



# HOLLIS POLICE DEPARTMENT

*A Nationally Accredited Law Enforcement Agency*

## FY 2024 Budget Proposal

Presented By:  
Chief of Police Joseph Hoebeke  
Captain Brendan LaFlamme  
Captain James Maloney



# A Message from the Chief of Police



To the members of the Hollis Select Board, the Hollis Budget Committee, and the residents of the Town of Hollis, enclosed within this report you will find information relative to the Hollis Police Department's proposed budget for fiscal year 2024 (FY2024). In a concerted effort to fulfill our agency's commitment to excellence, and in an effort to achieve our agency goals and objectives, we are seeking to maintain our high quality of service while complying with the fiscal guidelines provided by the Hollis Select Board and the Hollis Budget Committee. Our commitment to strengthening our safe and thriving community is demonstrated by our determined efforts to comply with the Hollis Select

Board and Budget Committee's fiscal guidelines, and by our continued efforts at maintaining our status as a model law enforcement agency in the State of New Hampshire and throughout the country. As such, we feel it is important for us to develop and implement an operating budget that allows us to maintain a well-disciplined and highly successful public service organization with the full support of those we serve and protect.

As we hope you have noticed, we place much emphasis on performance based proactive policing services that value transparency, accountability, professionalism, and dedication. This helps to build and strengthen public trust in our agency, which is important and connected to the budget planning process and the funding of the Police Department. We, as an agency, fully understand and appreciate the fact that the fiscal uncertainty and constraints following a difficult economic forecast has increased the complexities of the budget process. As such, we truly believe that the initiatives included within this budget proposal are warranted and necessary for the proper functioning of this department, a Nationally Accredited Law Enforcement Agency. Moreover, we believe that such funding will benefit the Town of Hollis, as a whole, specifically in the area of public safety.

In closing, I kindly ask that you accept this proposal as the Town of Hollis engages in the budget planning process for FY2024.

In Service to You,

A handwritten signature in black ink that reads "Joseph R. Hoebeke". The signature is written in a cursive, flowing style.

Joseph R. Hoebeke  
Chief of Police

## Hollis Police Department Mission Statement

*We are a dedicated and trustworthy family of law enforcement professionals who pride ourselves on being approachable, and are devoted to strengthening our safe and thriving community.*

## Hollis Police Department Vision Statement

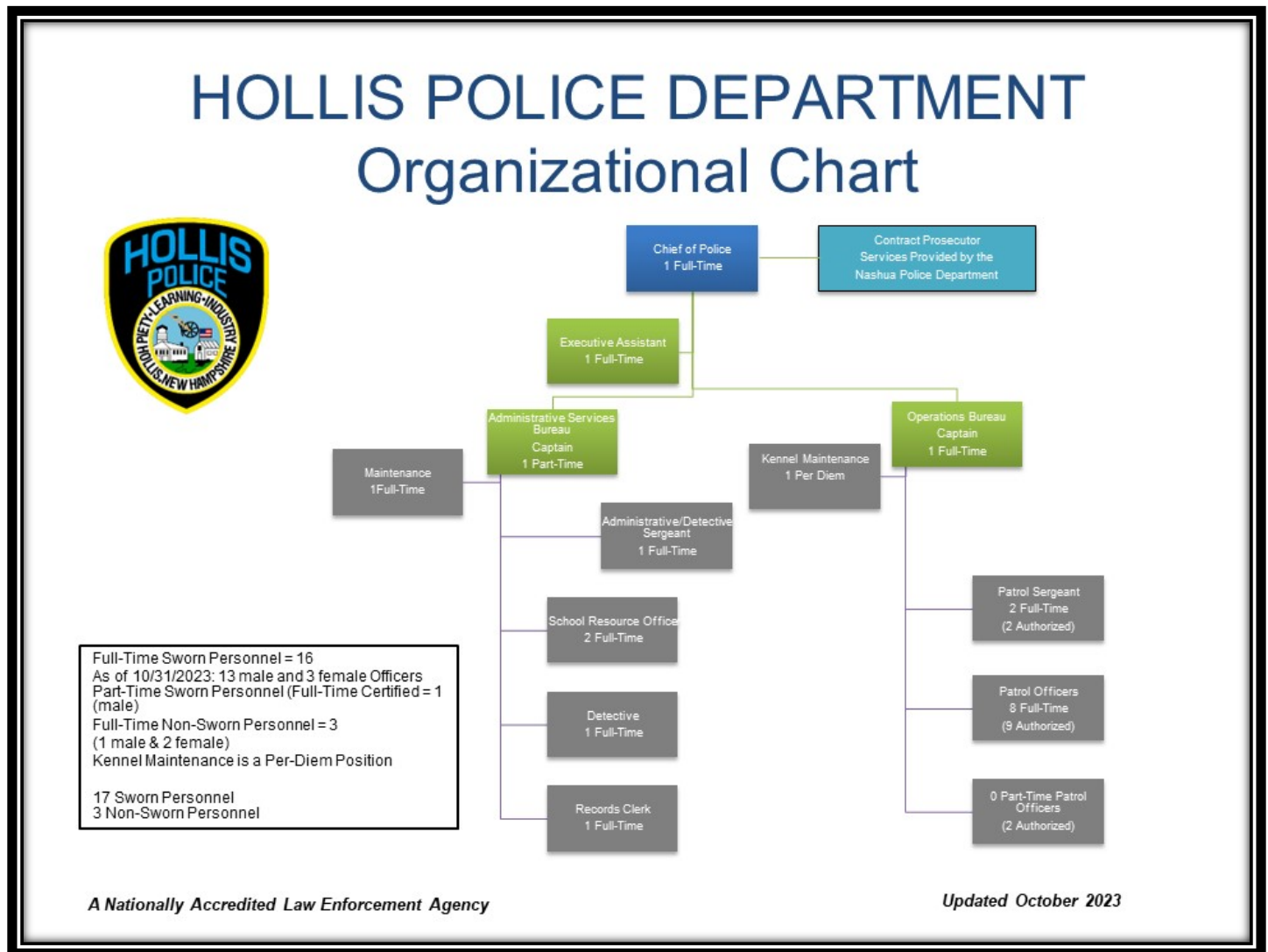
*Through our commitment to excellence, we will advance our status as a model, progressive law enforcement agency with a well-trained, innovative, and diverse workforce, who earn the trust and respect of those we serve.*

## Core Values

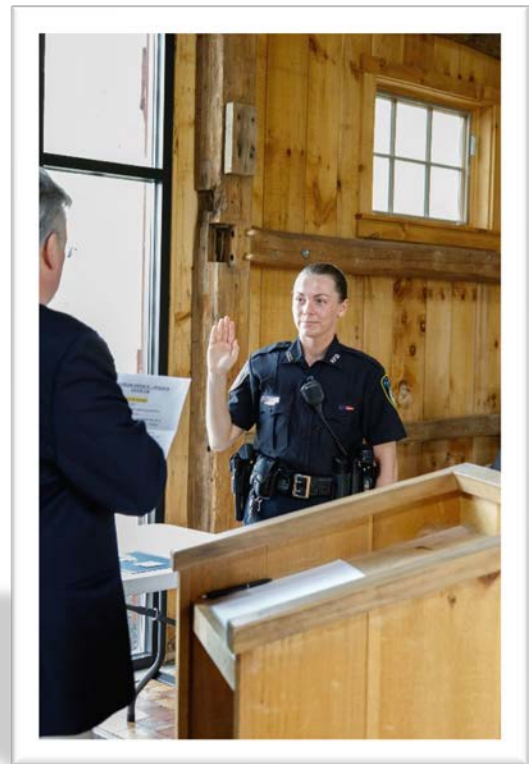
Honesty  
Excellence  
Innovation  
Integrity  
Approachable  
Accountable  
Compassion  
Dedicated



# Department Organizational Chart



## 2023 Agency Initiatives and Milestones



- Operated within budget parameters and currently operating with a budget surplus through three completed quarters of the FY2023.
- Maintained full-staffing level for a nine-month period in 2023. Long-serving agency members Daniel Danahy (Maintenance Technician) and Richard Bergeron (Master Patrol Officer) retired in June and September, respectively.
- In partnership with the Hollis Emergency Management Director, the Hollis Fire Department, and the Hollis Department of Public Works, we submitted and were approved for the allocation of federal funding through a Congressionally Directed Spending (CDS) request. The funding, in the amount of \$702,000.00, will allow the aforementioned agencies to replace our aging inventory of land mobile radios (LMR).
- Secured grant funding as provided by the Office of Highway Safety in the amount of \$9,600.00 for enhanced motor vehicle enforcement efforts to target impaired, aggressive, and distracted drivers.
- Secured grant funding in the amount of \$1,991.25, as provided by the Office of Highway Safety, to purchase a new portable/digital speed measurement device.
- Secured grant funding from the Office of Highway Safety in the amount of \$5,988.03 to purchase new E-Ticket printers for all marked patrol vehicles.
- Secured a \$1,500.00 Community Giving Program grant from Walmart, which was used to pay for National Night Out expenses and other community-focused initiatives.
- Through a private donation made to the Hollis Police Benevolent Association, purchased equipment to initiate a Hollis Police Department Drone Program.
- Reclassified wage scale for Maintenance Technician position to be more competitive in order to fill position vacancy.
- Successfully completed our year one accreditation annual compliance review in September 2023. There are only 16 nationally accredited municipal law enforcement agencies in the State of New Hampshire.
- Hosted our annual Hollis Police Department Awards Ceremony, recognizing both agency and community members for their contributions to the Department.
- Continued to implement and achieve the performance goals identified in our 5-Year Strategic Plan.
- Achieved our annual Department Goal of ensuring every sworn member of the Hollis Police Department completed the 40-hour Crisis Intervention Team (CIT) training as provided by NAMI NH and the New Hampshire Fire Academy.
- Hosted our third annual National Night Out Event.

- Hosted two Drug Take Back events.
- Participated in the Special Olympics 'Winter Dip' event, and MPO Megan Terrizzi volunteered at the Special Olympics of New Hampshire Winter Games.
- Completed our annual Toy Drive event to benefit the Children's Hospital at Dartmouth (CHaD).
- Officer Nicholas Esposito played in the Annual Special Olympics of New Hampshire Police/Fire Baseball Game.
- Participated in the Beards for Bucks fundraiser to benefit the Child Advocacy Center of Hillsborough County.
- Participated in the Pink Patch Revolution fundraiser to assist with the Chemo Care Package program.
- Participated in Read Across America initiative.
- Participated in National Autism Awareness Month.
- Participated in Community Champions Week for Meals on Wheels.
- Participated in National Faith and Blue Weekend.

# Budgetary SWOT Analysis

\*\*As of September 30, 2023. \*\*

\*\*Currently in final two months of FY2023 (January 1<sup>st</sup> through December 31<sup>st</sup>). \*\*

## STRENGTHS

Uniforms (23% surplus)  
 Personnel Services (19% surplus)  
 Electricity (7% surplus)  
 Propane (37% surplus)  
 Wood Pellets (11% surplus)  
 Station Maintenance (15% surplus)  
 Office Supplies (43% surplus)  
 Vehicle Fuel (22% surplus)  
 Vehicle Maintenance (31% surplus)

## WEAKNESS

Overtime (79% expended | 4% deficit)  
 Police Equipment (90% expended | 15% deficit)  
 Records Management (90% expended | 15% deficit)

## OPPORTUNITIES

Grants and Gifts (see below)  
 Strong Support of Community/Governing Body/Budget Committee

## THREATS

Unpredictable gasoline costs given geopolitical uncertainty  
 Increased costs of police equipment and supplies, and lack of availability  
 Aging department vehicle fleet  
 Delays in the availability and procurement of supplies and services, including vehicles, ammunition, and radios  
 Retirements and/or resignations (difficulty in filling any unplanned vacancies)

- **Revenue Streams:** includes funds that are collected by the Hollis Police Department and deposited in Town Budget revenue line items. This includes administrative fees for outside details, cruiser use fees, accident report fees, Right-to-Know (91A) request fees, Pistol Permit fees, and report request fees.
- **Grants and Gifts:** New Hampshire Office of Highway Safety grant funding, Department of Justice COPS Grant funds, Congressionally Directed Spending



fund allocation (Department of Justice), Walmart Community Giving Grant, donations from members of the public, etc.

### NOTES:

**\$2,042,853.00/Fiscal Year 2023 Police Department Budget (All Line Items)**

All Operating Budget line items (4210 0 111 - 4210 0 120), which includes overtime, are 72% expended (\$1,250,269.37) as of September 30, 2023.

**\$1,685,048.00 FY 23 Admin Salaries, Office Staff, Union FT Salaries, PT Salaries, & OT**

All Salary line items (4210 0 111 - 4210 0 120), which includes overtime, are 74% expended (\$1,250,269.37) as of September 30, 2023.

### UNKNOWN/UNFORSEEN BUDGET THREATS:

- Employee attrition (including retirements)
- Mass casualty incident or occurrence (man-made or natural)
- Mass criminal event
- Long term illness or injury to an officer or an officer's family member
- Military leave for active serving members of National Guard or Reserves
- Inability to procure police vehicles and parts for repair
- Facility space needs (lack of available workspace)
- Major facility failure
- Cruiser crash resulting in total loss
- Continued increase in the overall town population, which places an increased demand on police services

*United States Census Data (Population, Town of Hollis, V2022)*

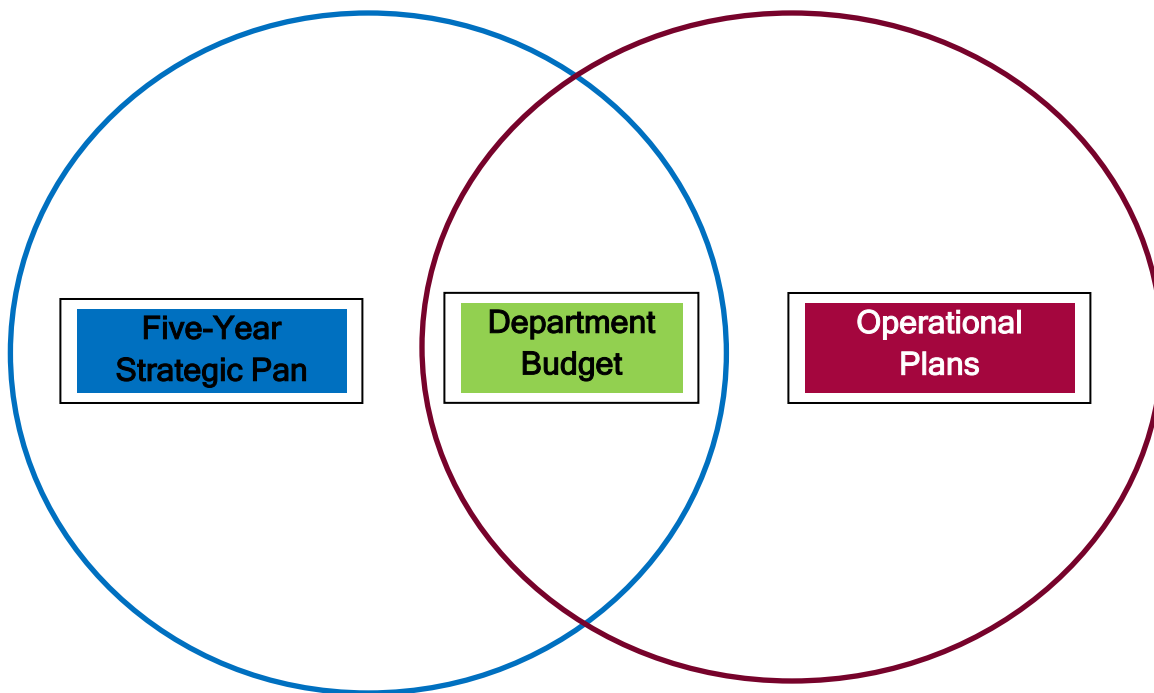
Population Estimates, July 1, 2022, (V2022)	8,695
PEOPLE	
Population	
Population Estimates, July 1, 2022, (V2022)	8,695
Population estimates base, April 1, 2020, (V2022)	8,343
Population, percent change - April 1, 2020 (estimates base) to July 1, 2022, (V2022)	4.2%
Population, Census, April 1, 2020	8,342
Population, Census, April 1, 2010	7,684

# Hollis Police Department Staffing History (2006 – Present)

15-YEAR STAFFING HISTORY FOR THE HOLLIS POLICE DEPARTMENT				
FISCAL YEAR	ACTIVITY DATE	EMPLOYEE NAME	POSITION/TITLE	STATUS
2006	4/4/2006	Andrew Macinnis	Police Officer (FT)	Hired (Non-Certified)
	4/4/2006	Daniel Pangburn	Police Officer (FT)	Hired (Non-Certified)
	6/7/2006	Barry Palmer	Sergeant (FT)	Promoted
	6/20/2006	Barry Palmer	Sergeant (FT)	Passed Away Unexpectedly
	9/11/2006	David Duquette	Police Officer (FT)	Hired (Certified)
	9/26/2006	Jared Westholm	Police Officer (FT)	Hired (Non-Certified)
2007	1/24/2007	Jared Westholm	Police Officer (FT)	Terminated
	8/25/2007	Brendan LaFlamme	Sergeant (FT)	Promoted
	8/25/2007	Richard Mello	Sergeant (FT)	Promoted
	7/16/2007	Angelo Corrado	Police Officer (FT)	Hired (Certified Officer)
2008	11/29/2008	Jon Tate	Police Officer (FT)	Hired (Certified Officer)
	7/2/2008	Katherine Walsh	Police Officer (FT)	Hired (Non-Certified)
	9/13/2010	Angelo Corrado	Sergeant (FT)	Promoted
2009	9/25/2009	Daniel Pangburn	Police Officer (FT)	Resigned in Lieu of Termination
2010	11/29/2010	Joseph Wallent	Police Officer (FT)	Hired (Certified Officer)
	6/3/2010	Christopher Bonin	Police Officer (FT)	Terminated
	8/15/2010	Katherine Walsh	Police Officer (FT)	Resigned
2011	6/1/2011	Russel Ux	Chief of Police (FT)	Retired
	6/1/2011	James Sartell	Chief of Police (FT)	Promoted
	8/1/2011	Richard Mello	Lieutenant (FT)	Promoted
2012	1/28/2012	Angelo Corrado	Police Officer (FT)	Requested Demotion from Sergeant to Police Officer
	6/16/2012	Tracy Dunne	Sergeant (FT)	Promoted
2013	9/3/2013	Daniel Bliss	Police Officer (FT)	Hired (Non-Certified)
	9/3/2013	Mitchel Cardona	Police Officer (FT)	Hired (Non-Certified)
	9/3/2013	Deanna Denman	Administrative Assistant (FT)	Hired
	12/31/2013	Andrew Macinnis	Police Officer (FT)	Resigned
2014	6/2/2014	Phillip Landsteiner	Police Officer (FT)	Hired (Certified Officer)
	8/8/2014	David Duquette	Police Officer (FT)	Resigned to Join Milford Police Department
2015	2/13/2015	Matthew Rinaldi	Police Officer (FT)	Resigned
	3/1/2015	Jonathan Tate	Sergeant (FT)	Promoted
	4/29/2015	Tracy Dunne	Police Officer (FT)	Retired
	8/9/2015	Richard Bailey	Lieutenant (PT)	Hired as Operations Lieutenant
	8/17/2015	Kurt Thompson	Police Officer (FT)	Hired (Non-Certified)
	8/17/2015	Lucas Ilges	Police Officer (FT)	Hired (Non-Certified)
	9/8/2015	Kenneth Beers	Maintenance Tech (PT)	Retired
	10/5/2015	Daniel Danahy	Maintenance Tech (PT)	Hired as Part-Time Maintenance Technician
	11/9/2015	Daniel Bliss	Police Officer (PT)	Resigned from Full-Time Employment
				Retained as PT Officer
2016	12/20/2015	Richard Mello	Lieutenant (FT)	Resigned - Took Position with Lebanon, NH Police Dept.
	1/7/2016	Mitchel Cardona	Police Officer (FT)	Resigned in Lieu of Termination
	2/1/2016	Daniel Bliss	Police Officer (PT)	Resigned - Left Law Enforcement
	2/26/2016	Kris Thibeault	Police Officer (FT)	Resigned to Join Milford Police Department
	3/4/2016	Joseph Hoebeke	Lieutenant (FT)	Hired as Administrative Lieutenant
	5/2/2016	Craig Conant	Police Officer (FT)	Hired (Non-Certified)
	5/9/2016	Matthew Poulicakos	Police Officer (FT)	Hired (Certified Officer)
	12/12/2016	Adam Kushmerek	Police Officer (FT)	Hired (Non-Certified)
	12/26/2016	Tara Koski	Police Officer (FT)	Resigned to Work for Londonderry PD
2017	4/3/2017	Megan McLynch	Police Officer (FT)	Hired (Certified Officer)
	4/17/2017	Nicholas Collishaw	Police Officer (FT)	Hired (Non-Certified)
	4/27/2017	Richard Bailey	Police Officer (PT)	Resigned
				Retained as a Part-Time Police Officer
	6/1/2017	Deanna Denman	Administrative Assistant (FT)	Retired
	6/19/2017	Samantha Morris	Administrative Assistant (FT)	Hired
	8/1/2017	Angelo Corrado	Police Officer (FT)	Retired
	10/31/2017	David Turgeon	Police Officer (FT)	Resigned
	11/3/2017	James Sartell	Chief of Police (FT)	Retired
				Retained as PT Officer

	11/11/2017	Brendan LaFlamme	Lieutenant (FT)	Promoted to Lieutenant/Operations
Staffing as of 12/31/2017 = 13 FT Police Officers   1 PT Police Officer   1 FT Civilian Employee   2 PT Civilian Employee   1 Kennel Maint. Worker (Per Diem)				
Total Staffing = 14 SWORN   4 NON-SWORN   18 TOTAL EMPLOYEES				
2018	1/2/2018	James Maloney	Lieutenant (PT)	Hired as Administrative Lieutenant (Part-Time)
	4/9/2018	Derek Gyles	Police Officer (FT)	Hired (Non-Certified)
	4/9/2018	Nicholas McPhee	Police Officer (FT)	Hired (Non-Certified)
	6/11/2018	Matthew Poulicakos	Sergeant (FT)	Promotion
	8/20/2018	Phillip Landsteiner	Police Officer (FT)	Resigned in Lieu of Termination
	10/22/2018	Karen Lawton	Administrative Assistant (FT)	Hired
	10/27/2018	Samantha Morris	Administrative Assistant (FT)	Resigned for a Job with Mass State Police
Staffing as of 12/31/2018 = 14 FT Police Officers   3 PT Police Officer   2 FT Civilian Employees   1 PT Civilian Employee   1 Kennel Maint. Worker (Per Diem)				
Total Staffing = 17 SWORN   4 NON-SWORN   21 TOTAL EMPLOYEES				
2019	1/2/2019	Nicholas McPhee	Police Officer (FT)	Resigned - Failure to Meet Training Requirements
	4/1/2019	Brendan LaFlamme	Captain	Promotion
	4/22/2019	Brooke Kennedy	Police Officer (FT)	Hired (Non-Certified)
	4/26/2019	Craig Conant	Police Officer (FT)	Resigned in Lieu of Termination
	4/1/2019	Amanda Cusato	Records Clerk (PT)	Hired
	4/30/2019	Dianne West	Records Clerk (PT)	Resigned
	8/20/2019	Kyle Connors	Police Officer (FT)	Hired (Non-Certified)
	10/1/2019	Brooke Kennedy	Police Officer (FT)	Resigned - Failure to Meet Training Requirements
	12/18/2019	Michael Trapani	Police Officer (FT)	Hired (Non-Certified)
	12/30/2019	Richard Bailey	Police Officer (PT)	Resigned
	12/31/2019	James Sartell	Police Officer (PT)	Resigned
Staffing as of 12/31/2019 = 14 FT Police Officers   1 PT Police Officer   2 FT Civilian Employees   1 PT Civilian Employee   1 Kennel Maint. Worker (Per Diem)				
Total Staffing = 15 SWORN   4 NON-SWORN   19 TOTAL EMPLOYEES				
2021	1/18/2021	Joshua Hooper	Police Officer (FT)	Hired (Certified Officer)
	4/20/2021	Julie Hinckley	Police Officer (FT)	Hired (Non-Certified Officer)
	12/20/2021	Nicholas Esposito	Police Officer (FT)	Hired (Non-Certified Officer)
Staffing as of 12/31/2021 = 17 FT Police Officers   1 PT Police Officer   2 FT Civilian Employees   1 PT Civilian Employee   1 Kennel Maint. Worker (Per Diem)				
Total Staffing = 18 SWORN   4 NON-SWORN   22 TOTAL EMPLOYEES				
2022	5/6/2022	Nicholas Collishaw	Police Officer (FT)	Voluntary Resignation - Took Job with Hudson PD
	12/19/2022	Kayla Bitondo	Police Officer (FT)	Scheduled for Hire (Non-Certified)
Staffing as of 10/19/2022 = 16 FT Police Officers   1 PT Police Officer   3 FT Civilian Employees   1 Kennel Maint. Worker (Per Diem)				
Total Staffing = 17 SWORN   3 NON-SWORN   1 Per-Diem Kennel Maintenance Worker = 21 TOTAL EMPLOYEES				
2023	6/30/2023	Daniel Danahy	Maintenance Tech (FT)	Retired
	9/15/2023	Richard Bergeron	Police Officer (FT)	Retired
	10/9/2023	Blake Minckler	Maintenance Technician (FT)	Hired
Staffing as of 09/30/2023 = 16 FT Police Officers   1 PT Police Officer   3 FT Civilian Employees   1 Kennel Maint. Worker (Per Diem)				
Total Staffing = 17 SWORN   3 NON-SWORN   1 Per-Diem Kennel Maintenance Worker = 20 TOTAL EMPLOYEES				
WE ARE SCHEDULED TO HIRE A NON-CERTIFIED OFFICER IN DECEMBER 2023				

# Connecting Our Strategic Plan to Our Operating Budget



The Hollis Police Department recognizes that the budget process is inherently connected to the strategic planning process. Aligning these two processes provides us with the opportunity to best allocate our spending and to make the most out of the Town's investments.

## **Strategic Plan Goals:**

- Goal #1 - Recruitment, Selection, and Retention of a Highly Qualified and Diverse Workforce.
- Goal #2 - Continuing the Legacy of Community Engagement.
- Goal #3 - Building and Strengthening Community Partnerships.
- Goal #4 - Creating a Legacy of Leadership within the Agency.
- Goal #5 - A Commitment to Expanding Targeted Training Opportunities.
- Goal #6 - Developing Staff through Specialized Training Opportunities.
- Goal #7 - A Progressive Approach to Infrastructure Improvements.
- Goal #8 - Identification and Construction of a Department Firing Range.
- Goal #9 - Expanding the Use of Social Media and Web-Based Platforms.



The Five-Year Strategic Plan for the Hollis Police Department is a document that guides our agency's operations and organizational culture on a daily basis. Our efforts over the past years, and in the time since we implemented the Strategic Plan, have helped to mold our Operating Budget while addressing the focus areas identified by the community in which we serve. Many of these focus areas have been identified by community members during the completion of our 2021 Community Survey on Public Safety and Law Enforcement. We are hopeful that this nexus between our Strategic Plan, the department's operational structure, and the Operating Budget is both transparent and unambiguous.

While the complexity of the policing profession is changing on many fronts, the men and women of the Hollis Police Department are committed to working with our community to prioritize the focus areas that have been identified. Our calls for service are becoming more complex and our officers are spending more of their time on these calls. Criminal investigations, report writing, and court appearances consume a large amount of time and energy, both at the individual and organizational level. Maintaining a fully staffed department while proactively working to increase our staffing levels to meet the public safety needs of the Town of Hollis over the next several years is one of the best methods to ensure that the Hollis Police Department continues to provide the best policing services to the citizens of this safe and thriving community.

# Budget Development Goals

- Through responsible fiscal planning and management, maintain and improve the current policing services provided to the Town of Hollis.
- Conduct granular analysis of each budgetary line item to ensure they reflect appropriate funding given increases or reductions in costs.
  - This includes careful collection and evaluation of all data used to formulate projected costs.
  - Considers the rising costs of goods given current rates of inflation and the uncertainties of future economic forecasts.
- Focus on the maintenance and improvement of department facilities and agency-owned equipment with special care given to increasing efficiency, mitigating risk to the department, our team members, and the Town of Hollis, improving appearance, and increasing longevity of use.
- Maintenance of programs aimed at employee wellness, employee retention, and employee professional and personal development.
- Proper funding of sufficient staffing levels to meet the demands associated with the steady population increases, as provided by the most recent (July 1, 2022) Census data.
  - Funding requests are also supported by the content of the 2020 Hollis Police Department Staffing Study and the Five -Year Strategic Plan, as detailed in the previous section.
  - Funding to offset increases in wages for the full-time Maintenance Technician position. These wage scale adjustments were approved by the Hollis Select Board by unanimous vote.
  - Increase in employee referral bonus from \$1,500.00 to \$3,000.00 in order to more effectively recruit qualified individuals for any existing or future vacancies.
- We always start at zero cost and build each line item evaluating organizational needs, both in terms of personnel costs and other operational costs.

- We set goals to draft a budget that we can and will live within.
- We truly build a budget based on what we believe are the anticipated expenses for a given fiscal year.

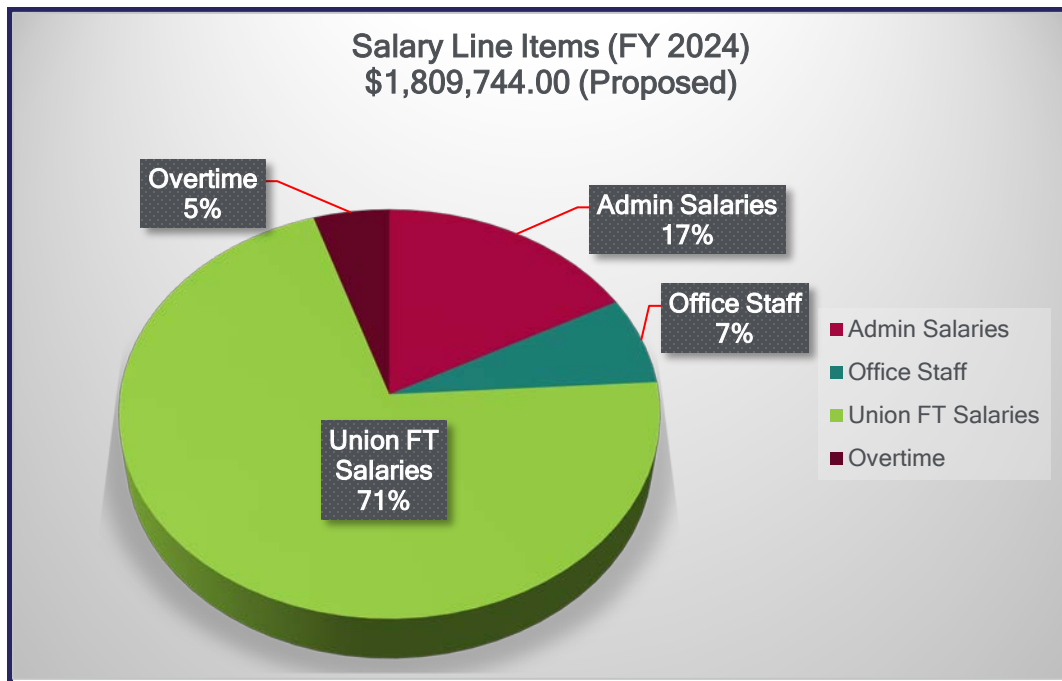
## Salaries

(01 4210 0 111 – 01 4210 0 119)

- Budget includes scheduled grade step adjustments without consideration of any agreed upon cost increases negotiated pursuant to the current collective bargaining agreement.
  - Wage scale adjustments for AFSCME 3657 Collective Bargaining Unit members was approved through an affirmative vote of a warrant article at the March 2023 Town Meeting.
  - \$94,681.00 increase in Union Salaries for FY2024, as stipulated in current Collective Bargaining Agreement.
  - *Union Full Time Salaries (01 4210 0 113) variance from 2023 to 2024 is 8% increase.*
- \$21,589.00 increase in Administration Salaries includes reclassification of Captain wage scale from Grade XXIII to Grade XXIV. This also includes 4% wage scale adjustment for the Chief of Police and Captains, who are non-union members.
  - *Administration Salaries (01 4210 0 111) variance from 2023 to 2024 is 8% increase.*
- \$8,426.00 increase in Office Staff Salaries includes 4% wage scale adjustment for the Executive Assistant and Records Clerk. Both of these positions are classified as non-union.
  - *Office Staff Salaries (01 4210 0 112) variance from 2023 to 2024 is 7.2% increase.*
- Level funding of Overtime line item (\$90,000.00).

### 2024 HOLLIS POLICE DEPARTMENT PROPOSED OPERATING BUDGET

Account		Estimated 2024 Costs	2023 Budget	2024 Budget Proposed	Variance (\$)	Variance (%)
<b>Salaries</b>						
01 4210 0 111 PD-Administration Salaries		307,105.00	287,687.00	309,276.00	21,589.00	8%
01 4210 0 112 PD-Office Staff		125,645.00	117,219.00	125,645.00	8,426.00	7.2%
01 4210 0 113 PD-Union Full Time Salaries		1,285,647.00	1,190,142.00	1,284,823.00	94,681.00	8%
01 4210 0 115 PD-Union Part-Time Salaries		0.00	0.00	0.00	0.00	0%
01 4210 0 116 PD-Part-Time Salaries		0.00	0.00	0.00	0.00	0%
01 4210 0 119 PD-Overtime		96,060.00	90,000.00	90,000.00	0.00	0%
Patrol Hours 12 sworn 1940 hrs per year	23280					
Earned Time (Planned and Unplanned) 12 @ 130 hrs	1430					
Training	700					
Estimated Hours Off	2624					
Total Hours Avail (12 * 1940)	18526					
Total Hours Needed	14600					
Shift Coverage	700					
Emergency	300					
Court/Training Overtime	500					
Total OT hours	1500					
Overtime Rate (average MPO/Sgt OT rate)	64.04					
Estimated OT Cost	96060					
01 4210 0 120 PD-Administration Overtime	0	0.00	0.00	0.00	0.00	0%
<b>Total Salaries</b>		<b>1,814,457.00</b>	<b>1,685,048.00</b>	<b>1,809,744.00</b>	<b>124,696.00</b>	<b>7%</b>

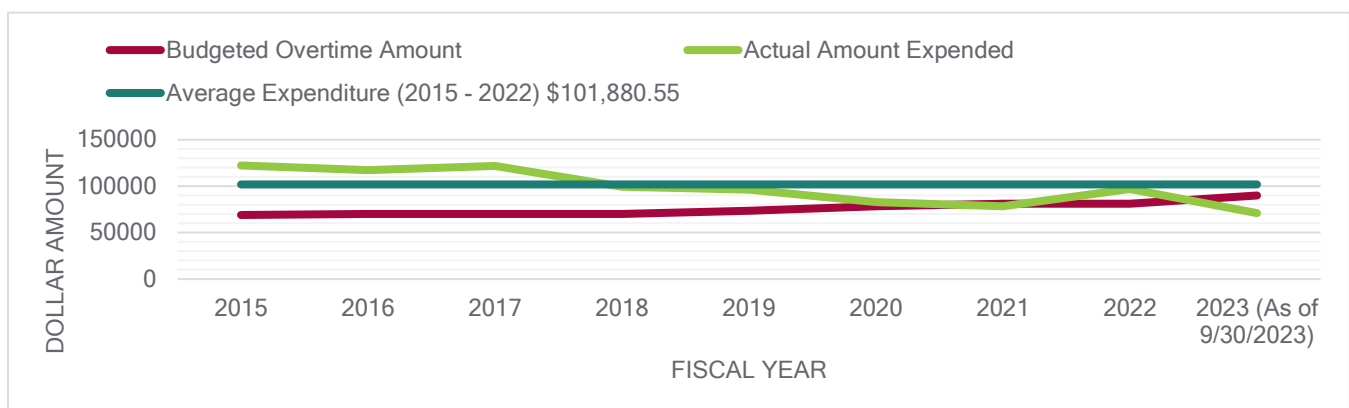




## Overtime Costs (Line Item 0-119):

- 0% increase (level funding) for FY2024. Requested funding amount for Overtime line item is \$90,000.00.
  - Overtime line item includes costs for training, patrol coverage, investigations, and court coverage.
  - This takes into consideration the increases in overtime rates of pay for officers given any wage and step adjustments, as well as longevity and stipend payments, which must also be factored into hourly overtime rates of pay.
- Overtime line item was level funded at \$90,000.00 for FY2023 and \$81,000 for FY2022.
- We have been able to effectively manage overtime costs since 2018, even though we have experienced periods where there have been significant staffing shortages.
- 2021 marked the lowest expenditure of overtime in several years with an end-of-year surplus of 3%.
- We are hopeful that overtime expenditures will remain consistent and at or below budgeted amounts. Obviously, this will be dependent on staffing levels and now that we are operating at or near full staffing levels.
- As of September 30, 2023, we are currently operating at a 4% deficit in the Overtime line item. Please note that this deficit does not take into account reimbursement amounts for Highway Safety Grant Enforcement activities.
- It is expected that we will be at or slightly above budgeted Overtime line-item funds of \$90,000.00 at the conclusion of FY2023. This is a direct result of some recent staffing challenges since September, and increased hours for court, investigations, and training.

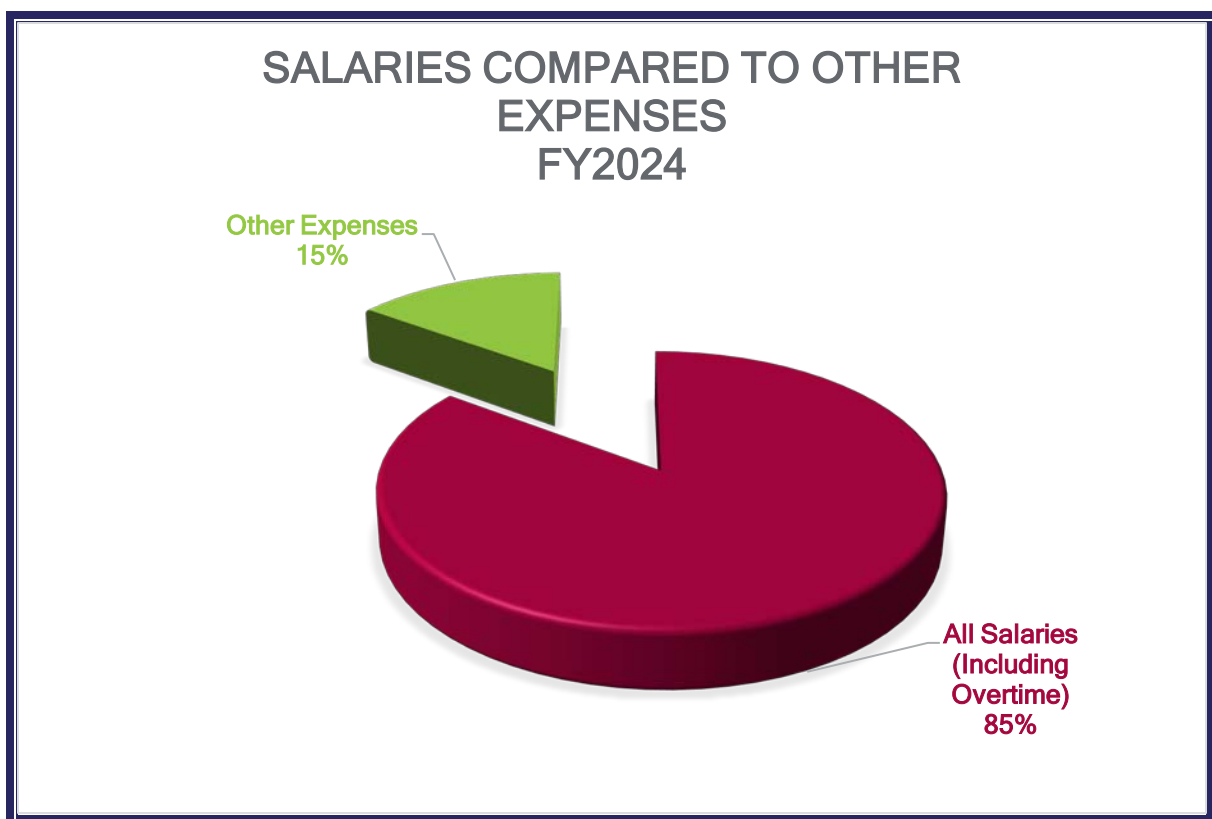
*Overtime (Budgeted vs. Actual) 2015 - 2022 (7 years complete data)*



## Other Expenses:

- Increase in uniform costs of \$1,357.00, or 7%, to account for overall increases in police equipment items (i.e., clothing, ballistic vests, badges, and new officer upfit).
- Increase of 3% in legal expenses due to second year of negotiated contract with the Nashua Police Department, who provides contract prosecutorial services to the Town of Hollis.
  - FY2023 contract cost was \$65,000.00 | FY2024 contract cost is \$66,950.00.
  - Legal line item reflects a \$2,140.00 increase (+3% variance).
- Increase in internet service costs of \$54.00 (8%) given new VOIP system usage.
- Continued uncertainty in energy market given current geo-political issues and other increases.
  - Average price of gasoline expected to be \$3.69 per gallon. Vehicle Fuel line item shows a decrease of \$2,370.00 (-6% variance).
  - Decrease in cost of propane from \$1.699 to \$1.385 per gallon for FY2024 (-17% variance).
  - Increase in cost of wood pellets to \$317.00 per ton, thereby resulting in a \$1,106.00 increase in the line item (+24%).
  - Electricity line item increased by \$200.00 (+2% variance) to reflect rate increase from .0921 cents per kWh to .10880 cents per kWh. Rate is in effect from November 2023 to November 2025.
- Police Equipment line item has a minimal increase of \$250.00 (+1% variance).
- Vehicle Maintenance line item has a requested increase of \$585.00 (+3% variance) given increases in preventative maintenance, vehicle parts and supplies, and labor costs.
  - We have saved significant amounts of money in this line item given our ability to conduct preventative and routine maintenance in-house. This includes tire rotations, vehicle cleaning, equipment modifications, brake changes, and minor body work.
  - Should we enter into a Fleet Management Program through Enterprise, we should expect to see future cost savings in this line item in FY2025 and beyond.
- Station Maintenance line item has a requested funding amount of \$20,466.00 (+6% variance) due to increases in service agreements.

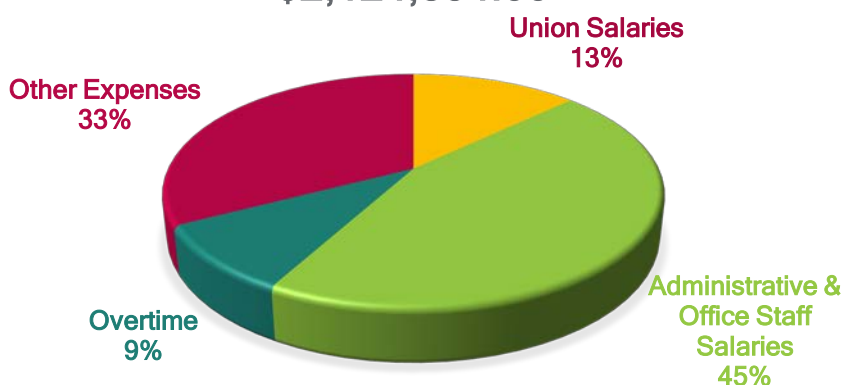
- Records Management line item has a requested funding amount increase of \$1,350.00 (+4% variance).
  - This is a result of a cost increase for our Records Management System IMC and our document and accreditation management software PowerDMS.
- Police cruiser lease agreements will end on December 31, 2023.
- \$24,593.00 for funding of Body Worn and In-Car Video System Program, which is funded within the Police Equipment line item (01 4210 0 615).
  - Year 4 of 5-Year Program.



### 2024 Budget Proposal Expenditures (As of September 30, 2023)

	<u>2022 Budget</u>	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2023 Actual</u>	<u>Proposed Budget</u>	<u>Variance (\$)</u>	<u>Variance (%)</u>
<b>Police</b>							
01 4210 0 291 PD-Uniforms	20,000.00	16,635.89	20,000.00	10,371.68	21,357.00	1,357.00	7%
01 4210 0 320 PD-Legal	64,200.00	63,655.67	67,000.00	49,275.00	69,140.00	2,140.00	3%
01 4210 0 330 PD-Training	16,500.00	18,990.66	23,450.00	19,990.63	23,075.00	(375.00)	-2%
01 4210 0 331 PD-Accreditation Expenses	10,800.00	8,816.98	11,000.00	8,428.70	10,500.00	(500.00)	-5%
01 4210 0 341 PD-Telephone	6,900.00	5,630.27	4,100.00	3,050.74	4,040.00	(60.00)	-1%
01 4210 0 345 PD-Internet Service	540.00	422.33	660.00	295.50	714.00	54.00	8%
01 4210 0 361 PD-Contract Cleaning	17,650.00	17,025.00	2,100.00	0.00	0.00	(2,100.00)	-100%
01 4210 0 390 PD-Personnel Services	5,000.00	4,915.92	4,000.00	2,221.87	4,000.00	0.00	0%
01 4210 0 410 PD-Electricity	7,000.00	7,731.90	8,400.00	5,693.81	8,600.00	200.00	2%
01 4210 0 411 PD-Propane	2,400.00	2,746.26	2,900.00	1,109.95	2,400.00	(500.00)	-17%
01 4210 0 414 PD-Wood Pellets	4,700.00	4,530.79	4,600.00	2,942.56	5,706.00	1,106.00	24%
01 4210 0 430 PD-Station Maintenance	19,300.00	19,955.98	19,300.00	11,632.14	20,466.00	1,166.00	6%
01 4210 0 560 PD-Dues & Publications	3,000.00	1,447.00	2,900.00	2,520.00	2,680.00	(220.00)	-8%
01 4210 0 561 PD-Radar Certification	3,000.00	3,031.99	2,800.00	1,281.75	2,835.00	35.00	1%
01 4210 0 580 PD-Private Car Mileage	225.00	185.00	250.00	0.00	262.00	12.00	5%
01 4210 0 611 PD-Copy Machine Supplies	1,500.00	1,193.01	1,300.00	1,013.43	1,290.00	(10.00)	-1%
01 4210 0 615 PD-Police Equipment	37,650.00	44,939.85	37,650.00	33,844.99	37,900.00	250.00	1%
01 4210 0 620 PD-Office Supplies	4,000.00	3,942.27	3,500.00	1,145.47	3,245.00	(255.00)	-7%
01 4210 0 625 PD-Postage	900.00	684.30	900.00	393.45	900.00	0.00	0%
01 4210 0 635 PD-Vehicle Fuel	34,800.00	36,800.83	38,470.00	20,434.19	36,100.00	(2,370.00)	-6%
01 4210 0 660 PD-Vehicle Maintenance	16,000.00	17,663.80	19,505.00	8,516.69	20,090.00	585.00	3%
01 4210 0 681 PD-Records Management	28,150.00	29,084.04	32,900.00	29,582.81	34,250.00	1,350.00	4%
01 4210 0 690 PD-Community Outreach/Employee Recognition	4,000.00	5,604.48	4,500.00	2,131.42	4,500.00	0.00	0%
01 4210 0 760 PD-Police Cruiser	46,100.00	43,919.00	0.00	0.00	0.00	0.00	0%
01 4210 1 430 PD-ANI-Kennel Maintenance	700.00	396.52	700.00	126.90	540.00	(160.00)	-23%
01 4210 1 470 PD-ANI-Veterinarian Services	500.00	0.00	500.00	0.00	250.00	(250.00)	-50%
01 4210 1 610 PD-ANI-Kennel Supplies	500.00	2.50	500.00	36.00	250.00	(250.00)	-50%
<b>Total Police</b>	<b>356,015.00</b>	<b>359,952.24</b>	<b>313,885.00</b>	<b>216,039.68</b>	<b>315,090.00</b>	<b>1,205.00</b>	<b>0%</b>

### PROPOSED FY2024 OPERATING BUDGET (ALL LINES) \$2,124,834.00



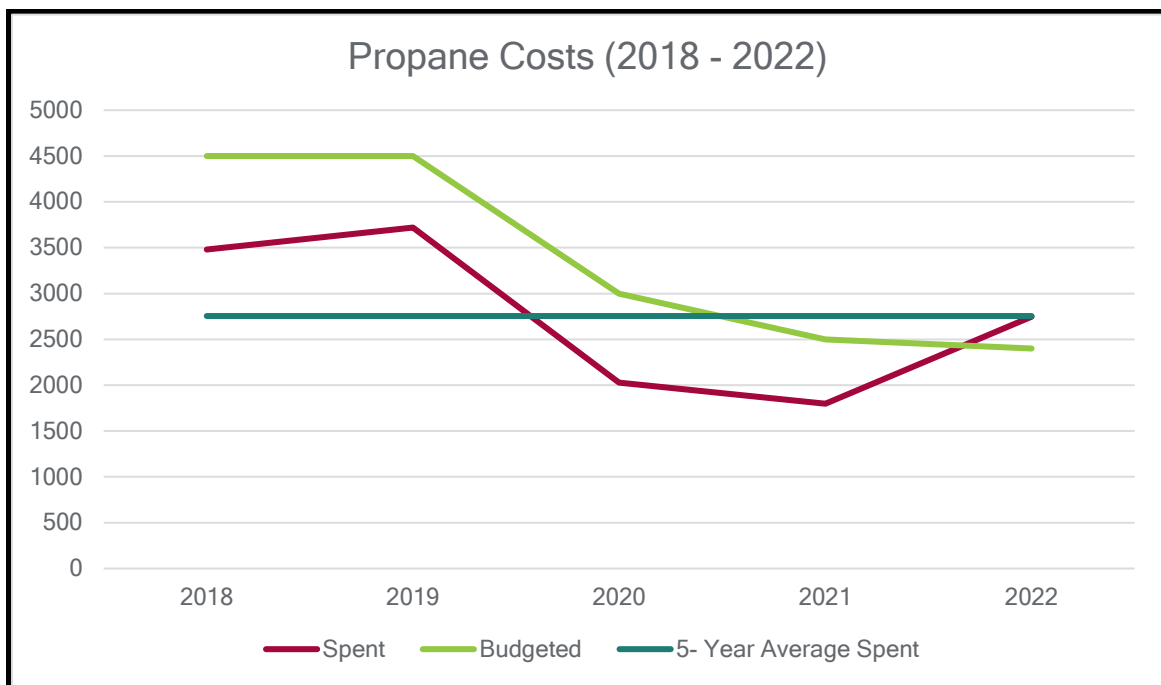


# Energy Costs (Heating, Electricity, and Gasoline):

## Propane:

- FY2024 Budget Request for propane = \$2,400.00 (-\$500.00 or 17% variance).
- .314 cent decrease in cost per gallon for FY2024 when compared to FY2023.
  - 2024 propane cost per gallon = 1.385
  - 2023 propane cost per gallon = \$1.699
  - 2022 propane cost per gallon = \$1.269
  - 2021 propane cost per gallon = \$1.019
  - Between the Police Department and the Generator, we use, on average, 1800 gallons of propane per year.
- Average expenditures for 5-year period (2018 - 2022) = \$2,754.38.

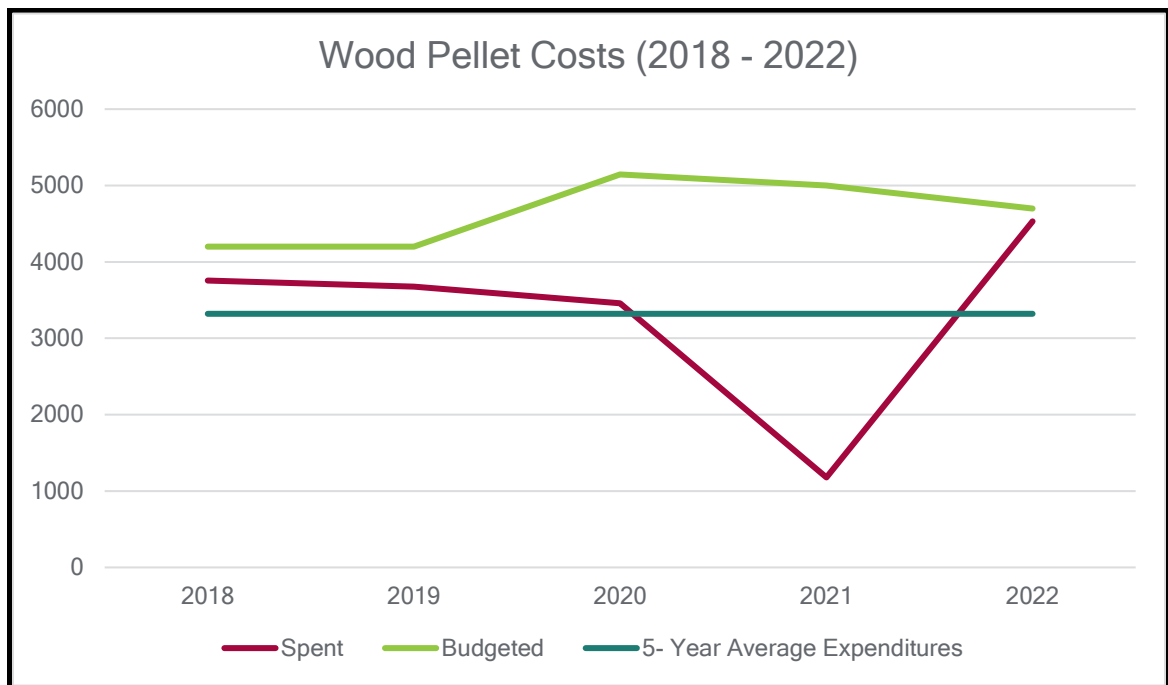
2018	2019	2020	2021	2022
3480.66	3719.61	2027.61	1797.76	2746.26



## Wood Pellets:

- The average expenditure for wood pellets between 2018 and 2022 was \$3,320.57.
- We are now utilizing the wood pellet furnace as the primary heating source, with propane as a supplemental heating source.
- FY2024 Budget Request = \$5,706.00 (+24% variance | \$1,106.00)
- Cost per ton for FY2024 fiscal budget increased from \$270.00 per ton to \$317.00 per ton (+\$47.00 per ton).

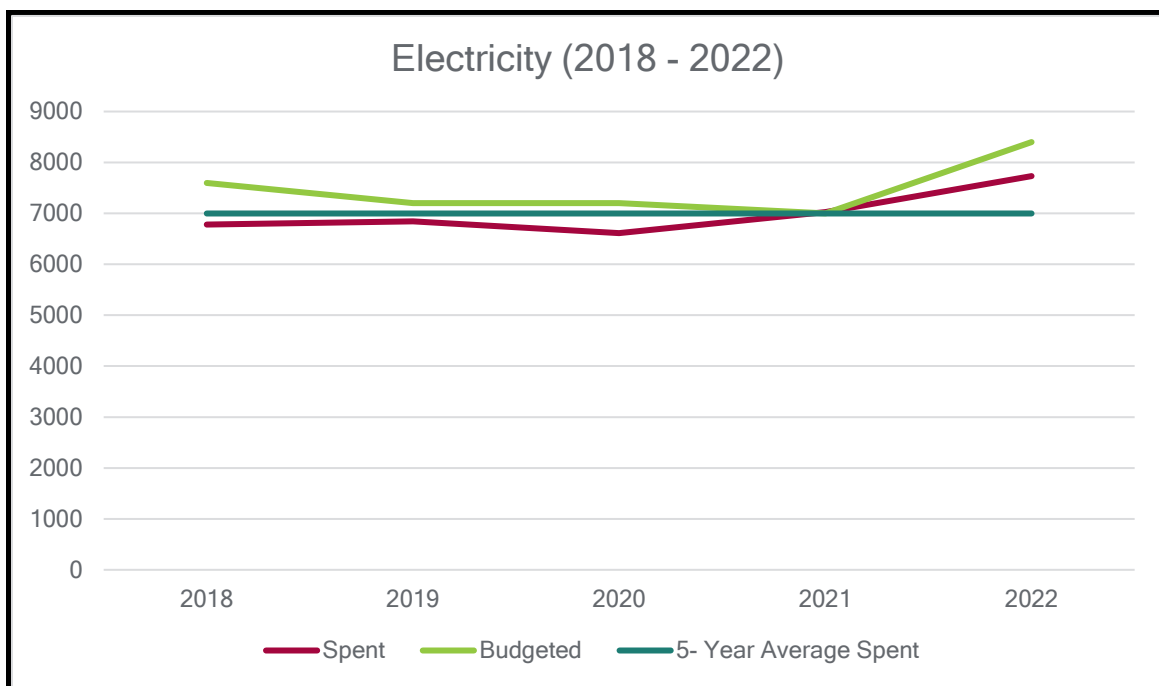
2018	2019	2020	2021	2022
3757.65	3677.69	3458.49	1178.25	4530.79



## Electricity:

- Standard Power contract rate for November 18, 2023 through November 15, 2023 = .10880 per kWh. This is an increase from .0912 kWh for FY2023.
- Average electricity costs over the past five years (2018 - 2022) = \$6,997.89.
- Average daily kWh utilized between December 2022 and September 2023 was 253 kWh for Police and Communications Center (shared facility).
  - $253 \text{ kWh} \times .10880 \text{ cents} \times 365 \text{ days} = \text{Average Annual Electric Supply Services Charge of } \$10,047.36.$
- Average Delivery Services charge per month is \$600.00.
  - $\$600.00 \times 12 = \$7,200.00 \text{ Delivery Services}$
- Total annual electric bill for Police and Communications Center = \$17,247.36.
  - This is paid 50/50, so the annual department electricity payment (Police Department only) is projected at being \$8623.68, or 718.64 per month.
- Requested 2024 FY budget amount = \$8,600.00 (+2% variance).

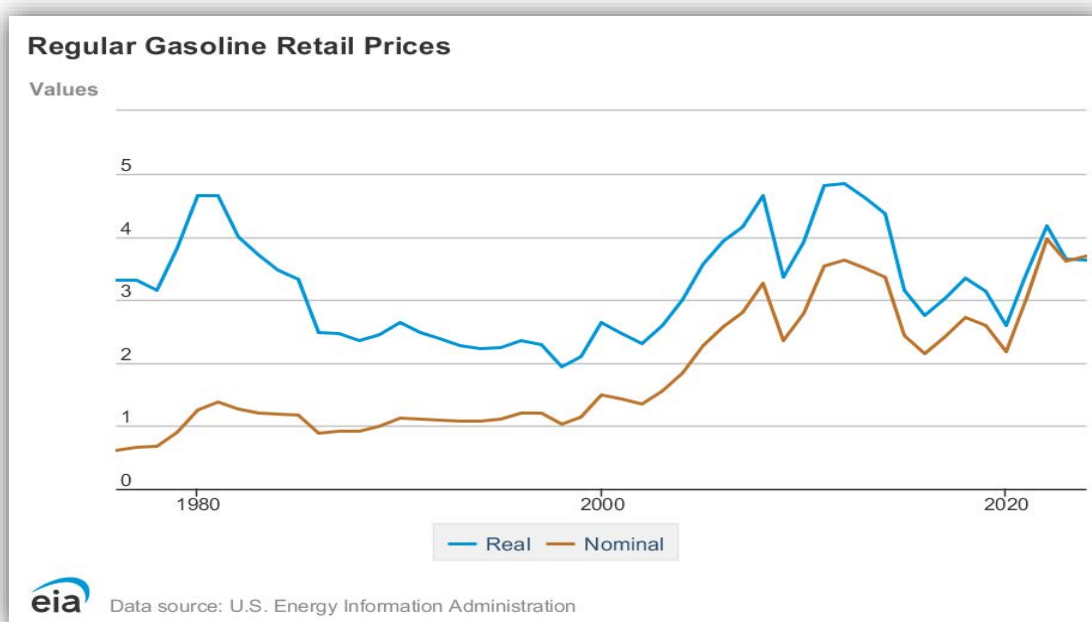
2018	2019	2020	2021	2022
6778.38	6842.04	6612.12	7024.69	7731.90



## Vehicle Fuel:

- We can expect that gas prices will remain high during the FY2024. As of September 30, 2023, the projected cost of gasoline in FY2024 will be \$3.69 per gallon, which is based off U.S. Energy Information Administration (eig.gov).

Regular Gasoline Retail Prices			
https://www.eia.gov/outlooks/steo/realprices/			
15:00:49 GMT-0400 (Eastern Daylight Time)			
Data source: U.S. Energy Information Administration			
Year		Real Values	Nominal Values
	<b>2024</b>	<b>3.64</b>	<b>3.69</b>
	2023	3.65	3.62
	2022	4.17	3.97
	2021	3.42	3.02
	2020	2.59	2.18
	2019	3.13	2.6

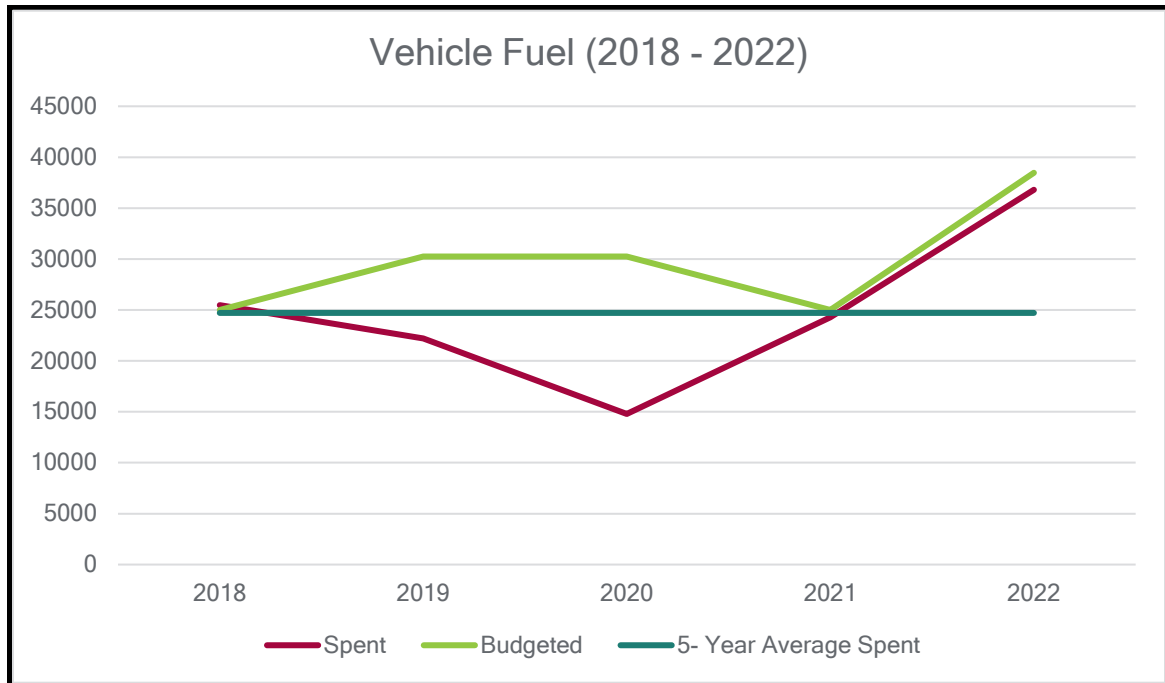


- This cost does not include tax exemption of roughly 10.10% per gallon and discount of 1.2% per gallon.
- Currently, we consume, on average, between 850 and 1,000 gallons of gasoline per month. As such, the requested budget amount was built on an estimated usage of 11,000 gallons for FY2024.



- Projected fuel cost of 11,000 gallons x \$3.69, less taxes and discount are \$36,044.00, which is a -6% variance in funding from FY2023 (\$38,470.00).

2018	2019	2020	2021	2022
25487.35	22205.87	14789.02	24271.43	36800.83



## Proposed Revenues (FY2024):

	2022 Budget	2022 Actual	2023 Budget	2023 Actual	Proposed Budget	Variance (\$)	Variance (%)
Police							
01 3421 0 065 PD-Pistol Permits	500.00	320.00	500.00	240.00	500.00	0.00	0
01 3421 0 070 PD-Other Police Reports	2,000.00	255.00	2,000.00	523.00	1,000.00	(1,000.00)	(50)
01 3421 0 072 PD-Parking Fines	50.00	50.00	50.00	0.00	50.00	0.00	0
01 3421 0 073 PD-Alarm Ordinance Fees	250.00	274.00	250.00	190.00	250.00	0.00	0
01 3421 0 074 PD-Student Resource Officer (SRO)	121,686.00	121,475.54	121,686.00	63,347.50	132,978.00	11,292.00	9
01 3421 0 076 PD-Cruiser Private Detail	15,000.00	21,325.65	17,500.00	11,733.75	17,500.00	0.00	0
01 3421 0 077 PD-Miscellaneous	200.00	1,705.00	1,000.00	305.44	1,000.00	0.00	0
01 3421 0 078 PD-Accident Reports	1,500.00	1,605.00	1,500.00	1,110.00	1,500.00	0.00	0
01 3421 0 079 PD-Admin Fee (PPD)	22,500.00	22,414.16	17,500.00	12,869.50	17,500.00	0.00	0
Total Police	163,686.00	169,424.35	161,986.00	90,319.19	172,278.00	10,292.00	6

## FY2024 Short Term Budget Goals:

- Complete hiring of one full-time officer to fill current vacancy within the Patrol Division.
- Maintain full-staffing levels for FY2024.
- Carry out year four of our five-year Strategic Plan.
- Replace between 6 and 7 aging fleet vehicles. We are hopeful that we will receive approval from the Hollis Select Board to enter into a Fleet Management Program through Enterprise, which will help us more effectively and efficiently manage our vehicle fleet.
- Improve and expand community policing efforts and initiatives, which includes continuation of Coffee with a Cop, National Night Out, Faith and Blue Weekend, and a Citizens Police Academy.
- Continue to meet National Accreditation standards. This includes completion of our annual CALEA compliance review, which will occur on or around July 2024.
- Continue to develop and create training opportunities that enhance employee development.
- Maintain effective and efficient facility management at both the Police Department and the Town owned kennel.
- Be vigilant in seeking out funding sources beyond allocated budgetary funds. This includes aggressive pursuit of grant opportunities to help defray the costs of equipping and staffing the department.

- Apply for and seek funding through the Patrick Lahey Bulletproof Vest Partnership (BVP) Program as offered by the Bureau of Justice Assistance.
- Explore an application for Congressionally Directed Spending for the replacement of our aging records management system (RMS).
- Continue to pursue executive leadership and supervisory training opportunities.
- Continue to foster interdepartmental relationships with other Town agencies and the School Administrative Unit 41.
- Maintain competitiveness in attracting quality applicants for any agency vacancies.
- Focus on employee retention efforts through team building, employee wellness initiatives, and efforts that strengthen organizational culture.

## Long Term Budgetary Goals:

- Continue conversations with Hollis Select Board about the need to fund a building space needs assessment in FY2024.
- Based on the results of the building space needs assessment, continue the conversation about the need to expand the police facility in the next 5 to 10 years.
- Complete the purchase of new land mobile and portable radios through a Congressionally Directed Spending request, and complete this project before the end of the 2024 calendar year.
- Continue to pursue our enrollment in a fleet management program through Enterprise.

## Building Trust Fund & Capital Improvement Plan:

### *Municipal Buildings & Expendable Trust Fund (FY2024)*

Department Name	Year	Description	Cost
Police Department	2024	Flooring	\$20,000.00
Police Department	2025	Window Replacement	\$50,000.00
			<b>Total = \$70,000.00</b>

### *Capital Improvement Plan (FY2024)*

Department Name	Year	Description	Cost
Police Department	2024	Safety Complex Study	\$25,000.00
Police Department	2024	Cruisers (6 or 7)	\$47,500.00
Police Department	2025	Taser Replacement	\$25,000.00
			<b>Total = \$97,500.00</b>

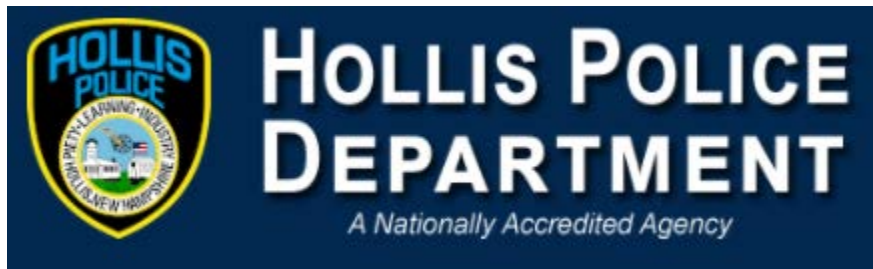
## 2023/2024 Budget Schedule:

### 2023/2024 BUDGET SCHEDULE

DATE	TIME	DEPARTMENT
Friday, October 13, 2023	3:00 PM	Operating & Capital Budgets Due
Monday, October 23, 2023	6:30 PM	Select Board Meeting
	7:00 PM	Information Technology
	7:15 PM	Fire Department / Health
	7:30 PM	Public Works Department
	7:45 PM	Police Department / Kennel Maint.
	8:00 PM	Communications
	8:15 PM	Town Hall
	8:30 PM	Employee Benefits / Insurance
	8:45 PM	Revenues
	9:00 PM	Capital Improvement Plan
Monday, November 27, 2023	6:30 PM	Budget/CIP Workshop & Select Board Meeting
Monday, December 11, 2023	7:00 PM	1 <sup>st</sup> Budget Review - Budget Committee
Monday, January 8, 2024	7:00 PM	2 <sup>nd</sup> Budget Review - Budget Committee
Friday, January 12, 2024	12:00 PM	Annual Town Administrative Reports Due
Friday, February 2, 2024	12:00 PM	Annual Town Budgetary Reports Due
Monday, February 5, 2024	7:00 PM	Public Hearing - Budget Committee
Friday, February 9, 2024	12:00 PM	Annual Town Report Print Deadline
Tuesday, March 12, 2024	7AM- 7PM	Election Day
Saturday, March 16, 2024	9:00 AM	Town Meeting - Budget Adoption

\*Meeting dates and times subject to change

<https://www.hollisnh.org/police>



<https://www.facebook.com/hollispolicedepartment>



2024 HOLLIS POLICE DEPARTMENT PROPOSED OPERATING BUDGET						
Account		Estimated 2024 Costs	2023 Budget	2024 Budget Proposed	Variance (\$)	Variance (%)
Salaries						
01 4210 0 111 PD-Administration Salaries		307,105.00	287,687.00	309,276.00	21,589.00	8%
01 4210 0 112 PD-Office Staff		125,645.00	117,219.00	125,645.00	8,426.00	7.2%
01 4210 0 113 PD-Union Full Time Salaries		1,285,647.00	1,190,142.00	1,284,823.00	94,681.00	8%
01 4210 0 115 PD-Union Part-Time Salaries		0.00	0.00	0.00	0.00	0%
01 4210 0 116 PD-Part-Time Salaries		0.00	0.00	0.00	0.00	0%
01 4210 0 119 PD-Overtime		96,060.00	90,000.00	90,000.00	0.00	0%
Patrol Hours 12 sworn 1940 hrs per year	23280					
Earned Time (Planned and Unplanned) 12 @ 130 hrs	1430					
Training	700					
Estimated Hours Off	2624					
Total Hours Avail (12 * 1940)	18526					
Total Hours Needed	14600					
Shift Coverage	700					
Emergency	300					
Court/Training Overtime	500					
Total OT hours	1500					
Overtime Rate (average MPO/Sgt OT rate)	64.04					
Estimated OT Cost	96060					
01 4210 0 120 PD-Administration Overtime	0	0.00	0.00	0.00	0.00	0%
Total Salaries		1,814,457.00	1,685,048.00	1,809,744.00	124,696.00	7%
OTHER EXPENSES						
01 4210 0 291 PD-Uniforms		21,357.00	20,000.00	21,357.00	1,357.00	7%
Uniform Allowances FT/PT (18*750)	13500					
New Officer Equipment Upfit (1 * 4300)	4300					
Badges, patches, leather, shirts, hats coats, etc.	1500					
Vest Replacements 2x @\$1028.50 per	2057					
Estimated Uniform Costs	21357					
01 4210 0 320 PD-Legal		69,140.00	67,000.00	69,140.00	2,140.00	3%
Transunion 75*12	900					
Contract Attorney (5580 @ 12 months)	66950					
Tows Fees (Investigations) \$145*2	290					
Blood Draws (3 @ \$150.00)	450					
Legal Correspondence (Transcripts, Preservation Letters, etc.)	250					
Evidence Room Supplies	300					
Estimated Legal Costs	69140					
01 4210 0 330 PD-Training		23,075.00	23,450.00	23,075.00	(375.00)	-2%
10 Patrol Officers x \$700.00	7000					
1 Detectives x \$750.00	750					
2 Sergeants X \$1000	2000					
3 Civilians (\$750.00)	750					
IACP Conference	4000					
NH LEAP Conference (Records Clerk & Executive Assistant)	1000					



Account		Estimated 2024 Costs	2023 Budget	2024 Budget Proposed	Variance (\$)	Variance (%)
Administrator Training (FBI National Conference)	2000					
Roger Williams Executive Development Training (Sgt. Tate)	2930					
Instructor Recertifications	2645					
<b>Estimated Training Costs</b>	<b>23075</b>					
<b>01 4210 0 331 PD- Accreditation Expenses</b>		10,300.00	11,000.00	10,500.00	(500.00)	-5%
CALEA Continuation Fees July 2024	4000					
Training (Conferences/Admin) for 2 Attendees	4500					
CALEA Cosultant Fees (60 hours x \$30.00 per hour)	1800					
<b>Estimated Accreditation Costs</b>	<b>10300</b>					
<b>01 4210 0 341 PD-Telephone</b>		4,040.00	4,100.00	4,040.00	(60.00)	-1%
Telephone Fax Lines \$48.90 x 12	587					
Verizon Wireless \$87.75 per month	1053					
Cell Allowance \$50 per mo (Thompson, Hoebeke, Maloney, and LaFlamme)	2400					
<b>Estimated Telephone Costs</b>	<b>4040</b>					
<b>01 4210 0 345 PD-Internet Service</b>		714.00	660.00	714.00	54.00	8%
Police Internet Costs (59.50 x 12 months)	714					
<b>Estimated Telephone Costs</b>	<b>714</b>					
<b>01 4210 0 361 PD-Contract Cleaning</b>		0.00	2,100.00	0.00	(2,100.00)	-100%
Carpet Cleaning	0					
Vinyl Floors	0					
Windows in Dispatch (Last Done in 2023/Do Again in 2025)	0					
<b>Estimated Cleaning Costs</b>	<b>0</b>					
<b>01 4210 0 390 PD-Personnel Services</b>		3,950.00	4,000.00	4,000.00	0.00	0%
Psychological Assessments (1 test at \$750.00 - reimbursed through PSTC)	0					
Polygraph Examinations (2 tests)	1200					
Ergo Metrics Video Based Tests	750					
Express Med Physicals (2 tests)	800					
Job Fairs/Job Posting	350					
Promotional Testing (MPO Tests)	250					
Entry Level Testing	400					
DISC Assessments (Primex \$45 x 4 Assessments)	200					
<b>Estimated Personnel Cost</b>	<b>3950</b>					
<b>01 4210 0 410 PD-Electricity</b>		8,623.68	8,400.00	8,600.00	200.00	2%
\$718.64 per month average	8624					
Rate for November 2023 through November 2025 = .10800 per kWh						
<b>Estimated Electriciry Costs</b>	<b>8624</b>					
<b>01 4210 0 411 PD-Propane</b>		2,493.00	2,900.00	2,400.00	(500.00)	-17%
Approx gals @ PD (Main Building and Generator) 1800 x 1.385	2493.00					
<b>Estimated Propane Costs</b>	<b>#</b>					
<b>01 4210 0 414 PD- Wood Pellets</b>		5,706.00	4,600.00	5,706.00	1,106.00	24%
18 tons x 317 per ton	5706					
Quarterly Reporting Fees for T-Recs	0					
Less Renewable Energy Credits	0					
Estimated Wood Pellets	5706					
<b>01 4210 0 430 PD-Station Maintenance</b>		20,466.00	19,300.00	20,466.00	1,166.00	6%

Account		Estimated 2024 Costs	2023 Budget	2024 Budget Proposed	Variance (\$)	Variance (%)
Absolute HVAC Maintenance Contract	2495					
Elevator Maintenance	465					
Elevator Inspection	150					
Frolling Maintenance Contract	425					
Milton Cat Maintenance Contract	1607					
Superior Fire Protection, Inc.	450					
Boiler Inspections (State) 2 Boilers * 50	100					
HVAC Repairs	1000					
Septic Pumps/Maintenance (3 pumps @ \$353)	1059					
Misc. Station Maintenance	10000					
Electrical (misc)	1000					
Auburn Alarm (Fire Extinguishers)	715					
Camera/Door Control Maint American Alarm	0					
Plumbing	1000					
<b>Total Station Maintenance</b>	<b>20466</b>					
<b>01 4210 0 560 PD-Dues &amp; Publications</b>		2,680.00	2,900.00	2,680.00	(220.00)	-8%
IACP (2 X 190)	380					
ICPC	0					
NHACOP (Full Membership and 2 Associate)	500					
HCCOP (2 x 50)	100					
NECOP	100					
PERF	200					
FBI National and New England Memberships	150					
NESPIN	100					
NASRO (2X)	100					
NNEPAC	75					
NH Juvenile Police Officer Association (2X)	50					
RAD Systems	150					
NH LEAP (COPSA)	250					
IACP Net	525					
<b>Estimated Dues &amp; Pubs</b>	<b>2680</b>					
<b>01 4210 0 561 PD-Radar Certification</b>		2,835.00	2,800.00	2,835.00	35.00	1%
Traffic X Software Renewal	1500					
7 Radar Units @ \$65	455					
2 Handhelds @ \$65	130					
Misc Maintenance/repair	750					
<b>Estimated Radar Certification Costs</b>	<b>2835</b>					
<b>01 4210 0 580 PD-Private Car Mileage</b>		262.00	250.00	262.00	12.00	5%
400 miles x .655 rate per mile (2023)	262					
<b>01 4210 0 611 PD-Copy Machine Supplies</b>		1,283.00	1,300.00	1,290.00	(10.00)	-1%
New lease 91.39 per mo	1097					
<u>Color &amp; Black and White Copies/Overages</u>						
*Color (2950 overage x .05)	150					
*B & W (7200 overage x .0005)	36					
<b>Estimated Copy Costs</b>	<b>1283</b>					
<b>01 4210 0 615 PD-Police Equipment</b>		37,903.00	37,650.00	37,900.00	250.00	1%
Body Worn by Utility Costs	24593					

Account		Estimated 2024 Costs	2023 Budget	2024 Budget Proposed	Variance (\$)	Variance (%)
Taser Batteries (10 @ \$96.00 each)	960					
Mountain Bike Maintenance	500					
OC Spray Replacement	0					
Rifle Parts/Sights/Slings	500					
Misc. Equip	3000					
Firearms Cleaning/Supplies	500					
First Aid Supplies	500					
Cruiser Supplies (Flares, flashlights, lockout tools, etc.)	350					
Ammo (2 bulk buys)	7000					
Portable Batteries	0					
<b>Police Equipment Total</b>	<b>37903</b>					
<b>01 4210 0 620 PD-Office Supplies</b>		3,245.00	3,500.00	3,245.00	(255.00)	-7%
Stationary Supplies (Records & Administration)	700					
Paper for Copier (10 cases X \$50.00)	500					
Department Letterhead & Envelopes	300					
Subscription (Canva)	120					
ID Maker Supplies	100					
Department Forms (Copy)	400					
Justice of the Peace Fess/Supplies	225					
Business Cards	400					
Miscellaneous	500					
<b>Estimated Office Supplies Cost</b>	<b>3245</b>					
<b>01 4210 0 625 PD-Postage</b>	900	900.00	900.00	900.00	0.00	0%
Stamps, parcel mailing costs						
<b>01 4210 0 635 PD-Vehicle Fuel</b>		36,044.00	38,470.00	36,100.00	(2,370.00)	-6%
11,000 gals a year @ 3.69 eia projected	40590					
Exempted Tax of 10%	4059					
Discount of 1.2%	487					
<b>Total Price with Tax Exemptions and Discounts</b>	<b>36044</b>					
<b>01 4210 0 660 PD-Vehicle Maintenance</b>		20,090.00	19,505.00	20,090.00	585.00	3%
35 Oil Changes & Tire Rotation @ \$84.00	2940					
11 Inspections @ \$40	440					
Tire Changeover (6 * 140)	840					
5 sets of tires @ 640/set	3200					
Assorted Body Work	3000					
6 Wheel Alignments (120 each)	720					
Transmission Maintenance (5 *\$250)	1250					
Tune-Ups	500					
Unanticipated Mechanical/Brakes	5000					
Windshield Wipers (All Covered for 2023)	250					
Batteries ( 6 * 150)	900					
Tows 2 @ 225	450					
Miscellaneous Supplies (Car wash and Detailing Supplies)	600					
<b>Estimated Vehicle Maintenance</b>	<b>20090</b>					
<b>01 4210 0 681 PD-Records Management</b>		34,202.00	32,900.00	34,250.00	1,350.00	4%
Tri-Tech	19306					
PoliceDTS (120 x 22 users)	2640					

Account		Estimated 2024 Costs	2023 Budget	2024 Budget Proposed	Variance (\$)	Variance (%)
Verizon Modems (360.17 per month)	4322					
Online Training Subscription Cost (PoliceOne)	1727					
Guardian Tracking	1758					
Power DMS	4449					
<b>Estimated Records Mgmt</b>	<b>34202</b>					
<b>01 4210 0 690 PD-Community Outreach/Employee Recognition</b>		5,500.00	4,500.00	4,500.00	0.00	0%
Community Policing	4000					
Employee Recognition/Retirement Items/Plaques	1000					
Miscellaneous Supplies	500					
<b>Estimated Community Outreach/Employee Recognition</b>	<b>5500</b>					
<b>01 4210 0 760 PD-Police Cruiser</b>		0.00	0.00	0.00	0.00	0%
3 year lease payment ends December 31, 2023	0					
<b>01 4210 1 430 PD-ANI-Kennel Maintenance (Salaries)</b>		534.00	700.00	540.00	(160.00)	-23%
Per Diem Pay for Maintence = 15 x 30 hours	450					
Propane Costs for Facility (60 gallons @ \$1.385 per gallon = \$83.10	84					
<b>Estimated Kennel Maintenance Costs</b>	<b>534</b>					
<b>01 4210 1 470 PD-ANI-Veterinarian Services</b>	<b>500</b>	250.00	500.00	250.00	(250.00)	-50%
<b>01 4210 1 610 PD-ANI-Kennel Supplies</b>	<b>500</b>	250.00	500.00	250.00	(250.00)	-50%
Food and Supplies	200					
Interware Dev. Dog Lookup	300					
<b>Estimated Kennel Supplies Costs</b>	<b>500</b>					
<b>Total Other Expenses</b>			313,885.00	315,090.00	1,205.00	0%
<b>Total Police</b>			1,998,933.00	2,124,834.00	125,901.00	6.3%

### 2024 Budget Proposal Expenditures (As of September 30, 2023)

	<u>2022</u> <u>Budget</u>	<u>2022</u> <u>Actual</u>	<u>2023</u> <u>Budget</u>	<u>2023</u> <u>Actual</u>	<u>Proposed</u> <u>Budget</u>	<u>Variance</u> <u>(\$)</u>	<u>Variance</u> <u>(%)</u>
Police							
01 4210 0 291 PD-Uniforms	20,000.00	16,635.89	20,000.00	10,371.68	21,357.00	1,357.00	7%
01 4210 0 320 PD-Legal	64,200.00	63,655.67	67,000.00	49,275.00	69,140.00	2,140.00	3%
01 4210 0 330 PD-Training	16,500.00	18,990.66	23,450.00	19,990.63	23,075.00	(375.00)	-2%
01 4210 0 331 PD-Accreditation Expenses	10,800.00	8,816.98	11,000.00	8,428.70	10,500.00	(500.00)	-5%
01 4210 0 341 PD-Telephone	6,900.00	5,630.27	4,100.00	3,050.74	4,040.00	(60.00)	-1%
01 4210 0 345 PD-Internet Service	540.00	422.33	660.00	295.50	714.00	54.00	8%
01 4210 0 361 PD-Contract Cleaning	17,650.00	17,025.00	2,100.00	0.00	0.00	(2,100.00)	-100%
01 4210 0 390 PD-Personnel Services	5,000.00	4,915.92	4,000.00	2,221.87	4,000.00	0.00	0%
01 4210 0 410 PD-Electricity	7,000.00	7,731.90	8,400.00	5,693.81	8,600.00	200.00	2%
01 4210 0 411 PD-Propane	2,400.00	2,746.26	2,900.00	1,109.95	2,400.00	(500.00)	-17%
01 4210 0 414 PD-Wood Pellets	4,700.00	4,530.79	4,600.00	2,942.56	5,706.00	1,106.00	24%
01 4210 0 430 PD-Station Maintenance	19,300.00	19,955.98	19,300.00	11,632.14	20,466.00	1,166.00	6%
01 4210 0 560 PD-Dues & Publications	3,000.00	1,447.00	2,900.00	2,520.00	2,680.00	(220.00)	-8%
01 4210 0 561 PD-Radar Certification	3,000.00	3,031.99	2,800.00	1,281.75	2,835.00	35.00	1%
01 4210 0 580 PD-Private Car Mileage	225.00	185.00	250.00	0.00	262.00	12.00	5%
01 4210 0 611 PD-Copy Machine Supplies	1,500.00	1,193.01	1,300.00	1,013.43	1,290.00	(10.00)	-1%
01 4210 0 615 PD-Police Equipment	37,650.00	44,939.85	37,650.00	33,844.99	37,900.00	250.00	1%
01 4210 0 620 PD-Office Supplies	4,000.00	3,942.27	3,500.00	1,145.47	3,245.00	(255.00)	-7%
01 4210 0 625 PD-Postage	900.00	684.30	900.00	393.45	900.00	0.00	0%
01 4210 0 635 PD-Vehicle Fuel	34,800.00	36,800.83	38,470.00	20,434.19	36,100.00	(2,370.00)	-6%
01 4210 0 660 PD-Vehicle Maintenance	16,000.00	17,663.80	19,505.00	8,516.69	20,090.00	585.00	3%
01 4210 0 681 PD-Records Management	28,150.00	29,084.04	32,900.00	29,582.81	34,250.00	1,350.00	4%
01 4210 0 690 PD-Community Outreach/Employee Recognition	4,000.00	5,604.48	4,500.00	2,131.42	4,500.00	0.00	0%
01 4210 0 760 PD-Police Cruiser	46,100.00	43,919.00	0.00	0.00	0.00	0.00	0%
01 4210 1 430 PD-ANI-Kennel Maintenance	700.00	396.52	700.00	126.90	540.00	(160.00)	-23%
01 4210 1 470 PD-ANI-Veterinarian Services	500.00	0.00	500.00	0.00	250.00	(250.00)	-50%
01 4210 1 610 PD-ANI-Kennel Supplies	500.00	2.50	500.00	36.00	250.00	(250.00)	-50%
<b>Total Police</b>	<b>356,015.00</b>	<b>359,952.24</b>	<b>313,885.00</b>	<b>216,039.68</b>	<b>315,090.00</b>	<b>1,205.00</b>	<b>0%</b>