City Manager............................ (802) 334-5136
City Clerk / Treasurer............. 334-2112
Public Works........................... 334-2124
Zoning Adm. / Assessor........... 334-6992
Recreation / Parks.................... 334-6345
Fax.. 334-5632

City of Newport
222 Main Street
Newport, Vermont 05855
www.newportvermont.org

Newport City Council Meeting
Regular Meeting Agenda
Monday, September 10, 2018, beginning at 6:30 p.m.
Council Room

City Council: Paul Monette, Mayor
Denis Chenette, President
Julie Raboin
Kevin Charboneau
Dan Ross

Laura Dolgin, City Manager
James D. Johnson, City Clerk/Treasurer

1. Call the Regular Council Meeting to Order
2. Approve Minutes of August 20, 2018
3. Comments by Members of the Public
4. Kingdom Swim Event Debrief, Phil White
5. Parks & Recreation 2019 Rates Follow Up, Vote; Parks & Rec Director Jess Booth
6. Recreation Committee Bylaws Review and Possible Vote; Parks & Rec Director Jess Booth
7. DRB Alternate Appointment, Vote; Zoning Administrator Charles Elliott
8. Set the Tax Rate, Vote
9. Public Records Policy, Review and Possible Vote
10. New Business
11. Old Business: Appoint Negotiating Team Members for Labor Contract,
    1 V.S.A. § 313(a)(3) & 21 V.S.A. § 1725(b), Vote
12. Set next meeting: Regularly Scheduled Council Meeting: September 17, 2018 @ 6:30 pm, .
13. Adjourn

Newport City Council Meeting Participation Guidelines

Newport City Council meetings are for the purpose of allowing Council members to conduct City business. Distinct from public hearings or town meetings, City Council meetings are held in public, but are not meetings of the public. City Council meetings are the only time the City Council members have to discuss, deliberate and decide upon City matters. In an effort to conduct orderly and efficient meetings, the Mayor kindly requests your cooperation and compliance with the following guidelines per the policy adopted on December 21, 2015 and ratified on January 23, 2017:

1. Please be respectful of each other, Council members, city staff, and the public.
2. Please raise your hand to be recognized by the Mayor. Once recognized, please state your name and address or affiliation.
3. Please address only the Mayor and not members of the public, staff, or presenters.
4. Please abide by any time limits. Time limits will be used to insure everyone is heard and that there is sufficient time for the Council to complete their agenda within a reasonable timeframe.
5. The Mayor will make a reasonable effort to allow everyone to speak once before speakers address the Council a second time per the limits adopted on January 23, 2017.
6. Once public comment has been heard, discussion will be limited to the City Council members.
7. Please do not interrupt or mock other speakers or otherwise exhibit disruptive behavior during the City Council meeting.
8. Please do not repeat the points made by others, except to indicate agreement or disagreement with other views.
9. Please use the hallway for side conversation. It is difficult to hear speaker remarks when side conversations are occurring in the Council Chamber.
10. Presentations to the Council are not open to public comment. However, per the policy adopted on December 21, 2015, matters on the agenda requiring a vote are are open to public comment immediately prior to the Council vote.
11. Individuals who do not abide by these procedures will be asked to leave the Council Chamber.

DRAFT

Council Minutes

August 20, 2018

A duly warned meeting of the Newport City council was held in the council room in the Newport Municipal Building on August 20, 2018. Present were Mayor Paul Monette, Council President Denis Chenette, Council Members Kevin Charboneau, Julie Raboin and Daniel Ross, City Manager Laura Dolgin, City Clerk/Treasurer James D. Johnson, Tom Bernier, Jessica Booth, Seth DiSanto, Jamie LeClair, members of the Press and Public.

Mayor Monette called the meeting to order at 6:40 PM.

Approval of Minutes

Mr. Chenette moved to approve the minutes of August 6, 2018. Seconded by Mr. Ross motion carried.

Retirement Ceremony for Roland Maurais

Mayor Monette presented Roland Maurais with a plaque upon his retirement from the Recycling Center after 22 years of service.

Comments by the Public

Sue Watson commented on the Library book Sale not being put on the Electronic Marquee.

Fire Station Facility Maintenance Priority (attached)

Mr. Ross moved to approve using the fire station floor Capital Reserve funds for the roof repair. Seconded by Mr. Charboneau, motion carried unanimously.

Fuel Pre-buy (attached)

Mr. Ross moved to accept the pre-buy price for heating fuel and propane from Fred's energy. Seconded by Mr. Charboneau, motion carried unanimously.

Appoint VLCT Delegate to annual Meeting

Mr. Chenette moved to appoint Mayor Monette as the delegate to the VLCT Annual Meeting. Seconded by Mr. Ross, motion carried unanimously.

DRAFT

2019 Recreation Rates and Fees

Mr. Chenette moved to approve the 2019 Recreation Rates and Fees except for Storage fees, Boat Rental fees and B.I.G. Dock Hours. Seconded by Mr. Charboneau, motion carried unanimously.

Public Records Request Policy Review

Mr. Ross moved to table the Public Records Request Policy pending further investigation. Seconded by Ms. Raboin, motion carried unanimously.

Electronic Marquee Policy Discussion

Mayor Monette presented a draft policy that included using the marquee for community events. The City Manager and dept. heads felt the marquee should be used for city information and events only. After much discussion both pro and con, Ms. Raboin moved to adopt the policy as presented. Seconded by Mr. Chenette, motion failed. Ms. Raboin voting yes, Mr. Charboneau and Mr. Ross voting no and Mr. Chenette abstaining.

New Business

Mr. Charboneau moved to approve a liquor License application for Lago Trattoria d/b/a Teddy's Tap House & Grill located at the Tasting Center. Seconded by Ms. Raboin, motion carried unanimously.

Old Business

Ms. Raboin moved to ratify that the Mayor's signature on two tax appeal settlement agreements between the City of Newport and the Jean Condon Trust. Seconded by Mr. Ross, motion carried unanimously.

Next Meeting Date

September 9, 2018

Adjourn

Mr. Chenette moved to adjourn at 8:30 PM. Seconded by Mr. Charboneau, motion carried unanimously.

DRAFT

Attested_______________________________City Clerk

This ________Day of September 2018

____Mayor

MEMO

To: Newport City Council
Paul Monette, Mayor
Laura Dolgin, City Manager

From: Jessica Booth, Parks & Recreation Director JKB

Date: September 6, 2018

Re: 2019 Rates Follow-up

CITY DOCK DAY USE - Request from council to increase day use to include the first three hours free (instead of two). This change has been accepted by the Harbormaster and will be implemented for 2019.

NON-MOTORIZED BOAT RENTALS

	Hourly	4 Hour	Daily
2019 Parks & Rec Proposed	*10*	*31*	*53*
Great Outdoors	12.5	30	30
Clyde River Recreation	20	50	50
Crystal Beach State Park	12	32	50
White Caps Campground	8.5	25	35
Umiak	17	45	55
Average	14	36.4	44

Notes:

- Bikes are free for Newport residents because it's a requirement for the grant that funded their purchase.
- There are fees associated with the boat fleet (staff time to fit life jackets, orient and instruct participants when needed, and cost for maintaining and replacing fleet boats)

Proposed Adjustment (regardless of residency): $10/hour, $25/four hours, $40/day.

CANOE/KAYAK SEASONAL STORAGE - There are very few options in the state for seasonal kayak and canoe storage. The Community Sailing Center in Burlington charges $200/season, and Umiak Outfitters charges $50/month. As proposed, our 2019 rate is $75/season.

MEMO

To: Laura Dolgin, City Manager
Paul Monette, Mayor
City Council

From: Jessica Booth, Recreation Director JKB

Date: September 6, 2018

Re: Rec Committee Update

As previously discussed with City Council, I'm pleased to present new bylaws that will serve to reinvigorate the Newport Recreation Committee. Regular meetings have been suspended since March of 2017, but current members have remained "on call," as needed for volunteering and to approve Rec Trust expenditures. The bylaws are designed to strengthen our engagement with the community and support local activities that contribute toward Newport's vibrancy. Our goal is to begin recruitment as soon as possible so the committee can be established before the onset of the holidays and another busy "event season" for our department.

CITY OF NEWPORT

Bylaws of the Newport City Recreation Committee

SUBJECT: Duties of the Recreation Committee
Adopted by the Newport City Council:
Effective Date:

PURPOSE:
The Recreation Committee serves as an advisory board to the Newport City Council on issues pertaining to parks and recreation. The group assumes a role in developing sense of community and enhancing quality of life by influencing the recreational future of Newport. This committee shall act as liaison between the greater community and the municipality.

OBJECTIVES:

1. To bring citizens together to discuss recreational opportunities in Newport;
2. To advise the Newport City Council on current trends and activities in the community;
3. To share community desires on matters related to recreational needs;
4. To collaborate with elected officials and municipal staff to support recreational opportunities;
5. To assist with the implementation of activities, grants, projects and fundraisers;
6. To provide leadership and enthusiasm to foster community involvement.

GENERAL PRINCIPLES:
Meetings - The Recreation Committee shall operate as a public body of the City, in accordance with the provisions of 1 VSA 310 (open meeting law). The committee shall hold meetings as necessary, but not less than quarterly. All meetings shall be open to the public and appropriately warned in accordance with 1 VSA 310.

A majority of members must be present for an official meeting to be conducted. A majority of the appointed members shall constitute a quorum and be necessary to take any binding action.

Membership - The Committee shall consist of 5-7 members, of which the majority should be Newport City residents. Members are appointed by the Newport City Council and should be interested in impacting programs, activities, special events, sports and facilities to meet the needs of the City's residents and visitors.

Committee terms shall be for two years with appointments made on a staggered basis, expiring at the Committee's first meeting following the appointment of new members (Town Meeting Day). This is a volunteer group and as such, no members shall be compensated for their committee time. Upon appointment to the Committee, members will receive a copy of this governance document, the City's Conflict of Interest Policy and be required to sign an acknowledgement of receipt for both.

Members shall serve at the will and pleasure of the Newport City Council and may be removed at anytime upon written notice. The Committee may ask the City Council to terminate a member's term if a member misses three consecutive meetings without cause.

The Committee may include the Newport Parks & Recreation Director as a non-voting member, not included in the 7-member maximum. The Recreation Committee will advise (provide ideas, act as a sounding board) the Parks & Recreation Director on matters related to recreation. It shall be expressly understood that the Recreation Committee has no authority to spend City funds, manage municipal personnel, approve the budget, enforce rules or regulations, establish departmental policies, bind the City in any contractual relationship or oversee operations of Newport Parks & Recreation.

Officers - Each year, the Committee shall, at its first meeting following the appointment of new members, elect a chairperson, vice-chair and secretary. Officers may be elected to successive terms, however the Committee is encouraged to share leadership responsibilities among its members.

Duties of the Chair: Works with the Parks & Recreation Director to organize meetings, set agenda, send advance notice of meeting to the Town Clerk for posting; acts as a source for public communications regarding recreation issues after consulting with the Committee.

Duties of the Vice-Chair: Fills in for the Chair when absent, is successor to Chair. Takes minutes in the absence of the Secretary.

Duties of the Secretary: Takes minutes; is responsible for sending approved minutes to Town Clerk for posting per 1 VSA 310.

Reporting - The Committee shall provide for the taking of minutes at all regular and special meetings and submit a draft to the Town Clerk for posting within five calendar days of the meeting. The minutes must include; the names of all members present, and when possible, the names of any visitors or members of the public who attend; all motions made and the results of all votes taken.

A representative from the Committee shall be available to meet with the Newport City Council by request of the City Manager, Parks & Recreation Director or Council to discuss Committee activities, goals and progress. Representatives will also meet with municipal staff as needed.

Funds & Donations - The Committee may perform fundraising activities. Any funds raised by the committee become assets of the municipality, which may be deposited into the City's Recreation Trust Fund. Expenditures from the Recreation Trust Fund to support Committee projects must be approved by both the Parks & Recreation Director and the Newport Recreation Committee. Committee requests for large Recreation Trust Expenditures in excess of $200.00 must include cost projections with items prioritized when applicable.

The Director of Parks & Recreation submits a proposed operating and capital budget to the City Manager annually, and may consider input from the Committee. When consistent with their goals, the Committee is encouraged to support Parks & Recreation funding requests as they pertain to annual operating budget appropriations and capital projects.

The Committee should also provide assistance in the pursuit of available grant funds when possible.

Ad-Hoc Committees - The Recreation Committee may form ad-hoc committees to assist in completing projects, recruiting volunteers to assist with events, and performing research as needed. Ad-hoc committees are usually temporary in nature. While the ad-hoc committee members are not members of the Recreation Committee and do not vote, they may attend meetings as needed.

From time to time, the Newport City Council may request the Recreation Committee to consider undertaking special projects.

Special Programs and Events - From time to time, a group of individuals or a community organization may propose a third-party program or event that, while not run by the municipality, receives permission from the Council to be held on city property with assistance from municipal staff. The Recreation Committee, in part or whole, may take part in planning, organizing and running the event.

The collection of revenue and all expenses related to such third-party programs or events shall be the responsibility of the group or organization that is sponsoring the event and shall not be the responsibility of the City or the Recreation Committee.

If a third-party program is intended to be a fundraising event to benefit a Committee or Municipal project, the Parks & Recreation Director shall be informed of the proposal before the program or event is planned and how funds or property will be donated to the City as a result.

Communications - No public communications regarding Committee activities should be made by individual members of the Committee without prior vetting by the Committee as a whole. No single member has authority to make decisions or representations without consent from the entire body.

Changes to the Governance Document - Amendments to these Bylaws must be approved by the Newport City Council after receiving input and having discussions with the Recreation Committee or the Newport Parks & Recreation Director.

To: Newport City Council, Chief Seth DiSanto, City Clerk Treasurer James Johnson
From: Laura Dolgin, City Manager
Date: August 20, 2018
Re: Public Records Inspection Policy

Council Member Dan Ross questioned why the city would need more than one records inspection policy when VLCT recommends in their guidance document that,

"For the sake of consistency in the processing of all public records requests, it would be in the best interests of the municipality for all independently elected municipal officials, to sign off on the same policy. In order to avoid the potential complexity and confusion resulting from one municipality having multiple public records policies and appeals to multiple heads of agencies, a municipality's legislative body should sign this policy, direct all appointed or employee agency heads (e.g. fire/police/highway department heads/chiefs; municipal library directors; zoning administrators/planning and zoning directors; chairpersons of appointed committees, boards, and commissions) to adhere to it and educate them as to its administration."

I spoke to Municipal Assistance Center's Staff Attorney Carl Andeer who explained the following:

'The Public Records statute was generated with state access in mind, not municipal services so it is imperfect for addressing the needs of a full municipality i.e., vital records versus police records versus zoning records. All may have a different process more or less for responding to requests. The policy creates some consistency and ensures the bottom line is met which is that everyone follows the law.

We can't force an elected official to follow the policy – so the clerk/treasurer can address access as he sees fit. A wide range of latitude exists, and the police are in a unique situation in that some of the requests they receive may require legal aspects that may or may not pertain to the rest of the office. A new court ruling came out August 31, 2018, from Washington Court which now allows charges for preparing records for inspection because the same amount of effort is required to prepare a record for inspection as for copying.'

The Newport City Records Inspection proposal allows clear expectations for the consumer as well as the custodian, enforces reasonable rules to prevent disruption of operations in responding to records requests, sets a reasonable fee schedule, preserves the security of public records, protects public records from damage, and the proposal contains helpful response forms.

City of Newport
Vermont Public Record Inspection,
Copying and Transmission Policy

PURPOSE:
The Vermont Public Records Act, 1 V.S.A. §§ 315-320, provides access to a municipality's public records for inspection and copying unless the records are exempt by law from public access. The municipality is authorized under section 316(j) of the Public Records Act to adopt and enforce reasonable rules to prevent disruption of operations in responding to records requests, to preserve the security of public records, and to protect public records from damage. This policy is intended to provide for timely action on requests for public records without unreasonable interruption of operations and to protect the integrity of the municipality's public records.

APPLICABILITY: A public record is defined as any written or recorded information, regardless of physical form or characteristic, which is produced or acquired in the course of city business. Public records, regardless of format, are available for inspection and copying unless there is a specific statute exempting the record from public disclosure. Those records exempt from public inspection and copying are set out at 1 V.S.A. § 317(c).

This policy applies only to requests for public records in the custody of the respective custodian in the office of Newport City Municipal Offices. Public records may be in the custody of various officers or employees of the city.

DEFINITIONS: For purposes of this policy, the following words and/or phrases shall apply:

1. "Agency" means an agency, board, committee, department, branch, instrumentality, commission, or authority of any town.
2. "custodian" means the person that has charge or custody of a public record.
3. "Promptly" means immediately, with little or no delay, and not more than three business days.

PUBLIC RECORD REQUEST FORMS: Not every public record request will necessitate the use of a written request form. However, when a request is made for a public record that is not readily accessible, may be exempt from public access, or may not exist, the requestor will be asked to complete, but is not required to do so except as stated below, a Public Records Request Form designated by the custodian. If the requestor declines to complete the Public Records Request Form, the custodian may complete such form. Where a request is likely to result in charges for copying or staff time, the requestor is required to submit a completed Request Form. The custodian shall retain the original copy of all requests and written responses (if applicable).

INSPECTION OF PUBLIC RECORDS: In responding to a request to inspect or copy a record, the custodian will consult with the requestor if necessary in order to clarify the request or to obtain additional information that will assist the custodian in responding to the request and in facilitating production of the requested record for inspection or copying. When a requestor seeks a voluminous amount of separate and distinct records, the custodian may ask the requestor to narrow the scope of the public records request.

Upon receipt of a request to inspect a public record, the custodian will promptly produce the record for inspection except that:

1. The custodian will inform the requestor in writing if the record does not exist under the name given by the requestor or by any other name known to the custodian.
2. If the custodian withholds the record as exempt from public access, the custodian will promptly certify this fact in writing to the requestor. The custodian will identify the record or portion of record withheld, the statutory basis for withholding the record, a brief statement of the reasons and supporting facts for denial and provide the names and titles or positions of each person responsible for denial of the request. The custodian will also inform the requester of the right to appeal this determination to the City Manager. It is the policy of the city that all exempt records will be withheld from disclosure.
3. If the record is in active use or in storage and therefore not readily available at the time of the request, the custodian will promptly certify this fact in writing to the requestor and set a date and hour within one calendar week of the request when the record will be available for inspection.

For the purpose of this policy, a "business day" means a day that the custodian's office is open to provide services. The time limits described above may be extended in writing up to ten business days from receipt of the records request based on:

a. The need to search for and collect requested records from field facilities or other establishments that are separate from the municipal office; or
b. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request; or
c. The need for consultation with the city attorney or other city officers or departments having a substantial interest in the determination of the request.

If the time limits described above are extended, the custodian will inform the requester of such fact in writing, setting forth the reasons for the extension and specifying the date upon which the custodian will respond to the request.

The custodian will not withhold any record in its entirety on the basis that it contains some exempt content if the record is otherwise subject to disclosure; instead, the custodian will redact the information he or she considers to be exempt and produce the record accompanied by an explanation of the basis for denial of the redacted information.

PROTECTION OF PUBLIC RECORDS REQUESTED FOR INSPECTION: In order that all public records in the custody of the custodian may be protected from damage or loss, such records may only be inspected in locations in the municipal office designated by the custodian. No public record may be removed from a designated location, marked, altered, defaced, torn, damaged, destroyed, disassembled, or removed from its proper location or order. The custodian or other staff person may be present during the inspection of a public record. No person shall be allowed to copy a public record using copying equipment other than that owned by the city unless approved by the custodian.

When inspection of an electronic record is requested and the inspection of the original electronic record would create a disruption in operations of the city or would jeopardize the security or condition of the original record, the custodian will provide an electronic copy of the original record in the format in which the record is maintained, less any exempt information redacted from the record, at no cost to the requestor.

COPIES OF PUBLIC RECORDS: Upon receipt of a request to make a copy of a public record, the custodian will make and produce a copy subject to the following:

1. Charges: Except where otherwise provided by law, the custodian will charge and collect the following costs for making a copy of a public record:

a. The actual cost charged for a copy of a public record is as determined by the uniform schedule of charges established by the Secretary of State; and

b. The cost of staff time associated with complying with a request for a copy of a public record when the time exceeds 30 minutes is that cost is determined the uniform schedule of charges established by the Secretary of State.

The City Council of Newport hereby adopts the following fee structure with regards to public records pursuant to 1 VSA 316 (e):

- As established by the Secretary of State under 1 VSA 316 (d).

All charges for copies and staff time must be paid in full prior to delivery of the requested copies. Upon request, the custodian will provide an estimate of the cost of making a copy of a public record prior to complying with the request.

2. **Standard formats:** The custodian will make a copy of a public record in the following standard format:

a. For any public record maintained by the custodian in paper form, the custodian will make a paper copy of the record;
b. For any public record maintained by custodian in electronic form, the custodian will make either a paper printout of the record or an electronic copy of the record in the format in which the record is maintained, as directed by the requestor.

A request for a copy in a format other than those mentioned above is "non-standard." The custodian will not provide a copy of a public record in a non-standard format (e.g., conversion of a paper public record to electronic format).

CREATION OF PUBLIC RECORDS: The custodian will not create a public record that does not exist, except that the custodian may do so if he/she believes that doing so will be more efficient than otherwise.

TRANSMISSION OF PUBLIC RECORDS: The custodian will not transmit a public record, except that the custodian may do so if he/she believes that doing so will be more efficient than otherwise.

DENIAL OF A PUBLIC RECORD REQUEST: If the custodian denies a public record request in whole or in part, the denial may be appealed to the City Manager. In accordance with 1 V.S.A. § 318(c)(1), the City Manager will make a written determination on the appeal within five business days after receipt of the appeal. A decision of the City Manager may be reviewable by the Vermont Superior Court pursuant to 1 V.S.A. § 319.

The foregoing Policy is hereby adopted by the City Council of the City of Newport, Vermont, this ___ day of _______________.

This Policy is effective as of this date until amended or repealed.

____

Mayor Paul Monette

____

Denis Chenette, Council President

____

Julie Raboin

____

Kevin Charboneau

____

Dan Ross

City of Newport, Vermont
Request for Inspection or Copying of Public Record(s)

Date____________________

Dear Custodian:

Pursuant to the Vermont Public Record Act, 1 V.S.A. §§ 315-320, I hereby request to inspect the following public record(s):

a. ____
b. ____
c. ____

(If applicable) I hereby request a copy of the above record(s) in the following format: ______________________________ ____. I agree to pay reasonable and customary costs for these copies.

(Complete this section if you have a disability requiring an accommodation): I request the following accommodation(s) in order to access the public record(s) I seek:
____
____

If you have questions about this request, please call me at _______________.

Thank you for your help.

________________________________ ________________________________
Signature Printed Name

The Custodian for the Office of the City of Newport shall retain this form for record keeping purposes and provide the requestor with its copy.

City of Newport, Vermont
Certification of Denial of Access to Public Record(s)
1 V.S.A. § 318(a)(2)

On _____________, the Custodian for the Office of the City of Newport, Vermont, received a request from ___________________ for access to public record(s). Certain records determined to be subject to the request have been withheld in whole or in part as exempt from disclosure under 1 V.S.A. § 317. Such withheld records are as follows:

Title or Other Description of Public Record Withheld	All or Partial	Reasons for Withholding and Supporting Facts	Statutory Exemption(s)	Name & Title of Person Responsible for Denial

You may appeal any or all of the withholding of these public records to the City of Newport, City Manager. In accordance with 1 V.S.A. § 318(c)(1), the Newport City Manager will make a written determination on the appeal within five **(5)** business days after receipt of the appeal. A decision of the Newport City Manager may be reviewable by Vermont Superior Court under 1 V.S.A. § 319.

____
Custodian for the Office of City of Newport

City of Newport, Vermont

Date signed_______________________________.

The Custodian for the Office of the City of Newport shall retain this form for record keeping purposes and provide the requestor with its copy.

City of Newport, Vermont
Response to Request for Public Record(s)
1 V.S.A. § 318

On ____________, the Custodian for the Office of the City of Newport, Vermont, received a request from ___________________ for access to public record(s).

In response to this request (check all that apply):

❒ The Custodian is not producing some or all of the record(s) requested for inspection because:
- ❒ the record(s) do not exist under the name given by the requestor or by any other name known to the Custodian. 1 V.S.A. § 318(a)(4);
- ❒ the City is not required to provide copies of public records in their non-standard format. 1 V.S.A. § 316(i);
- ❒ the record(s) does not already exist and the City is not required to create a public record(s). 1 V.S.A. § 316(i);
- ❒ the City is not required to convert paper public record(s) to electronic format. 1 V.S.A. § 316(i).

Record(s) requested: ____

❒ The record(s) requested below are in active use or in storage and therefore not available for use at the time of this request. The record(s) requested will be available for examination within one calendar week of the request on _________ (date) at _____ (hour). 1 V.S.A. § 318(a)(1).

Record(s) requested: ____

❒ The following "unusual circumstances," as that term is defined by 1 V.S.A. § 318(a)(5), exist with respect to the record(s) requested below:
- ❒ the need to search for and collect the requested record(s) from field facilities or other establishments that are separate from the office processing the request;
- ❒ the need to search for, collect, and appropriately examine a voluminous amount of separate and distinct record(s) which are demanded in a single request;
- ❒ the need for consultation with the City's attorney or with other City officers or departments having a substantial interest in the determination of the request.

Record(s) requested: ____

The non-exempt record(s) requested will be available for examination not more than ten **(10)** business days from receipt of this request on __________ (date). 1 V.S.A. § 318(a)(5).

❒ The record(s) requested below are subject to one or more of the following staff time charges:
- ❒ charges for the time directly involved in complying with the request that exceeds 30 minutes;
- ❒ charges incurred because the City agreed to create a public record(s) that did not already exist;
- ❒ charges incurred because the City agreed to provide the public record(s) in a non-standard format and the time directly involved in complying with the request exceeds 30 minutes.

Record(s) requested: ____

Because this request is subject to staff time charges, the Custodian hereby requires that the request be made in writing and that all charges be paid in whole prior to delivery of the copies. Upon request, the City will provide an estimate of the charge.

This denial of access, whether temporary or permanent, may be appealed to the City of Newport City Manager. In accordance with 1 V.S.A. § 318(c)(1), the Newport City Manager will make written determination on the appeal within five **(5)** business days after receipt of the appeal. A decision of the Newport City Manager may be reviewable by Vermont Superior Court under 1 V.S.A. § 319.

____

Custodian for the Newport of Newport
City of Newport, Vermont

Date signed________________.

The Custodian for the Office of the Newport Police Department shall retain this form for record keeping purposes and provide the requestor with its copy.

VERMONT LEAGUE OF CITIES & TOWNS

Public Records	Related Policies:
This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.	
Applicable Vermont Statutes:	
CALEA Standard:	
Date Implemented: 10/11/2016	Review Date: 02/06/2017

City of Newport, Vermont
Public Record Inspection, Copying and Transmission Policy

PURPOSE. The Vermont Public Records Act, 1 V.S.A. §§ 315-320, provides access to a city's public records for inspection and copying unless the records are exempt by law from public access. The City is authorized under section 316(j) of the Public Records Act to adopt and enforce reasonable rules to prevent disruption of operations in responding to records requests, to preserve the security of public records, and to protect public records from damage. This policy is intended to provide for timely action on requests for public records without unreasonable interruption of operations and to protect the integrity of the City's public records.

APPLICABILITY. A public record is defined as any written or recorded information, regardless of physical form or characteristic, which is produced or acquired in the course of City business. Public records, regardless of format, are available for inspection and copying unless there is a specific statute exempting the record from public disclosure. Those records exempt from public inspection and copying are set out at 1 V.S.A. § 317(c).

This policy applies only to requests for public records in the custody of the Custodian of the office of the Newport Police Department and the Chief of Police. Other public records may be in the custody of other officers or employees of the City.

DEFINITIONS. For purposes of this policy, the following words and/or phrases shall apply:

1. "Agency" means an agency, board, committee, department, branch, instrumentality, commission, or authority of any city.

2. "Custodian" means the person that has charge or custody of a public record.

PUBLIC RECORD REQUEST FORMS. Not every public record request will necessitate the use of a written request form. However, when a request is made for a public record that is not readily accessible, may be exempt from public access, or may not exist, the requestor will be asked to complete, but is not required to do so except as stated below, a Public Records Request Form designated by the Custodian. If the requestor declines to complete the Public Records Request Form, the Custodian may complete such form. Where a request is likely to result in charges for copying or staff time, the requestor is required to submit a completed Request Form. The Custodian shall retain the original copy of all requests and written responses (if applicable).

INSPECTION OF PUBLIC RECORDS. In responding to a request to inspect or copy a record, the Custodian will consult with the requestor if necessary in order to clarify the request or to obtain additional information that will assist the Custodian in responding to the request and in facilitating production of the requested record for inspection or copying. When a requestor seeks a voluminous amount of separate and distinct records, the Custodian may ask the requestor to narrow the scope of the public records request.

Upon receipt of a request to inspect a public record, the Custodian will promptly produce the record for inspection except that:

1. The Custodian will inform the requestor in writing if the record does not exist under the name given by the requestor or by any other name known to the Custodian.

2. If the Custodian withholds the record as exempt from public access, the Custodian will inform the requestor of this fact in writing within three **(3)** business days from receipt of the request. The Custodian will identify the record or portion of record withheld, the statutory basis for withholding the record, and a brief statement of the reasons and supporting facts for denial. The Custodian will also inform the requestor of the right to appeal this determination to the Newport City Manager. It is the policy of the City that all exempt records will be withheld from disclosure.

3. If the record is in active use or in storage and therefore not readily available at the time of the request, the Custodian will inform the requestor of this fact in writing and set a date and hour within one calendar week of the request when the record will be available for inspection.

   For the purpose of this policy, a "business day" means a day that the Custodian's office is open to provide services.

The time limits described above may be extended in writing up to ten **(10)** business days from receipt of the records request based on:

a. The need to search for and collect requested records from field facilities or other establishments that are separate from the City Office; or

b. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records which are demanded in a single request; or

c. The need for consultation with the City attorney or other City officers or departments having a substantial interest in the determination of the request.

If the time limits described above are extended, the Custodian will inform the requestor of such fact in writing, setting forth the reasons for the extension and specifying the date upon which the Custodian will respond to the request.

The Custodian will not withhold any record in its entirety on the basis that it contains some exempt content if the record is otherwise subject to disclosure; instead, the Custodian will redact the information he or she considers to be exempt and produce the record accompanied by an explanation of the basis for denial of the redacted information.

PROTECTION OF PUBLIC RECORDS REQUESTED FOR INSPECTION. In order that all public records in the custody of the Custodian may be protected from damage or loss, such records may only be inspected in locations in the City Office designated by the Custodian. No public record may be removed from a designated location, marked, altered, defaced, torn, damaged, destroyed, disassembled, or removed from its proper location or order. The Custodian or other staff person may be present during the inspection of a public record. No person shall be allowed to copy a public record using copying equipment other than that owned by the City unless approved by the Custodian.

When inspection of an electronic record is requested and the inspection of the original electronic record would create a disruption in operations of the City or would jeopardize the security or condition of the original record, the Custodian will provide an electronic copy of the original record in the format in which the record is maintained, less any exempt information redacted from the record, at no cost to the requestor.

COPIES OF PUBLIC RECORDS. Upon receipt of a request to make a copy of a public record, the Custodian will make and produce a copy subject to the following:

1. **Charges.** Except where otherwise provided by law, the Custodian will charge and collect the following costs for making a copy of a public record:

    a. The actual cost charge for a copy of a public record as determined by the Selectboard under 1 V.S.A. § 316(e) or the uniform schedule of charges established by the Secretary of State if the Selectboard fails to establish a uniform schedule of charges; and

    b. The Selectboard of the City of Newport hereby adopts the following fee structure with regards to Police reports pursuant to 1 V.S.A. § 316(e);

        1. Written reports, $15.00, regardless of length

        2. Digital media, $45.00, regardless of size

All charges for copies and staff time must be paid in full prior to delivery of the requested copies. Upon request, the Custodian will provide an estimate of the cost of making a copy of a public record prior to complying with the request.

2. **Standard formats.** The Custodian will make a copy of a public record in the following standard format:

a. For any public record maintained by the Custodian in paper form, the Custodian will make a paper copy of the record;

b. For any public record maintained by Custodian in electronic form, the Custodian will make either a paper printout of the record or an electronic copy of the record in the format in which the record is maintained, as directed by the requestor.

A request for a copy in a format other than those mentioned above is "non-standard." The Custodian ***will not*** provide a copy of a public record in a non-standard format (e.g., conversion of a paper public record to electronic format).

CREATION OF PUBLIC RECORDS. The Custodian ***will not*** create a public record that does not exist.

TRANSMISSION OF PUBLIC RECORDS. The Custodian ***will not*** transmit a public record.

DENIAL OF A PUBLIC RECORD REQUEST. If the Custodian denies a public record request in whole or in part, the denial may be appealed to the Newport City Manager. In accordance with 1 V.S.A. § 318(c)(1), the Newport City Manager will make a written determination on the appeal within five business days after receipt of the appeal. A decision of the Newport City Manager may be reviewable by the Vermont Superior Court pursuant to 1 V.S.A. § 319.

The foregoing Policy is hereby adopted by the Newport Police Department of the City of Newport, Vermont, this 11th day of October, 2016, as the Head of that Agency and in delegation of all appeal authority to the Newport City Manager.

This Policy is effective as of this date until amended or repealed.

Office of Newport Police Department

City of Newport, Vermont

Date signed October 11, 2016.

Ratified by Selectboard on ~~February 6, 2017~~ March 20, 2017

Attest

Mayor

Account	Budget	Actual	Actual % of Budget
0-00-20 TAXES			
0-00-20.00 Property Taxes	3,889,323.00	0.00	0.00%
0-00-20.04 Fish & Wildlife Taxes	400.00	0.00	0.00%
0-00-20.06 Interest Current	22,000.00	4,672.54	21.24%
0-00-20.08 Corrections Contract	79,000.00	0.00	0.00%
0-00-20.10 Payments in Lieu of Taxes	380,000.00	0.00	0.00%
0-00-20.11 Tax Refunds (Crdt Ovrpmt)	0.00	415.95	100.00%
0-00-20.13 PILOT - NEKHS	700.00	0.00	0.00%
0-00-20.15 Interest Delinquent	5,000.00	523.11	10.46%
0-00-20.16 Penalty Delinquent	30,000.00	-83.92	-0.28%
0-00-20.19 State Muni Tax Adj	100,000.00	196,189.84	196.19%
0-00-20.21 PILOT Hospital #2	30,000.00	0.00	0.00%
Total TAXES	**4,536,423.00**	**201,717.52**	**4.45%**
0-00-21 LICENSES & FEES			
0-00-21.01 Beverage Licenses	2,600.00	115.00	4.42%
0-00-21.20 Dog Licenses	2,000.00	170.00	8.50%
0-00-21.30 Zoning Permits/Misc Copie	7,000.00	1,057.12	15.10%
0-00-21.40 Misc - City Clerk Receipt	3,600.00	1,115.52	30.99%
0-00-21.50 City Clerk Recording Fees	42,000.00	10,018.00	23.85%
Total LICENSES & FEES	**57,200.00**	**12,475.64**	**21.81%**
0-00-22 REIMBURSEMENTS			
0-00-22.61 Cty Treasurer Reim School	7,500.00	0.00	0.00%
0-00-22.75 Hold Harmless	13,500.00	0.00	0.00%
0-00-22.80 School Tax Reim	0.00	92,803.93	100.00%
Total REIMBURSEMENTS	**21,000.00**	**92,803.93**	**441.92%**
0-00-23 MISCELLANEOUS REVENUES			
0-00-23.51 Centennial Revenue	0.00	4,613.00	100.00%
0-00-23.70 Lister Education	400.00	0.00	0.00%
0-00-23.78 Cellular One Lease	34,000.00	5,993.70	17.63%
0-00-23.81 Haz Waste SWIP Grant	2,000.00	0.00	0.00%
0-00-23.90 Municipal Building Income	500.00	0.00	0.00%
0-00-23.94 NCRC Reimbursement	30,000.00	0.00	0.00%
0-00-23.98 Insurance Refunds/Claims	0.00	16,907.68	100.00%
0-00-23.99 Misc Income	300.00	17,703.78	5,901.26%
Total MISCELLANEOUS REVENUES	**67,200.00**	**45,218.16**	**67.29%**
0-00-24 POLICE DEPT INCOME			
0-00-24.25 Waived Event Fees	0.00	300.00	100.00%
0-00-24.31 Special Invest Unit SIU	0.00	30,000.00	100.00%
0-00-24.32 VT Traffic Court Fines	12,000.00	952.00	7.93%
0-00-24.39 EFF Grant 99.99	0.00	-4.43	100.00%
0-00-24.56 Oper Stonegarden 97.067	0.00	-7,983.23	100.00%
0-00-24.70 Parking Fines	450.00	60.00	13.33%

Account	Budget	Actual	Actual % of Budget
0-00-24.80 District Court Restitutio	0.00	40.00	100.00%
0-00-24.83 GHSP DUI Anytime 20.608	0.00	2,707.70	100.00%
0-00-24.90 Police Reports	1,400.00	630.00	45.00%
0-00-24.91 Police Invoice Income	3,000.00	1,450.00	48.33%
0-00-24.94 VT Drug Task Force Grant	0.00	6,244.73	100.00%
0-00-24.97 Dispatch Income	20,000.00	10,000.00	50.00%
0-00-24.99 Dog Impound Fees	200.00	80.00	40.00%
Total POLICE DEPT INCOME	**37,050.00**	**44,476.77**	**120.05%**
0-00-25 FIRE DEPT INCOME			
0-00-25.79 Coventry Capital Share	35,500.00	0.00	0.00%
0-00-25.81 USDA-RD Grant	0.00	18,300.00	100.00%
0-00-25.90 Fire Dept-Labor & Materia	300.00	0.00	0.00%
0-00-25.91 Fire Dept-Miscellaneous	100.00	3,151.00	3,151.00%
0-00-25.93 Dry Hydrants Grant	0.00	5.00	100.00%
Total FIRE DEPT INCOME	**35,900.00**	**21,456.00**	**59.77%**
0-00-26 STREET DEPT INCOME			
0-00-26.15 Waived Event Fees	0.00	360.00	100.00%
0-00-26.19 Lane Mileage	0.00	1,589.97	100.00%
0-00-26.20 Street Dept-St Aid to Hig	138,500.00	34,096.78	24.62%
0-00-26.22 Street Dept-Miscellaneous	0.00	10,000.00	100.00%
0-00-26.30 AOT Better Roads Grant	0.00	7,000.00	100.00%
0-00-26.31 Regional Plan Grant	0.00	6,005.70	100.00%
0-00-26.90 St Dept - Materials Sold	0.00	25.00	100.00%
0-00-26.91 Seasonal Walking Path	0.00	23,912.97	100.00%
Total STREET DEPT INCOME	**138,500.00**	**82,990.42**	**59.92%**
0-00-27 RECREATION DEPT INCOME			
0-00-27.1 SENIOR CENTER			
0-00-27.10 Senior Center-Salary Reim	3,000.00	678.19	22.61%
0-00-27.12 Senior Ctr Other Reim	0.00	119.00	100.00%
0-00-27.14 Other	0.00	500.00	100.00%
0-00-27.15 Sr Ctr Donations	0.00	130.00	100.00%
Total SENIOR CENTER	**3,000.00**	**1,427.19**	**47.57%**
0-00-27.2 MUNICIPAL BUILDING			
0-00-27.24 Gym Rental	3,500.00	288.00	8.23%
Total MUNICIPAL BUILDING	**3,500.00**	**288.00**	**8.23%**
0-00-27.3 PROGRAMS & EVENTS			
0-00-27.37 Wavied Event Fees	0.00	1,257.00	100.00%
Total PROGRAMS & EVENTS	**0.00**	**1,257.00**	**100.00%**

Account	Budget	Actual	Actual % of Budget
0-00-27.4 PROUTY BEACH			
0-00-27.40 Prouty Beach-Admissions	3,000.00	1,851.34	61.71%
0-00-27.41 Prouty Beach-Camping	115,000.00	57,549.16	50.04%
0-00-27.43 Prouty Beach-Misc Income	2,000.00	3,301.25	165.06%
0-00-27.47 Prouty Beach-Electric	4,000.00	3,429.31	85.73%
Total PROUTY BEACH	**124,000.00**	**66,131.06**	**53.33%**
0-00-27.5 RECREATION PROGRAMS			
0-00-27.56 Annual Events	45,000.00	998.00	2.22%
0-00-27.57 Adult Programs	8,000.00	218.00	2.73%
0-00-27.58 Summer Programs	24,000.00	6,002.24	25.01%
Total RECREATION PROGRAMS	**77,000.00**	**7,218.24**	**9.37%**
0-00-27.6 GARDNER PARK			
0-00-27.64 Field Rental	10,000.00	2,276.43	22.76%
0-00-27.67 Park Rental	500.00	432.00	86.40%
Total GARDNER PARK	**10,500.00**	**2,708.43**	**25.79%**
0-00-27.7 GARDNER PARK CON'T			
Total GARDNER PARK CON'T	**0.00**	**0.00**	**0.00%**
0-00-27.8 WATERFRONT-REIMB			
0-00-27.81 Gateway Utility Reim	8,700.00	1,374.56	15.80%
0-00-27.88 Dinghy Dock Revenue	1,500.00	75.00	5.00%
Total WATERFRONT-REIMB	**10,200.00**	**1,449.56**	**14.21%**
0-00-27.9 WATERFRONT			
0-00-27.90 Gateway Center Rental	13,200.00	3,300.00	25.00%
0-00-27.96 Waterfront-Gasoline Sales	48,000.00	55,091.24	114.77%
0-00-27.97 Waterfront-Misc Sales	3,000.00	972.51	32.42%
0-00-27.98 Waterfront-Overnight Rent	2,500.00	4,177.00	167.08%
0-00-27.99 Waterfront-Boat Slip Rent	36,000.00	1,347.21	3.74%
Total WATERFRONT	**102,700.00**	**64,887.96**	**63.18%**
Total RECREATION DEPT INCOME	**330,900.00**	**145,367.44**	**43.93%**
0-00-28 ANIMAL CONTROL			
Total ANIMAL CONTROL	**0.00**	**0.00**	**0.00%**
0-00-29 OTHER INTEREST INCOME			
0-00-29.24 Wal-Mart fund Interest	0.00	10.82	100.00%
0-00-29.29 Interest Tennis Court Fun	0.00	2.09	100.00%
0-00-29.32 Interest on Checking MBA	2,000.00	1,196.94	59.85%

Account	Budget	Actual	Actual % of Budget
0-00-29.37 Interest Coventry St Fd	75.00	5.85	7.80%
0-00-29.38 Int Reappraisel Fund	0.00	1.56	100.00%
0-00-29.46 Other Interest	45.00	0.00	0.00%
0-00-29.50 VCDP income	0.00	250.00	100.00%
Total OTHER INTEREST INCOME	**2,120.00**	**1,467.26**	**69.21%**
0-00-30 Revenue Transfer			
Total Revenue Transfer	**0.00**	**0.00**	**0.00%**
0-00-80 BOAT WASHING STATION			
0-00-80.20 Boat Wash Season Stickers	0.00	165.00	100.00%
Total BOAT WASHING STATION	**0.00**	**165.00**	**100.00%**
0-00-81 MOORING MANAGEMENT			
Total MOORING MANAGEMENT	**0.00**	**0.00**	**0.00%**
Total Revenues	**5,226,293.00**	**648,138.14**	**12.40%**
0 T E S P Const (FED)			
0-30 GOVERNMENT OPERATIONS			
0-30-30 CITY COUNCIL			
0-30-30.10 Salaries	8,250.00	0.00	0.00%
0-30-30.20 Office Supplies	700.00	28.29	4.04%
0-30-30.30 Waived Event Fees	0.00	1,917.00	100.00%
0-30-30.34 Communications	1,200.00	0.00	0.00%
0-30-30.40 Travel & Miscellaneous	1,000.00	0.00	0.00%
0-30-30.50 Council Special Projects	3,000.00	76.99	2.57%
Total CITY COUNCIL	**14,150.00**	**2,022.28**	**14.29%**
0-30-31 CITY MANAGER			
0-30-31.09 Solid Waste Mgmt Plan Hrs	3,500.00	0.00	0.00%
0-30-31.10 Salaries	44,288.00	8,188.00	18.49%
0-30-31.11 Vacation	3,133.00	975.39	31.13%
0-30-31.12 Holiday	2,246.00	313.76	13.97%
0-30-31.13 Sick Pay	0.00	26.18	100.00%
0-30-31.20 Office Supplies	2,000.00	34.09	1.70%
0-30-31.30 Advertising	500.00	0.00	0.00%
0-30-31.34 Communications	6,000.00	706.76	11.78%
0-30-31.40 Training, Conferences & D	500.00	0.00	0.00%
0-30-31.68 Repair & Maintenance	1,500.00	199.97	13.33%
0-30-31.80 Travel & Misc	2,900.00	380.00	13.10%
0-30-31.82 New Equipment	300.00	0.00	0.00%
Total CITY MANAGER	**66,867.00**	**10,824.15**	**16.19%**

Account	Budget	Actual	Actual % of Budget
0-30-32 ELECTION EXPENSE			
0-30-32.10 Salaries	3,000.00	882.00	29.40%
0-30-32.20 Ballots - LHS & Memph Pre	2,700.00	0.00	0.00%
0-30-32.30 Advertising	1,000.00	0.00	0.00%
0-30-32.34 Communications	100.00	34.52	34.52%
0-30-32.68 Repair & Maintenance	2,500.00	0.00	0.00%
0-30-32.79 Other Expenses	1,200.00	1,032.00	86.00%
Total ELECTION EXPENSE	**10,500.00**	**1,948.52**	**18.56%**
0-30-33 CITY TREASURER			
0-30-33.10 Salaries	82,930.00	17,025.18	20.53%
0-30-33.11 Overtime Pay	1,000.00	818.46	81.85%
0-30-33.12 Vacation	3,868.00	1,045.40	27.03%
0-30-33.13 Holiday	2,402.00	183.52	7.64%
0-30-33.14 Sick Pay	0.00	188.00	100.00%
0-30-33.15 Longevity Pay	300.00	0.00	0.00%
0-30-33.20 Office Supplies	2,300.00	250.47	10.89%
0-30-33.34 Communications	2,600.00	481.05	18.50%
0-30-33.68 Repair & Maintenance	1,600.00	0.00	0.00%
0-30-33.79 Other Expenses	200.00	0.00	0.00%
0-30-33.80 Equipment	1,000.00	0.00	0.00%
0-30-33.81 Conf & Dues	75.00	0.00	0.00%
Total CITY TREASURER	**98,275.00**	**19,992.08**	**20.34%**
0-30-34 TAX LISTING			
0-30-34.16 Holiday	0.00	135.12	100.00%
0-30-34.20 Office Supplies	300.00	17.04	5.68%
0-30-34.34 Communications	1,200.00	394.59	32.88%
0-30-34.60 Professional Expense	25,000.00	2,001.72	8.01%
0-30-34.68 Repair & Maintenance	650.00	0.00	0.00%
0-30-34.80 Training	300.00	0.00	0.00%
0-30-34.88 Reappraisel Software Main	7,000.00	540.00	7.71%
0-30-34.90 Tax Map Maintenance	3,500.00	750.00	21.43%
Total TAX LISTING	**37,950.00**	**3,838.47**	**10.11%**
0-30-35 CITY CLERK			
0-30-35.10 Salaries	82,920.00	15,092.23	18.20%
0-30-35.11 Overtime	1,000.00	558.57	55.86%
0-30-35.12 Vacation	3,868.00	1,045.40	27.03%
0-30-35.13 Holiday	2,402.00	183.52	7.64%
0-30-35.14 Sick Pay	0.00	188.00	100.00%
0-30-35.15 Longevity Pay	3,000.00	0.00	0.00%
0-30-35.20 Office Supplies	2,300.00	250.48	10.89%
0-30-35.30 Recording Supplies	2,000.00	1,190.55	59.53%
0-30-35.34 Communications	2,600.00	414.97	15.96%
0-30-35.68 Repair & Maintenance	1,600.00	0.00	0.00%

Account	Budget	Actual	Actual % of Budget
0-30-35.79 Other Expenses	200.00	0.00	0.00%
0-30-35.82 New Equipment	1,000.00	0.00	0.00%
0-30-35.83 Record Preservation	1,700.00	0.00	0.00%
0-30-35.84 Record Restoring Project	1,700.00	0.00	0.00%
Total CITY CLERK	**106,290.00**	**18,923.72**	**17.80%**
0-30-36 PLANNING & ZONING			
0-30-36.10 Salaries	31,072.00	6,152.00	19.80%
0-30-36.16 Holiday	1,711.00	0.00	0.00%
0-30-36.20 Office Supplies	600.00	17.04	2.84%
0-30-36.30 Advertising	500.00	87.75	17.55%
0-30-36.34 Communications	1,200.00	349.13	29.09%
0-30-36.68 Repair & Maintenance	500.00	0.00	0.00%
0-30-36.80 Training	200.00	0.00	0.00%
0-30-36.83 Board Salaries	2,500.00	0.00	0.00%
0-30-36.88 Software Maintenance	7,700.00	0.00	0.00%
Total PLANNING & ZONING	**45,983.00**	**6,605.92**	**14.37%**
0-30-37.9 AUDIT AND CITY REPORT			
0-30-37.91 Professional Expense	32,000.00	25,875.00	80.86%
0-30-37.92 Printing	3,250.00	0.00	0.00%
0-30-37.93 Other Expenses	500.00	0.00	0.00%
0-30-37.94 Annual Report	700.00	0.00	0.00%
Total AUDIT AND CITY REPORT	**36,450.00**	**25,875.00**	**70.99%**
0-30-38.9 CORPORATE COUNSEL			
0-30-38.90 Professional Expense	15,500.00	992.75	6.40%
0-30-38.91 Bond Counsel	500.00	0.00	0.00%
0-30-38.94 VCDP Expanded Scope	0.00	348.42	100.00%
Total CORPORATE COUNSEL	**16,000.00**	**1,341.17**	**8.38%**
0-30-39 DELINQUENT TAX COLLECTOR			
0-30-39.10 Salaries	3,600.00	392.20	10.89%
0-30-39.20 Office Supplies	50.00	0.00	0.00%
0-30-39.34 Communications	1,000.00	87.98	8.80%
0-30-39.79 Other Expenses	200.00	0.00	0.00%
Total DELINQUENT TAX COLLECTOR	**4,850.00**	**480.18**	**9.90%**
0-30-40 MUNICIPAL BUILDING			
0-30-40.10 Salaries	40,396.00	8,252.74	20.43%
0-30-40.11 Vacation	2,600.00	1,126.34	43.32%
0-30-40.12 Holiday	2,080.00	346.72	16.67%
0-30-40.13 Sick Pay	0.00	159.00	100.00%
0-30-40.15 Fuel Oil	16,500.00	0.00	0.00%
0-30-40.16 Operating Supplies	3,000.00	242.13	8.07%

Account	Budget	Actual	Actual % of Budget
0-30-40.17 Repair & Maint Supplies	1,600.00	0.00	0.00%
0-30-40.18 Small Tools & Equip	300.00	0.00	0.00%
0-30-40.19 Misc Expense	1,000.00	0.00	0.00%
0-30-40.20 Repair & Maintenance	10,000.00	1,553.19	15.53%
0-30-40.21 Utilities	19,000.00	1,203.43	6.33%
0-30-40.22 Improvements	5,000.00	0.00	0.00%
0-30-40.24 Propane for Generator	500.00	0.00	0.00%
0-30-40.25 Work Attire	300.00	0.00	0.00%
Total MUNICIPAL BUILDING	**102,276.00**	**12,883.55**	**12.60%**
0-30-41 REAPPRAISAL			
Total REAPPRAISAL	**0.00**	**0.00**	**0.00%**
Total GOVERNMENT OPERATIONS	**539,591.00**	**104,735.04**	**19.41%**
0-4 PUBLIC SAFETY			
0-40 POLICE DEPARTMENT			
0-40-40 POLICE ADMINISTRATION			
0-40-40.10 Salaries	60,987.57	10,438.71	17.12%
0-40-40.12 Vacation	6,837.44	2,865.60	41.91%
0-40-40.13 Holiday	3,282.00	273.49	8.33%
0-40-40.14 Sick Pay	0.00	276.89	100.00%
0-40-40.18 Uniform Allowance	500.00	0.00	0.00%
0-40-40.20 Office Supplies	150.00	97.76	65.17%
0-40-40.21 Operating Supplies	150.00	0.00	0.00%
0-40-40.30 Advertising	600.00	0.00	0.00%
0-40-40.31 On-Call Pay	1,040.00	60.00	5.77%
0-40-40.34 Communications	1,500.00	96.53	6.44%
0-40-40.40 Travel & Misc Expense	1,000.00	0.00	0.00%
0-40-40.78 Police Liability Ins	55,414.00	0.00	0.00%
0-40-40.79 Other Expenses	1,000.00	85.34	8.53%
0-40-40.89 Training	1,000.00	0.00	0.00%
Total POLICE ADMINISTRATION	**133,461.01**	**14,194.32**	**10.64%**
0-40-41 POLICE PATROL			
0-40-41.11 Sick Pay	0.00	6,529.46	100.00%
0-40-41.13 Vacation	36,674.00	11,143.52	30.39%
0-40-41.14 Holiday	61,698.00	1,736.48	2.81%
0-40-41.16 Salaries	557,891.00	84,067.10	15.07%
0-40-41.17 Overtime	50,000.00	14,352.05	28.70%
0-40-41.18 Part-Time	25,000.00	17,471.75	69.89%
0-40-41.19 On-Call Pay	2,500.00	420.00	16.80%
0-40-41.21 Operating Supplies	8,300.00	1,073.80	12.94%
0-40-41.22 Office Supplies	2,750.00	697.78	25.37%
0-40-41.24 Gasoline	20,000.00	1,700.19	8.50%
0-40-41.30 SIU Salaries	0.00	8,314.76	100.00%
0-40-41.35 Communications	15,000.00	9,688.71	64.59%

Account	Budget	Actual	Actual % of Budget
0-40-41.50 Uniform Purchases	3,000.00	1,634.36	54.48%
0-40-41.68 Vehicle Maintenance Suppl	7,400.00	0.00	0.00%
0-40-41.69 Vehicle Repair & Maintena	16,500.00	1,656.69	10.04%
0-40-41.70 Outside Services	6,000.00	1,290.82	21.51%
0-40-41.78 Uniform Allowance/Gym Rmb	6,300.00	0.00	0.00%
0-40-41.80 Training	13,000.00	10,154.18	78.11%
0-40-41.87 GHSP DUI Anytime 20.608	0.00	322.61	100.00%
0-40-41.90 Equipment	13,500.00	835.78	6.19%
0-40-41.91 Oper Stonegarden 97.067	0.00	2,935.38	100.00%
0-40-41.94 VT Drug Task Force Grant	0.00	11,420.54	100.00%
0-40-41.95 K-9 Expenses	1,200.00	235.43	19.62%
0-40-41.96 Bullet Proof Vests	2,000.00	0.00	0.00%
Total POLICE PATROL	**848,713.00**	**187,681.39**	**22.11%**
0-40-42 POLICE DISPATCH			
0-40-42.11 Sick Pay	0.00	539.76	100.00%
0-40-42.13 Vacation	5,964.00	1,964.16	32.93%
0-40-42.14 Holiday	12,555.00	0.00	0.00%
0-40-42.16 Salaries	113,646.00	14,315.60	12.60%
0-40-42.17 Overtime	4,000.00	1,889.36	47.23%
0-40-42.18 Part-Time	10,000.00	7,778.98	77.79%
0-40-42.21 Operating Supplies	1,000.00	36.04	3.60%
0-40-42.22 Office Supplies	1,000.00	348.90	34.89%
0-40-42.35 Communications	23,768.00	4,665.31	19.63%
0-40-42.50 Uniform Purchases	1,500.00	228.00	15.20%
0-40-42.70 Outside Services	3,000.00	809.60	26.99%
0-40-42.78 Uniform Allowance/Gym Rmb	900.00	0.00	0.00%
0-40-42.80 Training	2,000.00	495.28	24.76%
0-40-42.90 Equipment	2,500.00	3,660.00	146.40%
Total POLICE DISPATCH	**181,833.00**	**36,730.99**	**20.20%**
0-40-43 ANIMAL CONTROL			
0-40-43.10 Salaries	3,200.00	0.00	0.00%
0-40-43.21 Operating Supplies	100.00	0.00	0.00%
0-40-43.60 Outside Services	2,000.00	105.00	5.25%
Total ANIMAL CONTROL	**5,300.00**	**105.00**	**1.98%**
0-40-50 POLICE CONTACTED SCVS			
0-40-50.10 Salaries	0.00	781.20	100.00%
0-40-50.11 Social Security	0.00	166.54	100.00%
Total POLICE CONTACTED SCVS	**0.00**	**947.74**	**100.00%**
Total POLICE DEPARTMENT	**1,169,307.01**	**239,659.44**	**20.50%**

0-45 FIRE DEPARTMENT

0-45-45 FIRE FIGHTING

Account	Budget	Actual	Actual % of Budget
0-45-45.05 Salary Administration	42,776.00	7,708.04	18.02%
0-45-45.10 Salaries	25,000.00	137.04	0.55%
0-45-45.12 Vacation	2,754.00	1,351.11	49.06%
0-45-45.13 Holiday	2,203.00	183.62	8.33%
0-45-45.16 Social Security	5,564.00	687.32	12.35%
0-45-45.18 Retirement	0.00	718.14	100.00%
0-45-45.21 Operating Supplies	150.00	0.00	0.00%
0-45-45.22 Repair & Maintenance Supp	1,000.00	0.00	0.00%
0-45-45.25 P & C Insurance	10,800.00	0.00	0.00%
0-45-45.26 Worker's Comp Assig Risk	13,700.00	0.00	0.00%
0-45-45.28 Gasoline	3,200.00	334.53	10.45%
0-45-45.35 Postage	25.00	28.28	113.12%
0-45-45.40 Other Expense	1,000.00	0.00	0.00%
0-45-45.45 Other Equip Maintenance	4,500.00	0.00	0.00%
0-45-45.50 Volunteer Firefighter	9,700.00	0.00	0.00%
0-45-45.68 Repair & Maintenance	500.00	0.00	0.00%
0-45-45.69 Personnel Equipment	15,000.00	0.00	0.00%
0-45-45.80 Travel	150.00	0.00	0.00%
0-45-45.81 Liability	600.00	134.55	22.43%
Total FIRE FIGHTING	**138,622.00**	**11,282.63**	**8.14%**
0-45-46 FIRE TRAINING			
0-45-46.10 Salaries	2,500.00	0.00	0.00%
Total FIRE TRAINING	**2,500.00**	**0.00**	**0.00%**
0-45-47 FIRE COMMUNICATIONS			
0-45-47.22 Repair & Maintenance Supp	1,500.00	30.00	2.00%
0-45-47.34 Communications	4,000.00	1,683.36	42.08%
0-45-47.69 Equipment	2,500.00	0.00	0.00%
Total FIRE COMMUNICATIONS	**8,000.00**	**1,713.36**	**21.42%**
0-45-48 FIRE STATION			
0-45-48.19 Fuel Oil	7,000.00	0.00	0.00%
0-45-48.22 Repair & Maintenance Supp	500.00	0.00	0.00%
0-45-48.68 Repair & Maintenance	1,000.00	301.00	30.10%
0-45-48.76 Utilities	4,000.00	372.45	9.31%
0-45-48.87 Equipment	500.00	0.00	0.00%
Total FIRE STATION	**13,000.00**	**673.45**	**5.18%**
0-45-49 FIRE DEPT EQUIP & GRANTS			
0-45-49.81 Truck Maintenance	6,000.00	72.22	1.20%
0-45-49.82 Repair & Maintenance	7,500.00	612.24	8.16%
0-45-49.83 Fire Trucks & Equipment	5,500.00	0.00	0.00%
0-45-49.87 Equipment	6,000.00	1,009.83	16.83%
0-45-49.96 Fire Fighters Grant	15,000.00	0.00	0.00%
Total FIRE DEPT EQUIP & GRANTS	**40,000.00**	**1,694.29**	**4.24%**

Account	Budget	Actual	Actual % of Budget
Total FIRE DEPARTMENT	**202,122.00**	**15,363.73**	**7.60%**
Total PUBLIC SAFETY	**1,371,429.01**	**255,023.17**	**18.60%**
0-50 PUBLIC WORKS			
0-50-50 PUBLIC WORKS ADMINISTRATI			
0-50-50.10 Salaries	26,144.00	3,876.95	14.83%
0-50-50.12 Vacation	29,207.00	11,112.92	38.05%
0-50-50.13 Holiday	18,400.00	3,950.90	21.47%
0-50-50.14 Sick Pay	0.00	9,719.35	100.00%
0-50-50.15 Longevity Pay	1,995.00	0.00	0.00%
0-50-50.20 Office Supplies	600.00	34.09	5.68%
0-50-50.21 Employee Work Attire	3,600.00	0.00	0.00%
0-50-50.34 Communications	3,400.00	552.75	16.26%
0-50-50.60 Professional Expense	300.00	0.00	0.00%
0-50-50.68 Repair & Maintenance	2,000.00	30.00	1.50%
0-50-50.79 Other Expense	150.00	0.00	0.00%
0-50-50.82 New Equipment	500.00	0.00	0.00%
0-50-50.88 Software Maintenance	1,000.00	0.00	0.00%
Total PUBLIC WORKS ADMINISTRATI	**87,296.00**	**29,276.96**	**33.54%**
0-50-51 STREET MAINTENANCE			
0-50-51.10 Regular Pay	125,000.00	26,536.21	21.23%
0-50-51.11 Street Maint-Overtime	8,000.00	10,731.44	134.14%
0-50-51.15 Other Pay	1,425.00	176.40	12.38%
0-50-51.17 Repair/Maintenance	0.00	1,314.68	100.00%
0-50-51.18 Sweeping/Washing	0.00	1,130.17	100.00%
0-50-51.19 Hot Mix/Paving	0.00	993.66	100.00%
0-50-51.20 Grading Roads	0.00	136.50	100.00%
0-50-51.22 Tree/Brush Removal	2,000.00	110.00	5.50%
0-50-51.26 Long Bridge Lighting	0.00	31.47	100.00%
0-50-51.31 Materials	36,000.00	485.30	1.35%
0-50-51.32 Truck & Equip Maint Suppl	5,500.00	1,534.60	27.90%
0-50-51.33 Truck & Equipment Parts	15,000.00	2,828.91	18.86%
0-50-51.34 Small Tools & Equipment	2,000.00	119.01	5.95%
0-50-51.38 Fuel	17,000.00	2,998.35	17.64%
0-50-51.65 Tree Removal-Contractors	2,500.00	0.00	0.00%
0-50-51.66 Truck & Equipment Rental	1,000.00	0.00	0.00%
0-50-51.68 Truck & Equipment Repairs	7,000.00	1,451.46	20.74%
0-50-51.80 Equipment	2,000.00	0.00	0.00%
0-50-51.81 Outside Contracting	200.00	0.00	0.00%
Total STREET MAINTENANCE	**224,625.00**	**50,578.16**	**22.52%**
0-50-52 WINTER MAINTENANCE			
0-50-52.10 Regular Pay	91,115.00	705.60	0.77%
0-50-52.11 Winter Maint-Overtime	11,500.00	919.28	7.99%
0-50-52.14 On-Call Pay	3,800.00	828.00	21.79%

Account	Budget	Actual	Actual % of Budget
0-50-52.16 Regular Pay-Snow Plowing	29,000.00	0.00	0.00%
0-50-52.17 Regular Pay-Salt/Sand	22,000.00	892.72	4.06%
0-50-52.21 Materials	122,000.00	0.00	0.00%
0-50-52.22 Truck & Equip Parts	20,000.00	0.00	0.00%
0-50-52.23 Small Tools & Equipment	400.00	0.00	0.00%
0-50-52.28 Fuel	20,000.00	0.00	0.00%
0-50-52.31 Truck & Equip Maint Suppl	7,000.00	0.00	0.00%
0-50-52.66 Truck & Equipment Rental	5,000.00	0.00	0.00%
0-50-52.68 Truck & Equipment Repair	14,000.00	0.00	0.00%
0-50-52.82 Equipment	500.00	0.00	0.00%
Total WINTER MAINTENANCE	**346,315.00**	**3,345.60**	**0.97%**
0-50-53 GARAGE & FACILITIES			
0-50-53.10 Regular Pay	4,500.00	1,819.15	40.43%
0-50-53.19 Propane	9,000.00	0.00	0.00%
0-50-53.21 Operating Supplies	3,700.00	198.75	5.37%
0-50-53.22 Repair Supplies	300.00	0.00	0.00%
0-50-53.23 Small Tools & Equipment	1,400.00	98.40	7.03%
0-50-53.34 Communications	5,800.00	563.37	9.71%
0-50-53.68 Repair & Maintenance	3,000.00	170.00	5.67%
0-50-53.76 Utilities	10,500.00	771.49	7.35%
0-50-53.78 Professional Services	1,100.00	589.35	53.58%
0-50-53.80 Improvements	800.00	0.00	0.00%
0-50-53.82 Equipment	500.00	0.00	0.00%
0-50-53.83 State Operating Fees	500.00	0.00	0.00%
Total GARAGE & FACILITIES	**41,100.00**	**4,210.51**	**10.24%**
0-50-55 STORM MAINTENANCE			
0-50-55.10 Regular Pay	49,000.00	2,701.86	5.51%
0-50-55.11 Storm Maint-Overtime	1,000.00	1,585.04	158.50%
0-50-55.16 Capital Improvements	0.00	11,744.19	100.00%
0-50-55.17 Repairs/Thaw Lines	0.00	1,225.40	100.00%
0-50-55.18 Ditching	0.00	7,633.27	100.00%
0-50-55.19 Ditch Cleaning	0.00	4,723.45	100.00%
0-50-55.20 Shoulders/Mowing	0.00	11,899.10	100.00%
0-50-55.21 Truck & Equip Maint Suppl	250.00	12.00	4.80%
0-50-55.22 Truck & Equip Parts	1,000.00	274.54	27.45%
0-50-55.23 Small Tools & Equipment	500.00	348.47	69.69%
0-50-55.25 Materials	15,000.00	12,459.70	83.06%
0-50-55.66 Truck & Equipment Rental	3,000.00	900.00	30.00%
0-50-55.68 Truck & Equip Repairs	200.00	44.16	22.08%
0-50-55.81 Outside Contracting	9,000.00	0.00	0.00%
0-50-55.90 State Fee - Stormwater	750.00	1,990.00	265.33%
Total STORM MAINTENANCE	**79,700.00**	**57,541.18**	**72.20%**
0-50-57 TRAFFIC MAINTENANCE			
0-50-57.10 Regular Pay	29,000.00	2,545.82	8.78%

Account	Budget	Actual	Actual % of Budget
0-50-57.11 Traffic Maint-Overtime	0.00	120.74	100.00%
0-50-57.16 Pavement Marking	0.00	2,897.11	100.00%
0-50-57.23 Small Tools & Equipment	100.00	0.00	0.00%
0-50-57.25 Materials-Line Striping	4,000.00	61.85	1.55%
0-50-57.26 Materials-Road Signs	4,000.00	0.00	0.00%
0-50-57.60 Outside Contracting	3,000.00	0.00	0.00%
0-50-57.61 Traffic Light Maintenance	3,000.00	0.00	0.00%
0-50-57.76 Street Lights	85,000.00	13,773.54	16.20%
0-50-57.86 Utility Traffic Lights	7,000.00	640.43	9.15%
Total TRAFFIC MAINTENANCE	**135,100.00**	**20,039.49**	**14.83%**
0-50-58 CITY PROPERTY			
0-50-58.10 Regular Pay	21,500.00	1,473.88	6.86%
0-50-58.21 Repair Supplies	0.00	852.15	100.00%
0-50-58.76 Utilities (Railroad Sq)	0.00	58.39	100.00%
0-50-58.78 Tree Maintenance	0.00	92.56	100.00%
Total CITY PROPERTY	**21,500.00**	**2,476.98**	**11.52%**
0-50-59 PRIVATE WORK EXPENDITURES			
Total PRIVATE WORK EXPENDITURES	**0.00**	**0.00**	**0.00%**
Total PUBLIC WORKS	**935,636.00**	**167,468.88**	**17.90%**
0-70 RECREATION DEPARTMENT			
0-70-70 RECREATION ADMINISTRATION			
0-70-70.10 Salaries	46,000.00	5,654.50	12.29%
0-70-70.12 Vacation	5,984.00	2,997.74	50.10%
0-70-70.13 Holiday	6,137.00	350.11	5.70%
0-70-70.14 Sick Pay	0.00	755.86	100.00%
0-70-70.15 Longevity Pay	300.00	0.00	0.00%
0-70-70.20 Office Supplies	1,000.00	34.09	3.41%
0-70-70.21 Employee Work Attire	800.00	0.00	0.00%
0-70-70.34 Communications	3,000.00	530.76	17.69%
0-70-70.40 Travel & Misc Expense	500.00	0.00	0.00%
0-70-70.60 Professional Expense	1,500.00	4,190.00	279.33%
0-70-70.68 Repair & Maintenance	1,000.00	205.00	20.50%
0-70-70.82 New Equipment	1,200.00	0.00	0.00%
0-70-70.83 Other Expenses	400.00	0.00	0.00%
0-70-70.85 ASCAP	500.00	0.00	0.00%
0-70-70.89 Property & Casualty Insur	12,000.00	0.00	0.00%
Total RECREATION ADMINISTRATION	**80,321.00**	**14,718.06**	**18.32%**
0-70-71 SENIOR CITIZENS CENTER			
0-70-71.10 Salaries	5,500.00	945.00	17.18%
0-70-71.20 Events	1,000.00	12.79	1.28%
Total SENIOR CITIZENS CENTER	**6,500.00**	**957.79**	**14.74%**

Account	Budget	Actual	Actual % of Budget
0-70-73 PROUTY BEACH			
0-70-73.10 Salaries	56,000.00	0.00	0.00%
0-70-73.13 Ticket Booth Attendant	0.00	7,241.37	100.00%
0-70-73.16 Mowing & Trimming	0.00	220.50	100.00%
0-70-73.17 Maintenance	0.00	15,881.98	100.00%
0-70-73.18 Gasoline	1,600.00	156.29	9.77%
0-70-73.19 Security	1,000.00	318.81	31.88%
0-70-73.21 Operating Supplies	4,500.00	478.45	10.63%
0-70-73.22 Repair & Maint Supplies	3,000.00	448.32	14.94%
0-70-73.23 Small Tools & Equipment	300.00	94.99	31.66%
0-70-73.25 Equip Maintenance	500.00	24.98	5.00%
0-70-73.34 Communications	6,300.00	1,268.64	20.14%
0-70-73.68 Repair & Maintenance	3,000.00	285.91	9.53%
0-70-73.76 Utilities	15,000.00	7,790.66	51.94%
0-70-73.78 Refunds	700.00	605.50	86.50%
0-70-73.79 Other Expenses	500.00	0.00	0.00%
0-70-73.82 New Equipment	1,000.00	0.00	0.00%
0-70-73.83 Improvements	2,000.00	241.58	12.08%
0-70-73.84 Solid Waste Disposal	2,500.00	204.17	8.17%
0-70-73.87 Campground Store	300.00	256.19	85.40%
Total PROUTY BEACH	**98,200.00**	**35,518.34**	**36.17%**
0-70-74 COMMUNITY KITCHEN			
Total COMMUNITY KITCHEN	**0.00**	**0.00**	**0.00%**
0-70-76 RECREATION PROGRAMS			
0-70-76.10 Salaries	40,000.00	34,466.17	86.17%
0-70-76.15 On-Call Pay	780.00	0.00	0.00%
0-70-76.17 Adult Programs	12,000.00	85.47	0.71%
0-70-76.18 Program Refunds	500.00	0.00	0.00%
0-70-76.21 Operating Supplies	700.00	705.60	100.80%
0-70-76.24 Other Programs	200.00	0.00	0.00%
0-70-76.32 Annual Events	47,000.00	1,717.45	3.65%
0-70-76.37 New Equipment	100.00	0.00	0.00%
0-70-76.39 Summer Programs	8,000.00	3,577.71	44.72%
0-70-76.41 Playworld - GF	4,000.00	0.00	0.00%
Total RECREATION PROGRAMS	**113,280.00**	**40,552.40**	**35.80%**
0-70-78 GARDNER PARK			
0-70-78.10 Salaries	53,000.00	0.00	0.00%
0-70-78.11 Gardner Park Maintenance	0.00	13,725.93	100.00%
0-70-78.12 Causeway Maintenance	0.00	100.80	100.00%
0-70-78.13 Pomerleau Park Maintenanc	0.00	100.80	100.00%
0-70-78.15 On-Call Pay	1,400.00	150.00	10.71%
0-70-78.18 Gasoline	2,000.00	278.59	13.93%
0-70-78.19 Fuel Oil	700.00	0.00	0.00%

Account	Budget	Actual	Actual % of Budget
0-70-78.21 Operating Supplies	3,000.00	567.67	18.92%
0-70-78.22 Repair & Maint Supplies	2,500.00	216.85	8.67%
0-70-78.23 Small Tools & Equipment	500.00	162.80	32.56%
0-70-78.29 Security	1,300.00	359.88	27.68%
0-70-78.30 Equipment Maintenance	900.00	74.97	8.33%
0-70-78.34 Communications	3,000.00	455.55	15.19%
0-70-78.68 Repair & Maintenance	3,500.00	306.65	8.76%
0-70-78.76 Utilities	2,000.00	503.82	25.19%
0-70-78.79 Other Expenses	200.00	4.27	2.14%
0-70-78.82 Improvements	2,500.00	0.00	0.00%
0-70-78.85 Solid Waste Disposal	1,000.00	100.00	10.00%
Total GARDNER PARK	**77,500.00**	**17,108.58**	**22.08%**
0-70-79 WATERFRONT			
0-70-79.10 Dock Attendant	36,000.00	11,779.82	32.72%
0-70-79.12 Dock Maintenance	0.00	1,532.75	100.00%
0-70-79.13 Grounds Maintenance	0.00	550.88	100.00%
0-70-79.17 Security	0.00	1,380.25	100.00%
0-70-79.21 Operating Supplies	2,000.00	770.26	38.51%
0-70-79.22 Repair & Maint Supplies	1,000.00	771.21	77.12%
0-70-79.34 Communications	2,500.00	257.74	10.31%
0-70-79.68 Repair & Maintenance	2,000.00	1,369.08	68.45%
0-70-79.76 Utilities	9,000.00	909.21	10.10%
0-70-79.77 Resale Gasoline	40,000.00	15,729.17	39.32%
0-70-79.78 Merchandise for Resale	1,200.00	125.55	10.46%
0-70-79.79 Other Expenses	500.00	171.42	34.28%
0-70-79.80 WF Greeter Program	0.00	4,519.74	100.00%
0-70-79.82 Improvements	2,000.00	603.98	30.20%
0-70-79.89 Gateway Maintenance	1,000.00	171.00	17.10%
0-70-79.90 Gateway Center	3,200.00	633.96	19.81%
0-70-79.91 Solid Waste Disposal	3,600.00	300.00	8.33%
Total WATERFRONT	**104,000.00**	**41,576.02**	**39.98%**
Total RECREATION DEPARTMENT	**479,801.00**	**150,431.19**	**31.35%**
0-80-86 CONSERVATION & DEVELOPMEN			
0-80-86.83 Main St. Banners	3,000.00	0.00	0.00%
0-80-86.84 Bike Path & RR ROW	9,000.00	0.00	0.00%
0-80-86.87 Tree Warden Expense	0.00	250.00	100.00%
0-80-86.89 VLCT Membership	6,400.00	6,346.00	99.16%
0-80-86.90 Trees	5,000.00	120.00	2.40%
0-80-86.91 NVDA	3,450.00	3,450.00	100.00%
0-80-86.95 Misc, Flower Beds, Etc.	7,000.00	0.00	0.00%
0-80-86.96 Main St Tree Lights	2,000.00	0.00	0.00%
0-80-86.98 Volunteer Band	500.00	500.00	100.00%
Total CONSERVATION & DEVELOPMEN	**36,350.00**	**10,666.00**	**29.34%**

Account	Budget	Actual	Actual % of Budget
0-81 CONSERVATION PROJECT			
0-81-80 BOAT WASHING STATION			
Total BOAT WASHING STATION	**0.00**	**0.00**	**0.00%**
0-81-95 PERSONNEL EXPENSES			
Total PERSONNEL EXPENSES	**0.00**	**0.00**	**0.00%**
Total CONSERVATION PROJECT	**0.00**	**0.00**	**0.00%**
0-82 HEALTH & WELFARE			
0-82-68.10 Health Officer Salary	3,500.00	583.34	16.67%
0-82-69.00 Recycling Expense	23,636.00	1,514.87	6.41%
0-82-69.10 Recycling Salaries	15,450.00	2,413.93	15.62%
0-82-69.50 Haz Waste Disposal SWIP	23,600.00	9,191.26	38.95%
0-82-69.51 Haz Waste Mailing SWIP	450.00	0.00	0.00%
0-82-69.91 Waste Disposal	16,400.00	1,346.95	8.21%
0-82-69.93 Newport Ambulance	132,205.00	0.00	0.00%
Total HEALTH & WELFARE	**215,241.00**	**15,050.35**	**6.99%**
0-90 DEBT SERVICE AND MISC			
0-90-90 DEBT SERVICE			
0-90-90.31 2017 Fire Veh Prin. 2473	5,661.00	959.61	16.95%
0-90-90.32 2017 Fire Veh Int. 2473	625.00	88.09	14.09%
0-90-90.40 Long Bridge Princ 2011-2	50,000.00	0.00	0.00%
0-90-90.41 Long Bridge Int 2011-2	2,670.00	0.00	0.00%
0-90-90.50 2015 Pol Cruis Prin 2267	750.00	0.00	0.00%
0-90-90.51 2015 Police Cru Int 2267	30.00	0.00	0.00%
0-90-90.52 2017 PD Cruis Prin 2467	9,812.00	1,655.02	16.87%
0-90-90.53 2017 PD Cru Int 2467	411.00	48.88	11.89%
0-90-90.56 P.D. 2017 Ford Exp P 2608	9,125.00	776.29	8.51%
0-90-90.57 2017 Ford Expl Int 2608	813.00	51.90	6.38%
0-90-90.60 2018 PD Cruiser Prin	9,800.00	0.00	0.00%
0-90-90.61 2018 Pd Cruiser Int.	600.00	0.00	0.00%
0-90-90.79 Fr Trk Bd Fed Seq 2010-2	100.00	0.00	0.00%
0-90-90.80 Fire Trk Bd Prin 2010-2	35,000.00	0.00	0.00%
0-90-90.81 Fire Trk Bd Int 2010-2	1,735.00	0.00	0.00%
0-90-90.89 Tennis Court Sinking Fund	1,440.00	0.00	0.00%
0-90-90.92 2018 Rec Veh Prin 2618	4,500.00	388.57	8.63%
0-90-90.93 2018 Rec Veh Int. 2618	500.00	27.75	5.55%
0-90-90.96 2014 Heavy Res Prin 1988	34,692.00	77,732.49	224.06%
0-90-90.97 2014 Heavy Res Int 1988	7,475.00	8,708.22	116.50%
Total DEBT SERVICE	**175,739.00**	**90,436.82**	**51.46%**
0-90-91 Expenditure of Assigned F			
Total Expenditure of Assigned F	**0.00**	**0.00**	**0.00%**

Account	Budget	Actual	Actual % of Budget
0-90-92 UNANTICIPATED EXPENSES			
Total UNANTICIPATED EXPENSES	**0.00**	**0.00**	**0.00%**
0-90-95 PERSONNEL EXPENSES			
0-90-95.00 Unemployment Compensation	13,000.00	0.00	0.00%
0-90-95.01 Workmen's Comp Insurance	107,000.00	0.00	0.00%
0-90-95.02 Health Insurance	283,416.00	48,818.60	17.23%
0-90-95.03 Social Security	157,882.00	37,479.20	23.74%
0-90-95.04 Municipal Retirement	139,071.00	31,290.77	22.50%
0-90-95.05 Employee Life Insurance	2,800.00	476.58	17.02%
0-90-95.07 HRA Expense	42,136.00	0.00	0.00%
0-90-95.15 Health Insurance Opt Out	17,500.00	0.00	0.00%
0-90-95.17 Employee Disability Insur	9,500.00	1,652.04	17.39%
0-90-95.20 Other Expense	300.00	0.00	0.00%
Total PERSONNEL EXPENSES	**772,605.00**	**119,717.19**	**15.50%**
0-90-97 OTHER EXPENDITURES			
0-90-97.00 Orleans County Tax	49,000.00	0.00	0.00%
0-90-97.32 ADV City Ordinances	500.00	0.00	0.00%
0-90-97.50 Claims and Damages	1,500.00	0.00	0.00%
0-90-97.55 VCDP Grant Acct Deposit	0.00	250.00	100.00%
0-90-97.75 Newport Ambulance	132,205.00	33,051.25	25.00%
0-90-97.79 Miscellaneous	0.00	39.95	100.00%
0-90-97.85 2018 Centennial	25,000.00	20,372.50	81.49%
0-90-97.86 Private Donation Fund	0.00	48.33	100.00%
0-90-97.95 Prop & Casualty Insurance	20,000.00	0.00	0.00%
0-90-97.98 Renaiss Proj Non-Fed	60,000.00	30,000.00	50.00%
Total OTHER EXPENDITURES	**288,205.00**	**83,762.03**	**29.06%**
0-90-98 LIABILITY INS EXPENSE			
0-90-98.00 Public Official Liab Ins	7,000.00	0.00	0.00%
0-90-98.01 Employment Practices Ins	15,100.00	0.00	0.00%
Total LIABILITY INS EXPENSE	**22,100.00**	**0.00**	**0.00%**
Total DEBT SERVICE AND MISC	**1,258,649.00**	**293,916.04**	**23.35%**
0-92-98 CAPITAL IMPROVEMENTS			
0-92-98.01 Street Resurfacing	200,000.00	0.00	0.00%
0-92-98.03 Public Works Vehicles	100,000.00	3,459.34	3.46%
0-92-98.09 Street Reconstruction	38,000.00	3,441.71	9.06%
0-92-98.10 Main Street Maintenance	28,000.00	11.00	0.04%
0-92-98.11 Prouty Beach Improv	5,000.00	0.00	0.00%
0-92-98.21 Gateway/Waterfront Impr	5,000.00	0.00	0.00%
0-92-98.36 Muni Building windows	3,000.00	0.00	0.00%
0-92-98.44 Municipal Bldg Remodel	10,000.00	0.00	0.00%

Account	Budget	Actual	Actual % of Budget
0-92-98.53 Gardner Park Improvements	5,000.00	0.00	0.00%
0-92-98.57 Gardner Park Drainage	15,000.00	0.00	0.00%
0-92-98.65 PB Disk Golf	5,000.00	0.00	0.00%
0-92-98.72 Fire Station Repair	25,000.00	0.00	0.00%
0-92-98.74 Dock Deck Replacement	5,000.00	0.00	0.00%
0-92-98.77 GYM Floor Restoration	8,000.00	0.00	0.00%
0-92-98.78 Aquatic Weed Control	9,000.00	8,625.98	95.84%
0-92-98.79 Event Tent	3,500.00	3,500.00	100.00%
0-92-98.80 Dock Elec Sys Upgrade	25,000.00	0.00	0.00%
Total CAPITAL IMPROVEMENTS	**489,500.00**	**19,038.03**	**3.89%**
0-93 STREET IMPROVEMENT BOND			
Total STREET IMPROVEMENT BOND	**0.00**	**0.00**	**0.00%**
0-95 APPROPRIATIONS			
0-95-66 APPROPRIATIONS			
0-95-66.00 Goodrich Memorial Library	101,000.00	50,000.00	49.50%
0-95-66.59 Rural Comm Transit	11,000.00	0.00	0.00%
0-95-66.60 Orls Cty Historic Society	1,250.00	0.00	0.00%
0-95-66.61 Orleans & North Essex VNA	17,500.00	0.00	0.00%
0-95-66.62 N.E.K. Mental Health Serv	4,818.00	0.00	0.00%
0-95-66.65 Area Agency on Aging	7,000.00	0.00	0.00%
0-95-66.66 Umbrella, Inc.	8,500.00	0.00	0.00%
0-95-66.69 Orleans Co. Citizens Advo	2,000.00	0.00	0.00%
0-95-66.75 Pope Memorial Animal Soci	2,000.00	0.00	0.00%
Total APPROPRIATIONS	**155,068.00**	**50,000.00**	**32.24%**
Total APPROPRIATIONS	**155,068.00**	**50,000.00**	**32.24%**
Total T E S P Const (FED)	**5,481,265.01**	**1,066,328.70**	**19.45%**
Total Expenditures	**5,481,265.01**	**1,066,328.70**	**19.45%**
Total GENERAL FUND	**-254,972.01**	**-418,190.56**	
1-00-81.00 Mooring Mgt Income	0.00	175.00	100.00%
Total Revenues	**0.00**	**175.00**	**100.00%**
1-81-96 MOORING MANAGEMENT			
1-81-96.10 Salaries	0.00	130.50	100.00%
Total MOORING MANAGEMENT	**0.00**	**130.50**	**100.00%**
Total Expenditures	**0.00**	**130.50**	**100.00%**

Account	Budget	Actual	Actual % of Budget
Total MOORING MANAGEMENT FUND	0.00	44.50	
2-00 FED & STATE GRANT			
Total FED & STATE GRANT	0.00	0.00	0.00%
Total Revenues	0.00	0.00	0.00%
2-50-81 PB TENNIS CT RECONSTR			
Total PB TENNIS CT RECONSTR	0.00	0.00	0.00%
2-50-90 BRIDGE REPAIR			
Total BRIDGE REPAIR	0.00	0.00	0.00%
2-50-95 SIDEWALKS & RAMPS ADA			
Total SIDEWALKS & RAMPS ADA	0.00	0.00	0.00%
2-51-05 LIBRARY PROJ GRANT 14.228			
Total LIBRARY PROJ GRANT 14.228	0.00	0.00	0.00%
2-51-10 BIKE PATH (FED) 20.205			
Total BIKE PATH (FED) 20.205	0.00	0.00	0.00%
2-51-12 FHA LAKE RD. PAVING 20.20			
Total FHA LAKE RD. PAVING 20.20	0.00	0.00	0.00%
2-51-15 GATEWAY PUMP STATION			
Total GATEWAY PUMP STATION	0.00	0.00	0.00%
2-51-20 INDIAN HEAD PROJECT			
Total INDIAN HEAD PROJECT	0.00	0.00	0.00%
2-51-25 CITY CENTER INDUST PARK			
Total CITY CENTER INDUST PARK	0.00	0.00	0.00%
2-51-30 LAKEMONT PH 2 PROJECT			
Total LAKEMONT PH 2 PROJECT	0.00	0.00	0.00%

Account	Budget	Actual	Actual % of Budget
2-51-35 T.E.S.P. PROJ 20.200			
Total T.E.S.P. PROJ 20.200	0.00	0.00	0.00%
2-51-40 WILSON ST PROJ-IN HOUSE			
Total WILSON ST PROJ-IN HOUSE	0.00	0.00	0.00%
2-51-45 2nd FLOOR GATEWAY			
Total 2nd FLOOR GATEWAY	0.00	0.00	0.00%
2-51-46 GATEWAY WATER SYSTEM			
Total GATEWAY WATER SYSTEM	0.00	0.00	0.00%
2-51-50 HIGHLAND AVE PROJ-IN HSE			
Total HIGHLAND AVE PROJ-IN HSE	0.00	0.00	0.00%
2-51-55 COVENTRY ST. PROJECT			
Total COVENTRY ST. PROJECT	0.00	0.00	0.00%
2-51-60 I/I STUDY PROJECT			
Total I/I STUDY PROJECT	0.00	0.00	0.00%
2-51-61 HOSPITAL CODE GENERATION			
Total HOSPITAL CODE GENERATION	0.00	0.00	0.00%
2-51-75 ARSENIC PROJ 66.468			
Total ARSENIC PROJ 66.468	0.00	0.00	0.00%
2-51-80 NEW WATER WELL PROJ			
Total NEW WATER WELL PROJ	0.00	0.00	0.00%
2-51-95 EMPLOYEE BENEFITS			
Total EMPLOYEE BENEFITS	0.00	0.00	0.00%
2-60-75 FIRE STATION			
Total FIRE STATION	0.00	0.00	0.00%
2-60-85 CITY GARAGE			
Total CITY GARAGE	0.00	0.00	0.00%

Account	Budget	Actual	Actual % of Budget
2-70-75 PROUTY BEACH PROJECT			
Total PROUTY BEACH PROJECT	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00%
Total PROJECT FUND	0.00	0.00	
3-00-28 CEMETERY TRUST FUND			
3-00-28.33 Interest MMA Checking	0.00	1.60	100.00%
Total CEMETERY TRUST FUND	0.00	1.60	100.00%
Total Revenues	0.00	1.60	100.00%
3-60-69 EAST MAIN ST CEMETERY			
3-60-69.41 Other Contracted Labor	0.00	33,385.50	100.00%
Total EAST MAIN ST CEMETERY	0.00	33,385.50	100.00%
3-90-90 PERSONNEL EXPENSES			
Total PERSONNEL EXPENSES	0.00	0.00	0.00%
3-90-99 ADMINISTRATION			
Total ADMINISTRATION	0.00	0.00	0.00%
Total Expenditures	0.00	33,385.50	100.00%
Total CEMETERY FUND	0.00	-33,383.90	
4-00-2 NILES FUND REVENUES			
Total NILES FUND REVENUES	0.00	0.00	0.00%
Total Revenues	0.00	0.00	0.00%
4-10 ADMINISTRATION			
Total ADMINISTRATION	0.00	0.00	0.00%
4-20 NILES FUND-OTHER EXPENSE			
4-20-40.00 Beneficiaries	0.00	400.00	100.00%
4-20-50.00 Advertising	0.00	102.60	100.00%
Total NILES FUND-OTHER EXPENSE	0.00	502.60	100.00%

Account	Budget	Actual	Actual % of Budget
Total Expenditures	0.00	502.60	100.00%
Total PERLEY S NILES FUND	0.00	-502.60	
5-00-2 C D B G FUNDS			
5-00-20 LOAN REPAYMENTS			
Total LOAN REPAYMENTS	0.00	0.00	0.00%
5-00-21 INTEREST INCOME			
5-00-21.00 MMA Interest PSB1750	0.00	4.03	100.00%
5-00-21.06 MMA Interest CHITT 3700	0.00	0.03	100.00%
5-00-21.08 Interest UDAG 2555	0.00	0.14	100.00%
Total INTEREST INCOME	0.00	4.20	100.00%
5-00-22 GRANT REVENUES			
Total GRANT REVENUES	0.00	0.00	0.00%
Total C D B G FUNDS	0.00	4.20	100.00%
Total Revenues	0.00	4.20	100.00%
5-30-30 TRANSFERS			
Total TRANSFERS	0.00	0.00	0.00%
5-35 Npt Family Housing 14.228			
Total Npt Family Housing 14.228	0.00	0.00	0.00%
5-40 UNION STREET PLAN GRANT			
Total UNION STREET PLAN GRANT	0.00	0.00	0.00%
5-41 UNION STREET CONST GRANT			
Total UNION STREET CONST GRANT	0.00	0.00	0.00%
5-42 VGIS 0158/02mp 14.228			
Total VGIS 0158/02mp 14.228	0.00	0.00	0.00%
5-43 MULTI-FAM 158/01IG 14.228			
Total MULTI-FAM 158/01IG 14.228	0.00	0.00	0.00%

Account	Budget	Actual	Actual % of Budget
5-44 HOSP-CO 158/02PG 14.228			
Total HOSP-CO 158/02PG 14.228	0.00	0.00	0.00%
5-45 DOWNTOWN 0158/05PG04 FED			
Total DOWNTOWN 0158/05PG04 FED	0.00	0.00	0.00%
5-46 CHARRETTE GRANT 0158/08MP			
Total CHARRETTE GRANT 0158/08MP	0.00	0.00	0.00%
5-47 WAY FINDING SIGNS 2009			
Total WAY FINDING SIGNS 2009	0.00	0.00	0.00%
5-48 Tasting Center PG			
Total Tasting Center PG	0.00	0.00	0.00%
5-50 CITY FUNDS - UNION STREET			
5-50-41 UNION ST PLANNING - CITY			
Total UNION ST PLANNING - CITY	0.00	0.00	0.00%
5-50-42 UNION STREET PROJECT CITY			
Total UNION STREET PROJECT CITY	0.00	0.00	0.00%
5-50-43 TRAFFIC STUDY 98MP-24			
Total TRAFFIC STUDY 98MP-24	0.00	0.00	0.00%
5-50-44 CDBG FUND			
Total CDBG FUND	0.00	0.00	0.00%
5-50-45 STORM WATER SEPERATION			
Total STORM WATER SEPERATION	0.00	0.00	0.00%
Total CITY FUNDS - UNION STREET	0.00	0.00	0.00%
Total Expenditures	0.00	0.00	0.00%
Total C.D.B.G. FUNDS	0.00	4.20	
6-00-25 BLOCK GRANT			

Account	Budget	Actual	Actual % of Budget
Total BLOCK GRANT	**0.00**	**0.00**	**0.00%**
6-00-26 COMMUNITY HEROIN REIMBURS			
Total COMMUNITY HEROIN REIMBURS	**0.00**	**0.00**	**0.00%**
6-00-29.00 Interest Acct #1748	0.00	0.52	100.00%
6-00-60.97 Interest #3805 Treasury	0.00	1.57	100.00%
Total Revenues	**0.00**	**2.09**	**100.00%**
6-40-85.00 Justice Fund #1748 (Fed)	0.00	7,800.00	100.00%
6-50-26 COMMUNITY HEROIN EXPENSES			
6-50-26.03 Treasury Funds #3805	0.00	-708.25	100.00%
Total COMMUNITY HEROIN EXPENSES	**0.00**	**-708.25**	**100.00%**
Total Expenditures	**0.00**	**7,091.75**	**100.00%**
Total PUBLIC SAFETY FUNDS	**0.00**	**-7,089.66**	
7-00-10 TRUST FUND REVENUES			
7-00-10.00 Rec Trust Income #1756	0.00	225.00	100.00%
Total TRUST FUND REVENUES	**0.00**	**225.00**	**100.00%**
7-00-2 RECREATION FUND			
7-00-20 PROGRAM REVENUES			
Total PROGRAM REVENUES	**0.00**	**0.00**	**0.00%**
7-00-29 OTHER REVENUES			
7-00-29.00 Rec Trust Donations	0.00	500.00	100.00%
7-00-29.37 Summer/Vac camps	0.00	105.54	100.00%
Total OTHER REVENUES	**0.00**	**605.54**	**100.00%**
Total RECREATION FUND	**0.00**	**605.54**	**100.00%**
7-00-3 RECREATION TRUST INCOME			
7-00-30.41 Interest Babe Ruth Fund	0.00	0.41	100.00%
7-00-30.51 Interest PB Improvements	0.00	0.02	100.00%
7-00-30.52 Ice Rink Imprv Int #3652	0.00	0.67	100.00%
7-00-30.54 Perform Arts Center Int	0.00	0.09	100.00%
7-00-30.55 Rec Trust Scholar Int	0.00	0.19	100.00%
Total RECREATION TRUST INCOME	**0.00**	**1.38**	**100.00%**

Account	Budget	Actual	Actual % of Budget
7-00-40 Winterfest			
Total Winterfest	0.00	0.00	0.00%
7-00-50 SUMMERFEST REVENUES			
Total SUMMERFEST REVENUES	0.00	0.00	0.00%
7-00-60 Ice Rink Improvements			
Total Ice Rink Improvements	0.00	0.00	0.00%
7-00-80 BAND STAND			
Total BAND STAND	0.00	0.00	0.00%
7-00-90 OTHER REVENUES			
7-00-90.00 Centennial Income	0.00	1,846.00	100.00%
Total OTHER REVENUES	0.00	1,846.00	100.00%
Total Revenues	0.00	2,677.92	100.00%
7-70 REC TRUST FUND EXPENSES			
7-70-20 TRIPS & EVENTS			
Total TRIPS & EVENTS	0.00	0.00	0.00%
Total REC TRUST FUND EXPENSES	0.00	0.00	0.00%
7-71 REC TRUST PROGRAMS			
Total REC TRUST PROGRAMS	0.00	0.00	0.00%
7-72 COMMUNITY YOUTH PRIDE			
Total COMMUNITY YOUTH PRIDE	0.00	0.00	0.00%
7-73 CRAFT FAIR			
Total CRAFT FAIR	0.00	0.00	0.00%
7-80 OTHER EXPENDITURES			
Total OTHER EXPENDITURES	0.00	0.00	0.00%
7-90-30.95 Centennial	0.00	139.00	100.00%

Account	Budget	Actual	Actual % of Budget
7-91 WINTER CARNIVAL			
Total WINTER CARNIVAL	**0.00**	**0.00**	**0.00%**
7-92 BANDSTAND EXPENSES			
Total BANDSTAND EXPENSES	**0.00**	**0.00**	**0.00%**
Total Expenditures	**0.00**	**139.00**	**100.00%**
Total RECREATION TRUST FUND	**0.00**	**2,538.92**	
8-00-2 SEWER DEPT INCOME			
8-00-26.40 Sewer Dept-Sewer Charge	1,200,000.00	327,709.85	27.31%
8-00-26.41 Sewer Dept-Derby Share	83,400.00	19,422.10	23.29%
8-00-26.42 Sewer Dept-Labor & Materi	2,500.00	0.00	0.00%
8-00-26.43 Sewer Allocation Fee	500.00	85.20	17.04%
8-00-26.45 Sewer Plant-Discharge Fee	95,000.00	34,311.64	36.12%
8-00-26.48 Sewer Plant-Leachate	185,000.00	50,115.87	27.09%
8-00-26.70 Interest Income	10,000.00	1,451.91	14.52%
8-00-29.75 WWTF Sinking Fund Interes	160.00	15.39	9.62%
Total SEWER DEPT INCOME	**1,576,560.00**	**433,111.96**	**27.47%**
Total Revenues	**1,576,560.00**	**433,111.96**	**27.47%**
8-50-55 SEWER COLLECTION TRUCKS			
8-50-55.21 Truck & Equip Maint Suppl	2,000.00	811.09	40.55%
8-50-55.22 Truck & Equip Parts	7,000.00	1,183.63	16.91%
8-50-55.68 Truck & Equip Repairs	2,000.00	0.00	0.00%
Total SEWER COLLECTION TRUCKS	**11,000.00**	**1,994.72**	**18.13%**
8-50-56 SEWER PLANT TRUCKS			
8-50-56.22 Truck & Equip Parts	0.00	175.88	100.00%
Total SEWER PLANT TRUCKS	**0.00**	**175.88**	**100.00%**
8-50-57 SEWER COLLECTION			
8-50-57.10 Regular Pay	43,917.00	14,863.78	33.85%
8-50-57.11 Sewer Coll-Overtime	6,000.00	2,129.84	35.50%
8-50-57.13 Repairs	0.00	913.03	100.00%
8-50-57.14 Maintenance/Cleaning	0.00	95.46	100.00%
8-50-57.15 Other Pay	4,500.00	874.00	19.42%
8-50-57.16 Vacation	4,683.00	0.00	0.00%
8-50-57.17 Holiday	3,170.00	0.00	0.00%
8-50-57.18 Fuel	9,000.00	578.79	6.43%

Account	Budget	Actual	Actual % of Budget
8-50-57.20 Social Security	4,400.00	1,411.47	32.08%
8-50-57.21 Operating Supplies	700.00	114.93	16.42%
8-50-57.22 Repair & Maintenance Supp	150.00	0.00	0.00%
8-50-57.23 Small Tools & Equipment	3,000.00	44.90	1.50%
8-50-57.24 Longevity	315.00	0.00	0.00%
8-50-57.25 Materials	13,000.00	5,163.59	39.72%
8-50-57.26 Retirement	3,521.00	501.74	14.25%
8-50-57.27 Health Ins	7,000.00	1,421.36	20.31%
8-50-57.34 Pump Station Alarm Lines	8,000.00	1,293.30	16.17%
8-50-57.66 Truck & Equip Rental	9,000.00	125.00	1.39%
8-50-57.68 Repair & Maintenance	5,000.00	0.00	0.00%
8-50-57.76 Utilities	23,000.00	1,708.42	7.43%
8-50-57.79 Other Expenses	1,000.00	0.00	0.00%
8-50-57.80 Water Meters	68,000.00	6,120.78	9.00%
8-50-57.82 Pump Station Alarms	3,500.00	0.00	0.00%
8-50-57.83 Pump Station Repair	8,000.00	5,920.33	74.00%
Total SEWER COLLECTION	**228,856.00**	**43,280.72**	**18.91%**
8-50-58 SEWER PLANT			
8-50-58.10 Regular Pay	109,260.00	13,792.92	12.62%
8-50-58.11 Overtime Pay	8,000.00	1,027.49	12.84%
8-50-58.12 Vacation	6,342.00	1,251.67	19.74%
8-50-58.13 Holiday	5,663.00	739.36	13.06%
8-50-58.14 Sick Pay	0.00	760.33	100.00%
8-50-58.15 Other Pay	3,400.00	92.00	2.71%
8-50-58.16 Longevity	540.00	0.00	0.00%
8-50-58.18 Fuel	4,500.00	257.56	5.72%
8-50-58.19 Heating Oil	52,000.00	0.00	0.00%
8-50-58.20 Office Supplies	200.00	0.00	0.00%
8-50-58.21 Operating Supplies	60,000.00	17,514.34	29.19%
8-50-58.22 Repair Parts	24,000.00	5,101.32	21.26%
8-50-58.23 Small Tools & Equipment	2,300.00	131.35	5.71%
8-50-58.32 Truck & Equip Maint Suppl	200.00	0.00	0.00%
8-50-58.33 Truck & Equip Parts	1,000.00	0.00	0.00%
8-50-58.34 Communications	5,000.00	688.71	13.77%
8-50-58.50 Plant Improvements	4,500.00	3,787.00	84.16%
8-50-58.60 Professional Expense	2,000.00	350.15	17.51%
8-50-58.66 Truck & Equip Rental	1,000.00	330.00	33.00%
8-50-58.68 Repair & Maintenance	35,000.00	9,847.92	28.14%
8-50-58.76 Utilities	118,000.00	13,316.84	11.29%
8-50-58.79 Other Expenses	2,000.00	0.00	0.00%
8-50-58.83 State Operating Fee	5,100.00	0.00	0.00%
8-50-58.84 Plant Water Usage Fees	6,200.00	2,759.08	44.50%
8-50-58.87 Sludge Dewater/Disposal	195,226.33	90,350.31	46.28%
8-50-58.91 Solid Waste Disposal	6,000.00	432.30	7.21%
Total SEWER PLANT	**657,431.33**	**162,530.65**	**24.72%**

8-50-59 SEWER ADMINISTRATION

Account	Budget	Actual	Actual % of Budget
8-50-59.11 Salaries	49,835.00	10,284.13	20.64%
8-50-59.12 Vacation	4,566.00	1,008.92	22.10%
8-50-59.13 Holiday	2,457.00	95.32	3.88%
8-50-59.20 Office Supplies	250.00	16.50	6.60%
8-50-59.21 Employee Work Attire	1,500.00	258.68	17.25%
8-50-59.34 Communications	1,000.00	0.00	0.00%
8-50-59.69 Repair & Maintenance	2,000.00	408.12	20.41%
8-50-59.79 Other Expenses	500.00	0.00	0.00%
8-50-59.80 Equipment (Computer)	600.00	0.00	0.00%
8-50-59.90 Professional Services	2,000.00	0.00	0.00%
Total SEWER ADMINISTRATION	**64,708.00**	**12,071.67**	**18.66%**
8-50-90 PERSONNEL EXPENSES			
8-50-90.06 Unemployment Compensation	2,500.00	0.00	0.00%
8-50-90.07 Worker's Compensation	16,200.00	0.00	0.00%
8-50-90.08 Employee Health Insurance	24,500.00	2,274.16	9.28%
8-50-90.09 Social Security	15,200.00	1,945.11	12.80%
8-50-90.10 Municipal Retirement	17,500.00	2,328.55	13.31%
8-50-90.11 Employee Life Insurance	400.00	41.18	10.30%
8-50-90.13 Employee Disbility Insur	930.00	98.90	10.63%
8-50-90.15 Health Ins Opt Out Paymen	2,125.00	0.00	0.00%
8-50-90.19 Health Ins HRA	6,500.00	0.00	0.00%
Total PERSONNEL EXPENSES	**85,855.00**	**6,687.90**	**7.79%**
8-50-91 OTHER EXPENSES			
8-50-91.10 Claims & Damages	1,000.00	0.00	0.00%
8-50-91.15 P & C Insurance-Plant	30,000.00	0.00	0.00%
8-50-91.16 P & C Insurance-Distrib	1,500.00	0.00	0.00%
8-50-91.40 Public Officials Liabilit	1,050.00	0.00	0.00%
8-50-91.50 Employment Practices Ins.	2,600.00	0.00	0.00%
8-50-91.92 Sewer Line Mapping	10,000.00	0.00	0.00%
Total OTHER EXPENSES	**46,150.00**	**0.00**	**0.00%**
8-50-92 WWTF UPGRADE 66.458			
Total WWTF UPGRADE 66.458	**0.00**	**0.00**	**0.00%**
8-50-94 CAPITAL EXPENDITURES			
8-50-94.46 Sewer Lines & Structures	20,000.00	0.00	0.00%
8-50-94.47 Siphon Study	6,000.00	0.00	0.00%
8-50-94.50 Sewer Lines-Materials	10,000.00	0.00	0.00%
8-50-94.54 Pump Stations	65,494.00	0.00	0.00%
8-50-94.59 Pump station Engineering	2,500.00	366.21	14.65%
8-50-94.81 Lease/Purchase Equipment	52,000.00	0.00	0.00%
8-50-94.92 WWTF Upgrade	15,000.00	0.00	0.00%
Total CAPITAL EXPENDITURES	**170,994.00**	**366.21**	**0.21%**

Account	Budget	Actual	Actual % of Budget
8-50-95 DEBT SERVICE			
8-50-95.30 2001 Sewer Prin 2010-4	24,000.00	0.00	0.00%
8-50-95.31 2001 Sewer Int 2010-4	10,703.00	0.00	0.00%
8-50-95.71 SRF RF1 - 029 Principle	23,108.00	0.00	0.00%
8-50-95.72 SRF RF1 - 029 Interest/Ad	2,915.00	0.00	0.00%
8-50-95.73 SRF RF1 - 075 Principle	188,832.00	0.00	0.00%
8-50-95.74 SRF RF1 - 075 Interest/Ad	50,653.00	0.00	0.00%
8-50-95.75 SRF RF1 - 079 Principle	13,987.00	0.00	0.00%
8-50-95.76 SRF RF1 - 079 Interest	1,765.00	0.00	0.00%
8-50-95.89 SRF RF1-150 Principle	9,672.00	0.00	0.00%
8-50-95.90 SRF RF1-150 Interest	3,578.00	0.00	0.00%
Total DEBT SERVICE	**329,213.00**	**0.00**	**0.00%**
8-50-97 SEWER SYSTEM DEPRECIATION			
Total SEWER SYSTEM DEPRECIATION	**0.00**	**0.00**	**0.00%**
Total Expenditures	**1,594,207.33**	**227,107.75**	**14.25%**
Total SEWER FUND	**-17,647.33**	**206,004.21**	
9-00 WATER DEPT INCOME			
9-00-04.20 Water Allocation Fee	250.00	0.00	0.00%
9-00-26.50 Water Dept - Rent	867,000.00	224,079.36	25.85%
9-00-26.51 Water Dept-Labor & Materi	3,500.00	635.18	18.15%
9-00-26.60 Interest Income	10,000.00	1,283.59	12.84%
9-00-26.80 Water Tower Fund Interest	225.00	27.57	12.25%
9-00-26.97 Misc Income	1,200.00	0.00	0.00%
9-00-26.98 Water Facility Repl Int.	0.00	26.57	100.00%
Total WATER DEPT INCOME	**882,175.00**	**226,052.27**	**25.62%**
Total Revenues	**882,175.00**	**226,052.27**	**25.62%**
9-50-62 WATER TREATMENT & PUMPING			
9-50-62.10 Regular Pay	14,373.00	5,675.88	39.49%
9-50-62.11 Overtime Pay	3,500.00	1,114.30	31.84%
9-50-62.12 Vacation	803.00	0.00	0.00%
9-50-62.13 Holiday	747.00	0.00	0.00%
9-50-62.14 Longevity	95.00	0.00	0.00%
9-50-62.16 Social Security	1,500.00	647.26	43.15%
9-50-62.18 Fuel	5,000.00	0.00	0.00%
9-50-62.21 Operating Supplies	3,600.00	18.46	0.51%
9-50-62.22 Repair Parts	2,500.00	0.00	0.00%
9-50-62.23 Small Tools & Equipment	1,000.00	0.00	0.00%
9-50-62.24 Water Meters	68,000.00	6,120.78	9.00%
9-50-62.34 Communications	3,600.00	164.35	4.57%

Account	Budget	Actual	Actual % of Budget
9-50-62.68 Repair & Maintenance	12,500.00	1,994.40	15.96%
9-50-62.76 Utilities	145,000.00	12,677.92	8.74%
9-50-62.79 Other Expenses	12,000.00	2,869.22	23.91%
9-50-62.80 Arsenic Treatment	5,000.00	0.00	0.00%
9-50-62.81 Water Tower land purchase	0.00	3,949.65	100.00%
Total WATER TREATMENT & PUMPING	**279,218.00**	**35,232.22**	**12.62%**
9-50-63 WATER DISTRIB TRUCKS			
9-50-63.21 Truck & Equip Maint Suppl	1,200.00	791.13	65.93%
9-50-63.22 Truck & Equip Parts	2,000.00	9.31	0.47%
9-50-63.68 Truck & Equip Repairs	3,000.00	0.00	0.00%
Total WATER DISTRIB TRUCKS	**6,200.00**	**800.44**	**12.91%**
9-50-64 WATER DISTRIBUTION			
9-50-64.10 Regular Pay	53,917.00	927.91	1.72%
9-50-64.11 Water Distr-Overtime	5,000.00	401.10	8.02%
9-50-64.12 Vacation	4,683.00	0.00	0.00%
9-50-64.13 Holiday	3,169.00	0.00	0.00%
9-50-64.18 Fuel	4,000.00	141.41	3.54%
9-50-64.19 Repairs (Payroll)	0.00	1,854.84	100.00%
9-50-64.21 Operating Supplies	3,000.00	728.68	24.29%
9-50-64.23 Small Tools & Equipment	2,200.00	398.13	18.10%
9-50-64.25 Materials	12,000.00	3,431.99	28.60%
9-50-64.34 Communications	1,200.00	140.50	11.71%
9-50-64.68 Repair & Maintenance	6,500.00	0.00	0.00%
9-50-64.79 Other Expenses	1,800.00	0.00	0.00%
9-50-64.80 Equipment	2,500.00	0.00	0.00%
Total WATER DISTRIBUTION	**99,969.00**	**8,024.56**	**8.03%**
9-50-65 WATER DEPT-ADMINISTRATION			
9-50-65.10 Salaries	42,649.00	7,870.03	18.45%
9-50-65.11 Vacation	3,935.00	1,080.57	27.46%
9-50-65.12 Holiday	2,078.00	94.97	4.57%
9-50-65.19 Sick Pay	0.00	6.38	100.00%
9-50-65.20 Office Supplies	300.00	16.50	5.50%
9-50-65.21 Employee Work Attire	1,400.00	103.25	7.38%
9-50-65.34 Communications	1,000.00	0.00	0.00%
9-50-65.68 Repairs & Maintenance	2,000.00	0.00	0.00%
9-50-65.79 Other Expenses	400.00	69.00	17.25%
9-50-65.80 Equipment (Computer)	600.00	0.00	0.00%
9-50-65.81 Computer Software	2,000.00	0.00	0.00%
Total WATER DEPT-ADMINISTRATION	**56,362.00**	**9,240.70**	**16.40%**
9-50-90 PERSONNEL EXPENSES			
9-50-90.06 Unemployment Compensation	5,000.00	0.00	0.00%
9-50-90.07 Worker's Compensation	8,100.00	0.00	0.00%

Account	Budget	Actual	Actual % of Budget
9-50-90.08 Employee Health Insurance	6,600.00	1,307.64	19.81%
9-50-90.09 Social Security	5,100.00	1,017.31	19.95%
9-50-90.10 Municipal Retirement	6,000.00	1,170.12	19.50%
9-50-90.11 Employee Life Insurance	57.00	9.50	16.67%
9-50-90.13 Employee Disability Insur	137.00	22.82	16.66%
Total PERSONNEL EXPENSES	**30,994.00**	**3,527.39**	**11.38%**
9-50-91 OTHER EXPENSES			
9-50-91.15 Prop & Casualty Insurance	9,700.00	0.00	0.00%
9-50-91.60 Professional Expense	2,800.00	122.07	4.36%
9-50-91.70 Other Expenses	10,000.00	0.00	0.00%
9-50-91.75 Public Officials Liabilit	350.00	0.00	0.00%
9-50-91.80 Employment Practices Ins.	350.00	0.00	0.00%
9-50-91.90 Waterline Mapping	10,000.00	0.00	0.00%
9-50-91.99 Pension Expense VMER	500.00	0.00	0.00%
Total OTHER EXPENSES	**33,700.00**	**122.07**	**0.36%**
9-50-92 ARSENIC PROJ RF3-129 66.4			
Total ARSENIC PROJ RF3-129 66.4	**0.00**	**0.00**	**0.00%**
9-50-93 ARSENIC TREATMENT			
Total ARSENIC TREATMENT	**0.00**	**0.00**	**0.00%**
9-50-94 CAPITAL EXPENDITURES			
9-50-94.51 Water Lines-Labor	8,000.00	4,448.21	55.60%
9-50-94.64 Waterline Equipment Rent	9,000.00	0.00	0.00%
9-50-94.75 Vehicle	52,000.00	0.00	0.00%
9-50-94.80 Waterwell Re-Developement	25,000.00	0.00	0.00%
9-50-94.95 Water Meter Software	5,000.00	0.00	0.00%
Total CAPITAL EXPENDITURES	**99,000.00**	**4,448.21**	**4.49%**
9-50-95 DEBT SERVICE			
9-50-95.50 Water Tower Sinking Fund	40,000.00	0.00	0.00%
9-50-95.89 WTF Replacement Fund	2,715.00	0.00	0.00%
9-50-95.91 1984 Water Sys Bond Prin	31,750.00	0.00	0.00%
9-50-95.92 1984 Water Sys Bond Int	10,100.00	0.00	0.00%
9-50-95.95 RF3-095 Admin Fee	5,725.00	0.00	0.00%
9-50-95.96 RF3-095 Water Well Prin	28,179.00	0.00	0.00%
9-50-95.97 RF3-095 Water Well Int	2,863.00	0.00	0.00%
9-50-95.98 RF3-129 Drink Water Prin	102,737.00	0.00	0.00%
9-50-95.99 RF3-129 Int & Admin Fee	52,662.00	0.00	0.00%
Total DEBT SERVICE	**276,731.00**	**0.00**	**0.00%**
9-50-97 WATER SYSTEM			

Account	Budget	Actual	Actual % of Budget
Total WATER SYSTEM	**0.00**	**0.00**	**0.00%**
Total Expenditures	**882,174.00**	**61,395.59**	**6.96%**
Total WATER FUND	**1.00**	**164,656.68**	
Total All Funds	**-272,618.34**	**-85,918.21**	