

Mayor: Tim Smith  
Ward 1: Timothy Hawkins  
Ward 2: Newell Decker  
Ward 3: Marie Bessette  
Ward 4: Trudy Cioffi



Ward 5: Robert Farrar  
Ward 6: Chad Spooner  
Clerk/Treasurer: Nicole Robtoy  
City Manager: Dominic Cloud

---

St. Albans City and Town  
Joint Police Board

Monday, October 30, 2023  
Police Department Conference Room  
5:30 pm Tour / 6:30 pm Meeting

AGENDA

- |                                                               |      |
|---------------------------------------------------------------|------|
| 1. Welcome and Introductions                                  | 5:30 |
| 2. Overview of Department and Tour of Facility, Chief Lamothe | 5:35 |
| 3. Convene Business Meeting, Chair Hawkins                    | 6:30 |
| 4. Overview of JPB Process and Budget Proposal, D. Cloud      | 6:35 |
| 5. Budget Presentation, S. Macy                               | 6:45 |
| 6. Board Discussion                                           | 8:00 |
| 7. Public Comment                                             | 8:25 |
| 8. Adjourn                                                    | 8:30 |

## **Memorandum**

**TO:** Joint Police Board  
**FROM:** Sarah Macy, Director of Finance and Administration  
**DATE:** October 27, 2023  
**SUBJECT:** Overview of FY25 Proposed Police Department Budget

---

Enclosed with this memo is the FY25 proposed police department budget. FY25 covers the period from July 1, 2024, through June 30, 2025, and is the first year of service under the Town and City Agreement for Police, Water and Wastewater Services signed January 26, 2023. The proposed budget reflects a fully staffed department, poised to provide around the clock police protection, response, prevention, law enforcement, investigation, education, police emergency response, community justice, and police dispatch services. The current proposal excludes costs for animal control and indirect costs (finance, human resources, administration) with the intent to discuss over time the best method for including these items.

### **Budget Overview**

A critical component of analyzing governmental financial data is a conceptual understanding of how it differs from business financial data. The most concise summary of this difference I can provide is that businesses provide goods and services to raise revenues; governments raise revenues to provide goods and services. This fundamental difference impacts the standards for governmental accounting and financial reporting and is apparent in the way that budgets are created and evaluated. Specifically, the budget focus is on the cost of providing services. These costs are first offset by program specific revenues with any residual amount to be raised through property taxes.

As you review the budget numbers enclosed, you'll notice the first section of the budget is focused on expenditure. Police expenditures are proposed at a level sufficient to provide the services demanded by the two communities. Program specific revenues follow including charges for services, fines, grant revenues, and debt proceeds. As with most governmental programs, an amount remains that will be funded by general revenues, usually in the form of property taxes. The structure of this budget document calculates that remaining amount at the bottom of the page and divides that equally between the City and the Town as required in the contract.

The police department budget is presented in two ways. A one page summary by major budget category is followed by a two page line item detail. At the end of this memo, a glossary defines each of the major budget categories. Both presentations include five years of actual results, the current year budget and actual, the proposed budget and a calculated five year average adjusted for zeros. While the average costs and year to year comparison are interesting to understand where the department has been, it is less meaningful than in other years because of the material changes to the underlying services and expansion of the budget to include direct police costs that have been budgeted elsewhere in prior years. These items

include police department specific legal costs; police specific general liability, property, and casualty insurance costs; unemployment and workers compensation insurance costs calculated on the specific police costs; police specific debt; contribution to the Restorative Justice Center; and the cost of police dispatching.

### **Budget Specifics**

Personnel costs are the primary component of the budget with 63% or \$3,372,000 of total costs. For comparison, the next largest major category of expenditure comprises only 12% of total costs.

The budget proposes the reestablishment of a two person narcotics unit to address the need for a more proactive approach to drug crimes throughout both communities. Formerly known as street crimes, this unit was eliminated at the end of the last contract between the city and the town as a cost savings measure, but the need has only become more acute.

Wages are calculated by taking the current pay rates for all existing employees and factoring in contractual changes between the date of budget creation and the new fiscal year. Wage divisions include leadership and administration, detectives and narcotics unit, and patrol officers. Wages calculations include contractual holidays and contractual night differential rates to provide 24 hour coverage. Overtime is estimated at 200 hours per year per officer.

Benefit calculations project future insurance premiums based on the actual premium increases over the past two years. Insurance benefits include a health reimbursement arrangement (HRA). The cost of the HRA is projected using the actual utilization ration for the employee population included in the police department. All proposed new positions are budgeted with two person benefits as an average placeholder understanding that the actual benefit costs will vary based on the individual hired.

The second largest expenditure category, at 12% of total costs, is the inclusion of the net cost of dispatching services. The dispatch budget (enclosed) is offset by contracts for dispatching with other entities, with the balance split equally between the City and Town. This eliminates a separate contract for Town fire and EMS dispatch services and is administratively efficient since the overwhelming majority of dispatch calls are for police services.

Throughout the budget, notes on major cost components have been included. As often as possible recent actuals and known inflators are used to project budget figures that are conservative but as accurate as possible given current information. Contractual terms are used wherever they exist. This includes copier rentals, the agreement with NCSS, managed IT services, data storage software, snow removal, storage rental, service contract, generator inspections, etc.

As an example of the analysis used to predict costs, gasoline costs have been estimated based on the average gallons purchased during FY19 and FY20, the last time the police included the Town in their

patrols. During these years the average annual gallons purchased was 16,500. At current fuel prices, \$60k would be required to purchase 16,500 gallons.

Building rent has been budgeted based on the lease agreement for the current facility which includes a cost escalator based on the CPI. Utilities at the facility have been estimated based on a 3% increase from the most recent actual amounts.

Capital purchases for the year include scheduled replacement of three marked cars and two unmarked cars. The department is moving toward a replacement schedule that cycles out three cruisers each year which will reduce vehicle repair and maintenance costs and increase resale value. The two unmarked cars will be replaced with used vehicles to reduce costs. All vehicles will be funded with three year debt. Currently, nothing other than fleet replacement is proposed as capital expenditure.

### **Description of Major Expenditure Categories**

#### Wages:

Expenditures for paying employees to provide services. Wages include full time and part time coverage, overtime, night shift and rank differential, and holiday pay.

#### Benefits:

Expenditures for benefits provided that directly benefit employees. Including health, dental, vision, life and disability insurance, retirement, payroll taxes, and annual equipment allowance.

#### Insurance:

General liability, property, casualty, unemployment, and workers compensation insurances

#### Professional and Purchased Services:

Expenditures for procuring the services of outside individuals or organizations. Examples include legal, audit, information technology, memberships in professional organizations, building and uniform cleaning.

#### Training:

Costs to enroll in or provide training to employees. Travel and lodging costs associated with out-of-town travel are included here.

#### Consumables:

Sometimes referred to as supplies. Expenditures for office supplies, cleaning supplies, K9 supplies, and gasoline. The quality differentiating items in the category is that they are continually consumed and replaced.

Rent and Utilities:

Costs incurred that relate to operating the facility. Including electricity, heat, telephone and internet, trash removal, and rent.

Repairs and Maintenance:

R&M; costs to repair or maintain buildings, equipment, and vehicles. Activities related to keeping buildings, equipment, and vehicles at an acceptable operating level.

Other:

Expenditures here include noncapital equipment and other immaterial items that do not have a logical place.

Capital:

Expenditures related to the purchase and outfitting of capital items. Capital items are those with a cost of \$5,000 or more and a useful life greater than one year.

Debt:

Principal and interest payments on existing debt.

**Description of Major Revenue Categories**

Charges for Services:

Revenue arising from exchange or exchange-like transactions where individuals or organizations who purchase, use, or directly benefit from goods or services provided and pay an amount for those transactions.

Fines:

Revenue arising from imposed nonexchange transactions where an individual or organization is required to pay an assessed amount not related to the exchange of goods or services. Examples include traffic tickets and municipal ordinance violation fees.

Grant Revenue:

Grant revenues received for police specific operating or equipment grants.

Debt Proceeds:

When debt is issued for the purchase of capital or other items specific to the department, the debt proceeds are recorded as an inflow.

**Police Department - Summary Budget**

		2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 at 102623	% Budget		2025 Draft	Change from Prior Year	Notes	5 year average
	<b>Expenditures by Major Category</b>													
1	Wages	1,829,154	2,095,686	1,921,845	1,727,209	1,734,106	1,648,986	558,131	33.8%		2,487,252	838,266	Salaries FT & PT, Overtime	1,861,600
2	Benefits	566,873	713,610	616,989	592,050	601,421	624,075	241,748	38.7%		884,587	260,512	Employee insurance, taxes, retirement, gear allowance	618,189
3	Insurance	123,103	138,837	131,032	116,951	111,786	109,303	28,551	26.1%		295,206	185,903	Property, Liability, WC, and Unemployment	124,342
4	Professional and Purchased Services	76,676	133,011	151,402	150,823	192,957	248,500	52,745	21.2%		317,731	69,231	Legal, IT, contracts, cleaning, storage	140,974
5	Training	23,411	28,737	13,228	19,345	13,219	28,000	4,107	14.7%		26,000	(2,000)	Training and related travel	19,588
6	Consumables	64,356	60,852	45,581	65,177	56,138	61,000	13,106	21.5%		79,500	18,500	Office supplies, K9 supplies, gasoline	58,421
7	Rent and Utilities	37,024	34,813	143,932	236,321	235,101	233,919	78,701	33.6%		250,902	16,983	Building rent payments, utilities	137,438
8	R&M	70,918	85,413	43,584	39,772	51,979	72,000	15,289	21.2%		57,500	(14,500)	Repair and maintenance on building, vehicle, and equipment	58,333
9	Other	28,468	59,857	82,618	9,546	106,796	10,000	43,143	431.4%		35,500	25,500	Noncapital equipment, contribution to RJC	57,457
10	Dispatch	-	-	-	-	-	-	-	n/a		637,523	637,523	Dispatching Costs	n/a
11	Capital	139,581	114,194	28,747	16,070	148,122	28,000	13,932	49.8%		200,000	172,000	Capital Outlays	89,343
12	Debt	-	-	-	-	-	-	-	n/a		119,547	119,547	Annual Debt Payments	n/a
13	<b>Total Expenditures</b>	<b>2,959,564</b>	<b>3,465,011</b>	<b>3,178,959</b>	<b>2,973,264</b>	<b>3,251,623</b>	<b>3,063,783</b>	<b>1,049,452</b>	<b>34.3%</b>		<b>5,391,247</b>	<b>2,327,464</b>		<b>3,165,684</b>
	<b>Operating Revenues by Major Category</b>													
14	Charges for Services	1,006,090	1,226,923	1,225,252	261,656	331,102	364,500	77,655	21.3%		197,350	(167,150)	District Liaison, Fingerprinting, VIN Ver, Reports	810,204
15	Fines	9,341	40,972	18,006	1,918	9,365	17,500	5,784	33.0%		12,500	(5,000)	Tickets and ordinance violations	15,920
16	Grant Revenue	91,959	149,540	139,279	81,436	221,834	99,600	49,845	50.0%		101,600	2,000	Domestic Violence and Misc. Grants	136,810
17	Debt Proceeds	21,237	-	28,547	-	-	-	-	n/a		200,000	200,000	Issuance of debt for capital purchases	24,892
18	<b>Total Revenues</b>	<b>1,128,628</b>	<b>1,417,435</b>	<b>1,411,084</b>	<b>345,010</b>	<b>562,301</b>	<b>481,600</b>	<b>133,284</b>	<b>27.7%</b>		<b>511,450</b>	<b>29,850</b>		<b>972,891</b>
19	<b>Net Cost Funded by City</b>	<b>1,830,936</b>	<b>2,047,576</b>	<b>1,767,875</b>	<b>2,628,254</b>	<b>2,620,851</b>	<b>2,531,183</b>	<b>916,168</b>	<b>36.2%</b>		<b>2,439,899</b>	<b>(91,284)</b>		
20	<b>Net Cost Funded by Town</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>68,471</b>	<b>51,000</b>	<b>-</b>	<b>0.0%</b>		<b>2,439,899</b>	<b>2,388,899</b>		
		-	-	-	-	-	-	-			-	-		

**Police Department - Detailed Budget**

		2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 at 102623	% Budget		2025 Draft	Change from Prior Year	Notes	5 year average
	<b>Expenditures - Operating</b>													
1	Salaries	1,476,288	1,830,030	1,726,652	1,544,290	1,549,528	1,448,986	518,734	35.8%		2,240,151	791,165	New positions	1,625,358
2	Part Time	13,024	-	-	-	-	-	-	n/a		11,282	11,282	Separate PT from OT for tracking purposes	13,024
3	Overtime (incl. PT in PY)	339,841	265,656	195,194	182,919	184,578	200,000	39,397	19.7%		235,819	35,819	Est. 200 hr/officer/year	233,637
4	Health Benefits	189,914	307,112	251,412	259,381	259,619	283,464	85,799	30.3%		450,441	166,977	HRA calculated using actual utilization ratio, premiums estimated at 10% increase in line with past two years	253,488
5	FICA/MEDI	136,792	160,101	148,171	133,630	130,503	126,147	46,004	36.5%		167,404	41,257	SS Tax 7.65%, plus new VT child care tax .44% * 75%	141,839
6	Prudential Retirement	36,814	36,515	34,924	35,700	33,700	35,300	35,300	100.0%		33,500	(1,800)	Actuarial recommendation	35,531
7	VMERS	132,048	159,701	152,365	139,374	144,026	140,164	45,983	32.8%		178,742	38,578	VMERS C est. 8.75%	145,503
8	Employee Gear Allowance	71,305	50,182	30,117	23,964	33,572	39,000	28,662	73.5%		54,500	15,500	4 new at \$9k, 9 at \$1k, 19 at \$500	41,828
9	Unemployment	978	1,157	2,985	3,696	3,538	3,600	852	23.7%		3,569	(31)	Est. .78% of \$17,600 base per employee	2,471
10	Workers' Comp.	122,125	137,681	128,047	113,255	108,248	105,703	27,699	26.2%		195,454	89,751	FY23 PACIF bill \$151k, FY24 PACIF bill \$141k, est. rate \$8.12 per \$100 of payroll base and 2/3 OT	121,871
11	General Liability, Property, Casualty Insurance	-	-	-	-	-	-	-	n/a		96,182	96,182	Calculated from Police section of actual PACIF bill with inflator based on previous two years experience	n/a
12	Other Professional Services	46,262	103,524	60,385	44,410	43,208	28,100	7,674	27.3%		50,000	21,900	Interpretation, Polygraph/Background, increase toward average actual experience	59,558
13	IT Support Services	-	-	47,260	52,682	72,531	36,000	21,484	59.7%		75,000	39,000	Symquest monthly contract for managed IT and O365 licenses, increase in licenses, purchase of toughbooks during the year. O365 \$36/month/person, additional toughbooks for new staff \$4k/ea	57,491
14	Embedded Crisis Staff Contract	-	-	-	-	6,150	100,000	1,000	1.0%		100,000	-	Agreement with NCSS	6,150
15	Building Cleaning	-	-	-	-	13,475	14,400	4,900	34.0%		13,440	(960)	\$1600/month with a 70/30 split to Dispatch	13,475
16	Legal	-	-	-	-	-	-	-	n/a		5,000	5,000	New Account, estimate	n/a
17	Cleaning of Uniforms	10,947	11,181	10,014	10,284	7,794	10,500	2,422	23.1%		12,500	2,000	Uniform Cleaning service	10,044
18	Data Storage	-	-	20,169	20,169	20,169	21,500	-	0.0%		23,541	2,041	Annual subscription for software and data storage	20,169
19	Snow Removal	300	-	1,400	758	3,033	4,000	-	0.0%		4,000	-	Snow removal contract split 70/30	1,373
20	Rentals	1,879	2,194	2,220	3,868	3,906	3,000	1,713	57.1%		3,250	250	Storage unit rental, monthly copier rental	2,813
21	Advertising	178	141	3,876	1,489	15,485	15,000	-	0.0%		15,000	-	Advertising used primarily for recruitment	4,234
22	Dues & Subscriptions	17,111	15,971	6,078	17,163	7,206	16,000	13,552	84.7%		16,000	-	IACP Membership, VT Assoc of Chiefs, Axon, Morphotrak annual subscription, email, DMV registrations	12,706
23	Training	6,938	8,074	4,292	10,737	7,548	13,000	1,043	8.0%		13,000	-	Various trainings for officers and administrative team	7,518
24	Firearms	4,552	5,555	7,375	5,841	2,759	8,000	3,015	37.7%		8,000	-	Related to firearms training	5,216
25	Community Based Training	-	-	-	-	-	2,000	-	0.0%		2,000	-	FY24 new initiative	n/a
26	Travel	11,921	15,108	1,561	2,767	2,911	5,000	49	1.0%		3,000	(2,000)	Travel associated with out of town trainings, reduced in recent years	6,854
27	Supplies	15,188	17,225	10,813	17,280	12,728	14,000	2,497	17.8%		14,500	500	Office and cleaning supplies	14,647
28	Canine Supplies	6,520	839	-	1,955	2,555	1,000	21	2.1%		5,000	4,000	Two K9s - officer came with the second dog	2,967
29	Gasoline	42,648	42,787	34,768	45,942	40,855	46,000	10,588	23.0%		60,000	14,000	FY25 will have increased mileage	41,400
30	Water/Sewer	315	243	919	1,456	1,452	100	342	342.0%		1,500	1,400	Quarterly water/sewer bill split 50/50	877
31	Trash Removal	688	962	1,000	1,295	1,512	1,000	390	39.0%		1,502	502	Gauthiers, applied 3% increase to FY23 actual split 50/50	1,092
32	Communications	22,658	22,018	30,095	30,368	35,162	30,500	9,414	30.9%		37,000	6,500	Internet, telephones	28,060
33	Utilities, Gas Heat	4,620	2,347	2,433	1,648	2,071	5,000	73	1.5%		2,200	(2,800)	VTGas, applied 3% increase to FY23 actual split 50/50	2,624
34	Utilities, Electricity	8,743	9,243	18,055	23,686	22,907	17,319	5,989	34.6%		23,700	6,381	GMP, applied 3% increase to FY23 actual split 50/50	16,527
35	Building Lease & Operations	-	-	91,430	177,867	171,997	180,000	62,493	34.7%		185,000	5,000	60% Building Lease, escalator is CPI per lease	147,098
36	R & M Building	14,561	5,256	6,514	4,606	11,859	2,000	-	0.0%		5,000	3,000	Currently troubleshooting HVAC at building	8,559
37	R & M Other	3,050	4,440	2,165	3,454	2,478	-	222	n/a		2,500	2,500	Radar calibration, fire extinguisher inspections	3,117
38	R & M Vehicles	53,308	75,717	34,904	31,712	37,642	70,000	15,067	21.5%		50,000	(20,000)	Working on fleet replacement that shortens the life of vehicles to reduce maintenance and increase resale value	46,657

**Police Department - Detailed Budget**

		2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 at 102623	% Budget	2025 Draft	Change from Prior Year	Notes	5 year average
39	Grant Expense	-	27,796	57,153	5,345	88,783	-	43,143	n/a	10,000	10,000	Offset by grant revenue, intended for equipment and other grants as they become available	44,769
40	Miscellaneous Equipment	20,730	30,750	9,440	3,996	7,502	10,000	-	0.0%	10,000	-	Noncapital equipment - radios, radar equipment, etc.	14,484
41	Contribution to RJC	-	-	-	-	-	-	-	n/a	15,000	15,000	Contribution to support RJC taking Police cases	
42	Miscellaneous Expense	7,737	1,311	16,026	204	10,511	-	-	n/a	500	-	Staff activities, small items not budgeted elsewhere	7,158
43	Dispatch Services	-	-	-	-	-	-	-	n/a	637,523	637,523	Net operating expenditures required to cover City/Town PD, FD, EMS - separate Town dispatch billing removed	n/a
44	<b>Total Expenditures - Operating</b>	<b>2,819,983</b>	<b>3,350,817</b>	<b>3,150,212</b>	<b>2,957,194</b>	<b>3,103,501</b>	<b>3,035,783</b>	<b>1,035,520</b>	<b>34.1%</b>	<b>5,071,700</b>	<b>2,035,917</b>		<b>3,076,341</b>
	<b>Expenditures - Capital and Debt</b>												
45	Vehicle Purchases	93,652	89,565	28,547	4,500	148,122	28,000	13,932	49.8%	200,000	172,000	Debt finance 3 marked cars and 2 used unmarked cars and associated fit up	72,877
46	Capital Equipment	45,929	24,629	200	11,570	-	-	-	n/a	-	-		20,582
47	Transfer to Capital	-	-	-	-	-	-	-	n/a	-	-		n/a
48	Police Chief Vehicle loan	-	-	-	-	-	-	-	n/a	7,493	7,493	Final year FY25	n/a
49	Police equipment (VEDA) loan	-	-	-	-	-	-	-	n/a	16,722	16,722	70% of \$23,888 through FY41	n/a
50	Police Renovations loan	-	-	-	-	-	-	-	n/a	62,437	62,437	70% of \$89,195 through FY37	n/a
51	Vehicle loans	-	-	-	-	-	-	-	n/a	32,896	32,896		n/a
52	<b>Total Expenditures - Capital and Debt</b>	<b>139,581</b>	<b>114,194</b>	<b>28,747</b>	<b>16,070</b>	<b>148,122</b>	<b>28,000</b>	<b>13,932</b>	<b>49.8%</b>	<b>319,547</b>	<b>291,547</b>		<b>89,343</b>
	<b>Revenues - Operating</b>												
53	Fingerprint Revenue	22,698	18,640	9,551	4,005	22,600	10,000	8,935	89.4%	15,000	5,000	Based on average	15,499
54	Other Town Contracts	784,841	942,445	950,775	93,288	82,390	110,000	14,021	12.7%	-	(110,000)		570,748
55	Police Liaison to School	177,667	246,000	246,000	150,000	150,000	171,500	42,500	24.8%	175,100	3,600	Est. 3% on the FY24 contract	193,933
56	Miscellaneous Revenue	20,885	19,838	18,926	14,363	7,641	22,000	12,199	55.5%	7,250	(14,750)	Accident reports, VIN verifications, patch fundraiser	16,330
57	Traffic Ticket & Muni Ordinance Fines	9,336	34,764	12,765	1,895	9,342	12,500	5,784	46.3%	12,500	-	Based on average	13,620
58	Asset Forfeiture	6	6,207	5,242	23	23	5,000	-	0.0%	-	(5,000)		2,300
59	Domestic Violence Grants	89,874	98,939	89,423	70,115	182,339	91,600	37,733	41.2%	91,600	-	Reimbursement for personnel costs of one officer	106,138
60	Misc. Grants	2,085	50,601	49,857	11,321	39,495	8,000	12,112	151.4%	10,000	2,000	Offset of Grant Expenses, intended for equipment grants as they become available	30,672
61	Debt Proceeds	21,237	-	28,547	-	-	-	-	n/a	200,000	200,000	3 cruisers, 2 unmarked cars	24,892
62	St. Albans Town Contract	-	-	-	-	68,471	51,000	-	0.0%	-	(51,000)	FY23 and FY24 contract start up costs	68,471
63	<b>Total Revenue</b>	<b>1,128,628</b>	<b>1,417,435</b>	<b>1,411,084</b>	<b>345,010</b>	<b>562,301</b>	<b>481,600</b>	<b>133,284</b>	<b>27.7%</b>	<b>511,450</b>	<b>29,850</b>		<b>972,891</b>
64	<b>Total Revenues - Operating</b>	<b>1,128,628</b>	<b>1,417,435</b>	<b>1,411,084</b>	<b>345,010</b>	<b>562,301</b>	<b>481,600</b>	<b>133,284</b>		<b>511,450</b>	<b>29,850</b>		
65	<b>Total Expenditures</b>	<b>2,959,564</b>	<b>3,465,011</b>	<b>3,178,959</b>	<b>2,973,264</b>	<b>3,251,623</b>	<b>3,063,783</b>	<b>1,049,452</b>		<b>5,391,247</b>	<b>2,327,464</b>		
66	<b>Net Operations</b>	<b>(1,830,936)</b>	<b>(2,047,576)</b>	<b>(1,767,875)</b>	<b>(2,628,254)</b>	<b>(2,689,322)</b>	<b>(2,582,183)</b>	<b>(916,168)</b>		<b>(4,879,797)</b>	<b>(2,297,614)</b>		
67	<b>Funded by City</b>	<b>1,830,936</b>	<b>2,047,576</b>	<b>1,767,875</b>	<b>2,628,254</b>	<b>2,620,851</b>	<b>2,531,183</b>	<b>916,168</b>		<b>2,439,899</b>	<b>(91,284)</b>		
68	<b>Funded by Town</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>68,471</b>	<b>51,000</b>	<b>-</b>		<b>2,439,899</b>	<b>2,388,899</b>		

**Dispatch Department - Summary Budget**

		2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 at 090123	% of Budget	2025 Proposal	Change from Prior Year	Notes	5 year average
<b>Expenditures by Major Category</b>													
1	Wages	568,511	651,316	565,590	597,418	711,564	666,982	208,204	31.2%	774,640	107,658	Salaries FT & PT, Overtime	638,574
2	Benefits	147,654	178,881	145,837	175,726	236,768	259,791	90,947	35.0%	354,941	95,150	Employee insurance, taxes, retirement	199,401
3	Insurance	10,380	10,107	10,696	10,489	9,919	12,631	2,520	19.9%	4,923	(7,708)	WC and unemployment insurance	10,768
4	Professional and Purchased Services	45,761	63,305	48,923	56,894	59,869	37,500	15,429	41.1%	61,500	24,000	Legal, IT, contracts, cleaning, storage	53,298
5	Training	884	1,669	1,025	1,656	1,821	3,000	-	0.0%	3,000	-	Training and related travel	1,834
6	Consumables	8,361	10,375	6,312	6,955	7,112	3,000	4,699	156.6%	7,000	4,000	Office and cleaning supplies	6,751
7	Rent and Utilities	19,664	21,793	78,106	133,349	170,661	159,960	56,991	35.6%	181,302	21,342	Building rent payments, utilities	112,774
8	R&M	21,716	6,022	10,042	8,060	15,481	19,000	1,420	7.5%	19,000	-	Repair and maintenance on building, equipment	11,721
9	Other	58,639	3,850	187	12,024	1,171	3,500	-	0.0%	3,500	-	Noncapital equip, grants, misc.	4,146
10	Capital	231,064	39,415	11,465	161,868	53,887	280,000	52,072	18.6%	-	(280,000)	Capital outlays	109,327
11	Debt	-	-	-	-	-	-	-	n/a	90,329	90,329	Annual debt service	n/a
12	<b>Total Expenditures</b>	<b>1,112,633</b>	<b>986,733</b>	<b>878,181</b>	<b>1,164,439</b>	<b>1,268,253</b>	<b>1,445,364</b>	<b>432,282</b>	<b>29.9%</b>	<b>1,500,134</b>	<b>54,770</b>		<b>1,148,594</b>
<b>Operating Revenues by Major Category</b>													
13	Charges for Services	796,435	711,974	770,499	856,923	881,617	963,425	667,983	69.3%	862,611	(100,814)	Dispatching and E911 PSAP Contracts	836,888
14	Debt Proceeds	-	-	171,500	-	100,000	250,000	250,000	100.0%	-	(250,000)	Debt proceeds related to capital	173,833
15	<b>Total Revenues</b>	<b>796,435</b>	<b>711,974</b>	<b>941,999</b>	<b>856,923</b>	<b>981,617</b>	<b>1,213,425</b>	<b>917,983</b>	<b>75.7%</b>	<b>862,611</b>	<b>(350,814)</b>		<b>941,188</b>
16	<b>Net Operations</b>	<b>(316,198)</b>	<b>(274,759)</b>	<b>63,817</b>	<b>(307,516)</b>	<b>(286,635)</b>	<b>(231,939)</b>	<b>485,701</b>		<b>(637,523)</b>	<b>(405,584)</b>	Included in police budget	

**Dispatch Department - Detailed Budget**

		2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 at 090123	% of Budget	2025 Proposal	Change from Prior Year	Notes	5 year average
<b>Expenditures - Operating</b>													
1	Salaries	488,949	581,510	478,465	518,163	646,764	586,982	186,473	31.8%	707,324	120,342	No vacancies budgeted - full staff of 11 FT	562,377
2	Part-time Personnel	6,584	9,659	-	-	-	-	-	n/a	19,518	19,518	Separate PT from OT for tracking purposes	9,659
3	Overtime/Part Time Personnel	72,978	60,147	87,125	79,255	64,801	80,000	21,730	27.2%	47,798	(32,202)	Est. 100 hr/person/year	74,265
4	Health Benefits	64,032	86,684	63,434	89,787	129,305	154,146	53,095	34.4%	224,865	70,719	HRA calculated using actual utilization ratio, premiums estimated at 10% increase in line with past two years	104,671
5	FICA/MEDI	43,027	47,704	42,461	45,179	54,065	51,024	15,696	30.8%	61,818	10,794	SS Tax 7.65%, plus new VT child care tax .44% * 75%	48,087
6	Prudential Retirement	5,727	6,010	5,682	4,500	7,800	8,100	8,100	100.0%	11,400	3,300	Actuarial recommendation	6,418
7	VMERS	33,230	38,010	33,842	36,260	44,285	45,021	13,904	30.9%	52,859	7,838	VMERS B est. 7.0%	39,483
8	Uniforms	1,639	473	419	-	1,313	1,500	152	10.1%	4,000	2,500	Clothing allowance	926
9	Unemployment	335	396	1,021	1,264	1,210	1,231	291	23.7%	1,510	279	Est. .78% of \$17,600 base per employee	1,024
10	Workers' Comp.	10,045	9,711	9,675	9,225	8,709	11,400	2,228	19.5%	3,413	(7,987)	Est. rate \$0.45 per \$100 of payroll base and 2/3 OT	9,744
11	Other professional services	34,881	54,828	23,430	26,691	27,009	18,000	1,509	8.4%	21,240	3,240	Burlington Communications console contract, shredding, est. toward average remove cleaning	29,992
12	IT Support Services	8,663	6,364	20,225	25,935	27,815	13,000	10,107	77.7%	28,000	15,000	Email, managed IT services; est. toward recent average	18,668
13	Building Cleaning	-	-	-	-	-	-	2,100	n/a	5,760	5,760	\$1600/month with a 30/70 split to Police	
13	Snow Removal	100	-	467	325	1,300	2,500	-	0.0%	2,500	-	Snow removal contract split 30/70	1,148
14	Rentals	2,118	2,113	4,802	3,942	3,745	4,000	1,713	42.8%	4,000	-	Symquest \$230.50/month split 50/50 between 20-10 and 20-13; base rent usage charged separately	3,720
15	Training	80	649	731	-	1,538	2,000	-	0.0%	2,000	-	Various trainings attended by staff	1,230

**Dispatch Department - Detailed Budget**

		2019 Actual	2020 Actual	2021 Actual	2022 Actual	2023 Actual	2024 Budget	2024 at 090123	% of Budget	2025 Proposal	Change from Prior Year	Notes	5 year average
16	Travel	804	1,020	293	1,656	283	1,000	-	0.0%	1,000	-	Travel associated with out of town trainings	850
17	Operating Supplies	8,361	10,375	6,312	6,955	7,112	3,000	4,699	156.6%	7,000	4,000	Office and cleaning supplies	6,751
18	Water/Sewer	-	-	443	789	1,452	500	342	68.4%	1,500	1,000	Quarterly water/sewer bill split 50/50	796
19	Trash Removal	591	628	709	996	1,204	550	312	56.8%	1,502	952	Gauthiers, applied 3% increase to FY23 actual split 50/50	817
20	Communications	12,219	14,179	22,350	31,981	44,346	30,000	10,820	36.1%	45,000	15,000	Telephone, internet; cost reflective of built in redundancy	28,571
21	Utilities - Gas Heat	2,324	2,347	2,571	1,648	2,213	2,000	73	3.6%	2,500	500	VTGas, applied 3% increase to FY23 actual split 50/50	2,156
22	Utilities - Electricity	4,531	4,639	4,932	8,567	6,783	6,910	1,782	25.8%	6,800	(110)	GMP, applied 3% increase to FY23 actual split 50/50	6,366
23	Building Lease & Operations	-	-	47,100	89,367	114,665	120,000	43,662	36.4%	124,000	4,000	40% Building Lease, escalator is CPI per lease	92,783
24	R & M Building	8,316	1,947	1,830	1,949	14,684	4,000	-	0.0%	4,000	-		4,882
25	Radar Base	324	990	7,745	5,485	-	10,000	-	0.0%	10,000	-	R&M on Dispatch equipment at radar base	6,055
26	R & M Communications	13,076	3,085	467	626	797	5,000	1,420	28.4%	5,000	-	\$600/month dispatch console service contract with Burlington Comm is here	1,995
27	Grant Expenses	18,700	3,400	-	-	-	-	-	n/a	-	-		3,400
28	Miscellaneous Equipment	39,473	273	135	-	-	3,000	-	0.0%	3,000	-	Noncapital equipment	1,136
29	Misc Expense	466	177	52	12,024	1,171	500	-	0.0%	500	-	Staff activities, small items not budgeted elsewhere	2,785
30	<b>Total Expenditures - Operating</b>	<b>881,569</b>	<b>947,318</b>	<b>866,717</b>	<b>1,002,571</b>	<b>1,214,365</b>	<b>1,165,364</b>	<b>380,210</b>	<b>32.6%</b>	<b>1,409,805</b>	<b>244,441</b>		<b>1,039,267</b>
	<b>Expenditures - Capital and Debt</b>												
31	CIP Contribution	-	6,000	-	-	-	-	-	n/a	-	-		6,000
32	Console Lease/Purchase	231,064	-	10,763	-	-	-	-	n/a	-	-		10,763
33	Dispatch Tower	-	33,415	702	161,868	53,887	280,000	52,072	18.6%	-	(280,000)	Construction of Georgia Mountain Tower	105,974
34	Dispatch Building Fit Up Debt							-	n/a	33,925	33,925		n/a
35	Dispatch Tower Debt							-	n/a	56,404	56,404		n/a
36	<b>Total Expenditures - Capital and Debt</b>	<b>231,064</b>	<b>39,415</b>	<b>11,465</b>	<b>161,868</b>	<b>53,887</b>	<b>280,000</b>	<b>52,072</b>	<b>18.6%</b>	<b>90,329</b>	<b>(280,000)</b>		<b>109,327</b>
	<b>Revenues - Operating</b>												
37	Misc. Revenue	261,690	9,720	1,635	375	-	-	-	n/a	-	-	Grants and Misc. items not booked elsewhere	3,910
38	Dispatch Service Contracts	438,439	605,617	679,951	753,338	758,975	794,032	667,983	84.1%	746,511	(47,521)	3% increase on actual contracts for FY24; Town dispatch contract removed	718,382
39	PSAP	96,307	96,637	88,913	96,634	122,643	100,000	-	0.0%	96,100	(3,900)	Annual funds for 911 calls answered	100,965
40	PSAP Contract	-	-	-	6,577	-	44,393	-	0.0%	20,000	(24,393)	Additional 911 funding for dedicated dispatcher	25,485
41	Tower Lease Revenue	-	-	-	-	-	25,000	-	0.0%	-	(25,000)	Dependent on completion and market	25,000
42	Tower Debt	-	-	171,500	-	100,000	250,000	250,000	100.0%	-	(250,000)	Tower construction complete FY24	173,833
43	<b>Total Revenue</b>	<b>796,435</b>	<b>711,974</b>	<b>941,999</b>	<b>856,923</b>	<b>981,617</b>	<b>1,213,425</b>	<b>917,983</b>		<b>862,611</b>	<b>(350,814)</b>		<b>941,188</b>
44	<b>Total Revenues - Operating</b>	<b>796,435</b>	<b>711,974</b>	<b>941,999</b>	<b>856,923</b>	<b>981,617</b>	<b>1,213,425</b>	<b>917,983</b>		<b>862,611</b>	<b>(350,814)</b>		
45	<b>Total Expenditures</b>	<b>1,112,633</b>	<b>986,733</b>	<b>878,181</b>	<b>1,164,439</b>	<b>1,268,253</b>	<b>1,445,364</b>	<b>432,282</b>		<b>1,500,134</b>	<b>54,770</b>		
46	<b>Net Operations</b>	<b>(316,198)</b>	<b>(274,759)</b>	<b>63,817</b>	<b>(307,516)</b>	<b>(286,635)</b>	<b>(231,939)</b>	<b>485,701</b>		<b>(637,523)</b>	<b>(405,584)</b>		