

City Manager..... (802) 334-5136  
City Clerk/Treasurer ..... 334-2112  
Public Works/Parks ..... 334-2124  
Zoning Adm./Assessor .... 334-6992  
Recreation ..... 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, November 6, 2023, beginning at 6:30 p.m.**  
**Newport City Council Room**

**Google Meet joining info**

**Video call link: <https://meet.google.com/spa-ivbx-seg>**

**Or dial: (US) +1 413-398-2384 PIN: 470 890 931#**

City Council: Linda Joy Sullivan, Mayor  
John Wilson, Council President  
Kevin Charboneau  
Chris Vachon  
Clark Curtis

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Rebecca Therrien, Programs Director  
James D. Johnson, City Clerk/Treasurer

1. Call the Regular Council Meeting to Order
2. Additions/Deletions to the Agenda
3. Approve Minutes of October 16 and October 23, 2023
4. Comments by Members of the Public
5. Extra Mile Day Proclamation
6. Senior Housing Presentation - Heidi Eichenberger
7. IT Contract - Anticipated VOTE
8. VLCT PACIF Insurance Renewal - Anticipated VOTE
9. Discussion of Appointment of Health/Safety Officer
10. Discussion of Appointment of E911 Coordinator - Anticipated VOTE
11. Discussion regarding Bids from VLCT & Corey Parent - Anticipated VOTE
12. Council Department Liaison Discussion
13. EMS Presentation - Charlie Pronto Newport Ambulance
14. Discussion on hiring process for Permanent Fire Chief
15. Grants Management Contract with NEKCA - Anticipated VOTE
16. Programs Director Job Description - Anticipated VOTE
17. Interview of Potential Candidate(s) for City Manager - Potential Executive Session  
(1 V.S.A. § 313(a)(3))
18. New Business
19. Old Business
20. Set next meeting: Regularly Scheduled Council Meeting: November 20, 2023 @ 6:30pm
21. 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:

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 ensure 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 limited 2 minute timeline 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 conversations. 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 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.

## **Council Minutes**

**DRAFT**

**October 16, 2023**

A duly warned meeting of the Newport City Council was held on Monday, October 16, 2023. Present were Mayor Linda Sullivan, Council President John Wilson, Council Members, Kevin Charboneau, Chris Vachon, Clark Curtis, Interim City Manager Karen Geraghty, City Clerk/Treasurer James Johnson, Program Director Rebecca Therrien, Asst. Clerk/Treasurer Stacey Therrien, Asst. Clerk/Treasurer Robyn Churchill, Police Chief Travis Bingham, Public Works Director Tom Bernier, Zoning Admin. Francis Cheney, Recreation Director Mike Brown, Rep. Woodman Page, Beriah Smith, Marilyn Mahusky, Paul Hamlin, members of the Press and Public.

Mayor Sullivan called the meeting to order at 6:37 PM.

Mayor Sullivan read a statement regarding the editorial in the Chronical on October 11, 2023, on the abuse of power of the Newport city council in conducting city business in executive session.

### **Additions, Deletions to the Agenda**

Item number 5 was removed from the agenda.

### **Approval of Minutes**

Mr. Vachon moved to approve the minutes of October 2, 2023. Seconded by Mr. Wilson, motion carried.

### **Comments by the Public**

Laurie Grimm, Pam Ladds, Paul Monette, Charles Pronto, Beth Barnes, Jennifer Bjurling, Jay Walsh and Mayor Sullivan commented. These comments are recorded.

### **Presentation by Paul Hamlin VFWD (attached)**

Mr. Vachon moved to approve the ROW over land owned by Jeff Blank to South Bay WMA. Seconded by Mr. Charboneau, motion carried.

DRAFT

**Consider DRB Appointments**

Mr. Wilson moved to appoint Melissa Petterson to the DRB. Seconded by Mr. Charboneau, motion carried.

Mr. Vachon moved to change the status of Mr. Chenette on the DRB to Full member. Seconded by Mr. Charboneau, motion carried.

**Considered New Appointment to the Newport Recreation Committee**

Mr. Wilson moved appoint Aaliyah Wilburn to the Recreation Committee. Seconded by Mr. Vachon, motion carried.

**Address Notice of Open Meeting Law Violation Received on October 10, 2023**

Mr. Vachon moved to find that premature general public knowledge of the confidential attorney-client communications made for providing legal services the City Council would place the City at a substantial disadvantage because disclosure of the otherwise confidential advice and communication could harm the City. Seconded by Mr. Charboneau, motion carried.

Mr. Curtis moved to enter executive session to discuss confidential attorney-client communications for the purpose of rendering professional legal services to the city council pursuant to 1 V.S.A. 313(a)(1)(F) and invite the City Attorneys into executive session. Seconded by Mr. Charboneau, motion carried.

In open session, Mr. Wilson moved that the city council deny the alleged open meeting violation stated in Jennifer Bjurling's letter dated October 10, 2023, as stated in said letter. Seconded by Mr. Curtis, motion carried.

Attorney Smith stated that the Open Meeting Law protects access to the meeting that the public has a right to attend.

**Amend City Manager Job Description**

Mr. Wilson moved to approve the job description of the City Manager as it was received in the October 16, 2023, meeting packet. Seconded by Mr. Curtis, motion carried. (attached)

Curtis and Wilson in Favor, Charboneau and Vachon against Mayor Sullivan in favor.

**City Manager Contract (Anticipated Executive Session Pursuant to 1 V.S.A. 313(a)(1)(A)(F) and /or (a)(3) to discuss contract, confidential Attorney Client Communications and the Possible Appointment or Employment or Evaluation of an Officer or employee.**

Mr. Wilson moved to find that premature general public knowledge of the council discussion with the city attorney would clearly place the council at a substantial disadvantage as it would reveal the negotiation strategy and position of the council and waive the confidentiality of the council privileged communications 1 V. S.A. 313(a)(1)(F). Seconded by Mr. Curtis, motion carried.

Mr. Curtis moved to enter executive session for the purposes of considering the contract terms proposed to the council for the position of city manager and invite the city attorney into the executive session pursuant to 1 V.S.A. 313(a)(1)(A)(F). Seconded by Mr. Wilson, motion carried.

In open session, Mr. Curtis moved to reject the counter proposal offered by the Interim City Manager on October 16, 2023, and conclude negotiation with candidate. Seconded by Mr. Wilson, motion carried.

Charboneau, Wilson and Curtis in favor, Vachon against.

#### **Consider Possible Appointment of City Manager**

Mr. Vachon moved to table the appointment of City Manager. Seconded by Mr. Charboneau, motion carried.

#### **Consider Creating Position of City Grant Writer**

Mr. Curtis moved to table considering the position of City grant writer. Seconded by Mr. Vachon, motion carried.

#### **New Business**

Mr. Charboneau stated that the State Police were grateful for the assistance of the city police at the homicide in Newport Center.

Mr. Vachon noted the Spooky walk at Prouty Beach next weekend.

#### **Old Business**

Mayor Sullivan noted that the council was taking recommendations for the Extra Mile recognition. Mayor Sullivan and Council President Wilson met with the Executive Director at VLCT about training and noted that the mayor's office hours are continuing.

#### **Next Meeting Date**

November 6, 2023

DRAFT

**Adjournment**

Mr. Charboneau moved to adjourn at 10:06 Pm. Seconded by Mr. Curtis, motion carried.

Attested \_\_\_\_\_ this \_\_\_\_\_ day of November 2023

\_\_\_\_\_  
Mayor

Fish and Wildlife Department  
St. Johnsbury District Natural Resources Office  
374 Emerson Falls Road, Suite 4  
St. Johnsbury, VT 05819  
[www.vtfishandwildlife.com](http://www.vtfishandwildlife.com)

[phone] 802-751-0100  
[fax] 802-748-6687  
[tdd] 802-828-3345

*Agency of Natural Resources*

## MEMORANDUM

TO: Newport City Council  
FROM: Paul Hamelin, VFWD Private Land Section Chief  
DATE: Sept. 27, 2023  
SUBJECT: Acquisition of right-of-way over land of Jeff Blank to South Bay WMA

Landowner: Jeff Blank  
Location: West of 2753 Glen Rd, Newport City, Vermont  
Acreage: 0.02 ac. (20 ft. X 50 ft. right-of-way)  
Type of Acquisition: Right-of-Way Donation

### Background and Significance:

The Little Barton River, also known as Miller's Creek, has been a popular site for waterfowl hunting, fishing, and wildlife viewing since at least the early 1960's. The creek provides small boats an efficient access to approximately 1100 acres of marshes, floodplain swamps, and the Barton River which comprise a substantial portion of the South Bay Wildlife Management Area (WMA). Watercraft access to the Little Barton River eliminates the need to navigate the entire 2-mile length of South Bay of Lake Memphremagog to reach the WMA. This access via the Little Barton River, in close proximity to the WMA wetlands and Barton River, spares waterfowl hunters from crossing the open water of South Bay during early A.M. darkness, potentially in high winds and the inclement weather associated with waterfowl hunting. The ability for canoeists and kayakers can finish a paddle trip down the Barton River by landing at the site of the proposed right-of-way spares wildlife watchers, anglers and other recreationists a long paddle into strong headwinds down the length of the open water bay. For these reasons, the site of this proposed right-of-way has been used by the public to access the wetlands and river for at least 6 decades.

For many years it was assumed by both the public and VT Fish & Wildlife Department (VFWD) that the WMA land along the Little Barton River extended to the public right of way edge of the Glen Road beyond a point south of Northern State Correctional Facility, and



therefore the access road leading to the Little Barton River from Glen Road was entirely within the WMA (Figure 1). However, in 2007 it was brought to the attention of the VFWD that Jeff Blank owned a strip of land approximately 50' wide between the Glen Road and the actual WMA boundary (Figure2). Because a portion of the access road lay on private land, VFWD removed a sign indicating access to the WMA, and discontinued publicizing the site as a VFWD access to South Bay WMA. Mr. Blank continued to allow public access to the WMA over his property, and the traditional uses continued uninterrupted to the present day.

In July of 2023, Mr. Blank graciously offered to donate a legal public right-of-way over the access road on his land to VFWD. The establishment of this right-of-way will permanently guarantee public access to the traditional boat launch site, ensuring that a future owner of the Blank property cannot prohibit public use of this popular site (Figure 3). The donated right-of-way will enable VFWD to install a VFWD access sign to facilitate public use, allow VFWD to promote the site on maps and websites as a public access, justify VFWD funding maintenance on the gravel access road, and enable VFWD to maintain the site (remove litter, roadside vegetation maintenance) as a VFWD boating access.

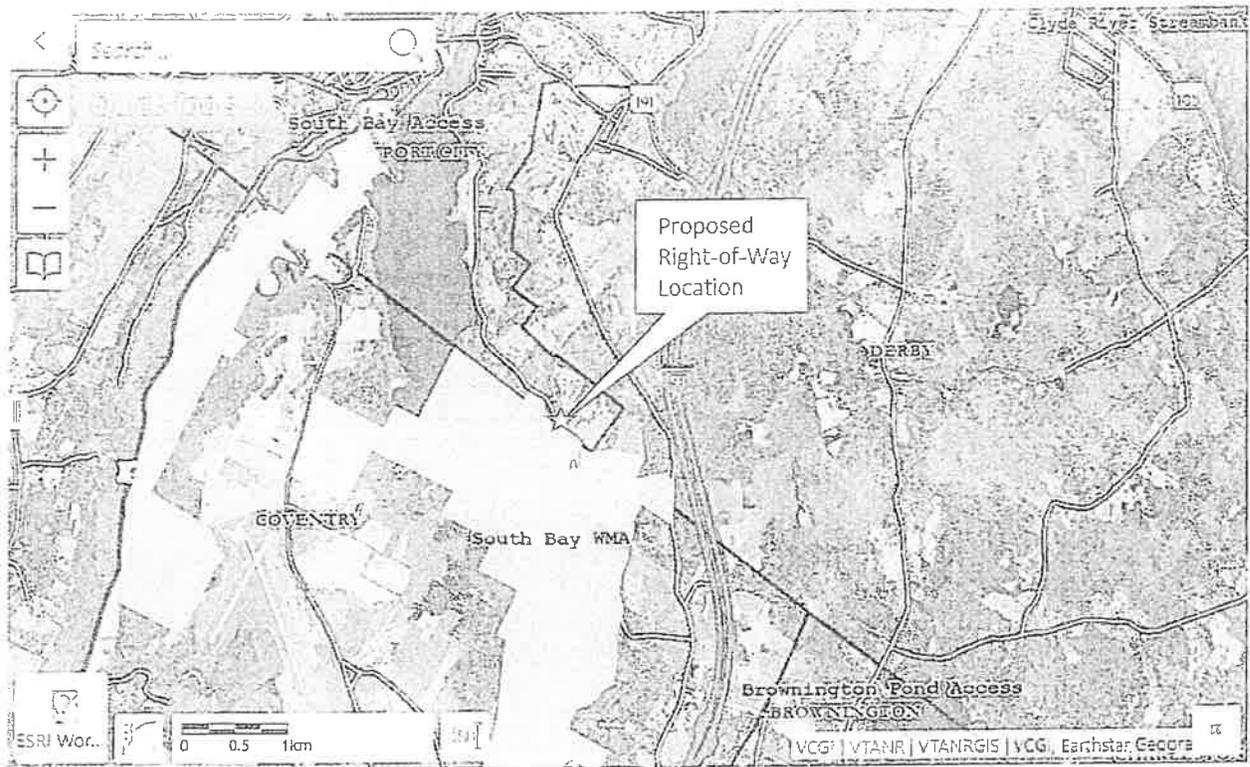


Figure 1. Proximity of the proposed Blank Access right-of-way donation to South Bay WMA.

VFWD would fund costs for a land survey to set pins designating the right-of-way, legal fees, deed recording and other associated expenses. A small gravel roadside pull-off on WMA property adjacent to the Glen Road, about 50 feet north of the right-of-way entrance, provides parking for 3 or 4 vehicles, and is wide enough to safely accommodate trailers for small watercraft. Recreationists who use the site for watercraft access park there now, and have parked there for many years. Due to the marsh conditions and shallow water at the site, VFWD has no intention of installing any type of ramp, dock, or additional infrastructure at the site; the intention of the right-of-way is to secure legal public access for vehicles to reach the water's edge, maintaining the current tradition of launching and landing paddle craft and small, manually handled boats.

Although this proposal is not for acquisition of property in fee, but only a legal interest in the land via conveyance of a right-of-way, VFWD respectfully requests approval of this transaction by the Newport City Council.

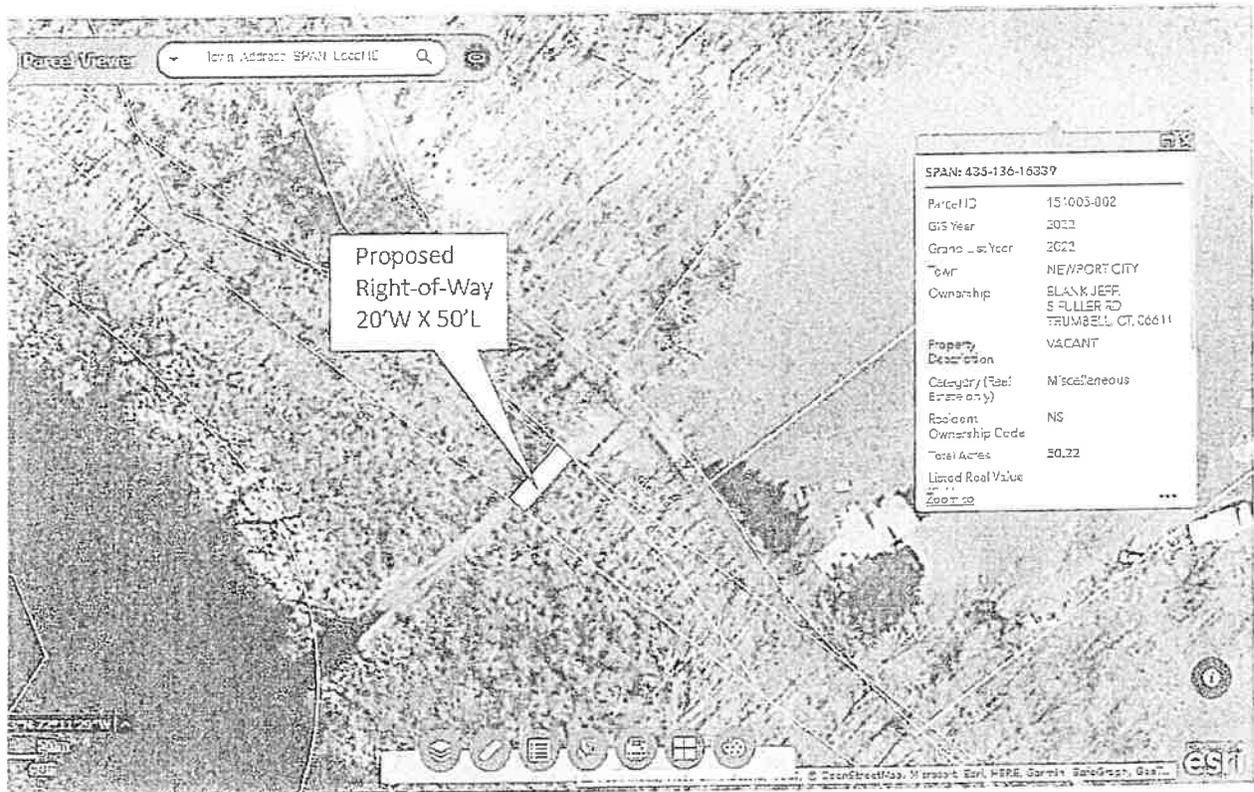


Figure 2. Proposed right-of-way location over Jeff Blank property.

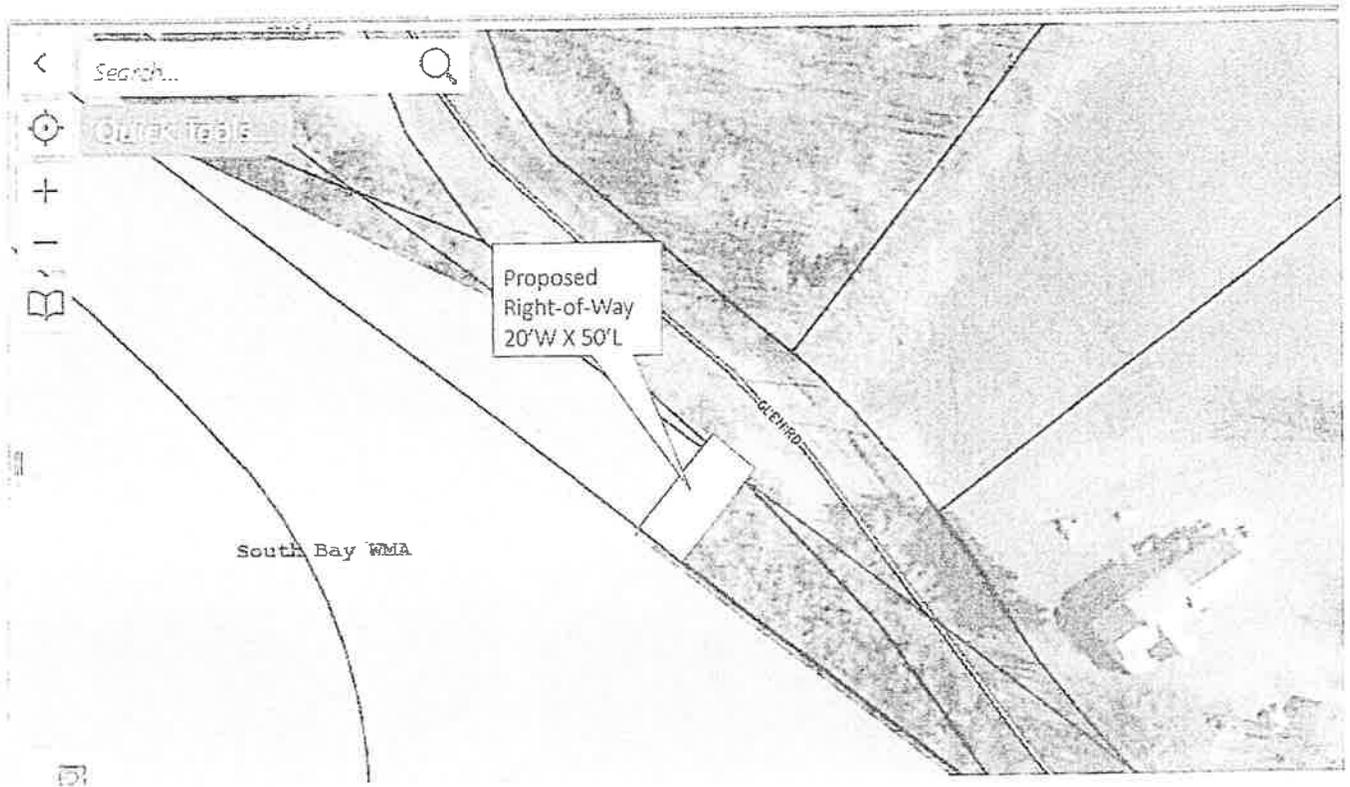


Figure 3. Proposed right-of-way road access to South Bay WMA.

## **CITY MANAGER**

### **City of Newport City Manager Job Description**

#### **Scope of Work:**

The City of Newport seeks an experienced, thoughtful, community leader with excellent communication skills to serve as City Manager.

The City Manager is the Chief Administrative Officer for the City responsible for overseeing and directing the day-to-day affairs of the City government under the direction and supervision of the City Council.<sup>1</sup> The City Manager serves as the administrative head of all City departments and is responsible for the efficient administration thereof. The City Manager serves at the pleasure of the City Council.

#### **Specific Duties and Responsibilities:**

- Develop proposed policies and procedures for the day-to-day operations of the municipal government for review and adoption by the City Council.
- Implement policies and procedures adopted by the City Council.
- Attend City Council Meetings as directed by the Council; make recommendations for adoption by the City Council.
- Assist in preparation of meeting agendas and provide support to City Council as needed.
- Prepare and submit a proposed annual budget for consideration by the City Council in consultation with Department Heads, City Treasurer, and others.
- Mindful of the scope of authority granted by the City Charter, App. 7-9, to the Mayor, oversee and manage the City's budget in a fiscally sound manner and keep the City Council apprised of the City's financial condition and its future needs.
- Communicate with the City Attorney and copy the Mayor (or the City Council President when the Mayor is absent or has a conflict of interest) on all written or email correspondence with the City Attorney.
- Develop in consultation with Department Heads a proposed comprehensive five-year capital improvement plan and strategic plan for annual review and approval by the City Council.
- Identify grant sources and present proposals to the Council for consideration; if approved by the Council, oversee preparation of grant application; oversee administration of grants received to ensure all funding and operational requirements of the grant sources are met and that all grants applied for comply and are consistent with the City's policies and procedures.
- Serve as the City Council's liaison with regional, state, and federal agencies; keep the City Council and other City Boards apprised of the activities of and interactions with these agencies as they relate to the operations and needs of the City.
- Unless directed otherwise by the City Council, collect delinquent taxes and sewer and water fees.

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<sup>1</sup> In accordance with the City of Newport Charter, App. §7-7, the Mayor is a member of the City Council. All references to City Council herein also refer to the Mayor.

- As directed by and as approved and authorized by the City Council, execute deeds, deeds of trust, easements, releases, and other instruments binding the City to financial obligations.
- Implement negotiated agreements for the City Council.
- Appoint, excepting as otherwise provided for by the City Charter, all officers, and employees of the City; perform the duties of such officers and employees as designated by the City Council.
- Administer and enforce the ordinances and bylaws of the City of Newport whose enforcement is not specifically delegated to others.
- Research, analyze, and make recommendations for cost effective improvements in City operations.
- Prepare and submit to the Council such reports as may be required by the Council, or as the Council may deem advisable to submit.
- Assist with City functions and perform any other duties as determined or directed by the City Council.

**Qualifications and Experience:**

- Demonstrated experience managing personnel and leading management team; ability to build and maintain positive relationships with employees, colleagues, stakeholders, and community partners.
- Demonstrated understanding of finance and financial management; ability to manage the City's budget and resources effectively.
- Excellent communication skills, including ability to interact professionally with citizens, including irate citizens, employees, colleagues, stakeholders, other local, state, and federal officials, contractors, and community partners, and to articulate ideas and plans in a clear, concise, and compelling way; ability to listen and respond to feedback, ensuring that employees and stakeholders feel heard and valued.
- Demonstrated ability to develop clear and comprehensive strategic plan for City's growth and development.
- Demonstrated ability to identify, analyze, and solve problems quickly and effectively.
- Demonstrated understanding of municipal law, labor regulations, community engagement, and intergovernmental relations.

**Other Job Characteristics:**

- The City Manager is an exempt employee under the Fair Labor Standards Act (FLSA). They may be required to work more than forty (40) hours per week and must have the ability to effectively manage their time. The City Manager may be required to prepare for and attend evening meetings.
- The City Manager works primarily in an office setting.
- Travel may be required to and from meetings, trainings, and to other activities; City Manager must provide own transportation, unless use of a City-owned vehicle is approved by the City Council and available for use.

- The City Manager will receive a competitive salary and benefits in accordance with the City of Newport's Personnel Policy.

#### DISCLAIMERS

The above information is intended to describe the general nature of this position and should not be considered a comprehensive statement of duties, activities, responsibilities, and requirements. This job description is neither an employment contract nor a promise of work for any specific length of time. This job description is subject to amendment by the City Council from time to time. This job description supersedes all prior City Manager job descriptions.

The City of Newport is an equal opportunity employer.

Adopted by City Council and Approved by Mayor on 10/16/2023

Mayor: *Linda Joy Sullin*

DRAFT

## Special Council Meeting Minutes

October 23, 2023

A duly warned meeting of the Newport City Council was held on Monday, October 23, 2023, in the council room in the Newport Municipal Building. Present were Mayor Linda Sullivan, Council President John Wilson, Council Members Kevin Charboneau, Chris Vachon and Clark Curtis, Interim City Manager Karen Geraghty, Zoning Administrator Francis Cheney, City Clerk/Treasurer James D. Johnson, City Attorney David Rugh, PW Director Tom Bernier, Police Chief Travis Bingham, Recreation Director Mike Brown, Programs Director Rebecca Therrien, members of the Press and Public.

Mayor Sullivan called the meeting to order at 6:30 PM.

### **Additions, Deletions or Changes to the Agenda**

Mr. Wilson moved to add consider employment status of the Interim City Manager. Seconded by Mr. Curtis, motion carried. Wilson, Curtis in favor, Charboneau, Vachon against, Mayor Sullivan in favor.

### **Public Comment**

There were public comments on the employment of the City Manager.

### **Authorization to Advertise for the Position of City Manager.**

Mr. Wilson moved to authorize the advertisement for City Manager. Seconded by Mr. Curtis,

After discussion the motion and second were withdrawn. Mr. Wilson then moved to authorize the Programs Director to advertise for the position of City Manager to solicit candidates for the position and expend up to \$10,000. The first choice being VLCT and to move to other headhunters thereafter, the advertisement shall advise that the council reserves the right to reject any and all applications and to offer to appoint any qualified individual. Seconded by Mr. Curtis, motion carried.

### **Causeway Streetscape and Traffic Signal Removal and Replacement Project, Consider Approval of Construction Contract**

Mr. Bernier gave the history of the project.

Mr. Vachon moved to approve the contract with Electric Light Company for the Causeway Streetscape Project covered by the USDA grant and authorize the M

Mayor to sign the contract upon final review and approval by the City Attorney Seconded by Mr. Wilson, motion carried.

**Bylaw Modernization Amended Contract for Consulting Services.**

Mr. Cheney explained that this request is to extend the contract to April 30, 2024. Mr. Vachon moved to amend the contract. Seconded by Mr. Charboneau, motion carried.

**Vermont Electric Cooperative Town road Occupancy Request**

Mr. Vachon moved to approve the Vermont Electric Cooperative Town Road Occupancy request. Seconded by Mr. Charboneau, motion carried.

**New Business**

Mr. Vachon mentioned the Halloween Events taking place in the city.

Mr. Charboneau moved to approve a Niles Fund request presented by Mr. Johnson. Seconded by Mr. Vachon, motion carried.

Mayor Sullivan noted an Mayor's update will be on NEKTV every other Tuesday at 10:00 AM and her office hours on Mondays and Wednesdays are still 9 to 11 AM.

**Old Business**

None

**Consider Employment Status of Interim City Manager**

Mr. Curtis moved to enter executive session pursuant to 1 V.S.A. 313(a)(4) to consider the dismissal of the Interim City Manager and invite the Interim City Manager and the City Attorney into executive session. Seconded by Mr. Wilson, motion carried. Wilson and Curtis in favor, Charboneau and Vachon against, Mayor Sullivan in favor.

In open session, Mr. Curtis moved to dismiss the Interim City Manager and terminate her contract with the city in accordance with the applicable terms of her contract effective October 27, 2023, at 5:00 PM. Seconded by Mr. Wilson, motion carried.

DRAFT

**Adjournment**

Mr. Charboneau moved to adjourn at 9:30 PM. Seconded by Mr. Curtis, motion carried.

Attested \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 2023.

\_\_\_\_\_ Mayor

**CONTRACT FOR CONSULTING SERVICES**  
**Amended Contract Effective 18 October 2023**

**4. Contract Term:** The period of this contract begins on 1 May 2022 and ends on 30 April 2024.

**7. Attachments:** This revised contract incorporates the following attachment:

Attachment A: revised scope of services and budget

**11. Deliverables:** PlaceSense will provide the City of Newport with all final electronic files at the completion of work to include: an Adobe InDesign file of the regulations with all tables, graphics and map; a Microsoft Word file of the text of the regulations; an Adobe PDF of the regulations and the official zoning map(s) suitable for printing and electronic distribution; and ESRI shapefiles for the zoning map(s).

All provisions of the original contract remain in force except for the specific provisions above.

**We the undersigned parties agree to be bound by this contract.**

BY: City of Newport

BY: PlaceSense

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Type name and title

\_\_\_\_\_  
Brandy Saxton, Owner

\_\_\_\_\_  
Type name and title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## SCOPE OF WORK

Based on the work plan provided in the RFQ, PlaceSense proposes to undertake your bylaw modernization project as detailed and scheduled below. This proposal assumes that in-person public meetings will be possible and preferred in the months ahead. If they are not or if there remains a significant demand for remote participation, PlaceSense will adapt the format of the public meetings as appropriate. This proposal specifies a mix of in-person and remote work sessions with project stakeholders and the Planning Commission as indicated in the project budget.

### MAY 2022

**Project Organization.** PlaceSense will commence work with a document review. As described in your RFQ, this project will be guided by the vision, goals, objectives and policies established in Newport's Municipal Plan (currently being updated) and other supporting documents, including the Downtown and Waterfront Master Plan. The consultant will prepare a memo identifying the policies in those planning documents that will be used in the regulatory audit. The consultant will also work with the local project manager to organize the project kick-off meeting, which is anticipated to include an opportunity for the consultant to tour the community and be introduced to project stakeholders.

### JUN-AUG 2022

**Diagnosis.** PlaceSense will complete a full regulatory audit of Newport's adopted regulations. This will include:

- A technical review of the regulations based on the policies identified in the document review memo. The review will assess whether the adopted regulations are in conformance with the policy and their effectiveness at furthering municipal goals.
- Identification of any provisions of the adopted regulations that are out of conformance with Vermont statute or other applicable regulations.
- Identification of any internal inconsistencies, missing definitions or similar issues with the regulations. If the Zoning Administrator is maintaining a list of problem sections, that information would be integrated into the audit.
- Review of permitting activity with a particular focus on requests for waivers or variances as these are an indicator of misalignment between the regulations and existing built form or land use.
- Conformance with the eligibility requirements of Vermont's Neighborhood Development Area designation program and with the best practices recommended in the state's Enabling Better Places zoning guide. These two components will assess whether there are regulatory barriers to housing in Newport's adopted regulations.
- A block analysis of residential neighborhoods. This will document the existing built form and density of housing and will estimate potential for infill housing under adopted regulations.

The full regulatory audit results will be presented in a report with an executive summary and recommendations for amendments to address identified problems or shortcomings of the adopted regulations. The consultant will provide the report to the City Manager as requested in the RFQ in advance of meeting with the Planning Commission to discuss the findings and recommendations.

### SEP 2022 - JAN 2023

**Regulatory Amendments.** PlaceSense will draft regulatory amendments based on the findings and recommendations of the audit report. The consultant anticipates this will include zoning district changes (boundaries, dimensions, allowed uses) to address housing recommendations and to align the zoning map with recent planning documents. Other areas of the regulations to be updated will be identified during the audit.

The consultant will meet with project stakeholders to discuss work in progress and will facilitate meetings with the Planning Commission to review draft language.

### FEB 2023

**Community Meeting.** PlaceSense will facilitate a community meeting to present initial concepts for zoning changes and other amendments to the regulations. The consultant will prepare informational materials to be distributed at the meeting and on the city website.

### MAR 2023 - FEB 2024

**Regulatory Amendments.** PlaceSense will work with the local project manager, project stakeholders and the Planning Commission to refine the proposed amendments, incorporating feedback from the community meeting. The consultant will provide a draft of the regulatory amendments ready for the Planning Commission public hearing, along with the required report and updated informational materials.

### MAR 2024

**Planning Commission Hearing.** PlaceSense will support the Planning Commission through the public hearing process. The consultant will compile and respond to comments on the draft regulations.

### APR 2024

**Planning Commission Approved Draft.** PlaceSense will work with Planning Commission to make any revisions to the proposed amendments necessary following the PC hearing. The consultant will also help package the proposed amendments and supporting documentation for presentation to City Council.

# PROJECT BUDGET

TASKS	HOURS	FEE	MTGS	DATE
<b>Project Organization</b>				
Project Admin	12	\$1,200		
Document Review	16	\$1,600		May-22
Kick-Off Meeting	8	\$800	1, in person	May-22
<b>Public Engagement</b>				
Stakeholder Meetings	16	\$1,600	8, remote	
PC Meetings	24	\$2,400	8, remote	
Community Meeting	20	\$2,000	1, in person	Feb-23
PC Hearing	8	\$800	1, in person	Jul-23
<b>Diagnosis</b>				
Regulatory Audit	40	\$4,000		Aug-22
<b>Regulatory Amendments</b>				
Draft Amendments	68	\$6,800		Feb-24
Public Hearing Draft	16	\$1,600		Mar-24
PC Approved Draft	4	\$400		Apr-24
<b>Summary</b>				
Consultant Fee:	232 hours	\$23,200		
Direct Expenses:		\$1,800		
<b>Total Project Cost:</b>		<b>\$25,000</b>		

Initialed

City of Newport \_\_\_\_\_

PlaceSense \_\_\_\_\_



Vermont Electric Cooperative, Inc.  
 Attn: Engineering Department  
 42 Wescom Road  
 Johnson, VT 05656  
 Tel: (802) 635-2331 Toll Free 1-800-832-2667  
 Fax: (802) 635-4210

**TOWN ROAD ROW OCCUPANCY REQUEST**

TO THE SELECTBOARD OF THE CITY OF NEWPORT, VERMONT

Date: 9/27/2023

Comes Vermont Electric Cooperative Inc. (VEC), your petitioner, and respectfully represents that in order to furnish adequate service to its members it is necessary to locate poles, wires, guys within the road right of way of East Main St, in the City of Newport, Vermont as shown on the attached sketch. VEC further represents that such work will be done in a manner safe for public travel and subject to the rules thereof. Also, that it is not desirable to make such locations otherwise than shown on the attached plan.

WHEREFORE, pursuant to 30 V.S.A. § 2502, VEC requests permission from the City of Newport Selectboard to place, construct, reconstruct, operate, repair, maintain, improve, mark, replace thereon, and remove therefrom, electric, communications and data transmission and distribution systems consisting of poles, wires, cables, conduits, equipment, anchors, guy wires, and braces and other fixtures upon, over, through, across and under the road right of way. VEC may also cut and prune all trees and vegetation to the extent necessary to protect and keep said systems clear of the growth and to cut from time to time all dead, weak, leaning or dangerous trees that are tall enough to strike the wire or in falling distance on the Electric Transmission and or Distribution Line or System for an overhead/underground service.

By:

Vermont Electric Cooperative, Inc.

APPROVED by authority from the Selectboard of the City of \_\_\_\_\_, Vermont. Permission is hereby granted to the Vermont Electric Coop, Inc. Johnson, Vermont, to perform overhead/underground work within the road right of way on \_\_\_\_\_ Street in the City of \_\_\_\_\_, Vermont.

IN WITNESS WHEREOF, the undersigned has set his/her hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

Board of Selectboard Members (if required by town/city)

Road Commission (if required)

\_\_\_\_\_(L.S.)

\_\_\_\_\_

\_\_\_\_\_(L.S.)

\_\_\_\_\_(L.S.)

\_\_\_\_\_(L.S.)

To be completed by Vermont Electric Cooperative, Inc.

W. O. # \_\_\_\_\_ Line / Pole# \_\_\_\_\_ E-911: \_\_\_\_\_



122 45  
122 45

122 44

122 44X

122 44

122 44S2

122 44X V1

ANS BUILDING

122 44S1

*Tom*

**August 2017** The city hired Stantec Engineering to do an intersection traffic study for Main, Second and Field Avenue, Third/School and Main Street and the Vista intersection.

Causeway Traffic signals and street lighting were all built back in the early 60's by the State of Vermont when the Vermont Route 191 access road was built. Most of the infrastructure light pole bases, poles/lights, electrical wiring, and the Vista traffic signal are all 60+ years old. The purpose to replace all three traffic signal intersections is so all three traffic signals may communicate together so that the timing of the intersections may all work together during peak traffic volumes.

May 3, 2019, city received a \$250,000 Northern Borders Regional Commission Grant for the Vista Intersection traffic light project.

March 2020 Hired Lamoureaux & Dickerson to design the Causeway Project for \$25,885.81.

June 9, 2021, City received a USDA grant in the amount of \$119,637.

The project evolved from just the Vista intersection to the other two intersections and all the street scape lighting.

The 1<sup>st</sup> bid opening was on June 21, 2023.

Lowest bid was \$1,301,885

2<sup>nd</sup> bid was \$1,427,365

Highest bid was \$1,727,275

The two low bids didn't meet the criteria or had errors in their bids.

All the bids were outside of our budget

Roger Dickinson and I sat down to discuss changing the scope of the project. We took items out that the city crew could install.

July 28, 2023 the project was rebid

August 22, 2023 Bid opening with only one bidder Electric Light Company of Cape Neddick, Maine with a total bid of \$876,260.

Electric Light Companies contract consists of mobilization/demobilization, temporary traffic control, new/removal of old traffic signal at Waterfront Plaza, VT Route 191, and East Main Street, all electrical wiring in the conduit.

The bid process was done with a separate section for alternative items totaling \$586,555. The total bid price is \$1,462,815.

**Alternate items to be Installed by City:**

The Public Works Department will be 10 electrical junction boxes, removal of 3 junction boxes, Union Street left turn lane, 17 new street light assembly, which includes concrete pedestals, light poles, light head luminaire, 3,020 linear feet of 1 1/2" electrical conduit, 2,070 linear feet of 2" electrical conduit, 140 linear feet of 2 1/2" electrical conduit, 42 linear feet of 8" conduit sleeve, 300 linear feet of 10" conduit sleeve, and the relocation of retaining wall at the base of East Main Street and Union Street. The total deducts from the base bid totals \$586,555.

**Vista Traffic Light:**

Budget year 2019-20	\$40,000
Assigned 9/16/2019	\$240,800
2020-21	\$80,000
2021-22	\$122,083
Coventry St. Sinking Fund	\$87,197
2022-23	\$80,000
2023-24	<u>\$80,000</u>
	<b>\$730,080</b>
<b>2024-25</b>	<b>???</b>
NBRC Grant	\$250,000
	<u>\$119,637</u>
	\$369,637
Electric Light Co. Bid	\$876,260
	<u>-\$369,637</u>
	\$506,623

Capital Road Funds	\$730,080
	<u>-\$506,623</u>
Remaining City Portion	\$223,457

**Downtown Transportation Fund Grant #7110-DTF-2019-003 Awarded April 22, 2019, \$85,000**

Second Street/ Main Street/ Field Avenue Intersection Improvements  
 Completed January 22, 2022, total project cost \$161,733.40.

**Downtown Transportation Fund Grant #07110-DTF-2021-04 \$90,500**

Downtown Ornamental Street Light Replacement – 59 light poles and 14 outdated lighting fixtures.  
 Completed February 2, 2023, total cost \$186,577.58.

**Downtown Transportation Fund Award for the Intersection Improvements Main & Coventry Streets Project April 25, 2022, \$200,000.** Trudell Consulting Engineers are designing and preparing the project for bid.

**State of Vermont Class II Highway Paving Grant was awarded to the city for \$200,000 for Glen Road.** This grant was awarded in 2022 and expires 2024. The city has been working with District #9 engineers and NVDA for a traffic count to submit a request to have half the Glen Road that leads to the Northern State Correctional Facility classification changed from Class III to a Class II State highway.

**Beloin Computing**  
SALES & SERVICE



PO Box 104  
Troy, Vt 05868  
Cell Phone 802 673 2010  
Computer/ Network Support Contract  
City of Newport  
Starts Dec 1 2023 to Nov 30 2024

**What is Included**

- Server /Workstation Support
- Network Support and network devices
- Virus Support
- Hardware and Software Support and Installation
- Email Issues that are not Comcast Related or Google related.
- Aid with Hardware Purchasing.
- Added Police Station support .
- phone / Voicemail support cost \$1000
- 3 User accounts of Office 365 for 15 computers. Cost \$500
- Google Workspace Support

**What is not Included**

- Email Issues that are Comcast related
- Server Backups - setup is included however I am not liable for data verification and storage.
- No hardware of any kind .
- No major electrical or network wiring.

Support is offered 24/7 as long as building is available. When a service call is placed it is scheduled instructions below. Note I will not do support unless someone is available onsite because of liability issues. All support will be documented. All support will remain confidential with the City of Newport and will be done in a positive calm manner.

**Emergency**

1. Call me at my store Cell 802 673 2010. Text or email me at dbeloin@together.net

**Scheduled Visits**

1. Call my Cell Leave a message of issue.

The average time to arrival to your site for contracted customers is 24 hours. On that day or by the next morning depending on time-of-service call placed.

The only time I am not available is one week in June or July and Week of Christmas to New Year. Note support is not covered during this time. During these week periods I will Try to return calls and help on Phone or remotely.

This contract provides you with 150 hours of nonrefundable service time in the 12-month period. Any time over 150 hours is contracted at the low rate of \$70 an hour instead of my normal service charge of \$85 an hour. Hours will be tracked by Beloin Computing.

Your contract price has been determined by the number of workstations and server you have and will be reevaluated each year. Currently supporting 6 locations and 31 computers 3 servers and all networks.

Contract Price **\$10500**

Contract begins when signed and paid. Signature of Acceptance \_\_\_\_\_

Dennis Beloin Owner, Technician \_\_\_\_\_ Dennis Beloin \_\_\_\_\_

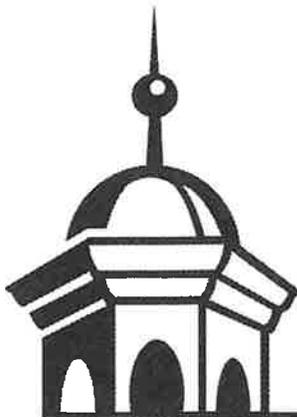
Dear Member,

Your PACIF renewal packet was sent out on Friday September 29th with a special note to expect receipt of a DocuSign request regarding UM/UIM coverage along with the description below:

Uninsured/Underinsured Motorist (UM/UIM) is a particular type of auto liability coverage that VCLT PACIF provides its members. In most municipal applications, it provides additional coverage limits that an injured employee can access, in addition to workers' compensation. Because of that, the PACIF Board of Directors established a lower coverage limit of \$250,000 per occurrence many years ago. Since this reduced limit differs from our standard auto liability limit of \$10,000,000 per occurrence, the Vermont Department of Financial Regulation has requested that each member direct PACIF as to the specific coverage limit they desire.

A requirement of this request, is that the form must be signed by a municipal official who is authorized to make such determinations. Examples include a Municipal Manager, a Selectboard Chair, a Town Administrator acting on the direction of the Selectboard, or a Mayor in a municipality with a strong mayor form of government. Town Clerks may only sign if directed to do so by the Selectboard in writing or in public session.

Please have one of the municipal officials noted above complete the DocuSign document via the link below to select either the existing coverage limit of \$250,000 or the higher \$10M limit for a modest additional contribution. Once a coverage option is selected, a digital signature must be provided, and the form submitted for completion. We must receive this selection of coverage limit from every member in advance of renewal. Members with questions about this coverage or coverage limits are encouraged to contact a member of the underwriting team at [underwriting@vlct.org](mailto:underwriting@vlct.org).



**Vermont League  
of Cities & Towns**

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## VLCT Recruitment Bid

We charge a \$10k flat fee, and then any reimbursable costs (advertising, mileage, travel costs). We figure those are usually 2k-5k. If you're interested, we could see if we have a consultant available and get you a proposal. Here's what we offer:

### **SERVICES PROVIDED - Deliverables Include:**

The services we provide will utilize best practices in municipal human resources and employment law. We will endeavor to maintain confidentiality throughout the search and keep the Selectboard informed along each step of the process. The Board will work in tandem with us by providing necessary information and making key decisions. Our services include:

- Prepare a recruitment plan and advertising plan for Board approval.
- Review job description and pay range.
- Prepare and place employment advertisements.
- Assist in screening process of applications for first round interviews.
- Schedule interviews and assist with question selection and interviews.
- Assist with development of final interview process; assist with question selection, evaluation, and assist with final interviews.
- Conduct reference and background checks, provide sample employment agreements as well as consultation as needed during the negotiation process.

**ADDITIONAL SERVICES:** The cost estimate and timetables below are based on services as outlined in this proposal. Any changes to the deliverables may be requested by the Selectboard, such as citizen participation in the process, on-line surveys, and other add-on services. These changes may result in an increase in the consultant's time and result in an increase in cost. Such changes must be approved in advance by both the Town and VLCT and reflected in a change in the services agreement.

## Timetable

### **Weeks Step Activity – in consultation with the Selectboard as needed**

- |       |   |   |
|-------|---|---|
| 1 - 2 | 1 | Prepare recruitment and advertising plans covering search process and timeline. Prepare draft job description and pay range; prepare position profile |
| 2 - 4 | 2 | Prepare and post advertisement; begin to receive applications   |
| 5 - 6 | 3 | Screen applications as received; identify individuals for further consideration; Plan first round interview process with Selectboard/search committee |

- 6 – 8 4 Schedule and conduct first round of interviews; Plan and finalize final round interview process
- 9 – 11 5 Schedule and conduct final round of interview process;
- 12 – 16 6 Check references; background check on finalist(s). Report to Selectboard; offer advice on employment agreement negotiations;

## Cost Estimate

VLCT does its best to minimize costs and bring affordability and professionalism to the search process. A sample cost breakdown is below. Actual costs may vary depending on the number of candidates and unique aspects of each search. VLCT and the Selectboard will sign an agreement including consultant time and direct expense outlined below. Any changes must be approved in advance by VLCT and the Selectboard.

**Consultant time** and miscellaneous VLCT administrative work will be billed as a flat-fee of \$10,000, billed after a candidate has been selected by the Selectboard.

**Direct expenses**, including advertising, interview costs and background check service vary by search, so estimates are provided in wide ranges.

Ted

Ted Brady  
Executive Director  
Vermont League of Cities and Towns  
(802) 316-4475  
[Tbrady@vlct.org](mailto:Tbrady@vlct.org)



**LEONINE**  
PUBLIC AFFAIRS

**Proposal for**



**NEWPORT**  
*Vermont* est. 1918

**Re: Executive Level Recruitment Services**

**Contact: Mayor Linda Joy Sullivan**

Dear Mayor Sullivan,

Leonine Public Affairs (LPA) is excited to express our interest in providing Executive Level Recruitment Services to the City of Newport, Vermont.. Vermont municipalities have enough on their plate, and when the time comes to search for, recruit and retain a qualified manager or administrator they need a trusted partner who will help them through the process.

At Leonine Public Affairs (LPA), we have significant experience working with Vermont municipal and state governments. We bring the spirit of partnership to all our engagements. Our team will immerse ourselves with the City of Newport during your search to better understand the vision, strategic and operational factors that will influence what Newport needs out of their next Manager. In addition to the search, we're uniquely qualified to help a new manager navigate their first few months on the job.

LPA is a Vermont-owned and operated business. We deliver solutions for our clients in the political and government sectors.

From Milton to Manchester, South Burlington to Shaftsbury, we know Vermont. We grew up here, attended school here and have chosen to live, work and raise our families here. Understanding that while there are common threads for each Vermont municipality, there are often clear and distinct differences that will need to be navigated to help find the right fit for each search.

We're confident in our skillset to engage communities and prospective candidates, not only through the search process but through the first few months post hire to ensure a successful transition. We are excited to share our process with you and engage with you further.

We are ready when you are.

Sincerely,

**Corey Parent**  
Director - Municipal and Business Affairs

## **Statement of Qualifications**

At Leonine Public Affairs (LPA), we believe every municipality's recruitment needs are unique. In order to meet these needs, a consultant must get to know the community – their vision, strategic goals and operational realities. We also believe new Managers will have varying styles and abilities when acclimating to their new position and that developing an onboarding process to ensure success is both advantageous for the new administrator and the community.

We are pleased to submit our qualifications to assist the City of Newport in this endeavor. We truly believe that one size does not fit all. Our team has a diverse skill set that can respond to every facet of the recruitment and onboarding process. In the following pages we outline our generic approach. However, we want to make clear that we actively seek improvements to the process and will constantly strive to provide the most custom, up to date experience for the City of Newport.

### **Set Expectations and Clarity for the Search Process**

When hiring a new administrator or manager it is critical to get the Mayor, the City Council and ultimately the community on the same page for the process to be successful. Finding consensus is sometimes difficult but our experience in navigating the public sector can help communities define their criteria for what they want in a town manager/administrator. In addition to developing a consensus candidate profile, we are clear with the City Council about the labor market and what a competitive compensation package looks like.

With consensus on our candidate profile, we build a draft recruitment brochure which includes but is not limited to the following sections: The Opportunity, The Organization, Community Profile, Role of the Town Manager, Opportunities and Challenges, Candidate Qualification Criteria, Candidate Characteristics and Traits and how to apply. We have attached a draft of what was used for the Town of St. Albans so you can better understand the flavor we bring to the process.

Once we finalize the recruitment brochure, we plan the launch.

### **Launch & Generate Interest**

The launch of search is an opportune time to generate excitement. We will work with the City of Newport to engage at the level with which they are comfortable. In the past we have launched via a Press Release with stories in local media. We've posted on all the New England States Leagues of Cities and Towns classified sites, as well as traditional postings. We also have sent direct emails to department leaders at municipalities across New England and New York.

## **Candidate Recruitment and Screening**

In a search there is a need to screen and recruit the pool. We will seek out talent through social media and relationship building. This includes cold emails, calls and direct messages on LinkedIn. We will work with you to build the screening regiment they want. We have seen this process include the City Council by itself, and have also seen larger engagement from staff and community members. We will work with you to customize the process so it works for you.

## **Interviews**

There are usually two rounds of interviews. We work with the City of Newport to develop the process to meet your needs. With the first round of interviews, we advocate for a smaller group to ask general questions to get to know the candidate, their interest in the job and their experience, among other things.

As we narrow down to the finalist, we ask each finalist to take a management style profile test to better understand their leadership strengths and weaknesses to inform the selectboard. We also plan more extensive finalist interviews. For example, in the Town of St. Albans we had the finalist in to meet with each department for a half hour to hour and interview with each of them. We also planned tours of the community, dinner with a few members of the selection committee so we could get to know the candidate in an informal setting.

## **Reference Checks**

We do not conduct reference checks until we're at the final stage of the hiring process and with the permission of the candidate so as not to harm their current employment situation. We seek three to five references and provide them verbatim to the selectboard.

We also conduct background and social media checks on the finalist candidates to minimize the risk of any surprises.

## **Offer and Negotiation**

We are happy to take the lead in making the offer and doing the negotiation on behalf of the Coty of Newport. That said, we find it best when the Mayor makes the offer and joins us in the final negotiations.

## **Executive Level Training and Coaching**

We understand that coaching is critical to long-term success of any new Town Manager or Administrator. Our team has experience advising political candidates, elected officials, and others within the public sector. We currently teach at Emerge, the University of Vermont and bring a wide range of experiences to help coach successful candidates in their new roles. This is likely the most customized aspect of the process. Each candidate will bring different experiences to the table, and we will work to assess their skills and develop a plan so that they can develop fully into the leader their community desires.

## **The Team**

### **Corey Parent, Director of Business and Municipal Affairs**

Corey Parent is the Director of Business and Municipal Affairs for Leonine Public Affairs and would be project lead on all recruitments. He specializes in project management, operational consulting, and public relations for municipalities, non-profits, and private sector businesses. He, along with Alex Brigham, led the successful recruitment of the current Town Manager for the Town of St. Albans. He is also an adjunct lecturer for the University of Vermont in "Grassroots Governing." He served on his first executive search committee as President of the Student Body at St. Lawrence University when the University hired its first-ever Vice President for Communications. He has also served on two CEO search committees for Northwestern Medical Center and Chaired the CEO search for Franklin County Home Health Agency in the spring of 2021. As Director of Operations for the Town of St. Albans, Corey oversaw the recruitment, hiring and onboarding of key department leadership positions. Corey earned a Bachelor of Arts in Economics and Government from St. Lawrence University and is working on his MBA through Clarkson University.

### **Alex Brigham, Human Resources Consultant**

Alex Brigham founded Brigham, LLC in the summer of 2022 and subcontracts with Leonine Public Affairs on Executive Searches. He has extensive experience in Human Resources and Business Operational Management. Formerly the Human Resources Manager for Tata Harper Skincare in Whiting, VT – a rapidly growing Vermont company. He now serves as the Practice Supervisor of Hematology and Oncology, Surgical Oncology, and the Breast Care Center at The University of Vermont Medical Center. Alex earned both his Bachelor of Science in Business Management and MBA in Human Resources Management from Champlain College in Burlington, VT.

### **Alex MacLean, Partner, President of Public Relations and Strategic Communications**

Alexandra (Alex) MacLean is a Partner and President of Public Relations and Issue Campaigns at LPA. Alex served as Governor Shumlin's campaign manager for his first two successful Gubernatorial campaigns in 2010 and 2012. She has since consulted on a variety of successful statewide political campaigns and brings her deep experience in public affairs as a governor's campaign manager, campaign strategist and deputy Chief of Staff to her work at LPA. Throughout her career she has developed and managed successful communications and public outreach and helped businesses, non-profits, school districts and political campaigns create and execute their strategic visions and achieve results. Alex would assist in developing a positive recruitment strategy and training for new Town Managers. Alex lives with her husband in Peacham, Vermont where in addition to two small children they raise chickens and horses.

**Maggie Lenz, Vice President, Public Relations and Strategic Communications**

Maggie grew up in Montpelier, Vermont and has worked on numerous successful public relations and political campaigns all over the country. She came to Leonine after working both as an organizer and as the Finance Director for the Vermont Democratic Party, and served for a time as the Chair of the Washington County Democratic Committee. She has a demonstrated history of creating and implementing strategic communications campaigns that achieve results. She has close ties to members of the media and Vermont elected leaders and influencers, and is well equipped to leverage successful lobbying and grassroots organizing efforts. She has strong connections all over Vermont and a passion for working on local issues.

## Fee Schedule

At LPA, we don't believe an hourly rate is an appropriate way to charge for this service. As each is so customizable, we are proposing several packages and various fee structures to go with each. Our pricing is based on anticipated time invested in each project and at an extremely discounted rate compared to our commercial pricing.

### **Search and Recruitment Packages:**

#### **Tier 1: Bronze Package (\$3,000)**

Our most basic service. This service is to position the Town well for a job posting and help them put their best foot forward.

#### **Services included:**

- Up to 3 meetings with the Selectboard or Key Staff member to build a community profile and a recruitment brochure.
- Provide basic compensation data and consult on compensation range.
- Posting of the position on key job boards such as VLCT and other New England Cities and Towns websites.
- Includes a \$750 advertising budget.
- Includes a \$750 flat rate fee to do graphic design and edits for the Brochure.
- \$1,500 consulting fee for Leonine Public Affairs.

#### **Tier 2: Silver Package (\$5,000)**

This service includes everything offered in Tier 1, but also has Leonine accept the applications, answer applicant questions, and provide a full candidate pool to the hiring committee in an organized manner. We will also help schedule interviews at this level.

#### **Services included:**

- Up to 3 meetings with the Selectboard or Key Staff member to build a community profile and a recruitment brochure.
- Provide basic compensation data and consult on compensation range.
- Posting of the position on key job boards such as VLCT and other New England Cities and Towns websites.
- Includes a \$750 advertising budget.
- Includes a \$750 flat rate fee to do graphic design and edits for the Brochure.
- LPA will also take the lead on incoming candidate questions and organize candidate pool and schedule interviews.
- \$3,500 consulting fee for Leonine Public Affairs.

**Tier 3: Gold Package (\$10,000)**

This is our introductory full process package. It includes everything in tier one and two, with more work in candidate screening and interviewing process.

**Services included:**

- Up to 3 meetings with the Selectboard or Key Staff member to build a community profile and a recruitment brochure.
- Provide basic compensation data and consult on compensation range.
- Weekly Reports on search activity.
- Posting of the position on key job boards such as VLCT and other New England Cities and Towns websites.
- Social Media postings and active Linked-In recruiting by LPA.
- One Email sent from LPA to a large email list we've secured of various department heads and municipal leaders across New England and New York.
- Includes a \$1,000 advertising budget.
- Includes a \$750 flat rate fee to do graphic design and edits for the Brochure.
- LPA will also take the lead on incoming candidate questions and organize candidate pools and schedule interviews.
- LPA will notify unsuccessful candidates.
- LPA will assist in drafting interview questions.
- Establish evaluation criteria for first round and finalist interviews.
- Facilitate discussions with selection committee members for narrowing the candidate pool and ultimately picking a candidate.
- LPA will attend first round interviews.
- LPA will set up and attend Finalist Interviews.
- LPA will conduct background and reference checks.
- \$8,250 consulting fee for Leonine Public Affairs.

**Tier 4: Platinum Package (\$15,000)**

Our full service package. This includes everything in the previous tiers, as well as, more in-depth community profile feedback, more extensive finalist interviews and screening processes.

**Services included:**

- Unlimited meetings with the Selectboard or Key Staff member to build a community profile and a recruitment brochure.
- Conduct a community survey or community meeting to gather feedback on the position before the profile goes live.
- Provide basic compensation data and consult on compensation range.
- Weekly Reports on search activity.
- Posting of the position on key job boards such as VLCT and other New England Cities and Towns websites.
- Draft and Distribute Press Release to local and statewide media.

- Social Media postings and active Linked-In recruiting by LPA.
- Up to three emails sent from LPA to the large email list we've secured of various department heads and municipal leaders across New England and New York.
- Includes a \$1,000 advertising budget.
- Includes a \$750 flat rate fee to do graphic design and edits for the Brochure.
- LPA will also take the lead on incoming candidate questions and organize candidate pool and schedule interviews.
- LPA will notify unsuccessful candidates.
- LPA will assist in drafting interview questions.
- Establish evaluation criteria for first round and finalist interviews.
- Facilitate discussions with selection committee members for narrowing the candidate pool and ultimately picking a candidate.
- LPA will attend first round interviews.
- LPA will set up extended finalist interview days where we conduct half or full day interviews for candidates and will attend those days to be the liaison between the candidate and the town.
- LPA will assist in travel arrangements for candidates if needed (cost of travel and accommodations not included).
- LPA will conduct background and reference checks.
- LPA will conduct a management style assessment with finalists and provide it to the hiring committee.
- LPA will assist in developing an offer letter and consult on negotiations with candidates chosen by the hiring committee.
- \$13,250 consulting fee for Leonine Public Affairs.

#### **Other Mandatory Fees:**

- Mileage: Mileage for any in-person meetings will be billed at the IRS mileage rate from our offices in Montpelier, VT to the place of the meeting.

#### **Other Optional Fees:**

- Candidate travel arrangement assistance: 20% fee in addition to cost of travel and accommodation. Fee is included in the Platinum package.

#### **Other Services:**

**Coaching:** Understanding where each candidate is and where they need assistance is critical before we price this. Length of coaching is also hard to determine. This service is offered at a negotiable monthly rate with the Town in the range of \$500 to \$2,000 per month depending on the in-depth nature of the coaching. Based on anticipated workload and a discounted rate of approximately \$150 per hour.

**Interim Services:** LPA can provide interim services with the experience of our team. However, it is dependent on availability and expectations of the community to be negotiated on a case-by-case basis. We will frame our quotes for this service monthly on anticipated hours worked at the discounted \$150 per hour.

## References

### Search and Recruitment:

**Town of St. Albans:** Corey Parent and Alex Brigham conducted the Town Manager search for the Town of St. Albans that began in late fall 2022 and finished in winter of 2023. They executed a full package of services from development of candidate and community profile, through assisting in the offering of a package.

Contact: Bryan DesLauries  
Selectboard Chair  
802-309-0690  
b.deslauriers@stalbanstown.com

**Amorepacific (new Owner of Tata Harper):** Alexander Brigham, was employed as Human Resources Generalist, HR Lead for Tata Harper Skincare. In that role, he oversaw all human resources functions throughout the United States for their company including recruitment, hiring, compensation, etc.

Contact: Sara Heller  
Senior HR Manager – Amorepacific  
917-510-4896  
Sara\_heller@us.amorepacific.com

### Other Municipal Services:

**Town of Milton:** LPA has served as a general consultant for the Town of Milton to assist on various projects due to a shortage of qualified staff. Work includes communication with constituents, project management, stormwater utility development and grant writing.

Contact: Don Turner  
Town Manager  
802-891-8021  
dturner@miltonvt.gov

**University of Vermont:** Corey Parent is an adjunct lecturer for the University of Vermont's Community of Practices Course, where he teaches undergraduates about the basics of Municipal Government in Vermont and assists in placing them in internships with Vermont Municipalities.

Contact: Sophia Trigg  
Experiential Learning Coordinator  
sophia.trigg@uvm.edu

**COMPTROLLER/PROGRAM DIRECTOR**  
**City of Newport Comptroller/Program Director Job Description**

**Scope of Work:**

The ideal candidate for this position will possess the personal qualities of integrity, energy and a commitment to collaborative problem solving. The Comptroller/Program Director works independently and is afforded considerable latitude for the exercise of independent judgment and initiative.

The Comptroller is primarily responsible for managing the City of Newport's financial reporting and accounting tasks. As a member of the City's Administrative Team, the Comptroller, who also serves as the City's Program Director, may be called upon to perform a variety of administrative and technical work at a professional level. Duties may include serving as administrative assistant to the City Manager, Department Heads and Supervisors. In this dual role, the Comptroller/Program Director provides exemplary customer service to diverse parties including members of the public, department heads and their staff, the city clerk/treasurer's office, other municipalities, legislative representatives, and the media. The position provides confidential program coordination to each department. This position reports to the City Manager and the City Council in the absence of a City Manager.

**Specific Duties and Responsibilities:**

- Review and approve all invoices.
- Facilitate and coordinate with City Manager and Department Heads in the development of the annual budget.
- Assist in preparing City Council agendas; attend City Council meetings when directed to do so by the City Council.
- Coordinate and collaborate with City Manager in preparation of and through final audit process, management of grants and grant reporting; oversee business operations of City.
- Responsible for coordinating and entering data regarding delinquent tax collections.
- As directed, coordinate and facilitate grant applications, grant management and reporting in collaboration with City Manager and Department Heads.
- Maintain fixed asset list and reconciliations for line items on financial statements.
- Provide administrative and designated backup support as predetermined in collaboration with City Manager.
- Responsible for posting meeting notices and updating and maintaining the website in conjunction with the City Manager.
- Maintain calendar for various meeting spaces in the City's buildings.
- Serve as First Point of Entry for City Manager's Office. Greet customers in person, respond to emails and telephone calls from the public.
- Maintain, monitor, and update as appropriate the City's comprehensive filing system, track deadlines on documents, policies, and reports to ensure compliance.
- Prepare and finalize reports and various documents in preparation for meetings and presentations.
- Provide confidential support such as budget tracking, agenda preparation, and meeting minutes; coordinate various project implementation, some of which could be sensitive for City Manager and Department Heads.
- May be assigned to respond to public record act requests.

- Work independently on difficult or complex tasks.
- Prepare fiscal, statistical, or narrative reports as assigned.
- Perform as assigned specific projects to coordinate and implement either independently or in collaboration with City Manager and Department Heads.
- Approve banner requests.
- This position is responsible for all duties defined and other duties as assigned.

The job duties and responsibilities listed above are intended to describe the general nature and level of work performed by this position. It is not intended to be an exhaustive list of all duties and responsibilities and skills required. Actual assigned duties may differ due to the varying and diverse needs of the City.

**Minimum Qualifications:**

- Work proficiently with Microsoft Office Suite and Google Programs and software applications; comfortable learning new technology.
- Bachelor's degree or equivalent relevant work experience.

**Other Job Characteristics:**

- The Comptroller/Program Director is a confidential employee and therefore exempt under the Fair Labor Standards Act. They may be required to work more than forty (40) hours per week and must have the ability to effectively manage their time. The Comptroller/Program Director may be required to prepare for and attend evening meetings.
- The Comptroller/Program Director works primarily in an office setting.
- Minimal travel may be required.
- The Comptroller/Program Director will receive a competitive salary and benefits in accordance with the City of Newport's Personnel Policy.

Account	Budget	Actual	% of Budget
<b>0-00-20 TAXES</b>			
0-00-20.00 Property Taxes	4,343,007.00	9,170,873.85	211.16%
0-00-20.04 Fish & Wildlife Taxes	200.00	0.00	0.00%
0-00-20.06 Interest Current	20,000.00	5,185.67	25.93%
0-00-20.08 Corrections Contract	90,000.00	0.00	0.00%
0-00-20.10 Payments in Lieu of Taxes	580,000.00	626,466.00	108.01%
0-00-20.11 Tax Refunds (Crdt Ovrpmt)	0.00	-20,100.32	100.00%
0-00-20.15 Interest Delinquent	12,000.00	2,839.08	23.66%
0-00-20.16 Penalty Delinquent	32,000.00	0.00	0.00%
0-00-20.19 State Muni Tax Adj	210,000.00	214,241.46	102.02%
0-00-20.20 PILOT - NEKCA	700.00	0.00	0.00%
0-00-20.21 PILOT Hospital #3	40,000.00	0.00	0.00%
0-00-20.22 Tax Sale Redemption	0.00	71,859.91	100.00%
0-00-20.24 Pilot Natural Resources	0.00	242.49	100.00%
<b>Total TAXES</b>	<b>5,327,907.00</b>	<b>10,071,608.14</b>	<b>189.03%</b>
<b>0-00-21 LICENSES &amp; FEES</b>			
0-00-21.01 Beverage Licenses	2,200.00	0.00	0.00%
0-00-21.15 Green Mountain Passport	0.00	10.00	100.00%
0-00-21.20 Dog Licenses	1,000.00	193.00	19.30%
0-00-21.30 Zoning Permits/Misc Copie	6,000.00	1,819.24	30.32%
0-00-21.40 Misc - City Clerk Receipt	100.00	0.00	0.00%
0-00-21.45 Vault Time	1,000.00	277.00	27.70%
0-00-21.47 Vault Copies	3,200.00	692.00	21.63%
0-00-21.48 Avenu Copy Revenue	0.00	246.00	100.00%
0-00-21.50 City Clerk Recording Fees	41,000.00	3,496.00	8.53%
0-00-21.55 Certified Birth Certs	4,000.00	2,082.00	52.05%
0-00-21.56 Marriage Certificate	500.00	395.00	79.00%
0-00-21.57 Certified Death Certs	2,600.00	1,730.00	66.54%
0-00-21.63 Record Restoration Reserv	0.00	1,204.00	100.00%
<b>Total LICENSES &amp; FEES</b>	<b>61,600.00</b>	<b>12,144.24</b>	<b>19.71%</b>
<b>0-00-22 REIMBURSEMENTS</b>			
0-00-22.61 Cty Treasurer Reim School	7,500.00	0.00	0.00%
0-00-22.75 Hold Harmless	15,300.00	0.00	0.00%
0-00-22.80 School Tax Reim	0.00	22,190.52	100.00%
<b>Total REIMBURSEMENTS</b>	<b>22,800.00</b>	<b>22,190.52</b>	<b>97.33%</b>
<b>0-00-23 MISCELLANEOUS REVENUES</b>			
0-00-23.42 Vendor Permits	500.00	425.00	85.00%
0-00-23.46 Landscap/flower donations	0.00	2,216.00	100.00%
0-00-23.66 Reim Recycled Metal	0.00	324.40	100.00%
0-00-23.67 Equalization Reim.	2,000.00	0.00	0.00%
0-00-23.72 Refunds	0.00	2,600.00	100.00%
0-00-23.78 Cellular One Lease	32,000.00	13,245.75	41.39%
0-00-23.81 Haz Waste SWIP Grant	3,500.00	0.00	0.00%
0-00-23.94 NCRC Reimbursement	30,000.00	0.00	0.00%

Account	Budget	Actual	% of Budget
0-00-23.99 Misc Income	1,000.00	2,628.35	262.84%
<b>Total MISCELLANEOUS REVENUES</b>	<b>69,000.00</b>	<b>21,439.50</b>	<b>31.07%</b>
<b>0-00-24 POLICE DEPT INCOME</b>			
0-00-24.31 Special Invest Unit SIU	0.00	22,500.00	100.00%
0-00-24.32 VT Traffic Court Fines	10,000.00	1,915.05	19.15%
0-00-24.52 Police Contracted Service	0.00	840.00	100.00%
0-00-24.57 NCUHS Resource Officer	61,500.00	20,071.33	32.64%
0-00-24.70 Parking Fines	500.00	60.00	12.00%
0-00-24.90 Police Reports	1,500.00	375.00	25.00%
0-00-24.91 Police Invoice Income	6,000.00	1,650.00	27.50%
0-00-24.94 VT Drug Task Force Grant	0.00	52,379.61	100.00%
0-00-24.97 Dispatch Income	210,000.00	73,541.32	35.02%
0-00-24.98 Other Income	0.00	20,000.00	100.00%
0-00-24.99 Dog Impound Fees	200.00	60.00	30.00%
<b>Total POLICE DEPT INCOME</b>	<b>289,700.00</b>	<b>193,392.31</b>	<b>66.76%</b>
<b>0-00-25 FIRE DEPT INCOME</b>			
0-00-25.79 Coventry Capital Share	40,000.00	0.00	0.00%
0-00-25.90 Fire Dept-Labor & Materia	500.00	0.00	0.00%
0-00-25.91 Fire Dept-Miscellaneous	2,000.00	25.00	1.25%
<b>Total FIRE DEPT INCOME</b>	<b>42,500.00</b>	<b>25.00</b>	<b>0.06%</b>
<b>0-00-26 STREET DEPT INCOME</b>			
0-00-26.20 Street Dept-St Aid to Hig	145,000.00	151,715.90	104.63%
0-00-26.21 Street Dept-Labor & Mater	0.00	-3,940.50	100.00%
0-00-26.24 Public Works Other Income	0.00	750.42	100.00%
0-00-26.97 EV Car Charging Income	0.00	225.05	100.00%
<b>Total STREET DEPT INCOME</b>	<b>145,000.00</b>	<b>148,750.87</b>	<b>102.59%</b>
<b>0-00-27 RECREATION DEPT INCOME</b>			
<b>0-00-27.1 SENIOR CENTER</b>			
0-00-27.10 Senior Center-Salary Reim	3,000.00	968.45	32.28%
0-00-27.12 Senior Ctr Other Reim	500.00	250.00	50.00%
<b>Total SENIOR CENTER</b>	<b>3,500.00</b>	<b>1,218.45</b>	<b>34.81%</b>
<b>0-00-27.2 MUNICIPAL BUILDING</b>			
0-00-27.24 Gym Rental	5,000.00	1,200.00	24.00%
0-00-27.25 Playworld	0.00	100.00	100.00%
<b>Total MUNICIPAL BUILDING</b>	<b>5,000.00</b>	<b>1,300.00</b>	<b>26.00%</b>
<b>0-00-27.3 GRANTS &amp; FEES</b>			
<b>Total GRANTS &amp; FEES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

Account	Budget	Actual	% of Budget
<b>0-00-27.4 PROUTY BEACH</b>			
0-00-27.41 P B Transient Camping	177,000.00	131,295.85	74.18%
0-00-27.42 Prouty Beach Seasonal Pmt	50,000.00	8,098.80	16.20%
0-00-27.44 PB Green Space Rental	200.00	0.00	0.00%
0-00-27.45 PB Facility Rental	3,000.00	525.00	17.50%
0-00-27.46 PB Athletic Fields Rental	200.00	0.00	0.00%
0-00-27.47 Prouty Beach-Electric	5,000.00	2,681.11	53.62%
0-00-27.48 Campground Store	10,000.00	9,488.68	94.89%
0-00-27.49 Equipment Rental	1,500.00	80.00	5.33%
<b>Total PROUTY BEACH</b>	<b>246,900.00</b>	<b>152,169.44</b>	<b>61.63%</b>
<b>0-00-27.5 RECREATION PROGRAMS</b>			
0-00-27.54 Summer Camp Programs	48,000.00	4,395.00	9.16%
0-00-27.56 Annual Events	2,000.00	5,402.53	270.13%
0-00-27.57 Adult Programs	25,000.00	4,211.13	16.84%
0-00-27.58 Youth Summer Programs	5,500.00	-365.00	-6.64%
0-00-27.59 Youth Winter Programs	3,000.00	0.00	0.00%
<b>Total RECREATION PROGRAMS</b>	<b>83,500.00</b>	<b>13,643.66</b>	<b>16.34%</b>
<b>0-00-27.6 GARDNER PARK</b>			
0-00-27.64 Field Rental	8,000.00	1,515.00	18.94%
0-00-27.67 GP Green Space Rental	2,000.00	880.00	44.00%
0-00-27.68 Skating Rink Income	1,500.00	0.00	0.00%
<b>Total GARDNER PARK</b>	<b>11,500.00</b>	<b>2,395.00</b>	<b>20.83%</b>
<b>0-00-27.7 GARDNER PARK CON'T</b>			
<b>Total GARDNER PARK CON'T</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>0-00-27.8 WATERFRONT-REIMS</b>			
0-00-27.85 Dock Rent Northern Star	5,330.00	1,560.00	29.27%
0-00-27.86 Northern Star Electric Re	750.00	0.00	0.00%
0-00-27.88 Dinghy Dock Revenue	500.00	150.00	30.00%
<b>Total WATERFRONT-REIMS</b>	<b>6,580.00</b>	<b>1,710.00</b>	<b>25.99%</b>
<b>0-00-27.9 WATERFRONT</b>			
0-00-27.90 Gateway Center Rental	7,500.00	5,300.00	70.67%
0-00-27.91 Gateway Ctr-Snack Bar	0.00	340.00	100.00%
0-00-27.96 Waterfront-Gasoline Sales	45,000.00	49,452.47	109.89%
0-00-27.97 Waterfront-Misc Sales	3,000.00	2,879.71	95.99%
0-00-27.98 Waterfront Transient	1,000.00	1,657.14	165.71%
0-00-27.99 Waterfront Seasonal Slips	36,000.00	10,880.00	30.22%
<b>Total WATERFRONT</b>	<b>92,500.00</b>	<b>70,509.32</b>	<b>76.23%</b>
<b>Total RECREATION DEPT INCOME</b>	<b>449,480.00</b>	<b>242,945.87</b>	<b>54.05%</b>

Account	Budget	Actual	% of Budget
<b>0-00-28 ANIMAL CONTROL</b>			
<b>Total ANIMAL CONTROL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>0-00-29 OTHER INTEREST INCOME</b>			
0-00-29.05 Del Tax Atty Fees	0.00	5,653.40	100.00%
0-00-29.24 Wal-Mart Fund Interest	0.00	246.32	100.00%
0-00-29.29 Interest Tennis Court Fun	0.00	1.45	100.00%
0-00-29.32 Interest on Checking MBA	7,000.00	468.23	6.69%
0-00-29.37 Interest Coventry St Fd	25.00	0.00	0.00%
0-00-29.38 Int Reappraisal Fund	0.00	22.43	100.00%
0-00-29.95 Int Wal-Mart Funds	500.00	109.52	21.90%
<b>Total OTHER INTEREST INCOME</b>	<b>7,525.00</b>	<b>6,501.35</b>	<b>86.40%</b>
<b>0-00-30 Revenue Transfer</b>			
<b>Total Revenue Transfer</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>0-00-31 City Landscaper</b>			
<b>Total City Landscaper</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>0-00-80 BOAT WASHING STATION</b>			
<b>Total BOAT WASHING STATION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>0-00-81 MOORING MANAGEMENT</b>			
<b>Total MOORING MANAGEMENT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>6,415,512.00</b>	<b>10,718,997.80</b>	<b>167.08%</b>
<b>O T E S P Const (FED)</b>			
<b>0-30 GOVERNMENT OPERATIONS</b>			
<b>0-30-30 CITY COUNCIL</b>			
0-30-30.10 Salaries	9,550.00	2,460.00	25.76%
0-30-30.20 Office Supplies	100.00	262.95	262.95%
0-30-30.34 Communications	1,200.00	65.74	5.48%
0-30-30.40 Travel & Miscellaneous	1,200.00	0.00	0.00%
0-30-30.50 Council Special Projects	1,000.00	104.01	10.40%
0-30-30.51 Social Security	731.00	194.24	26.57%
0-30-30.52 American Legion Flags	500.00	500.00	100.00%
0-30-30.55 Worker's Comp	30.00	0.00	0.00%
<b>Total CITY COUNCIL</b>	<b>14,311.00</b>	<b>3,586.94</b>	<b>25.06%</b>

Account	Budget	Actual	% of Budget
<b>0-30-31 CITY MANAGER</b>			
0-30-31.10 Salaries	54,729.00	45,368.70	82.90%
0-30-31.11 Vacation	3,929.00	1,428.00	36.35%
0-30-31.12 Holiday	2,838.00	2,424.00	85.41%
0-30-31.13 Sick Pay	0.00	105.00	100.00%
0-30-31.20 Office Supplies	700.00	171.49	24.50%
0-30-31.30 Advertising	200.00	325.00	162.50%
0-30-31.34 Communications	4,500.00	1,148.78	25.53%
0-30-31.40 Training, Conferences & D	400.00	10.00	2.50%
0-30-31.52 Social Security	4,705.00	3,750.13	79.71%
0-30-31.53 Retirement	6,792.00	4,577.05	67.39%
0-30-31.54 Health Insurance	12,371.00	5,420.92	43.82%
0-30-31.55 Work's Comp	250.00	0.00	0.00%
0-30-31.56 Unemployment	350.00	80.40	22.97%
0-30-31.57 Life/AD&D/Disability	700.00	290.45	41.49%
0-30-31.58 HRA Expence	2,000.00	0.00	0.00%
0-30-31.68 Repair & Maintenance	1,500.00	542.50	36.17%
0-30-31.80 Travel & Misc	2,500.00	0.00	0.00%
0-30-31.81 Conference & Dues	1,500.00	0.00	0.00%
<b>Total CITY MANAGER</b>	<b>99,964.00</b>	<b>65,642.42</b>	<b>65.67%</b>
<b>0-30-32 ELECTION EXPENSE</b>			
0-30-32.10 Salaries	2,600.00	632.64	24.33%
0-30-32.20 Ballots - LHS & Memph Pre	3,000.00	0.00	0.00%
0-30-32.30 Advertising	400.00	630.00	157.50%
0-30-32.34 Communications	650.00	49.42	7.60%
0-30-32.52 Social Security	250.00	42.35	16.94%
0-30-32.68 Repair & Maintenance	1,500.00	0.00	0.00%
0-30-32.79 Other Expenses	1,500.00	182.20	12.15%
<b>Total ELECTION EXPENSE</b>	<b>9,900.00</b>	<b>1,536.61</b>	<b>15.52%</b>
<b>0-30-33 CITY TREASURER</b>			
0-30-33.10 Salaries	61,998.00	22,694.28	36.60%
0-30-33.11 Overtime	1,000.00	533.98	53.40%
0-30-33.12 Vacation	6,207.00	4,436.21	71.47%
0-30-33.13 Holiday	4,720.00	579.94	12.29%
0-30-33.14 Sick Pay	0.00	1,211.34	100.00%
0-30-33.15 Longevity Pay	350.00	0.00	0.00%
0-30-33.20 Office Supplies	3,100.00	514.00	16.58%
0-30-33.34 Communications	3,600.00	1,018.53	28.29%
0-30-33.52 Social Security	5,682.00	2,275.55	40.05%
0-30-33.53 Muni Retirement	8,059.00	2,893.91	35.91%
0-30-33.54 Health Insurance	10,972.00	4,555.20	41.52%
0-30-33.55 Workman's Comp	300.00	0.00	0.00%
0-30-33.56 Unemployment	200.00	40.20	20.10%
0-30-33.57 Life/AD&D/Disability Ins.	900.00	205.71	22.86%
0-30-33.58 HRA Ins. Expence	700.00	0.00	0.00%
0-30-33.68 Repair & Maintenance	1,600.00	542.50	33.91%

Account	Budget	Actual	% of Budget
0-30-33.79 Other Expenses	150.00	20.32	13.55%
0-30-33.80 Equipment	700.00	0.00	0.00%
0-30-33.81 Conf & Dues	25.00	0.00	0.00%
<b>Total CITY TREASURER</b>	<b>110,263.00</b>	<b>41,521.67</b>	<b>37.66%</b>
<b>0-30-34 TAX LISTING</b>			
0-30-34.10 Salaries	0.00	17,284.23	100.00%
0-30-34.16 Holiday	0.00	187.87	100.00%
0-30-34.20 Office Supplies	200.00	247.40	123.70%
0-30-34.34 Communications	2,000.00	645.59	32.28%
0-30-34.52 Social Security	0.00	1,322.23	100.00%
0-30-34.53 Muni Retirement	0.00	1,517.14	100.00%
0-30-34.57 Life/AD&D/Disability	0.00	137.25	100.00%
0-30-34.58 Health Insurance	0.00	3,983.37	100.00%
0-30-34.60 Professional Expense	36,000.00	0.00	0.00%
0-30-34.68 Repair & Maintenance	650.00	542.50	83.46%
0-30-34.80 Training	300.00	0.00	0.00%
0-30-34.88 Reappraisal Software Main	8,900.00	6,778.00	76.16%
0-30-34.90 Tax Map Maintenance	3,200.00	875.00	27.34%
<b>Total TAX LISTING</b>	<b>51,250.00</b>	<b>33,520.58</b>	<b>65.41%</b>
<b>0-30-35 CITY CLERK</b>			
0-30-35.10 Salaries	61,998.00	22,154.05	35.73%
0-30-35.11 Overtime	1,000.00	245.77	24.58%
0-30-35.12 Vacation	6,207.00	0.00	0.00%
0-30-35.13 Holiday	4,720.00	649.06	13.75%
0-30-35.14 Sick Pay	0.00	568.40	100.00%
0-30-35.15 Longevity Pay	350.00	0.00	0.00%
0-30-35.20 Office Supplies	3,200.00	514.00	16.06%
0-30-35.25 Avenue Insights & Analyti	0.00	425.00	100.00%
0-30-35.30 Recording Supplies	3,000.00	1,010.94	33.70%
0-30-35.34 Communications	3,800.00	855.19	22.51%
0-30-35.52 Social Security	5,682.00	1,724.32	30.35%
0-30-35.53 Muni Retirement	8,059.00	2,893.91	35.91%
0-30-35.54 Health Insurance	10,972.00	4,555.17	41.52%
0-30-35.55 Workman's Comp	300.00	0.00	0.00%
0-30-35.56 Unemployment	200.00	40.20	20.10%
0-30-35.57 Life/AD&D/Disability	900.00	205.71	22.86%
0-30-35.58 HRA Ins. Expense	700.00	0.00	0.00%
0-30-35.68 Repair & Maintenance	2,000.00	542.50	27.13%
0-30-35.69 Digitization Expense	3,000.00	850.00	28.33%
0-30-35.79 Other Expenses	200.00	1.31	0.66%
0-30-35.82 Equipment	1,000.00	0.00	0.00%
0-30-35.87 Dog Tags	40.00	0.00	0.00%
<b>Total CITY CLERK</b>	<b>117,328.00</b>	<b>37,235.53</b>	<b>31.74%</b>
<b>0-30-36 PLANNING &amp; ZONING</b>			

Account	Budget	Actual	% of Budget
0-30-36.10 Salaries	38,316.00	4,321.05	11.28%
0-30-36.13 Vacation	2,060.00	0.00	0.00%
0-30-36.16 Holiday	2,472.00	516.65	20.90%
0-30-36.20 Office Supplies	1,000.00	150.57	15.06%
0-30-36.30 Advertising	2,000.00	940.00	47.00%
0-30-36.34 Communications	3,000.00	1,140.55	38.02%
0-30-36.52 Social Security	3,278.00	410.71	12.53%
0-30-36.53 Muni Retirement	4,649.00	379.24	8.16%
0-30-36.55 Unemployment	250.00	40.20	16.08%
0-30-36.56 Unemployment	200.00	0.00	0.00%
0-30-36.57 Life/AD&D/Disability	200.00	34.32	17.16%
0-30-36.58 Health Insurance	0.00	995.85	100.00%
0-30-36.60 Professional Expense	2,500.00	617.50	24.70%
0-30-36.68 Repair & Maintenance	500.00	542.50	108.50%
0-30-36.80 Training	500.00	0.00	0.00%
0-30-36.82 New Equipment	500.00	0.00	0.00%
0-30-36.83 Board Salaries	2,500.00	342.00	13.68%
0-30-36.84 Other Expenses	100.00	19.00	19.00%
0-30-36.88 Software Maintenance	3,000.00	0.00	0.00%
0-30-36.91 Bylaw Modern Grant Expens	0.00	2,732.30	100.00%
<b>Total PLANNING &amp; ZONING</b>	<b>67,025.00</b>	<b>13,182.44</b>	<b>19.67%</b>
<b>0-30-37.9 AUDIT AND CITY REPORT</b>			
0-30-37.91 Professional Expense	38,000.00	42,000.00	110.53%
0-30-37.92 Printing	200.00	0.00	0.00%
0-30-37.93 Other Expenses	1,000.00	0.00	0.00%
0-30-37.94 Annual Report	6,000.00	0.00	0.00%
<b>Total AUDIT AND CITY REPORT</b>	<b>45,200.00</b>	<b>42,000.00</b>	<b>92.92%</b>
<b>0-30-38.9 CORPORATE COUNSEL</b>			
0-30-38.90 Professional Expense	0.00	27,791.98	100.00%
<b>Total CORPORATE COUNSEL</b>	<b>0.00</b>	<b>27,791.98</b>	<b>100.00%</b>
<b>0-30-39 DELINQUENT TAX COLLECTOR</b>			
0-30-39.10 Salaries	4,017.00	2,598.00	64.68%
0-30-39.20 Office Supplies	50.00	0.00	0.00%
0-30-39.34 Communications	1,400.00	456.00	32.57%
0-30-39.52 Social Security	308.00	194.23	63.06%
0-30-39.55 Workers Comp	20.00	0.00	0.00%
0-30-39.79 Other Expenses	200.00	5,412.36	2,706.18%
<b>Total DELINQUENT TAX COLLECTOR</b>	<b>5,995.00</b>	<b>8,660.59</b>	<b>144.46%</b>
<b>0-30-40 MUNICIPAL BUILDING</b>			
0-30-40.10 Salaries	49,585.00	15,687.00	31.64%
0-30-40.11 Vacation	2,023.00	633.26	31.30%
0-30-40.12 Holiday	2,428.00	810.56	33.38%

GENERAL FUND

Account	Budget	Actual	% of Budget
0-30-40.13 Sick Pay	0.00	1,013.20	100.00%
0-30-40.15 Fuel Oil	17,000.00	0.00	0.00%
0-30-40.16 Operating Supplies	5,000.00	895.78	17.92%
0-30-40.17 Repair & Maint Supplies	1,500.00	208.52	13.90%
0-30-40.18 Small Tools & Equip	300.00	118.26	39.42%
0-30-40.19 Misc Expense	200.00	45.56	22.78%
0-30-40.20 Repair & Maintenance	15,000.00	3,098.83	20.66%
0-30-40.21 Utilities	17,500.00	3,992.72	22.82%
0-30-40.22 Improvements	5,000.00	0.00	0.00%
0-30-40.24 Propane for Generator	100.00	96.87	96.87%
0-30-40.25 Work Attire	500.00	0.00	0.00%
0-30-40.52 Social Security	4,134.00	1,388.02	33.58%
0-30-40.53 Muni Retirement	5,863.00	1,542.28	26.31%
0-30-40.54 Health Insurance	10,207.00	2,494.53	24.44%
0-30-40.55 Workman's Comp	2,000.00	0.00	0.00%
0-30-40.56 Unemployment	200.00	40.20	20.10%
0-30-40.57 Life/AD&D/Disability	600.00	134.46	22.41%
0-30-40.58 HRA Expense	1,000.00	0.00	0.00%
<b>Total MUNICIPAL BUILDING</b>	<b>140,140.00</b>	<b>32,200.05</b>	<b>22.98%</b>
<b>0-30-41 REAPPRAISAL</b>			
<b>Total REAPPRAISAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total GOVERNMENT OPERATIONS</b>	<b>661,376.00</b>	<b>306,878.81</b>	<b>46.40%</b>
<b>0-4 PUBLIC SAFETY</b>			
<b>0-40 POLICE DEPARTMENT</b>			
<b>0-40-40 POLICE ADMINISTRATION</b>			
0-40-40.10 Salaries	76,877.00	26,428.07	34.38%
0-40-40.12 Vacation	6,744.00	2,950.53	43.75%
0-40-40.13 Holiday	4,046.00	1,517.40	37.50%
0-40-40.18 Uniform Allowance	500.00	0.00	0.00%
0-40-40.20 Office Supplies	150.00	0.00	0.00%
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	750.00	0.00	0.00%
0-40-40.34 Communications	1,500.00	389.78	25.99%
0-40-40.40 Travel & Misc Expense	1,000.00	0.00	0.00%
0-40-40.52 Social Security	6,745.00	2,259.00	33.49%
0-40-40.53 Muni Retirement	9,512.00	4,222.49	44.39%
0-40-40.54 Health Insurance	28,755.00	7,000.71	24.35%
0-40-40.55 Worker's Comp	5,700.00	0.00	0.00%
0-40-40.56 Unemployment	200.00	40.20	20.10%
0-40-40.57 Life/AD&D/Disability	800.00	193.83	24.23%
0-40-40.59 HRA Expense	2,200.00	0.00	0.00%
0-40-40.78 Police Liability Ins	45,085.00	552.00	1.22%
0-40-40.79 Other Expenses	1,000.00	8,288.47	828.85%
0-40-40.89 Training	1,000.00	0.00	0.00%

Account	Budget	Actual	% of Budget
<b>Total POLICE ADMINISTRATION</b>	<b>193,314.00</b>	<b>53,842.48</b>	<b>27.85%</b>
<b>0-40-41 POLICE PATROL</b>			
0-40-41.11 Sick Pay	0.00	5,467.60	100.00%
0-40-41.13 Vacation	46,546.00	18,250.46	39.21%
0-40-41.14 Holiday	36,853.00	18,909.16	51.31%
0-40-41.16 Salaries	715,079.00	220,820.83	30.88%
0-40-41.17 Overtime	70,000.00	36,316.28	51.88%
0-40-41.18 Part-Time	30,000.00	547.30	1.82%
0-40-41.19 On-Call Pay	5,200.00	4,050.00	77.88%
0-40-41.21 Operating Supplies	5,000.00	857.27	17.15%
0-40-41.22 Office Supplies	2,500.00	131.47	5.26%
0-40-41.24 Gasoline	26,000.00	5,565.70	21.41%
0-40-41.30 SIU Salaries	0.00	24,490.45	100.00%
0-40-41.35 Communications	14,000.00	4,269.68	30.50%
0-40-41.50 Uniform Purchases	3,000.00	1,490.30	49.68%
0-40-41.52 Social Security	69,132.00	24,946.60	36.09%
0-40-41.53 Muni Retirement	87,441.00	40,704.12	46.55%
0-40-41.54 Health Insurance	163,900.00	31,975.70	19.51%
0-40-41.55 Worker's Comp	59,425.00	0.00	0.00%
0-40-41.56 Unemployment	2,300.00	522.60	22.72%
0-40-41.57 Life/AD&D/Disability	7,500.00	1,592.23	21.23%
0-40-41.58 HRA Insurance	7,000.00	0.00	0.00%
0-40-41.59 Health Insurance Opt Out	15,000.00	3,983.36	26.56%
0-40-41.67 Cruiser Equipment	0.00	10,405.35	100.00%
0-40-41.69 Vehicle Repair & Maintena	20,000.00	3,467.12	17.34%
0-40-41.70 Outside Services	7,500.00	1,756.94	23.43%
0-40-41.78 Uniform Allowance/Gym Rmb	6,435.00	0.00	0.00%
0-40-41.80 Training	20,000.00	8,775.26	43.88%
0-40-41.89 Stonegarden Maint Supply	0.00	80.32	100.00%
0-40-41.90 Equipment	12,000.00	6,297.39	52.48%
0-40-41.91 Oper Stonegarden 97.067	0.00	28,542.70	100.00%
0-40-41.94 VT Drug Task Force Grant	0.00	25,662.74	100.00%
0-40-41.95 K-9 Expenses	1,630.00	360.58	22.12%
0-40-41.96 Bullet Proof Vests	0.00	1,183.00	100.00%
<b>Total POLICE PATROL</b>	<b>1,433,441.00</b>	<b>531,422.51</b>	<b>37.07%</b>
<b>0-40-42 POLICE DISPATCH</b>			
0-40-42.11 Sick Pay	0.00	4,292.96	100.00%
0-40-42.13 Vacation	10,085.00	4,820.84	47.80%
0-40-42.14 Holiday	9,427.00	5,932.44	62.93%
0-40-42.16 Salaries	230,500.00	89,681.77	38.91%
0-40-42.17 Overtime	17,000.00	7,210.88	42.42%
0-40-42.18 Part-Time	27,000.00	7,006.21	25.95%
0-40-42.21 Operating Supplies	1,000.00	264.84	26.48%
0-40-42.22 Office Supplies	1,000.00	117.04	11.70%
0-40-42.35 Communications	20,000.00	10,252.55	51.26%
0-40-42.50 Uniform Purchases	1,000.00	329.00	32.90%

GENERAL FUND

Account	Budget	Actual	% of Budget
0-40-42.52 Social Security	22,492.00	8,994.99	39.99%
0-40-42.53 Muni Retirement	20,626.00	9,847.10	47.74%
0-40-42.54 Health Insurance	52,786.00	13,851.06	26.24%
0-40-42.55 Worker's Comp	1,200.00	0.00	0.00%
0-40-42.56 Unemployment	700.00	201.00	28.71%
0-40-42.57 Life/AD&D/Disability	2,000.00	699.28	34.96%
0-40-42.58 HRA Expense	3,500.00	0.00	0.00%
0-40-42.59 Health Insurance Opt Out	7,000.00	995.84	14.23%
0-40-42.70 Outside Services	1,500.00	125.80	8.39%
0-40-42.78 Uniform Allowance/Gym Rmb	2,250.00	0.00	0.00%
0-40-42.80 Training	1,500.00	0.00	0.00%
0-40-42.90 Equipment	1,500.00	0.00	0.00%
<b>Total POLICE DISPATCH</b>	<b>434,066.00</b>	<b>164,623.60</b>	<b>37.93%</b>
<b>0-40-43 ANIMAL CONTROL</b>			
0-40-43.21 Operating Supplies	50.00	0.00	0.00%
0-40-43.60 Outside Services	1,000.00	475.00	47.50%
<b>Total ANIMAL CONTROL</b>	<b>1,050.00</b>	<b>475.00</b>	<b>45.24%</b>
<b>0-40-50 POLICE CONTACTED SCVS</b>			
0-40-50.10 Salaries	0.00	4,802.70	100.00%
0-40-50.11 Social Security	0.00	360.54	100.00%
0-40-50.20 *Salaries - NCUHS	0.00	5,073.81	100.00%
0-40-50.21 Social Security	0.00	378.82	100.00%
<b>Total POLICE CONTACTED SCVS</b>	<b>0.00</b>	<b>10,615.87</b>	<b>100.00%</b>
<b>Total POLICE DEPARTMENT</b>	<b>2,061,871.00</b>	<b>760,979.46</b>	<b>36.91%</b>
<b>0-45 FIRE DEPARTMENT</b>			
<b>0-45-45 FIRE FIGHTING</b>			
0-45-45.05 Salary Administration	49,873.00	10,267.74	20.59%
0-45-45.10 Salaries	24,000.00	13,335.77	55.57%
0-45-45.12 Vacation	2,095.00	4,364.82	208.34%
0-45-45.13 Holiday	2,514.00	209.55	8.34%
0-45-45.21 Operating Supplies	500.00	114.48	22.90%
0-45-45.22 Repair & Maintenance Supp	500.00	0.00	0.00%
0-45-45.25 P & C Insurance	9,275.00	0.00	0.00%
0-45-45.26 Worker's Comp Assig Risk	10,900.00	0.00	0.00%
0-45-45.28 Gasoline	5,000.00	1,403.68	28.07%
0-45-45.40 Other Expense	3,000.00	269.10	8.97%
0-45-45.45 Other Equip Maintenance	4,500.00	1,360.00	30.22%
0-45-45.52 Social Security	6,004.00	2,132.32	35.51%
0-45-45.53 Muni Retirement	4,495.00	1,314.66	29.25%
0-45-45.54 Health Insurance	4,354.00	1,128.83	25.93%
0-45-45.56 Unemployment	200.00	40.20	20.10%
0-45-45.57 Life/AD&D/Disability	550.00	131.10	23.84%
0-45-45.68 Repair & Maintenance	500.00	0.00	0.00%

Account	Budget	Actual	% of Budget
0-45-45.69 Personnel Equipment	12,000.00	7,230.59	60.25%
0-45-45.70 Chief Work Attire	300.00	769.50	256.50%
0-45-45.80 Travel	100.00	632.81	632.81%
0-45-45.81 Liability	800.00	0.00	0.00%
<b>Total FIRE FIGHTING</b>	<b>141,460.00</b>	<b>44,705.15</b>	<b>31.60%</b>
<b>0-45-46 FIRE TRAINING</b>			
0-45-46.40 Other Expense	3,000.00	0.00	0.00%
<b>Total FIRE TRAINING</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>0-45-47 FIRE COMMUNICATIONS</b>			
0-45-47.22 Repair & Maintenance Supp	1,000.00	520.00	52.00%
0-45-47.34 Communications	4,500.00	5,302.24	117.83%
0-45-47.69 Equipment	4,000.00	1,853.00	46.33%
<b>Total FIRE COMMUNICATIONS</b>	<b>9,500.00</b>	<b>7,675.24</b>	<b>80.79%</b>
<b>0-45-48 FIRE STATION</b>			
0-45-48.19 Fuel Oil	6,500.00	0.00	0.00%
0-45-48.22 Repair & Maintenance Supp	500.00	0.00	0.00%
0-45-48.68 Repair & Maintenance	2,000.00	292.25	14.61%
0-45-48.76 Utilities	4,000.00	856.58	21.41%
0-45-48.87 Equipment	3,000.00	0.00	0.00%
<b>Total FIRE STATION</b>	<b>16,000.00</b>	<b>1,148.83</b>	<b>7.18%</b>
<b>0-45-49 FIRE DEPT EQUIP &amp; GRANTS</b>			
0-45-49.81 Truck Maintenance	7,000.00	2,859.94	40.86%
0-45-49.82 Repair & Maintenance	10,000.00	3,199.10	31.99%
0-45-49.83 Fire Trucks & Equipment	6,000.00	0.00	0.00%
0-45-49.87 Equipment	6,000.00	386.85	6.45%
<b>Total FIRE DEPT EQUIP &amp; GRANTS</b>	<b>29,000.00</b>	<b>6,445.89</b>	<b>22.23%</b>
<b>Total FIRE DEPARTMENT</b>	<b>198,960.00</b>	<b>59,975.11</b>	<b>30.14%</b>
<b>Total PUBLIC SAFETY</b>	<b>2,260,831.00</b>	<b>820,954.57</b>	<b>36.31%</b>
<b>0-50 PUBLIC WORKS</b>			
<b>0-50-50 PUBLIC WORKS ADMINISTRATI</b>			
0-50-50.10 Salaries	36,891.00	13,213.52	35.82%
0-50-50.12 Vacation	26,340.00	3,884.52	14.75%
0-50-50.13 Holiday	22,291.00	2,728.29	12.24%
0-50-50.14 Sick Pay	0.00	1,841.91	100.00%
0-50-50.15 Longevity Pay	300.00	0.00	0.00%
0-50-50.20 Office Supplies	800.00	150.57	18.82%
0-50-50.21 Employee Work Attire	5,500.00	1,638.38	29.79%
0-50-50.34 Communications	3,800.00	988.28	26.01%

Account	Budget	Actual	% of Budget
0-50-50.52 Social Security	45,220.00	16,805.14	37.16%
0-50-50.53 Muni Retirement	41,951.00	17,242.50	41.10%
0-50-50.54 Health Insurance	77,254.00	15,002.34	19.42%
0-50-50.55 Worker's Comp	32,700.00	0.00	0.00%
0-50-50.56 Unemployment	1,700.00	482.40	28.38%
0-50-50.57 Life/AD&D/Disability	6,000.00	1,342.95	22.38%
0-50-50.58 HRA Expense	7,000.00	0.00	0.00%
0-50-50.59 Health Ins Opt Out	6,000.00	2,166.67	36.11%
0-50-50.60 Professional Expense	1,300.00	2,582.13	198.63%
0-50-50.68 Repair & Maintenance	1,800.00	542.50	30.14%
0-50-50.82 New Equipment	250.00	0.00	0.00%
<b>Total PUBLIC WORKS ADMINISTRATI</b>	<b>317,097.00</b>	<b>80,612.10</b>	<b>25.42%</b>
<b>0-50-51 STREET MAINTENANCE</b>			
0-50-51.10 Regular Pay	128,750.00	20,224.62	15.71%
0-50-51.11 Street Maint-Overtime	4,120.00	6,600.25	160.20%
0-50-51.12 Vacation	0.00	15,342.95	100.00%
0-50-51.13 Holiday	0.00	7,739.60	100.00%
0-50-51.14 Sick Time	0.00	16,714.09	100.00%
0-50-51.15 Other Pay	250.00	133.25	53.30%
0-50-51.17 Repair/Maintenance	0.00	40,840.39	100.00%
0-50-51.18 Sweeping/Washing	0.00	823.56	100.00%
0-50-51.19 Hot Mix/Paving	0.00	657.84	100.00%
0-50-51.22 Tree/Brush Removal	0.00	23.57	100.00%
0-50-51.26 Long Bridge Lighting	0.00	112.81	100.00%
0-50-51.31 Materials	40,000.00	23,501.71	58.75%
0-50-51.32 Truck & Equip Maint Suppl	10,500.00	7,515.11	71.57%
0-50-51.33 Truck & Equipment Parts	24,000.00	32,604.60	135.85%
0-50-51.34 Small Tools & Equipment	2,600.00	585.11	22.50%
0-50-51.38 Fuel	24,000.00	11,945.05	49.77%
0-50-51.65 Tree Removal-Contractors	1,500.00	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	18,000.00	5,619.38	31.22%
0-50-51.80 Equipment	1,000.00	0.00	0.00%
<b>Total STREET MAINTENANCE</b>	<b>255,720.00</b>	<b>190,983.89</b>	<b>74.68%</b>
<b>0-50-52 WINTER MAINTENANCE</b>			
0-50-52.10 Regular Pay	118,450.00	220.00	0.19%
0-50-52.11 Winter Maint-Overtime	15,450.00	2,426.90	15.71%
0-50-52.14 On-Call Pay	5,000.00	736.00	14.72%
0-50-52.15 Other Pay	0.00	184.00	100.00%
0-50-52.16 Regular Pay-Snow Plowing	31,930.00	0.00	0.00%
0-50-52.17 Regular Pay-Salt/Sand	22,660.00	0.00	0.00%
0-50-52.21 Materials	126,000.00	61,290.66	48.64%
0-50-52.22 Truck & Equip Parts	30,000.00	524.91	1.75%
0-50-52.23 Small Tools & Equipment	1,000.00	35.37	3.54%
0-50-52.28 Fuel	38,000.00	0.00	0.00%
0-50-52.31 Truck & Equip Maint Suppl	12,500.00	0.00	0.00%

Account	Budget	Actual	% of Budget
0-50-52.66 Truck & Equipment Rental	4,000.00	0.00	0.00%
0-50-52.68 Truck & Equipment Repair	6,500.00	0.00	0.00%
0-50-52.82 Equipment	300.00	0.00	0.00%
<b>Total WINTER MAINTENANCE</b>	<b>411,790.00</b>	<b>65,417.84</b>	<b>15.89%</b>
<b>0-50-53 GARAGE &amp; FACILITIES</b>			
0-50-53.10 Regular Pay	13,905.00	123.72	0.89%
0-50-53.19 Propane	13,500.00	0.00	0.00%
0-50-53.21 Operating Supplies	3,900.00	558.00	14.31%
0-50-53.22 Repair Supplies	500.00	81.20	16.24%
0-50-53.23 Small Tools & Equipment	2,000.00	688.27	34.41%
0-50-53.34 Communications	4,200.00	1,335.78	31.80%
0-50-53.68 Repair & Maintenance	8,000.00	0.00	0.00%
0-50-53.76 Utilities	6,200.00	1,324.33	21.36%
0-50-53.78 Professional Services	500.00	0.00	0.00%
0-50-53.80 Improvements	2,600.00	0.00	0.00%
0-50-53.82 Equipment	700.00	0.00	0.00%
0-50-53.83 State Operating Fees	350.00	0.00	0.00%
<b>Total GARAGE &amp; FACILITIES</b>	<b>56,355.00</b>	<b>4,111.30</b>	<b>7.30%</b>
<b>0-50-55 STORM MAINTENANCE</b>			
0-50-55.10 Regular Pay	51,500.00	132.34	0.26%
0-50-55.11 Storm Maint-Overtime	1,200.00	58.43	4.87%
0-50-55.17 Repairs/Thaw Lines	0.00	18,700.54	100.00%
0-50-55.20 Shoulders/Mowing	0.00	5,161.50	100.00%
0-50-55.21 Truck & Equip Maint Suppl	300.00	0.00	0.00%
0-50-55.22 Truck & Equip Parts	1,000.00	3,064.91	306.49%
0-50-55.23 Small Tools & Equipment	250.00	0.00	0.00%
0-50-55.25 Materials	16,000.00	10,273.61	64.21%
0-50-55.66 Truck & Equipment Rental	0.00	600.00	100.00%
0-50-55.81 Outside Contracting	9,000.00	7,583.26	84.26%
0-50-55.90 State Fee - Stormwater	1,600.00	0.00	0.00%
<b>Total STORM MAINTENANCE</b>	<b>80,850.00</b>	<b>45,574.59</b>	<b>56.37%</b>
<b>0-50-57 TRAFFIC MAINTENANCE</b>			
0-50-57.10 Regular Pay	49,440.00	13,003.09	26.30%
0-50-57.11 Traffic Maint-Overtime	0.00	1,485.96	100.00%
0-50-57.16 Pavement Marking	0.00	7,022.02	100.00%
0-50-57.19 Sign Repair/Replace	0.00	777.12	100.00%
0-50-57.25 Materials-Line Striping	7,000.00	7,541.27	107.73%
0-50-57.26 Materials-Road Signs	4,500.00	259.06	5.76%
0-50-57.28 Fuel	100.00	0.00	0.00%
0-50-57.60 Outside Contracting	500.00	95.00	19.00%
0-50-57.61 Traffic Light Maintenance	3,500.00	0.00	0.00%
0-50-57.76 Street Lights	105,500.00	23,466.02	22.24%
0-50-57.86 Utility Traffic Lights	5,400.00	1,228.81	22.76%
<b>Total TRAFFIC MAINTENANCE</b>	<b>175,940.00</b>	<b>54,878.35</b>	<b>31.19%</b>

Account	Budget	Actual	% of Budget
<b>0-50-58 CITY PROPERTY</b>			
0-50-58.10 Regular Pay	63,826.00	3,934.00	6.16%
0-50-58.12 Miscellaneous	0.00	138.99	100.00%
0-50-58.30 PW Prouty Beach	0.00	1,102.40	100.00%
0-50-58.35 PW Gardner Park	0.00	6,165.42	100.00%
0-50-58.76 Utilities (Railroad Sq)	600.00	130.62	21.77%
0-50-58.78 Tree Maintenance	2,000.00	8,207.22	410.36%
0-50-58.79 Property Insurance	27,700.00	0.00	0.00%
<b>Total CITY PROPERTY</b>	<b>94,126.00</b>	<b>19,678.65</b>	<b>20.91%</b>
<b>0-50-59 PRIVATE WORK EXPENDITURES</b>			
0-50-59.10 Private Work-Labor	0.00	2,227.76	100.00%
<b>Total PRIVATE WORK EXPENDITURES</b>	<b>0.00</b>	<b>2,227.76</b>	<b>100.00%</b>
<b>0-50-60 PB PATH DEVELOPMENT</b>			
<b>Total PB PATH DEVELOPMENT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>0-50-61 DOWNTOWN TRANS GRANT</b>			
<b>Total DOWNTOWN TRANS GRANT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>0-50-62 EV Charging Station</b>			
0-50-62.76 Utilities	0.00	323.12	100.00%
<b>Total EV Charging Station</b>	<b>0.00</b>	<b>323.12</b>	<b>100.00%</b>
<b>0-50-63 Main/Field Intersection G</b>			
<b>Total Main/Field Intersection G</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total PUBLIC WORKS</b>	<b>1,391,878.00</b>	<b>463,807.60</b>	<b>33.32%</b>
<b>0-60-10 City Landscaper</b>			
0-60-10.10 Salaries	38,708.00	16,114.09	41.63%
0-60-10.12 Vacation	0.00	738.10	100.00%
0-60-10.13 Holiday	0.00	595.44	100.00%
0-60-10.14 Sick Pay	0.00	415.57	100.00%
0-60-10.15 Worker's Comp	1,500.00	0.00	0.00%
0-60-10.16 Social Security	3,746.00	1,481.25	39.54%
0-60-10.17 Muni Retirement	3,193.00	1,525.02	47.76%
0-60-10.18 Health Insurance	7,656.00	1,627.43	21.26%
0-60-10.19 Unemployment	175.00	40.20	22.97%
0-60-10.20 Life/AD&D/Disability	350.00	83.25	23.79%
0-60-10.21 HRA Expense	500.00	0.00	0.00%
0-60-10.22 Supplies	800.00	6.79	0.85%
0-60-10.23 Material	14,000.00	1,337.35	9.55%

Account	Budget	Actual	% of Budget
0-60-10.24 Equipment	500.00	90.95	18.19%
0-60-10.25 Greenhouse Expense	500.00	0.00	0.00%
0-60-10.26 Seasonal Salaries	10,000.00	459.00	4.59%
0-60-10.27 Propane	4,000.00	0.00	0.00%
0-60-10.28 Vehicle Repair	2,000.00	0.00	0.00%
0-60-10.29 Vehicle Fuel	500.00	1,092.65	218.53%
<b>Total City Landscaper</b>	<b>88,128.00</b>	<b>25,607.09</b>	<b>29.06%</b>
<b>0-70 RECREATION DEPARTMENT</b>			
<b>0-70-70 RECREATION ADMINISTRATION</b>			
0-70-70.10 Salaries	62,430.00	19,530.69	31.28%
0-70-70.12 Vacation	0.00	1,829.84	100.00%
0-70-70.13 Holiday	0.00	1,140.63	100.00%
0-70-70.14 Sick Pay	0.00	1,571.32	100.00%
0-70-70.16 Admin Duties	9,615.00	7,284.17	75.76%
0-70-70.20 Office Supplies	500.00	248.00	49.60%
0-70-70.21 Employee Work Attire	100.00	0.00	0.00%
0-70-70.34 Communications	5,000.00	1,445.95	28.92%
0-70-70.40 Travel & Misc Expense	1,000.00	244.97	24.50%
0-70-70.42 Social Security	5,511.00	2,474.51	44.90%
0-70-70.43 Muni retirement	6,172.00	2,693.26	43.64%
0-70-70.44 Health Insurance	28,683.00	7,000.71	24.41%
0-70-70.45 Worker's Comp	3,000.00	0.00	0.00%
0-70-70.46 Unemployment	200.00	40.20	20.10%
0-70-70.47 Life/AD&D/Disability	600.00	261.18	43.53%
0-70-70.48 HRA Expense	1,000.00	0.00	0.00%
0-70-70.49 Health Ins Opt Out	900.00	600.00	66.67%
0-70-70.60 Professional Expense	1,000.00	0.00	0.00%
0-70-70.68 Repair & Maintenance	1,000.00	0.00	0.00%
0-70-70.82 New Equipment	1,000.00	0.00	0.00%
0-70-70.83 Other Expenses	500.00	0.00	0.00%
0-70-70.89 Property & Casualty Insur	7,000.00	0.00	0.00%
0-70-70.90 Software	5,000.00	0.00	0.00%
<b>Total RECREATION ADMINISTRATION</b>	<b>140,211.00</b>	<b>46,365.43</b>	<b>33.07%</b>
<b>0-70-71 SENIOR CITIZENS CENTER</b>			
0-70-71.10 Salaries	6,000.00	2,352.80	39.21%
0-70-71.20 Events	1,000.00	0.00	0.00%
0-70-71.52 Social Security	459.00	180.03	39.22%
0-70-71.55 Worker's Comp	300.00	0.00	0.00%
0-70-71.56 Unemployment	200.00	40.20	20.10%
<b>Total SENIOR CITIZENS CENTER</b>	<b>7,959.00</b>	<b>2,573.03</b>	<b>32.33%</b>
<b>0-70-72 VOREC GRANT</b>			
<b>Total VOREC GRANT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

Account	Budget	Actual	% of Budget
<b>0-70-73 PROUTY BEACH</b>			
0-70-73.11 PB Waterfront	22,400.00	137.50	0.61%
0-70-73.13 PB Admin	37,573.00	12,506.65	33.29%
0-70-73.16 Mowing & Trimming	0.00	1,830.00	100.00%
0-70-73.17 PB Operations	41,550.00	32,786.25	78.91%
0-70-73.18 Gasoline	3,000.00	2,789.92	93.00%
0-70-73.21 Operating Supplies	4,000.00	2,846.83	71.17%
0-70-73.22 Repair & Maint Supplies	6,000.00	3,717.31	61.96%
0-70-73.23 Small Tools & Equipment	500.00	537.75	107.55%
0-70-73.24 Propane	500.00	219.27	43.85%
0-70-73.25 Equip Maintenance	750.00	643.91	85.85%
0-70-73.34 Communications	6,500.00	1,831.16	28.17%
0-70-73.36 Social Security	7,767.00	2,840.10	36.57%
0-70-73.37 Muni Retirement	6,475.00	79.41	1.23%
0-70-73.38 Health Insurance	0.00	2,619.00	100.00%
0-70-73.39 Workman's Comp	3,000.00	0.00	0.00%
0-70-73.40 Unemployment	200.00	40.20	20.10%
0-70-73.41 Life/AD&D/Disability	350.00	6.06	1.73%
0-70-73.43 Health Ins Opt Out	1,950.00	0.00	0.00%
0-70-73.68 Repair & Maintenance	1,000.00	1,385.55	138.56%
0-70-73.76 Utilities	20,000.00	13,353.54	66.77%
0-70-73.77 Software	2,104.00	0.00	0.00%
0-70-73.78 Refunds	0.00	2,031.22	100.00%
0-70-73.79 Other Expenses	200.00	300.00	150.00%
0-70-73.81 Contracted Services	750.00	0.00	0.00%
0-70-73.82 New Equipment	5,000.00	0.00	0.00%
0-70-73.83 Improvements	3,000.00	513.52	17.12%
0-70-73.84 Solid Waste Disposal	1,500.00	1,513.64	100.91%
0-70-73.85 Lease Equipment	0.00	675.00	100.00%
0-70-73.87 PB Resale Goods	5,000.00	1,129.18	22.58%
0-70-73.88 Prouty Beach Attire	250.00	0.00	0.00%
0-70-73.89 Vehicle Maintenance	500.00	442.11	88.42%
0-70-73.90 Pest Control	250.00	0.00	0.00%
0-70-73.91 Camper Events	250.00	267.85	107.14%
0-70-73.92 Software	0.00	1,236.00	100.00%
<b>Total PROUTY BEACH</b>	<b>182,319.00</b>	<b>88,278.93</b>	<b>48.42%</b>
<b>0-70-74 COMMUNITY KITCHEN</b>			
<b>Total COMMUNITY KITCHEN</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>0-70-76 RECREATION PROGRAMS</b>			
0-70-76.10 Salaries	15,000.00	378.13	2.52%
0-70-76.11 Summer Camp Salary	0.00	550.00	100.00%
0-70-76.12 Summer Prog Salary	29,760.00	32,418.64	108.93%
0-70-76.13 Winter Prog Salary	9,000.00	369.00	4.10%
0-70-76.14 Annual Events Salary	0.00	527.13	100.00%
0-70-76.17 Adult Programs	500.00	210.00	42.00%
0-70-76.32 Annual Events	40,000.00	3,044.56	7.61%

Account	Budget	Actual	% of Budget
0-70-76.39 Summer Programs	3,000.00	0.00	0.00%
0-70-76.40 Winter Programs	500.00	166.50	33.30%
0-70-76.41 Playworld - GF	250.00	93.38	37.35%
0-70-76.44 Social Security	4,151.00	3,184.51	76.72%
0-70-76.45 Muni Retirement	992.00	158.70	16.00%
0-70-76.46 Health Insurance	0.00	248.97	100.00%
0-70-76.47 Worker's Comp	1,240.00	0.00	0.00%
0-70-76.48 Unemployment	100.00	0.00	0.00%
0-70-76.49 Life/AD&D/Disability	100.00	12.11	12.11%
0-70-76.52 Summer Camp Operations	5,000.00	3,634.15	72.68%
<b>Total RECREATION PROGRAMS</b>	<b>109,593.00</b>	<b>44,995.78</b>	<b>41.06%</b>
<b>0-70-78 GARDNER PARK</b>			
0-70-78.10 Salaries	67,662.00	834.24	1.23%
0-70-78.11 Gardner Park Operations	18,000.00	29,307.30	162.82%
0-70-78.18 Gasoline	2,500.00	1,855.36	74.21%
0-70-78.19 Fuel Oil	1,000.00	55.46	5.55%
0-70-78.21 Operating Supplies	2,500.00	1,013.16	40.53%
0-70-78.22 Repair & Maint Supplies	5,000.00	2,947.99	58.96%
0-70-78.23 Small Tools & Equipment	1,000.00	502.46	50.25%
0-70-78.29 Security	0.00	527.00	100.00%
0-70-78.30 Equipment Maintenance	2,500.00	489.26	19.57%
0-70-78.34 Communications	3,000.00	915.11	30.50%
0-70-78.36 Social Security	6,553.00	2,314.55	35.32%
0-70-78.37 Muni Retirement	5,735.00	1,269.89	22.14%
0-70-78.38 Health Insurance	10,279.00	1,996.62	19.42%
0-70-78.39 Worker's Comp	3,000.00	0.00	0.00%
0-70-78.40 Unemployment	200.00	40.20	20.10%
0-70-78.41 Life/AD&D/Disability	600.00	96.84	16.14%
0-70-78.42 HRA Expense	700.00	0.00	0.00%
0-70-78.43 Health Ins Opt Out	650.00	0.00	0.00%
0-70-78.68 Repair & Maintenance	500.00	50.96	10.19%
0-70-78.76 Utilities	3,000.00	830.89	27.70%
0-70-78.81 Contracted Services	0.00	340.00	100.00%
0-70-78.82 Improvements	3,000.00	658.16	21.94%
0-70-78.83 New Equipment	2,000.00	0.00	0.00%
0-70-78.85 Solid Waste Disposal	1,300.00	1,053.85	81.07%
0-70-78.86 Lease Equipment	100.00	1,575.00	1,575.00%
0-70-78.89 Resale Goods	300.00	0.00	0.00%
0-70-78.90 Gardner Park Attire	200.00	229.99	115.00%
0-70-78.91 Vehicle Maintenance	500.00	342.27	68.45%
0-70-78.92 Pest Control	200.00	0.00	0.00%
<b>Total GARDNER PARK</b>	<b>141,979.00</b>	<b>49,246.56</b>	<b>34.69%</b>
<b>0-70-79 WATERFRONT</b>			
0-70-79.10 Dock Administration	23,000.00	13,609.16	59.17%
0-70-79.11 Gateway Maintenance	1,000.00	0.00	0.00%
0-70-79.12 Operations	11,000.00	10,689.08	97.17%

GENERAL FUND

Account	Budget	Actual	% of Budget
0-70-79.13 AIS Management	0.00	5,938.00	100.00%
0-70-79.21 Operating Supplies	2,000.00	634.87	31.74%
0-70-79.22 Repair & Maint Supplies	4,000.00	1,768.62	44.22%
0-70-79.34 Communications	3,000.00	1,037.85	34.60%
0-70-79.36 Social Security	2,678.00	2,324.56	86.80%
0-70-79.37 Muni Retirement	0.00	79.41	100.00%
0-70-79.38 Health Insurance	0.00	124.47	100.00%
0-70-79.39 Workman's Comp	1,400.00	0.00	0.00%
0-70-79.40 Unemployment	200.00	40.20	20.10%
0-70-79.41 Life/AD&D/Disability	0.00	6.06	100.00%
0-70-79.44 Software	700.00	0.00	0.00%
0-70-79.68 Repair & Maintenance	2,500.00	0.00	0.00%
0-70-79.76 Utilities	7,000.00	1,471.76	21.03%
0-70-79.77 Resale Gasoline	30,000.00	40,608.99	135.36%
0-70-79.78 WF Resale Goods	1,500.00	163.36	10.89%
0-70-79.79 Other Expenses	1,000.00	1,067.00	106.70%
0-70-79.80 WF Greeter Program	2,000.00	0.00	0.00%
0-70-79.81 PPE & Attire	200.00	42.74	21.37%
0-70-79.82 Improvements	2,000.00	0.00	0.00%
0-70-79.83 Boat Maint	500.00	0.00	0.00%
0-70-79.85 Aquatic Nuisance	10,000.00	4,150.00	41.50%
0-70-79.89 Gateway Maintenance	2,000.00	1,352.86	67.64%
0-70-79.90 Gateway Center	7,500.00	414.21	5.52%
0-70-79.91 Solid Waste Disposal	3,500.00	1,496.99	42.77%
0-70-79.94 Permits & Inspection	100.00	50.00	50.00%
0-70-79.95 WF Small Tools & Equip	400.00	0.00	0.00%
0-70-79.96 New Equipment	300.00	0.00	0.00%
0-70-79.97 Equipment Maintenance	500.00	0.00	0.00%
0-70-79.98 Pest Control	200.00	0.00	0.00%
0-70-79.99 GW Inspections	500.00	0.00	0.00%
<b>Total WATERFRONT</b>	<b>120,678.00</b>	<b>87,070.19</b>	<b>72.15%</b>
<b>Total RECREATION DEPARTMENT</b>	<b>702,739.00</b>	<b>318,529.92</b>	<b>45.33%</b>
0-80-69.56 Unemployment	0.00	80.40	100.00%
<b>0-80-86 CONSERVATION &amp; DEVELOPMEN</b>			
0-80-86.83 Main St. Banners/Lights	5,000.00	0.00	0.00%
0-80-86.84 Bike Path & RR ROW	7,000.00	0.00	0.00%
0-80-86.89 VLCT Membership	7,000.00	0.00	0.00%
0-80-86.91 NVDA	3,800.00	0.00	0.00%
0-80-86.95 Misc, Flower Beds, Etc.	900.00	0.00	0.00%
0-80-86.98 Volunteer Band	500.00	500.00	100.00%
<b>Total CONSERVATION &amp; DEVELOPMEN</b>	<b>24,200.00</b>	<b>500.00</b>	<b>2.07%</b>
<b>0-81 CONSERVATION PROJECT</b>			
<b>0-81-80 BOAT WASHING STATION</b>			
<b>Total BOAT WASHING STATION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

Account	Budget	Actual	% of Budget
<b>0-81-95 PERSONNEL EXPENSES</b>			
<b>Total PERSONNEL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>0-82 HEALTH &amp; WELFARE</b>			
0-82-68.10 Health Officer Salary	3,857.00	624.16	16.18%
0-82-68.52 Social Security	300.00	311.67	103.89%
0-82-69.00 Recycling Expense	25,250.00	6,477.38	25.65%
0-82-69.10 Recycling Salaries	16,975.00	7,102.89	41.84%
0-82-69.50 Haz Waste Disposal SWIP	17,500.00	0.00	0.00%
0-82-69.52 Social Security	1,299.00	263.36	20.27%
0-82-69.53 Worker's Comp	200.00	0.00	0.00%
0-82-69.55 Worker's Comp	1,800.00	0.00	0.00%
0-82-69.56 Unemployment Insur	340.00	0.00	0.00%
0-82-69.70 Other Professional Exp	4,120.00	0.00	0.00%
0-82-69.91 Waste Disposal	7,000.00	1,630.80	23.30%
<b>Total HEALTH &amp; WELFARE</b>	<b>78,641.00</b>	<b>16,410.26</b>	<b>20.87%</b>
<b>0-90 DEBT SERVICE AND MISC</b>			
<b>0-90-90 DEBT SERVICE</b>			
0-90-90.45 2023 Expl Q43 prin 3295	5,000.00	3,837.66	76.75%
0-90-90.46 2023 Expl Q43 int 3295	200.00	553.86	276.93%
0-90-90.50 2021 Q41 Exp Prin 3041	7,000.00	2,981.41	42.59%
0-90-90.51 2021 Q41 Exp Int 3041	100.00	18.74	18.74%
0-90-90.52 2021 PD Exp Q42 Prin 3230	12,000.00	3,021.86	25.18%
0-90-90.53 2021 PD Exp Q42 Int 3230	400.00	57.43	14.36%
0-90-90.62 2023 PD Exp Q45 Pri #3281	10,000.00	3,884.66	38.85%
0-90-90.63 2023 PD Exp Q45 Int #3281	300.00	510.10	170.03%
0-90-90.70 Fire Dept. Gear Lease	24,700.00	24,645.72	99.78%
0-90-90.82 Police Taser Lease	3,500.00	0.00	0.00%
0-90-90.89 Tennis Court Sinking Fund	1,440.00	0.00	0.00%
0-90-90.90 Line of Credit-Note Inter	0.00	15,797.51	100.00%
0-90-90.96 2014 Heavy Res Prin 1988	38,204.00	0.00	0.00%
0-90-90.97 2014 Heavy Res Int 1988	3,012.00	0.00	0.00%
<b>Total DEBT SERVICE</b>	<b>105,856.00</b>	<b>55,308.95</b>	<b>52.25%</b>
<b>0-90-91 Expenditure of Assigned F</b>			
<b>Total Expenditure of Assigned F</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>0-90-92 UNANTICIPATED EXPENSES</b>			
<b>Total UNANTICIPATED EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

Account	Budget	Actual	% of Budget
<b>0-90-95 PERSONNEL EXPENSES</b>			
<b>Total PERSONNEL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>0-90-97 OTHER EXPENDITURES</b>			
0-90-97.00 Orleans County Tax	52,000.00	0.00	0.00%
0-90-97.29 Tax Sale Redemption	0.00	71,859.91	100.00%
0-90-97.35 NCIC Grants Admin	30,000.00	10,431.24	34.77%
0-90-97.50 Claims and Damages	1,500.00	0.00	0.00%
0-90-97.75 Newport Ambulance	204,583.00	204,583.00	100.00%
0-90-97.79 Miscellaneous	500.00	368.34	73.67%
0-90-97.95 Prop & Casualty Insurance	14,000.00	0.00	0.00%
0-90-97.98 Renaiss Proj Non-Fed	30,000.00	30,000.00	100.00%
<b>Total OTHER EXPENDITURES</b>	<b>332,583.00</b>	<b>317,242.49</b>	<b>95.39%</b>
<b>0-90-98 LIABILITY INS EXPENSE</b>			
0-90-98.00 Public Official Liab Ins	6,000.00	0.00	0.00%
0-90-98.01 Employment Practices Ins	11,000.00	0.00	0.00%
<b>Total LIABILITY INS EXPENSE</b>	<b>17,000.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total DEBT SERVICE AND MISC</b>	<b>455,439.00</b>	<b>372,551.44</b>	<b>81.80%</b>
<b>0-92-98 CAPITAL IMPROVEMENTS</b>			
0-92-98.01 Street Resurfacing	229,000.00	385,384.52	168.29%
0-92-98.03 Public Works Vehicles	160,000.00	65,321.76	40.83%
0-92-98.09 Street Reconstruction	35,000.00	2,196.78	6.28%
0-92-98.10 Main Street Maintenance	10,000.00	3,028.89	30.29%
0-92-98.12 BridgeCulvert/Retain Wall	25,000.00	0.00	0.00%
0-92-98.20 Gateway Renovations	6,000.00	2,331.56	38.86%
0-92-98.21 Gateway/Waterfront Impr	30,000.00	0.00	0.00%
0-92-98.40 Rec Maintenance Vehicles	10,000.00	0.00	0.00%
0-92-98.44 Municipal Bldg Remodel	15,000.00	0.00	0.00%
0-92-98.52 Replacement Docks Pre-pay	0.00	42.74	100.00%
0-92-98.53 Gardner Park Improvements	30,000.00	33,095.93	110.32%
0-92-98.57 Event/Program Equipment	2,500.00	0.00	0.00%
0-92-98.65 PB Improvements	15,000.00	2,496.58	16.64%
0-92-98.81 VISTA Traffic Lights	80,000.00	7,934.23	9.92%
0-92-98.84 Fire Station Repair & Mai	5,000.00	0.00	0.00%
0-92-98.85 Bullet Proof Vest Relacem	5,000.00	2,366.00	47.32%
0-92-98.86 Tech Equip Fleet Replacem	5,000.00	0.00	0.00%
0-92-98.87 Dispatch Equipment	10,000.00	0.00	0.00%
0-92-98.89 Fire Vehicle/Equipment	65,000.00	8,170.98	12.57%
<b>Total CAPITAL IMPROVEMENTS</b>	<b>737,500.00</b>	<b>512,369.97</b>	<b>69.47%</b>
<b>0-93 STREET IMPROVEMENT BOND</b>			
<b>Total STREET IMPROVEMENT BOND</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

Account	Budget	Actual	% of Budget
<b>0-95 APPROPRIATIONS</b>			
<b>0-95-66 APPROPRIATIONS</b>			
0-95-66.00 Goodrich Memorial Library	110,000.00	0.00	0.00%
0-95-66.59 Rural Comm Transit	11,000.00	0.00	0.00%
0-95-66.60 Orls Cty Historic Society	4,000.00	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%
0-95-66.69 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%
0-95-66.90 Umbrella - Cornucopia	8,500.00	0.00	0.00%
0-95-66.96 NEK Adult Learning Scvs.	3,000.00	0.00	0.00%
<b>Total APPROPRIATIONS</b>	<b>169,818.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total APPROPRIATIONS</b>	<b>169,818.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total T E S P Const (FED)</b>	<b>6,570,550.00</b>	<b>2,837,690.06</b>	<b>43.19%</b>
<b>Total Expenditures</b>	<b>6,570,550.00</b>	<b>2,837,690.06</b>	<b>43.19%</b>
<b>Total GENERAL FUND</b>	<b>-155,038.00</b>	<b>7,881,307.74</b>	
1-00-81.00 Mooring Mgt Income	0.00	2,745.00	100.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>2,745.00</b>	<b>100.00%</b>
<b>1-81-96 MOORING MANAGEMENT</b>			
<b>Total MOORING MANAGEMENT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total MOORING MANAGEMENT FUND</b>	<b>0.00</b>	<b>2,745.00</b>	
<b>2-00 FED &amp; STATE GRANT</b>			
<b>Total FED &amp; STATE GRANT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-50-81 PB TENNIS CT RECONSTR</b>			
<b>Total PB TENNIS CT RECONSTR</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>2-50-90 BRIDGE REPAIR</b>			

Account	Budget	Actual	% of Budget
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%
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%

Account	Budget	Actual	% of Budget
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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%
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	
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3-00-28 CEMETERY TRUST FUND			
3-00-28.26 Dividend Income	0.00	379.89	100.00%
3-00-28.27 Gains/Losses	0.00	-9,743.02	100.00%
3-00-28.28 Burials	0.00	175.00	100.00%

Account	Budget	Actual	% of Budget
3-00-28.30 Interest Income	0.00	1,265.31	100.00%
<b>Total CEMETERY TRUST FUND</b>	<b>0.00</b>	<b>-7,922.82</b>	<b>100.00%</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>-7,922.82</b>	<b>100.00%</b>
<b>3 Muni retirement</b>			
<b>3-60-69 EAST MAIN ST CEMETERY</b>			
3-60-69.22 Admin Fees	0.00	448.28	100.00%
3-60-69.41 Other Contracted Labor	0.00	2,000.00	100.00%
<b>Total EAST MAIN ST CEMETERY</b>	<b>0.00</b>	<b>2,448.28</b>	<b>100.00%</b>
<b>3-90-90 PERSONNEL EXPENSES</b>			
<b>Total PERSONNEL EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>3-90-99 ADMINISTRATION</b>			
<b>Total ADMINISTRATION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Muni retirement</b>	<b>0.00</b>	<b>2,448.28</b>	<b>100.00%</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>2,448.28</b>	<b>100.00%</b>
<b>Total CEMETERY FUND</b>	<b>0.00</b>	<b>-10,371.10</b>	
<b>4-00-2 NILES FUND REVENUES</b>			
4-00-22.00 Interest Income	0.00	1,051.75	100.00%
4-00-23.00 Dividend Income	0.00	355.71	100.00%
4-00-24.00 Gains & Losses	0.00	-7,975.34	100.00%
<b>Total NILES FUND REVENUES</b>	<b>0.00</b>	<b>-6,567.88</b>	<b>100.00%</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>-6,567.88</b>	<b>100.00%</b>
<b>4-10 ADMINISTRATION</b>			
4-10-30.00 Admin Fees	0.00	363.97	100.00%
<b>Total ADMINISTRATION</b>	<b>0.00</b>	<b>363.97</b>	<b>100.00%</b>
<b>4-20 NILES FUND-OTHER EXPENSE</b>			
4-20-20.00 Other Expenditures	0.00	85.00	100.00%
4-20-40.00 Beneficiaries	0.00	400.00	100.00%
4-20-50.00 Advertising	0.00	58.00	100.00%
<b>Total NILES FUND-OTHER EXPENSE</b>	<b>0.00</b>	<b>543.00</b>	<b>100.00%</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>906.97</b>	<b>100.00%</b>

Account	Budget	Actual	% of Budget
<b>Total PERLEY S NILES FUND</b>	<b>0.00</b>	<b>-7,474.85</b>	
<b>5-00-2 C D B G FUNDS</b>			
<b>5-00-20 LOAN REPAYMENTS</b>			
<b>Total LOAN REPAYMENTS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>5-00-21 INTEREST INCOME</b>			
5-00-21.00 MMA Interest PSB1750	0.00	11.14	100.00%
5-00-21.01 Interest on Savings 2555	0.00	0.11	100.00%
5-00-21.06 MMA Interest CHITT 3700	0.00	0.13	100.00%
5-00-21.08 Interest UDAG 2555	0.00	0.22	100.00%
<b>Total INTEREST INCOME</b>	<b>0.00</b>	<b>11.60</b>	<b>100.00%</b>
<b>5-00-22 GRANT REVENUES</b>			
<b>Total GRANT REVENUES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total C D B G FUNDS</b>	<b>0.00</b>	<b>11.60</b>	<b>100.00%</b>
<b>Total Revenues</b>	<b>0.00</b>	<b>11.60</b>	<b>100.00%</b>
<b>5-30-30 TRANSFERS</b>			
<b>Total TRANSFERS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>5-35 Npt Family Housing 14.228</b>			
<b>Total Npt Family Housing 14.228</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>5-40 UNION STREET PLAN GRANT</b>			
<b>Total UNION STREET PLAN GRANT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>5-41 UNION STREET CONST GRANT</b>			
<b>Total UNION STREET CONST GRANT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>5-42 VGIS 0158/02mp 14.228</b>			
<b>Total VGIS 0158/02mp 14.228</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>5-43 MULTI-FAM 158/01IG 14.228</b>			
<b>Total MULTI-FAM 158/01IG 14.228</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

Account	Budget	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	11.60	
6-00-25 BLOCK GRANT			

Account	Budget	Actual	% of Budget
<b>Total BLOCK GRANT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>6-00-26 COMMUNITY HEROIN REIMBURS</b>			
<b>Total COMMUNITY HEROIN REIMBURS</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
6-00-29.00 Interest Acct #1748	0.00	12.58	100.00%
6-00-60.97 Interest #3805 Treasury	0.00	0.73	100.00%
<b>Total Revenues</b>	<b>0.00</b>	<b>13.31</b>	<b>100.00%</b>
6-40-85.00 Justice Fund #1748 (Fed)	0.00	14,278.29	100.00%
<b>6-50-26 COMMUNITY HEROIN EXPENSES</b>			
<b>Total COMMUNITY HEROIN EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>14,278.29</b>	<b>100.00%</b>
<b>Total PUBLIC SAFETY FUNDS</b>	<b>0.00</b>	<b>-14,264.98</b>	
<b>7-00-10 TRUST FUND REVENUES</b>			
7-00-10.00 Rec Trust Income #1756	0.00	85.25	100.00%
<b>Total TRUST FUND REVENUES</b>	<b>0.00</b>	<b>85.25</b>	<b>100.00%</b>
<b>7-00-2 RECREATION FUND</b>			
<b>7-00-20 PROGRAM REVENUES</b>			
<b>Total PROGRAM REVENUES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>7-00-29 OTHER REVENUES</b>			
7-00-29.00 Rec Trust Donations	0.00	100.74	100.00%
<b>Total OTHER REVENUES</b>	<b>0.00</b>	<b>100.74</b>	<b>100.00%</b>
<b>Total RECREATION FUND</b>	<b>0.00</b>	<b>100.74</b>	<b>100.00%</b>
<b>7-00-3 RECREATION TRUST INCOME</b>			
7-00-30.16 Recreation Committee Proj	0.00	5.00	100.00%
7-00-30.41 Interest Babe Ruth Fund	0.00	1.18	100.00%
7-00-30.51 Interest PB Improvements	0.00	0.06	100.00%
7-00-30.52 Ice Rink Imprv Int #3652	0.00	1.61	100.00%
7-00-30.54 Perform Arts Center Int	0.00	0.25	100.00%
7-00-30.55 Rec Trust Scholar Int	0.00	0.56	100.00%
<b>Total RECREATION TRUST INCOME</b>	<b>0.00</b>	<b>8.66</b>	<b>100.00%</b>

Account	Budget	Actual	% of Budget
<b>7-00-40 Winterfest</b>			
Total Winterfest	0.00	0.00	0.00%
<b>7-00-50 SUMMERFEST REVENUES</b>			
Total SUMMERFEST REVENUES	0.00	0.00	0.00%
<b>7-00-60 Ice Rink Improvements</b>			
Total Ice Rink Improvements	0.00	0.00	0.00%
<b>7-00-80 BAND STAND</b>			
Total BAND STAND	0.00	0.00	0.00%
<b>7-00-90 OTHER REVENUES</b>			
Total OTHER REVENUES	0.00	0.00	0.00%
Total Revenues	0.00	194.65	100.00%
<b>7-70 REC TRUST FUND EXPENSES</b>			
<b>7-70-20 TRIPS &amp; EVENTS</b>			
7-70-20.70 Halloween Expenses	0.00	189.87	100.00%
Total TRIPS & EVENTS	0.00	189.87	100.00%
Total REC TRUST FUND EXPENSES	0.00	189.87	100.00%
<b>7-71 REC TRUST PROGRAMS</b>			
7-71-76.60 Other Programs	0.00	500.00	100.00%
Total REC TRUST PROGRAMS	0.00	500.00	100.00%
<b>7-72 COMMUNITY YOUTH PRIDE</b>			
Total COMMUNITY YOUTH PRIDE	0.00	0.00	0.00%
<b>7-73 CRAFT FAIR</b>			
Total CRAFT FAIR	0.00	0.00	0.00%
<b>7-80 OTHER EXPENDITURES</b>			
7-80-82.00 Other Expenses	0.00	278.92	100.00%
Total OTHER EXPENDITURES	0.00	278.92	100.00%

Account	Budget	Actual	% of Budget
7-90-20.81 July 4th Activities	0.00	23.85	100.00%
<b>7-91 WINTER CARNIVAL</b>			
<b>Total WINTER CARNIVAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>7-92 BANDSTAND EXPENSES</b>			
<b>Total BANDSTAND EXPENSES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>0.00</b>	<b>992.64</b>	<b>100.00%</b>
<b>Total RECREATION TRUST FUND</b>	<b>0.00</b>	<b>-797.99</b>	
<b>8-00-2 SEWER DEPT INCOME</b>			
8-00-26.40 Sewer Dept-Sewer Charge	1,511,271.00	257,261.26	17.02%
8-00-26.41 Sewer Dept-Derby Share	95,000.00	0.00	0.00%
8-00-26.43 Sewer Allocation Fee	450.00	606.00	134.67%
8-00-26.45 Sewer Plant-Discharge Fee	185,000.00	75,851.48	41.00%
8-00-26.70 Interest Income	6,500.00	2,254.23	34.68%
8-00-29.75 WWTF Sinking Fund Interes	50.00	29.63	59.26%
<b>Total SEWER DEPT INCOME</b>	<b>1,798,271.00</b>	<b>336,002.60</b>	<b>18.68%</b>
<b>Total Revenues</b>	<b>1,798,271.00</b>	<b>336,002.60</b>	<b>18.68%</b>
<b>8-50-55 SEWER COLLECTION TRUCKS</b>			
8-50-55.21 Truck & Equip Maint Suppl	4,500.00	0.00	0.00%
8-50-55.22 Truck & Equip Parts	14,000.00	1,680.54	12.00%
8-50-55.68 Truck & Equip Repairs	8,000.00	538.54	6.73%
<b>Total SEWER COLLECTION TRUCKS</b>	<b>26,500.00</b>	<b>2,219.08</b>	<b>8.37%</b>
<b>8-50-56 SEWER PLANT TRUCKS</b>			
8-50-56.21 Truck & Equip Maint Suppl	2,500.00	63.56	2.54%
8-50-56.22 Truck & Equip Parts	0.00	242.42	100.00%
8-50-56.68 Truck & Equip Repairs	0.00	85.00	100.00%
<b>Total SEWER PLANT TRUCKS</b>	<b>2,500.00</b>	<b>390.98</b>	<b>15.64%</b>
<b>8-50-57 SEWER COLLECTION</b>			
8-50-57.10 Regular Pay	41,711.00	44,110.39	105.75%
8-50-57.11 Sewer Coll-Overtime	7,000.00	1,889.87	27.00%
8-50-57.13 Repairs	8,000.00	1,765.00	22.06%
8-50-57.14 Maintenance/Cleaning	5,000.00	550.98	11.02%
8-50-57.18 Fuel	9,000.00	1,452.85	16.14%
8-50-57.20 Social Security	3,726.00	3,341.96	89.69%
8-50-57.21 Operating Supplies	1,000.00	49.02	4.90%

SEWER FUND

Account	Budget	Actual	% of Budget
8-50-57.22 Repair & Maintenance Supp	500.00	0.00	0.00%
8-50-57.23 Small Tools & Equipment	3,500.00	641.17	18.32%
8-50-57.25 Materials	15,000.00	26,477.38	176.52%
8-50-57.26 Retirement	4,140.00	0.00	0.00%
8-50-57.27 Health Insurance	12,442.00	3,746.85	30.11%
8-50-57.28 Unemployment Compensation	500.00	0.00	0.00%
8-50-57.29 Worker's Compensation	3,000.00	0.00	0.00%
8-50-57.34 Pump Station Alarm Lines	2,500.00	157.16	6.29%
8-50-57.35 T&E Parts	3,700.00	0.00	0.00%
8-50-57.36 T&E Repair	2,200.00	0.00	0.00%
8-50-57.66 Truck & Equip Rental	8,300.00	15,078.06	181.66%
8-50-57.68 Repair & Maintenance	5,500.00	7,624.11	138.62%
8-50-57.76 Utilities	22,700.00	5,948.05	26.20%
8-50-57.79 Other Expenses	500.00	0.00	0.00%
8-50-57.80 Water Meters	38,000.00	1,073.41	2.82%
8-50-57.82 Pump Station Alarms	7,000.00	742.80	10.61%
8-50-57.83 Pump Station Repair	18,000.00	6,562.95	36.46%
<b>Total SEWER COLLECTION</b>	<b>222,919.00</b>	<b>121,212.01</b>	<b>54.37%</b>
<b>8-50-58 SEWER PLANT</b>			
8-50-58.10 Regular Pay	121,616.00	41,406.52	34.05%
8-50-58.11 Overtime Pay	7,500.00	5,972.21	79.63%
8-50-58.12 Vacation	0.00	3,680.72	100.00%
8-50-58.13 Holiday	0.00	2,719.36	100.00%
8-50-58.14 Sick Pay	0.00	2,960.68	100.00%
8-50-58.15 Other Pay	12,000.00	9,582.50	79.85%
8-50-58.18 Fuel	4,000.00	1,252.78	31.32%
8-50-58.19 Heating Oil	72,000.00	533.38	0.74%
8-50-58.20 Office Supplies	700.00	233.42	33.35%
8-50-58.21 Operating Supplies	123,000.00	52,355.18	42.57%
8-50-58.22 Repair Parts	24,000.00	12,681.65	52.84%
8-50-58.23 Small Tools & Equipment	3,500.00	624.04	17.83%
8-50-58.32 Truck & Equip Maint Suppl	250.00	0.00	0.00%
8-50-58.33 Truck & Equip Parts	250.00	0.00	0.00%
8-50-58.34 Communications	6,700.00	2,028.62	30.28%
8-50-58.50 Plant Improvements	8,500.00	49,263.93	579.58%
8-50-58.60 Professional Expense	4,500.00	480.00	10.67%
8-50-58.66 Truck & Equip Rental	1,500.00	1,907.45	127.16%
8-50-58.68 Repair & Maintenance	15,000.00	7,254.66	48.36%
8-50-58.76 Utilities	93,300.00	22,817.57	24.46%
8-50-58.79 Other Expenses	9,000.00	1,809.14	20.10%
8-50-58.83 State Operating Fee	5,100.00	5,100.00	100.00%
8-50-58.84 Plant Water Usage Fees	23,000.00	3,116.56	13.55%
8-50-58.87 Sludge Dewater/Disposal	150,000.00	114,875.29	76.58%
8-50-58.91 Solid Waste Disposal	4,900.00	352.24	7.19%
<b>Total SEWER PLANT</b>	<b>690,316.00</b>	<b>343,007.90</b>	<b>49.69%</b>
<b>8-50-59 SEWER ADMINISTRATION</b>			

SEWER FUND

Account	Budget	Actual	% of Budget
8-50-59.11 Salaries	92,315.00	23,119.78	25.04%
8-50-59.12 Vacation	19,910.00	1,945.32	9.77%
8-50-59.13 Holiday	16,702.00	388.87	2.33%
8-50-59.20 Office Supplies	200.00	0.00	0.00%
8-50-59.21 Employee Work Attire	2,600.00	396.85	15.26%
8-50-59.34 Communications	400.00	140.64	35.16%
8-50-59.69 Repair & Maintenance	1,400.00	542.50	38.75%
8-50-59.79 Other Expenses	300.00	0.00	0.00%
8-50-59.80 Equipment (Computer)	600.00	0.00	0.00%
8-50-59.90 Professional Services	300.00	295.00	98.33%
<b>Total SEWER ADMINISTRATION</b>	<b>134,727.00</b>	<b>26,828.96</b>	<b>19.91%</b>
<b>8-50-90 PERSONNEL EXPENSES</b>			
8-50-90.06 Unemployment Compensation	1,200.00	128.64	10.72%
8-50-90.07 Worker's Compensation	16,000.00	0.00	0.00%
8-50-90.08 Health Insurance	34,148.00	8,850.43	25.92%
8-50-90.09 Social Security	20,658.00	5,679.31	27.49%
8-50-90.10 Municipal Retirement	22,954.00	8,436.39	36.75%
8-50-90.11 Employee Life Insurance	500.00	0.00	0.00%
8-50-90.13 Life/AD&D/Disbilit	2,000.00	537.38	26.87%
8-50-90.15 Health Ins Opt Out	2,080.00	300.00	14.42%
8-50-90.19 HRA Expense	3,000.00	0.00	0.00%
<b>Total PERSONNEL EXPENSES</b>	<b>102,540.00</b>	<b>23,932.15</b>	<b>23.34%</b>
<b>8-50-91 OTHER EXPENSES</b>			
8-50-91.10 Claims & Damages	1,000.00	2,000.00	200.00%
8-50-91.15 P & C Insurance-Plant	24,150.00	0.00	0.00%
8-50-91.16 P & C Insurance-Distrib	1,300.00	0.00	0.00%
8-50-91.40 Public Officials Liabilit	1,000.00	0.00	0.00%
8-50-91.50 Employment Practices Ins.	2,000.00	0.00	0.00%
8-50-91.65 Fold Utility Bills	100.00	0.00	0.00%
8-50-91.92 Sewer Line Mapping	3,500.00	0.00	0.00%
<b>Total OTHER EXPENSES</b>	<b>33,050.00</b>	<b>2,000.00</b>	<b>6.05%</b>
<b>8-50-92 WWTF UPGRADE 66.458</b>			
<b>Total WWTF UPGRADE 66.458</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>8-50-94 CAPITAL EXPENDITURES</b>			
8-50-94.46 Sewer Lines & Structures	20,000.00	0.00	0.00%
8-50-94.47 Siphon Study	1,000.00	0.00	0.00%
8-50-94.48 Sewer Main Lining	40,000.00	0.00	0.00%
8-50-94.51 Sewer Lines-Labor	60,000.00	53.44	0.09%
8-50-94.59 CSO Engineering	7,000.00	0.00	0.00%
<b>Total CAPITAL EXPENDITURES</b>	<b>128,000.00</b>	<b>53.44</b>	<b>0.04%</b>

SEWER FUND

Account	Budget	Actual	% of Budget
<b>8-50-95 DEBT SERVICE</b>			
8-50-95.30 2001 Sewer Prin 2010-4	25,000.00	25,000.00	100.00%
8-50-95.31 2001 Sewer Int 2010-4	3,313.00	656.25	19.81%
8-50-95.63 Vactor Sinking Fund	80,000.00	0.00	0.00%
8-50-95.73 RF075 Plant Upgrade	212,656.00	0.00	0.00%
8-50-95.74 SRF RF1 - 075 Interest/Ad	26,829.00	0.00	0.00%
8-50-95.89 RF150 Prive Pump Prin	11,294.00	0.00	0.00%
8-50-95.90 SRF RF1-150 Interest	2,749.00	0.00	0.00%
8-50-95.98 Dewatering Loan #2921 Pri	89,116.00	0.00	0.00%
8-50-95.99 Dewatering Loan #2921 Int	6,762.00	0.00	0.00%
<b>Total DEBT SERVICE</b>	<b>457,719.00</b>	<b>25,656.25</b>	<b>5.61%</b>
<b>8-50-97 SEWER SYSTEM DEPRECIATION</b>			
<b>Total SEWER SYSTEM DEPRECIATION</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>1,798,271.00</b>	<b>545,300.77</b>	<b>30.32%</b>
<b>Total SEWER FUND</b>	<b>0.00</b>	<b>-209,298.17</b>	
<b>9-00 WATER DEPT INCOME</b>			
9-00-04.20 Water Allocation Fee	250.00	75.00	30.00%
9-00-26.50 Water Dept - Rent	1,009,483.00	182,444.44	18.07%
9-00-26.51 Water Dept-Labor & Materi	1,000.00	0.00	0.00%
9-00-26.60 Interest Income	4,700.00	1,664.77	35.42%
9-00-26.80 Water Tower Fund Interest	150.00	32.01	21.34%
9-00-26.88 ARPA Fund Interest	0.00	542.52	100.00%
9-00-26.98 Water Facility Repl Int.	120.00	53.71	44.76%
<b>Total WATER DEPT INCOME</b>	<b>1,015,703.00</b>	<b>184,812.45</b>	<b>18.20%</b>
<b>Total Revenues</b>	<b>1,015,703.00</b>	<b>184,812.45</b>	<b>18.20%</b>
<b>9-50-62 WATER TREATMENT &amp; PUMPING</b>			
9-50-62.10 Regular Pay	29,778.00	21,429.27	71.96%
9-50-62.11 Overtime Pay	3,400.00	534.39	15.72%
9-50-62.14 Longevity	300.00	0.00	0.00%
9-50-62.16 Social Security	2,561.00	738.53	28.84%
9-50-62.18 Fuel	5,200.00	386.39	7.43%
9-50-62.21 Operating Supplies	12,000.00	7,756.90	64.64%
9-50-62.22 Repair Parts	7,200.00	45.57	0.63%
9-50-62.23 Small Tools & Equipment	1,800.00	0.00	0.00%
9-50-62.24 Water Meters	38,000.00	1,073.41	2.82%
9-50-62.34 Communications	6,400.00	1,945.02	30.39%
9-50-62.68 Repair & Maintenance	35,000.00	49,193.30	140.55%
9-50-62.76 Utilities	170,000.00	34,637.86	20.38%
9-50-62.79 Other Expenses	18,000.00	5,731.50	31.84%
9-50-62.80 Arsenic Treatment	0.00	16,250.00	100.00%

WATER FUND

Account	Budget	Actual	% of Budget
<b>Total WATER TREATMENT &amp; PUMPING</b>	<b>329,639.00</b>	<b>139,722.14</b>	<b>42.39%</b>
<b>9-50-63 WATER DISTRIB TRUCKS</b>			
9-50-63.21 Truck & Equip Maint Suppl	4,500.00	0.00	0.00%
9-50-63.22 Truck & Equip Parts	4,000.00	1,565.11	39.13%
9-50-63.68 Truck & Equip Repairs	5,500.00	538.46	9.79%
<b>Total WATER DISTRIB TRUCKS</b>	<b>14,000.00</b>	<b>2,103.57</b>	<b>15.03%</b>
<b>9-50-64 WATER DISTRIBUTION</b>			
9-50-64.10 Regular Pay	41,711.00	2,251.42	5.40%
9-50-64.11 Water Distr-Overtime	1,300.00	2,113.21	162.55%
9-50-64.18 Fuel	3,500.00	497.82	14.22%
9-50-64.19 Repairs (Payroll)	12,000.00	5,040.80	42.01%
9-50-64.21 Operating Supplies	2,000.00	61.79	3.09%
9-50-64.23 Small Tools & Equipment	3,000.00	217.93	7.26%
9-50-64.25 Materials	15,000.00	2,517.51	16.78%
9-50-64.30 Derby Road Waterline	16,000.00	21,327.24	133.30%
9-50-64.34 Communications	2,100.00	325.43	15.50%
9-50-64.66 Truck & Equip Rental	500.00	100.00	20.00%
9-50-64.68 Repair & Maintenance	4,000.00	11.39	0.28%
9-50-64.79 Other Expenses	1,500.00	1,000.00	66.67%
9-50-64.80 Equipment	2,500.00	0.00	0.00%
9-50-64.83 Labor - Mapping Grant	0.00	53.44	100.00%
<b>Total WATER DISTRIBUTION</b>	<b>105,111.00</b>	<b>35,517.98</b>	<b>33.79%</b>
<b>9-50-65 WATER DEPT-ADMINISTRATION</b>			
9-50-65.10 Salaries	94,045.00	22,923.64	24.38%
9-50-65.11 Vacation	13,654.00	2,074.14	15.19%
9-50-65.12 Holiday	9,663.00	258.60	2.68%
9-50-65.20 Office Supplies	300.00	0.00	0.00%
9-50-65.21 Employee Work Attire	2,100.00	198.47	9.45%
9-50-65.34 Communications	200.00	35.18	17.59%
9-50-65.68 Repairs & Maintenance	1,500.00	542.50	36.17%
9-50-65.79 Other Expenses	900.00	0.00	0.00%
9-50-65.80 Equipment (Computer)	300.00	0.00	0.00%
<b>Total WATER DEPT-ADMINISTRATION</b>	<b>122,662.00</b>	<b>26,032.53</b>	<b>21.22%</b>
<b>9-50-90 PERSONNEL EXPENSES</b>			
9-50-90.06 Unemployment Compensation	500.00	32.16	6.43%
9-50-90.07 Worker's Compensation	6,000.00	0.00	0.00%
9-50-90.08 Health Insurance	33,445.00	6,944.50	20.76%
9-50-90.09 Social Security	12,269.00	2,685.35	21.89%
9-50-90.10 Municipal Retirement	27,000.00	4,733.04	17.53%
9-50-90.11 Employee Life Insurance	100.00	0.00	0.00%
9-50-90.12 HRA Expense	1,500.00	0.00	0.00%
9-50-90.13 Life/AD&D/Disability	1,400.00	175.38	12.53%

Account	Budget	Actual	% of Budget
9-50-90.16 Health Ins Opt Out	0.00	300.00	100.00%
<b>Total PERSONNEL EXPENSES</b>	<b>82,214.00</b>	<b>14,870.43</b>	<b>18.09%</b>
<b>9-50-91 OTHER EXPENSES</b>			
9-50-91.15 Prop & Casualty Insurance	6,300.00	0.00	0.00%
9-50-91.60 Professional Expense	0.00	120.00	100.00%
9-50-91.75 Public Officials Liabilit	100.00	0.00	0.00%
9-50-91.80 Employment Practices Ins.	250.00	0.00	0.00%
9-50-91.90 Waterline Mapping	3,500.00	0.00	0.00%
<b>Total OTHER EXPENSES</b>	<b>10,150.00</b>	<b>120.00</b>	<b>1.18%</b>
<b>9-50-92 ARSENIC PROJ RF3-129 66.4</b>			
<b>Total ARSENIC PROJ RF3-129 66.4</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>9-50-93 ARSENIC TREATMENT</b>			
<b>Total ARSENIC TREATMENT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>9-50-94 CAPITAL EXPENDITURES</b>			
9-50-94.50 Water Lines-Materials	8,000.00	0.00	0.00%
9-50-94.51 Water Lines-Labor	8,000.00	1,360.57	17.01%
9-50-94.60 Waterline Eng & Des	5,000.00	22,156.94	443.14%
9-50-94.63 Waterline Materials	8,000.00	0.00	0.00%
<b>Total CAPITAL EXPENDITURES</b>	<b>29,000.00</b>	<b>23,517.51</b>	<b>81.09%</b>
<b>9-50-95 DEBT SERVICE</b>			
9-50-95.50 Water Tower Sinking Fund	23,100.00	70,814.00	306.55%
9-50-95.60 Vactor Sinking fund	20,000.00	0.00	0.00%
9-50-95.89 WTF Replacement Fund	30,000.00	0.00	0.00%
9-50-95.91 1984 Water Bond Prin #775	36,936.00	20,925.00	56.65%
9-50-95.92 1984 Wate Bond Int #7750-	3,428.00	0.00	0.00%
9-50-95.95 RF3-095 Admin Fee	2,392.00	0.00	0.00%
9-50-95.96 RF3-095 Water Well Prin	38,697.00	0.00	0.00%
9-50-95.97 RF3-095 Water Well Int	1,196.00	0.00	0.00%
9-50-95.98 RF3-129 Arsenic Water Pri	128,128.00	0.00	0.00%
9-50-95.99 RF3-129 Int & Admin Fee	39,050.00	0.00	0.00%
<b>Total DEBT SERVICE</b>	<b>322,927.00</b>	<b>91,739.00</b>	<b>28.41%</b>
<b>9-50-97 WATER SYSTEM</b>			
<b>Total WATER SYSTEM</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Expenditures</b>	<b>1,015,703.00</b>	<b>333,623.16</b>	<b>32.85%</b>
<b>Total WATER FUND</b>	<b>0.00</b>	<b>-148,810.71</b>	

City of Newport General Ledger  
Current Yr Pd: 5 - Budget Status Report  
WATER FUND

Account	Budget	Actual % of Budget
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<b>Total All Funds</b>	<b>-155,038.00</b>	<b>7,493,046.54</b>