 551	\$ 56	\$ 1,333	\$ 647	\$ 56	\$ 1,000	\$ 1,333	133.3%	\$ 2,500	150.0%	87.5%	
04 CONF FEE	\$ -	\$ 344	\$ -	\$ 115	\$ 344	\$ 500	\$ -	0.0%	\$ 500	0.0%		
05 Travel Expenses												
011 Training & Education												
02 Training & Education	\$ 2,926	\$ 1,207	\$ 872	\$ 1,668	\$ 1,207	\$ 1,500	\$ 872	58.1%	\$ 1,000	-33.3%	14.7%	Assessing, code + inspections
013 Car Allowance												
01 Car Allowance												
015 Telephone												
01 Cell Phone	\$ 594	\$ 450	\$ 705	\$ 583	\$ 450	\$ 700	\$ 705	100.7%	\$ 725	3.6%	2.8%	Smart phone
04 Telephone	\$ 429	\$ 452	\$ 450	\$ 444	\$ 452	\$ 475	\$ 450	94.8%	\$ 475	0.0%	5.5%	
018 Health Insurance												
01 Health Insurance	\$ 39,535	\$ 35,487	\$ 14,801	\$ 29,941	\$ 35,487	\$ 14,970	\$ 14,801	98.9%	\$ 15,767	5.3%	6.5%	Number From finance
019 Miscellaneous Expenses												
01 Misc. Expense												
034 Workers Comp												
01 Workers Comp	\$ 644	\$ 361	\$ 355	\$ 453	\$ 361	\$ 640	\$ 355	55.4%	\$ 590	-7.8%	66.3%	Number From Finance
038 Social Security												
01 Social Security	\$ 14,025	\$ 12,134	\$ 8,873	\$ 11,678	\$ 12,134	\$ 9,300	\$ 8,873	95.4%	\$ 9,431	1.4%	6.3%	Number From finance

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
22 Tax Assessing (continued)												
040 City & State Retirement												
01 City & State Retirement	\$ 2,636	\$ 3,545	\$ 1,400	\$ 2,527	\$ 3,545	\$ 2,100	\$ 1,400	66.7%	\$ 2,319	10.4%	65.6%	Number From finance
051 Equipment Maint												
01 Software	\$ 770	\$ 840	\$ 840	\$ 817	\$ 840	\$ 850	\$ 840	98.8%	\$ 840	-1.2%	0.0%	
056 Contracted Services												
01 Registry	\$ 190	\$ 277	\$ -	\$ 156	\$ 277	\$ 300	\$ -	0.0%	\$ 100	-66.7%		
04 Contracted Services	\$ 3,096	\$ 4,131	\$ 52,655	\$ 19,961	\$ 4,131	\$ 4,500	\$ 52,655	1170.1%	\$ 55,000	1122.2%	4.5%	Contract Assessor + maps
01 Assessment Reserve												
## Comp Plan									\$ 17,000	NEW		capital?
058 Codes Maintenance												
01 Codes Maintenance	\$ 255	\$ 105	\$ -	\$ 120	\$ 105	\$ 300	\$ -	0.0%	\$ 300	0.0%		
070 Clothing Allowance												
03 Clothing	\$ 269	\$ 44	\$ 268	\$ 194	\$ 44	\$ 300	\$ 268	89.3%	\$ 300	0.0%	12.0%	
073 Vehicle Repairs												
01 Vehicle repairs	\$ 909	\$ 1,088	\$ 756	\$ 918	\$ 1,088	\$ 1,500	\$ 756	50.4%	\$ 1,000	-33.3%	32.3%	
074 Vehicle Tires												
01 Tires	\$ 508	\$ 134	\$ 80	\$ 241	\$ 134	\$ 600	\$ 80	13.3%	\$ 600	0.0%	650.0%	
075 Gas/Oil/Filters												
01 Gas/Oil/Filters	\$ 587	\$ 730	\$ 1,038	\$ 785	\$ 730	\$ 1,000	\$ 1,038	103.8%	\$ 1,000	0.0%	-3.6%	
Totals	\$ 262,484	\$ 228,975	\$ 200,759	\$ 230,740	\$ 228,975	\$ 211,181	\$ 198,737	94.1%	\$ 244,871	16.0%	23.2%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
25 Library												
001 Salaries												
01 Regular Pay	\$ 125,381	\$ 127,084	\$ 127,289.00	\$ 126,585	\$ 127,084	\$ 133,594	\$ 127,289	95.3%	\$ 144,061	7.8%	13.2%	Number From finance
02 Overtime												
003 Office Supplies												
01 Postage	\$ 251	\$ 337	\$ 258.90	\$ 282	\$ 337	\$ 350	\$ 259	74.0%	\$ 350	0.0%	35.2%	
02 Advertising	\$ 26	\$ 72	\$ 81.50	\$ 60	\$ 72	\$ 100	\$ 82	81.5%	\$ 100	0.0%	22.7%	
03 Copier Rental	\$ 1,654	\$ 1,544	\$ 1,609.63	\$ 1,603	\$ 1,544	\$ 2,000	\$ 1,610	80.5%	\$ 2,000	0.0%	24.3%	
05 Printer Ink												
07 Paper	\$ 77	\$ 61	\$ 171.66	\$ 103	\$ 61	\$ 200	\$ 172	85.8%	\$ 200	0.0%	16.5%	
08 Office Supplies	\$ 459	\$ 1,082	\$ 1,376.18	\$ 972	\$ 1,082	\$ 1,400	\$ 1,376	98.3%	\$ 1,400	0.0%	1.7%	
11 Equip Rental												
005 Gen Gov't Leg												
01 CCC&I												
008 Computer Maintenance												
01 Computer Maintenance	\$ 3,096	\$ 4,517	\$ 1,998.98	\$ 3,204	\$ 4,517	\$ 7,600	\$ 1,999	26.3%	\$ 5,600	-26.3%	180.1%	Line decreased by \$2,000
009 Professional Dues												
01 Subscriptions	\$ 119	\$ 179	\$ 179.00	\$ 159	\$ 179	\$ 179	\$ 179	100.0%	\$ 379	111.7%	111.7%	Increase \$200
04 PROF DUES	\$ 200	\$ 200	\$ 289.00	\$ 230	\$ 200	\$ 200	\$ 289	144.5%	\$ 400	100.0%	38.4%	Increase \$200
010 Travel Expenses												
01 Mileage												
02 Meals & Lodging												
05 Travel Expenses	\$ -	\$ -	\$ 56.82	\$ 19	\$ -	\$ 500	\$ 57	11.4%	\$ 1,000	100.0%	1659.9%	ALA Conference Expenses
011 Training & Education												
02 Training & Education	\$ -	\$ 95	\$ 435.00	\$ 177	\$ 95	\$ 500	\$ 435	87.0%	\$ 500	0.0%	14.9%	
014 New Equipment												
01 New Equipment	\$ -	\$ 372	\$ 1,191.96	\$ 521	\$ 372	\$ 1,200	\$ 1,192	99.3%	\$ 1,200	0.0%	0.7%	
015 Telephone												
04 Telephone	\$ 1,834	\$ 1,975	\$ 1,968.00	\$ 1,926	\$ 1,975	\$ 2,000	\$ 1,968	98.4%	\$ 2,000	0.0%	1.6%	
016-02 Misc Income												
018 Health Insurance												
01 Health Insurance	\$ 11,392	\$ 11,484	\$ 12,117.48	\$ 11,664	\$ 11,484	\$ 12,118	\$ 12,117	100.0%	\$ 12,740	5.1%	5.1%	Number From finance
019 Miscellaneous Expenses												
01 Misc. Expenses	\$ -		\$ 182.96	\$ 91		\$ 200	\$ 183	91.5%	\$ 200	0.0%	9.3%	
026 Heating Fuel												
03 Heating Fuel	\$ 9,565	\$ 11,771	\$ 19,629.19	\$ 13,655	\$ 11,771	\$ 16,244	\$ 19,629	120.8%	\$ 16,244	0.0%	-17.2%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
25 Library (continued)												
027 Electricity												
11 Electricity	\$ 3,758	\$ 4,679	\$ 5,460.26	\$ 4,632	\$ 4,679	\$ 5,849	\$ 5,460	93.4%	\$ 5,849	0.0%	7.1%	
028 Water												
05 Water	\$ 254	\$ 251	\$ 282.72	\$ 262	\$ 251	\$ 300	\$ 283	94.2%	\$ 318	6.0%	12.5%	increase of 6.17%
029 Sewer												
01 Sewer	\$ 252	\$ 251	\$ 275.20	\$ 259	\$ 251	\$ 275	\$275	100%	\$281	2.2%	2.1%	increase of 2.00%
031 Building Maintenance												
01 Building Maintenance	\$ 5,691	\$ 3,652	\$ 3,949.79	\$ 4,431	\$ 3,652	\$ 4,000	\$3,950	99%	\$4,000	0.0%	1.3%	
032 Property Insurance												
01 Property Insurance	\$ 1,660	\$ 1,769	\$ 1,837.49	\$ 1,756	\$ 1,769	\$ 1,800	\$1,837	102%	\$1,909	6.1%	3.9%	Number from finance
034 Worker's Compensation												
01 Worker's Compensation	\$ 386	\$ 338	\$ 339.48	\$ 354	\$ 338	\$ 340	\$339	100%	\$501	47.2%	47.4%	Number from finance
038 Social Security												
01 Social Security	\$ 9,255	\$ 9,419	\$ 9,490.97	\$ 9,389	\$ 9,419	\$ 10,220	\$9,491	93%	\$11,021	7.8%	16.1%	Number from finance
040 City & State Retirement												
01 City & State Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0		\$0			Number from finance
055 Books & Periodicals												
01 Mars and Swift	\$ (0)											
03 Books & Periodicals	\$ 15,971	\$ 15,768	\$ 13,578.71	\$ 15,106	\$ 15,768	\$ 17,000	\$13,579	80%	\$17,000	0.0%	25.2%	
075 Gas/Oil/Filter												
01 Gas/Oil/Filter	\$ -	\$ -	\$ 462.96	\$ 154		\$ -	\$463		\$500	100.0%	8.0%	
271 Contracted Services												
01 Janitorial & Supplies	\$ 9,078	\$ 9,800	\$ 11,610.16	\$ 10,163	\$ 9,800	\$ 12,000	\$11,610	97%	\$15,400	28.3%	32.6%	
406 Programming												
01 Library Programs	\$ 591	\$ 434	\$ 856.36	\$ 627	\$ 434	\$ 1,000	\$856	86%	\$1,200	20.0%	40.1%	Increase of \$200
02 Archives	\$ 279	\$ 566	\$ 207.85	\$ 351	\$ 566	\$ 500	\$208	42%	\$500	0.0%	140.6%	
Totals	\$ 201,230	\$ 209,721	\$ 219,209	\$ 210,053	\$ 209,721	\$ 233,691	\$217,187	93%	\$246,852	5.6%	13.7%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
31 Fire and Ambulance												
001 Salaries												
01 Regular Pay	\$ 846,236	\$ 866,319	\$ 929,654	\$ 880,736	\$ 866,319	\$ 959,851	\$ 929,654	96.9%	\$ 1,016,948	5.9%	9.4%	Number from finance
02 Overtime	\$ 298,616	\$ 343,920	\$ 331,183	\$ 324,573	\$ 343,920	\$ 371,000	\$ 331,183	89.3%	\$ 351,000	-5.4%	6.0%	Number from finance
05 Stand By Pay	\$ 45,816	\$ 55,256	\$ 33,004	\$ 44,692	\$ 55,256	\$ 56,000	\$ 33,004	58.9%	\$ 45,000	-19.6%	36.3%	Number from finance
07 Amb. Billing Salaries	\$ 72,780	\$ 64,783	\$ 51,411	\$ 62,992	\$ 64,783	\$ 50,651	\$ 51,411	101.5%	\$ 27,912	-44.9%	-45.7%	Number from finance
08 Special Transports												Ambulance Biller retiring in 2023
003 Office Supplies												
01 Postage	\$ 55	\$ 9	\$ 77	\$ 47	\$ 9	\$ 100	\$ 77	77.5%	\$ 150	50.0%	93.6%	
02 Advertising	\$ 136			\$ 136								
03 Copier Rent	\$ 848	\$ 904	\$ 897	\$ 883	\$ 904	\$ 960	\$ 897	93.5%	\$ 936	-2.5%	4.3%	
04 Equipment Repair												
05 Printer Ink	\$ 92	\$ 99	\$ -	\$ 64	\$ 99	\$ 200	\$ -	0.0%	\$ 200	0.0%	#DIV/0!	
07 Paper	\$ -			\$ -								
08 Office Supplies	\$ 1,082	\$ 799	\$ 710	\$ 864	\$ 799	\$ 1,500	\$ 710	47.3%	\$ 1,500	0.0%	111.3%	
09 Amb. Billing Supplies	\$ 6,573	\$ 7,597	\$ 3,404	\$ 5,858	\$ 7,597	\$ 4,500	\$ 3,404	75.6%				Contract for Ambulance Billing
13 Houlton Supplies	\$ 1,311			\$ 1,311								
14 Calais Supplies	\$ 1,997	\$ 2,481	\$ 2,476	\$ 2,318	\$ 2,481	\$ 1,800	\$ 2,476	137.6%				Ambulance Biller retiring in 2023
15 Van Buren Supplies	\$ 16			\$ 16								
16 Island Falls Supplies	\$ 1,295	\$ 1,638	\$ 1,776	\$ 1,570	\$ 1,638	\$ 1,000	\$ 1,776	177.6%				Ambulance Biller retiring in 2023
17 Patten Supplies	\$ 1,543	\$ 1,868	\$ 1,877	\$ 1,763	\$ 1,868	\$ 1,300	\$ 1,877	144.4%				Ambulance Biller retiring in 2023
005 Legal Fees												
04 Legal Fees												
009 Professional Dues												
01 Subscriptions												
04 Professional Dues	\$ 2,960	\$ 1,375	\$ 1,960	\$ 2,098	\$ 1,375	\$ 3,000	\$ 1,960	65.3%	\$ 3,000	0.0%	53.1%	
010 Travel Expenses												
01 Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	0.0%	\$ 500	66.7%	#DIV/0!	
02 Meals & Lodging												
05 Travel Expenses	\$ 1,580	\$ -	\$ -	\$ 527	\$ -	\$ 1,750	\$ -	0.0%	\$ 2,000	14.3%	#DIV/0!	
011 Training & Education												
02 Training & Education	\$ 3,813	\$ 4,057	\$ 2,295	\$ 3,388	\$ 4,057	\$ 8,000	\$ 2,295	28.7%	\$ 10,000	25.0%	335.7%	
014 New Equipment												
01 New Equipment	\$ 6,542	\$ 9,280	\$ 8,825	\$ 8,216	\$ 9,280	\$ 10,000	\$ 8,825	88.3%	\$ 10,000	0.0%	13.3%	
015 Telephone												
01 Cell Phone	\$ 4,635	\$ 4,341	\$ 6,531	\$ 5,169	\$ 4,341	\$ 4,500	\$ 6,531	145.1%	\$ 5,000	11.1%	-23.4%	
04 Telephone	\$ 4,794	\$ 4,251	\$ 4,245	\$ 4,430	\$ 4,251	\$ 5,500	\$ 4,245	77.2%	\$ 5,500	0.0%	29.6%	
016 Misc Income												
01 Insurance Reports												
017 Communications												
01 Website												
03 Internet	\$ 1,067	\$ 1,067	\$ 1,067	\$ 1,067	\$ 1,067	\$ 1,100	\$ 1,067	97.0%	\$ 1,100	0.0%	3.1%	

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Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
31 Fire and Ambulance (continued)												
018 Health Insurance												
01 Health Insurance	\$ 325,323	\$ 315,979	\$ 354,602	\$ 331,968	\$ 315,979	\$ 352,714	\$ 354,602	100.5%	\$ 371,350	5.3%	4.7%	
02 Ambulance Health Insurance	\$ 32,192	\$ 29,318	\$ 25,326	\$ 28,945	\$ 29,318	\$ 27,026	\$ 25,326	93.7%	\$ 8,392	-68.9%	-66.9%	Number from finance
019 Miscellaneous Exp.												
01 Misc. Expense	\$ 998	\$ 844	\$ 628	\$ 823	\$ 844	\$ 1,000	\$ 628	62.8%	\$ 1,000	0.0%	59.3%	
026 Heating Fuel												
03 Heating Fuel	\$ 17,832	\$ 21,397	\$ 23,425	\$ 20,885	\$ 21,397	\$ 29,527	\$ 23,425	79.3%	\$ 29,000	-1.8%	23.8%	
027 Electricity												
11 Electricity	\$ 7,518	\$ 8,253	\$ 11,006	\$ 8,926	\$ 8,253	\$ 10,317	\$ 11,006	106.7%	\$ 10,500	1.8%	-4.6%	
028 Water												
05 Water	\$ 803	\$ 917	\$ 1,056	\$ 925	\$ 917	\$ 1,100	\$ 1,056	96.0%	\$ 1,200	9.1%	13.6%	increase 6.17%
029 Sewer												
01 Sewer	\$ 611	\$ 663	\$ 637	\$ 637	\$ 663	\$ 850	\$ 637	74.9%	\$ 900	5.9%	41.3%	increase 2.00%
030 Building Supplies												
01 Building Supplies	\$ 4,537	\$ 4,078	\$ 4,892	\$ 4,502	\$ 4,078	\$ 4,800	\$ 4,892	101.9%	\$ 5,200	8.3%	6.3%	
031 Building Maintenance												
01 Building Maintenance	\$ 20,000	\$ 17,280	\$ 13,865	\$ 17,048	\$ 17,280	\$ 20,000	\$ 13,865	69.3%	\$ 20,000	0.0%	44.3%	
032 Property Insurance												
01 Property Insurance	\$ 1,553	\$ 1,216	\$ 1,774	\$ 1,514	\$ 1,216	\$ 1,279	\$ 1,774	138.8%	\$ 2,270	77.5%	27.9%	Number from finance
034 Workers Comp.												
01 Workers Comp.	\$ 110,195	\$ 85,491	\$ 84,430	\$ 93,372	\$ 85,491	\$ 80,291	\$ 84,430	105.2%	\$ 77,650	-3.3%	-8.0%	Number from finance
035 Unemployment Comp												
01 Unemployment Comp.	\$ 6,856	\$ 6,947	\$ 6,898	\$ 6,901	\$ 6,947	\$ 7,210	\$ 6,898	95.7%	\$ 7,210	0.0%	4.5%	Number from finance
036 Vehicle Insurance												
01 Vehicle Insurance	\$ 14,732	\$ 15,692	\$ 15,933	\$ 15,452	\$ 15,692	\$ 15,884	\$ 15,933	100.3%	\$ 15,981	0.6%	0.3%	Number from finance
037 Liability Insurance												
01 Liability Insurance	\$ 3,767	\$ 3,944	\$ 3,981	\$ 3,897	\$ 3,944	\$ 3,251	\$ 3,981	122.5%	\$ 3,251	0.0%	-18.3%	Number from finance
038 Social Security												
01 Social Security	\$ 93,024	\$ 98,550	\$ 99,056	\$ 96,877	\$ 98,550	\$ 109,969	\$ 99,056	90.1%	\$ 110,226	0.2%	11.3%	Number from finance
040 City & State Retirement												
01 City & State Retirement	\$ 72,111	\$ 79,047	\$ 129,119	\$ 93,426	\$ 79,047	\$ 163,167	\$ 129,119	79.1%	\$ 187,379	14.8%	45.1%	Number from finance
046 Recognitions												
01 Recognitions												

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
31 Fire and Ambulance (continued)												
051 Equipment Maint.												
01 Software												
03 Maintenance Contracts	\$ 10,902	\$ 12,053	\$ 11,737	\$ 11,564	\$ 12,053	\$ 9,000	\$ 11,737	130.4%	\$ 10,000	11.1%	-14.8%	
05 Equipment Main.	\$ 6,812	\$ 4,226	\$ 9,586	\$ 6,875	\$ 4,226	\$ 8,000	\$ 9,586	119.8%	\$ 10,000	25.0%	4.3%	
067 Paid Call Firefighters												
01 Paid Call Firefighters	\$ 26,000	\$ 35,175	\$ 25,609	\$ 28,928	\$ 35,175	\$ 26,000	\$ 25,609	98.5%	\$ 31,000	19.2%	21.1%	
068 Janitorial Services												
01 Janitorial Services												
069 Paid Call Insurance												
01 Paid Call Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 400	\$ -	0.0%	\$ 400	0.0%	#DIV/0!	
070 Clothing Allowance												
01 Uniforms	\$ 7,721	\$ 8,000	\$ 8,290	\$ 8,004	\$ 8,000	\$ 8,000	\$ 8,290	103.6%	\$ 8,200	2.5%	-1.1%	
02 Turnout Gear	\$ 779	\$ 1,500	\$ 2,500	\$ 1,593	\$ 1,500	\$ 2,500	\$ 2,500	100.0%	\$ 10,200	308.0%	308.0%	Several sets ruined in 2022
03 Clothing												
04 Boots	\$ 414	\$ 500	\$ 1,000	\$ 638	\$ 500	\$ 1,000	\$ 1,000	100.0%	\$ 1,000	0.0%	0.0%	
06 Clothing Allowance												
071 Radio Maintenance												
01 Vehicle	\$ 912	\$ 1,193	\$ 705	\$ 937	\$ 1,193	\$ 3,500	\$ 705	20.1%	\$ 3,500	0.0%	396.5%	
02 Building			\$ 21				\$ 21					
03 Radio Maintenance	\$ 1,334	\$ 2,102	\$ 3,355	\$ 2,264	\$ 2,102	\$ 5,000	\$ 3,355	67.1%	\$ 5,000	0.0%	49.0%	
072 Ladder Testing												
01 Ladder Testing	\$ 3,975	\$ -	\$ 850	\$ 1,608	\$ -	\$ 4,000	\$ 850	21.3%	\$ 4,000	0.0%	370.6%	
073 Vehicle Repair												
01 Vehicle Repair	\$ 19,620	\$ 14,986	\$ 13,479	\$ 16,028	\$ 14,986	\$ 15,000	\$ 13,479	89.9%	\$ 16,000	6.7%	18.7%	
074 Tires												
01 Tires	\$ 5,433	\$ 5,847	\$ 2,324	\$ 4,534	\$ 5,847	\$ 7,500	\$ 2,324	31.0%	\$ 7,500	0.0%	222.8%	
02 Tire Replacement												
075 Gas/Oil/Filters												
01 Gas/Oil/Filters	\$ 1,999	\$ 3,970	\$ 11,356	\$ 5,775	\$ 3,970	\$ 6,000	\$ 11,356	189.3%	\$ 6,500	8.3%	-42.8%	
076 Diesel Fuel												
01 Diesel Fuel	\$ 20,412	\$ 20,604	\$ 20,181	\$ 20,399	\$ 20,604	\$ 44,091	\$ 20,181	45.8%	\$ 40,000	-9.3%	98.2%	
077 Batteries												
01 Vehicle												
02 Equipment	\$ -	\$ 613	\$ 823	\$ 479	\$ 613	\$ 1,000	\$ 823	82.3%	\$ 1,000	0.0%	21.6%	
03 Batteries												
078 Field Expenses												
01 Field Expenses	\$ 311	\$ -	\$ 342	\$ 218	\$ -	\$ 1,000	\$ 342	34.2%	\$ 1,000	0.0%	192.1%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
31 Fire and Ambulance (continued)												
079 Employee Physicals												
01 Employee Physicals	\$ 168	\$ 142	\$ 20	\$ 110	\$ 142	\$ 1,200	\$ 20	1.7%	\$ 1,200	0.0%	5900.0%	
080 Paid Call Volunteers												
01 Paid Call Volunteers	\$ 932	\$ 4,165	\$ 14,348	\$ 6,482	\$ 4,165	\$ 3,000	\$ 14,348	478.3%	\$ 9,000	200.0%	-37.3%	
082 Bad Debt Allowance												
01 Bad Debt Allowance	\$ 108,453	\$ 126,524	\$ 117,918	\$ 117,631	\$ 126,524	\$ 100,000	\$ 117,918	117.9%	\$ 75,000	-25.0%	-36.4%	
02 Collection Fee	\$ 1,664	\$ 2,045	\$ 1,237	\$ 1,648	\$ 2,045	\$ 2,000	\$ 1,237	61.8%	\$ 2,000	0.0%	61.7%	
083 Contractual Allowance												
01 Contractual Allowance												
085 Transport Meals												
01 Transport Meals	\$ 5,506	\$ 3,411	\$ 3,852	\$ 4,256	\$ 3,411	\$ 7,000	\$ 3,852	55.0%	\$ 7,000	0.0%	81.7%	
086 Air Transports												
01 Air Transports												
087 Medical Supplies												
01 Ambulance Supplies	\$ 10,484	\$ 12,602	\$ 12,531	\$ 11,872	\$ 12,602	\$ 10,500	\$ 12,531	119.3%	\$ 11,000	4.8%	-12.2%	
02 Oxygen	\$ 3,130	\$ 3,508	\$ 7,515	\$ 4,718	\$ 3,508	\$ 3,500	\$ 7,515	214.7%	\$ 4,000	14.3%	-46.8%	
03 Medical Supplies	\$ 9,575	\$ 6,693	\$ 13,889	\$ 10,052	\$ 6,693	\$ 9,250	\$ 13,889	150.2%	\$ 9,500	2.7%	-31.6%	
292 EMS Licenses												
01 EMS License	\$ 857	\$ 1,765	\$ 1,367	\$ 1,330	\$ 1,765	\$ 1,870	\$ 1,367	73.1%	\$ 1,900	1.6%	39.0%	
056 Ambulance Billing												
04 Comstar			\$ 22,550			\$ 31,000	\$ 22,550	72.7%	\$ 49,200	58.7%	118.2%	Full year of contract in 2023
Totals	\$ 2,269,291	\$ 2,337,347	\$ 2,471,472	\$ 2,359,370	\$ 2,331,284	\$ 2,628,774	\$ 2,465,406	93.8%	\$ 2,657,354	1.1%	7.8%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
35 Police												
001 Salaries												
01 Regular Pay	\$ 889,306	\$ 922,801	\$ 951,857	\$ 921,322	\$ 922,801	\$ 942,888	\$ 951,857	101.0%	\$ 970,098	2.9%	1.9%	Number from finance
02 Overtime	\$ 68,354	\$ 72,898	\$ 62,454	\$ 67,902	\$ 72,898	\$ 72,500	\$ 62,454	86.1%	\$ 70,000	-3.4%	12.1%	Number from finance
04 Nursing												
06 Police Reserves Salary	\$ 37,746	\$ 41,154	\$ 27,338	\$ 35,412	\$ 41,154	\$ 50,000	\$ 27,338	54.7%	\$ 45,000	-10.0%	64.6%	Number from finance
003 Office Supplies												
01 Postage	\$ 622	\$ 315	\$ 313	\$ 417	\$ 315	\$ 600	\$ 313	52.2%	\$ 600	0.0%	91.8%	
02 Advertising	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ -	0.0%	\$ 250	0.0%	#DIV/0!	
03 Copier Rental	\$ 1,920	\$ 1,920	\$ 1,920	\$ 1,920	\$ 1,920	\$ 1,920	\$ 1,920	100.0%	\$ 1,920	0.0%	0.0%	
05 Printer Ink	\$ 974	\$ 789	\$ 676	\$ 813	\$ 789	\$ 800	\$ 676	84.5%	\$ 800	0.0%	18.4%	Ink cost has increased
07 Paper	\$ 483	\$ 287	\$ 208	\$ 326	\$ 287	\$ 500	\$ 208	41.5%	\$ 500	0.0%	140.9%	
08 Office Supplies	\$ 1,322	\$ 1,810	\$ 1,345	\$ 1,493	\$ 1,810	\$ 2,000	\$ 1,345	67.3%	\$ 2,000	0.0%	48.7%	costs have increased
006 Legal Fees												
01 Legal Fees												
009 Professional Dues												
01 Subscriptions	\$ 566	\$ 1,030	\$ 1,608	\$ 1,068	\$ 1,030	\$ 700	\$ 1,608	229.7%	\$ 1,700	142.9%	5.7%	mandated subscriptions
04 Professional Dues	\$ 485	\$ 625	\$ 720	\$ 610	\$ 625	\$ 900	\$ 720	80.0%	\$ 1,000	11.1%	38.9%	
010 Travel Expenses												
01 Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 300	\$ -	0.0%	\$ 300	0.0%	#DIV/0!	
02 Meals & Lodging	\$ 105	\$ 571	\$ 1,368	\$ 681	\$ 571	\$ 1,200	\$ 1,368	114.0%	\$ 1,700	41.7%	24.2%	Increase in cost of lodging
05 Travel Expenses	\$ 359	\$ -	\$ 103	\$ 154	\$ -	\$ 1,000	\$ 103	10.3%	\$ 1,000	0.0%	873.7%	
011 Training & Education												
02 Training & Education	\$ 15,468	\$ 34,421	\$ 23,504	\$ 24,464	\$ 34,421	\$ 33,000	\$ 23,504	71.2%	\$ 33,000	0.0%	40.4%	2 to BLETP, firearms instructor
013 Car Allowance												
01 Car Allowance	\$ 2,648	\$ 3,039	\$ 3,229	\$ 2,972	\$ 3,039	\$ 3,600	\$ 3,229	89.7%	\$ 3,600	0.0%	11.5%	
014 New Equipment												
01 New Equipment	\$ 2,516	\$ 2,107	\$ 704	\$ 1,776	\$ 2,107	\$ 2,500	\$ 704	28.2%	\$ 3,000	20.0%	326.0%	2 new Officers in 2023
015 Telephone												
01 Cell Phone	\$ 3,353	\$ 4,463	\$ 4,847	\$ 4,221	\$ 4,463	\$ 4,500	\$ 4,847	107.7%	\$ 4,500	0.0%	-7.2%	
04 Telephone	\$ 3,091	\$ 3,178	\$ 3,146	\$ 3,138	\$ 3,178	\$ 3,500	\$ 3,146	89.9%	\$ 3,500	0.0%	11.3%	
017 Communication Fees												
01 Web Site												
03 Internet	\$ 2,311	\$ 2,643	\$ 2,547	\$ 2,500	\$ 2,643	\$ 4,900	\$ 2,547	52.0%	\$ 4,900	0.0%	92.4%	
018 Health Insurance												
01 Health Insurance	\$ 297,411	\$ 270,750	\$ 277,896	\$ 282,019	\$ 270,750	\$ 291,309	\$ 277,896	95.4%	\$ 302,938	4.0%	9.0%	Number from finance
019 Miscellaneous Expenses												
01 Misc. Expense	\$ 729	\$ 845	\$ 787	\$ 787	\$ 845	\$ 1,500	\$ 787	52.5%	\$ 1,500	0.0%	90.5%	

2023 Draft Expense Budget

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35 Police (continued)												
027 Electricity												
11 Electricity												
13 Radio Tower	\$ 160	\$ 173	\$ 257	\$ 197	\$ 173	\$ 216	\$ 257	119.0%	\$ 250	15.7%	-2.7%	Rate increase
028 Water												
05 Water	\$ 564	\$ 468	\$ 516	\$ 516	\$ 468	\$ 600	\$ 516	86.0%	\$ 600	0.0%	16.3%	increase 6.17%
030 Building Supplies												
01 Building Supplies	\$ 1,464	\$ 2,038	\$ 2,175	\$ 1,892	\$ 2,038	\$ 1,600	\$ 2,175	135.9%	\$ 2,000	25.0%	-8.0%	Increase in cost of supplies
031 Building Maintenance												
01 Building Maintenance	\$ 3,000	\$ 4,763	\$ 2,905	\$ 3,556	\$ 4,763	\$ 4,500	\$ 2,905	64.5%	\$ 4,500	0.0%	54.9%	
032 Property Insurance												
01 Property Insurance	\$ 558	\$ 612	\$ 660	\$ 610	\$ 612	\$ 612	\$ 660	107.8%	\$ 709	15.8%	7.4%	Number from finance
034 Worker's Compensation												
01 Worker's Compensation	\$ 32,947	\$ 28,145	\$ 27,874	\$ 29,655	\$ 28,145	\$ 27,260	\$ 27,874	102.3%	\$ 24,928	-8.6%	-10.6%	Number from finance
036 Vehicle Insurance												
01 Vehicle Insurance	\$ 8,036	\$ 7,955	\$ 7,875	\$ 7,955	\$ 7,955	\$ 7,784	\$ 7,875	101.2%	\$ 7,965	2.3%	1.1%	Number from finance
037 Liability Insurance												
01 Liability Insurance	\$ 10,096	\$ 10,363	\$ 10,416	\$ 10,292	\$ 10,363	\$ 10,320	\$ 10,416	100.9%	\$ 10,513	1.9%	0.9%	Number from finance
038 Social Security												
01 Social Security	\$ 73,423	\$ 78,127	\$ 77,356	\$ 76,302	\$ 78,127	\$ 81,502.15	\$ 77,356	94.9%	\$ 83,009.96	1.9%	7.3%	Number from finance
040 City & State Retirement												
01 City & State Retirement	\$ 47,130	\$ 57,725	\$ 64,730	\$ 56,528	\$ 57,725	\$ 64,567	\$ 64,730	100.3%	\$ 121,101	87.6%	87.1%	Number from finance (change in union contract)
044 Reimbursement												
01 Reimbursement												
051 Equipment Maintenance												
05 Equipment Maintenance	\$ 545	\$ 535	\$ 166	\$ 415	\$ 535	\$ 1,000	\$ 166	16.6%	\$ 1,500	50.0%	805.0%	
068 Janitorial Services												
01 Janitorial Services	\$ 6,175	\$ 4,967	\$ 5,700	\$ 5,614	\$ 4,967	\$ 10,000	\$ 5,700	57.0%	\$ 15,400	54.0%	170.2%	
070 Clothing Allowance												
01 Uniforms	\$ 6,405	\$ 4,480	\$ 8,305	\$ 6,397	\$ 4,480	\$ 6,400	\$ 8,305	129.8%	\$ 8,000	25.0%	-3.7%	Increased costs of uniforms
071 Radio Maintenance												
01 Vehicle	\$ 210	\$ 446	\$ 315	\$ 324	\$ 446	\$ 250	\$ 315	126.0%	\$ 500	100.0%	58.7%	Increased costs to maintain
03 Radio Maintenance	\$ 459	\$ 55	\$ 583	\$ 366	\$ 55	\$ 750	\$ 583	77.7%	\$ 1,000	33.3%	71.6%	Increased costs to maintain
073 Vehicle Repair												
01 Vehicle Repair	\$ 22,579	\$ 14,952	\$ 19,944	\$ 19,158	\$ 14,952	\$ 18,000	\$ 19,944	110.8%	\$ 18,000	0.0%	-9.7%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
35 Police (continued)												
074 Tires												
01 Tires	\$ 4,987	\$ 2,842	\$ 4,040	\$ 3,956	\$ 2,842	\$ 3,200	\$ 4,040	126.3%	\$ 4,000	25.0%	-1.0%	Increased cost of tires
075 Gas/Oil/Filters												
01 Gas/Oil/Filters	\$ 23,888	\$ 29,726	\$ 38,398	\$ 30,671	\$ 29,726	\$ 46,624	\$ 38,398	82.4%	\$ 50,000	7.2%	30.2%	Increased cost of gas
077 Batteries												
01 Vehicle												
079 Employee Physicals												
01 Employee Physicals	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	0.0%	\$ 500	0.0%		
02 Psychological Evaluations	\$ 1,500	\$ 750	\$ -	\$ 750	\$ 750	\$ 1,500	\$ -	0.0%	\$ 1,500	0.0%		
03 Poly Graph Testing	\$ 300	\$ 300	\$ 350	\$ 317	\$ 300	\$ 500	\$ 350	70.0%	\$ 500	0.0%	42.9%	
089 Equipment Reserves												
01 Equipment Reserves	\$ 473	\$ 90	\$ -	\$ 188	\$ 90	\$ 1,000	\$ -	0.0%	\$ 1,000	0.0%		
090 Dog Constable												
01 Dog Constable	\$ 380	\$ -	\$ -	\$ 127	\$ -	\$ 6,000	\$ -	0.0%	\$ 6,000	0.0%		
093 Meals for Prisoners												
01 Meals for Prisoners	\$ -	\$ 149	\$ 4,391	\$ 1,513	\$ 149	\$ 4,000	\$ 4,391	109.8%	\$ 4,500	12.5%	2.5%	Increase in price and number
094 Video Equipment												
01 Video Equipment	\$ 655	\$ 537	\$ 641	\$ 611	\$ 537	\$ 800	\$ 641	80.1%	\$ 800	0.0%	24.8%	
097 Uniform Maintenance												
01 Uniform Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	0.0%	\$ 200	0.0%		
098 Medical Tests/Supplies												
01 Medical Tests/Supplies	\$ 4,536	\$ 15,347	\$ 722	\$ 6,868	\$ 15,347	\$ 3,500	\$ 722	20.6%	\$ 3,500	0.0%	385.0%	
02 Laundry	\$ 293	\$ 563	\$ 543	\$ 466	\$ 563	\$ 650	\$ 543	83.5%	\$ 650	0.0%	19.7%	
03 Drug Testing			\$ 15,945	\$ 15,945		\$ 15,000	\$ 15,945	106.3%	\$ 17,000	13.3%	6.6%	Increase in number of drug cases
102 Computer Tech Support												
01 Computer Tech Support	\$ 6,190	\$ 8,404	\$ 7,707	\$ 7,434	\$ 8,404	\$ 7,500	\$ 7,707	102.8%	\$ 10,400	38.7%	34.9%	
02 Recorder Maint	\$ 1,734	\$ 1,734	\$ 1,734	\$ 1,734	\$ 1,734	\$ 1,900	\$ 1,734	91.3%	\$ 1,900	0.0%	9.6%	Capital? Need new in 2024
179 Animal Shelter Services												
01 Animal Shelter Services	\$ 14,740	\$ 14,740	\$ 13,313	\$ 14,264	\$ 14,740	\$ 14,740.20	\$ 13,313	90.3%	\$ 14,740.00	0.0%	10.7%	
229 Small Equipment Reserve												
01 Small Equipment Reserve												
230 Police Car Reserve												
01 Police Car Reserve												
Totals	\$ 1,603,194	\$ 1,660,672	\$ 1,688,173	\$ 1,650,680	\$ 1,660,672	\$ 1,767,386	\$ 1,684,129	95.3%	\$ 1,870,971	5.9%	11.1%	

2023 Draft Expense Budget

	2020	2021	2022		2021	2022			2023			
Department	Year End	Year End	Unaudited Year End	3 Year Average Actual Expenses (20-22)	Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	Comments
38 Protection												
105 Street Lights												
01 Street Lights	\$ 24,618	\$ 24,155	\$ 24,598	\$ 24,457	\$ 24,155	\$ 25,000	\$ 24,598	98.4%	\$ 25,000	0.0%	1.6%	
02 Maintenance	\$ 20,000	\$ 16,674	\$ 3,624	\$ 13,433	\$ 16,674	\$ 17,000	\$ 3,624	21.3%	\$ 10,000	-41.2%	175.9%	
106 Hydrant Fees												
01 Hydrant Fees	\$ 321,433	\$ 322,027	\$ 326,833	\$ 323,431	\$ 322,027	\$ 325,000	\$ 326,833	100.6%	\$ 347,000	6.8%	6.2%	
Totals	\$ 366,051	\$ 362,857	\$ 355,056	\$ 361,321	\$ 362,857	\$ 367,000	\$ 355,056	96.7%	\$ 382,000	4.1%	7.6%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
39 Emergency Management												
001 Salaries												
07 Salaries	\$ 6,858	\$ 7,135	\$ 7,278	\$ 7,090	\$ 7,135	\$ 7,278	\$ 7,278	100.0%	\$ 7,752	6.5%	6.5%	Number from finance
003 Office Supplies												
01 Postage												
08 Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 40	\$ -	0.0%	\$ 40	0.0%		
010 Travel Expenses												
05 Travel Expenses												
011 Training & Education												
02 Training & Education	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -	0.0%	\$ 150	0.0%		
014 New Equipment												
01 New Equipment	\$ 15	\$ -	\$ 793	\$ 269	\$ -	\$ 750	\$ 793	105.8%	\$ 750	0.0%	-5.5%	
015 Telephone												
04 Telephone	\$ 172	\$ -	\$ -	\$ 57	\$ -	\$ 365	\$ -	0.0%	\$ 365	0.0%		
017 Communications												
03 Communications (Internet)												
019 Miscellaneous Expenses												
01 Misc. Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 100	\$ -	0.0%	\$ 100	0.0%		
024-02 Water & Sewer												
027 Electricity												
11 Electricity	\$ 170	\$ 193	\$ 228	\$ 197	\$ 193	\$ 241	\$ 228	94.6%	\$ 241	0.0%	5.7%	
13 Radio Tower												
12 PWPUMP HOUSE												
030 Building Supplies												
01 Building Supplies	\$ 19	\$ 129	\$ -	\$ 49	\$ 129	\$ 200	\$ -	0.0%	\$ 200	0.0%		
031 Building Maintenance												
01 Building Maintenance	\$ 212	\$ 301	\$ 14	\$ 176	\$ 301	\$ 750	\$ 14	1.9%	\$ 750	0.0%	5257.1%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
39 Emergency Management (continued)												
032 Property Insurance												
01 Property Insurance	\$ 355	\$ 375	\$ 384	\$ 371	\$ 375	\$ 392	\$ 384	98.0%	\$ 377	-4.0%	-2.0%	Number from finance
036 Vehicle Insurance												
01 Vehicle Insurance	\$ 2,356	\$ 2,419	\$ 2,409	\$ 2,395	\$ 2,419	\$ 2,409	\$ 2,409	100.0%	\$ 2,409	0.0%	0.0%	Number from finance
038 Social Security												
01 Social Security	\$ 497	\$ 516	\$ 525	\$ 513	\$ 516	\$ 527	\$ 525	99.7%	\$ 593	12.5%	12.9%	Number from finance
040 City & State Retirement												
01 City & State Retirement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 260	\$ -	0.0%	\$ 271	4.4%		
051 Equipment Maintenance												
01 Software												
05 Equipment Maintenance												
068 Janitorial Services												
01 Janitorial Services	\$ -											
071 Radio Maintenance												
03 Radio Maintenance												
073 Vehicle Repair												
01 Vehicle Repair	\$ -											
074 Tires												
01 Tires	\$ -											
075 Gas/Oil/Filters												
01 Gas/Oil/Filters	\$ 121	\$ -	\$ -	\$ 40	\$ -	\$ 132	\$ -	0.0%	\$ 132	0.0%		
078 Field Expenses												
01 Field Expenses	\$ -											
108 CEM Rent												
01 CEM Rent												
Totals	\$ 12,795	\$ 13,089	\$ 13,654	\$ 13,179	\$ 13,089	\$ 15,616	\$ 11,632	74.5%	\$ 14,130	-9.5%	21.5%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
40 Public Works												
001 Salaries												
01 Regular Pay	\$ 600,660	\$ 646,852	\$ 653,183	\$ 633,565	\$ 646,852	\$ 680,815	\$ 653,183	95.9%	\$ 799,010	17.4%	22.3%	Number from finance
02 Overtime	\$ 84,250	\$ 71,026	\$ 108,389	\$ 87,888	\$ 71,026	\$ 110,000	\$ 108,389	98.5%	\$ 142,000	29.1%	31.0%	Number from finance
07 Salaries												
003 Office Supplies												
01 Postage	\$ 86	\$ 52	\$ 350	\$ 163	\$ 52	\$ 50	\$ 350	700.4%	\$ 50	0.0%	-85.7%	
02 Advertising	\$ 525	\$ 672	\$ 684	\$ 627	\$ 672	\$ 300	\$ 684	228.0%	\$ 300	0.0%	-56.1%	
05 Printer Ink												
07 Paper	\$ 35	\$ -	\$ 45	\$ 27	\$ -	\$ 30	\$ 45	150.0%	\$ 40	33.3%	-11.1%	
08 Office Supplies	\$ 168	\$ 198	\$ 31	\$ 132	\$ 198	\$ 250	\$ 31	12.3%	\$ 250	0.0%	714.3%	
11 Equipment Rental	\$ 935	\$ 928	\$ 937	\$ 933	\$ 928	\$ 900	\$ 937	104.1%	\$ 900	0.0%	-3.9%	
12 Software	\$ 840	\$ 840	\$ 840	\$ 840	\$ 840	\$ 650	\$ 840	129.2%	\$ 700	7.7%	-16.7%	
010 Travel Expenses												
02 Meal & Lodging	\$ 122	\$ -	\$ 299	\$ 140	\$ -	\$ 200	\$ 299	149.5%	\$ 300	50.0%	0.3%	
05 Travel Expenses	\$ 239	\$ 200	\$ 131	\$ 190	\$ 200	\$ 200	\$ 131	65.7%	\$ 300	50.0%	128.3%	
011 Training & Education												
02 Training & Education	\$ 124	\$ 300	\$ 150	\$ 191	\$ 300	\$ 300	\$ 150	50.0%	\$ 300	0.0%	100.0%	
014 New Equipment												
01 New Equipment	\$ 3,500	\$ 2,730	\$ 3,499	\$ 3,243	\$ 2,730	\$ 3,500	\$ 3,499	100.0%	\$ 3,500	0.0%	0.0%	
02 Office												
03 Shop												
015 Telephone												
01 Cell Phone	\$ 720	\$ 720	\$ 720	\$ 720	\$ 720	\$ 720	\$ 720	100.0%	\$ 720	0.0%	0.0%	
04 Telephone	\$ 1,144	\$ 1,062	\$ 1,061	\$ 1,089	\$ 1,062	\$ 1,100	\$ 1,061	96.5%	\$ 1,100	0.0%	3.7%	
017 Communications												
03 Internet	\$ 539	\$ 539	\$ 539	\$ 539	\$ 539	\$ 540	\$ 539	99.9%	\$ 540	0.0%	0.1%	
018 Health Insurance												
01 Health Insurance	\$ 258,529	\$ 227,290	\$ 220,076	\$ 235,299	\$ 227,290	\$ 210,344	\$ 220,076	104.6%	\$ 262,131	24.6%	19.1%	Number from finance
019 Misc. Expense												
01 Misc. Expense	\$ 1,344	\$ 1,281	\$ 1,670	\$ 1,432	\$ 1,281	\$ 1,250	\$ 1,670	133.6%	\$ 1,500	20.0%	-10.2%	
026 Heating Fuel												
03 Heating Fuel	\$ 11,275	\$ 12,408	\$ 15,524	\$ 13,069	\$ 12,408	\$ 15,000	\$ 15,524	103.5%	\$ 16,000	6.7%	3.1%	
027 Electricity												
01 P.W. Main Garage	\$ 9,533	\$ 10,474	\$ 12,979	\$ 10,995	\$ 10,474	\$ 13,092	\$ 12,979	99.1%	\$ 13,500	3.1%	4.0%	
02 P.W. Cold Storage	\$ 444	\$ 481	\$ 595	\$ 507	\$ 481	\$ 602	\$ 595	98.8%	\$ 650	8.0%	9.3%	
03 P.W. Sand Dome	\$ 293	\$ 285	\$ 319	\$ 299	\$ 285	\$ 356	\$ 319	89.6%	\$ 356	0.0%	11.6%	
04 P.W. Outside Lights	\$ 217	\$ 231	\$ 270	\$ 239	\$ 231	\$ 288	\$ 270	93.5%	\$ 288	-0.1%	6.8%	
11 Electricity	\$ 355	\$ 377	\$ 522	\$ 418	\$ 377	\$ 471	\$ 522	110.9%	\$ 525	11.5%	0.6%	
12 P.W. Pump House	\$ 369	\$ 451	\$ 500	\$ 440	\$ 451	\$ 564	\$ 500	88.6%	\$ 550	-2.5%	10.0%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
40 Public Works (continued)												
028 Water												
05 Water	\$ 1,488	\$ 1,524	\$ 1,730	\$ 1,581	\$ 1,524	\$ 1,585	\$ 1,730	109.1%	\$ 1,834	15.7%	6.0%	increase of 6.17%
029 Sewer												
01 Sewer	\$ 481	\$ 508	\$ 663	\$ 551	\$ 508	\$ 518	\$ 663	128.1%	\$ 676	30.6%	2.0%	increase of 2.00%
030 Building Supplies												
01 Building Supplies	\$ 549	\$ 964	\$ 864	\$ 792	\$ 964	\$ 900	\$ 864	96.0%	\$ 900	0.0%	4.2%	
031 Building Maintenance												
01 Building Maintenance	\$ 5,227	\$ 5,055	\$ 4,926	\$ 5,069	\$ 5,055	\$ 5,000	\$ 4,926	98.5%	\$ 5,000	0.0%	1.5%	
032 Property Insurance												
01 Property Insurance	\$ 2,678	\$ 2,764	\$ 2,880	\$ 2,774	\$ 2,764	\$ 2,819	\$ 2,880	102.2%	\$ 2,848	1.0%	-1.1%	Number from finance
034 Worker's Compensation												
01 Worker's Compensation	\$ 42,243	\$ 35,238	\$ 31,443	\$ 36,308	\$ 35,238	\$ 31,443	\$ 31,443	100.0%	\$ 28,672	-8.8%	-8.8%	Number from finance
036 Vehicle Insurance												
01 Vehicle Insurance	\$ 26,134	\$ 26,761	\$ 27,503	\$ 26,799	\$ 26,761	\$ 26,716	\$ 27,503	102.9%	\$ 28,289	5.9%	2.9%	Number from finance
038 Social Security												
01 Social Security	\$ 49,409	\$ 55,235	\$ 55,187	\$ 53,277	\$ 55,235	\$ 59,558	\$ 55,187	92.7%	\$ 71,987	20.9%	30.4%	Number from finance
040 City & State Retirement												
01 City & State Retirement	\$ 9,611	\$ 8,871	\$ 11,930	\$ 10,137	\$ 8,871	\$ 12,000	\$ 11,930	99.4%	\$ 12,500	4.2%	4.8%	Number from finance (reflects actual participation)
051 Equipment Maintenance												
01 Software	\$ 53											
05 Equipment Maintenance	\$ 155,896	\$ 173,168	\$ 160,346	\$ 163,137	\$ 173,168	\$ 163,125	\$ 160,346	98.3%	\$ 163,000	-0.1%	1.7%	
06 Air Compressor												
08 Snow Plow repairs	\$ 14,328	\$ 12,588	\$ 14,185	\$ 13,701	\$ 12,588	\$ 14,062	\$ 14,185	100.9%	\$ 14,000	-0.4%	-1.3%	
070 Clothing Allowance												
03 Clothing	\$ 4,060	\$ 4,815	\$ 4,648	\$ 4,508	\$ 4,815	\$ 5,600	\$ 4,648	83.0%	\$ 6,000	7.1%	29.1%	
04 Boots	\$ 1,663	\$ 2,148	\$ 2,566	\$ 2,126	\$ 2,148	\$ 2,200	\$ 2,566	116.6%	\$ 2,200	0.0%	-14.3%	
06 Clothing Allowance												
071 Radio Maintenance												
01 Vehicle	\$ -	\$ 700	\$ 180	\$ 293	\$ 700	\$ 700	\$ 180	25.7%	\$ 700	0.0%	289.2%	
03 Radio Maintenance	\$ 99	\$ 122	\$ -	\$ 74	\$ 122	\$ 150	\$ -	0.0%	\$ 150	0.0%	#DIV/0!	
074 Tires												
01 Tires others	\$ 1,335	\$ 1,200	\$ 1,536	\$ 1,357	\$ 1,200	\$ 1,536	\$ 1,536	100.0%	\$ 1,500	-2.3%	-2.3%	
03 Heavy Equipment	\$ 4,800	\$ 4,894	\$ 6,144	\$ 5,279	\$ 4,894	\$ 6,144	\$ 6,144	100.0%	\$ 6,000	-2.3%	-2.3%	
04 Trucks	\$ 8,021	\$ 7,200	\$ 9,216	\$ 8,146	\$ 7,200	\$ 9,216	\$ 9,216	100.0%	\$ 9,200	-0.2%	-0.2%	
075 Gas/Oil/Filters												
01 Gas/Oil/Filters	\$ 6,083	\$ 7,122	\$ 11,454	\$ 8,220	\$ 7,122	\$ 11,054	\$ 11,454	103.6%	\$ 12,000	8.6%	4.8%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
40 Public Works (continued)												
076 Diesel Fuel												
01 Diesel	\$ 64,936	\$ 69,905	\$ 140,742	\$ 91,861	\$ 69,905	\$ 161,563	\$ 140,742	87.1%	\$ 135,000	-16.4%	-4.1%	
109 Safety Material												
01 Safety Material	\$ 2,262	\$ 2,244	\$ 2,422	\$ 2,309	\$ 2,244	\$ 2,500	\$ 2,422	96.9%	\$ 2,500	0.0%	3.2%	
110 Equipment Rental												
01 Equipment Rental												
111 Tools - Shop												
01 Tools - Shop	\$ 1,779	\$ 1,497	\$ 1,724	\$ 1,667	\$ 1,497	\$ 1,750	\$ 1,724	98.5%	\$ 1,750	0.0%	1.5%	
112 Tools-Road/Ground												
01 Tools - Road/Ground	\$ 974	\$ 1,340	\$ 1,227	\$ 1,180	\$ 1,340	\$ 1,250	\$ 1,227	98.2%	\$ 1,250	0.0%	1.9%	
113 Propane												
01 Propane			\$ -	\$ -		\$ 150	\$ -	0.0%	\$ 100	-33.3%	#DIV/0!	
114 Industrial Gas/Solvent												
01 Ind. Gas	\$ 1,694	\$ 1,700	\$ 1,577	\$ 1,657	\$ 1,700	\$ 1,700	\$ 1,577	92.8%	\$ 1,700	0.0%	7.8%	
02 Solvents/Cleaners												
115 Lubricants												
01 Lubricants	\$ 13,927	\$ 13,074	\$ 14,906	\$ 13,969	\$ 13,074	\$ 13,800	\$ 14,906	108.0%	\$ 15,000	8.7%	0.6%	
116 Salt & Calcium												
01 Rock Salt	\$ 111,557	\$ 100,580	\$ 161,732	\$ 124,623	\$ 100,580	\$ 144,500	\$ 161,732	111.9%	\$ 149,600	3.5%	-7.5%	1700 tons @ \$88
02 Liquid Deicer	\$ 19,366	\$ 33,623	\$ 38,495	\$ 30,495	\$ 33,623	\$ 38,810	\$ 38,495	99.2%	\$ 41,000	5.6%	6.5%	4 loads @ \$2.25 P/G
117 Gravel												
01 Gravel	\$ -	\$ 2,982	\$ 3,961	\$ 2,314	\$ 2,982	\$ 3,000	\$ 3,961	132.0%	\$ 3,500	16.7%	-11.6%	
118 Crushed Stone												
01 Crushed Stone	\$ 26,000											
119 Liquid Asphalt												
01 Liquid Asphalt	\$ -											
120 Shim and Patch												
01 Shim/Paver	\$ 41,107	\$ 42,114	\$ 41,199	\$ 41,473	\$ 42,114	\$ 48,355	\$ 41,199	85.2%	\$ 48,500	0.3%	17.7%	Price Increase \$105 per ton
02 Patch	\$ 16,000	\$ 19,099	\$ 24,429	\$ 19,843	\$ 19,099	\$ 19,380	\$ 24,429	126.1%	\$ 20,000	3.2%	-18.1%	Price Increase \$105 per ton
121 Asphalt												
01 Asphalt	\$ 378,848	\$ 400,000	\$ 524,526	\$ 434,458	\$ 400,000	\$ 524,526	\$ 524,526	100.0%	\$ 557,000	6.2%	6.2%	Town 2710 ton @ \$105/ton & Country 2587 ton @ \$105/ton
122 Culverts & Guard Rails												
01 Culverts & Guard Rails	\$ 8,428	\$ 7,892	\$ 13,331	\$ 9,884	\$ 7,892	\$ 15,600	\$ 13,331	85.5%	\$ 12,000	-23.1%	-10.0%	
123 Signs												
01 Signs	\$ 2,157	\$ 1,507	\$ 2,373	\$ 2,012	\$ 1,507	\$ 1,920	\$ 2,373	123.6%	\$ 3,000	56.3%	26.4%	Need new software / equipment

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
40 Public Works (continued)												
124 Sidewalks												
01 Sidewalks	\$ 3,000	\$ 3,623	\$ 3,000	\$ 3,208	\$ 3,623	\$ 3,000	\$ 3,000	100.0%	\$ 3,000	0.0%	0.0%	
126 Traffic Paint												
01 Traffic Paint	\$ 10,621	\$ 11,160	\$ 17,632	\$ 13,137	\$ 11,160	\$ 18,000	\$ 17,632	98.0%	\$ 18,000	0.0%	2.1%	
127 Vehicle Paint												
01 Vehicle Paint	\$ 2,573	\$ 2,898	\$ 2,201	\$ 2,557	\$ 2,898	\$ 2,500	\$ 2,201	88.1%	\$ 2,500	0.0%	13.6%	
130 Construction Material												
01 Construction Material	\$ 1,872	\$ 2,736	\$ 4,840	\$ 3,149	\$ 2,736	\$ 3,304	\$ 4,840	146.5%	\$ 4,500	36.2%	-7.0%	
131 Sand Account												
01 Sand Account	\$ 42,400	\$ 42,400	\$ 65,000	\$ 49,933	\$ 42,400	\$ 65,000	\$ 65,000	100.0%	\$ 67,500	3.8%	3.8%	4500 yd@ \$15 (price increase)
132 Municipal Maintenance												
01 Municipal Maintenance	\$ 7,150	\$ 8,000	\$ 7,576	\$ 7,575	\$ 8,000	\$ 8,000	\$ 7,576	94.7%	\$ 8,000	0.0%	5.6%	Mostly weed spraying
133 Tools Insurance												
01 Tools Insurance												
134 Drug/Alcohol Testing												
01 Drug/Alcohol Testing	\$ 1,109	\$ 650	\$ 815	\$ 858	\$ 650	\$ 900	\$ 815	90.6%	\$ 900	0.0%	10.4%	
271 Contracted Services												
01 Janitorial & Supplies												
Totals	\$ 2,068,165	\$ 2,105,362	\$ 2,450,487	\$ 2,208,005	\$ 2,105,362	\$ 2,481,422	\$ 2,444,421	98.5%	\$ 2,709,266	9.2%	10.8%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
50 Recreation												
001 Salaries												
01 Regular Pay	\$ 196,120	\$ 203,368	\$ 205,282	\$ 201,590	\$ 203,368	\$ 226,827	\$ 205,282	90.5%	\$ 251,410	10.8%	22.5%	Number from Finance
02 Overtime												
07 Salaries	\$ 68,045	\$ 80,773	\$ 94,118	\$ 80,979	\$ 80,773	\$ 90,000	\$ 94,118	104.6%	\$ 95,000	5.6%	0.9%	Number from Finance
003 Office Supplies												
01 Postage	\$ 220	\$ 110	\$ 236	\$ 189	\$ 110	\$ 250	\$ 236	94.4%	\$ 300	20.0%	27.1%	
02 Advertising	\$ 778	\$ 1,526	\$ 1,642	\$ 1,315	\$ 1,526	\$ 1,500	\$ 1,642	109.5%	\$ 2,000	33.3%	21.8%	
03 Copier Rental	\$ 1,560	\$ 1,560	\$ 520	\$ 1,213	\$ 1,560	\$ 1,560	\$ 520	33.3%	\$ 1,560	0.0%	200.0%	
04 Equipment Repair	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -	0.0%	\$ 150	0.0%	#DIV/0!	
05 Printer Ink	\$ 159	\$ 68	\$ 22	\$ 83	\$ 68	\$ 100	\$ 22	22.4%	\$ 100	0.0%	346.8%	
07 Paper	\$ 147	\$ 107	\$ 140	\$ 131	\$ 107	\$ 250	\$ 140	56.0%	\$ 250	0.0%	78.7%	
08 Office Supplies	\$ 634	\$ 418	\$ 974	\$ 676	\$ 418	\$ 1,000	\$ 974	97.4%	\$ 1,000	0.0%	2.6%	
008 Computer Maintenance												
01 Computer Maintenance	\$ 1,134	\$ 840	\$ 1,013	\$ 996	\$ 840	\$ 840	\$ 1,013	120.6%	\$ 950	13.1%	-6.2%	
009 Professional Dues												
04 Professional Dues	\$ 255	\$ 255	\$ 295	\$ 268	\$ 255	\$ 225	\$ 295	131.1%	\$ 355	57.8%	20.3%	
010 Travel Expenses												
01 Mileage	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 150	\$ -	0.0%	\$ 150	0.0%	#DIV/0!	
02 Meals & Lodging	\$ -	\$ -	\$ 570	\$ 190	\$ -	\$ 300	\$ 570	190.0%	\$ 500	66.7%	-12.3%	
04 Conference Fee	\$ -	\$ -	\$ 200	\$ 67	\$ -	\$ 200	\$ 200	100.0%	\$ 200	0.0%	0.0%	
05 Travel Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200	\$ -	0.0%	\$ 200	0.0%	#DIV/0!	
011 Training & Education												
02 Training & Education	\$ -	\$ 319	\$ 75	\$ 131	\$ 319	\$ 500	\$ 75	15.0%	\$ 500	0.0%	566.7%	
013 Car Allowance												
01 Car Allowance	\$ 3,200	\$ 3,262	\$ 3,500	\$ 3,321	\$ 3,262	\$ 3,500	\$ 3,500	100.0%	\$ 3,500	0.0%	0.0%	
015 Telephone												
01 Cell Phone												
02 Rec Center	\$ 2,139	\$ 2,362	\$ 2,354	\$ 2,285	\$ 2,362	\$ 2,400	\$ 2,354	98.1%	\$ 2,400	0.0%	2.0%	
04 Telephone	\$ 56	\$ -	\$ 723	\$ 260	\$ -	\$ 400	\$ 723	180.7%	\$ 780	95.0%	7.9%	
017 Internet												
03 Internet	\$ 1,070	\$ 1,166	\$ 1,207	\$ 1,148	\$ 1,166	\$ 1,200	\$ 1,207	100.6%	\$ 1,200	0.0%	-0.6%	
018 Health Insurance												
01 Health Insurance	\$ 67,030	\$ 70,572	\$ 78,666	\$ 72,089	\$ 70,572	\$ 79,409	\$ 78,666	99.1%	\$ 83,596	5.3%	6.3%	Number from Finance
026 Heating Fuel												
01 Recreation Center	\$ 13,969	\$ 17,313	\$ 30,666	\$ 20,649	\$ 17,313	\$ 23,892	\$ 30,666	128.4%	\$ 49,500	107.2%	61.4%	
02 Teague Park												
03 Heating Fuel												

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
50 Recreation (continued)												
027 Electricity												
05 Recreation Center	\$ 19,251	\$ 21,504	\$ 26,182	\$ 22,312	\$ 21,504	\$ 26,880	\$ 26,182	97.4%	\$ 36,000	33.9%	37.5%	
06 Teague Park	\$ 509	\$ 1,901	\$ 3,523	\$ 1,978	\$ 1,901	\$ 2,376	\$ 3,523	148.3%	\$ 12,500	426.1%	254.8%	
07 Soucy Sports Complex	\$ 386	\$ 677	\$ 1,127	\$ 730	\$ 677	\$ 1,057	\$ 1,127	106.6%	\$ 3,500	231.1%	210.6%	
08 Pool												
028 Water												
01 Recreation Center	\$ 1,351	\$ 6,477	\$ 9,605	\$ 5,811	\$ 6,477	\$ 13,000	\$ 9,605	73.9%	\$ 13,000	0.0%	35.3%	increase 6.17%
02 Teague Park	\$ -	\$ 230	\$ 284	\$ 171	\$ 230	\$ 300	\$ 284	94.7%	\$ 300	0.0%	5.6%	increase 6.17%
03 Dog Park			\$ 134	\$ 134		\$ 200	\$ 134	66.9%	\$ 200	0.0%	49.6%	increase 6.17%
04 Soucy Complex	\$ 75	\$ 321	\$ 137	\$ 178	\$ 321	\$ 120	\$ 137	114.3%	\$ 120	0.0%	-12.5%	increase 6.17%
029 Sewer												
01 Sewer	\$ 327	\$ 511	\$ 276	\$ 371	\$ 511	\$ 700	\$ 276	39.4%	\$ 700	0.0%	153.8%	increase 2.00%
030 Building Supplies												
01 Building Supplies	\$ 3,875	\$ 3,623	\$ 3,922	\$ 3,807	\$ 3,623	\$ 3,800	\$ 3,922	103.2%	\$ 3,800	0.0%	-3.1%	
031 Building Maintenance												
01 Building Maintenance	\$ 31,847	\$ 40,789	\$ 31,957	\$ 34,865	\$ 40,789	\$ 35,650	\$ 31,957	89.6%	\$ 36,000	1.0%	12.6%	
032 Property Insurance												
01 Property Insurance	\$ 5,737	\$ 5,660	\$ 5,958	\$ 5,785	\$ 5,660	\$ 5,613	\$ 5,958	106.1%	\$ 6,303	12.3%	5.8%	Number from Finance
034 Worker's Compensation												
01 Worker's Compensation	\$ 9,179	\$ 10,209	\$ 7,224	\$ 8,871	\$ 10,209	\$ 2,750	\$ 7,224	262.7%	\$ 5,284	92.2%	-26.8%	Number from Finance
038 Social Security												
01 Social Security	\$ 19,937	\$ 21,284	\$ 22,238	\$ 21,153	\$ 21,284	\$ 23,472	\$ 22,238	94.7%	\$ 26,500	12.9%	19.2%	Number from Finance
040 City & State Retirement												
01 City & State Retirement	\$ 7,155	\$ 7,347	\$ 7,556	\$ 7,353	\$ 7,347	\$ 7,345	\$ 7,556	102.9%	\$ 8,157	11.0%	7.9%	Number from Finance
051 Equipment Maintenance												
01 Equip Maint												
04 Repairs												
05 Equipment Maintenance	\$ -	\$ 487	\$ -	\$ 162	\$ 487							
073 Vehicle Repair												
01 Vehicle Repair												
075 Gas/Oil/Filters												
01 Gas/Oil/Filters	\$ -	\$ 50	\$ 97	\$ 49	\$ 50		\$ 97					
135 Water Tests												
01 Water Tests	\$ -											

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Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
50 Recreation (continued)												
136 Youth Center Equipment												
01 Youth Center Equipment												
137 Rink Equipment												
01 Rink Equipment	\$ 584	\$ 448	\$ 834	\$ 622	\$ 448	\$ 800	\$ 834	104.3%	\$ 800	0.0%	-4.1%	
138 Program Equipment												
01 Baseball/Softball	\$ 578	\$ 478	\$ 126	\$ 394	\$ 478	\$ 600	\$ 126	21.0%	\$ 600	0.0%	376.3%	
02 Tennis	\$ 310	\$ 200	\$ -	\$ 170	\$ 200	\$ 200	\$ -	0.0%	\$ 200	0.0%		
03 Soccer	\$ 228	\$ 734	\$ 559	\$ 507	\$ 734	\$ 600	\$ 559	93.2%	\$ 600	0.0%	7.4%	
04 Basketball	\$ 88	\$ -	\$ 36	\$ 41	\$ -	\$ 200	\$ 36	17.9%	\$ 200	0.0%	458.7%	
05 Arts & Crafts									\$ 200	NEW		
06 Program Equipment	\$ 1,983	\$ 1,652	\$ 1,641	\$ 1,759	\$ 1,652	\$ 1,800	\$ 1,641	91.2%	\$ 1,800	0.0%	9.7%	
139 Rink Maintenance												
01 Rink Maintenance	\$ -	\$ 287	\$ -	\$ 96	\$ 287	\$ -						
140 Pool Supplies												
01 Pool Supplies	\$ 300	\$ 500	\$ -	\$ 267	\$ 500	\$ 900	\$ -	0.0%	\$ 900	0.0%		
141 Trophies & Awards												
01 Trophies & Awards	\$ 43	\$ 366	\$ 286	\$ 231	\$ 366	\$ 400	\$ 286	71.5%	\$ 400	0.0%	39.9%	
142 Pool Maintenance												
01 Pool Maintenance	\$ 400	\$ 400	\$ -	\$ 267	\$ 400	\$ -						
145 Special Events												
01 Special Events	\$ -	\$ 117	\$ -	\$ 39	\$ 117							
243 Rec Center Improvement	\$ 1,237	\$ 2,851	\$ 2,798	\$ 2,295	\$ 2,851	\$ 3,000	\$ 2,798	93.3%	\$ 3,000	0.0%	7.2%	
Totals	\$ 461,895	\$ 517,163	\$ 552,748	\$ 510,602	\$ 517,163	\$ 570,660	\$ 548,704	96.2%	\$ 656,665	15.1%	19.7%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
51 Parks												
001 Salaries												
01 Regular Pay	\$ 45,009	\$ 46,535	\$ 41,157	\$ 44,233	\$ 46,535	\$ 46,738	\$ 41,157	88.1%	\$ 51,916	11.1%	26.1%	Number from Finance
02 Overtime	\$ 3,256	\$ 3,579	\$ 2,528	\$ 3,121	\$ 3,579	\$ 5,000	\$ 2,528	50.6%	\$ 4,000	-20.0%	58.2%	Number from Finance
07 Salaries	\$ 38,226	\$ 34,579	\$ 37,270	\$ 36,692	\$ 34,579	\$ 36,316	\$ 37,270	102.6%	\$ 39,213	8.0%	5.2%	Number from Finance
014 New Equipment												
01 New Equipment	\$ 1,534	\$ 1,322	\$ 1,197	\$ 1,351	\$ 1,322	\$ 1,200	\$ 1,197	99.7%	\$ 1,200	0.0%	0.3%	
015 Telephone												
01 Cell Phone												
04 Telephone	\$ 583	\$ 628	\$ 818	\$ 676	\$ 628	\$ 650	\$ 818	125.8%	\$ 820	26.2%	0.3%	
018 Health Insurance												
01 Health Insurance	\$ 11,392	\$ 164	\$ 12,117	\$ 7,891	\$ 164	\$ 12,118	\$ 12,117	100.0%	\$ 12,118	0.0%	0.0%	Number from Finance
019 Misc. Expense												
01 Misc. Expense												
026 Heating Fuel												
03 Heating Fuel	\$ 4,675	\$ 3,978	\$ 8,316	\$ 5,656	\$ 3,978	\$ 6,000	\$ 8,316	138.6%	\$ 12,000	100.0%	44.3%	
027 Electricity												
01 PW MAIN GAR												
09 Park Shop	\$ 1,375	\$ 1,516	\$ 1,834	\$ 1,575	\$ 1,516	\$ 1,895	\$ 1,834	96.8%	\$ 6,500	243.1%	254.4%	
10 Park Security Lighting	\$ 199	\$ 207	\$ 205	\$ 204	\$ 207	\$ 259	\$ 205	79.2%	\$ 1,200	362.7%	484.5%	
11 Electricity	\$ 201	\$ 237	\$ 252	\$ 230	\$ 237	\$ 296	\$ 252	85.1%	\$ 1,200	305.3%	376.2%	
029 Sewer												
01 Sewer	\$ 250	\$ 254	\$ 256	\$ 253	\$ 254	\$ 300	\$ 256	85.3%	\$ 300	0.0%	17.3%	increase of 2.00%
030 Building Supplies												
01 Building Supplies	\$ 1,827	\$ 1,929	\$ 2,263	\$ 2,006	\$ 1,929	\$ 2,500	\$ 2,263	90.5%	\$ 2,500	0.0%	10.5%	
031 Building Maintenance												
01 Building Maintenance	\$ 2,575	\$ 841	\$ 2,951	\$ 2,123	\$ 841	\$ 3,600	\$ 2,951	82.0%	\$ 3,200	-11.1%	8.4%	
032 Property Insurance												
01 Property Insurance												
034 Workers Comp												
01 Workers Comp	\$ 2,770	\$ 2,239	\$ 2,145	\$ 2,385	\$ 2,239	\$ 475	\$ 2,145	451.7%	\$ 2,550	436.8%	18.9%	Number from Finance
036 Vehicle Insurance												
01 Vehicle Insurance	\$ 4,382	\$ 4,500	\$ 4,583	\$ 4,489	\$ 4,500	\$ 4,504	\$ 4,583	101.8%	\$ 4,663	3.5%	1.7%	Number from Finance
038 Social Security												
01 Social Security	\$ 6,389	\$ 6,497	\$ 6,026	\$ 6,304	\$ 6,497	\$ 6,583	\$ 6,026	91.5%	\$ 7,277	10.5%	20.8%	Number from Finance
040 City & State Retirement												
01 City & State Retirement	\$ 440	\$ 1,060	\$ 580	\$ 693	\$ 1,060	\$ 1,040	\$ 580	55.8%	\$ 1,040	0.0%	79.3%	Number from Finance

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
51 Parks (continued)												
051 Equipment Maintenance												
04 Repairs	\$ 1,754	\$ 1,790	\$ 1,565	\$ 1,703	\$ 1,790	\$ 1,800	\$ 1,565	87.0%	\$ 1,800	0.0%	15.0%	
05 Equipment Maintenance	\$ 15,412	\$ 5,833	\$ 5,108	\$ 8,784	\$ 5,833	\$ 6,000	\$ 5,108	85.1%	\$ 6,000	0.0%	17.5%	
070 Clothing Allowance												
03 Clothing	\$ 381	\$ 435	\$ 491	\$ 436	\$ 435	\$ 500	\$ 491	98.2%	\$ 500	0.0%	1.8%	
073 Vehicle Repairs												
01 Vehicle Repairs	\$ 5,168	\$ 4,818	\$ 6,684	\$ 5,557	\$ 4,818	\$ 5,000	\$ 6,684	133.7%	\$ 7,000	40.0%	4.7%	
074 Tires												
01 Tires	\$ 1,411	\$ 1,529	\$ 915	\$ 1,285	\$ 1,529	\$ 1,500	\$ 915	61.0%	\$ 1,200	-20.0%	31.1%	
075 Gas/Oil/Filters												
01 Gas/Oil/Filters	\$ 4,221	\$ 6,675	\$ 9,538	\$ 6,811	\$ 6,675	\$ 8,343	\$ 9,538	114.3%	\$ 8,500	1.9%	-10.9%	
076 Diesel												
01 Diesel	\$ 917	\$ 8,010	\$ 4,031	\$ 4,319	\$ 8,010	\$ 10,013	\$ 4,031	40.3%	\$ 3,000	-70.0%	-25.6%	
111 Tools - Shop												
01 Tools - Shop	\$ 1,142	\$ 1,158	\$ 1,165	\$ 1,155	\$ 1,158	\$ 1,300	\$ 1,165	89.6%	\$ 1,300	0.0%	11.6%	
147 Parks Maintenance												
01 Parks Maintenance	\$ 8,286	\$ 10,817	\$ 14,986	\$ 11,363	\$ 10,817	\$ 15,000	\$ 14,986	99.9%	\$ 15,000	0.0%	0.1%	
02 Civic Beautification												
237 Civic Beaut												
01 Civic Beaut	\$ 5,919	\$ 2,559	\$ 2,595	\$ 3,691	\$ 2,559	\$ 3,000	\$ 2,595	86.5%	\$ 3,000	0.0%	15.6%	
Totals	\$ 171,715	\$ 155,710	\$ 173,598	\$ 167,008	\$ 155,710	\$ 183,952	\$ 171,576	93.3%	\$ 198,997	8.2%	16.0%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
60 Airport												
001 Salaries												
01 Regular Pay	\$ -			\$ -								
008 Computer Maintenance												
04 Computer Maintenance												
015 Telephone												
04 Telephone	\$ 847	\$ 970	\$ 970	\$ 929	\$ 970	\$ 900	\$ 970	107.8%	\$ 1,000	11.1%	3.1%	
017 Communications												
03 Internet	\$ 659	\$ 659	\$ 617	\$ 689	\$ 659	\$ 750	\$ 617	82.2%	\$ 750	0.0%	21.6%	
019 Miscellaneous Expense												
01 Misc. Expense	\$ 120	\$ 126	\$ 272	\$ 124	\$ 126	\$ 150	\$ 272	181.7%	\$ 300	100.0%	10.1%	
026 Heating Fuel												
03 Heating Fuel	\$ 6,699	\$ 8,227	\$ 8,096	\$ 7,447	\$ 8,227	\$ 11,353	\$ 8,096	71.3%	\$ 11,500	1.3%	42.0%	
027 Electricity												
11 Electricity	\$ 770	\$ 833	\$ 1,140	\$ 868	\$ 833	\$ 1,041	\$ 1,140	109.5%	\$ 1,200	15.3%	5.3%	
14 Airport Hangar	\$ 1,893	\$ 1,582	\$ 2,248	\$ 1,732	\$ 1,582	\$ 1,977	\$ 2,248	113.7%	\$ 2,300	16.3%	2.3%	
028 Water												
05 Water	\$ 526	\$ 546	\$ 906	\$ 533	\$ 546	\$ 568	\$ 906	159.6%	\$ 975	71.7%	7.6%	increase 6.17%
029 Sewer												
01 Sewer	\$ 250	\$ 251	\$ 456	\$ 250	\$ 251	\$ 300	\$ 456	151.9%	\$ 470	56.7%	3.1%	increase 2.00%
030 Building Supplies												
01 Building Supplies	\$ -	\$ 74	\$ -	\$ 25	\$ 74	\$ 100	\$ -	0.0%	\$ 100	0.0%		
031 Building Maintenance												
01 Building Maintenance	\$ 532	\$ 1,260	\$ 2,788	\$ 762	\$ 1,260	\$ 750	\$ 2,788	371.7%	\$ 2,500	233.3%	-10.3%	
032 Property Insurance												
01 Property Insurance	\$ 1,909	\$ 1,948	\$ 1,922	\$ 1,744	\$ 1,948	\$ 1,961	\$ 1,922	98.0%	\$ 1,883	-4.0%	-2.0%	Number From Finance
037 Liability Insurance												
01 Airport Liability	\$ 2,173	\$ 2,499	\$ 2,499	\$ 2,282	\$ 2,499	\$ 2,500	\$ 2,499	100.0%	\$ 2,500	0.0%	0.0%	Number From Finance
038 Social Security												
01 Social Security	\$ 700	\$ 691	\$ 1,101	\$ 919	\$ 691	\$ 1,484	\$ 1,101	74.2%	\$ 1,300	-12.4%	18.1%	Number From Finance
040 City & State Retirement												
01 City & State Retirement	\$ -			\$ -								Number From Finance

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
60 Airport (continued)												
051 Equipment Maintenance												
05 Equipment Maintenance	\$ 4,325	\$ 8,395	\$ 2,657	\$ 5,036	\$ 8,395	\$ 5,000	\$ 2,657	53.1%	\$ 5,000	0.0%	88.2%	
076 Diesel												
01 Diesel	\$ 2,720	\$ 3,078	\$ 7,835	\$ 3,872	\$ 3,078	\$ 7,317	\$ 7,835	107.1%	\$ 8,000	9.3%	2.1%	
153 Air Consultant Contract												
01 Air Consultant Contract	\$ 3,700	\$ 3,975	\$ 4,875	\$ 5,592	\$ 3,975	\$ 5,200	\$ 4,875	93.8%	\$ 5,200	0.0%	6.7%	
155 Snow Plowing												
01 Snow Plowing	\$ 5,708	\$ 5,329	\$ 9,861	\$ 6,966	\$ 5,329	\$ 15,484	\$ 9,861	63.7%	\$ 15,484	0.0%	57.0%	Number From Finance
156 Runway Lights												
01 Runway Lights	\$ 759	\$ 1,558	\$ -	\$ 772	\$ 1,558	\$ 2,300	\$ -	0.0%	\$ 2,000	-13.0%		
157 Runway Maintenance												
01 Runway Maintenance	\$ 3,000	\$ 500	\$ 2,512	\$ 2,004	\$ 500	\$ 6,000	\$ 2,512	41.9%	\$ 4,000	-33.3%	59.2%	
161 Garbage Coll												
01 Garbage Collection						\$ -						
420 AVGas												
01 AVGas	\$ 10,603	\$ 18,631	\$ 35,000	\$ 21,411	\$ 18,631	\$ 35,000	\$ 35,000	100.0%	\$ 35,000	0.0%	0.0%	MOVE TO G ACCOUNT
Totals	\$ 47,894	\$ 63,154	\$ 87,776	\$ 66,274	\$ 63,154	\$ 102,157	\$ 85,754	83.9%	\$ 101,462	-0.7%	18.3%	

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Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
61 Caribou Trailer Park												
006 Legal Fees												
01 Legal Fees												
027 Electricity												
11 Electricity	\$ 2,048	\$ 2,244	\$ 3,719	\$ 2,670	\$ 2,244	\$ 2,805	\$ 3,719	132.6%	\$ 3,900	39.0%	4.9%	
028 Water												
05 Water	\$ 4,900	\$ 3,772	\$ 5,956	\$ 4,876	\$ 3,772	\$ 4,500	\$ 5,956	132.4%	\$ 6,000	33.3%	0.7%	increase 6.17%
029 Sewer												
01 Sewer	\$ 3,000	\$ 2,638	\$ 765	\$ 2,134	\$ 2,638	\$ 2,690	\$ 765	28.4%	\$ 900	-66.5%	17.6%	increase 2.00%
032 Property Insurance												
01 Property Insurance	\$ 44	\$ 43	\$ 41	\$ 43	\$ 43	\$ 100	\$ 41	41.5%	\$ 40	-60.0%	-3.5%	Number From Finance
105 Street Lights												
01 Street Lights	\$ -											
147 Park Maintenance												
01 Park Maintenance		\$ -			\$ -	\$ -						
158 CTP License Fee												
01 CTP License Fee	\$ 115	\$ 115	\$ 115	\$ 115	\$ 115	\$ 115	\$ 115	100.0%	\$ 115	0.0%	0.0%	
160 CTP Park Maintenance												
01 CTP Park Maintenance	\$ 772	\$ -	\$ -	\$ 257	\$ -	\$ 1,000	\$ -	0.0%	\$ 1,000	0.0%		
161 Garbage Collection												
01 Garbage Collection	\$ 1,620	\$ 1,610	\$ 1,470	\$ 1,567	\$ 1,610	\$ 1,440	\$ 1,470	102.1%	\$ 1,500	4.2%	2.0%	
385 Year End CTP												
01 Year End CTP	\$ 1,579	\$ 9,749	\$ 583	\$ 3,970	\$ 9,749		\$ 583					
Totals	\$ 14,078	\$ 20,170	\$ 12,650	\$ 15,633	\$ 20,170	\$ 12,650	\$ 12,650	100.0%	\$ 13,455	6.4%	6.4%	

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Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
65 Cemeteries												
165 Evergreen Cemetery												
01 Evergreen Cemetery	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	100.0%	\$ 3,000	0.0%	0.0%	
166 Grimes Cemetery												
01 Grimes Cemetery	\$ 2,250	\$ 2,000	\$ 2,000	\$ 2,083	\$ 2,000	\$ 2,000	\$ 2,000	100.0%	\$ 2,000	0.0%	0.0%	
167 Sacred Heart Cemetery												
01 Sacred Heart Cemetery	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	100.0%	\$ 350	0.0%	0.0%	
168 Holy Rosary Cemetery												
01 Holy Rosary Cemetery	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	\$ 350	100.0%	\$ 350	0.0%	0.0%	
169 Green Ridge Cemetery												
01 Green Ridge Cemetery	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	\$ 150	100.0%	\$ 150	0.0%	0.0%	
170 Lyndon Cemetery												
01 Lyndon Cemetery	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	100.0%	\$ 300	0.0%	0.0%	
171 Bubar Cemetery												
01 Bubar Cemetery	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	100.0%	\$ 100	0.0%	0.0%	
172 Memorial Day Flags												
01 Memorial Day Flags	\$ 600	\$ 479	\$ 476	\$ 518	\$ 479	\$ 600	\$ 476	79.3%	\$ 600	0.0%	26.1%	
190 Veterans Cemetery Fund												
01 Veterans Cemetery Fund	\$ -	\$ -	\$ 6,726	\$ 2,242								
Totals	\$ 7,100	\$ 6,729	\$ 6,726	\$ 6,852	\$ 6,729	\$ 6,850	\$ 6,726	98.2%	\$ 6,850	0.0%	1.8%	

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Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
70 Insurance and Retirements												
007 Audit												
02 GASB 45	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,200	\$ -	0.0%	\$ 3,200	0.0%		
018 Health Insurance												
01 Employee Assistance Prog	\$ -	\$ -			\$ -							
034 Worker's Compensation												
01 Worker's Compensation	\$ 5,117	\$ -	\$ -	\$ 1,706	\$ -	\$ 3,616	\$ -	0.0%	\$ 3,500	-3.2%		
035 Unemployment Comp.												
01 Unemployment Comp.	\$ 17,130	\$ 33,217	\$ 15,300	\$ 21,882	\$ 33,217	\$ 17,839	\$ 15,300	85.8%	\$ 15,500	-13.1%	1.3%	
037 Liability Insurance												
01 Liability Insurance	\$ 27,209	\$ 28,539	\$ 29,431	\$ 28,393	\$ 28,539	\$ 29,221	\$ 29,431	100.7%	\$ 29,642	1.4%	0.7%	Number From Finance
038 Social Security												
01 Social Security												
039 Bonds												
01 Bonds												
040 City & State Retirement												
01 City & State Retirement	\$ -	\$ -	\$ 109	\$ 36			\$ 109		\$ 110	NEW	1.3%	
041 \$1000 Ded. Payments												
01 \$1000 Ded. Payments	\$ 906	\$ 1,500	\$ 3,000	\$ 1,802	\$ 1,500	\$ 3,000	\$ 3,000	100.0%	\$ 3,000	0.0%	0.0%	
043 Compensated Absences												
01 Compensated Absences	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	100.0%	\$ 25,000	0.0%	0.0%	
044 - Reimbursements												
01 Reimbursements												
046 Recognitions & Awards												
01 Recognitions & Awards	\$ 2,204	\$ 2,116	\$ 3,047	\$ 2,456	\$ 2,116	\$ 3,000	\$ 3,047	101.6%	\$ 4,000	33.3%	31.3%	
311 Section 125 Expense												
01 Section 125 Expense	\$ 6,422	\$ 6,244	\$ 6,158	\$ 6,275	\$ 6,244	\$ 6,500	\$ 6,158	94.7%	\$ 6,500	0.0%	5.5%	
Totals	\$ 83,990	\$ 96,615	\$ 82,045	\$ 87,550	\$ 96,615	\$ 91,376	\$ 82,045	89.8%	\$ 90,452	-1.0%	10.2%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
75 Contributions												
177 Aroost. Agency on Aging												
01 Aroost. Agency on Aging	\$ 4,600	\$ 4,600	\$ 3,048	\$ 4,083	\$ 4,600	\$ 4,600	\$ 4,600	100.0%	\$ 4,600	0.0%	0.0%	Request received for 2023
176 ACAP												
01 ACAP	\$ -	\$ -	\$ 4,600	\$ 1,533		\$ 3,048	\$ 3,048	100.0%	\$ 3,048	0.0%	0.0%	Request received for 2023
Totals	\$ 4,600	\$ 4,600	\$ 7,648	\$ 5,616	\$ 4,600	\$ 7,648	\$ 7,648	100.0%	\$ 7,648	0.0%	0.0%	

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
80 Unclassified												
038 Social Security												
01 Social Security						\$ -	\$ 523		\$ 500	NEW	-4.5%	
045 Refunds/Reimbursements												
01 Refunds/Reimbursements	\$ 8,641	\$ 270	\$ -	\$ 2,970	\$ 270	\$ 275	\$ -	0.0%	\$ 275	0.0%		
200 Tax Lien Costs												
01 Tax Lien Costs	\$ 17,593	\$ 14,320	\$ 15,246	\$ 15,720	\$ 14,320	\$ 17,500	\$ 15,246	87.1%	\$ 17,500	0.0%	14.8%	
201 Abatements												
01 Abatements	\$ 12,301	\$ 13,135	\$ 10,143	\$ 11,860	\$ 13,135	\$ 13,500	\$ 10,143	75.1%	\$ 13,500	0.0%	33.1%	
Totals	\$ 38,535	\$ 27,725	\$ 25,912	\$ 30,724	\$ 27,725	\$ 31,275	\$ 25,912	82.9%	\$ 31,775	1.6%	22.6%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
11 Economic Development												
001 Salaries												
01 Regular Pay	\$ 111,858	\$ 85,300	\$ 52,824	\$ 83,327	\$ 85,300	\$ 91,224	\$ 52,824	57.9%	\$ 56,727	-37.8%	7.4%	Number From Finance
03 Overtime												
003 Office Supplies												
01 Postage									\$ 1,000	NEW		
02 Advertising	\$ 3,360	\$ 3,018	\$ 5,692	\$ 4,023	\$ 3,018	\$ 5,000	\$ 5,692	113.8%	\$ 7,500	50.0%	31.8%	
04 Equipment Repair												
08 Office Supplies			\$ 377			\$ 0	\$ 377		\$ 500	NEW	32.7%	
005 General Govt. Legal Fees												
04 Legal Fees	\$ 1,090			\$ 1,090								
008 Computer Maintenance												
01 Computer Maintenance	\$ 64		\$ 165	\$ 115		\$ 0	\$ 165		\$ 200	NEW	21.2%	
02 Hosted Services												
03 GIS License	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	100.0%	\$ 700	0.0%	0.0%	
009 Professional Dues												
01 Subscriptions	\$ 1,563	\$ 6,143	\$ 1,255	\$ 2,987	\$ 6,143	\$ 6,000	\$ 1,255	20.9%	\$ 4,000	-33.3%	218.7%	
04 Prof Dues	\$ 1,152		\$ 425	\$ 789		\$ 0	\$ 425		\$ 1,000	NEW	135.3%	
010 Travel Expenses												
01 Mileage	\$ -	\$ 586	\$ 477	\$ 354	\$ 586	\$ 1,000	\$ 477	47.7%	\$ 2,500	150.0%	423.7%	
02 Meals & Lodging	\$ -	\$ 249	\$ 1,397	\$ 549	\$ 249	\$ 1,500	\$ 1,397	93.1%	\$ 3,000	100.0%	114.8%	
04 Conference Fees	\$ -	\$ 861	\$ 1,467	\$ 776	\$ 861	\$ 1,500	\$ 1,467	97.8%	\$ 3,000	100.0%	104.5%	
011 Training and Education												
02 Training and Education	\$ 1,760	\$ 650	\$ 109	\$ 840	\$ 650	\$ 1,500	\$ 109	7.3%	\$ 1,500	0.0%	1276.1%	
018 Health Insurance												
01 Health Insurance	\$ 15,477	\$ 9,633	\$ 7,866	\$ 10,992	\$ 9,633	\$ 28,153	\$ 7,866	27.9%	\$ 8,392	-70.2%	6.7%	Number From Finance
019 Miscellaneous Expenses												
01 Misc Expenses	\$ 33	\$ 31	\$ -	\$ 21	\$ 31	\$ 250	\$ -	0.0%	\$ 250	0.0%		
031 Building Maintenance												
01 Building Maintenance												
034 Workers Comp												
01 Workers Comp	\$ 206	\$ 151	\$ 51	\$ 136	\$ 151	\$ 150	\$ 51	33.9%	\$ 190	26.7%	273.6%	Number From Finance
038 Social Security												
01 Social Security	\$ 8,455	\$ 6,593	\$ 2,272	\$ 5,773	\$ 6,593	\$ 6,359	\$ 2,272	35.7%	\$ 4,340	-31.8%	91.0%	Number From Finance
040 City & State Retirement												
01 City & State Retirement	\$ -	\$ -	\$ 1,142	\$ 381	\$ -	\$ 1,340	\$ 1,142	85.2%	\$ 1,806	34.8%	58.2%	Number From Finance

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
11 Economic Development (continued)												
145 Special Events												
01 Special Events												
238 Trail Groomer Reserve												
01 Trail Groomer Reserve	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	100.0%	\$ 10,000	0.0%	0.0%	
280 Revolving Loan Fund												
01 Revolving Loan Fund	\$ 19,558											
281 Contracted Services												
01 Buxton Contract												
03 NMDC	\$ 13,553	\$ 13,464	\$ 13,177	\$ 13,398	\$ 13,464	\$ 13,177	\$ 13,177	100.0%	\$ 13,032	-1.1%	-1.1%	Request received for 2023
04 Broadband Study												
02 Chamber			\$ 2,500	\$ 2,500		\$ 2,500	\$ 2,500	100.0%	\$ 5,000	100.0%	100.0%	Increase for 2023
## Social Media									\$ 5,200	NEW		
## Website Upgrading									\$ 5,200	NEW		
## Brownfields Tech Asst									\$ 7,000	NEW		
## Riverfront Plan									\$ 10,000	NEW		\$40,000 requested
385 - Downtown Infrastructure												
01 Downtown Infrastructure	\$ 3,693	\$ 475	\$ 5,040	\$ 3,069	\$ 475	\$ 5,000	\$ 5,040	100.8%	\$ 7,500	50.0%	48.8%	
## Business District Lights									\$ 10,000	NEW		Capital Project - 4 year
392 Ads & Marketing												
01 Video Ads & Marketing	\$ 2,500	\$ 2,500	\$ -	\$ 1,667	\$ 2,500	\$ -	\$ -		\$ 2,500	NEW		Visit Caribou
394 Community Projects												
01 Project Exp												
08 Winter Carnival	\$ 477	\$ -	\$ 2,175	\$ 884	\$ -	\$ 3,500	\$ 2,175	62.1%	\$ 3,500	0.0%	60.9%	now with SnowBowl
14 Thursday's On Sweden	\$ -	\$ 7,512	\$ 8,728	\$ 5,414	\$ 7,512	\$ 13,000	\$ 8,728	67.1%	\$ 10,000	-23.1%	14.6%	Have sponsorships for 2023 too
15 Heritage Days												
16 Caribou Days	\$ -	\$ 3,224	\$ 1,300	\$ 1,508	\$ 3,224	\$ 5,000	\$ 1,300	26.0%	\$ 1,500	-70.0%	15.4%	
17 Moose Lottery												
18 New Years Eve												
20 Miscellaneous	\$ 2,070	\$ 1,932	\$ 2,645	\$ 2,216	\$ 1,932	\$ 2,000	\$ 2,645	132.3%	\$ 2,000	0.0%	-24.4%	
21 New Events	\$ 3,000	\$ 1,228	\$ 5,863	\$ 3,364	\$ 1,228	\$ 5,000	\$ 5,863	117.3%	\$ 4,000	-20.0%	-31.8%	
## Caribou Cares									\$ 5,000	NEW		Grew in 2022
## Small Business Saturday									\$ 5,000	NEW		Moving to own line
405 Slum/Blight Removal												
01 Slum/Blight Removal	\$ 49,488	\$ 87,401	\$ 84,486	\$ 73,792	\$ 87,401	\$ 65,000	\$ 84,486	130.0%	\$ 65,000	0.0%	-23.1%	
02 Landbank Seed		\$ 3,061	\$ -	\$ 1,531	\$ 3,061	\$ 20,000	\$ -	0.0%	\$ 20,000	0.0%		
411 Façade Improvement												
01 Façade Improvement	\$ 15,420	\$ 15,874	\$ 19,802	\$ 17,032	\$ 15,874	\$ 20,000	\$ 19,802	99.0%	\$ 20,000	0.0%	1.0%	
413 New Fire Station												
01 New Fire Station	\$ 36,945											
Totals	\$ 302,421	\$ 262,607	\$ 233,956	\$ 266,328	\$ 262,607	\$ 310,875	\$ 231,934	74.6%	\$ 308,037	-0.9%	32.8%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
24 Housing												
001 Salaries												
01 Regular Pay	\$ 53,526	\$ 55,419	\$ 55,415	\$ 54,787	\$ 55,419	\$ 55,688	\$ 55,415	99.5%	\$ 64,430	15.7%	16.3%	Number From Finance
11 Part-Time			\$ -			\$ 15,600	\$ -	0.0%	\$ 15,600	0.0%		
10 Finance Dept tasks			\$ 4,984			\$ 5,981	\$ 4,984	83.3%	\$ 5,971	-0.2%	19.8%	
003 Office Supplies												
01 Postage	\$ 3,676	\$ 3,294	\$ 2,894	\$ 3,288	\$ 3,294	\$ 2,200	\$ 2,894	131.6%	\$ 2,600	18.2%	-10.2%	
02 Advertising		\$ 814	\$ -		\$ 814	\$ 300	\$ -	0.0%	\$ 400	33.3%		
03 Copier Rental	\$ 1,731	\$ 1,909	\$ 2,135	\$ 1,925	\$ 1,909	\$ 2,000	\$ 2,135	106.8%	\$ 2,000	0.0%	-6.3%	
05 Printer Ink	\$ 142	\$ -	\$ 145	\$ 96	\$ -	\$ 200	\$ 145	72.4%	\$ 200	0.0%	38.1%	
07 Paper	\$ 183	\$ 445	\$ 298	\$ 308	\$ 445	\$ 300	\$ 298	99.2%	\$ 450	50.0%	51.2%	
08 Office Supplies	\$ 3,175	\$ 3,621	\$ 2,126	\$ 2,974	\$ 3,621	\$ 1,000	\$ 2,126	212.6%	\$ 1,750	75.0%	-17.7%	
12 Software	\$ 13,988	\$ 15,609	\$ 17,583	\$ 15,727	\$ 15,609	\$ 14,000	\$ 17,583	125.6%	\$ 15,000	7.1%	-14.7%	
005 General Govt. Legal Fees												
04 Legal Fees	\$ 4,670	\$ 60	\$ 844	\$ 1,858	\$ 60	\$ 3,500	\$ 844	24.1%	\$ 3,500	0.0%	314.8%	
007 Audit												
01 Audit	\$ -	\$ -	\$ 1,500	\$ 500	\$ -	\$ 1,500	\$ 1,500	100.0%	\$ 2,000	33.3%	33.3%	
008 Computer Maintenance												
01 Oak Leaf	\$ -	\$ 840	\$ 840	\$ 560	\$ 840	\$ 840	\$ 840	100.0%	\$ 840	0.0%	0.0%	
009 Professional Dues												
01 Subscriptions	\$ 532	\$ 640	\$ 557	\$ 577	\$ 640	\$ 550	\$ 557	101.3%	\$ 600	9.1%	7.7%	
04 Professional Dues	\$ 800	\$ 500	\$ 500	\$ 600	\$ 500	\$ 800	\$ 500	62.5%	\$ 800	0.0%	60.0%	
010 Travel Expenses												
01 Mileage	\$ 159	\$ 508	\$ 467	\$ 378	\$ 508	\$ 300	\$ 467	155.5%	\$ 600	100.0%	28.6%	
02 Meals & Lodging	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	0.0%	\$ 2,000	300.0%		
04 Conference Fees												
05 Travel Expenses	\$ -	\$ -	\$ 206	\$ 69	\$ -	\$ 200	\$ 206	103.0%	\$ 500	150.0%	142.7%	
011 Training and Education												
02 Training and Education	\$ 1,328	\$ 1,669	\$ 1,052	\$ 1,350	\$ 1,669	\$ 1,500	\$ 1,052	70.1%	\$ 3,000	100.0%	185.2%	
014 - New Equipment												
01 New Equipment	\$ 1,684	\$ 1,600	\$ 120	\$ 1,135	\$ 1,600	\$ 500	\$ 120	24.0%	\$ 1,000	100.0%	733.3%	
02 Office		\$ 600			\$ 600							
015 Telephone												
04 Telephone	\$ 462	\$ 395	\$ 394	\$ 417	\$ 395	\$ 1,200	\$ 394	32.8%	\$ 400	-66.7%	1.5%	
017 Communications												
03 Communications	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 306	\$ -	0.0%	\$ 306	0.0%		

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
24 Housing (continued)												
018 Health Insurance												
01 Health Insurance Housing	\$ 2,786	\$ 2,838	\$ 3,023	\$ 2,882	\$ 2,838	\$ 2,825	\$ 3,023	107.0%	\$ 2,983	5.6%	-1.3%	Number From Finance
02 Health Ins. Stipend FSS												
034-Workers Comp												
01-Workers Comp Housing	\$ 177	\$ 156	\$ 154	\$ 162	\$ 156	\$ 185	\$ 154	83.3%	\$ 165	-10.8%	7.1%	Number From Finance
01-Workers Comp FSS												
035-Unemployment												
01-Unemployment Housing	\$ 295	\$ 323	\$ 324	\$ 314	\$ 323	\$ 315	\$ 324	102.9%	\$ 315	0.0%	-2.8%	Number From Finance
01-Unemployment FSS												
038-Social Security												
01-Social Security Housing	\$ 4,449	\$ 4,598	\$ 4,612	\$ 4,553	\$ 4,598	\$ 4,260	\$ 4,612	108.3%	\$ 4,929	15.7%	6.9%	Number from Finance
01-Social Security FSS									\$ 1,200	NEW		This would be SS on PT Employee
040 City & State Retirement												
01-Retirement Housing	\$ 1,983	\$ 2,032	\$ 2,038	\$ 2,018	\$ 2,032	\$ 1,949	\$ 2,038	104.6%	\$ 2,255	15.7%	10.6%	Number from Finance
285 Year End Closing												
01-Year End Closing												
412 - Fee Accountant												
01 - Fee Accountant	\$ 5,398	\$ 8,245	\$ 5,670	\$ 6,438	\$ 8,245	\$ 7,000	\$ 5,670	81.0%	\$ 7,000	0.0%	23.5%	
Totals	\$ 101,143	\$ 108,135	\$ 109,902	\$ 106,394	\$ 108,135	\$ 127,521	\$ 107,880	84.6%	\$ 142,794	12.0%	32.4%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
52 Snow Trail Maintenance												
001 Salaries												
01 Regular Pay	\$ 15,272	\$ 8,080	\$ 17,512	\$ 13,621	\$ 8,080	\$ 16,640	\$ 17,512	105.2%	\$ 17,200	3.4%	-1.8%	Number from finance
02 Overtime												
07 Salaries												
015 Telephone												
01 Cell Phone	\$ 511	\$ 346	\$ 86	\$ 314	\$ 346	\$ -	\$ 86		\$ -		-100.0%	
04 Telephone												
019 Misc. Expense												
01 Misc. Expense	\$ 231	\$ 3,667	\$ 558	\$ 1,485	\$ 3,667	\$ 3,000	\$ 558	18.6%	\$ 3,000	0.0%	437.6%	
034 Work Comp												
01 Work Comp	\$ 476	\$ 176	\$ 470	\$ 374	\$ 176	\$ 475	\$ 470	98.9%	\$ 445	-6.3%	-5.3%	Number from finance
035 Unemployment												
01 Unemployment	\$ 376	\$ 196	\$ 456	\$ 343	\$ 196	\$ 350	\$ 456	130.4%	\$ 450	28.6%	-1.4%	Number from finance
036 Vehicle Insurance												
01 Vehicle Insurance												
038 Social Security												
01 Social Security	\$ 1,168	\$ 618	\$ 1,340	\$ 1,042	\$ 618	\$ 1,273	\$ 1,340	105.2%	\$ 1,316	3.4%	-1.8%	Number from finance
051 Equipment Maintenance												
01 Software												
04 Repairs												
05 Equipment Maintenance	\$ 14,661	\$ 11,602	\$ 7,017	\$ 11,093	\$ 11,602	\$ 10,000	\$ 7,017	70.2%	\$ 10,000	0.0%	42.5%	
075 Gas/Oil/Filters												
01 Gas/Oil/Filters	\$ 1,991	\$ 3,541	\$ 2,248	\$ 2,593	\$ 3,541	\$ 3,000	\$ 2,248	74.9%	\$ 3,000	0.0%	33.4%	
076 Diesel												
01 Diesel	\$ 17,586	\$ 12,752	\$ 28,093	\$ 19,477	\$ 12,752	\$ 22,300	\$ 28,093	126.0%	\$ 30,000	34.5%	6.8%	
148 Trail Maint												
01 Trail Maint	\$ 2,509	\$ 2,409	\$ 1,968	\$ 2,296	\$ 2,409	\$ 3,000	\$ 1,968	65.6%	\$ 3,000	0.0%	52.4%	
286 Rent Exp												
01 Rent Exp	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	100.0%	\$ 2,000	0.0%	0.0%	
Totals	\$ 56,782	\$ 45,387	\$ 61,749	\$ 54,639	\$ 45,387	\$ 62,038	\$ 61,749	99.5%	\$ 70,411	13.5%	14.0%	

2023 Draft Expense Budget

Department	2020	2021	2022	3 Year Average Actual Expenses (20-22)	2021	2022			2023			Comments
	Year End	Year End	Unaudited Year End		Year End	Final Budget	Unaudited Year End	% Spent of Budget	Department Request	% Change Prior Year Budget	% Change Prior Year End	
96 Section 8 FSS												
001-Salaries												
01-Regular Pay	\$ 36,937	\$ 38,244	\$ 38,241	\$ 37,808	\$ 38,244	\$ 38,429	\$ 38,241	99.5%	\$ 43,441	13.0%	13.6%	Number from finance
003-Office Supplies												
01-Postage	\$ 120	\$ 37	\$ 136	\$ 98	\$ 37	\$ 100	\$ 136	136.3%	\$ 150	50.0%	10.0%	
05-Printer Ink	\$ 97	\$ 201	\$ 161	\$ 153	\$ 201	\$ 175	\$ 161	92.0%	\$ 200	14.3%	24.2%	
08-Office Supplies	\$ 115	\$ 222	\$ 275	\$ 204	\$ 222	\$ 75	\$ 275	366.7%	\$ 175	133.3%	-36.4%	
009 Professional Dues												
01 Professional Dues			\$ 2,079			\$ -	\$ 2,079					
010- Travel Expenses												
01-Mileage	\$ -			\$ -								
02 Meals & Lodging	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	0.0%	\$ 2,000	300.0%	#DIV/0!	
05 Travel Exp	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ -	0.0%	\$ 500	0.0%	#DIV/0!	
011 - Training and Education												
02 - Training and Education	\$ -	\$ -	\$ 912	\$ 304	\$ -	\$ 100	\$ 912	912.0%	\$ 1,500	1400.0%	64.5%	
014 - New Equipment												
01 New Equipment												
02 Office												
018- Health Insurance												
01-Health Insurance	\$ 2,724	\$ 2,777	\$ 2,961	\$ 2,821	\$ 2,777	\$ 2,823	\$ 2,961	104.9%	\$ 2,983	5.7%	0.7%	Number from finance
021-Appropriations Allowance												
01-Appropriation Allowance	7000	5000	13303	\$ 8,434	\$ 5,000	\$ 5,000	\$ 13,303	266.1%	\$ 8,500	70.0%	-36.1%	2023 Grant Award: \$64,455
034-Workers Comp												
01-Workers Comp	\$ 125	\$ 109	\$ 109	\$ 115	\$ 109	\$ 119	\$ 109	91.5%	\$ 115	-3.4%	5.6%	Number from finance
035-Unemployment												
01-Unemployment	\$ 295	\$ 323	\$ 324	\$ 314	\$ 323	\$ 315	\$ 324	102.9%	\$ 324	2.9%	0.0%	Number from finance
038 Social Security												
01-Social Security	\$ 3,134	\$ 3,237	\$ 3,252	\$ 3,208	\$ 3,237	\$ 2,938	\$ 3,252	110.7%	\$ 3,323	13.1%	2.2%	Number from finance
040 City & State Retirement												
01-Retirement Housing	\$ 1,403	\$ 1,431	\$ 1,437	\$ 1,424	\$ 1,431	\$ 1,345	\$ 1,437	106.9%	\$ 1,520	13.0%	5.8%	Number from finance
Totals	\$ 51,951	\$ 51,582	\$ 63,191	\$ 55,575	\$ 51,582	\$ 52,419	\$ 63,191	120.5%	\$ 64,732	23.5%	2.4%	

2023 CITY OF CARIBOU
CAPITAL BUDGET
(DRAFT)

Department	Project	Requested	Recommended	Budget Line
Airport	Tank project	\$75,000	\$75,000	G 1-372-01
Airport	Apron project	\$25,000	\$25,000	G 1-372-01
Code	2024 Comp Plan	\$32,000	\$20,000	G 1-373-02
Code	CRRC Riverfront Plan	\$40,000	\$0	G 1-360-02
Debt	Bio-Mas Boiler Payment	\$117,100	\$117,100	G 1-373-05
Debt	Loan Repayment	\$173,500	\$173,500	G 1-373-50
Gen Govt	DOT VPI	\$50,000	\$50,000	
Gen Govt	Vital Records	\$2,500	\$2,500	G 1-373-04
Gen Govt	Voting Booth	\$950	\$950	
Library	General + Step Repair	\$22,600	\$52,600	G 1-366-01
Nylander	Building Imp	\$20,000	\$20,000	G 1-352-00
Police	Station	\$100,000	\$100,000	G 1-367-09
Police	Police Recruiting	\$54,000	\$54,000	G 1-367-10
Police	Tasers X 3	\$4,800	\$4,800	G 1-367-02
Police	Bulletproof Vests	\$3,000	\$3,000	G 1-367-02
Police	1/3 gun replacement	\$5,000	\$5,000	G 1-367-02
Police	Vehicle replacement	\$53,000	\$53,000	G 1-367-03
Police	Radio w/ repeater X 2	\$6,330	\$3,000	G 1-367-02
Police	Camera System	\$71,348	\$35,000	G 1-367-02
Public Works	Equip Res T-6 2004	\$155,000	\$155,000	G 1-370-03
Public Works	Pickup	\$7,500	\$7,500	G 1-370-03
Public Works	Street Reserve	\$175,000	\$175,000	G 1-370-04
Public Works	Curbing Reserve	\$5,000	\$35,000	G 1-370-05
Public Works	Building Reserve	\$13,000	\$13,000	G 1-370-07
Public Works	Parking Lots	\$40,000	\$10,000	G 1-399-01
Rec & Parks	Caribou Mill Pond	\$10,000	\$10,000	G 1-365-13
Rec & Parks	General Rec Center Imp	\$10,000	\$10,000	G 1-365-02
Rec & Parks	Board Walk Repairs	\$5,000	\$0	G 1-365-05
Rec & Parks	Equipment Reserve	\$5,000	\$5,000	G 1-365-09
Rec & Parks	Van Reserve	\$5,000	\$5,000	G 1-365-17
Rec & Parks	Bulletin Board	\$8,000	\$0	G 1-365-25
Rec & Parks	Park Vehicle Reserve	\$5,000	\$5,000	G 1-365-27
Fire / Amb	Foam Replacement	\$4,000	\$4,000	G 1-368-00
Fire/Amb	Replace # 5 Fleet Vehicle	\$40,000	\$0	
Fire/Amb	Ambulance remount in 2025 (\$200,00 total)	\$125,000	\$0	
Fire/Amb	1/2 replacement amb # 22	\$150,000	\$0	
Fire/Amb	Replace amb monitors/stretchers in 2024	\$252,000	\$126,000	G 1-369-01
Fire/Amb	1/9 allocation towards ladder trk (2027)	\$200,000	\$0	
Fire/Amb	Remainder of radio replacement	\$15,000	\$0	
Fire/Amb	Replace portion of Turnout gear	\$40,000	\$0	
Fire / Amb	Van instead of ambulance (money also reserved in 2022)	\$0	\$50,000	G 1-369-03
Fire / Amb	Women's quarters	\$280,000	\$0	
Fire / Amb	Lion's Building to offices	\$450,000	\$0	
Fire / Amb	Public restroom	\$45,000	\$0	
Fire / Amb	Turnout Gear Locker Room	\$250,000	\$0	
Fire / Amb	Flooring & carpeting	\$69,825	\$0	
Fire / Amb	Remove Asbestos	\$25,000	\$0	
Fire / Amb	Water Infiltration	\$14,500	\$0	
Fire / Amb	Mechanical design and installation	\$652,000	\$0	
Fire / Amb	Electrical Upgrades	\$74,000	\$0	
Fire / Amb	Last year reserves still not spent on projects		\$0	
		Requested	Recommended	
		\$3,985,953	\$1,404,950	

Department	Fund	2020	2021	2022	3 yr Avg (2020-22)	2023
GENERAL FUNDS						
10 General Government	01 - TAX LIEN COSTS COLLECTED	\$ 22,279	\$ 14,219	\$ 14,746	\$ 17,081	\$ 14,000
	02 - DELINQ. TAX INTEREST	\$ 78,119	\$ 51,514	\$ 41,676	\$ 57,103	\$ 40,000
	03 - SUPPLEMENTAL TAX	\$ -	\$ 1,245	\$ 15,760	\$ 5,668	
	04 - PYMTS IN LIEU OF TAX	\$ 46,267	\$ 29,572	\$ 94,210	\$ 56,683	\$ 50,000
	05 - CITY OWNED PROPERTY	\$ 68,925	\$ 11,940	\$ 31,397	\$ 37,421	\$ 15,000
	06 - EXCISE TAX	\$ 1,504,248	\$ 1,620,984	\$ 1,570,257	\$ 1,565,163	\$ 1,525,000
	07 - BOAT EXCISE TAX	\$ 4,583	\$ 4,825	\$ 4,445	\$ 4,618	\$ 4,500
	08 - BOAT REG FEE (LOCAL)	\$ 388	\$ 519	\$ 412	\$ 440	\$ 500
	09 - SNOWMOBILE REGISTRATION	\$ 603	\$ 618	\$ 556	\$ 592	\$ 600
	10 - ATV REGISTRATION LOCAL FEE	\$ 754	\$ 863	\$ 745	\$ 787	\$ 800
	11 - Aircraft Excise	\$ 291	\$ -		\$ 146	
	12 - Travel Reimbursement	\$ 279	\$ 150	\$ -	\$ 143	\$ -
	13 - Election Reimbursement	\$ 5,000			\$ 5,000	
	15 - MISC. LICENSES	\$ 1,840	\$ 1,890	\$ 2,020	\$ 1,917	\$ 1,850
	16 - VEHICLE REGISTRATION	\$ 24,890	\$ 27,520	\$ 27,586	\$ 26,665	\$ 26,000
	17 - 60 ACCESS HIGHWAY	\$ -	\$ -		\$ -	
	18 - STATE REVENUE SHARING	\$ 1,095,039	\$ 1,642,901	\$ 2,105,415	\$ 1,614,452	\$ 1,950,000
	19 - CONNOR EXCISE FEE	\$ 1,800	\$ 1,652	\$ 1,777	\$ 1,743	\$ 1,650
	21 - BIRTH RECORDS	\$ 5,909	\$ 7,501	\$ 6,880	\$ 6,763	\$ 7,000
	22 - DEATH RECORDS	\$ 7,944	\$ 8,202	\$ 8,846	\$ 8,331	\$ 8,000
	23 - MARRIAGE RECORDS	\$ 3,450	\$ 4,625	\$ 3,648	\$ 3,908	\$ 4,000
	25 - DOG LICENSES	\$ 1,758	\$ 120	\$ 942	\$ 940	\$ 1,000
	26 - FISHING LICENSES	\$ 296	\$ 446	\$ 342	\$ 361	\$ 400
	28 - CABLE TV FRANCHISE	\$ 106,017	\$ 109,007	\$ 103,981	\$ 106,335	\$ 100,000
	29 - MISC. INTEREST	\$ 35,986	\$ 16,351	\$ 28,602	\$ 26,979	\$ 49,000
	30 - MISC. INCOME	\$ 6,063	\$ 3,971	\$ 6,813	\$ 5,616	\$ 4,000
	32 - PROPERTY TAXES	\$ 3,355,672	\$ 3,347,344	\$ 3,615,848	\$ 3,439,621	\$ 3,615,900
	34 - PROPERTY TAX OVERLAY	\$ -	\$ 194,791	\$ 1,572	\$ 65,454	\$ -
	40 - HOUSING P/Y RECONCILIATION	\$ 2,648		\$ 4,984	\$ 3,816	\$ 5,000
	41 - CDC REVOLVING LOAN INT	\$ -			\$ -	
	42 - CDC LOAN IRP INTEREST	\$ 1,200	\$ 1,079	\$ 953	\$ 1,077	\$ 1,000
	43 - DISPOSAL OF SURPLUS	\$ -			\$ -	
	44 - RSU Payment	\$ -			\$ -	
	47 - HUNTING LICENSES	\$ 485	\$ 546	\$ 472	\$ 501	\$ 500
	51 - Contracted Fees Elections	\$ 5,746	\$ 3,032	\$ 2,791	\$ 3,856	\$ 3,000
	52 - Investment Interest	\$ 75,596	\$ 27,517	\$ 23,206	\$ 42,106	\$ 25,000
	53 - Transfer In					
	Totals	\$ 6,462,875	\$ 7,134,943	\$ 7,720,883	\$ 7,111,288	\$ 7,453,700
12 Nylander Museum	01 - Nylander Museum	\$ 651	\$ -	\$ 1	\$ 217	\$ -
	03 - Nylander Museum Rentals	\$ -	\$ -		\$ -	
	Totals	\$ 651	\$ -	\$ -	\$ 217	\$ -
17 Health & Sanitation	01 - Tri-Community Dividends	\$ -	\$ -	\$ -	\$ -	\$ -
	Totals	\$ -	\$ -	\$ -	\$ -	\$ -
18 Municipal Buildings	01 EOC Rentals	\$ 4,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
	Totals	\$ 4,000	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
20 General Assistance	01 - Connor Administration Fees	\$ 5,175	\$ 5,512	\$ 4,800	\$ 5,162	\$ 5,100
	02 - State Reimbursement	\$ 15,018	\$ 5,916	\$ 5,838	\$ 8,924	\$ 14,100
	Totals	\$ 20,193	\$ 11,428	\$ 10,638	\$ 14,086	\$ 19,200
22 Tax Assesment	01 - TREE GROWTH REIMBURSEMENT	\$ 4,057	\$ 4,851	\$ 5,533	\$ 4,814	\$ 5,000
	02 - VETERANS EXEMPTION REIMB	\$ 13,846	\$ 12,881	\$ 13,115	\$ 13,281	\$ 12,800
	04 - HOMESTEAD EXEMPTION REIMB	\$ 684,071	\$ 830,845	\$ 835,682	\$ 783,533	\$ 830,000
	05 - BETE REIMBURSEMENT	\$ 167,937	\$ 185,288	\$ 177,198	\$ 176,808	\$ 175,000
	06 - Printing Fees	\$ -	\$ 341	\$ -	\$ 114	\$ -
	07 - Renewable Energy Credit Reimb		\$ 16,574	\$ 15,039	\$ 15,807	\$ 15,000
	Totals	\$ 869,911	\$ 1,050,780	\$ 1,046,567	\$ 994,355	\$ 1,037,800

Department	Fund	2020	2021	2022	3 yr Avg (2020-22)	2023	
23 Code Enforcement	01 - ELECTRICAL PERMITS						
	02 - BUILDING PERMITS LOCAL FEE	\$ 3,000	\$ 3,850	\$ 2,700	\$ 3,183	\$ 2,700	
	03 - PLUMBING PERMITS LOCAL FEE	\$ 4,675	\$ 5,403	\$ 2,115	\$ 4,064	\$ 2,100	
	06 - ZONE AMENDMENT FEES	\$ 230	\$ 300	\$ -	\$ 177	\$ 200	
	07 - SITE DESIGN REVIEW APP FEES	\$ 900	\$ 630	\$ 1,260	\$ 930	\$ 600	
	10 - DEMO PERMIT FEES	\$ -			\$ -		
	11 - SIGN PERMITS	\$ 300	\$ 550	\$ 800	\$ 550	\$ 400	
	12 - SUBDIVISION REVIEW				\$ -		
	13 - MISCELLANEOUS INCOME		\$ 25	\$ -	\$ 13	\$ -	
	14 - Heating Permits				\$ -		
	15 - LDA Inspection Service				\$ -		
	16 - Woodland Services				\$ -		
	Totals	\$ 9,105	\$ 10,758	\$ 6,875	\$ 8,917	\$ 6,000	
	24 Housing	(see enterprise accounts)	\$ -	\$ -			
25 Library	Totals						
	01 Miscellaneous Income	\$ 2,970	\$ 3,330	\$ 2,294	\$ 2,865	\$ 3,000	
	02 Non-Resident Fees	\$ 1,018	\$ 1,726	\$ 1,603	\$ 1,449	\$ 2,000	
	03 Passport Services				\$ -		
	Totals	\$ 3,988	\$ 5,056	\$ 3,896	\$ 4,313	\$ 5,000	
31 Fire & Ambulance	01 - MAINECARE	\$ 270,237	\$ 331,000	\$ 270,095	\$ 290,444	\$ 332,000	
	02 - MAINECARE AIR AMBULANCE	\$ -	\$ -		\$ -		
	03 - MaineCare Contractual Allowance	\$ (94,192)	\$ -	\$ (77,443)	\$ (57,212)	\$ (77,442)	
	04 - MEDICARE	\$ 594,968	\$ 406,199	\$ 671,194	\$ 557,454	\$ 406,200	
	05 - MEDICARE AIR AMBULANCE	\$ -	\$ -		\$ -		
	06 - MediCare Contractual Allowance	\$ (198,985)	\$ -	\$ (113,431)	\$ (104,139)	\$ (113,432)	
	07 - PRIVATE INSURANCE	\$ 387,439	\$ 460,463	\$ 254,629	\$ 367,510	\$ 460,462	
	08 - PRIVATE INS AIR AMBULANCE	\$ -	\$ -		\$ -		
	09 - Contractual Allowance - Private	\$ (9,877)	\$ -	\$ (3,175)	\$ (4,351)	\$ (3,175)	
	10 - SELF PAY	\$ 143,733	\$ 105,815	\$ 108,213	\$ 119,254	\$ 105,815	
	11 - SELF PAY AIR AMBULANCE	\$ -	\$ -		\$ -		
	12 - Dis Contract - Self Pay	\$ -	\$ -		\$ -		
	13 - VA Air	\$ -	\$ -		\$ -		
	14 - VA Land	\$ -	\$ -	\$ 1,080	\$ 360		
	15 - Contractual Allow - VA	\$ (1,760)	\$ -	\$ (4,244)	\$ (2,001)		
	16 - Contractual Allow - Other	\$ -	\$ -	\$ (4,255)	\$ (1,418)		
	XX - CARIBOU PER CAPITA FEE		\$ -		\$ -		
	20 - WASHBURN PER CAPITA FEE	\$ -	\$ -		\$ -		
	21 - WOODLAND PER CAPITA FEE	\$ 103,100	\$ 114,300	\$ 121,700	\$ 113,033	\$ 121,700	
	22 - NEW SWEDEN PER CAPITA FEE	\$ 59,300	\$ 56,900	\$ 57,700	\$ 57,967	\$ 57,700	
	23 - WESTMANLAND PER CAPITA FEE	\$ 7,900	\$ 5,700	\$ 7,900	\$ 7,167	\$ 7,900	
	24 - STOCKHOLM PER CAPITA FEE	\$ 24,600	\$ 23,200	\$ 25,000	\$ 24,267	\$ 25,000	
	25 - CONNOR PER CAPITA FEE	\$ 41,500	\$ 42,400	\$ 45,700	\$ 43,200	\$ 45,700	
	26 - PERHAM PER CAPITA FEE	\$ -	0		\$ -		
	27 - MADAWASKA LAKE PER CAPITA	\$ 14,200	\$ 14,200.00	\$ 14,200	\$ 14,200	\$ 14,200	
	28 - LORING DEV PER CAPITA FEE	\$ -	\$ -		\$ -		
	29 - WADE PER CAPITA FEE	\$ -	\$ -		\$ -		
	30 - NON-CONTRACTED TOWNS FEES	\$ 4,000	\$ 2,500	\$ 10,000	\$ 5,500		
	35 - MISC. INTEREST	\$ 241	\$ -	\$ 119	\$ 120		
	36 - RECOVERY OF BAD DEBT	\$ 1,116	\$ 980	\$ 2,505	\$ 1,534		
	37 - Ambulance Insurance Reports	\$ 167	\$ -	\$ 64	\$ 77		
	38 - LIMESTONE PER CAPITA FEE	\$ 203,600	\$ 217,300	\$ 152,600	\$ 191,167	\$ 152,600	
	39 - CASWELL PER CAPITA FEE	\$ 24,100	\$ 28,200	\$ 29,300	\$ 27,200	\$ 29,300	
	40 - AMB BILLING HOULTON	\$ 16,570	\$ 26		\$ 8,298		
	41 - AMB BILLING CALAIS	\$ 23,918	\$ 29,332	\$ 25,970	\$ 26,407	\$ -	
	42 - AMB BILLING VAN BUREN	\$ -	0		\$ -		
	43 - AMB BILLING ISLAND FALLS	\$ 1,985	\$ 2,019	\$ 2,773	\$ 2,259	\$ -	

	Fund	2020	2021	2022	3 yr Avg (2020-22)	2023
	Fire Department (continued)					
	44 - AMB BILLING PATTEN	\$ 7,928	\$ 7,787	\$ 4,335	\$ 6,683	\$ -
	50 - FIRE PROTECTION CONNOR	\$ 10,375	\$ 10,600	\$ 11,425	\$ 10,800	\$ 11,425
	51 - FIRE PROTECTION NEW SWEDEN	\$ 14,825	\$ 14,225	\$ 14,425	\$ 14,492	\$ 14,425
	52 - FIRE PROTECTION WESTMANLAND	\$ -	\$ -	\$ -	\$ -	\$ -
	53 - FIRE PROTECTION WOODLAND	\$ 25,775	\$ 28,575	\$ 30,425	\$ 28,258	\$ 30,425
	54 - T16 R4	\$ -	\$ -		\$ -	
	60 - Fire Insurance Reports	\$ 70	\$ 40	\$ 20	\$ 43	\$ 40
	61 - Fire Insurance Recovery	\$ -	\$ -	\$ -	\$ -	
	62 - Fire Permits	\$ 4,846	\$ 5,279	\$ -	\$ 3,375	\$ -
	63 - Misc Income	\$ 360	\$ 73	\$ 66	\$ 166	\$ 70
	Totals	\$ 1,682,039	\$ 1,909,135	\$ 1,660,913	\$ 1,752,114	\$ 1,620,913
35 Police	01 - MISC. FEES INSURANCE REPORTS	\$ 1,443	\$ 1,687	\$ 1,253	\$ 1,461	\$ 1,500
	02 - POLICE DISPATCHING	\$ 2,000	\$ 500	\$ 3,500	\$ 2,000	\$ 2,000
	03 - FINGERPRINTING FEES	\$ 9	\$ 9	\$ 39	\$ 19	\$ 20
	04 - CONCEALED WEAPON PERMITS	\$ 410	\$ 335	\$ 340	\$ 362	\$ 370
	05 - COPS GRANT REIMBURSEMENT	\$ -	\$ -		\$ -	\$ 41,667
	06 - Prisoner Boarding Reimbursement	\$ 2,888	\$ 2,040	\$ 4,380	\$ 3,103	\$ 3,500
	07 - Dog Violation	\$ 644	\$ 421	\$ 382	\$ 482	\$ 490
	08 - Prisoner Meals	\$ 1,272	\$ 928	\$ 2,360	\$ 1,520	\$ 2,000
	09 - Court Reimbursement	\$ 948	\$ 22	\$ 552	\$ 507	\$ 500
	10 - Lamination Fees	\$ 187	\$ 130	\$ 195	\$ 171	\$ 180
	11 - Misc Fees	\$ 509	\$ 95	\$ 248	\$ 284	\$ 300
	12 - False Alarm Fees	\$ -		\$ -	\$ -	\$ 250
	13 - Fines	\$ -			\$ -	
	14 - Salary Reimbursement	\$ 9,298	\$ 13,516	\$ 14,688	\$ 12,501	\$ 13,000
	15 - Contract Inc	\$ -			\$ -	
	16 - School Resource Officer	\$ 65,747	\$ 24,479	\$ 39,398	\$ 43,208	
	Totals	\$ 85,355	\$ 44,162	\$ 67,335	\$ 65,617	\$ 65,777
39 Emergency Management	01 - Fees Woodland	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
	02 - Fees New Sweden	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
	03 - Fees Westmandland	\$ -	\$ -	\$ -	\$ -	\$ -
	04 - Fees Perham	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
	05 - State EOC Reimbursment		\$ -		\$ -	
	06 - Tower Rent	\$ -	\$ 1,800	\$ 1,800	\$ 1,200	\$ 1,800
	Totals	\$ 600	\$ 2,400	\$ 2,400	\$ 1,800	\$ 2,400
40 Public Works	01 - URIP/LRAP	\$ 134,728	\$ 135,156	\$ 134,416	\$ 134,767	\$ 135,000
	03 - Salary Reimbursement		\$ 273	\$ 284	\$ 279	\$ -
	04 - Equipment Rental				\$ -	
	05 - FEMA Reimbursement				\$ -	
	06 - Brush Removal Permit Fees				\$ -	
	07 - Connor Contract	\$ 62,748	\$ 42,523	\$ 88,258	\$ 64,510	\$ 67,667
	08 - Presque Isle Contract				\$ -	
	09 - School Dept Snow Plowing				\$ -	
	Totals	\$ 197,476	\$ 177,953	\$ 222,958	\$ 199,555	\$ 202,667
50 Recreation	01 Rental Income	\$ 4,197	\$ 4,393	\$ 13,486	\$ 7,359	\$ 12,000
	02 Program Fees	\$ 1,305	\$ 2,900	\$ 3,558	\$ 2,588	\$ 3,500
	03 Special Events	\$ 25	\$ 100	\$ -	\$ 42	\$ 100
	04 Swimming Pool Fees				\$ -	
	05 Rec Program Fees				\$ -	
	Totals	\$ 5,527	\$ 7,393	\$ 17,044	\$ 9,988	\$ 15,600
51 Parks	01 Miscellaneous Income	\$ 39	\$ 164	\$ -	\$ 68	\$ 150
	02 Rental Income	\$ -	\$ 150	\$ 50	\$ 67	\$ 150
	Totals	\$ 39	\$ 314	\$ 50	\$ 134	\$ 300

	Fund	2020	2021	2022	3 yr Avg (2020-22)	2023
60 Airport	02 - AIRPORT RENT	\$ 24,619	\$ 23,349	\$ 19,673	\$ 22,547	\$ 20,000
	03 - FUEL REVENUE	\$ 21,183	\$ 19,300	\$ 37,569	\$ 26,017	\$ 28,000
	30 - MISC INCOME		\$ 600	\$ 300	\$ 450	\$ -
	Totals	\$ 45,802	\$ 43,249	\$ 57,543	\$ 49,014	\$ 48,000
61 Trailer Park	01 - Lot Rent Receipts	\$ 14,078	\$ 8,760	\$ 4,215	\$ 9,018	\$ 3,000
	02 - Year End Close			\$ (4,215)		
	Totals	\$ 14,078	\$ 8,760	\$ -	\$ 9,018	\$ -
70 Insurance & Retirement	01 - MMA WORKERS COMP REFUND	\$ 10,430	\$ 28,415	\$ 12,606	\$ 17,150	\$ 9,000
	04 - HRA Credit				\$ -	
	Totals	\$ 10,430	\$ 28,415	\$ 12,606	\$ 17,150	\$ 9,000
Sub-Total		\$ 9,412,069	\$ 10,436,745	\$ 10,829,708	\$ 9,627,628	\$ 10,488,357

ENTERPRISE FUNDS						
11 Economic Development	01 - TIF Dollars Received	\$ 302,421	\$ 316,207	\$ 315,378	\$ 311,335	\$ 315,000
	02 - Comm Project - New Events				\$ -	
	Interest				\$ -	
	Totals	\$ 302,421	\$ 316,207	\$ 315,378	\$ 311,335	\$ 315,000
24 Housing	01 - Section 8 Administration	\$ 64,167	\$ 70,000	\$ 65,736	\$ 66,634	\$ 97,848
	02 - Expense Reimbursement	\$ 32,394	\$ 44,098	\$ 41,946	\$ 39,479	\$ 44,946
	Totals	\$ 96,561	\$ 114,098	\$ 107,683	\$ 106,114	\$ 142,794
52 Snowmobile Trails	01 - Miscellaneous Income	\$ 7,600	\$ 7,100	\$ 4,500	\$ 6,400	\$ 5,000
	02 - State Grant	\$ 50,716	\$ 45,979	\$ 20,266	\$ 38,987	\$ 67,200
	03 - Snow Sled Reg (State)	\$ 50	\$ 212	\$ 65	\$ 109	\$ 150
	04 - Year End Close				\$ -	
	Totals	\$ 7,650	\$ 53,291	\$ 24,830	\$ 45,496	\$ 72,350
96 FSS Revenues	01-FSS Reimbursement	\$ 47,872	\$ 57,446	\$ 63,191	\$ 56,170	\$ 64,455
	02 - From/To Reserve				\$ -	
	Totals	\$ 47,872	\$ 57,446	\$ 63,191	\$ 56,170	\$ 64,455
Sub-Total		\$ 454,504	\$ 541,041	\$ 511,082	\$ 502,209	\$ 594,599

TOTAL ALL FUNDS						
		\$ 9,866,573	\$ 10,977,786	\$ 11,340,790	\$ 10,728,383	\$ 11,082,956

2023 THE BOTTOM LINE

GENERAL FUNDS

EXPENSE BUDGET \$10,540,122
 CAPITAL \$1,404,950
 TOTAL \$11,945,072.00

REVENUE \$10,488,357.00

ADDITIONAL TO BE RAISED: -\$1,456,715.00 (EXPENSE & CAPITAL BUDGET MINUS REVENUE BUDGET)

2021 LAPSED APPROPRIATION \$361,557.69 (FROM FINANCE DIRECTOR EMAIL 3/08/2023)

2022 TAX RELIEF FUND (REVENUE SHARING) \$505,415.09

SUB-TOTAL: -\$589,742.22 (ADDITIONAL TO BE RAISED MINUS USE OF FUNDS)

ADDITIONAL MILS FOR CITY BUDGET 1.66 (BUDGET INCREASE DIVIDED BY VALUE OF 2022 MIL)

2022 MIL = \$356,136.00

COUNTY BUDGET INCREASE \$72,386.38

ADDITIONAL MILS FOR COUNTY BUDGET 0.20 (BUDGET INCREASE DIVIDED BY VALUE OF 2022 MIL)

2022 MIL = \$356,136.00

RESULTS IN A MIL RATE INCREASE OF: 1.86
 ??????

POTENTIAL INCREASE FOR SCHOOL (UNKNOWN - JUST STARTED PROCESS)

2022 MIL RATE WAS: 23.55

CURRENT ESTIMATE FOR 2023 TAX RATE 25.41