

Mayor: Billy Howard
Councilors:
Elery Beale
Mark Carr
James Macdonald
Billy Quinn
Marcia Rogers
Michael Sherrard

1. Executive Session

- A. City Manager's Evaluation
- B. City Property Discussion – St Croix #1 Roof Repair

2. Consent Agenda

- A. Previous Minutes (pages 2 – 32)
- B. Monthly Departmental Reports (pages 33 - 76)
- C. Chase Fund for April - \$300.00
- D. Treasurer's Warrants City through April 13, 2022 \$
- E. Treasurer's Warrants School through April 13, 2022 \$
- F. Treasurer's Warrant Water through April 13, 2022 \$
- G. Liquor License Renewal – Riverview Restaurant, 419 – 423 Main Street

3. Public Hearing

- A. Medical Marijuana Ordinance
- B. \$1,283,800 Water Bond Ordinance (pages 77 - 79)

4. Old Business

- A. City Manager's Report
- B. Follow Ups (pages 80 – 81)
- C. Committee Reports
 - 1. Finance Committee- Sherrard
 - 2. Property Committee- Carr
 - 3. Public Safety Committee- Sherrard
 - 4. Public Works Committee- Carr
 - 5. School Liaison Committee- Rogers
 - 6. Economic/Community Development Committee- Sherrard
- D. Mowing and Trimming Bids
- E. City Building Fascia & Soffit Project
- F. Boy Scout Report on Grave Stone Repairs

5. Public Input on Agenda Items

6. New Business

- A. Triangle Park Free WiFi Proposals
- B. Consideration of Weekly Flea Market at Lowell Street Parking Lot
- C. Sewer Abatement Request (pages 82- 84)
- D. Permission to Seek Sealed bids to replace Roof at St Croix #1 Firehouse
- E. Request Public Hearing on Dangerous Building – 97 Downes St
- F. Request Public Hearing to consider Zone Change Corner of South and Garfield
- G. Request for Use of SCBA Funds for Fire Dept Protective Gear
- H. Consideration of Copier/Scanner Upgrades for City Bldg., FD, PD, and Library

CALAIS CITY COUNCIL
MARCH 24, 2022

The second regular monthly meeting of the Calais City Council was held this date in the Council Chambers of the Calais City Building at 6:00 p.m.

Present was Mayor Howard, presiding over Councilors Sherrard, Rogers, Beale, Carr, and Macdonald.

On a motion by Councilor Sherrard and a second by Councilor Rogers, it was unanimously voted to approve the following consent agenda:

- A. Previous Minutes
- B. Treasurer's Warrants City through March 23, 2022
\$298,012.89
- C. Treasurer's Warrants School through March 23, 2022
\$471,746.80
- D. Treasurer's Warrant Water through March 23, 2022
\$ 45,026.09
- E. Perpetual Care Application – Dana & Laverne Redding Lot
- F. Dunkin Easter Egg Hunt Easter Sunday 12:00 Noon –
Triangle Park

The Mayor then called for a Public Hearing on a new Liquor License application by Mama Lola's Mexican Food. There being no public concern voiced, it was moved by Councilor Rogers, seconded by Councilor Macdonald, and unanimously voted to approve this license application.

The City Manager then his report on the following:

- Public Safety Committee Meeting on April 28, at 5:30 p.m.
- DBU Meeting at 1:00 p.m. on April 14th at Baileyville Town Office.
- City Manager's Exchange on Friday in Bangor
- City Manager's Vacation from Monday March 28 through Friday, April 1st
- The City Manager then asked the City Council to suspend the Council Rules to change Agenda as follows:
 - Add Schedule Public Hearing to consider a Water Bond Ordinance in the amount of \$1,283,800.00.
 - delete Mowing & Trimming Bids from Agenda
 - Add Demolition of 71 Germain Street to Agenda

Attendance

Consent Agenda

Public Hearing – Liquor
License

City Manager Report

On a motion by Councilor Macdonald and a second by Councilor Sherrard, it was unanimously voted to Suspend the Council Rules to make these agenda adjustments.

Suspend Rules Agenda adjustments

The Following Council Committee Reports were submitted:

Committee Reports

- A. **Finance Committee**- met prior to Council Meeting to discuss several items being listed on new business of the Council Agenda
- B. **Property Committee** – No report
- C. **Public Safety Committee** – met on Wednesday at the Public Safety Building to examine building issues
- D. **Public Works Committee** – No report
- E. **School Liaison Committee** – met to discuss proposed elementary School Addition
- F. **Economic Development committee** – No report

The City Clerk presented the City Council with the following list of Tax Acquired Properties for sale by sealed bids:

Tax Acquired Property Sale

1609 River Rd (037-239 -1) **Bid Amount**
Minimum bid = 4,457.37

Lea Farrar, Calais, ME	\$5,500.00
Christopher Jorgensen, Cutler, Me	\$10,000.00
Jay Preston, Dennysville, ME	\$17,620.00 *

On a motion by Councilor Rogers and a second by Councilor Sherrard, it was unanimously voted to accept the bid of \$17,620.00 from Jay Preston.

574 Main Street (007-002-012) **Bid Amount**
Minimum Bid = \$2,224.48

Lea Farrar, Calais, ME	\$5,500.00
Bob Greenlaw, Calais, ME	\$3700.00
Bruce Morgan Calais, ME	\$3001.49
John Lund, Pembroke, ME	\$3,500.00
Jason Smith, Calais, ME	\$7,500.00
Michael & Deborah Chadwick, Calais, ME	\$13,762.21 *
Jay Preston, Dennysville, ME	\$5,601.00
Christopher Jorgensen, Cutler, ME	\$5000.00

On a motion by Councilor Sherrard and a second by Councilor Rogers, it was unanimously voted to accept the bid of \$13,762.21 from Michael and Deborah Chadwick.

180 Union Street (005-008-002 & 003) Bid Amount
Minimum Bid = 2,699.44

Lea Farrar, Calais, ME	\$4,000.00
Michelle Takach, Calais, ME	\$5,500.00
Christopher Jorgensen, Cutler, ME	\$3,200.00
Vance Blair, Baileyville, ME	\$8,501.00
Jay Preston, Dennysville, ME	\$8,770.00 *
David Sivret, Calais, ME	\$6,130.00

On a motion by Councilor Rogers and a second by Councilor Sherrard, it was unanimously voted to accept the bid of \$8,770.00 from Jay Preston.

1 Baring St (002-001-010-1) Bid Amount
Minimum bid = 13,930.61

Christopher Jorgensen, Cutler ME	\$20,000.00 *
Lea Farrar, Calais, ME	\$14,930.00
Smith/Ramsdell/Sherrard, Calais	\$15,003.03
Britani Hollowell, Perry, ME	\$18,278.00

On a motion by Councilor Sherrard and a second by Councilor Macdonald, it was unanimously voted to accept the bid of \$20,000.00 from Christopher Jorgensen.

171 South St (009-003-007) Bid Amount
Minimum bid = 15,580.66

John Chambers, Calais, ME	\$4,200.00 *
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On a motion by Councilor Rogers and a second by Councilor Sherrard, it was unanimously voted to reject this bid from John Chambers.

The City Clerk then presented the Council with the following bids received for the Demolition of 71 Germain Street.

71 Germain Demolition

Bidder	Bid Amount
Hanscom Construction, Inc Marshfield, ME	\$11,500.00
Richard Mingo Construction Calais, ME	\$7,300.00
Stanhope Trucking, LLC Robbinston, ME	\$4,775.00

It was moved by Councilor Sherrard, seconded by Councilor Macdonald, and unanimously voted to award this bid to Stanhope Trucking in the amount of \$4,775.00.

The Clerk then presented the City Council with the following bid received on the Facia and Soffit repair of the City Building:

Glenn Connolly Calais, ME	\$23,280.00
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On a motion by Councilor Sherrard and a second by Councilor Rogers, it was unanimously voted to award this bid to Glenn Connolly in the amount of \$23,280.00.

The net agenda item was a discussion on Free WiFi for Downtown. Following a brief discussion there was no motion made, therefore this issue did not pass.

The next item, Triangle Park Free WiFi was tabled.

On a motion by Councilor Sherrard and a second by Councilor Rogers, it was unanimously voted to adopt the following Federal Procurement Policy.

INSERT FEDERAL PROCUREMENT POLICY

The next agenda item, permission to fill Fire Chief Position, was tabled.

On a motion by Councilor Sherrard and a second by Councilor Beale, it was unanimously voted to schedule a Public Hearing to consider the adoption of a Medical Marijuana Ordinance on April 14, 2022.

City Building Facia/Soffit repair

Free WiFi Downtown

Federal Procurement Policy

Fire chief

Medical Marijuana Ordinance

Federal Procurement Manual

(For City Procurements Using Federal Awards Subject to Uniform Grant Guidance)

This Federal Procurement Manual governs the procurement and purchase of property, goods and services using any federal award¹, in whole or in part, that is subject to the Uniform Grant Guidance, codified at 2 CFR Part 200.

To the extent necessary or convenient, the Manager or his/her designee, shall implement further written measures to ensure compliance with these procedures and any applicable federal laws and rules, including any applicable provisions of the Uniform Grant Guidance and the federal award terms and conditions. Any such written measures shall be made part of this manual.

A. OVERVIEW

The Council expects all procurements of property, goods or services made by the City using federal awards to be consistent with sound business practices and applicable federal laws and rules, including the Uniform Grant Guidance.

These administrative procedures, in combination with the City's written policies – including but not limited to the City's Procurement Policy – are intended to comply with the federal requirement that the City must (1) use its own documented procurement procedures which reflect applicable federal, state, and local laws and regulations and (2) maintain written standards of conduct covering conflicts of interest – real and perceived – for staff engaged in the selection, awarding or administration of a contract. (2 CFR § 200.318(a), (c).)

The Manager or his/her designee, acting singly, (the "Purchasing Agent") shall be responsible for implementing these administrative procedures and shall have direction and control over the purchasing of property, good and services for the City using federal funds.

Wherever these administrative procedures are inconsistent with applicable federal laws and rules or the terms and conditions of a federal award, the provisions of the applicable federal laws, rules or award terms and conditions shall control.

B. GENERAL PROCUREMENT PROCEDURES

- 1. Full and Open Competition.** All procurements must be conducted in a manner that provides full and open competition. Real or perceived unfair advantages will be avoided. Accordingly, the City will not (i) place unreasonable requirements on firms or vendors to qualify for a procurement, (ii)

¹ A "federal award" is any federal financial assistance (including cost-reimbursement contracts) that the City receives either directly from a federal agency or indirectly from a pass-through entity such as the State of Maine. See 2 CFR §200.38. Most, but not all, federal awards received by the City are subject to the Uniform Grant Guidance. To confirm whether a federal award is subject to the Uniform Grant Guidance, review the terms and conditions of the applicable grant agreement or cooperative agreement and the applicability provisions of the Uniform Grant Guidance, codified at 2 CFR § 200.101.

require unnecessary experience or use excessive bonding, (iii) use noncompetitive pricing practices between firms or affiliated companies, (iv) allow organizational conflicts of interest, (v) specify a "brand name" product without allowing firms or vendors to offer an equal alternate product, or (vi) allow any arbitrary action in the procurement process. To ensure objective contractor performance and eliminate unfair competitive advantage, firms or vendors that develop or draft specifications, requirements, statements of work, invitations for bids, or requests for proposals must be excluded from competing for such procurements. (2 CFR § 200.319(a))

2. **Responsible Contractors.** The City must award contracts only to responsible contractors who are able to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. (2 CFR § 200.318(h))
3. **Oversight of Contractors.** The City must maintain a contract administration and oversight system to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. (2 CFR § 200.318(b))
4. **Fostering Economy and Efficiency.** The City must avoid purchasing unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase, and to using federal surplus equipment and property. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. To foster greater economy and efficiency, consideration should also be given to: (i) entering into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services, (ii) using federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs, and (iii) using value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. (2 CFR § 200.318(d)-(g))
5. **Geographical Preferences Prohibited.** The City must conduct procurements so as to prohibit the use of statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except (i) where applicable federal statutes expressly mandate or encourage geographic preference or (ii) when contracting for architectural and engineering (A/E) services, so long as its application leaves an appropriate number of qualified firms to compete for the contract given the nature and size of the project. (2 CFR § 200.319(b))
6. **Clear and Accurate Technical Requirements.** The City must have written selection procedures for procurements that incorporate a clear and accurate description of the technical requirements for the goods or services to be procured, identify all requirements which offerors must fulfill, and identify all other factors to be used in evaluating solicitations. Technical descriptions (i) must not, in competitive procurements, contain features which unduly restrict competition; (ii) may include a statement of the qualitative nature of the goods or services to be procured; (iii) when necessary, must set forth those minimum essential characteristics and standards to which goods or services

must conform if they are to satisfy their intended use; (iv) should avoid detailed product specifications if possible; and (v) may use a brand name or equivalent description as a means to define performance or other salient requirements of procurement when it is impractical or uneconomical to make a clear and accurate description of the technical requirements (the specific features of the named brand which must be met by offerors must be clearly stated). (2 CFR § 200.319(c))

C. PROCUREMENT METHODS AND THRESHOLDS

1. **Methods of Procurement.** The City must use one of the following five methods of procuring goods or services: micropurchases, small purchases, sealed bids, competitive proposals (a.k.a. requests for proposals), and non-competitive proposals (a.k.a. sole source procurement). (2 CFR § 200.320)
 - a. **Micropurchases (less than \$10,000 as of August 31, 2020).** Micropurchases up to the federal micropurchase threshold (\$10,000 as of August 31, 2020)² may be made without soliciting competitive quotations if the Purchasing Agent considers the price to be reasonable. To the extent practicable, the Purchasing Agent must distribute repurchases equitably among qualified suppliers, vendors, or firms. (2 CFR §§ 200.67, 200.320(a))
 - b. **Small Purchases (\$250,000 or less as of August 31, 2020).** Small purchases up to the federal simplified acquisition threshold (\$250,000 as of August 31, 2020)³ may be made using simple, informal procurement methods and without requiring sealed bids. For any such purchases, the Purchasing Agent must obtain price or rate quotes from an adequate number of qualified vendors or firms (preferable, from at least three qualified vendors or firms). The Purchasing Agent shall document any price or rate quotes received, whether written or oral. (2 CFR §§ 200.88, 200.320(b))
 - c. **Sealed bids (over \$250,000 as of August 31, 2020).** For purchases in excess of the federal simplified acquisition threshold (\$250,000 as of August 31, 2020), where a complete, adequate, and realistic specification or purchase description is available, the Purchasing Agent shall issue a notice of written invitation for sealed bids in a manner reasonably calculated to attract qualified bidders and provide the bidders with sufficient response time. The invitation for bids shall provide a complete specification of the goods or services to be purchased. Bids shall be opened at the time and place prescribed in the invitation for bids. A firm fixed price (lump sum or unit price) contract award shall be made in writing to the lowest responsive and responsible bidder whose bid conforms to

² For procurements utilizing federal funds obtained prior to August 31, 2020, the micropurchase threshold is \$3,500. The threshold is subject to adjustment every five years in the Federal Acquisition Regulations.

³ For procurements utilizing federal funds obtained prior to August 31, 2020, the simplified acquisition threshold is \$150,000. The threshold is subject to adjustment every five years in the Federal Acquisition Regulations.

all material terms and conditions of the invitation to bid. Any or all bids may be rejected if there is a sound documented reason. (2 CFR §§ 200.88, 200.320 (c))

d. Requests for Proposals (over \$250,000 as of August 31, 2020). For purchases in excess of the simplified acquisition threshold (\$250,000 as of August 31, 2020), when conditions are not appropriate for the use of sealed bids because the goods or services sought cannot be defined or specified such that bids will not be comparable, the Purchasing Agent shall issue a request for proposals ("RFP") to solicit the goods or services. Typically, the RFP seeks proposals that are evaluated qualitatively such that price is not the primary evaluation criterion. Contracts may be awarded on either a fixed price or cost-reimbursement basis. If this procurement method is used, the following requirements apply:

- RFPs must be publicized in a manner reasonably calculated to attract qualified vendors or firms, and RFPs must identify all evaluation factors and their relative importance. Proposals shall be reviewed by the Purchasing Agent or a selection committee identified in the RFP. Any response to an RFP must be considered to the maximum extent practical;
- Proposals must be solicited from at least two qualified sources; and
- The Purchasing Agent shall award a contract to the responsible vendor or firm whose proposal is most advantageous to the City, with price and other factors considered; however, any and all proposals may be rejected if there is a sound documented reason.

The Purchasing Agent may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, may only be used in procurement of A/E professional services. It cannot be used to purchase other types of services even if A/E firms are a potential source to perform the proposed effort. (2 CFR § 200.320(d))

e. Non-Competitive Proposals (Sole Source); Emergencies. Procurements may be made through a non-competitive process (i.e., through the solicitation of a proposal from only one source) only when one or more of the following circumstances apply:

- The item is available only from a single source;
- An exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

- The federal awarding agency or pass-through entity expressly authorizes non-competitive proposals in response to a written request; or
- After solicitation of a number of vendors or firms, competition is determined inadequate.

The Purchasing Agent must document the basis for the sole source procurement by documenting the basis for any exigency or emergency, obtaining express authorization from the federal awarding agency or pass-through entity, or demonstrating a good faith effort on the part of the City to solicit proposals from a number of sources. (2 CFR §§ 200.320(e), 200.324(b)(2))

2. **Purchases Over \$25,000.** For purchases exceeding \$25,000, prior to contracting with a vendor, the Purchasing Agent shall use the System for Award Management (SAM) to search for the vendor by name, tax identification number, or another characteristic to make sure that the vendor has not been suspended or debarred from performing federally funded work (2 CFR § 200.205)
3. **Purchases Over the Simplified Acquisition Threshold (\$250,000 as of August 31, 2020).** The following additional procedures apply to purchases exceeding the simplified acquisition threshold:

a. Cost/Price Analysis.

- (i) The Purchasing Agent must perform a cost or price analysis in connection with every procurement in excess of the simplified acquisition threshold, including contract modifications. The method and degree of analysis depends on the facts surrounding the particular situation, but as a starting point, the Purchasing Agent must make independent estimates before receiving bids or proposals.
- (ii) The Purchasing Agent must negotiate profit as a separate element of the price for each contract in which there is no price competition and, in all cases, where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.
- (iii) Costs or prices based on estimated costs for contracts under a federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable under Subpart E (Cost Principles) of 2 CFR Part 200. The City may reference its own cost principles that comply with the federal cost principles.

- (iv) The cost plus a percentage of cost and percentage of construction cost methods of contracting shall not be used.

(2 CFR § 200.323)

b. Bonding Requirements. For construction or facility improvement contracts or subcontracts in excess of the simplified acquisition threshold, the following bonds, or equivalent, are required:

- (i) A bid guarantee from each bidder equivalent to 5% of the bid price. The "bid guarantee" must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified;
- (ii) A performance bond on the part of the contractor for 100% of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract; and
- (iii) A payment bond on the part of the contractor for 100% of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

(2 CFR § 200.325)

D. CONTRACTING WITH SMALL & MINORITY BUSINESSES, WOMEN'S BUSINESS ENTERPRISES, AND LABOR SURPLUS AREA FIRMS

The Purchasing Agent must take all necessary affirmative steps to assure that small & minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

1. Placing qualified small & minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small & minority businesses and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small & minority businesses and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small & minority businesses and women's business enterprises;

5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be allowed, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

(2 CFR § 200.321)

E. CONTRACTS ARISING FROM PROCUREMENTS

1. **Contract Administrator.** Prior to the execution of a contract funded by a federal award, the City should name a Contract Administrator. The Contract Administrator shall be responsible for the tasks, technical requirements, service performance, and verification that payments are in compliance with the contract. (2 CFR § 200.319)
2. **Contract Provisions.** Any contract entered into between the City and a firm or vendor who is to be compensated using a federal award or a portion thereof must contain the applicable contract provisions described in Appendix I. (2 CFR § 200.326)
3. **Subrecipient and Contractor Determinations.** The City must make case-by-case determinations whether each agreement it makes for the disbursement of federal funds casts the party receiving the funds in the role of a subrecipient or a contractor. The City shall make this classification using its judgment based on the following factors, as well as any additional guidance supplied by the federal awarding agency:
 - a. **Contractors.** A contract is for the purpose of obtaining goods and services for the party's own use and creates a procurement relationship with the contractor. (See 2 CFR § 200.22) Characteristics indicative of a procurement relationship between the City and a contractor are when the contractor (i) provides the goods and services within normal business operations; (ii) provides similar goods or services to many different purchasers; (iii) normally operates in a competitive environment; (iv) provides goods or services that are ancillary to the operation of the federal program; and (v) is not subject to compliance requirements of the federal program as a result of the agreement, though similar requirements may apply for other reasons.
 - b. **Subrecipients.** A subaward is for the purpose of carrying out a portion of a federal award and creates a federal assistance relationship with the subrecipient. (See 2 CFR § 200.92) Characteristics which support the classification of a party receiving federal funds as a subrecipient include when the party (i) determines who is eligible to receive what federal assistance; (ii) has its performance measured in relation to whether objectives of a federal program were met; (iii) has responsibility for programmatic decision making; (iv) is responsible for adherence to applicable federal program requirements specified in the federal award; and (v) in accordance with its agreement, uses the federal funds to carry out a program for a public purpose specified in

authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.

If the party receiving the funds is classified by the City as a subrecipient, the City must:

- (i) Ensure that every subaward is clearly identified to the subrecipient as a subaward and includes the following information:
 - Federal Award Identification: (a) Subrecipient name (which must match the name associated with its unique entity identifier); (b) subrecipient's unique entity identifier; (c) Federal Award Identification Number (FAIN); (d) federal award date (*see* 2 USC § 200.39) of award to the recipient by the federal agency; (e) subaward period of performance start and end date; (f) amount of federal funds obligated by this action by the City to the subrecipient; (g) total amount of federal funds obligated to the subrecipient by the City including the current obligation; (h) total amount of the federal award committed to the subrecipient by the City; (i) federal award project description, as required to be responsive to the Federal Funding Accountability and Transparency Act (FFATA); (j) name of federal awarding agency, City, and contact information for awarding official of the City; (k) CFDA number and name (the City must identify the dollar amount made available under each federal award and the CFDA number at time of disbursement); (l) identification of whether the award is R&D; and (m) indirect cost rate for the federal award (including if the *de minimis* rate is charged per 2 USC § 200.414).
 - All requirements imposed by the City on the subrecipient so that the federal award is used in accordance with federal statutes, regulations, and the terms and conditions of the federal award.
 - Any additional requirements that the City imposes on the subrecipient so as to meet its own responsibility to the federal awarding agency, including identification of any required financial and performance reports.
 - An approved federally recognized indirect cost rate negotiated between the subrecipient and the federal government or, if no such rate exists, either a rate negotiated between the City and the subrecipient or a *de minimis* indirect cost rate as defined in 2 USC § 200.414(f).
 - A requirement that the subrecipient permit the City and auditors to have access to the subrecipient's records and financial statements as necessary for the City to meet the requirements of 2 USC § 331.
 - Appropriate terms and conditions concerning closeout of the subaward.

- (ii) Evaluate each subrecipient's risk of noncompliance with federal statutes, regulations, and the terms and conditions of the subaward for purposes of determining the appropriate subrecipient monitoring described below, which may include consideration of such factors as: (a) the subrecipient's prior experience with the same or similar subawards; (b) the result of previous audits including whether or not the subrecipient receives a Single Audit in accordance with Subpart F-Audit Requirements-of 2 USC Part 200, and the extent to which the same or similar subaward has been audited as a major program; (c) whether the subrecipient has new personnel or new or substantially changed systems; and (d) the extent and results of federal awarding agency monitoring.
 - (iii) Consider imposing specific subaward conditions upon a subrecipient as described in 2 USC § 200.207.
 - (iv) Monitor the activities of the subrecipient as necessary to ensure that the subaward is used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subaward; and that subaward performance goals are achieved. City monitoring of the subrecipient must include: (a) reviewing financial and performance reports required by the City; (b) following up and ensuring that the subrecipient takes timely and appropriate action on all deficiencies pertaining to the federal award provided to the subrecipient from the City detected through audits, on-site reviews, and other means; and (c) issuing a management decision for audit findings as required by 2 USC § 200.521. Depending on the City's assessment of risk posed by the subrecipient, the following monitoring tools may be useful to ensure proper accountability and compliance with program requirements and performance goals: (a) providing subrecipients with training and technical assistance; (b) performing on-site reviews of the subrecipient's program operations; and (c) arranging for agreed-upon-procedures engagements as described in 2 USC § 200.425 (audit services).
 - (v) Verify that each subrecipient is audited as required by Part F (Audit Requirements) of 2 USC Part 200 when it is expected that the subrecipient's federal awards expended during the respective fiscal year equaled or exceeded the threshold set forth in 2 USC § 200.501.
 - (vi) Consider whether the results of the subrecipient's audits, on-site reviews, or other monitoring indicate conditions that necessitate adjustments to the City's own records.
 - (vii) Consider taking enforcement action against noncompliant subrecipients as described in 2 USC § 200.338.
- (2 CFR §§ 200.330, 200.331.)

F. RECORDS

- a. Recordkeeping.** The City must maintain records sufficient to detail the history of procurement. Records must include the following: (i) rationale for the method of procurement, (ii) selection of contract type, (iii) contract selection or rejection, and (iv) the basis for the contract price.
- b. Record Retention Requirements.** The City must maintain records related to each federal procurement for a period of three years from the date of submission of the final expenditure report or, for federal awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, respectively, as reported to the federal awarding agency or City in the case of a subrecipient. The following exceptions apply:
- (i) If any litigation, claim, or audit is started before the expiration of the 3-year period, the records must be retained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.
 - (ii) When the City is notified in writing by the federal awarding agency, cognizant agency for audit, oversight agency for audit, cognizant agency for indirect costs, or pass-through entity to extend the retention period.
 - (iii) Records for real property and equipment acquired with federal funds must be retained for 3 years after final disposition.
 - (iv) When records are transferred to or maintained by the federal awarding agency or pass-through entity, the 3-year retention requirement is not applicable to the City.
 - (v) Records for program income transactions after the period of performance. In some cases, federal fund recipients must report program income after the period of performance. Where there is such a requirement, the retention period for the records pertaining to the earning of the program income starts from the end of the City's fiscal year in which the program income is earned.
 - (vi) Indirect cost rate proposals and cost allocations plans. This paragraph applies to the following types of documents and their supporting records: indirect cost rate computations or proposals, cost allocation plans, and any similar accounting computations of the rate at which a particular group of costs is chargeable (such as computer usage chargeback rates or composite fringe benefit rates).

If the proposal, plan, or other computation is required to be submitted to the federal government (or to the pass-through entity) to form the basis for negotiation of the rate, then the 3-year retention period for its supporting records starts from the date of such submission.

If the proposal, plan, or other computation is not required to be submitted to the federal government (or to the pass-through entity) for negotiation purposes, then the 3-year retention period for the proposal, plan, or computation and its supporting records starts from the end of the fiscal year (or other accounting period) covered by the proposal, plan, or other computation.

(2 CFR §§ 200.318(i), 200.333.)

G. PROTESTS AND CLAIMS

The City is solely responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements of goods or services under federal awards. Except as may be otherwise provided in a written request for proposals or other solicitation of the City, these procedures are available to proposers for the purpose of handling and resolving disputes relating to such procurements, including evaluation and selection, protests of awards, disputes, and claims relating to the selection process and contract award.⁴ A protestor must exhaust all of these administrative remedies before pursuing a protest with the federal grant agency or in any court of law. For purposes of this section, the term “proposer” means any person or entity that has submitted a bid or a proposal in response to an RFP or other solicitation to the City, or a person or entity that is a prospective bidder or offeror and who has a demonstrated direct economic interest in the results of the procurement.

- 1. Protest Submission Requirements.** To be considered by the City, a protest must be made in writing, supported by sufficient information to enable the protest to be fairly evaluated, and submitted within the time periods set forth herein. At minimum, protests must include (i) the name, phone number, and address of the protester; (ii) identification of the detailed and specific provision(s) of applicable federal or state law which would be allegedly violated by the procurement; (iii) copies of all exhibits, evidence, or documents supporting the protest; and (iv) a concise description of all remedies or relief requested.
- 2. Pre-Award Protests.** Pre-award protests are protests based upon the content of the solicitation documents. Any protest to the terms, conditions, or specifications set forth in a solicitation must be submitted to the Purchasing Agent or the contract administrator, if a contract administrator is identified in the solicitation, within 5 calendar days after the issuance of the solicitation. All such protests will be considered by the Purchasing Agent, or the contract administrator as appropriate, prior to the solicitation due date, and a written decision will be provided to the protestor. A decision of the Purchasing Agent or contract administrator is final, and no further protest or appeal of the terms, conditions, or specifications of any solicitation will be considered by the City Council.

⁴ These protest procedures are not available to contractors or third parties for the purpose of handling and resolving disputes, claims or litigation arising in the course of contract formation or contract administration. Any such disputes, claims or litigation will be handled and resolved in accordance with applicable contract terms, if any, and applicable law.

3. **Protests of Proposal Evaluations and Award Decision.** Proposers shall be notified of any award decision by a written or oral notice of the award. This notice shall be transmitted to each proposer at the address, email address, or telephone number contained in its proposal. Any proposer whose proposal has not lapsed may protest an award decision on any ground arising from the evaluation of proposals or the award decision, but not on any ground specified in the "Pre-Award Protests" category, above. Any such protest must be submitted to the Purchasing Agent or the contract administrator, if a contract administrator is identified in the solicitation, within 3 calendar days after notice of the award. All such protests will be considered by a Protest Review Subcommittee, composed of members selected by the City Council at its sole discretion. A written decision from the Protest Review Subcommittee stating the grounds for allowing or denying the protest shall be transmitted to the protestor before a final contract award is made. A decision of the Protest Review Subcommittee is final, and no further protest or appeal will be considered by the City Council.

(2 CFR § 200.318(k).)

H. FEDERAL AWARDING AGENCY OR PASS-THROUGH ENTITY REVIEW

1. The City must make available, upon request of the federal awarding agency or pass-through entity, technical specifications on proposed procurements where the federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the City desires to have the review accomplished after a solicitation has been developed, the federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.
2. The City must make available upon request, for the federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:
 - a. The City's procurement procedures or operation fails to comply with the procurement standards in 2 CFR Part 200;
 - b. The procurement is expected to exceed the simplified acquisition threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;
 - c. The procurement, which is expected to exceed the simplified acquisition threshold, specifies a "brand name" product;
 - d. The proposed contract is more than the simplified acquisition threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

- e. A proposed contract modification changes the scope of a contract or increases the contract amount by more than the simplified acquisition threshold.

The City is exempt from the pre-procurement review in this paragraph if the federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of 2 CFR Part 200.

- 3. The City may request that its procurement system be reviewed by the federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third-party contracts are awarded on a regular basis.
- 4. The City may self-certify its procurement system. Such self-certification must not limit the federal awarding agency's right to survey the system. Under a self-certification procedure, the federal awarding agency may rely on written assurances from the City that it is complying with these standards. The City must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

(2 CFR § 200.324.)

I. EXCEPTIONS TO THESE ADMINISTRATIVE PROCEDURES

The requirements set forth in these administrative procedures do not apply to:

- 1. Block grants awards authorized by the Omnibus Budget Reconciliation Act of 1981 (including Community Services);
- 2. Classes of federal awards identified as exceptions by the Office of Management and Budget; or
- 3. Any circumstance where the provisions of federal statutes or regulations differ from the provisions of Part 200 of Title 2 of the Code of Federal Register.

(2 C.F.R. §§ 200.101-200.102.)

Legal reference: 2 CFR Part 200 (Uniform Administrative Requirements) (for federal awards made on or after 12/26/2014)

Adopted: _____

Amended: _____

APPENDIX I. REQUIRED CONTRACT PROVISIONS

All contracts made by the City for the procurement of property, goods, or services using a federal award must contain provisions covering the following, as applicable:

- A. **Remedies (over \$250,000).** Contracts for more than the simplified acquisition threshold (currently \$250,000) must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and must provide for such sanctions and penalties as appropriate.
- B. **Termination for Cause and Convenience (over \$10,000).** All contracts in excess of \$10,000 must address termination for cause and for convenience by the City, including the manner by which it will be effected and the basis for settlement.
- C. **Equal Employment Opportunity.** Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federal assisted construction contract" in 41 CFR Part 60-1.360-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."
- D. **Davis-Bacon Act, Copeland "Anti-Kickback" Act (construction contracts over \$2,000).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by the City must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144 and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "*Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction*"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The City must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The City must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "*Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States*"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The City must report all suspected or reported violations to the Federal awarding agency.
- E. **Contract Work Hours and Safety Standards Act (over \$100,000).** Where applicable, all contracts awarded by the City in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. 3702 and 3704, as supplemented by Department of

Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week or 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission or intelligence.

- F. **Rights to Inventions Made Under a Contract or Agreement.** If the federal award meets the definition of "funding agreement" under 37 CFR § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment, or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 CFR Part 401, "*Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,*" and any implementing regulations issued by the awarding agency.
- G. **Clean Air Act; Federal Water Pollution Control Act (over \$150,000).** Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires compliance with all applicable standards, orders, or regulations issued pursuant to the Clean Air Act (42 U.S.C. 7401-7671q) and the Federal Water Pollution Control Act, as amended (33 U.S.C. 1251-1387). Violations must be reported to the federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).
- H. **Debarment and Suspension.** A contract award (*see* 2 CFR 180.22) must not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR Part 1986 Comp., p. 189) and 12689 (3 CFR Part 1989 Comp., p. 235), "*Debarment and Suspension.*" SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549.
- I. **Byrd Anti-Lobbying Amendment (over \$100,000).** Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant or any other award covered by 31 U.S.C. 1352. Each tier must also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award.

It was moved by Councilor Sherrard, seconded by Councilor Macdonald, and unanimously voted to authorize the Finance Director to solicit Bids for the City's Property & Casualty Insurance.

On a motion by Councilor Rogers, and a second by Councilor Macdonald, it was unanimously voted to authorize the Finance Director to solicit bids for Audit Services.

It was moved by Councilor Sherrard, seconded by Councilor Rogers, and unanimously voted to adopt the amendments to the City's Procurement Policy

INSERT CITY PROCUREMENT POLICY

It was moved by Councilor Macdonald, seconded by Councilor Rogers, and unanimously voted to appoint Elery Beale as the Downeast Broadband Utility, Member Rep for the Calais City Council.

On a motion by Councilor Rogers and a second by Councilor Sherrard, it was unanimously voted to have "Free Dump Days" on Saturday and Sunday April 23 & 24.

There was a short discussion on having a flea market at the North Street Parking Lot across from the Post Office, however, no motion made at this time.

On a motion by Councilor Sherrard and a second by Councilor Rogers, it was unanimously voted to schedule a Public Hearing on April 14, 2022 to consider the adoption of a Water Bond Ordinance in the amount of \$1,283,800.00.

INSERT WATER BOND ORDINANCE

Other items addressed with no Council action being taken at this time included:

- Downeast Magazine Article on Best Places, inclusion of Calais
- North Street Building in need of renovations and repairs

On a motion by Councilor Rogers and a second by Councilor Macdonald, it was unanimously voted to retire into Executive Session at 6:31 p.m. for the following:

1. Union Negotiations
2. City Real Estate – American Tower Corp, Lease Buy out
3. Personnel Matter – City Manager Annual Evaluation

Open Session resumed at 7:02 p.m.

Insurance – Put out to bid

Audit Services

Procurement Policy
Amendments

Member Rep – DBU

Free Dump Days

Flea Market

Water Bond Ordinance

Other items

Executive Session

Procurement & Disposal Policy

City of Calais

The City of Calais hereby adopts this to be the Procurement and Disposal Policy for the City in order to promote a comprehensive, standardized and competitive purchasing procedure for the City.

Section 1 – Definitions

For the purposes of this policy, the following terms, phrases, words and their derivations shall have the meaning given herein.

City:	The City of Calais
City Council:	The Council of the City of Calais
Equipment:	All machinery, tools, apparatus, vehicles and other items of a similar nature
Improvements:	All construction, reconstruction, alteration, repair or renovation of real property owned or leased by the City
Supplies:	Supplies, materials and equipment as used by the City

Section 2 – Competitive Bidding Required

All purchases of, and contracts for, supplies, contractual services, improvements, and all sales of supplies which have become obsolete and unusable shall, except as specifically provided herein, be based whenever possible on competitive bids. The requirements outlined herein shall be considered minimum requirements of purchasing. Nothing contained herein shall prohibit or discourage additional competitive bidding practices in addition to those listed provided they are not inconsistent with the intent of this policy.

Section 3 – Purchasing Procedure (under ~~\$2,000~~ 3,000)

- a. All purchases of supplies, contractual services, and improvements estimated to be under ~~\$500~~ 1,000, may be made by the department head without prior approval of the City Manager.
 1. Requisition Procedure: The Department Head shall submit a signed purchase requisition requesting purchase of items over ~~\$500~~ 1,000 to the Finance Office to be certified that the funds are available in the account cited. The Department Head shall obtain three (3) quotes for any purchase over ~~\$1,000~~ 2,000 and justify the reason for the purchase. The Finance Office shall submit the purchase requisition order to the City Manager for approval of the purchase. The white copy of the purchase requisition order will be

retained by the Finance Office and the pink copy forwarded to the Department Head as approval of the purchase. The pink copy will be attached, by the Department Head, to the invoice submitted for payment to the Treasurer. Vendors should be told to send invoices directly to the City. The Treasurer will pay the invoices based on purchase requisition orders.

~~2. Purchase Order Procedure: The Department Head shall sign the purchase order authorizing purchase. The yellow copy of the purchase order shall be forwarded to the Treasurer within two (2) days so that a record can be established prior to the receipt of the invoice. The original purchase order will go to the vendor if necessary. Receipt slips and the pink copy of the purchase order are to be sent to the Treasurer when item/service is received. Reference must be made to the invoice number. Vendors should be told to send invoices directly to the City. The Treasurer will pay the invoices based on purchase orders and receiving reports.~~

- b. All purchases of supplies, contractual services, and improvements estimated to be under \$2,000 3,000 may be made by the City Manager without prior approval of the City Council. A minimum of three (3) quotes will be obtained and documented for purchases over \$2,000.

Section 4 – Exception for Obtaining Quotes

Each department head shall maintain a list of "preferred vendors." For purposes of this section, a "preferred vendor" is a vendor with whom the City regularly does business to purchase common budgeted materials or supplies. When making a purchase from a "preferred vendor," three (3) quotes may not be required when the purchase exceeds \$2,000 but is less than \$5,000. The department head shall provide an updated list of preferred vendors to the Finance Office at least annually.

Purchases of used items, not exceeding \$5,000, may also not require quotes, as there is often insufficient inventory available to obtain comparable pricing.

Section 4.5 – Purchasing Procedure (under \$5,000)

All purchases of supplies, contractual services, and improvements estimated to be over ~~\$2,000~~ 3,000 may be made by the City Manager with prior approval of the City Council as a budget item or special purchase.

Section 5.6 – Bidding Procedure (over \$5,000)

All supplies, contractual services, and improvements, except as otherwise provided in this policy, when the estimated cost thereof exceeds \$5,000, shall be purchased by formal written bid from the lowest responsible bidder after due notice inviting proposals. All final bid awards in excess of \$5,000 must be approved by the City Council. The above limit notwithstanding, the Council reserves the right to send any purchase of any amount out to bid.

- (1) **Notice Inviting Bids**

a) Newspaper: Notice inviting bids shall ~~may~~ be published in a local newspaper of general circulation at least two (2) weeks prior to the day set for the receiving of bids.

i. Scope of Notice – The ~~newspaper~~ notice required herein shall include a general description of the articles to be purchased or sold, shall state where bid forms and specifications may be secured, and the time and the place for opening the bids.

b) Bidders List – The City may also solicit sealed bids from known suppliers or purchasers by sending them a copy of such newspaper notice as will acquaint them with a bid specification sheet for the proposed purchase or sale.

(2) Bid Deposits

When deemed necessary by the City Manager, or when project rules require such, bid deposits in a form satisfactory to the City shall be prescribed in the bid material. Unsuccessful bidders shall be entitled to return of surety where it has been required. The successful bidder shall forfeit any surety required upon failure on ~~his~~ their part to enter a contract within such time as prescribed by the City Manager or appropriate Department Head.

(3) Bid Opening Procedures

a) Bids shall be submitted in a sealed envelope to the City Clerk and shall be identified as bids on the envelope.

b) Bids shall be opened in public at the time and place stated in the public notice.

(4) Rejection of Bids

The City Council shall have the authority to reject any or all bids, including parts of bids, ~~or all bids~~, for any one or more supplies, contractual services or improvements included in the proposed contract, when the public interest will be served thereby in its sole discretion.

(5) Award of Bid

a) Bids shall be awarded by majority vote of the City Council.

b) Lowest Responsible Bidder – Bids shall be awarded to the lowest responsible bidder. In determining “lowest responsible bidder,” in addition to price and compliance with all applicable bid specifications, the City Council may consider:

- i. Whether the bidder is able to show proof that they are bonded in the event that the advertisement so requires.
 - ii. Whether the bidder carries Workmen's Compensation Insurance as required by State Law.
 - iii. The ability, capacity and skill of the bidder to perform the bid or provide the service(s) required.
 - iv. Whether the bidder can perform the bid or provide the service(s) promptly, or within the time specified, without delay or interference.
 - v. The character, integrity, reputation, judgement, experience and efficiency of the bidder.
 - vi. The quality of performance of previous bids.
 - vii. The previous and existing compliance by the bidder with laws and ordinances relating to the bid.
 - viii. The sufficiency of the financial resources and the ability of the bidder to perform the bid.
 - ix. The quality, availability, and adaptability of the supplies or contractual services to the particular use required.
 - x. The ability of the bidder to provide future maintenance and services for the use of the subject to the bid.
 - xi. The number and scope of conditions attached to the bid.
 - xii. Such other factors as may be indicated by the City Manager or appropriate department head demonstrating that the bid is not in the City's best interest and does not promote the underlying purpose of this policy.
- c) Award to Other than Low Bidder – When the award is not given to the lowest bidder, a statement of the reasons for placing the order elsewhere shall be stated by the City Council and ~~filed with the papers relating to the transaction~~ included in the meeting minutes.
 - d) Tie Bids – Where a tie bid occurs, the City Manager or the City Council, where applicable, will make the decision on the bid award.

(6) Prohibition Against Subdivision

No contract or purchase shall be subdivided to avoid the requirements of this section.

Section ~~6~~ 7 – Local Preference

A local preference shall be given to any bidder whose business is located and operated within the City limits of Calais. This local preference shall be based on the following sliding scale:

Bids under \$10,000:	10%
Bids under \$10,000 up to \$50,000:	5%
Bids over \$50,000:	2% (not to exceed \$5,000)

Location and operation shall be defined as owning, leasing, or renting physical space within the City limits and staffing the same at least twenty (20) hours per week during a period commencing thirty (30) days prior to the bid deadline and continuing through the end of the bid agreements. The municipality to which excise tax and personal property tax is paid may also be considered when determining local preference applicability. The City Council reserves the right to adjust or suspend this percentage for any purchase.

Section ~~7~~ 8 – Exemption from Bidding Procedure – Emergency Purchases

In case of an emergency which requires immediate purchase of supplies, contractual services, or improvements, whose immediate procurement is essential to prevent delays in the work of any department which may vitally affect the life or convenience of citizens or employees, the City Manager shall be empowered to secure, at the lowest obtainable price, any supplies or contractual services regardless of the amount of the expenditure.

- a) Recorded Explanation – A written report of the circumstances of an emergency purchase shall be submitted by the City Manager to the City Council no later than twenty (20) days, or the next regularly scheduled Council meeting, whichever is later, after the purchase has been made. This report shall be available for public inspection.

Section ~~8~~ 9 – Exemption from Bidding Procedure – Special Requirements

- a) The competitive bidding procedure shall not be required in connection with any purchases of supplies, contractual services or improvements funded or reimbursable by State or Federal sources where such source requires a different procurement process to be followed. (See the Federal Procurement Manual for Using Federal Awards)
- b) The competitive bidding procedure shall not be required in connection with in-kind donations and donations of money designated for a specific purpose.

Section ~~9~~ 10 – Exemption from Bidding Procedure – Negotiated Purchases

Where there has been competitive bidding, but no bids were received, or the City Council has rejected all bids because the bid prices were unreasonable, the City Council or the City Manager (or his/her designee) ~~will~~ may negotiate the purchase price.

Section ~~10~~ 11 – Exemption from Competitive Bidding – Cooperative Purchasing

The City Council may authorize the City Manager to join with other units of government in cooperative purchasing plans or utilizing the competitive bid price established by the State of Maine when the best interest of the City would be served thereby. The requirements of competitive bidding shall not apply to such cooperative arrangements.

Section ~~11~~ 12 – Exemption from Competitive Bidding – Used Items

The City Council may authorize the City Manager to purchase used items without observing the competitive bidding procedure.

Section ~~12~~ 13 – Contracts for Professional & Other Services

- a) The City Council may authorize the City Manager to contract for professional and other services which are, in their nature, unique and not subject to competition.
- b) The City Council may authorize the City Manager to contract for routine services, on an annual basis, including, but not limited to, electrical, plumbing or other day-to-day services.

Section ~~13~~ 14 – Surplus Stock

All departments shall submit to the City Manager, at such times and in such form as he/she shall prescribe, reports showing stocks of all supplies which are no longer used or which have become obsolete, worn out, or scrapped.

- (1) Sale – Once annually, the City Manager shall sell all supplies which have become obsolete, unusable, or otherwise, for the public use, or to exchange the same for, or trade the same in on, new supplies. Sale of surplus property shall be accomplished by a competitive bidding procedure, open sale, auction or direct sale. The type of sale shall be determined by the City Manager.

Amended – March 24, 2022
Amended – January 24, 2008

**CITY OF CALAIS, MAINE – ORDINANCE
AUTHORIZATION OF A MAIN STREET WATER SYSTEM IMPROVEMENT
PROJECT AND THE ISSUANCE OF A GENERAL OBLIGATION BOND
OF THE CITY (\$1,283,800)**

The City of Calais (the “City”) hereby ordains as follows:

Section 1. That under the constitution and laws of the State of Maine and pursuant to Section 5772 of Title 30-A, M.R.S.A., the Charter of the City and other applicable authority, the City is hereby authorized to borrow from the Maine Municipal Bond Bank (the “Bank”) a cumulative principal amount not to exceed One Million Two Hundred Eighty-Three Thousand Eight Hundred dollars), for a period not to exceed thirty (30) years, at such interest rate or rates and on such further terms and conditions as may be determined by the Bank, with principal and interest to be payable at least annually, the proceeds to be used substantially to finance replacement of water main on Main Street in conjunction with sewer and storm drainage improvements already underway, (the “Project”), and the obligations of the City with respect to such borrowing will be evidenced by a General Obligation Bond and General Obligation Bond Anticipation Note of the City to be executed and delivered on behalf of the City by the City Finance Director and to be countersigned by a majority at least of the City Council in a cumulative principal amount not to exceed \$1,283,800 (the “Bond” and the “Note,” respectively). Notwithstanding anything in this ordinance to the contrary, it is hereby noted that upon issuance of the Bond, the Bank has agreed to forgive a cumulative principal amount of up to \$458,500, such that after issuance of the Bond, the total principal amount required to be repaid by the City over the term of the Bond will be approximately \$825,300.

Section 3. That the City Finance Director, the City Manager, the City Clerk and the Mayor, and each of them individually, are hereby authorized to execute such certificates, loan agreements and other documents and do all things necessary or convenient to issue the Note and the Bond.

Section 4. That the term of the Bond shall not exceed the estimated period of utility of the Project, which is hereby estimated to be not less than 30 years, and further that sufficient taxes shall be levied by the City each year that the Bond is outstanding to pay all principal and interest due and payable in that year pursuant to such Bond as are then outstanding, and that such amount of principal and interest shall be included in the tax levy of the City for each year until the Bond has been paid in full.

Section 5. That the City Clerk shall distribute a copy of this Ordinance to each Council member and to the City Manager, and shall file a reasonable number of copies of this Ordinance at City Hall and such other places as may be directed by the City Manager.

Section 6. That a public hearing shall be held at 6:00 p.m. in the City Council Chambers of the City Building in Calais, Maine on April 14, 2022, for the purpose of taking testimony and comments from the public with respect to the proposed issuance of the Note and the Bond, and that notice of the public hearing be given by the City Clerk by publishing a

summary of this ordinance in the Calais Advertiser on or about April 1, 2022, together with a notice setting forth the time and place for the public hearing, and for consideration of the proposed ordinance by the City Council at the meeting to be held on April 14, 2022, immediately following the public hearing.

Section 7. That all actions taken to date by the municipal officers of the City related to the sale of the Bond and the Note hereby are ratified, approved and confirmed.

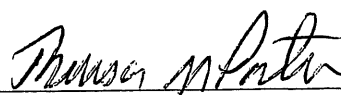
Section 8. That the law firm of Eaton Peabody is hereby designated as Bond Counsel for the City to advise the City with respect to the issuance and sale of the Note and Bond, and to prepare documents and render opinions as may be necessary or convenient for that purpose.

Section 9. That the municipal officers and officials of the City are hereby authorized to execute any and all documents and certificates, and to take all actions, including affixing the seal of the City, as may be necessary or convenient to carry out the intent of this Ordinance, and further that if any member of the City Council or officer of the City who has signed or sealed the Note, the Bond or any certificate delivered in connection therewith shall cease to be such officer or official before the Note or Bond has been authenticated or delivered by the City, such Note or Bond nonetheless may be authenticated, issued and delivered with the same force and effect as though the person or persons who signed or sealed such Note or Bond had not ceased to be such officer or official; and any such Note or Bond may be signed and sealed on behalf of the City by those persons who, at the actual date of the execution of such Note or Bond shall be the proper officers and officials of the City, although at the nominal date of such Note or Bond such person or persons shall not be such officer or official.

Section 10. That as soon as practicable after adoption of this ordinance, the City Clerk shall publish a summary of this ordinance in the Calais Advertiser together with a notice of its adoption.

I certify that I am the duly qualified City Clerk of the City of Calais, Maine and that the foregoing ordinance was introduced at the regularly scheduled meeting of the City Council on March 24, 2022, and was adopted by the City Councilors of the City of Calais at the meeting of the City Council on April 14, 2022, duly called and legally held in accordance with the laws of Maine and the City Charter, that the meeting was open to the public and that adequate and proper notice thereof was given in accordance with the laws of Maine and the City Charter, and that such ordinance has been entered into and become a part of the permanent records of the City and remains in full force and effect and has not been rescinded or amended.


CITY OF CALAIS, MAINE

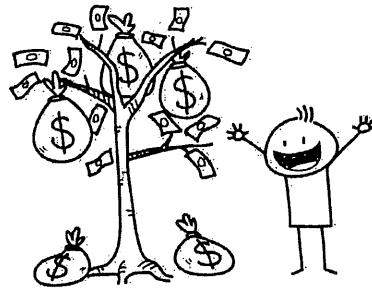
By: 
Theresa Porter
City Clerk

(SEAL)

Dated at Calais, Maine
April 14, 2022

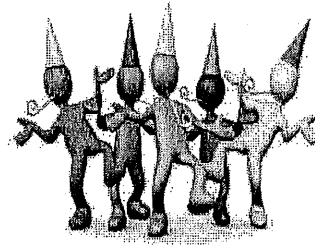
There being no further business to come before the City Council at this time, it was moved by Councilor Sherrard, seconded by Councilor Macdonald, and unanimously voted to adjourn this meeting at 7:02 p.m.

ATTEST: 
Theresa M Porter, City Clerk



FINANCIAL SUMMARY MARCH 2022

- Percentage through FY22: March = 75%
- Percentage through 2022: March = 25% (Water Dept)
- Approximate (unreconciled) bank account balances as of the end of the month:
 - General Fund: \$ 1,165,877.85
 - Sewer Dept: \$ 21,622.77
 - Amb Dept: \$ 263,678.22
 - Water Dept: \$ 4,436.03
 - Line of Credit: \$ 0.00 (\$900,000 available to be drawn)
- Amounts Owed to General Fund from Other Depts:
 - NWSARAS: \$ 43,365.16 (February = \$ 27,113.19)
 - Sewer Dept: \$ 2,503,057.66 (February = \$2,387,373.25)
 - Ambulance: \$ 648,932.69 (February = \$ 687,345.53)
 - Water Dept: \$ 201,013.77 (February = \$ 187,213.77)
- FY22 Budget Notes:
 - Unleaded gasoline was budgeted for \$3.00/gallon. In March, we paid \$3.43/gallon.
 - Diesel fuel was budgeted for \$3.50/gallon. In March, we paid \$3.281/gallon.
- The revenues for Water, Sewer, NWSARAS and the Ambulance will primarily reflect billings and not cash received. Occasionally, revenues for NWSARAS and the Ambulance will be one month behind due to the timing of when we receive the revenue billing reports.
 - March revenues for NWSARAS and Calais Fire-EMS have been booked as of 04/08/2022.
- City Loan Program:
 - 5 out of 6 active loans had payments made during March.
 - Greg Pollock **paid off** his loan!
 - 2 inactive loans (to the same borrower) are pending legal action
- Greg and Brad have been attending trainings with MMA, Moses and BMV. Greg has been a great addition to the City team! He has learned quickly and is very personable.
- I am still working on preparing the FY23 Annual Budget. The budget binders normally take about 6 weeks to prepare if there are no other tasks that come up. Since the last meeting, some unanticipated tasks have come up (such as a State desk audit on a grant we received, Provider Relief Fund reporting, Rural Development Reporting, debt reporting to MMBB, Audit RFP, Insurance Quotes etc.). FY23 budget binders will not be available by mid-April, but are anticipated to be available by the end of April, with workshops able to be scheduled beginning in early May.



HAPPY ANNIVERSARY!

This City could not operate without it's loyal and dedicated employees. In an effort to recognize their service, below are the employees that have anniversaries during the month of April.

April

Chris Scott, Police – 15 years

Becky Bridges, Library – 7 years

Barry Malloch, Transfer Station – 5 years

Michael Curran, Fire/EMS – 1 year

Amanda Dewitt, Fire/EMS – 1 year

Revenue Summary Report

DEPARTMENT(S): 0100 - 0670

MARCH

ACCOUNT	BUDGET NET	CURR MONTH NET	YTD NET	UNCOLL BALANCE
0100 - CITY	1,486,686.00	169,231.70	4,617,502.02	-3,130,816.02
0221 - 2021 TAXES	0.00	60,089.22	3,177,322.15	-3,177,322.15
0297 - BETE REIMBURSEMENT	0.00	0.00	13,026.00	-13,026.00
0300 - HOMESTEAD REIMBURSEMENT	0.00	0.00	223,478.00	-223,478.00
0301 - ADMINISTRATION	15,000.00	1,231.60	11,369.70	3,630.30
0314 - INTEREST COLLECTED	46,000.00	1,690.34	40,031.87	5,968.13
0315 - INTEREST EARNED	3,500.00	377.82	4,328.23	-828.23
0316 - MISC REVENUE	200.00	0.00	4.30	195.70
0317 - SALE OF CITY PROPERTY	1,000.00	0.00	0.00	1,000.00
0318 - EXCISE TAX	635,000.00	59,234.12	428,310.17	206,689.83
0323 - TREE GROWTH	27,000.00	0.00	32,059.27	-5,059.27
0324 - WATER DEPT REIMBURSEMENT	53,900.00	4,108.80	39,367.25	14,532.75
0329 - LOAN ADMINISTRATION	7,500.00	0.00	0.00	7,500.00
0330 - BOAT EXCISE	3,000.00	109.00	874.30	2,125.70
0335 - CODE ENFORCEMENT REVENUE	3,500.00	125.00	3,007.50	492.50
0369 - EMS ADMINISTRATION REVENUE	69,900.00	6,151.65	52,401.93	17,498.07
0390 - MOTOR VEHICLE AGENT FEES	5,900.00	568.00	4,206.00	1,694.00
3540 - STATE REVENUE SHARING	533,886.00	35,546.15	562,535.35	-28,649.35
3555 - PAYMENTS IN LIEU OF TAXES	28,000.00	0.00	25,180.00	2,820.00
3955 - USE OF FUND BALANCE	53,400.00	0.00	0.00	53,400.00
0130 - CITY CLERK	8,358.00	0.00	0.00	8,358.00
0319 - GENERAL ASSIST REIMBURSE	8,358.00	0.00	0.00	8,358.00
0220 - LIBRARY	9,500.00	125.60	2,287.33	7,212.67
0360 - LIBRARY-TRUST FUNDS	4,000.00	0.00	0.00	4,000.00
0363 - LIBRARY FINES/DONATIONS/F	3,000.00	95.60	1,330.53	1,669.47
0365 - LIBRARY NON RESIDENT FEES	2,500.00	30.00	956.80	1,543.20
0230 - RECREATION	74,000.00	10,296.95	49,176.95	24,823.05
0302 - RECREATION LAND LEASE	6,000.00	500.00	4,500.00	1,500.00
0321 - RECREATION PROGRAM INCOME	68,000.00	9,796.95	44,676.95	23,323.05
0240 - SUBSIDIES & DONATIONS	1,000.00	0.00	609.04	390.96
0322 - SNOWMOBILE REIMBURSEMENT	1,000.00	0.00	609.04	390.96
0310 - POLICE	1,150.00	10.00	325.00	825.00
0307 - POLICE-ACCIDENT REPORTS	400.00	10.00	150.00	250.00
0309 - POLICE-MISCELLANEOUS	750.00	0.00	175.00	575.00
0320 - FIRE	500.00	10.00	3,638.00	-3,138.00
0368 - FIRE REVENUE	500.00	10.00	3,638.00	-3,138.00
0410 - PUBLIC WORKS	8,525.00	391.67	9,450.60	-925.60
0310 - PUBLIC WORKS	3,000.00	0.00	5,925.57	-2,925.57
0325 - PW MECHANIC AMBULANCE	5,525.00	391.67	3,525.03	1,999.97
0470 - TRANSFER STATION	41,500.00	1,408.00	24,853.95	16,646.05
0353 - PAY BY THE BAG	35,000.00	1,243.00	20,135.50	14,864.50
0354 - SALE OF RECYCLABLE GOODS	3,000.00	0.00	2,602.45	397.55
0355 - LANDFILL FEES	3,500.00	165.00	2,116.00	1,384.00
0480 - CEMETERY	13,000.00	400.00	10,551.25	2,448.75
0312 - CEMETERY	6,000.00	400.00	8,200.00	-2,200.00
0313 - PERPETUAL CARE	4,000.00	0.00	0.00	4,000.00
0380 - WASHINGTON CTY CREMATORY	3,000.00	0.00	2,351.25	648.75
0650 - CAPITAL PROJECTS	40,000.00	0.00	41,508.00	-1,508.00

Revenue Summary Report

DEPARTMENT(S): 0100 - 0670

MARCH

ACCOUNT	BUDGET NET	CURR MONTH NET	YTD NET	UNCOLL BALANCE
0650 - CAPITAL PROJECTS CONT'D				
0326 - STATE HIGHWAY GRANT	40,000.00	0.00	41,508.00	-1,508.00
Final Totals	1,684,219.00	181,873.92	4,759,902.14	-3,075,683.14

Revenue Summary Report
DEPARTMENT(S): 6000 - 8000
MARCH

ACCOUNT	BUDGET NET	CURR MONTH NET	YTD NET	UNCOLL BALANCE	PCT COLL
6000 - NWSARAS AMBULANCE	236,460.00	10,272.76	156,290.46	80,169.54	66.10
8505 - MAINECARE REVENUE	57,290.00	5,466.20	49,700.40	7,589.60	86.75
8515 - MEDICARE REVENUE	147,661.00	3,565.00	67,051.60	80,609.40	45.41
8525 - SELF-PAY REVENUE	21,083.00	1,208.41	22,515.30	-1,432.30	106.79
8530 - COMMERCIAL INSURANCE REVENUE	10,176.00	0.00	16,828.00	-6,652.00	165.37
8550 - INTEREST INCOME	250.00	33.15	195.16	54.84	78.06
7000 - WASTEWATER TREATMENT PLAN	920,000.00	206,433.90	689,770.14	230,229.86	74.98
7640 - WWTP RESIDENTIAL REVENUE	627,000.00	148,496.28	454,228.80	172,771.20	72.44
7641 - WWTP COMMERCIAL REVENUE	230,000.00	50,571.36	173,206.94	56,793.06	75.31
7642 - WWTP GOVERNMENTAL REVENUE	18,000.00	3,134.76	9,435.42	8,564.58	52.42
7700 - WWTP GRANT REVENUE	0.00	0.00	27,883.78	-27,883.78	----
7710 - WWTP INTEREST INCOME	15,000.00	-137.62	7,702.91	7,297.09	51.35
7730 - WWTP MISCELLANEOUS INCOME	18,000.00	2,819.75	10,397.25	7,602.75	57.76
7740 - WWTP LIEN COSTS REVENUE	12,000.00	1,549.37	6,915.04	5,084.96	57.63
8000 - AMBULANCE	1,392,412.00	94,158.00	870,983.13	461,428.87	65.37
8505 - MAINECARE REVENUE	250,000.00	21,051.60	201,863.23	48,136.77	80.75
8515 - MEDICARE REVENUE	550,000.00	35,945.60	228,931.44	321,068.56	41.62
8525 - SELF-PAY REVENUE	135,000.00	9,558.73	66,677.04	68,322.96	49.39
8530 - COMMERCIAL INSURANCE REVENUE	365,000.00	27,022.85	350,550.31	14,449.69	96.04
8540 - MISCELLANEOUS INCOME	1,000.00	0.00	0.00	1,000.00	0.00
8545 - DANFORTH STIPEND INCOME	13,500.00	0.00	10,125.00	3,375.00	75.00
8550 - INTEREST INCOME	800.00	27.22	380.11	419.89	47.51
8575 - BARING STIPEND INCOME	3,012.00	0.00	3,012.00	0.00	100.00
8585 - TOPSFIELD STIPEND INCOME	2,712.00	0.00	2,712.00	0.00	100.00
8590 - VANCEBORO STIPEND INCOME	1,764.00	0.00	1,764.00	0.00	100.00
8596 - ROBBINSTON STIPEND INCOME	6,624.00	552.00	4,968.00	1,656.00	75.00
9999 - TRANSFER IN	3,000.00	0.00	0.00	3,000.00	0.00
Final Totals	2,488,872.00	310,864.66	1,717,043.73	771,828.27	68.99

Revenue Summary Report

DEPARTMENT(S): ALL
MARCH

ACCOUNT	BUDGET NET	CURR MONTH NET	YTD NET	UNCOLL BALANCE	PCT COLL
1998 - WATER DEPARTMENT	626,937.00	146,047.59	146,159.70	480,777.30	23.31
6080 - INTEREST EARNED	1,100.00	9.33	31.55	1,068.45	2.87
6090 - MISCELLANEOUS REVENUE	100.00	-192.84	-102.95	202.95	-102.95
6095 - COLLECTIONS REVENUE	0.00	0.00	0.00	0.00	----
6200 - COMMERCIAL REVENUE	89,500.00	19,530.91	19,530.91	69,969.09	21.82
6300 - RESIDENTIAL REVENUE	277,000.00	67,438.92	67,438.92	209,561.08	24.35
6400 - HYDRANTS	206,737.00	51,684.25	51,684.25	155,052.75	25.00
6600 - GOVERNMENTAL	24,000.00	7,577.02	7,577.02	16,422.98	31.57
6700 - PUBLIC FIRE	28,500.00	0.00	0.00	28,500.00	0.00
7825 - WRITE OFFS	0.00	0.00	0.00	0.00	----
7826 - SMALL CLAIMS WRITE OFFS	0.00	0.00	0.00	0.00	----
8000 - GRANT REVENUE	0.00	0.00	0.00	0.00	----
Final Totals	626,937.00	146,047.59	146,159.70	480,777.30	23.31

Expense Summary Report

ALL Departments
MARCH

ACCOUNT	BUDGET NET	CURR MNTH NET	YTD NET	UNEXPENDED BALANCE	PERCENT SPENT
0110 - COUNCIL	15,188.00	2,583.60	12,603.80	2,584.20	82.99
5200 - FICA/UC/WC	735.00	183.60	550.80	184.20	74.94
5210 - DUES/SUBSCRIP	4,853.00	0.00	4,853.00	0.00	100.00
6460 - COUNCIL QTRL	9,600.00	2,400.00	7,200.00	2,400.00	75.00
0120 - MANAGER	87,025.00	7,697.59	62,305.25	24,719.75	71.59
5110 - REGULAR P/R	61,550.00	5,918.00	46,160.42	15,389.58	75.00
5170 - CE REG P/R	2,500.00	240.40	1,875.12	624.88	75.00
5200 - FICA/UC/WC	7,150.00	478.55	3,990.88	3,159.12	55.82
5201 - LIFE/RETIRE	8,200.00	890.73	6,157.90	2,042.10	75.10
5202 - HLTH/DENT/IP	825.00	-80.09	611.97	213.03	74.18
5210 - DUES/SUBSCRIP	100.00	0.00	0.00	100.00	0.00
6050 - TRAVEL	4,000.00	250.00	2,250.00	1,750.00	56.25
6470 - ED/TRAINING	700.00	0.00	0.00	700.00	0.00
6595 - PROMO ACTIV	2,000.00	0.00	1,258.96	741.04	62.95
0130 - CITY CLERK	92,575.00	8,690.27	61,501.92	31,073.08	66.43
5110 - REGULAR P/R	47,510.00	4,568.00	35,630.40	11,879.60	75.00
5120 - PARTTIME P/R	2,000.00	0.00	975.00	1,025.00	48.75
5200 - FICA/UC/WC	4,275.00	234.28	2,201.44	2,073.56	51.50
5201 - LIFE/RETIRE	5,350.00	621.12	4,132.53	1,217.47	77.24
5202 - HLTH/DENT/IP	20,300.00	1,536.82	14,904.36	5,395.64	73.42
5210 - DUES/SUBSCRIP	100.00	0.00	130.00	-30.00	130.00
6050 - TRAVEL	300.00	40.05	64.46	235.54	21.49
6470 - ED/TRAINING	400.00	40.00	40.00	360.00	10.00
6580 - CTY GA ORDRS	11,940.00	1,650.00	3,423.73	8,516.27	28.67
6610 - MISC GA EXP	400.00	0.00	0.00	400.00	0.00
0140 - FINANCE DEPA	194,275.00	22,446.00	141,005.86	53,269.14	72.58
5110 - REGULAR P/R	128,575.00	12,396.00	92,088.10	36,486.90	71.62
5200 - FICA/UC/WC	11,250.00	857.40	6,650.77	4,599.23	59.12
5201 - LIFE/RETIRE	14,075.00	1,625.92	10,336.45	3,738.55	73.44
5202 - HLTH/DENT/IP	29,500.00	2,566.68	22,505.54	6,994.46	76.29
5210 - DUES/SUBSCRIP	175.00	0.00	190.00	-15.00	108.57
6050 - TRAVEL	500.00	0.00	0.00	500.00	0.00
6470 - ED/TRAINING	500.00	0.00	35.00	465.00	7.00
6515 - AUDIT/CONSLT	9,700.00	5,000.00	9,200.00	500.00	94.85
0150 - LEGAL SERVIC	30,000.00	3,100.50	22,401.25	7,598.75	74.67
6120 - LEGAL FEES	30,000.00	3,100.50	22,401.25	7,598.75	74.67
0160 - ASSESSING	99,345.00	8,305.69	70,162.06	29,182.94	70.62
5110 - REGULAR P/R	55,190.00	5,306.00	41,386.81	13,803.19	74.99
5200 - FICA/UC/WC	6,125.00	355.52	2,805.27	3,319.73	45.80
5201 - LIFE/RETIRE	6,170.00	720.10	4,772.80	1,397.20	77.35
5202 - HLTH/DENT/IP	25,350.00	1,867.82	18,013.68	7,336.32	71.06

Expense Summary Report

ALL Departments
MARCH

ACCOUNT	BUDGET NET	CURR MNTH NET	YTD UNEXPENDED NET	BALANCE	PERCENT SPENT
0160 - ASSESSING CONT'D					
5210 - DUES/SUBSCRIP	410.00	0.00	345.00	65.00	84.15
6050 - TRAVEL	1,000.00	56.25	238.50	761.50	23.85
6470 - ED/TRAINING	2,000.00	0.00	200.00	1,800.00	10.00
6505 - MAPPING	3,100.00	0.00	2,400.00	700.00	77.42
0187 - CITY BLDG-GE	82,962.00	4,155.66	53,223.99	29,738.01	64.15
5210 - DUES/SUBSCRIP	2,062.00	0.00	0.00	2,062.00	0.00
5310 - WATER	600.00	0.00	252.46	347.54	42.08
5320 - ELECTRICITY	3,800.00	262.05	2,084.71	1,715.29	54.86
5330 - HEATING FUEL	5,100.00	911.40	3,589.32	1,510.68	70.38
5340 - TELEPHONE	3,500.00	539.86	3,518.81	-18.81	100.54
5370 - SEWER FEES	650.00	0.00	249.12	400.88	38.33
5610 - OFFICE EQUIP	4,775.00	300.26	2,762.70	2,012.30	57.86
5615 - COMPTR MAINT	6,800.00	0.00	3,400.00	3,400.00	50.00
5810 - OFFICE SUPP	12,000.00	657.64	5,866.88	6,133.12	48.89
5820 - JANITOR SUPP	500.00	0.00	74.33	425.67	14.87
5920 - BLDG MAINT	2,500.00	0.00	597.19	1,902.81	23.89
6410 - POSTAGE	11,000.00	-5.03	7,009.63	3,990.37	63.72
6415 - ADVERTISING	5,000.00	625.47	2,572.66	2,427.34	51.45
6465 - SVC MNT CONT	24,675.00	864.01	21,246.18	3,428.82	86.10
0189 - ST CROIX	2,030.00	21.11	440.23	1,589.77	21.69
5310 - WATER	230.00	0.00	0.00	230.00	0.00
5320 - ELECTRICITY	700.00	21.11	380.95	319.05	54.42
5330 - HEATING FUEL	400.00	0.00	59.28	340.72	14.82
5370 - SEWER FEES	500.00	0.00	0.00	500.00	0.00
5920 - BLDG MAINT	200.00	0.00	0.00	200.00	0.00
0191 - PUBLIC BUILD	54,450.00	5,239.27	27,876.09	26,573.91	51.20
5310 - WATER	1,650.00	0.00	514.02	1,135.98	31.15
5320 - ELECTRICITY	12,175.00	890.79	5,415.53	6,759.47	44.48
5330 - HEATING FUEL	15,000.00	1,907.76	8,799.96	6,200.04	58.67
5340 - TELEPHONE	5,125.00	566.18	4,356.91	768.09	85.01
5370 - SEWER FEES	5,500.00	0.00	1,390.92	4,109.08	25.29
5920 - BLDG MAINT	15,000.00	1,874.54	7,398.75	7,601.25	49.33
0220 - LIBRARY	165,530.00	13,988.83	113,317.01	52,212.99	68.46
5110 - REGULAR P/R	37,350.00	3,678.00	28,278.05	9,071.95	75.71
5120 - PARTTIME P/R	68,750.00	6,306.00	47,383.00	21,367.00	68.92
5200 - FICA/UC/WC	10,450.00	733.67	5,748.72	4,701.28	55.01
5201 - LIFE/RETIRE	4,200.00	498.01	3,300.58	899.42	78.59
5202 - HLTH/DENT/IP	9,850.00	692.63	7,046.34	2,803.66	71.54
5210 - DUES/SUBSCRIP	875.00	0.00	45.00	830.00	5.14
5310 - WATER	230.00	0.00	114.84	115.16	49.93
5320 - ELECTRICITY	3,900.00	222.29	1,512.23	2,387.77	38.78

Expense Summary Report

ALL Departments
MARCH

ACCOUNT	BUDGET NET	CURR MNTH NET	YTD UNEXPENDED NET	PERCENT SPENT	YTD UNEXPENDED BALANCE
0220 - LIBRARY CONT'D					
5330 - HEATING FUEL	6,000.00	949.32	4,040.28	67.34	1,959.72
5340 - TELEPHONE	1,500.00	185.59	1,381.94	92.13	118.06
5370 - SEWER FEES	500.00	0.00	249.12	49.82	250.88
5610 - OFFICE EQUIP	2,000.00	0.00	441.00	22.05	1,559.00
5810 - OFFICE SUPP	2,000.00	0.00	2,120.25	106.01	-120.25
5815 - TECHNOLOGY	4,200.00	0.00	4,000.00	95.24	200.00
5820 - JANITOR SUPP	1,500.00	32.37	403.54	26.90	1,096.46
5920 - BLDG MAINT	1,800.00	1.21	570.66	31.70	1,229.34
6050 - TRAVEL	950.00	0.00	85.00	8.95	865.00
6410 - POSTAGE	975.00	0.00	45.53	4.67	929.47
6430 - BOOKS/LIT	4,500.00	0.00	4,418.57	98.19	81.43
6431 - BOOKS-TR FND	4,000.00	689.74	2,013.42	50.34	1,986.58
9950 - COVID-19	0.00	0.00	118.94	----	-118.94
0230 - RECREATION	255,345.00	19,723.60	167,257.61	65.50	88,087.39
5110 - REGULAR P/R	42,350.00	4,072.00	31,761.60	75.00	10,588.40
5120 - PARTTIME P/R	72,750.00	1,606.50	62,198.96	85.50	10,551.04
5200 - FICA/UC/WC	15,675.00	387.06	6,871.45	43.84	8,803.55
5201 - LIFE/RETIRE	4,525.00	534.90	3,527.62	77.96	997.38
5202 - HLTH/DENT/IP	20,250.00	1,543.12	14,810.86	73.14	5,439.14
5210 - DUES/SUBSCRIP	70.00	0.00	80.00	114.29	-10.00
5310 - WATER	3,000.00	0.00	1,008.97	33.63	1,991.03
5320 - ELECTRICITY	8,100.00	443.04	6,262.20	77.31	1,837.80
5330 - HEATING FUEL	3,500.00	755.76	2,323.68	66.39	1,176.32
5340 - TELEPHONE	1,675.00	218.51	1,587.69	94.79	87.31
5370 - SEWER FEES	1,000.00	0.00	425.58	42.56	574.42
5510 - FUEL/OIL/LUB	1,650.00	187.69	923.76	55.99	726.24
5555 - EQP/SITE MNT	6,000.00	0.00	0.00	0.00	6,000.00
5560 - VEH MAINT	250.00	0.00	1,882.34	752.94	-1,632.34
5820 - JANITOR SUPP	800.00	137.37	735.85	91.98	64.15
5910 - POOL CHEMLS	6,500.00	0.00	1,532.88	23.58	4,967.12
5920 - BLDG MAINT	4,000.00	0.00	1,217.38	30.43	2,782.62
5930 - GROUNDS MNT	7,500.00	0.00	1,179.46	15.73	6,320.54
6050 - TRAVEL	575.00	0.00	0.00	0.00	575.00
6470 - ED/TRAINING	300.00	0.00	0.00	0.00	300.00
6620 - PROGRAM	52,000.00	9,498.08	27,546.96	52.97	24,453.04
7311 - WATER RC-CTR	550.00	0.00	252.46	45.90	297.54
7321 - ELEC REC-CTR	2,325.00	339.57	1,127.91	48.51	1,197.09
0240 - SUBSIDIES &	16,380.00	1,500.00	15,989.04	97.61	390.96
6621 - INT FESTIVAL	1,500.00	0.00	1,500.00	100.00	0.00
6623 - CDRC	4,600.00	0.00	4,600.00	100.00	0.00
6624 - PRTON AIRPRT	7,000.00	0.00	7,000.00	100.00	0.00
6625 - LIFEFLIGHT	780.00	0.00	780.00	100.00	0.00

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ACCOUNT	BUDGET NET	CURR MNTH NET	YTD UNEXPENDED NET	BALANCE	PERCENT SPENT
0240 - SUBSIDIES & CONT'D					
6626 - WIC	1,500.00	1,500.00	1,500.00	0.00	100.00
6627 - SNOWMO REIMB	1,000.00	0.00	609.04	390.96	60.90
0310 - POLICE	606,210.00	32,746.77	266,345.13	339,864.87	43.94
5110 - REGULAR P/R	248,500.00	16,338.90	134,095.21	114,404.79	53.96
5115 - OVERTIME P/R	40,000.00	1,693.10	12,044.73	27,955.27	30.11
5120 - PARTTIME P/R	46,500.00	1,769.60	8,867.70	37,632.30	19.07
5130 - HOL/SICK WAG	12,500.00	902.16	5,538.72	6,961.28	44.31
5165 - JANITOR P/R	6,400.00	637.50	4,791.39	1,608.61	74.87
5175 - SCHL SAFETY	3,400.00	0.00	0.00	3,400.00	0.00
5200 - FICA/UC/WC	40,500.00	1,568.32	12,461.29	28,038.71	30.77
5201 - LIFE/RETIRE	31,000.00	2,048.47	14,059.44	16,940.56	45.35
5202 - HLTH/DENT/IP	121,500.00	4,094.21	48,221.26	73,278.74	39.69
5210 - DUES/SUBSCRIP	200.00	200.00	200.00	0.00	100.00
5340 - TELEPHONE	3,300.00	333.87	2,135.93	1,164.07	64.73
5510 - FUEL/OIL/LUB	20,000.00	869.19	5,756.36	14,243.64	28.78
5560 - VEH MAINT	5,300.00	323.74	1,566.37	3,733.63	29.55
5710 - EQUIPMENT	5,925.00	315.65	3,435.59	2,489.41	57.98
5715 - AMMUNITION	2,300.00	0.00	2,866.15	-566.15	124.62
5750 - RADIO/REPAIR	1,200.00	0.00	0.00	1,200.00	0.00
5800 - EQUIP LEASE	1,825.00	0.00	1,563.94	261.06	85.70
5810 - OFFICE SUPP	1,500.00	112.57	833.88	666.12	55.59
5820 - JANITOR SUPP	450.00	6.99	49.69	400.31	11.04
6050 - TRAVEL	1,500.00	325.00	1,086.70	413.30	72.45
6420 - CLTH-UNIFORM	3,250.00	70.00	1,971.18	1,278.82	60.65
6470 - ED/TRAINING	4,750.00	426.50	1,718.60	3,031.40	36.18
6545 - CRIM INVSTG	300.00	0.00	0.00	300.00	0.00
8120 - P/R-DOG CTRL	4,110.00	711.00	3,081.00	1,029.00	74.96
0320 - FIRE	422,100.00	35,826.90	296,386.72	125,713.28	70.22
5110 - REGULAR P/R	166,000.00	15,080.65	114,047.29	51,952.71	68.70
5115 - OVERTIME P/R	43,000.00	4,287.56	42,835.93	164.07	99.62
5130 - HOL/SICK WAG	400.00	0.00	0.00	400.00	0.00
5140 - CALL FIRE	49,500.00	6,045.05	47,456.96	2,043.04	95.87
5200 - FICA/UC/WC	37,000.00	1,642.48	14,089.83	22,910.17	38.08
5201 - LIFE/RETIRE	21,500.00	2,617.95	17,785.94	3,714.06	82.73
5202 - HLTH/DENT/IP	56,000.00	4,481.53	43,055.54	12,944.46	76.88
5320 - ELECTRICITY	525.00	52.10	289.63	235.37	55.17
5330 - HEATING FUEL	1,300.00	358.21	1,080.86	219.14	83.14
5404 - SCBA MAINT	6,000.00	0.00	2,117.71	3,882.29	35.30
5510 - FUEL/OIL/LUB	3,525.00	109.91	1,214.99	2,310.01	34.47
5560 - VEH MAINT	8,000.00	615.22	2,632.79	5,367.21	32.91
5750 - RADIO/REPAIR	1,500.00	86.00	1,813.00	-313.00	120.87
5810 - OFFICE SUPP	300.00	0.00	202.71	97.29	67.57

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ACCOUNT	BUDGET NET	CURR MNTH NET	YTD NET	UNEXPENDED BALANCE	PERCENT SPENT
0320 - FIRE CONT'D					
5840 - LT EQP/TOOLS	4,000.00	85.00	4,030.09	-30.09	100.75
5870 - MISC. SUPPL	2,300.00	177.70	989.11	1,310.89	43.00
5920 - BLDG MAINT	750.00	0.00	0.00	750.00	0.00
6050 - TRAVEL	500.00	0.00	0.00	500.00	0.00
6412 - SAFETY EQUIP	12,000.00	187.54	1,947.16	10,052.84	16.23
6420 - CLTH-UNIFORM	1,500.00	0.00	382.77	1,117.23	25.52
6425 - LAUNDRY SUPP	500.00	0.00	108.36	391.64	21.67
6470 - ED/TRAINING	4,000.00	0.00	150.05	3,849.95	3.75
6605 - FIRE PREVENT	2,000.00	0.00	156.00	1,844.00	7.80
0350 - STREET & TRA	79,000.00	7,092.96	47,492.01	31,507.99	60.12
5320 - ELECTRICITY	74,000.00	6,024.45	43,379.57	30,620.43	58.62
5940 - ST LITE MNT	2,550.00	950.00	2,819.06	-269.06	110.55
6440 - TRAFFIC LTS	2,450.00	118.51	1,293.38	1,156.62	52.79
0410 - PUBLIC WORKS	722,410.00	54,242.47	492,399.97	230,010.03	68.16
5110 - REGULAR P/R	266,050.00	26,404.48	208,006.58	58,043.42	78.18
5114 - MECH O-TIME	1,000.00	0.00	220.35	779.65	22.04
5116 - SUM MNT O/T	5,000.00	0.00	3,200.81	1,799.19	64.02
5117 - WIN MNT O/T	32,500.00	4,275.76	30,494.24	2,005.76	93.83
5120 - PARTTIME P/R	22,500.00	1,988.00	16,919.00	5,581.00	75.20
5200 - FICA/UC/WC	48,500.00	2,337.65	19,232.33	29,267.67	39.65
5201 - LIFE/RETIRE	29,000.00	3,213.29	23,857.55	5,142.45	82.27
5202 - HLTH/DENT/IP	98,500.00	4,983.56	60,285.81	38,214.19	61.20
5210 - DUES/SUBSCRIP	210.00	0.00	215.00	-5.00	102.38
5340 - TELEPHONE	1,375.00	29.59	251.90	1,123.10	18.32
5510 - FUEL/OIL/LUB	52,500.00	3,918.18	30,826.35	21,673.65	58.72
5520 - TOOLS	1,500.00	0.00	278.87	1,221.13	18.59
5530 - TIRES/TUBES	5,000.00	0.00	2,651.70	2,348.30	53.03
5550 - OS PARTS/LBR	40,000.00	4,934.45	21,530.26	18,469.74	53.83
5810 - OFFICE SUPP	400.00	0.00	86.42	313.58	21.61
5817 - ROAD PAINT	4,300.00	0.00	39.38	4,260.62	0.92
5820 - JANITOR SUPP	800.00	6.10	318.40	481.60	39.80
6050 - TRAVEL	225.00	0.00	357.30	-132.30	158.80
6420 - CLTH-UNIFORM	7,000.00	0.00	4,035.17	2,964.83	57.65
6470 - ED/TRAINING	500.00	0.00	140.00	360.00	28.00
6576 - TREE REMOVAL	2,000.00	0.00	450.00	1,550.00	22.50
6577 - TREE PLT/MNT	500.00	0.00	0.00	500.00	0.00
6774 - SWEEPER MATL	5,500.00	0.00	3,235.32	2,264.68	58.82
6775 - SIGNS	2,000.00	348.91	1,399.73	600.27	69.99
6865 - CULVRTS/PIPE	3,500.00	0.00	390.57	3,109.43	11.16
6871 - SUM-RD MATL	12,000.00	1,802.50	5,852.11	6,147.89	48.77
6872 - SUM-CON MATL	4,850.00	0.00	2,205.07	2,644.93	45.47
6873 - SUM EQP/SUPP	1,800.00	0.00	91.79	1,708.21	5.10

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ACCOUNT	BUDGET NET	CURR MNTH NET	YTD UNEXPENDED NET	BALANCE	PERCENT SPENT
0410 - PUBLIC WORKS CONT'D					
7570 - WIN SLT/SAND	59,100.00	0.00	42,522.04	16,577.96	71.95
7720 - WIN EQP/SUPP	8,500.00	0.00	6,612.42	1,887.58	77.79
8720 - DWNTN-EQ/SUP	5,800.00	0.00	6,693.50	-893.50	115.41
0470 - TRANSFER STA	96,675.00	8,627.28	65,142.92	31,532.08	67.38
5115 - OVERTIME P/R	1,000.00	0.00	233.64	766.36	23.36
5120 - PARTTIME P/R	24,300.00	2,378.16	18,465.58	5,834.42	75.99
5200 - FICA/UC/WC	3,675.00	181.94	1,429.49	2,245.51	38.90
5510 - FUEL/OIL/LUB	1,000.00	0.00	564.78	435.22	56.48
5555 - EQP/SITE MNT	3,000.00	0.00	509.17	2,490.83	16.97
5812 - STCKRS/BAGS	2,500.00	0.00	570.70	1,929.30	22.83
5891 - WGD/TIRE REM	1,500.00	0.00	1,846.70	-346.70	123.11
5892 - ENVIR MONIT	2,000.00	0.00	0.00	2,000.00	0.00
5894 - TIPPING FEES	26,250.00	3,987.18	20,152.86	6,097.14	76.77
5896 - TRANSPT FEES	20,000.00	1,810.00	13,230.00	6,770.00	66.15
5897 - CONTAIN RENT	1,200.00	100.00	800.00	400.00	66.67
5898 - LIC / FEES	800.00	170.00	715.00	85.00	89.38
6470 - ED/TRAINING	150.00	0.00	0.00	150.00	0.00
6560 - CONTRACT SVC	1,800.00	0.00	625.00	1,175.00	34.72
6561 - PROF SVCES	1,500.00	0.00	0.00	1,500.00	0.00
6567 - CHIPPING PGM	6,000.00	0.00	6,000.00	0.00	100.00
0480 - CEMETERY	123,675.00	1,833.95	74,018.07	49,656.93	59.85
5110 - REGULAR P/R	26,000.00	0.00	16,632.00	9,368.00	63.97
5115 - OVERTIME P/R	1,500.00	0.00	1,386.00	114.00	92.40
5120 - PARTTIME P/R	55,000.00	0.00	26,958.80	28,041.20	49.02
5200 - FICA/UC/WC	12,750.00	0.00	3,308.53	9,441.47	25.95
5201 - LIFE/RETIRE	0.00	258.60	258.60	-258.60	----
5202 - HLTH/DENT/IP	11,900.00	1,537.43	14,865.06	-2,965.06	124.92
5340 - TELEPHONE	300.00	23.35	182.99	117.01	61.00
5405 - ROAD REPAIR	1,275.00	0.00	0.00	1,275.00	0.00
5510 - FUEL/OIL/LUB	2,550.00	0.00	849.06	1,700.94	33.30
5555 - EQP/SITE MNT	3,000.00	14.57	58.36	2,941.64	1.95
5710 - EQUIPMENT	1,500.00	0.00	486.84	1,013.16	32.46
5840 - LT EQP/TOOLS	3,500.00	0.00	109.76	3,390.24	3.14
5865 - FLAGS	1,100.00	0.00	0.00	1,100.00	0.00
5888 - LOAM	1,500.00	0.00	0.00	1,500.00	0.00
5895 - SEED/FERTILZ	600.00	0.00	0.00	600.00	0.00
5920 - BLDG MAINT	300.00	0.00	7.07	292.93	2.36
6560 - CONTRACT SVC	900.00	0.00	8,915.00	-8,015.00	990.56
0500 - COUNTY TAX	279,314.00	0.00	279,314.00	0.00	100.00
6590 - COUNTY TAX	279,314.00	0.00	279,314.00	0.00	100.00
0550 - MISCELLANEOU	228,527.00	341.85	118,761.31	109,765.69	51.97

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ACCOUNT	BUDGET NET	CURR MNTH NET	YTD UNEXPENDED NET	PERCENT SPENT
0550 - MISCELLANEOUS CONT'D				
5203 - FLEX SPEND	4,000.00	149.85	2,201.45	55.04
5311 - HYDRANTS	206,737.00	0.00	103,368.50	50.00
5818 - SFTY-HEPVACC	250.00	0.00	0.00	0.00
5848 - PRKLOT LEASE	540.00	0.00	531.36	98.40
5855 - DRG/ALC TEST	2,000.00	192.00	660.00	33.00
5860 - PAWS CONTR	12,000.00	0.00	12,000.00	100.00
6000 - LOC INT EXP	3,000.00	0.00	0.00	0.00
0600 - EMPLOYEE BEN	0.00	3,423.67	85,780.04	----
6201 - WORKERS COMP	0.00	-721.00	70,160.53	----
6211 - UNEMPL COMP	0.00	4,144.67	15,619.51	----
0610 - INSURANCE	73,650.00	15,319.00	77,506.00	105.24
6216 - PRP/CASUALTY	73,650.00	15,319.00	77,506.00	-3,856.00
0640 - CONTINGENCY	35,000.00	8,666.93	12,250.43	35.00
6615 - MISC CONTING	35,000.00	8,666.93	12,250.43	22,749.57
0650 - CAP PROJ	440,500.00	0.00	207,392.72	47.08
1040 - FB-PW CIP	158,391.00	0.00	134,414.42	23,976.58
1055 - FB-OTHER CIP	222,108.00	0.00	12,978.30	209,129.70
5470 - PW EQUIP-PR	18,797.00	0.00	18,704.00	93.00
5471 - PW EQUIP-INT	1,204.00	0.00	1,296.00	-92.00
5478 - BITUM RESURF	40,000.00	0.00	40,000.00	0.00
0670 - SCHOOL	1,290,070.00	98,796.50	958,843.22	331,226.78
4510 - CITY SCH APP	1,290,070.00	98,796.50	958,843.22	331,226.78
3000 - ECON DEV LN	0.00	1,200.00	22,037.31	----
6585 - ECON DEVELOP	0.00	1,200.00	22,037.31	-22,037.31
5000 - DOWNTOWN TIF	0.00	0.00	2,860.50	----
4000 - PROJECT EXP	0.00	0.00	2,860.50	-2,860.50
6000 - NWSARAS AMB	286,664.00	20,328.02	173,978.45	112,685.55
5115 - OVERTIME P/R	3,000.00	109.14	1,489.95	1,510.05
5120 - PARTTIME P/R	45,000.00	4,357.61	35,486.03	9,513.97
5150 - ON CALL PAY	62,350.00	8,805.76	46,042.60	16,307.40
5200 - FICA/UC/WC	16,000.00	1,014.36	6,449.04	9,550.96
5210 - DUES/SUBSCRIP	700.00	0.00	476.00	224.00
5340 - TELEPHONE	1,000.00	83.89	761.65	238.35
5510 - FUEL/OIL/LUB	6,500.00	615.68	4,478.18	2,021.82
5530 - TIRES/TUBES	1,200.00	0.00	0.00	1,200.00
5560 - VEH MAINT	2,000.00	104.43	772.09	1,227.91
5750 - RADIO/REPAIR	600.00	0.00	75.00	525.00
5810 - OFFICE SUPP	700.00	0.00	630.55	69.45

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ACCOUNT	BUDGET NET	CURR MNTH NET	YTD UNEXPENDED NET	BALANCE	PERCENT SPENT
6000 - NWSARAS AMB CONTID					
5820 - JANITOR SUPP	150.00	0.00	114.31	35.69	76.21
5842 - OXYGEN SUPP	1,000.00	375.38	1,237.19	-237.19	123.72
5844 - PHARMCY SUPP	650.00	10.03	199.11	450.89	30.63
5846 - SUPP-MEDIC.	4,000.00	314.70	2,861.60	1,138.40	71.54
5852 - MED SCREEN	200.00	0.00	75.00	125.00	37.50
5855 - DRG/ALC TEST	130.00	15.00	48.00	82.00	36.92
5898 - LIC / FEES	370.00	0.00	0.00	370.00	0.00
6050 - TRAVEL	750.00	49.50	209.24	540.76	27.90
6215 - PROF LIAB	700.00	0.00	0.00	700.00	0.00
6216 - PRP/CASUALTY	650.00	0.00	650.00	0.00	100.00
6420 - CLTH-UNIFORM	1,800.00	70.00	233.20	1,566.80	12.96
6470 - ED/TRAINING	1,000.00	71.67	306.39	693.61	30.64
6510 - AUDIT/CONSLT	1,400.00	0.00	1,400.00	0.00	100.00
6550 - CONT BILLING	4,600.00	254.82	2,687.26	1,912.74	58.42
6562 - C/S MAINT	1,500.00	0.00	146.12	1,353.88	9.74
6564 - C/S BACKUP	15,840.00	0.00	2,600.00	13,240.00	16.41
9800 - CNTRCT ALLOW	111,674.00	3,735.11	54,421.52	57,252.48	48.73
9850 - AMB BAD DEBT	1,200.00	340.94	10,128.42	-8,928.42	844.04
7000 - WASTEWATER T	534,625.00	41,360.35	388,300.14	196,324.86	63.28
5110 - REGULAR P/R	132,300.00	10,984.00	93,364.00	38,936.00	70.57
5115 - OVERTIME P/R	5,000.00	687.68	3,469.52	1,530.48	69.39
5145 - STIPENDS	2,600.00	300.00	1,800.00	800.00	69.23
5200 - FICA/UC/WC	65,000.00	6,151.04	52,283.84	12,716.16	80.44
5201 - LIFE/RETIRE	950.00	123.78	624.53	325.47	65.74
5310 - WATER	13,000.00	0.00	8,407.88	4,592.12	64.68
5320 - ELECTRICITY	65,000.00	5,830.46	41,658.31	23,341.69	64.09
5330 - HEATING FUEL	6,000.00	828.96	4,824.01	1,175.99	80.40
5340 - TELEPHONE	3,200.00	320.20	2,477.49	722.51	77.42
5510 - FUEL/OIL/LUB	2,100.00	185.10	1,499.67	600.33	71.41
5560 - VEH MAINT	3,500.00	32.50	81.88	3,418.12	2.34
5710 - EQUIPMENT	500.00	0.00	0.00	500.00	0.00
5720 - PARTS	20,000.00	7,335.88	11,775.91	8,224.09	58.88
5810 - OFFICE SUPP	1,400.00	60.76	407.60	992.40	29.11
5820 - JANITOR SUPP	500.00	33.95	122.70	377.30	24.54
5830 - LAB SUPPLIES	11,000.00	60.03	3,473.48	7,526.52	31.58
5835 - OPER SUPPL	2,000.00	435.50	745.40	1,254.60	37.27
5850 - CHEMICALS	20,000.00	5,652.00	14,930.58	5,069.42	74.65
5920 - BLDG MAINT	10,000.00	257.88	3,297.68	6,702.32	32.98
6216 - PRP/CASUALTY	3,675.00	0.00	3,675.00	0.00	100.00
6410 - POSTAGE	1,200.00	0.00	600.74	599.26	50.06
6412 - SAFETY EQUIP	500.00	0.00	0.00	500.00	0.00
6420 - CLTH-UNIFORM	1,500.00	131.13	572.79	927.21	38.19
6470 - ED/TRAINING	500.00	0.00	0.00	500.00	0.00

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ACCOUNT	BUDGET NET	CURR MNTH NET	YTD UNEXPENDED NET	BALANCE	PERCENT SPENT
7000 - WASTEWATER T CONT'D					
6507 - ABATEMENTS	2,000.00	0.00	6,426.84	-4,426.84	321.34
6509 - BAD DEBT	1,000.00	0.00	0.00	1,000.00	0.00
6510 - AUDIT/CONSLT	3,900.00	0.00	3,900.00	0.00	100.00
6560 - CONTRACT SVC	20,000.00	205.00	15,788.26	4,211.74	78.94
6563 - SLUDGE DISP	65,000.00	0.00	47,484.57	17,515.43	73.05
6565 - LICENSE FEE	2,000.00	0.00	931.35	1,068.65	46.57
6568 - C/S PUMPING	15,000.00	0.00	2,720.00	12,280.00	18.13
6570 - TRIO PURCHAS	1,300.00	0.00	1,084.11	215.89	83.39
6572 - O/S LAB TEST	5,000.00	0.00	912.00	4,088.00	18.24
6574 - C/S ENGINEER	7,500.00	1,744.50	8,904.00	-1,404.00	118.72
7881 - SANI REP/PRT	5,000.00	0.00	0.00	5,000.00	0.00
7883 - SEWER PW MNT	10,000.00	0.00	56.00	9,944.00	0.56
8050 - DEP/SRF MGMT	13,000.00	0.00	0.00	13,000.00	0.00
8053 - CSO PLAN	2,500.00	0.00	0.00	2,500.00	0.00
8060 - DEPRC/ASSET	10,000.00	0.00	0.00	10,000.00	0.00
7100 - WWTP DEBT SE					
2000 - 2011FR PRIN	61,782.00	61,781.97	61,781.97	0.03	100.00
2005 - 2011FR INT	9,919.00	4,959.27	9,918.54	0.46	100.00
2010 - 2011FR ADM	1,076.00	1,001.12	1,075.51	0.49	99.95
2012 - 2011FR DEP	2,510.00	2,335.94	2,509.51	0.49	99.98
2020 - 2018S-1 PRIN	0.00	0.00	4,671.00	-4,671.00	----
2021 - 2018S-1 INT	0.00	490.94	12,934.74	-12,934.74	----
2022 - 2018S-1 DEP	0.00	17.18	189.57	-189.57	----
2023 - 2018S-1 ADM	0.00	7.36	81.24	-81.24	----
2024 - 2018S-2 PR	0.00	0.00	8,278.00	-8,278.00	----
2025 - 2018S-2 INT	0.00	870.01	7,209.08	-7,209.08	----
2026 - 2018S-2 ADM	0.00	13.05	143.98	-143.98	----
2027 - 2018S-2 DEP	0.00	30.45	335.95	-335.95	----
2060 - MMBB 02FR PR	143,043.00	0.00	143,042.56	0.44	100.00
2063 - MMBB 02FR AD	2,173.00	0.00	2,170.90	2.10	99.90
2065 - MMBB 02FR IN	6,750.00	0.00	1,684.33	5,065.67	24.95
2070 - 2017FS PRIN	3,895.00	0.00	3,895.00	0.00	100.00
2071 - 2017FS INT	839.00	0.00	838.22	0.78	99.91
2072 - 2017FS ADM	71.00	0.00	71.00	0.00	100.00
2073 - 2017FS DEP	167.00	0.00	165.66	1.34	99.20
3010 - 2009S PRIN	49,595.00	0.00	49,595.38	-0.38	100.00
3015 - 2009S INTR	4,399.00	2,075.20	4,398.38	0.62	99.99
3020 - 2009S DEP	1,890.00	72.63	1,889.78	0.22	99.99
3025 - 2009S ADMIN	810.00	31.13	809.91	0.09	99.99
3030 - 2010SR PRIN	47,800.00	47,799.14	47,799.14	0.86	100.00
3035 - 2010SR INTR	4,479.00	2,239.06	4,478.12	0.88	99.98
3040 - 2010SR ADMIN	785.00	750.57	784.16	0.84	99.89
3045 - 2010SR DEP	1,830.00	1,751.34	1,829.71	0.29	99.98

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ACCOUNT	BUDGET NET	CURR MNTH NET	YTD UNEXPENDED NET	BALANCE	PERCENT SPENT
7100 - WWTP DEBT SE CONT'D					
3070 - 2010FS PRIN	62,358.00	0.00	62,357.28	0.72	100.00
3071 - 2010FS INTR	6,213.00	2,950.19	6,212.17	0.83	99.99
3072 - 2010FS ADMIN	1,029.00	44.25	1,028.54	0.46	99.96
3073 - 2010FS DEP	2,401.00	103.26	2,399.93	1.07	99.96
3074 - RD \$777k PRI	24,710.00	0.00	24,709.79	0.21	100.00
3075 - RD \$777k INT	12,999.00	0.00	12,998.21	0.79	99.99
3076 - RD \$500K PR	15,594.00	0.00	15,593.98	0.02	100.00
3077 - RD \$500K INT	6,047.00	0.00	6,046.02	0.98	99.98
8000 - AMBULANCE	1,332,155.00	90,124.86	855,871.57	476,283.43	64.25
5110 - REGULAR P/R	314,700.00	21,409.80	175,314.19	139,385.81	55.71
5115 - OVERTIME P/R	64,000.00	5,399.94	76,082.44	-12,082.44	118.88
5120 - PARTTIME P/R	71,500.00	7,019.82	54,954.83	16,545.17	76.86
5200 - FICA/UC/WC	60,600.00	2,688.37	24,528.41	36,071.59	40.48
5201 - LIFE/RETIRE	42,000.00	2,780.30	26,968.65	15,031.35	64.21
5202 - HLTH/DENT/IP	86,500.00	5,825.34	48,697.84	37,802.16	56.30
5203 - FLEX SPEND	1,875.00	0.00	0.00	1,875.00	0.00
5204 - FF WAGE REIM	30,000.00	2,500.00	22,500.00	7,500.00	75.00
5206 - ADMIN-MGR	19,015.00	1,819.36	14,233.98	4,781.02	74.86
5208 - ADMIN-FIN	7,265.00	696.87	5,449.17	1,815.83	75.01
5209 - ADMIN-PW MEC	4,700.00	391.67	3,525.03	1,174.97	75.00
5210 - DUES/SUBSCRIP	1,605.00	0.00	1,184.00	421.00	73.77
5340 - TELEPHONE	1,560.00	96.08	834.61	725.39	53.50
5350 - RENTAL FEES	13,625.00	1,135.42	10,218.78	3,406.22	75.00
5400 - CAP-OL AMBUL	30,000.00	0.00	0.00	30,000.00	0.00
5510 - FUEL/OIL/LUB	26,450.00	1,723.10	12,925.81	13,524.19	48.87
5530 - TIRES/TUBES	3,000.00	0.00	0.00	3,000.00	0.00
5560 - VEH MAINT	12,000.00	117.98	2,715.71	9,284.29	22.63
5610 - OFFICE EQUIP	2,500.00	63.85	1,895.11	604.89	75.80
5620 - AMBUL EQUIP	20,000.00	35.97	1,511.79	18,488.21	7.56
5750 - RADIO/REPAIR	900.00	0.00	474.00	426.00	52.67
5810 - OFFICE SUPP	800.00	43.96	102.66	697.34	12.83
5820 - JANITOR SUPP	500.00	48.01	185.55	314.45	37.11
5842 - OXYGEN SUPP	3,000.00	0.00	2,353.37	646.63	78.45
5844 - PHARMCY SUPP	3,500.00	47.99	1,215.12	2,284.88	34.72
5846 - SUPP-MEDIC.	11,000.00	765.09	8,361.01	2,638.99	76.01
5852 - MED SCREEN	200.00	0.00	25.00	175.00	12.50
5855 - DRG/ALC TEST	620.00	143.80	143.80	476.20	23.19
5898 - LIC / FEES	900.00	0.00	25.00	875.00	2.78
6050 - TRAVEL	800.00	136.16	418.40	381.60	52.30
6216 - PRP/CASUALTY	10,400.00	0.00	10,400.00	0.00	100.00
6410 - POSTAGE	300.00	13.73	39.58	260.42	13.19
6415 - ADVERTISING	1,000.00	0.00	210.96	789.04	21.10
6420 - CLTH-UNIFORM	2,500.00	257.00	895.92	1,604.08	35.84

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ACCOUNT	BUDGET NET	CURR MNTH NET	YTD UNEXPENDED NET	BALANCE	PERCENT SPENT
8000 - AMBULANCE CONT'D					
6470 - ED/TRAINING	7,000.00	42.00	42.00	6,958.00	0.60
6510 - AUDIT/CONSLT	2,900.00	0.00	2,900.00	0.00	100.00
6550 - CONT BILLING	26,500.00	1,691.07	17,758.45	8,741.55	67.01
6562 - C/S MAINT	5,000.00	0.00	508.34	4,491.66	10.17
6564 - C/S BACKUP	600.00	0.00	0.00	600.00	0.00
6566 - C/S CRH	350.00	0.00	1,050.00	-700.00	300.00
9000 - AMBULANCE-PR	19,800.00	1,658.90	14,819.84	4,980.16	74.85
9010 - AMBULANCE IN	690.00	47.83	540.73	149.27	78.37
9800 - CNTRCT ALLOW	395,000.00	29,282.01	276,110.04	118,889.96	69.90
9850 - AMB BAD DEBT	25,000.00	2,243.44	33,751.45	-8,751.45	135.01
Final Totals	8,120,844.00	646,707.69	5,626,691.88	2,494,152.12	69.29

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ACCOUNT	BUDGET NET	CURR MNTH NET	YTD UNEXPENDED NET	BALANCE	PERCENT SPENT
1998 - WATER DEPT	657,970.00	59,318.35	114,459.09	543,510.91	17.40
0175 - DWSR 09FR PR	4,785.00	2,392.50	2,392.50	2,392.50	50.00
0177 - DWSR 07FS PR	32,661.00	0.00	0.00	32,661.00	0.00
0179 - DWSR 09SR PR	1,484.00	741.67	741.67	742.33	49.98
0188 - DWSR 09F PR	19,484.00	9,741.67	9,741.67	9,742.33	50.00
0190 - DW 10FS PR	12,742.00	0.00	0.00	12,742.00	0.00
0192 - DWSRF 12F PR	7,596.00	0.00	0.00	7,596.00	0.00
0193 - DWSR 16FR PR	21,353.00	0.00	0.00	21,353.00	0.00
0194 - DWSRF 17F PR	10,253.00	0.00	0.00	10,253.00	0.00
0197 - DWSR 08FR PR	81,833.00	0.00	0.00	81,833.00	0.00
0199 - BHBT PRINCIP	10,288.00	0.00	10,281.49	6.51	99.94
0201 - DWS 15FFR PR	7,824.00	0.00	0.00	7,824.00	0.00
0408 - REG ASSES TX	4,500.00	0.00	0.00	4,500.00	0.00
0410 - DUES	2,600.00	0.00	0.00	2,600.00	0.00
0421 - DWSR 09FR AD	240.00	119.63	119.63	120.37	49.85
0425 - DWS 09SR AD	75.00	37.08	37.08	37.92	49.44
0426 - DWSR 17F INT	3,230.00	0.00	0.00	3,230.00	0.00
0427 - DWSR 17F ADF	651.00	0.00	0.00	651.00	0.00
0439 - BHBT INTER.	1,517.00	0.00	1,522.56	-5.56	100.37
0440 - DWSR 09F ADF	975.00	487.08	487.08	487.92	49.96
0442 - DWSR 12F INT	1,859.00	929.46	929.46	929.54	50.00
0445 - DW 15FFR INT	1,174.00	0.00	0.00	1,174.00	0.00
0446 - DW 16FR INT	3,438.00	0.00	1,718.62	1,719.38	49.99
0447 - DW 15FFR AD	427.00	0.00	0.00	427.00	0.00
0448 - DW 16FR AD	1,240.00	0.00	85.93	1,154.07	6.93
5110 - REGULAR P/R	135,000.00	10,304.00	20,608.00	114,392.00	15.27
5115 - OVERTIME P/R	4,500.00	465.83	935.03	3,564.97	20.78
5120 - ONCALL STIPN	2,600.00	300.00	400.00	2,200.00	15.38
6017 - SH-CLER PAY	12,348.00	949.87	1,899.74	10,448.26	15.39
6018 - SH-MGER PAY	9,232.00	710.16	1,420.32	7,811.68	15.38
6019 - SH-FDIR PAY	15,074.00	1,159.60	2,319.20	12,754.80	15.39
6046 - FR BENE-REG	70,000.00	5,770.24	11,540.48	58,459.52	16.49
6047 - FR BENE-O/T	800.00	31.77	78.78	721.22	9.85
6048 - EMP BENEFITS	16,237.00	1,289.17	2,578.34	13,658.66	15.88
6151 - PURCHD POWER	26,000.00	2,389.46	4,598.25	21,401.75	17.69
6202 - MAT/SUP OFFC	1,700.00	0.00	18.97	1,681.03	1.12
6204 - CHEMICALS	17,000.00	1,518.00	3,303.80	13,696.20	19.43
6205 - MAT/SUP MANT	12,000.00	495.00	2,657.67	9,342.33	22.15
6206 - MAT/SUP OPER	6,500.00	0.00	3,756.35	2,743.65	57.79
6207 - SUPP/CST ACC	8,000.00	0.00	2,713.93	5,286.07	33.92
6208 - MAT/SU AD/GN	1,000.00	412.67	516.80	483.20	51.68
6209 - MDOT WATREPR	400.00	0.00	50.00	350.00	12.50
6318 - C/S ENGINEER	7,500.00	56.00	112.00	7,388.00	1.49
6328 - C/S AUD-COMP	12,800.00	10,850.00	13,350.00	-550.00	104.30
6351 - C/S WATER TR	20,000.00	0.00	240.00	19,760.00	1.20
6358 - C/D DIST SYS	20,000.00	1,398.93	4,558.47	15,441.53	22.79
6400 - BLD MNT/REPR	750.00	1,193.75	1,309.75	-559.75	174.63
6426 - RENTAL EQUIP	0.00	350.00	350.00	-350.00	----
6506 - TRANSPRT EXP	3,500.00	384.89	832.12	2,667.88	23.77

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ACCOUNT	BUDGET NET	CURR MNTH NET	YTD UNEXPENDED NET	BALANCE	PERCENT SPENT
1998 - WATER DEPT CONT'D					
6598 - PROP-CAS INS	3,800.00	3,800.00	3,800.00	0.00	100.00
6608 - GEN-ADMN ADV	1,000.00	0.00	0.00	1,000.00	0.00
6751 - MS EX S-TEST	3,000.00	390.00	952.20	2,047.80	31.74
6755 - TRAINING	800.00	0.00	0.00	800.00	0.00
6757 - HEATING FUEL	4,000.00	649.92	1,501.20	2,498.80	37.53
6758 - MISC EXPENSE	200.00	0.00	0.00	200.00	0.00
6765 - CONTINGENCY	10,000.00	0.00	0.00	10,000.00	0.00
Final Totals	657,970.00	59,318.35	114,459.09	543,510.91	17.40

ACCT	REVENUE NAME	March-12	March-13	March-14	March-15	March-16	March-17	March-18	March-19	March-20	March-21	March-22
0100	TAXES	2,819,156.51	2,922,117.81	3,216,137.48	3,192,833.39	3,239,342.84	3,202,281.18	3,196,996.31	3,121,011.36	3,167,457.87	3,057,596.42	3,177,322.15
0100	R0297 BETA REIMBURSEMENT	11,438.00	5,898.00	3,927.00	11,069.00	7,428.00	7,332.00	6,317.00	21,477.00	14,557.00	15,593.00	13,026.00
0100	R0298 VETERANS EXEMPTION	4,490.00	4,125.00			3,699.00						
0100	R0299 TAX LIEN FEES							-56.94				
0100	R0300 HOMESTEAD REIMBURSEMENT	64,430.00	60,656.00	64,588.00	45,061.00	64,667.00	98,196.00	123,338.00	159,153.00	156,070.00	222,482.00	223,478.00
0100	R0301 ADMINISTRATION	12,178.15	13,230.22	11,537.20	9,353.10	10,804.60	10,490.00	10,485.25	10,200.67	9,384.00	9,968.55	11,369.70
0100	R0314 INTEREST COLLECTED	34,586.86	32,093.92	28,913.56	28,520.17	43,368.63	19,667.43	42,506.83	41,823.96	36,259.40	44,477.97	40,031.87
0100	R0315 INTEREST EARNED	1,992.36	1,181.95	1,458.09	1,940.48	1,363.43	1,835.56	1,679.51	8,512.98	10,913.26	2,400.62	4,328.23
0100	R0316 MISC REVENUE	4,772.05	666.28	90.24	2,615.80	178.90	43,678.79	415.88	270.00	205.68	803.86	4.30
0100	R0317 SALE OF CITY PROPERTY	27,229.37	7,483.29	2,956.00	955.12	2,810.66		476.00		5,324.00		
0100	R0318 EXCISE TAX	316,956.58	322,981.86	332,684.71	345,865.93	370,857.86	386,982.94	383,439.70	409,185.97	397,658.73	463,538.03	428,310.17
0100	R0323 TREE GROWTH				21,197.45							
0100	R0324 WATER DEPT REIMBURSEMENT	23,307.40	28,469.46	30,403.68	36,783.43	36,920.98	36,547.76	38,822.76	37,084.61	33,608.36	33,654.50	
0100	R0327 WWTP REIMBURSEMENT	44,093.97	43,942.07	47,085.75	45,419.87	51,939.39	49,622.27	50,261.53				
0100	R0330 BOAT EXCISE	1,197.10	826.00	732.40	529.20	1,030.50	537.30	789.40	708.80	854.90	812.40	874.30
0100	R0335 CODE ENFORCEMENT REVENUE	1,937.50	4,397.42	2,353.00	1,781.58	2,860.00	1,047.50	1,930.00	1,695.00	2,251.43	3,160.00	3,007.50
0100	R0369 EMS ADMINISTRATION REVENUE	39,197.70	63,691.46	65,309.67	62,697.31	54,114.08	53,147.90	52,705.95	52,540.15	52,518.42	51,913.86	52,401.93
0100	R0390 MOTOR VEHICLE AGENT FEES	4,212.00	3,761.00	3,610.00	3,568.00	3,698.00	3,782.00	3,704.00	3,751.00	3,629.00	4,249.00	4,206.00
0100	R3540 STATE REVENUE SHARING	264,986.92	237,343.46	162,521.48	150,980.90	172,656.74	159,469.77	167,050.13	168,758.77	277,529.38	393,474.99	562,555.35
0100	R3555 PAYMENTS IN LIEU OF TAXES	25,180.00	25,280.00	25,280.00	29,015.00	25,280.00	27,237.84	29,348.00	25,280.00	25,180.00	25,180.00	25,180.00
0130	R0319 GENERAL ASSIST REIMBURSE	3,767.03	3,150.28	2,530.55	2,128.20		1,239.21	568.17		4,981.88		
0187	R0302 CITY BLDG RENTALS	0.00	1,000.00	1,000.00	500.00	3,562.00	3,262.00	3,062.00	1,000.00	3,562.00		
0220	R0360 LIBRARY-TRUST FUNDS			4,550.00								
0220	R0363 LIBRARY FINES/DONATIONS	3,109.00	2,445.31	2,348.04	2,703.78	1,900.43	1,851.59	2,265.97	819.47	2,285.60	1,189.14	1,330.53
0220	R0365 LIBRARY NON RESIDENT FEES	3,650.00	2,625.00	2,600.00	3,210.00	1,980.00	1,915.00	1,828.80	880.00	1,902.00	5,000.00	956.80
0230	R0302 RECREATION LAND LEASE											
0230	R0321 RECREATION PROGRAM INCOME	40,790.30	54,217.00	52,736.44	46,999.65	45,720.55	47,348.14	57,722.52	56,341.00	43,715.00	24,361.37	44,676.95
0240	R0322 SNOWMOBILE REIMBURSEMENT	1,165.12	635.52	986.38	933.42	959.90	655.38	748.06	602.42	708.34	648.76	609.04
0310	R0304 POLICE-CONSUMER DETAILS		30,000.00									
0310	R0305 POLICE-CIVIL SERVICE	66.00	16.00	64.00								
0310	R0306 POLICE-OFFICER COURT	300.00	450.00	950.00								
0310	R0307 POLICE-ACCIDENT REPORTS	560.00	473.25	450.00	370.00	350.00	330.00	250.00	310.00	340.00	220.00	150.00
0310	R0308 POLICE-WCCC		3,500.00	3,465.00	875.00							
0310	R0309 POLICE-MISCELLANEOUS	893.14	1,125.00	208.46	1,717.08	284.30	453.78	845.00	2,782.24	150.00	130.00	175.00
0320	R0368 FIRE REVENUE		30.00			32.00	10.00	52.00	2.00	4.00	28.00	3,638.00
0410	R0310 PUBLIC WORKS	5,324.74	5,229.32	6,140.15	7,651.42	2,540.43	2,135.85	1,788.22	2,416.31	6,396.65	2,820.95	5,925.57
0410	R0311 PUBLIC WORKS-WWTP		684.60									
0410	R0325 PW MECHANIC AMBULANCE		2,268.72	2,880.72	2,880.72	3,150.72	3,258.72	3,123.81	3,187.53	3,445.29	3,525.03	3,525.03
0470	R0359 PAY BY THE BAG	29,425.50	23,974.50	24,334.50	25,834.50	29,356.00	27,908.00	23,924.00	23,203.50	27,859.00	26,526.00	20,135.50
0470	R0354 SALE OF RECYCLABLE GOODS	5,525.75	1,171.75	1,585.35	2,584.00	3,271.00	1,324.07	3,707.64	6,098.30	2,808.30	3,007.25	2,602.45
0470	R0355 LANDFILL FEES	2,735.50	2,052.00	1,840.50	2,584.00	5,790.05	2,658.50	3,292.00	1,928.60	2,548.50	2,779.00	2,116.00
0480	R0312 CEMETERY	3,350.00	7,150.00	7,150.00	5,350.00	5,790.05	5,292.21	6,350.00	4,950.00	2,450.00	7,450.00	8,200.00
0480	R0313 PERPETUAL CARE											
0480	R0380 WASHINGTON CTY CREMATORY	1,701.25	1,794.75	2,267.50	1,820.00	2,197.00	2,982.00	1,781.25	1,331.25	2,523.00	3,258.75	2,351.25
0650	R0326 STATE HIGHWAY GRANT	33,777.00	33,147.00	43,500.00	39,872.00	40,284.00	40,080.00	40,720.00	40,304.00	41,464.00	38,300.00	41,508.00
	TOTALS	3,837,482.80	3,955,185.20	4,161,175.85	4,135,616.50	4,234,278.99	4,244,560.69	4,262,238.75	4,207,609.89	4,340,544.99	4,477,549.46	4,759,902.14

LOAN PAYMENT RECORD

LOAN NAME	#	LOAN DATE	AMT OF LOAN	MIN PYMT	TERM	INT	DATE	PYMT	DATE	PYMT	DATE	PYMT	DATE	PYMT	DATE	PYMT	DATE	PYMT	BALANCE
JO'S PIZZA	323	6/13/2013	120000.00	786.12	15	2.25%	10/25/21	786.12	11/29/21	786.12	12/27/21	786.12	1/25/22	786.12	2/22/22	786.12	3/25/22	786.12	60,848.05
HAIR SHANTY	324	12/30/2011	60000.00	393.05	15	2.25%	10/12/21	400.00	11/15/21	400.00	12/14/21	400.00	1/14/22	400.00	2/14/22	400.00	3/15/22	400.00	30,194.91
GREG POLLOCK	335	5/30/2013	705000.00	656.62	10	2.25%	10/7/21	300.00	11/5/21	300.00	12/10/21	300.00	1/3/22	300.00	2/7/22	300.00	3/16/22	29331.78	0.00
ST. CROIX CLUB	334	12/18/2009	70000.00	465.70	10	2.25%	10/26/21	684.57	1/11/22	717.17	1/11/22	717.17	1/11/22	651.97	3/2/22	651.97	3/15/22	651.97	41,015.20
C/A (PAUL HOWBRIGG)	336	9/4/2014	80000.00	745.10	10	2.25%	10/25/21	745.10	1/7/22	745.10	1/7/22	745.10	1/7/22	745.10	1/7/22	745.10	1/7/22	745.10	21,595.45
JOHN & RHONDA CHAMBERS	337	10/20/2014	40000.00	372.55	10	2.25%	10/8/21	372.55	10/8/21	372.55	12/16/21	745.10	2/3/22	1862.75	2/10/22	3000.00	3/11/22	2000.00	5,714.11
SEAVEY PROPERTIES	339	1/31/2018	129881.59	910.17	15	3.25%													114,250.13
SEAVEY PROPERTIES (#2)	340	10/24/2018	100000.00	0.00	15	0.00%													92,785.64
								3288.34			3320.94			4745.94		5883.19		33169.87	366,403.49

Exp / Rev Summary Report

Department(s): 6000 - 8000

March

Account	Budget	Current Month	Year To Date	Balance	Percent
6000 NWSARAS AMB					
Revenue Total	236,460.00	10,272.76	156,290.46	80,169.54	66.10
Expense Total	286,664.00	20,328.02	173,978.45	112,685.55	60.69
Net Profit / (Loss)	(50,204.00)	(10,055.26)	(17,687.99)	32,516.01	
8000 AMBULANCE					
Revenue Total	1,332,412.00	94,158.00	870,983.13	461,428.87	65.37
Expense Total	1,332,155.00	90,124.86	855,871.57	476,283.43	64.25
Net Profit / (Loss)	257.00	4,033.14	15,111.56	14,854.56	

*NOTE: The Year To Date column reflects Net Income/(Loss) on an accrual basis, which is the same basis as the financial statements. This report does not include accounting estimates (such as depreciation, accruals for vacation, payroll and interest or an amount for uncollectible accounts) that are included in the financial statements.

Calais EMS Expenses Paid to City

	Mar 2022	Year-to-Date
Fire Chief Salary & Benefits	4,504.45	35,693.19
FF Wage Reimbursement	2,500.00	22,500.00
Manager Wages/Benefits	1,819.36	14,233.98
Finance Director Wages/Benefits	696.87	5,449.17
Mechanic Wages/Benefits	391.67	3,525.03
North St. Building Rent (25% of budget)	1,135.42	10,218.78
	<u>11,047.77</u>	<u>91,620.15</u>

CITY OF CALAIS - AMBULANCE
INCOME STATEMENT - CASH BASIS

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Total FY22
CASH RECEIPTS													
Commercial Insurance	11,821.28	9,143.76	19,771.18	13,914.31	16,444.82	29,199.13	12,937.28	12,249.84	10,868.31	-	-	-	136,349.91
Maine Care	10,920.18	21,465.36	27,185.75	21,680.47	19,039.44	23,730.42	11,395.27	11,170.04	25,090.76	-	-	-	171,677.69
Medicare	53,186.63	35,574.65	45,395.09	29,308.53	35,501.82	34,392.37	41,711.67	30,074.83	26,365.71	-	-	-	331,511.30
Self-Pay	2,110.33	1,517.18	4,127.45	2,870.60	1,450.99	4,140.87	2,919.60	1,715.01	2,832.76	-	-	-	23,684.79
VA	13,288.80	-	876.80	544.00	4,716.40	3,924.80	3,999.00	-	2,872.30	-	-	-	30,222.10
Stipends	8,040.00	552.00	3,927.00	3,927.00	552.00	3,927.00	552.00	552.00	552.00	-	-	-	22,581.00
Bad Debts/Pymt Arrangements	5,285.50	1,160.04	11,792.15	62.74	1,557.47	420.50	1,208.09	178.50	89.92	-	-	-	21,754.91
Deposits in Transit	(11,560.76)	(2,688.02)	5,034.69	2,650.24	16,395.10	(10,684.37)	(14,934.97)	9,586.07	(3,084.46)	-	-	-	(9,286.48)
Interest Income	84.93	58.72	48.67	58.00	5,652.95	33.21	25.10	44.27	40.54	-	-	-	6,046.39
Total Calais & NWSARAS Receipts	93,176.89	66,783.69	118,158.78	75,015.89	101,310.99	89,083.93	59,813.04	65,570.56	65,627.84	-	-	-	734,541.61
Less NWSARAS receipts	(12,009.41)	(12,541.58)	(9,926.34)	(10,955.49)	(12,359.80)	(13,126.89)	(11,368.89)	(11,397.90)	(11,664.48)	-	-	-	(105,349.97)
Total Calais Only Cash Receipts	81,167.48	54,242.11	108,232.44	64,060.40	88,951.19	75,957.85	48,444.15	54,172.66	53,963.36	-	-	-	629,191.64
CASH EXPENSES													
Payroll - Regular Wages	26,369.02	19,929.54	21,100.21	16,880.16	17,019.85	21,445.76	14,051.04	17,108.81	21,409.80	-	-	-	175,314.19
Payroll - Overtime Wages	6,798.57	8,106.39	10,896.06	9,543.25	10,556.14	10,420.49	8,433.56	5,928.04	5,399.94	-	-	-	76,082.44
Payroll - Part Time	9,766.14	6,440.80	5,518.30	3,462.05	5,612.34	6,733.58	5,782.16	4,619.64	7,019.82	-	-	-	54,954.83
Benefits - FICA/UC/WC	3,279.83	2,676.44	2,947.69	2,323.80	2,590.22	3,074.87	2,783.28	2,163.91	2,688.37	-	-	-	24,528.41
Benefits - Life/Retirement	3,578.05	3,114.86	3,395.41	2,775.91	3,011.51	3,308.66	2,760.72	2,243.23	2,780.30	-	-	-	26,968.65
Benefits - Health/Dental/IP	5,157.04	5,727.14	5,460.22	5,202.12	5,701.28	5,202.12	4,341.68	6,080.90	5,825.34	-	-	-	48,697.84
Benefits - Flexible Spending Acct	-	-	-	-	-	-	-	-	-	-	-	-	-
FF Wage Reimbursement	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	-	-	-	22,500.00
Administrative - Manager	1,462.65	1,462.65	1,819.36	1,462.65	1,462.65	1,819.36	1,462.65	1,462.65	1,819.36	-	-	-	14,233.98
Administrative - Finance	559.76	559.76	696.87	559.76	559.76	696.87	559.76	559.76	696.87	-	-	-	5,449.17
Admin - PW Mechanic	391.67	391.67	391.67	391.67	391.67	391.67	391.67	391.67	391.67	-	-	-	3,525.03
Dues	370.00	-	639.00	-	-	-	175.00	-	-	-	-	-	1,184.00
Telephone	111.43	104.73	(7.82)	103.61	105.74	105.70	109.06	106.08	96.08	-	-	-	834.61
Rental Fees	1,135.42	1,135.42	1,135.42	1,135.42	1,135.42	1,135.42	1,135.42	1,135.42	1,135.42	-	-	-	10,218.78
Capital Outlay - Ambulance	-	-	-	-	-	-	-	-	-	-	-	-	-
Fuel, Oil & Lube	1,612.30	2,162.71	944.83	1,505.54	1,530.04	1,559.12	774.68	1,113.49	1,723.10	-	-	-	12,925.81
Tires	-	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle Maintenance	10.65	1,149.16	431.65	170.01	341.87	49.58	407.09	222.52	117.98	-	-	-	2,900.51
Office Equipment	63.85	63.85	302.43	1,145.73	63.85	63.85	63.85	63.85	63.85	-	-	-	1,895.11
Ambulance Equipment	116.31	-	(116.31)	-	83.75	543.16	-	664.11	35.97	-	-	-	1,326.99
Radios/Repair	-	474.00	-	-	-	-	-	-	-	-	-	-	474.00
Office Supplies	-	-	-	-	-	-	-	58.70	43.96	-	-	-	102.66
Janitorial Supplies	-	46.36	60.46	-	-	27.96	-	2.76	48.01	-	-	-	185.55
Supplies - Oxygen	-	-	1,012.18	660.17	256.52	-	207.82	216.68	-	-	-	-	2,353.37
Supplies - Pharmacy	48.95	179.54	262.45	92.53	51.52	249.34	132.53	150.27	47.99	-	-	-	1,215.12
Supplies - Medical	553.40	748.91	1,519.80	1,265.65	653.82	419.71	2,242.68	191.95	765.09	-	-	-	8,361.01
Medical Screenings	-	-	-	-	-	-	25.00	-	-	-	-	-	25.00
Drug/Alcohol Testing	-	-	-	-	-	-	-	-	143.80	-	-	-	143.80
Licenses & Fees	-	-	-	-	-	-	-	25.00	-	-	-	-	25.00
Travel	-	48.36	61.43	-	119.80	52.65	-	-	136.16	-	-	-	418.40
Property & Casualty	-	-	-	-	-	-	-	10,400.00	-	-	-	-	10,400.00

CITY OF CALAIS - AMBULANCE
INCOME STATEMENT - CASH BASIS

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Total FY22
CASH EXPENSES - CONT.													
Postage	-	-	-	25.85	-	-	-	-	13.73	-	-	-	39.58
Advertising	-	-	-	128.34	39.23	43.39	-	-	-	-	-	-	210.96
Clothing - Uniforms	-	-	-	-	283.98	95.00	119.99	139.95	257.00	-	-	-	895.92
Education & Training	700.00	-	(700.00)	-	-	-	-	-	42.00	-	-	-	42.00
Legal & Audit Fees	-	2,900.00	-	-	-	-	-	-	-	-	-	-	2,900.00
Contract Services - Billing	2,274.27	2,313.00	300.00	2,211.77	2,338.70	2,328.03	2,669.07	1,632.54	1,691.07	-	-	-	17,758.45
Contract Services - Maintenance	-	-	-	-	216.10	292.24	-	-	-	-	-	-	508.34
Contract Services - Backup	-	-	-	-	-	-	-	-	-	-	-	-	-
Contract Services - CRH	-	-	350.00	700.00	-	-	-	-	-	-	-	-	1,050.00
Loan - Principal	1,641.33	1,638.73	1,640.60	1,645.04	1,645.28	1,649.10	1,649.48	1,651.38	1,658.90	-	-	-	14,819.84
Loan - Interest	65.40	68.00	66.13	61.69	61.45	57.63	57.25	55.35	47.83	-	-	-	540.73
COVID-19 Expenses	23.96	-	(23.96)	-	-	-	-	-	-	-	-	-	-
Total Cash Expenses	68,590.00	63,942.02	61,965.08	56,591.72	58,332.49	64,265.26	52,835.44	60,888.66	58,599.41	-	-	-	546,010.08
OTHER CASH EXPENDED													
Capital Asset Purchases	-	-	-	-	-	-	-	-	-	-	-	-	-
Patient/Insurance Refunds	-	-	-	809.31	107.76	1,037.67	809.31	-	2,987.75	-	-	-	5,751.80
Previously Recorded Cash	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Cash Expended	-	-	-	809.31	107.76	1,037.67	809.31	-	2,987.75	-	-	-	5,751.80
Net Cash from Operations - Inc/(Loss)	12,577.48	(9,699.91)	46,267.36	6,659.37	30,510.94	10,654.92	(5,200.60)	(6,716.00)	(7,623.80)	-	-	-	77,429.76

Assessing and Code Enforcement Department



Monthly Report

March 2022

Since the last update on Code; There was four permit(s) approved;

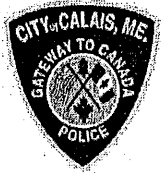
- 277 Main Street- Change of Use- Boujee Bouj Skin Care Day Spa
- 28 North Street- Change of Use – Moma's Lola Eat in Restaurant
- 717 Main Street- 40x32 Garage on Frost Wall
- 284 North Street- Demolition of Building(s)

There has been a few complaints and code issues that I have been dealing with.

- 97 Downes Street- Letter sent to owners. Received postal card with forwarding address. Resent Certified to that address. Certified signed for on 02/04/2022, which gives a comply date of 03/04/2022. It has gotten worse and requesting a public hearing to deem dangerous.
- 71 Germain Street- Since the last update on this, all tenants are out of the building. Personal property still remains. Power and water have been shut off. Tenants have until April 13th, 2022 to get personal property.
- 40 Price Street – City Solicitor has filed complaint with Calais District Court. Court date has been approved for April 22nd

I have sent out all personal property declarations and have already started receiving them back. I have prepared a list of permits to be prepared for April 1st. I will also be making a list of lots/buildings that require attention for code enforcement. I truly appreciate the free dump days; I will send letters to those that their yards need cleaning with the dates and times of the free dump days. Last year this was very helpful on getting some of those places off my list.

I am still waiting on the states audit to begin working on the sales analysis to see if we need to do adjustments this year. I truly hope they come in soon so I can get you the results prior to budget season. It is hard to do it without the states audit because I am not sure what they used for sales.



Chief David Randall
Calais Police Department
P.O. Box 413
Calais, Maine 04619
207-454-2752
Fax: 207-454-2764

Calais Police Department March 2022 Monthly Report

Man Power: We were still short handed at the department, but we have started Officer Max Bollous field training and he is doing a great job. He graduated from the Pre-service class at the MCJA on February 3rd. We believe that he will be able to start working shifts on his own the first of April.

During the month of March I was out of work with COVID and lucky I had Sgt Vinson who was able to cover for me during that time.

We are still short two patrol officer and the Sheriff's Office and Maine State Police have been covering the city when we are not able.

Training: We have scheduled our firearms training for May 14th at which time all officers will be attending.

Statistics: See attachments for incidents for month of February and March. As I stated above I was out of work for two weeks the beginning of March so I didn't get my monthly report in for February so I thought I would include it with this months report.

Chief David Randall
Calais Police Department

Print Date **04/01/2022**

Record Count **68**

Module **Incident Query Result**

Incident #	Other #	Event #	Date Reported	Time Rptd	Offense Code	Code Description
22-000123		22-000123	02/28/2022	14:10	29-A 2557	Operating After Revoked (HO)
22-000121		22-000121	02/28/2022	07:30	911 Hang-up	911 Call Hung Up or Disconnected 0
22-000122		22-000122	02/28/2022	11:15	investigation	investigation
22-000116		22-000116	02/25/2022	05:55	Civil Assist	Assist with Non-Criminal Matter
22-000115		22-000115	02/25/2022	05:40	911 Hang-up	911 Call Hung Up or Disconnected 0
22-000117		22-000117	02/25/2022	09:47	SOR	Sex Offender Registrant
22-000118		22-000118	02/25/2022	10:00	investigation	investigation
22-000120		22-000120	02/25/2022	15:15	Traffic - general	Traffic complaint
22-000119		22-000119	02/24/2022	17:20	17-A 353 (1) (A)	Theft by Unauthorized Taking or Transfer (C
22-000113		22-000113	02/24/2022	15:25	Public Assist	Non-Criminal Call For Service / Activity
22-000114		22-000114	02/24/2022	10:30	investigation	investigation
22-000111		22-000111	02/24/2022	13:48	investigation	investigation
22-000108		22-000108	02/23/2022	11:55	911 Hang-up	911 Call Hung Up or Disconnected 0
22-000106		22-000106	02/23/2022	08:35	911 Hang-up	911 Call Hung Up or Disconnected 0
22-000109		22-000109	02/23/2022	16:55	SOR	Sex Offender Registrant
22-000105		22-000105	02/22/2022	15:23	Public Assist	Non-Criminal Call For Service / Activity
22-000103		22-000103	02/21/2022	14:30	Public Assist	Non-Criminal Call For Service / Activity
22-000102		22-000102	02/17/2022	11:40	Traffic - general	Traffic complaint
22-000095		22-000095	02/15/2022	07:35	Civil Assist	Assist with Non-Criminal Matter
22-000094		22-000094	02/15/2022	07:08	17-A 353 (1) (A)	Theft by Unauthorized Taking or Transfer (C
22-000099		22-000099	02/15/2022	11:20	Warrant	Warrant
22-000100		22-000100	02/15/2022	14:45	PAPER SERVICE	PAPER SERVICE
22-000098		22-000098	02/15/2022	10:00	investigation	investigation
22-000101		22-000101	02/15/2022	21:17	investigation	investigation
22-000097		22-000097	02/15/2022	09:13	investigation	investigation
22-000092		22-000092	02/14/2022	06:20	Assist Other	Assist Other Agency
22-000096		22-000096	02/14/2022	17:14	Well Being Check	Check Well Being or Security of Named Perso
22-000090		22-000090	02/11/2022	10:50	Well Being Check	Check Well Being or Security of Named Perso

Incident #	Other #	Event #	Date Reported	Time Rptd	Offense Code	Code Description
22-000091		22-000091	02/11/2022	11:18	Civil Assist	Assist with Non-Criminal Matter
22-000081		22-000081	02/10/2022	00:40	Assist Other	Assist Other Agency
22-000082		22-000082	02/10/2022	01:10	Well Being Check	Check Well Being or Security of Named Perso
22-000084		22-000084	02/10/2022	09:25	Well Being Check	Check Well Being or Security of Named Perso
22-000083		22-000083	02/10/2022	01:30	Well Being Check	Check Well Being or Security of Named Perso
22-000089		22-000089	02/10/2022	10:00	Mentally Ill Person	Evaluation of Person (Psych or Medical)
22-000085		22-000085	02/10/2022	10:00	Extra Patrol	Extra Patrol Bus/Res.
22-000087		22-000087	02/10/2022	10:45	PAPER SERVICE	PAPER SERVICE
22-000086		22-000086	02/10/2022	10:30	investigation	investigation
22-000080		22-000080	02/09/2022	16:00	Assist Other	Assist Other Agency
22-000078		22-000078	02/09/2022	09:00	Civil Assist	Assist with Non-Criminal Matter
22-000079		22-000079	02/09/2022	12:15	investigation	investigation
22-000076		22-000076	02/08/2022	13:41	Suspicious Activity	Activity Requiring Investigation
22-000074		22-000074	02/08/2022	13:15	Warrant	Warrant
22-000073		22-000073	02/08/2022	11:42	911 Hang-up	911 Call Hung Up or Disconnected 0
22-000075		22-000075	02/08/2022	15:45	PAPER SERVICE	PAPER SERVICE
22-000077		22-000077	02/08/2022	15:41	investigation	investigation
22-000071		21-000071	02/08/2022	09:30	investigation	investigation
22-000068		22-000068	02/07/2022	09:30	SOR	Sex Offender Registrant
22-000067		22-000067	02/07/2022	08:30	SOR	Sex Offender Registrant
22-000069		22-000069	02/07/2022	11:02	investigation	investigation
22-000070		22-000070	02/07/2022	12:50	investigation	investigation
22-000066		22-000066	02/04/2022	13:25	Mentally Ill Person	Evaluation of Person (Psych or Medical)
22-000064		22-000064	02/04/2022	10:50	investigation	investigation
22-000065		22-000065	02/04/2022	11:15	investigation	investigation
22-000062		22-000062	02/03/2022	01:35	32G	Alarm Response
22-000059		22-000059	02/02/2022	15:52	Well Being Check	Check Well Being or Security of Named Perso
22-000054		22-000054	02/02/2022	05:00	Well Being Check	Check Well Being or Security of Named Perso
22-000057		22-000057	02/02/2022	12:00	Civil Assist	Assist with Non-Criminal Matter
22-000061		22-000061	02/02/2022	22:30	Civil Assist	Assist with Non-Criminal Matter
22-000056		21-000056	02/02/2022	08:25	Noise Complaint	Noise Complaint Reported
22-000060		22-000060	02/02/2022	20:30	32G	Alarm Response

Incident #	Other #	Event #	Date Reported	Time Rptd	Offense Code	Code Description
22-000063		22-000063	02/02/2022	10:15	SOR	Sex Offender Registrant
22-000058		22-000058	02/02/2022	13:50	SOR	Sex Offender Registrant
22-000055		21-000055	02/02/2022	06:30	investigation	investigation
22-000049		22-000049	02/01/2022	17:14	Assist IE	Assist Law Agency
22-000052		22-000052	02/01/2022	19:56	Civil Assist	Assist with Non-Criminal Matter
22-000051		22-000051	02/01/2022	18:29	Suspicious Activity	Activity Requiring Investigation
22-000053		22-000053	02/01/2022	22:10	17-A 402	Criminal Trespass
22-000048		22-000048	02/01/2022	09:30	PAPER SERVICE	PAPER SERVICE

P 62

Print Date **04/01/2022**

Record Count **52**

Module **Incident Query Result**

Incident #	Other #	Event #	Date Reported	Time Rptd	Offense Code	Code Description
22-000178		22-000178	03/30/2022	13:02	investigation	investigation
22-000179		22-000179	03/30/2022	13:39	investigation	investigation
22-000177		22-000177	03/28/2022	15:43	29-A 2412-A	Operating After Suspension
22-000176		22-000176	03/25/2022	11:17	Public Assist	Non-Criminal Call For Service / Activity
22-000175		22-000175	03/25/2022	08:04	Mentally Ill Person	Evaluation of Person (Psych or Medical)
22-000174		22-000174	03/24/2022	12:14	17-A 353 (1) (A)	Theft by Unauthorized Taking or Transfer (C
22-000173		22-000173	03/24/2022	06:52	17 2264	Littering
22-000172		22-000172	03/23/2022	14:49	17-A 402	Criminal Trespass
22-000170		22-000170	03/22/2022	13:26	17-A 401 (1) (A) (B4)	Burglary (Dwelling)
22-000169		22-000169	03/22/2022	10:40	911 Hang-up	911 Call Hung Up or Disconnected 0
22-000168		22-000168	03/22/2022	09:08	SOR	Sex Offender Registrant
22-000167		22-000167	03/21/2022	11:31	17-A 353 (1) (B4)	Theft by Unauthorized Taking or Transfer (C
22-000166		22-000166	03/21/2022	06:55	Found	Found Property
22-000164		22-000164	03/18/2022	12:43	29-A 2255	Leaving the Scene of a Property Damage Acci
22-000162		22-000162	03/18/2022	11:35	investigation	investigation
22-000163		22-000163	03/18/2022	12:36	investigation	investigation
22-000159		22-000159	03/17/2022	14:00	Assist LE	Assist Law Agency
22-000160		22-000160	03/17/2022	20:28	Animal other	Animal Complaint Other
22-000161		22-000161	03/17/2022	20:55	32G	Alarm Response
22-000155		22-000155	03/16/2022	17:38	Public Assist	Non-Criminal Call For Service / Activity
22-000158		22-000158	03/16/2022	18:58	32G	Alarm Response
22-000156		22-000156	03/16/2022	10:41	investigation	investigation
22-000157		22-000157	03/16/2022	12:15	investigation	investigation
22-000153		22-000153	03/15/2022	23:14	17-A 506-A	Harassment
22-000154		22-000154	03/15/2022	23:23	Public Assist	Non-Criminal Call For Service / Activity
22-000152		22-000152	03/15/2022	13:20	Intell	Intelligence Report (Can Be Update to Offen
22-000151		22-000151	03/14/2022	21:05	Assist Other	Assist Other Agency
22-000150		22-000150	03/14/2022	20:57	17-A 506-A	Harassment

Incident #	Other #	Event #	Date Reported	Time Rptd	Offense Code	Code Description
22-000148		22-00018	03/14/2022	09:10	SOR	Sex Offender Registrant
22-000149		22-000149	03/14/2022	18:25	SOR	Sex Offender Registrant
22-000147		22-000147	03/11/2022	11:18	Assist Other	Assist Other Agency
22-000146		22-000146	03/10/2022	11:45	Civil Assist	Assist with Non-Criminal Matter
22-000145		22-000145	03/10/2022	09:12	PAPER SERVICE	PAPER SERVICE
22-000141		22-000141	03/09/2022	17:17	29-A 2412-A	Operating After Suspension
22-000142		22-000142	03/09/2022	17:59	17-A 506-A	Harassment
22-000140		22-000140	03/09/2022	14:21	17-A 353 (1) (A)	Theft by Unauthorized Taking or Transfer (C
22-000144		22-000144	03/09/2022	21:00	Intell	Intelligence Report (Can Be Update to Offen
22-000143		22-000143	03/09/2022	16:26	PAPER SERVICE	PAPER SERVICE
22-000138		22-000138	03/09/2022	05:50	investigation	investigation
22-000137		22-000137	03/08/2022	20:36	17-A 402	Criminal Trespass
22-000135		22-000135	03/08/2022	15:40	29-A 2411 (DRUGS)	Operating Under The Influence (Drugs)
22-000136		22-000136	03/08/2022	18:59	investigation	investigation
22-000134		22-000134	03/07/2022	20:56	Well Being Check	Check Well Being or Security of Named Perso
22-000133		22-000133	03/07/2022	20:14	investigation	investigation
22-000132		22-000132	03/07/2022	14:43	investigation	investigation
22-000131		22-000131	03/04/2022	23:14	Assist Other	Assist Other Agency
22-000129		22-000129	03/04/2022	12:42	Civil Assist	Assist with Non-Criminal Matter
22-000130		22-000130	03/04/2022	17:01	Public Assist	Non-Criminal Call For Service / Activity
22-000128		22-000128	03/03/2022	13:49	Public Assist	Non-Criminal Call For Service / Activity
22-000126		22-000126	03/02/2022	23:25	Well Being Check	Check Well Being or Security of Named Perso
22-000125		22-000125	03/01/2022	16:44	Found	Found Property
22-000124		22-000124	03/01/2022	13:00	investigation	investigation



PO Box 413 • Calais, ME 04619 • Tel 207-454-7400 or 207-214-9250 • Fax 207-454-8816

To: City Council
From: Ken Clark, Fire Chief
Re: March 2022 Calais Fire-EMS Update
Date: April 10, 2022

1. Calls for service

Fire and Rescue calls	22
Runs out of Danforth	10
Transfers from Central	30
Emergencies from Central	77
Other calls for service	23
Burning permits issued	19

2. Training hours

Monthly training for March was held on trauma, which is one of the most common calls we respond to in the area. Samantha set up an all-day session for the EMT class being held by zoom through WCCC. Our members volunteered to assist with different testing stations to prepare the students for their upcoming practical test.

Activities for the month:

Eastern Maine Electric has announced a planned power outage for April 24th. This will be an all day event from 0545 to 1600. I have been trying to get the word out for people that are on home oxygen generators, to stock up on portable oxygen tanks so they don't depend on an electric generator that will have to be run all day long. EMEC has been announcing the outage, but some people don't think about these everyday things until it is too late.

Working with Washington County EMA director (Lisa Hanscom) to find a plan to upgrade the radio system throughout Washington County. She is searching for grant money to pay for such a large project. The Calais radio system is on a repeater from Cooper mountain, set up so we have contact with our members throughout our response area and beyond, but (according to Roger Holst) it is getting old and will need to be upgraded in the near future.

Following is a detailed list of attendance:



PO Box 413 • Calais, ME 04619 • Tel 207-454-7400 or 207-454-8815 • Fax 207-454-8816

March 2022 Fire - Rescue – EMS Activity

Calais Station (Ambulance) Emergencies:77 Transfers: 30
 Danforth Station (Ambulance Calls), Emergencies: 10 Transfers: 0

Fire and Rescue Emergency Calls: Total: 22

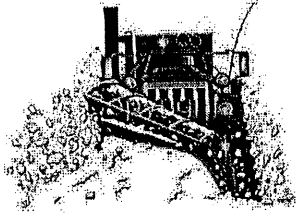
EMS (Rescue) Assist/Station Coverage	12
Fire Alarm/Activations	1
Public Assistance	3
Structure Fire	1
Vehicle Fire	1
Gas Oder	1
Motor Vehicle Crash	1
Agency Assist (Wastewater)	1
Vehicle Lockout	1

Fire Officer (EMS Coverage) 177 Hours, (Response & Transfer) 43 Hours

Engine 1 Responses	11 in Calais
Ladder 1 Responses	1 in Calais
Squad 1 Responses	5 in Calais
Chief Clark, Purton, Capt Lee (POV)	10 in Calais
Engine 3 Responses	1 in Calais
CFD Station Response (Cover)	20 at Central Station
Brush 1 Responses	0 in Calais
Rescue Boat Responses	0 in Calais
Rescue 1 Responses	35 Emergencies, 15 Transfers
Rescue 2 Responses	8 Emergencies, 11 Transfers
Rescue 3 Responses	4 Emergencies, 2 Transfers
Rescue 4 Responses	30 Emergencies 2 Transfers

Burning Permits: 19 Training Hours: 20 hours Non Emergency Complaints: 23

CALAIS PUBLIC WORKS



MARCH 2022

Well, it finally looks like winter is behind us. We have hauled off the last of the snow from the parking lots to get rid of some of the sand. The last time we plowed was a 2" storm on March 2nd. The winters are getting shorter but not short enough. We had to haul the loader to Bangor it appeared to have a transmission issue but luckily it turned out to be an injector. It still came with a \$7,000.00 bill. When it rains it pours the 2008 International also had to go to the dealer twice for electrical issues there goes another \$3,000.00. The crew has started spring sweeping so get ready for phone calls. We installed a new man door on the back of the garage last month to try to keep a little heat in. We read and signed off on all of the City's policies this month which we are required to do yearly. Gary and Vance installed a new winch on the Fire Department sideXside.

David started taking applications for his seasonal crew, most of last years people are coming back. He had 1 burial and 0 cremations during March.

The transfer has been a little slow this month probably saving up for free weekend. We shipped out 3 blue bag, 1 city, 1 demo and 1 metal containers.

Respectfully Submitted

Robert Seelye

Public Works Director

CALAIS RECREATION DEPARTMENT
MONTHLY REPORT – April 2022

Jr. High baseball and softball started practicing the first week of April in the rec center, and in the high school gym. The fields are in good condition for this time of year and with all the rain we have had. The high school team was able to practice on them on Friday April 8th. The Jr high teams started practicing on them on Monday April 11th. We have great numbers this year for both teams, we are considering two teams for baseball this season. We will make that decision later this week. We have 16 girls signed up for softball and 20 for baseball. Crystal McLellan is coaching the softball team, and Tom Moholland, and Randy White are coaching the Baseball team.

The new scoreboards for the baseball and softball fields are here. The new I-beams to mount the scoreboards on should be in this week. We are hoping to get the scoreboards installed in the next couple of weeks.

After missing a couple years due to covid, Women's Basketball and coed volleyball leagues are up and running, we have four teams competing in each league. Both leagues play Sunday afternoons at the elementary school. Basketball plays at 12:00 and 1:00, and volleyball plays at 4:00 and 5:00.

As the fields and playgrounds have started drying we have started spring clean up in these areas, and dragging the fields to help them dry faster.

I have started working on Summer Camp and sports camps for the summer, along with getting the pool ready to go.

Monthly Report March 2022

CALAIS FREE LIBRARY

Visitors: Adults: 659 # Childrens: 291
Programs: 8 # Program participants: 70

On March 1st, 2022, the Calais Library provided a space for the **Maine Master Naturalists** to pick up individual educational bags to start a new semester. **Four Directions Development Corporation** accessed the library on March 23rd, 2022 for **Income Tax** filing and follow up with income tax filers.

The library hosted the adult **Nostalgic Storytellers** on Saturday March 26th with four in attendance. Also, the library hosted the first post Covid **Knitting group** on Wednesday March 9th, 2022 with four people in attendance. The attendees stated that it was so nice to be back to the library and to the knitting group.

Children's librarian Skye, with librarians Sally and Joyce, hosted a **Dr. Seuss activity day** on Saturday March 19th, 2022. The event was very well attended with approximately 55 people. There were games, prizes, a guessing jar of goldfish, deviled eggs with green filling, cupcakes and a choice of water or green juice.

On March 15th, Joyce attended the **Community Destination Academy** along with several community members from Calais to Machias and all areas in between. This Academy was held at the Cobscook Learning Center in Trescott, Me.

Joyce and Skye participated in a zoom **Summer Reading Summit** sponsored by Maine State Library and American Library Association. The day-long session was full of guest speakers, informational website links and resources, plus many other suggestions and ideas offered to libraries for the Summer Reading program "Oceans of Possibilities". Joyce and Skye are really looking forward to the amount of post Covid participants this summer.

Ken Clark, Calais Fire Chief stopped into the library and reviewed the Emergency/Evacuation plan the Calais Library has in place in case of an emergency. Ken stated all looks good.

Joyce completed and submitted the Maine State Library Annual Report that is due April 1st of each year.

Respectfully submitted

Joyce Garland
Director

OLVER ASSOCIATES INC.

ENVIRONMENTAL
290 MAIN STREET

ENGINEERS
WINTERPORT, MAINE

MONTHLY OPERATIONS REPORT

FOR

CALAIS POLLUTION CONTROL FACILITY

FEBRUARY, 2022

1. OVERVIEW

This report summarizes the major activities that occurred, and the issues that were addressed, at the Calais Pollution Control Facility for the month of February, 2022. The facility was in complete compliance with all license standards. All ten pump stations were also in complete compliance.

2. REGULATORY COMPLIANCE

The effluent total suspended solids (TSS) at the treatment plant averaged 7.6 mg/l (milligrams per liter) versus a license limit of 30 mg/l. The maximum effluent TSS result for the month was 10 mg/l versus a license limit of 50 mg/l. The TSS percent removal was excellent at 95%. (The minimum removal rate is 85%.)

Effluent biochemical oxygen demand (BOD) at the treatment plant averaged 10 mg/l versus a license limit of 30 mg/l. The maximum effluent BOD result for the month was 11 mg/l versus a license limit of 50 mg/l. The BOD percent removal was 89%. (The minimum removal rate is 85%.)

3. PROCESS CONTROL/SAFETY

The plant's effluent quality has continued to be excellent and its process control values were within the desired ranges for most parameters monitored for the month.

4. MAINTENANCE / HOUSEKEEPING

Key areas of focus during February included the following projects:

- Started COVID-19 testing on the plant influent.
- Light bulbs replaced in the influent wet well.
- Pulled and cleaned obstructions from Influent Pumps #1 & #2.
- South Street emergency generator repairs completed and unit back on line.
- Maine DEP completed annual inspection of the plant.
- Painted floor in back room.
- Completed monthly preventative maintenance tasks.
- Completed monthly safety checks.

OLVER ASSOCIATES INC.

ENVIRONMENTAL

ENGINEERS

290 MAIN STREET

WINTERPORT, MAINE

MONTHLY OPERATIONS REPORT

FOR

CALAIS WATER DEPARTMENT

MARCH, 2022

1. OVERVIEW

This report summarizes the progress made, and the issues that were addressed, at the Calais Water Department during the month of March, 2022. We continued to assist the Department with many activities to improve its operations.

2. REGULATORY COMPLIANCE/GENERAL OPERATIONS

We have continued to implement regulatory requirements in order to maintain the Water Department's reporting and operating practices within Public Utilities Commission (PUC) and Department of Health and Human Services (DHHS) standards.

The following areas were addressed in March:

- Submitted the required February DHHS report. This monthly report is required by the 10th of the month following the reporting period.
- Conducted Disinfection Byproducts Rule testing with a monthly average chlorine result of 0.16 ppm (parts per million) compared to a regulatory limitation of 4.0 ppm. This sample is an average of the chlorine residual results collected at the Fire Department, Calais Library and at the Irving Mainway on Main Street.
- Conducted monthly total coliform bacteria sampling at three locations. All three samples passed with 0 colonies/100 ml.
- Collected chlorine and phosphorus residuals throughout the distribution system.

3. PROCESS CONTROL AND OPERATIONS

We continued to sample each week at the Filter Plant to ensure that it is operating correctly. Samples were collected on the raw and treated water and tested for iron, manganese and chlorine residual. The desired treatment level is to achieve compliance with the Federal Drinking Water Standards of 0.30 ppm for iron and 0.05 ppm for manganese prior to distribution. The raw well water before treatment averaged 1.51 ppm iron and 0.67 ppm manganese. The treated water, just before distribution averaged 0.11 ppm iron and 0.01 ppm manganese. Based on this testing, the filter plant is operating in compliance with Federal standards.

During the month of March, the average chlorine residual leaving the filter plant was 1.02 ppm versus a limit of 4.0 ppm.

The staff has continued the process of collecting chlorine residual readings out in the distribution system in order to ensure that chlorine levels are high enough leaving the plant. The following table presents the range of average chlorine residuals at five historical sampling locations prior to 2022 as well as the average chlorine residuals for the month.

DATE	FIRE STATION Chlorine, ppm	CITY BUILDING Chlorine, ppm	WWTP Chlorine, ppm	HOSPITAL Chlorine, ppm
2015 Range	0.41-0.99	0.11-0.71	0.01-0.44	0.14-0.90
2016 Range	0.67-0.96	0.14-0.98	0.03-0.53	0.24-0.91
2017 Range	0.33-1.07	0.04-0.78	0.04-0.55	0.09-0.96
2018 Range	0.44-0.70	0.04-0.36	0.01-0.23	0.01-0.69
2019 Range	0.30-0.77	0.07-0.27	0.01-0.08	0.02-0.61
2020 Range	0.63-1.08	0.12-0.60	0.01-0.30	0.45-0.80
2021 Range	0.46-0.92	0.02-0.56	0.01-0.30	0.01-0.39
2022 Results				
January	0.56	0.15	0.01	0.09
February	0.73	0.23	0.04	0.30
March	0.26	0.20	0.07	0.24

The chlorine levels measured during March ranged between 0.07 ppm at the wastewater treatment plant and 0.26 at the Fire Station. The discharge from the reservoir is being chlorinated at an average dosage of 0.73 ppm to maintain chlorine levels in the distribution system.

The following table summarizes the average monthly and daily water use since 2011 and the current month's water use as compared to 2022.

YEAR/ MONTH	TOTAL FLOW, MG											FLOW COMPARISON (MG)
	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	MONTHLY COMPARED TO 2021
January	8.078	6.758	7.770	7.662	7.135	6.696	7.897	6.780	6.835	6.937	7.751	0.814
February	6.920	6.295	7.957	7.025	6.583	6.566	6.704	6.266	6.554	6.131	6.261	0.130
March	7.270	7.063	8.081	8.731	7.118	7.463	7.210	7.011	6.507	6.850	7.257	0.407
April	7.347	7.359	7.394	6.951	6.869	7.111	6.868	6.633	6.472	6.525		
May	7.232	7.441	8.333	7.891	7.164	7.617	7.910	7.355	7.102	7.611		
June	7.650	7.903	8.060	7.465	7.447	8.073	7.319	7.339	7.523	7.382		
July	7.782	7.657	7.181	7.614	7.148	7.529	7.580	7.350	7.125	7.216		
August	7.550	6.934	7.256	7.629	7.324	8.451	7.657	7.605	7.255	7.339		
September	6.227	6.109	6.675	7.134	6.642	7.418	6.540	6.750	6.681	6.682		
October	7.153	6.974	7.357	8032	6.501	6.824	7.008	6.983	6.763	7.158		
November	6.184	6.969	6.354	6.945	6.574	6.117	6.367	6.189	6.286	6.206		
December	6.370	7.119	7.385	6.887	6.467	6.966	6.637	6.606	6.515	7.109		
Daily Average, MGD	0.271	0.234	0.232	0.246	0.246	0.227	0.235	0.226	0.223	0.227	0.236	15,011GPD More (to-date)

The water usage during March, 2022 was 0.407 MG more per month than in March, 2021. The total water pumped for this month was 7.257 MG. The average daily water usage to-date is 0.236 MGD compared to 0.221 MGD through March in 2021. The increased usage is in part to the new bleeders on Steamboat Street and Apple Orchard Lane.

4. MAINTENANCE / HOUSEKEEPING

- Completed eighteen service work orders with associated paperwork assigned. These work orders included turning services on, turning services off and name transfers to new customers.
- This month four meters were replaced. We have replaced a total of 735 stopped or frozen meters and 395 obsolete meters since January, 2004 for a total of 1,130 meters.
- Due to the high number of iron water quality complaints in the area from the Main Street Irving to Steamboat Street, we started two bleeders in this area to continuously flush water. We test Monday, Wednesday and Friday to check for improvements in water quality. Iron levels are now lower than before due to installing the bleeders.

- Hydrants are checked weekly for water to prevent freezing.
- Meters were read this month for the first quarter billing.
- Started cleaning main line gate boxes as part of the annual preventative maintenance program.
- Found a leak at a vacant home at 904 Main Street during routine leak detecting. The home owner was notified.
- Started removing seasonal hydrant flags.
- Had Mike Eber replace a failing treated water flow meter display at the filter plant.

**CITY OF CALAIS, MAINE – ORDINANCE
AUTHORIZATION OF A MAIN STREET WATER SYSTEM IMPROVEMENT
PROJECT AND THE ISSUANCE OF A GENERAL OBLIGATION BOND
OF THE CITY (\$1,283,800)**

The City of Calais (the “City”) hereby ordains as follows:

Section 1. That under the constitution and laws of the State of Maine and pursuant to Section 5772 of Title 30-A, M.R.S.A., the Charter of the City and other applicable authority, the City is hereby authorized to borrow from the Maine Municipal Bond Bank (the “Bank”) a cumulative principal amount not to exceed One Million Two Hundred Eighty-Three Thousand Eight Hundred dollars), for a period not to exceed thirty (30) years, at such interest rate or rates and on such further terms and conditions as may be determined by the Bank, with principal and interest to be payable at least annually, the proceeds to be used substantially to finance replacement of water main on Main Street in conjunction with sewer and storm drainage improvements already underway, (the “Project”), and the obligations of the City with respect to such borrowing will be evidenced by a General Obligation Bond and General Obligation Bond Anticipation Note of the City to be executed and delivered on behalf of the City by the City Finance Director and to be countersigned by a majority at least of the City Council in a cumulative principal amount not to exceed \$1,283,800 (the “Bond” and the “Note,” respectively). Notwithstanding anything in this ordinance to the contrary, it is hereby noted that upon issuance of the Bond, the Bank has agreed to forgive a cumulative principal amount of up to \$458,500, such that after issuance of the Bond, the total principal amount required to be repaid by the City over the term of the Bond will be approximately \$825,300.

Section 3. That the City Finance Director, the City Manager, the City Clerk and the Mayor, and each of them individually, are hereby authorized to execute such certificates, loan agreements and other documents and do all things necessary or convenient to issue the Note and the Bond.

Section 4. That the term of the Bond shall not exceed the estimated period of utility of the Project, which is hereby estimated to be not less than 30 years, and further that sufficient taxes shall be levied by the City each year that the Bond is outstanding to pay all principal and interest due and payable in that year pursuant to such Bond as are then outstanding, and that such amount of principal and interest shall be included in the tax levy of the City for each year until the Bond has been paid in full.

Section 5. That the City Clerk shall distribute a copy of this Ordinance to each Council member and to the City Manager, and shall file a reasonable number of copies of this Ordinance at City Hall and such other places as may be directed by the City Manager.

Section 6. That a public hearing shall be held at 6:00 p.m. in the City Council Chambers of the City Building in Calais, Maine on April 14, 2022, for the purpose of taking testimony and comments from the public with respect to the proposed issuance of the Note and the Bond, and that notice of the public hearing be given by the City Clerk by publishing a

summary of this ordinance in the Calais Advertiser on or about April 1, 2022, together with a notice setting forth the time and place for the public hearing, and for consideration of the proposed ordinance by the City Council at the meeting to be held on April 14, 2022, immediately following the public hearing.

Section 7. That all actions taken to date by the municipal officers of the City related to the sale of the Bond and the Note hereby are ratified, approved and confirmed.

Section 8. That the law firm of Eaton Peabody is hereby designated as Bond Counsel for the City to advise the City with respect to the issuance and sale of the Note and Bond, and to prepare documents and render opinions as may be necessary or convenient for that purpose.

Section 9. That the municipal officers and officials of the City are hereby authorized to execute any and all documents and certificates, and to take all actions, including affixing the seal of the City, as may be necessary or convenient to carry out the intent of this Ordinance, and further that if any member of the City Council or officer of the City who has signed or sealed the Note, the Bond or any certificate delivered in connection therewith shall cease to be such officer or official before the Note or Bond has been authenticated or delivered by the City, such Note or Bond nonetheless may be authenticated, issued and delivered with the same force and effect as though the person or persons who signed or sealed such Note or Bond had not ceased to be such officer or official; and any such Note or Bond may be signed and sealed on behalf of the City by those persons who, at the actual date of the execution of such Note or Bond shall be the proper officers and officials of the City, although at the nominal date of such Note or Bond such person or persons shall not be such officer or official.

Section 10. That as soon as practicable after adoption of this ordinance, the City Clerk shall publish a summary of this ordinance in the Calais Advertiser together with a notice of its adoption.

I certify that I am the duly qualified City Clerk of the City of Calais, Maine and that the foregoing ordinance was introduced at the regularly scheduled meeting of the City Council on March 24, 2022, and was adopted by the City Councilors of the City of Calais at the meeting of the City Council on April 14, 2022, duly called and legally held in accordance with the laws of Maine and the City Charter, that the meeting was open to the public and that adequate and proper notice thereof was given in accordance with the laws of Maine and the City Charter, and that such ordinance has been entered into and become a part of the permanent records of the City and remains in full force and effect and has not been rescinded or amended.

CITY OF CALAIS, MAINE

By: _____
Theresa Porter
City Clerk

(SEAL)

Dated at Calais, Maine
April 14, 2022

FOLLOW UP ITEM	STATUS
ATV access along RT. 1 through the Moosehorn 9/23/21	Applying to MDOT to allow ATV traffic along RT 1 from the Icehouse Rd North to the Calais /Baring town line. Council support letter and meeting minutes are ready for submission to State ATV Program.
Calais Waterfront Improvements 9/23/21	Investigating grant options and related costs to upgrade the waterfront dock and boat landing, rip-wrap/enhance the old pier up river to connect to current dock, and clean up area behind the bowling club for viewing area/greenspace. Met with the city engineer to develop a plan on 3/8/22.
City ARPA Funds 7/1/21	Submitted ARPA funds request 9/20. City share now adjusted to 317,000. Approved allocations-\$158,720. for Main St. Water/Sewer Project, \$33,319. for City Employee Bonuses, and phase 1 IT upgrades approved for \$44,710. Princeton Airport Plow donation- \$10,000. ARPA Fund Balance- \$70,251.
City Building and Library Brick Repair 7/12/21	The City Building brick repair to the front of the building is complete. The Library brick repairs are still on going. Library repairs to resume April 18.
City Comp Plan Update 4/1/2010	Currently working with Hancock County Planning Commission to update the transportation chapter of the City Comp Plan. Plan required to be updated every 10 years. In preliminary stages to update the entire plan with SCEC. The last partial update was 2010.
City Lot (former Karplus property) 59 acres MAP/LOT 029-167 2/10/22	Council voted to go to bid for lot harvest at 2/10/22 meeting. Contacted local Forester to inspect the lot. Professional Forrester does not feel there is enough wood to harvest on this lot. Too many challenges with access, property line set backs, and DEP regulations pertaining to the stream running through the property. Report provided.
Comprehensive PW Equipment Plan 1/13/22	PW Director to prepare equipment list with model years and dates purchased. Provided to council 3/8/22
Main Street Sewer/Water Project 5/1/21	Council voted to accept the project low bid.Low bid and project award to Gordon Contracting from Sangerville, ME. for \$5,367,065. Test digging to begin week of 4/11/22.
Medical Marijuana Ordinance 4/1/21	Scheduled public hearing for 4/14 to consider adopting a City Medical Marijuana Ordinance.
Milltown Dam Decommissioning 4/1/2018	*Demo and deconstruction phase to begin Spring 2022
Nash's Lake Fiber Project 8/12/21	All pole licenses have been acquired for Nashs Lake and construction has begun. EMEC scheduled to set two utility poles coming off of Shain Pt for remaining addresses on Chisolm Blvd to be able to receive service.

FOLLOW UP ITEM	STATUS
New School Buses 1/13/22	Searching for best option to locate new buses, and potentially a shared diesel mechanic between school and city.
Opportunity Zone Update 9/23/21	City is designated as an OZ region and has a certified OZ fund established.
Parks and Playgrounds Mowing Bids	Advertised in paper week of 3/14. Sealed bids due 4/14/22.
Police Dept Building 9/1/20	All current options are on the table- New building construction, upgrading the current Public Safety building, acquisition of building and property in the city. Public Safety Committee Meeting scheduled for 1 pm at the Public Safety Building on 3/23.
Regional Cell Service 10/1/21	Recent activity 2/10/22- County level meeting with Sen Collins reps to be scheduled, us cellular mapping dead zones, and request for building permits to add 5G equipment to towers. Received call from Verizon in response to letter as well.
Seavey & Young Property 1/1/19	Initiated Legal Process 10/24/21.
St. Croix #1 8/1/20	Ceiling repairs in Truck Bays have been completed. Shingles lifted from recent storm. Contacted insurance company and roof repair scheduled for 3/9/22.
Waterfront Walkway Sand 7/1/21	Currently screening sand and waiting for ground to dry.
Working Communities Grant for Washington County 10/1/20	The Federal Reserve Bank of Boston has announced that the Wash Cty and Passamquoddy Tribe team has successfully advanced to the implementation round and will receive a 375k grant to address childhood poverty and employment challenges in Wash Cty and for the Pass Tribe.
City Property and Casualty Insurance	Sent out bid requests 4/12/22
City Audit Services	Bids due 5/6/22



City of Calais Water Department

Citizen Comment/Complaint

Name: Mark Thorum
Address: 2 Winter St.Apt. 3

Phone: _____

Nature of Complaint: High water usage from leak in basement. Requesting abatement

Report By: Marc Barnard

Action Taken: On 1/28/22 Dan Barnard called to report a leak in the basement of Mark Thorums apartment building and that he would like an abatement. The meter was read on 1/28/22 and from the last billing he used 8-800 cu\ft. The basement floor was observed to have a mixture of dirt and mud and no drain was found.

Reviewed By: _____

SERVICE LOCATION	CATEGORY	ACCOUNT NUMBER	BOOK	SEQUENCE	TOTAL DUE
2 WINTER ST APT 3	RESIDENTIAL	404	2	450	1,387.30

PERIOD START DATE	PERIOD END DATE	BILLING DATE	DUE DATE
12/15/21	03/14/22	03/31/22	05/02/22

METER READINGS		CONSUMPTION (x 100 cu ft)	DESCRIPTION	AMOUNT
PREVIOUS	CURRENT			
686	777	91	WATER	
CITY OF CALAIS WATER RATES: RESIDENTIAL FIRST 1200 CUBIC FEET PER QUARTER OR LESS \$57.42, NEXT 4800 CUBIC FEET PER QUARTER \$3.82 PER 100 CUBIC FEET, EXCESS OF 6000 CUBIC FEET PER QUARTER \$2.30 PER 100 CUBIC FEET			Current Water Charge	312.08
			Credits	0.00
			Tax	0.00
			Water Past Due	0.00
			Water Interest Charge	0.00
			TOTAL WATER AMOUNT DUE	312.08
CITY OF CALAIS SEWER RATES: MINIMUM BILL: \$124.56 USAGE CHARGE OF \$10.38 PER HUNDRED CUBIC FEET Interest accrues daily on past due amounts. If your account is past due, please call for a current balance.			SEWER	
			Current Sewer Charge	944.58
			Credits	0.00
			Tax	0.00
			Sewer Past Due	130.64
			Sewer Interest Charge	1.26
TOTAL SEWER AMOUNT DUE	1,075.22			

APR 04 2022

Bills are due and payable upon receipt. Water bills that remain unpaid for 30 days after the billing date are subject to collection fees and disconnection procedures allowed by the Maine Public Utilities Commission. All sewer bills that remain unpaid for 30 days after the billing date are subject to interest charges and lien fees. Interest of 6% will be charged on all delinquent accounts. Unpaid sewer for the March and June 2022 Quarters will be liened in December 2022. A Sewer lien procedure will be used for the collections of delinquent sewer bills according to Title 38 Section 1208 et. Seq. M.R.S.A. If filling pools, water personnel must read meter before and after to qualify for sewer abatement.

PLEASE DETACH HERE AND KEEP THE TOP PORTION

WATER AND SEWER BILL



Calais Water Department
 P.O. Box 413
 Calais, ME 04619-0413
 Tel. (207) 454-2521, Ext 1005

Account Number
 Billing Date
 Due Date
 Interest Begins

Water Due	Sewer Due	Total Amount Due
312.08	1,075.22	1,387.30

ENTER PAYMENT AMOUNT HERE »»

845315 102 01 000353 01
 ENTRUST MIDATLANTIC LLC AS
 CUSTODIAN OF THE MARK THORUM IRA
 118 WEST CHURCH ST
 FREDERICK MD 21701

Calais Water Department
 P.O. Box 413
 Calais, ME 04619-0413



UT Account 404 Detail
as of 04/12/2022

Name: ENTRUST MIDATLANTIC LLC AS & CUSTODIAN OF THE MA 118 WEST CHURCH ST
FREDERICK, MD 21701
Location: 2 WINTER ST APT 3
RE Acct: 906 Map/Lot: 007-006-002-003

Recommend Abatement of \$602.04

Bill Date	Reference	C	Principal	Tax	Interest	Costs	Total
Sewer							
107 03/31/22	Original		944.58	0.00	0.00	0.00	944.58
			Billed To: ENTRUST MIDATLANTIC LLC AS & CUSTODIAN OF THE MARK THORUM IRA				
Total			944.58	0.00	0.00	0.00	944.58
105 12/31/21	Original		124.56	0.00	0.00	0.00	124.56
			Billed To: ENTRUST MIDATLANTIC LLC AS & CUSTODIAN OF THE MARK THORUM IRA				
CURINT			0.00	0.00	-1.43	0.00	-1.43
Total			124.56	0.00	1.43	0.00	125.99
104 09/30/21	Original		124.56	0.00	0.00	0.00	124.56
			Billed To: ENTRUST MIDATLANTIC LLC AS & CUSTODIAN OF THE MARK THORUM IRA				
01/03/2022		P	119.74	0.00	1.29	0.00	121.03
01/03/2022	CHGINT	I	0.00	0.00	-1.29	0.00	-1.29
CURINT			0.00	0.00	-0.08	0.00	-0.08
Total			4.82	0.00	0.08	0.00	4.90
102 06/30/21	Original		342.54	0.00	0.00	0.00	342.54
			Billed To: ENTRUST MIDATLANTIC LLC AS & CUSTODIAN OF THE MARK THORUM IRA				
01/03/2022		P	342.54	0.00	11.56	0.00	354.10
01/03/2022	CHGINT	I	0.00	0.00	-11.56	0.00	-11.56
Total			0.00	0.00	0.00	0.00	0.00
101 03/31/21			0.00	0.00	0.00	0.00	0.00
99 12/31/20			0.00	0.00	0.00	0.00	0.00
97 09/30/20			0.00	0.00	0.00	0.00	0.00
95 06/30/20			0.00	0.00	0.00	0.00	0.00
94 03/31/20			0.00	0.00	0.00	0.00	0.00
92 12/31/19			0.00	0.00	0.00	0.00	0.00
89 09/30/19			0.00	0.00	0.00	0.00	0.00
87 06/30/19			0.00	0.00	0.00	0.00	0.00
86 03/31/19			0.00	0.00	0.00	0.00	0.00
82 12/31/18			0.00	0.00	0.00	0.00	0.00
78 09/30/18			0.00	0.00	0.00	0.00	0.00
74 06/30/18			0.00	0.00	0.00	0.00	0.00
73 03/30/18			0.00	0.00	0.00	0.00	0.00
69 12/31/17**			0.00	0.00	0.00	0.00	0.00
68 09/30/17**			0.00	0.00	0.00	0.00	0.00
66 06/30/17**			0.00	0.00	0.00	0.00	0.00
65 03/31/17**			0.00	0.00	0.00	0.00	0.00
63 12/30/16**			0.00	0.00	0.00	0.00	0.00
62 09/30/16**			0.00	0.00	0.00	0.00	0.00
59 06/30/16			0.00	0.00	0.00	0.00	0.00
57 03/31/16**			0.00	0.00	0.00	0.00	0.00
55 12/30/15**			0.00	0.00	0.00	0.00	0.00