



Agenda for Regular City Council Meeting

City Council Chambers, City Hall

Wednesday, January 13, 2016

5:30 P.M.

- 1) Call to Order by the Mayor
- 2) 16-010. Review and Approve Agenda
- 3) 16-011. General Business and Appearances
- 4) 16-012. Continuation of the Budget Workshop
 - a) Department Heads provided comments at the Council's January 6th Budget Workshop; this will be an opportunity for Council to review, discuss and provide their thoughts for their proposed FY17 Budget.

6:30 P.M. ...

- 5) 16-013. Consideration of the Consent Agenda:
 - a) Approve Minutes from the December 9th, December 16th, 2015 Council Meetings and January 6, 2016 Budget Workshop. 
 - b) Approve the Detailed Budget Status Reports for General Fund, Water Fund, Sewer Fund, Cemetery Fund, Parks Fund, Parking Fund, Senior Center Fund and District Heat Fund for a Five-Month Period Beginning July 1, 2015 and Ending November 30, 2015. 
 - c) Approve a waiver of the fee for the use of City Hall Auditorium for an evening performance by the Vermont Comedy Divas Group on Saturday, March 5, 2016; this will be a fundraising event scheduled by the People's Health & Wellness Clinic. See attached letter from Peter Youngbaer, Executive Director. 

- d) Accept the Merchants Bank's ambulance financing proposal for a four-year note in the amount of \$142,000 at a 1.65% interest rate with four annual payments beginning in January, 2017 and ending in January, 2020; Council Members' signatures are required to execute the loan documents. 
- e) Payroll and Bills
- 6) 16-014. Conduct the First Public Hearing on the Proposed FY17 Municipal Budget 
 - a) The City Manager presented a recommended budget on December 16, 2015.
 - b) Council conducted a Budget Workshop on January 6th and continued it earlier this evening.
 - c) Conduct the First Public Hearing; possible direction to staff.
- 7) 16-015. Appointments to Montpelier's Bicycle Advisory Committee 
 - a) Two members have stepped down (Dan Homeier and Bill Merrylees) so staff advertised to fill these vacancies. Responses received are as follows:
 - 1) Warren Vail, III, Barre Street
 - 2) Heather Voisin, Elm Street
 - 3) Jonathan Harris, Colonial Drive
 - 4) Ron Merkin, Downing Street
 - 5) Gary Holloway, Barre Street
 - 6) Farid Quraishi, Msgr. Crosby Avenue
 - b) Recommendation: Opportunity to meet applicants; it is anticipated that City Councilors will enter into Executive Session in accordance with Title I, §313, Executive Sessions, (3) *The appointment or employment or evaluation of a public officer or employee* to discuss; return to public session and announce appointments. There are no set terms for these appointments.
- 8) 16-016. Appointment to the City's Conservation Commission 
 - a) Emily Byrne's 1-year Alternate term expires on January 15th. Staff advertised and only received a response from Emily who would like to be reappointed.

b) Recommendation: Appointment.

9) 16-017. Appointment to the Montpelier Foundation

a) Current members have served for many years and have indicated they would like to step down and allow new people to serve.

b) Staff advertised and received one letter of interest from Jim Higgins, Mechanic Street.

c) Recommendation: Opportunity to meet Mr. Higgins; appointment. Four of the six current members have agreed to stay on the board and help with the transition until others step forward to serve.

10) 16-018. Community Fund Board Report

a) Members of the Community Fund Board will present their compilation of funding recommendations (attached).

b) Recommendation: Receive presentation; discussion; approve, with or without amendments.

11) 16-019. Public Safety Authority Presentation

a) This is an opportunity for the Board Members to update Councilors on the Board's progress and present proposed wording for March 1st Annual City Meeting Warning.

b) Recommendation: Receive update; discussion.

12) 16-020. Consideration of the Alternative Transportation Fund Plan

a) Public Works staff will provide the Council with an update on the activities of the Transportation Advisory Committee.

b) The objectives and priorities of each individual advisory committee and how they relate to the Alternative Transportation Fund Plan will be presented by staff and Committee members.

c) The City Council has voted to dedicate 5% of the gross Parking Fund revenues to alternative transportation projects and tasked the Transportation Advisory Committee with making a recommendation on the use of these funds. The proposed plan is attached.

- d) Recommendation: Receive presentation; discussion; consideration of the motion to “adopt the Parking Fund Plan and appropriate \$49,000 in FY16 and \$43,000 in FY17 to complete the alternative transportation work as outlined.”

13) 16-021. Conduct the First Public Hearing on Charter Changes (Berlin Pond and Local Options Tax)

- a) Charter language for Berlin Pond would read as follows:

- 1) §708. REGULATION OF WATER SUPPLY

- The City shall have the authority to regulate its public water supply and public water sources in order to protect the water supply and sources from corruption. The City’s water supply sources include Berlin Pond in the town of Berlin.

- b) Charter language for the Local Options Tax item would read:

- 1) §1204. LOCAL OPTIONS TAX

- A) Local options taxes are authorized under this section for the purpose of affording the City an alternative method of raising municipal revenues.

- B) The City Council may assess rooms, meals and alcohol taxes of one percent.

- C) Any tax imposed under the authority of this section shall be collected and administered by the Vermont Department of Taxes, in accordance with state law governing such state tax or taxes.

- D) Of the taxes reported under this section, 70 percent shall be paid to the City of Montpelier for calendar years thereafter. Such revenues may be expended by the City of Montpelier for municipal services only, and not for educational expenditures. The remaining amount of the taxes reported shall be remitted monthly to the State Treasurer for deposit in the PILOT special fund established in Sec. 89 of No. 60 of the Acts of 1997. Taxes due to the City of Montpelier under this section shall be paid by the State on a quarterly basis.

c) *Lettering of each section under §1204 would be lower case; formatting for posting agendas to the City's live stream site requires this type of set-up.*

d) Recommendation: Conduct the First Public Hearing; possible direction to staff.

14) 16-022. Bond Public Hearing

a) The Warning Article would read:

1) Shall the voters authorize the City Council to borrow a sum of money not to exceed \$710,000 for the construction of improvements for the One Taylor Street Project from Taylor Street to Main Street, a shared use path from Granite Street to Gallison Hill Road and retaining walls? If approved, bonds for these capital items would be issued for a term of 20 years. With a 20-year bond, approximately \$13,921 would be required for the first year interest payment and approximately \$52,779 for the second year principal and interest payment and future payments declining each year as the principal is repaid. (Requested by the City Council)

b) DPW staff is considering bonding for Wastewater Treatment Plan improvements; if this proposed plan moves forward, documentation will be reviewed and provided prior to the Council Meeting.

c) Recommendation: Conduct the Public Hearing; possible direction to staff.

15) 16-023. Conduct the First Public Hearing on Warning for March 1, 2016 Annual City Meeting 

a) A draft warning of ballot items for the Annual City Meeting is being prepared and will be available prior to this evening's meeting.

b) Recommendation: Conduct Public Hearing; provide direction to staff as necessary.

- 16) 16-024. Set date, time and location for Annual City Meeting
- a) Recommendation: Set date/time for the Annual City Meeting on Tuesday, March 1, 2016, from 7:00 A.M. to 7:00 P.M. in the City Hall Auditorium.
- 17) 16-025. Council Reports
- 18) 16-026. Mayor's Report
- 19) 16-027. City Clerk's Report
- 20) 16-028. City Manager's Report

Adjournment



City of Montpelier, Vermont
FINANCE DEPARTMENT MEMO

DATE: January 5, 2016
TO: Mayor and City Council
William Fraser, City Manager

FROM: Sandra J. Gallup, Finance Director

SUBJECT: Recommendation for financing the new Fire/EMS Ambulance

In this year's Equipment Plan, the City has approval to purchase a new ambulance at the cost of \$180,000 to be spread over five fiscal years beginning in FY16. The plan requires that we finance \$142,000 over 4 years. The ambulance is now ready for delivery and we need to arrange this financing. I have requested proposals from three leasing companies and two local banks. The results of the financing proposals are as follows:

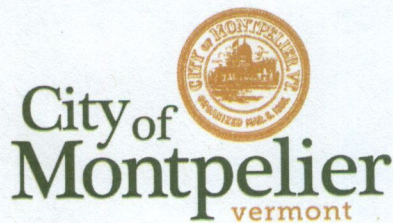
TD Municipal Leasing	declined to bid	
Municipal Leasing Consultants	2.79% Interest Rate	Total Payments \$170,055.76
Northstar Leasing Company		Total Payments \$152,824.00
Merchants Bank (4 Year Loan)	1.65% Interest Rate	Total Payments \$147,857.00
Peoples United Bank	declined to bid	

If we do not finance this ambulance, we will overspend our FY16 Equipment Plan by \$138,000. J. Paul Giuliani, the City attorney, has reviewed this borrowing and provided a legal opinion.

Recommendation:

I recommend accepting the Merchants Bank proposal for a four-year Note with 1.65% interest with four annual payments beginning in January, 2017 and ending in January, 2020.

For Consideration of the January 13, 2016 Consent Agenda: Consideration of accepting the Merchants Bank ambulance financing proposal for a four year note in the amount of \$142,000 at a 1.65% interest rate and executing the loan documents.



America's Small Town Capital

Mayor John Hollar

William Fraser
City Manager

City Council Members:

Dona Bate
Jessica Edgerly Walsh
Tom Golonka
Jean Olson
Justin Turcotte
Anne Watson

Jessie Baker
Assistant City Manager

December 4, 2015

The Times-Argus

Please insert the following ad with other Montpelier notices on Monday, Thursday, December 10, 2015 and Monday January 4, 2016. Thank you!

**MONTPELIER
BICYCLE ADVISORY COMMITTEE
VACANCIES**

The Montpelier City Council is seeking two "community members" who are interested in serving on the Montpelier Bicycle Advisory Committee. This committee meets every second Tuesday of the month at 6 PM in the Police Station Community Room. Its charge is to gather information and opinions about bicycle-related issues from people who live, work or bike in the city, and from model programs in other cities; to recommend policies and actions by the city that will promote bicycling for all purposes and that will provide safe and convenient access to all parts of the community via bicycle; and to advise the city in its pursuit of a Bicycle Friendly Community designation. Letters of interest should be submitted to the Office of the City Manager, City Hall - 39 Main Street, Montpelier, Vermont 05602 (or by e-mailing spitonyak@montpelier-vt.org) on or by Wednesday, January 6th, 2016. The City Council will make these appointments at their January 13th, 2016 meeting. Applicants are encouraged to attend. All municipal meetings are accessible to people with disabilities and are held in accordance with the public meeting and public records laws.

Office of the City Manager

Warren V. Vail III
37 Barre Street, Apt. 1
Montpelier, VT 05602
(802) 461-7345, WVAIL3@AOL.COM

Job Objective:
Education:

- 1) University of Hartford, West Hartford, CT
B.S. Civil Engineering, 1999
- 2) Capital Community College, Hartford, CT
Formerly -Hartford State Technical College
A.S. Civil Engineering Technology, 1986

Professional Summary: Over twenty five years of transportation heavy highway construction and civil engineering experience on major DOT/FHWA construction projects. Direct supervision of field engineers and inspectors charged with oversight and contractual management of contractors, sub-contractors and utilities. Management of specific federal transportation programs and coordinator of federal funding for discretionary FHWA grants. Contract writing and management oversight with both non-profit and profit based contractors/vendors. Technical quality control, estimating, payment processing and supervision of major heavy and highway construction projects. Previous to 1986 worked in the building trades as a non-union tradesman and supervisor in the construction of commercial and residential projects. State of Vermont policy and planning, transportation and structural engineering. Vermont Scenic Byways and Public Lands program management and administration. Early career worked as a hands on construction tradesman in several building construction specialties.

Special Cert.:

- 1) NICET- Level 3 heavy highway construction specialist
- 2) Nuclear density certified testing technician.
- 3) A.C.I.- Grade 1 certified concrete technician.
- 4) US DOT/FHWA- NBIS certified in service bridge safety inspector.
- 5) National Highway Institute certification in administration of FHWA planning and research grants.
- 6) 2000 version of the Manual of Uniform Traffic Control specification training. Plus more.....

Experience:

Synopsis:
DOT Resident Engineering Construction Administration & Management.
Bridge Safety Inspection & Structural Analysis & Design.
FHWA Administrative Policy & Planning & Engineering.

- Vermont Agency of Transportation, Montpelier, VT
Program Development Division, Structures Section,

Structural Civil Engineer-4, (June 2005 to May 2008)
Category: Structural Analysis & Design

Policy & Planning Division, Civil Engineer -4, (August 2001 to June 2005)
FHWA Scenic Byways & Public Lands Grants Coordinator

Experience Continued...

- * Metro Tech. Consulting Inc, NY, NY
CT DOT, S.Insp. (2000)
I-84 safety improvements project, Hartford/W. Htfd., CT
Category: Heavy & Highway Construction
- * Liechtenstein Engineering Assoc. Inc., Watertown, CT
Structural Engineer (2000)
CT-DOT in service bridge inspection and structural analysis.
Category: DOT Bridge Safety
- * A/N Consulting Engineers Inc., Newington, CT
CT-DOT, S.Insp. (1999)
Rt. 9 safety improvements project, Berlin/Cromwell, CT
Category: Heavy & Highway Construction
- * Parsons Brinkerhoff Constr. Services Inc, NY, NY
CT-DOT, Insp. (1998)
I-95 safety improvements project, Clinton/Branford, CT.
Category: Heavy & Highway Construction
- * Gannett Fleming Engineering Inc., Manchester, CT
Mass. Tpk. Auth., Insp. (1995)
Turnpike safety improvement's construction program.
Category: Heavy & Highway Construction
- * Hayden-Wegman Engineers Inc., NY, NY
CT-DOT, S. Insp. (1994)
I-84 safety improvements, Danbury, CT
Category: Heavy & Highway Construction
- * Bechtel Corp., Boston, MA
Senior construction engineer (1990-1993)
Central Artery/Third Harbor Tunnel Project.
Category: Heavy & Highway Construction
- * Vollmer Assoc. Inc, Norwalk, CT
CT-DOT, S. Insp./Asst. Res. Engineer (1990)
I-91/rt.20 Interchange reconstruction project.
Category: Heavy & Highway Construction
- * Clough Harbour Assoc. Inc., Rocky Hill, CT
CT-DOT, S. Insp. (1989-1990)
I-84 safety improvements project, Waterbury/Middlebury, CT
Category: Heavy & Highway Construction
- * Berger Lehman Assoc. Inc., Wethersfield, CT
CT-DOT, Insp. (1987-1989)
I-84/I-91 Interchange reconstruction project.
Category: Heavy & Highway Construction

Sandy Pitonyak

From: Heather Voisin <heatherleitch@hotmail.com>
Sent: Tuesday, January 05, 2016 9:21 PM
To: Sandy Pitonyak
Subject: Bicycle Advisory Committee vacancy

I am writing to express my interest in serving on the Montpelier Bicycle Advisory Committee. I am a Montpelier resident and love to ride my bike. I ride by myself, with my kids, with friends, and have traveled all over Montpelier's roads, paths, and trails on two wheels.

Over the past few years, I have become a very confident rider, however it wasn't long ago that I felt intimidated by navigating downtown on a bicycle. Now that I'm helping guide my young daughters to expand their own riding, I am again reminded of the challenges involved in safe riding practices.

I am also a Professional Engineer and have worked on a number of roadway and bike paths projects, including some of the proposed bike path projects currently being advanced here in Montpelier.

It's my desire to work on the BAC to use my personal and professional experience and love of riding to help promote biking in Montpelier that is safe and accessible for everyone.

Thanks for your consideration,
Heather Voisin

Sandy Pitonyak

From: Heather Voisin <heatherleitch@hotmail.com>
Sent: Wednesday, January 06, 2016 9:15 AM
To: Sandy Pitonyak
Subject: Re: Bicycle Advisory Committee vacancy

Of course! My address is 2802 Elm Street. Cell phone is 279-8249, home phone is 229-873.

Heather

Jonathan Harries
21 Colonial Drive
Montpelier, VT 05602
(802) 223-0846

January 6, 2016

Office of the City Manager, City Hall
39 Main Street
Montpelier, Vermont 05602

Dear Mr. Fraser and Montpelier City Council Members,

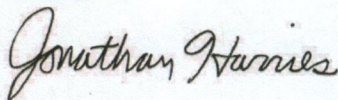
I would like to express my interest for an appointment to the Bicycle Advisory Committee. The Committee is charged with the important mission of advocating for a safe and accessible environment for bicycling. I wholly support the City Council's goal of becoming a nationally recognized bike and pedestrian friendly city and making bicycling in Montpelier safe and accessible.

Here is some background about myself. My wife, Maria, and me have three boys and have lived in Montpelier since 2003. I have an education in civil engineering and work for the U.S. Department of Agriculture performing engineering, environmental and other technical review of infrastructure construction projects for Vermont's rural communities. Such projects include construction of municipal water and sewer facilities, road reconstruction, renewable energy and other essential community facility based projects. I am familiar with reviewing municipal reports and proposals such as town master plans and other planning reports. On a more personal note, as a family we believe in strong moral values, doing the right thing and helping out a neighbor in need. We enjoy outdoor activities such as biking, skiing and hiking. I love bicycle riding and the joy and freedom it provides.

As a resident of Montpelier and with my employment in downtown I have commuted by bike and foot on and off over the years and have been increasingly concerned over both the accessibility and safety for bicyclists in downtown. Personally, this concern grows as my boys become more independent on their bicycles. I also bike recreationally. I believe there is significant potential for Montpelier to move towards the goal of becoming a bike and pedestrian friendly city as well as increasing recreational biking opportunities for our children. I believe I can bring new ideas and enthusiasm to the mission of the Committee.

In summary, I have a strong educational and professional background as well as personal interest, enthusiasm and dedication to offer to the Committee. I appreciate the time and consideration for this important role and look forward to being able to serve my community. Please feel free to contact me with any questions.

Best regards,

A handwritten signature in cursive script that reads "Jonathan Harries".

Jonathan Harries
Community Member and Bicycle Enthusiast

Sandy Pitonyak

From: Holloway, Gary <Gary.Holloway@vermont.gov>
Sent: Wednesday, January 06, 2016 4:03 PM
To: Sandy Pitonyak
Cc: Jon Budreski
Subject: Letter of Interest for the Bicycle Advisory Committee
Attachments: Bicycle_Advisory_Committee_Gary_Holloway_160106.docx.pdf

Hello,

Please find attached my letter of interest for the Bicycle Advisory Committee. If you have any questions feel free to contact me.

Thank you,

Gary

Gary Holloway / Downtown Program Coordinator
Community Planning and Revitalization
Vermont Department of Housing and Community Development
1 National Life Dr, Davis Bldg, 6th Floor | Montpelier, VT 05620-0501
802-828-3220 office | 802-828-3258 fax
accd.vermont.gov/strong_communities

Sandy Pitonyak

From: Ron Merkin <merkinron@yahoo.com>
Sent: Wednesday, January 06, 2016 3:12 PM
To: Sandy Pitonyak
Subject: Bike committee application

Attached please find a resume re: the vacant position on the Montpelier Bike Committee as posted on Front Porch Forum. I fell in love with bicycling in 1981 and have felt ever since that I could not live without it. Except when its raining I cycle at least one and a half hours every morning during spring, summer and fall. I've also cycle toured through Europe, the middle east, parts of Africa, the Pacific Northwest, and parts of Canada and have led bike tours.

All this has filled me with ideas about how to promote cycling (especially as the earth warms) and ideas about motorist - cyclist relations and behavior (people are sometimes surprised to learn that a lot of my ideas focus on cyclists' behavior, not just drivers').

Thanks for your consideration,

Ron Merkin

P.S. I'm having trouble sending my resume as an attachment, so please see below. (I've copied and pasted it to include in the body of this e mail; you may have to scroll down within the e mail text itself to view the entire resume):

Ron Merkin
merkinron@yahoo.com
(802) 249-7116

Advisory board experience:

2015 – 18 (elected for a three year term): Montpelier Senior Activity Center Advisory Council. Evaluate and advise action on a variety of issues ranging from fund raising to how budget cuts can be made the least painfully to ways to make the center more inviting to methods of measuring results of efforts and more.

2015 – 16: Montpelier Senior Activity Center Program Committee. Review course proposals; based on their appropriateness plus potential instructors' experience and credentials, recommend approval or declination.

2010 – 2011: Montpelier Senior Activity Center Renovation Committee (fund raising for the new, current center at 58 Barre Street). In less than a year the strategies we devised raised the \$200,000 gap needed.

1996 – 2001: American Club, Zurich Switzerland. With fellow ex patriots planned social, sport and fund raising events and recruited new members.

Professional experience:

1988 – 2002: Journalist based in Zurich, Switzerland. Contributor to numerous European English language magazines and newspapers; also wrote about the continent for American periodicals. A very few article examples include (1) an interview for the Geneva News & International Report with the mayor of Europe's financial capital at the time, Zurich,

(2) an article for New York's Management Review about expected the economic repercussions of Switzerland's refusal to join the European Union, and (3) an interview for the Bahnhofstrasse Review with actor Peter Fonda.

1992 – 2002: Entertainer- pianist & singer. Numerous engagements, mostly with my “No Smoking” band. Jazz, Broadway, rock & roll, dance music, private events or concerts.

2002 to present: Semi retired journalist and entertainer.

Education:

BA, SUNY Potsdam, New York.

MSW, Adelphi University, Garden City, New York.

Veterans' Administration fellowship to complete second year of graduate studies.

Swedish Academy fellowship for onsite study in Stockholm.

Psychodrama training at the Moreno Institute (then in Beacon, NY).

City of Montpelier
Office of the City Manager
39 Main Street
Montpelier, VT 05602

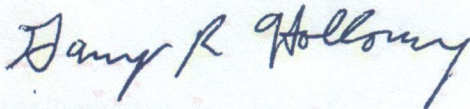
Montpelier City Council,

I am interested in serving on the Montpelier Bicycle Advisory Committee. I currently live in downtown Montpelier with my family and work as the Downtown Program Coordinator for the State of Vermont. I have been in the community for a little more than a year and have enjoyed the convenience of walking and biking.

I have experience as a professional and as a cyclist and would like to volunteer my time to help Montpelier realize its potential as a bike friendly community. There are opportunities to improve bike lanes and trails, increase education and awareness and improve the safety of bicycles within and connecting the City of Montpelier. I have lived in different cities around the country and worked as a professional in downtown revitalization for over a decade.

I hope that you consider my enthusiasm and experience as an asset to this committee. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Gary R. Holloway". The signature is fluid and cursive, with the first name "Gary" and last name "Holloway" clearly legible.

Gary Holloway
gary.holloway@vermont.gov
107 Barre Street, Apt 1
Montpelier, VT 05602

Sandy Pitonyak

From: farid.quraishi@gmail.com
Sent: Thursday, January 07, 2016 10:58 AM
To: Sandy Pitonyak
Subject: Letter of Interest - Bicycle Advisory Committee

Hello Sandy,

My name is Farid Quraishi and I'm interested in the Montpelier Bike Advisory Committee. I realize that the application deadline was yesterday so I apologize for the late letter of interest. I'm pretty new to Montpelier and Vermont, recently I started working at The New School of Montpelier and I am also currently a student at SIT Graduate Institute located in Brattleboro. In the past I have volunteered once in awhile with the Bellows Falls Community Bike Project and more consistently with Bikes Not Bombs several years ago, which is located in Jamaica Plain, MA.

Please let me know if you need anymore information about me. I plan to talk to Jon Budreski later on today to hear some more about the position and to ask some questions.

Thank you!
Farid Quraishi
781-835-5601

Minutes of the Montpelier City Council Meeting
January 6, 2016, 6:30PM
City Council Chambers, City Hall

In attendance: Mayor John Hollar, Councilors Justin Turcotte, Tom Golonka, Jean Olson, Jessica Edgerly Walsh, Dona Bate, and Anne Watson. City Manager William Fraser was in attendance. City Clerk John Odum served as Secretary of the meeting.

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

- 16-001. At the request of Councilor Olson, the Mayor indicated the agenda as proposed would be modified to include a discussion of dog ordinances and a potential unrelated charter change. Hearing no objections, the Chair declared the agenda approved, as amended, by unanimous consent.
- 16-002. Liz Dodd rose to suggest the Council thank Dave Keller for his New Year's performance.
- Toni Hartrich rose to ask questions and voice concerns about the budget, and to praise recent culvert work that had taken place.
- 16-003. The minutes from prior meetings were pulled from the consent agenda, and item c (Approve the Detailed Budget Status Reports for General Fund, Water Fund, Sewer Fund, Cemetery Fund, Parks Fund, Parking Fund, Senior Center Fund and District Heat Fund for a Five-Month Period Beginning July 1, 2015 and Ending November 30, 2015) was tabled for discussion at Councilor Turcotte's request. Pull minutes. Councilor Watson moved approval of the consent agenda as amended, and was seconded by Councilor Edgerly Walsh. The motion carried unanimously at 6:33.
- Councilor Olson expressed her desire to bring in interested parties to review the dog ordinances. She also initiated a brief discussion on potentially pursuing a charter change relating to the personnel policy and grievance procedures. No formal action was taken.
- 16-004. The Mayor called a recess at 6:38. The meeting reconvened around the table at 6:40. The scheduled Budget Workshop began with reports from the City Manager and Clerk.
- The Mayor called a recess at 7:00. The meeting reconvened at 7:05, whereupon the Council received budget reports from Finance, Assessor, Community Services & Recreation, and the Senior Center.
- The Mayor called for a recess at 7:51. The Council reconvened and returned to the budget discussion at 8:00, hearing reports on the following Departments: Parks, Cemetery, Community Justice, Planning & Community Development, Fire & Emergency Management, Police, and Public Works. Further discussion followed. No action was taken.

Hearing no objection, the Mayor declared the meeting adjourned by unanimous consent at 10:28PM.

**Minutes of the Montpelier City Council Meeting
December 9, 2015, 5:30PM (7:00PM regular business meeting)
City Council Chambers, City Hall**

In attendance: Mayor John Hollar, Councilors Justin Turcotte, Tom Golonka, Jean Olson, Jessica Edgerly Walsh, and Anne Watson (who joined the meeting after it was underway). Councilor Dona Bate joined the meeting via telephone after it was underway. City Manager William Fraser was in attendance. City Clerk John Odum served as Secretary of the meeting.

The Mayor called the pre-business meeting budget workshop to order at 5:35PM. Also present were City Department Heads Robert Gowans, Tom McArdle, Arne McMullen, Sandra Gallup, Michael Miller, Patrick Healy, and Yvonne Bird. Also participating was Police Captain Neil Martel and Assistant City Manager Jessie Baker. City Manager Fraser introduced the discussion. Councilor Watson arrived at 5:39PM.

At 7:11PM the Mayor called the regular portion of meeting to order.

15-316. Hearing no objection, the Mayor declared the proposed agenda approved by unanimous consent.

15-317. The City Manager noted the 10 year employment anniversary of Finance Director Sandy Gallup and presented her with a pin.

15-318. Councilor Olson raised an objection to the November 18 2015 minutes. After a discussion involving the City Clerk, Councilor Olson moved the November 18 2015 minutes be approved with the addition of the sentence "The city agreed to advertise to fill the vacancies on the Montpelier Foundation board" at the end of item 15-307. Councilor Turcotte seconded the motion, which carried unanimously (5-0).

Councilor Olson moved approval of the remainder of the proposed consent agenda, without item b (Authorize the City Manager to sign Procurement Agreement Amendment #2 and Thermal Energy Purchase and Sale Agreement Amendment #2 for the District Heat - Montpelier with the State of Vermont) which was tabled at Councilor Turcotte's request. Councilor Turcotte seconded the motion, which carried unanimously (5-0).

15-319. The Council held a discussion of the merits of placing the legally available local options taxes (LAT) onto the March City Meeting ballot.

Tim Beavin rose in opposition to any LATs. Greg Guyette rose in favor of keeping the two possible LATs on separate ballot items. Jeff Schumann spoke in favor of earmarking any LAT funds, and Kai Samson rose in favor of an LAT proposal.

Assistant City Manager Jessie Baker contributed to the discussion. The City Council asked the City manager to provide the Council with proposed Local Options Tax ballot language at the next meeting.

- 15-320. Kellogg-Hubbard Library Director Tom McKone, joined by board members Rachel Muse and Steve Norten provided the Council with an update on library activity and a request for a flat budget request be placed on the City Meeting ballot. A detailed discussion followed.

Councilor Turcotte moved that the Kellogg Hubbard Library request for \$316,698 be included on the annual City Meeting ballot. Councilor Watson seconded the motion, which passed unanimously (5-0) at 8:11.

At 8:13, Councilor Bate joined the meeting via telephone.

- 15-322. The Council began a discussion of the potential adoption of Charter language related to the control of Berlin Pond.

Jeff Schumann rose with questions about the proposed language attached to the agenda. The Mayor elected to continue the discussion at the next meeting.

- 15-323. Finance Director Sandy Gallup came forward, joined by Terence Field, Dave Brownlee, Pete Mancauskas for the consideration of the Investment Committee's recommended Environmental, Social and Governance (ESG) Policy and Procedure addendum to the City's Investment Policy (attached to the agenda). A detailed discussion followed.

Councilor Watson moved approval of the proposed Environmental, Social and Governance (ESG) Policy and Procedure addendum to the City's Investment Policy, with item A, line 4 and Attachment A, removed. Councilor Turcotte seconded the motion, which carried on a unanimous (6-0) roll call vote.

- 15-324. Assistant City Manager Jessie Baker and Planning Director Michael Miller came forward to present a resolution to apply for a Disaster Recovery Grant, pursuant to the Council's Goal to "Maintain the Current Timeline and Budget for the 1 Taylor Street Redevelopment Project," for Council consideration. City Manager Fraser offered details. Councilor Turcotte moved the Council approve and sign the resolution to apply for a Disaster Recovery Grant, and was seconded by Councilor Watson. As the telephone connection with Councilor Bate was unexpectedly lost, the vote was held by regular voice vote and passed unanimously (5-0).

- 15-318. Consent Agenda item b (Authorize the City Manager to sign Procurement Agreement Amendment #2 and Thermal Energy Purchase and Sale Agreement Amendment #2 for the District Heat - Montpelier with the State of Vermont) was taken off the table for discussion. Councilor Turcotte asked the City Manager for clarification on the item. Assistant City Manager Baker participated in the discussion. Councilor Turcotte moved approval of Consent Agenda item b, and was seconded by Councilor Watson. The motion carried unanimously (5-0).

- 15-325. Councilor Edgerly Walsh reported that Councilor Olson had agreed to serve in her place on the Economic Development Steering Committee, and that Councilor Watson would replace her as liaison to the Bike Advisory Committee.

Councilor Olson announced her plan to run for election to the Council in March.

15-327. The City Clerk reminded viewers of the coming December 15 utility bill due date.

15-328. City Manager thanked the Council for the time spent on the budget.

Councilor Edgerly Walsh moved that the Council enter into executive session in accordance with Title I, §313, Executive Sessions, (a)(2) for the purpose of discussing a real estate matter. Councilor Olson seconded and the motion carried unanimously (5-0). Councilor Bate rejoined the meeting by phone.

Hearing no objections, the Mayor ruled the Council return to open session, and then adjourn, by unanimous consent at 9:20PM.

**Minutes of the Montpelier City Council Meeting
December 16, 2015, 6:30PM
City Council Chambers, City Hall**

In attendance: Mayor John Hollar, Councilors Justin Turcotte, Tom Golonka, Jean Olson, Jessica Edgerly Walsh, and Anne Watson (who joined the meeting after it was underway). Councilor Dona Bate joined the meeting via telephone after it was underway. City Manager William Fraser was in attendance. City Clerk John Odum served as Secretary of the meeting.

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

- 15-329. Councilor Olson had questions regarding the proposed agenda, after which the Chair, hearing no objection, declared the agenda approved by unanimous consent.
- 15-331. Councilor Golonka asked that item d) from the consent agenda be tabled (Approve the Memorandum of Use Agreement which identifies the points and agreement entered and understood to by the City, the City Council, Green Mountain Community Baseball, Inc., and the Montpelier Recreation Department; authorize the City Manager to sign the Agreement on behalf of the City). Councilor Edgerly Walsh moved approval of the remaining consent agenda, and was seconded by Councilor Watson. A brief period of discussion and comments followed before the motion was passed by unanimous vote.
- 15-332. The Council received a presentation from Dan Currier, Jessica Chaves (board members), Colin O'Neil (Wrightsville Beach/Park Manager) regarding a proposed amendment to the Wrightsville Beach Recreation District's Articles. Discussion followed.
- Council Edgerly Walsh moved to amend the .50 per capita assessment cap in Article V Section E of the Wrightsville Beach Recreation District bylaws to \$1.50, and was seconded by Councilor Olson. More discussion followed before the motion was approved unanimously at 6:48PM.
- 15-334. Without objection, the Mayor moved up the discussion of the adoption of Charter language related to the control of Berlin Pond.

Councilor Bate moved the Council approve the Charter change language as proposed (as attached to the agenda) and move forward to have the public hearing on January 13, and file the language with the City Clerk. Councilor Edgerly Walsh seconded, and the motion carried unanimously at 6:52PM. Charter Language reads as follows:

§708 REGULATION OF WATER SUPPLY

The City shall have the authority to regulate its public water supply and public water sources in order to protect the water supply and sources from corruption. The City's water supply sources include Berlin Pond in the town of Berlin.

Jed Guertin had suggestions about the public hearing process going forward.

15-333. The Council received the presentation of the proposed FY '17 Budget from City Manager Fraser. A discussion followed, which included input from Public Works Director Tom McArdle and Planning Director Michael Miller.

15-335. The Council moved to a discussion of possible Charter change language regarding the implementation of Local Options Taxes (LATs). Page Guertin rose to ask questions and offer input.

Councilor Turcotte moved the following proposed Charter Change language for filing with the City Clerk:

Section 1204

(a) Local option taxes are authorized under this section for the purpose of affording the City an alternative method of raising municipal revenues. Accordingly:

(b) The City Council may assess rooms, meals and alcohol taxes of one percent.

(c) Any tax imposed under the authority of this section shall be collected and administered by the Vermont department of taxes, in accordance with state law governing such state tax or taxes.

(d) Of the taxes reported under this section, 70 percent shall be paid to the City of Montpelier for calendar years thereafter. Such revenues may be expended by the City of Montpelier for municipal services only and not for educational expenditures. The remaining amount of the taxes reported shall be remitted monthly to the state treasurer for deposit in the PILOT special fund established in Sec. 89 of No. 60 of the Acts of 1997. Taxes due to the City of Montpelier under this section shall be paid by the State on a quarterly basis.

Councilor Edgerly Walsh seconded the motion. Further discussion followed. The motion carried on a 4-2 vote at 8:31, with Councilors Bate and Golonka voting nay. Dan Groberg rose to ask questions about the motion.

15-336. The Council received a presentation from Conservation Commission Chair Roy Schiff regarding the results of a survey performed a year ago. A discussion and question and answer period followed.

15-337. Consent agenda item d) was taken off the table for discussion. Councilor Edgerly Walsh move the Council approve item d) with amended to include the plan for two free tickets to be sent to Montpelier households, arrived at in the recent meeting with representatives of the Mountaineers organization. Councilor Watson seconded the motion. Further discussion followed. Mr. Groberg rose to ask questions and provide input. The motion carried unanimously at 8:52.

15-338. Councilor Bate noted that remote participation in meetings from Councilors was problematic and should be looked at.

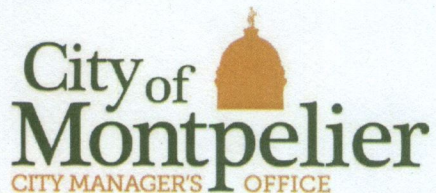
Councilor Turcotte reported on, and expressed appreciation for participation in, the recent Senior Center event.

Councilor Watson indicated she will be skyping into the January 13 meeting.

- 15-341. The City Manager noted the budget workshop on January 6 and had some questions for Councilors about the process.

Councilor Edgerly Walsh moved the Council adjourn and was seconded by Councilor Watson. The motion carried unanimously.

DRAFT



America's Small Town Capital

Mayor John Hollar

William Fraser
City Manager

City Council Members:

Dona Bate
Jessica Edgerly Walsh
Tom Golonka
Jean Olson
Justin Turcotte
Anne Watson

Jessie Baker
Assistant City Manager

December 18, 2015

The Times-Argus

Please insert the following with City of Montpelier notices on Tuesday, December 22nd. Thank you!

CITY OF MONTPELIER
Conservation Commission Vacancy

The City of Montpelier is seeking citizens interested in filling an expired Alternate 1-year term. Letters of interest and/or resumes should be submitted to the Office of the City Manager, City Hall - 39 Main Street, Montpelier (or by e-mailing spitonyak@montpelier-vt.org) by Wednesday, January 6th, 2016. The City Council will make this appointment at their January 13th meeting; applicants are encouraged to attend. All municipal meetings are accessible to people with disabilities and are held in accordance with the public meeting and public records laws. Questions should be directed to Commission Chair Roy Schiff: 223-7214.

William J. Fraser
City Manager

Sandy Pitonyak

From: Emily Byrne <emilybyrne85@gmail.com>
Sent: Tuesday, January 05, 2016 6:06 PM
To: Sandy Pitonyak
Cc: roy.schiff@aya.yale.edu; royschiff12@gmail.com
Subject: Re: Alternate Vacancy
Attachments: Emily_Byrne_Resume for conservation commission.doc

Hi Sandy,

Sorry I haven't gotten back to you - the holidays were quite busy. I would be interested in serving again. Attached is a resume.

Please let me know if I need to provide anything else.

Emily

On Tue, Jan 5, 2016 at 1:56 PM, Sandy Pitonyak <SPitonyak@montpelier-vt.org> wrote:

If you are interested in continuing, please send me an e-mail to that effect, Emily. Otherwise, Roy, we have no applicants yet. fyi

Sandy Pitonyak

Administrative Assistant to the City Manager

City Hall - 39 Main Street

Montpelier, VT 05602

Telephone: [\(802\) 223-9502](tel:(802)223-9502)

FAX: [\(802\) 223-9519](tel:(802)223-9519)

spitonyak@montpelier-vt.org

Emily E. Byrne

Emilybyrne85@gmail.com • (315) 382-4486 • 51 Prospect St. Montpelier, VT 05602

Objective: Reappointment to an alternate position to the City of Montpelier Conservation Commission

Montpelier Conservation Commission 2015

Served as an alternate on the Conservation Commission in 2015.

Education

State University of New York, College of Environmental Science and Forestry

Syracuse, NY

Master of Science in Forest and Natural Resource Policy – May 2012

Research: Analyzing and constructing an econometric model to determine if a relationship exists between state politics, renewable energy generation and Recovery Act fund distribution/job creation

The Maxwell School of Citizenship, Syracuse University

Syracuse, NY

Master of Public Administration – May 2012

Certificate of Advanced Study in Conflict Resolution

Capstone Project: Developing a survey to assess the impact of ARRA funding on weatherization employment

University of Wisconsin - Madison

Madison, WI

Bachelor of Arts, May 2008

Environmental/Conservation Experience

Graduate Assistant – SUNY ESF, August 2010 – Present

Syracuse, NY

- Collaborated with another teaching assistant to lead discussions, grade and tutor Introduction to Economics
- Supported the professor of Managerial Economics in course organization and instruction

ESF Science Corps Fellow - SUNY ESF, July 2010 – Present

Syracuse, NY

- Presented lectures to college level environmental science classes at high school throughout Upstate New York on the topics of environmental/energy policy and economics
- Helped with the organization and implementation of the “Environmental Challenge,” a science fair for 500 Syracuse city middle school students hosted by SUNY ESF

National Science Foundation GK-12 Fellow - SUNY ESF, July 2009-June 2010

Syracuse, NY

- Collaborated with a high school teacher at Fabius-Pompey High School to teach college level environmental science

Other work experience

Budget Director – State of Vermont, Department of Finance and Management December 2014 - Present

- Oversee the development of the Vermont State Budget within executive policy, legislative directives, and revenue constraints

Budget Analyst – State of Vermont, Department of Finance and Management March 2012-November 2014

- Analyzed and evaluated the budget submissions for several Departments within the Agency of Human Services

Relevant Graduate School Projects

- Assessed the financial status and ability of the New York State Parks department to provide park access given New York State's current financial standing (Spring 2011)
- Compared and contrasted the benefits of implementing a cap and trade policy versus a carbon tax to mitigate greenhouse gas emissions (Fall 2009)
- Researched and analyzed French policy and public opinion of climate change for a course simulation to construct an international climate change policy. (Spring 2010)
- Investigated city water resource policies in the South-Western US and assessed recent changes implemented to mitigate future water resource access issues. (Fall 2010)

Other Relevant Courses

- Water resource policy; introduction to hydrology; introduction to forestry and silvaculture; natural resources law; energy, environment and energy policy

Central Vermont Public Safety Authority

Both Barre and Montpelier had the foresight to plan for improving the safety of their citizens by working together to create the Central Vermont Public Safety Authority (CVPSA). It was created as a separate municipality by the Vermont General Assembly on May 20, 2014 to give the voters of the Twin Cities the ability to integrate their fire, police, dispatching and emergency services into one system to provide an affordable, integrated, efficient system.

After the two cities agreed on a cost sharing formula a budget for the Authority of \$75,000 (\$40,275 from Barre City, and \$34,725 from the City of Montpelier) was approved for fiscal year 2015-2016.

In July 2015 the Authority hired Francis (Paco) X. Aumand III, the former second in command of the Vermont Department of Public Safety as its Executive Director. His task was to convert a bold idea into a practical reality. In early discussions the Authority Board resolved that the first step would be to regionalize dispatching services. After consulting the chiefs of the two Cities, the unionized people who do the work, and interested community members Mr. Aumand analyzed four alternative possibilities: do nothing, construct a new facility to house all dispatchers, operate all dispatching out of either the Barre or Montpelier facilities, or have one service with two locations.

The Board determined that creating a single dispatching system operating out of two locations is the best way to provide an integrated, efficient communication service. Training and technology enhancements will allow for the current dispatching staff (7 in Montpelier and 6 in Barre City) to work as one unit out of both locations. The ability to have dispatchers work out of both Montpelier and Barre City with the same equipment and common training and operating protocols will not only provide both Cities with the services they now have but it will also be able to provide for continuity of operations and disaster recovery in the event of disaster in one of the communities, as well as efficient use of personnel. The implementation of this plan is to be done in a phased approach over the course of the next 16 - 18 months beginning in January of 2016.

This plan evolved through the Board educating itself concerning the diverse interests of the unions, and management of all the public safety entities in the two Cities and then working to understand the complexity of the public safety needs of the Central Vermont region. The Board's work has focused its efforts to bridge differences, find common needs and developing a strategy for future initiatives. The CVPSA web page is expected to be implemented by the middle of January 2016 to enable voters and City leaders to learn and understand the Board's efforts and direction.

Beginning July 1st exploration of regionalizing the public safety services between Barre City and Montpelier will be the focus of the Boards planning initiatives in fiscal year 2017. Continued research and review of the fire/EMS and police services between the two cities will be conducted. This is intended to determine what administrative and functional consolidation of services could take place in the near future. The board will also continue to review the cost formula used to assess the fees for the operation of the CVPSA. The development of an equitable cost sharing formula is important to ensure costs are distributed appropriately. This along with implementing the new Central Vermont Public Safety Communications Center will mean a large and ambitious agenda for the CVPSA in the next fiscal year.

The Board of Directors and staff of the Central Vermont Public Safety Authority include the following.

Tom Golonka, Chair

Tom is a Montpelier City Council Member appointed to the CVPSA board. In his professional career, Tom is a partner with Silverlake Wealth Management in Williston and Montpelier, VT. In addition to his membership on the Montpelier City Council, Mr. Golonka is on the board of the Vermont Municipal Employees Retirement System (VMERS), a member of the board of the Central Vermont Medical Center, and a member of the Vermont Pension Investment Committee (VPIC).

Alexandra Pastor, Vice Chair

Alexandra is from Barre and is an “at large” member whose term expires in 2017. She uses her BA in international affairs, and MPA in public works while working for the Vermont Agency of Natural Resources. She is currently a member of three Barre City committees . Alexandra views regionalization of public safety as a natural response to the complex challenges facing today’s central Vermont communities. By joining forces, neighboring towns can share expertise, streamline communication, and experience the efficiencies of collaboration.

Michael Smith, Secretary

Michael is a Barre City Council member appointed to the CVPSA board in August of 2014. He is active in the Barre community and has served on both the Greater Barre Public Safety Advisory Committee and the Greater Barre Community Justice Center board. Michael works as a driver for the Ready To Go Program of Good News Garage based in Burlington. His two year term on the board expires in March of 2016.

Robert Sager, Treasurer

Bob has been a long standing member of the efforts to bring about public safety regionalization to Central Vermont. He served on previous study committees leading up to the creation of the Authority. He was President, Vice President and Treasurer of the Barre Partnership, President of the Barre Merchants Bureau. He has also served on various city committees and is currently on the Barre Partnership's Economic Development Committee, Retail Committee and on the board of the Barre Lions Club. He is a retired business owner.

Dona Bate

Dona is a Montpelier City Council Member who was appointed to the CVPSA board. Dona operates her own business, dbate Speaking; where she is a speaker, trainer and facilitator. Dona brings five years of service to the public safety committee which studied the feasibility of this regional public safety authority, and which successfully advocated for its being chartered. Dona says, “regional services will benefit both residents and employees.”

Kimberly Cheney

Kim is an Attorney living in Montpelier who was elected in August 2014 as at large member of the Board for a term expiring in March, 2016. His service as Washington County State’s Attorney and Vermont Attorney General brings practical public safety experience to the board. His community service as Chairman of the Board of Vermont State Employees Credit Union and Chairman of the Montpelier Planning Commission provides familiarity with the community needs and attitudes. He joined the Board saying: “Regionally managed public safety can bring communities to work together for the benefit of those who serve and those who are served.”

Douglas Hoyt

Douglas Hoyt was raised in Montpelier and graduated from St Michael's High School. He has since attained an Associate's Degree in Criminal Justice from Vermont College and a Bachelor's Degree in Government from Norwich University. He is also a graduate of the FBI National Academy. Doug has retired from active law enforcement serving as Montpelier's Chief of Police for 26 years.

Martin Prevost

Martin has lived in Barre City since 1978 when he moved here from Montreal. He is currently employed by the Vermont Department of Liquor Control and was previously a Barre City Police Officer. He has been active in the Barre community including serving as school board member and city councilor as well as other civic boards and committees.

Francis (Paco) X. Aumand III, Executive Director

Mr. Francis (Paco) X. Aumand III has 39 years of law enforcement experience including service at the municipal and State levels in Vermont. Before his appointment as Executive Director for the Central Vermont Public Safety Authority he served as the Deputy Commissioner for the Vermont Department of Public Safety. Mr. Aumand also was employed as Executive Director of the Vermont Criminal Justice Training Council, and he served with the Bellows Falls Vermont Police Department for 14 years, the last 7 of those years as Chief of Police. He holds a Master of Science in Administration from St. Michael's College, Colchester, VT.



CVPSA Business Plan FY 16

Central Vermont Public Safety Authority

963 Paine Turnpike N. Suite E
Berlin, VT 05602

[Web address]

Table of Contents

I.	Executive Summary	2
	Vision	
	Statement of Purpose	
	Principles of Operation	
	Keys to Success	
II.	Description of the Organization	3
	Legal Entity	
	Members	
	Board of Directors	
	Officers of the Board of Directors	
	Open Meetings and Public Records	
	Committees	
	Location	
	Management	
	Financial Management	
	Start-Up/Acquisition Summary	
III.	Marketing	6
	Market Analysis [This is an draft example]	
	Description of the Communities	
	Description of the Departments	
IV.	Appendix	12
	Operating Budget and Revenue for FY 16	
	Cash Flow	
	Action Plan for FY 16	
	Miscellaneous Documents	
	Goals and Objectives	

Executive Summary

Vision

The Central Vermont Public Safety Authority (CVPSA) will provide the Central Vermont area, specifically the City of Montpelier and the City of Barre with an affordable, integrated, efficient system of public safety services (fire, police, emergency medical services and dispatching) to enhance public welfare by providing rapid response to emergencies with highly qualified personnel. The Cities of Barre and Montpelier are current members of the CVPSA and in turn they provide dispatching services to 22 surrounding towns.

Statement of Purpose

The Authority exists to provide the member towns with excellent public safety services to enhance the public welfare. These services will be provided by a stable workforce of qualified employees, who are fairly compensated, have opportunities for professional development, and are dedicated to providing rapid and excellent service in emergencies.

Principles of Operation

The Board of Directors will follow these principles to successfully implement its purpose over the next three years.

1. **Cost of Service.** Costs of service can be contained in two ways: by efficient use of qualified personnel, skilled methods of operations, use of appropriate technology; and by increasing revenue from services provided to individuals in surrounding towns where permitted by law. Revenue increases may be used for reduction in future appropriations or creation of a capital fund.
2. **Method of Operations.** The CVPSA is committed to openly and accurately communicating its operating plans to all interested parties. Those plans which optimize regional services, by collaboration among municipalities including participation in governance will be favored. The Authority will gather data and information, explore enhanced means of providing services, and distribute this information with recommendations to members. Suggestions for areas of improvement shall be given to members.
3. **Cost Sharing by Participating Towns.** The CVPSA Board is committed to developing a cost sharing formula based on needs of each community that is fair to both the community and the Authority. The formula will take into account those variables, such as population, grand list, level of services required, and any other pertinent factor that allocates costs fairly.

Keys to Success

The following are keys to success.

- The development of understanding by the public safety community that the Authority is serving to meet the public safety needs of the Central Vermont Communities. This will be done through an education and outreach effort.
- The development of a dispatch regionalization plan that can be presented to the City Councils for consideration. This will occur in large part by showing the costs of such a plan and how the operations of a communications center will work.
- The development of a list of other services the Authority could offer the two communities that would enhance public safety.
- The development of a cost model that is fair and equitable factoring in the cost paid currently by all communities involved. These costs may also include the services that are provided to other communities under mutual aid agreements or policies that are not recovered now.

Description of the Organization

The Central Vermont Public Safety Authority (CVPSA) exists to enhance the safety and quality of life of the people of Barre and Montpelier (total population of 16,907, 2010 census). By combining the cities' public safety resources into a single entity, the CVPSA's intent is to provide more efficient and effective emergency response, as well as expand the education and training opportunities currently available to the men and women of public safety. The City of Barre is known as the "Granite Center of the World" and Montpelier is the state capital of Vermont.

The CVPSA is a seven (7) member board. The Board shall elect a Chair and Vice Chair, annually at its organizational meeting held on the first Wednesday in April. The Chair and Vice Chair shall hold office for one year and until a successor is elected and qualified. A Secretary and Treasurer shall be appointed by the Board. Together, the Chair, Vice Chair, Secretary and Treasurer shall be the officers of the Authority.

All meetings of the Board and its committees shall be governed by the small boards sections of the most recent edition of Robert's Rules.

Legal Entity

The Central Vermont Public Safety Authority was created through the passage of (H.892) Act M-17 of the 2014 Vermont General Assembly. Through the passage of this act the legislature

approved the adoption and the codification of the charter for the Central Vermont Public Safety Authority.

The Authority shall have all the powers and authority as stipulated with their charter and shall have all the powers and authority as listed in T. 24 § 4866 (Union Municipal Authorities).

Members

Members are those municipalities that compromise the Authority and include the Cities of Barre and Montpelier. Other municipalities may, at the Authority's discretion, contract with the Authority for provision of one or more services from time to time.

The Board, by affirmative vote of directors representing at least two-thirds of all votes entitled to be cast on behalf of all members and comprising at least two-thirds of all possible directors (including vacancies), may authorize the inclusion of additional municipalities in the Authority upon such terms and conditions as it shall deem to be fair, reasonable, and in the best interests of the Authority (24 App. V.S.A. Chapter 901 §49)

The Authority welcomes the consideration of the Towns of Barre and Berlin, and extends to them a special invitation to join the Authority by vote of their residents.

Board of Directors

Each member of the Authority shall have two directors on the Board, and three other directors shall be elected at-large by the electorate of the member municipalities. Each director shall be a resident of his or her municipality and registered to vote in municipal elections at the time of the director's appointment. The Board of Directors shall be comprised of the following;

- Three at-large directors shall serve staggered terms of three years.
- Directors appointed by their respective members shall serve staggered terms of two years.
- A director shall not serve more than three full consecutive terms.

Officers of the Board of Directors

The officers of the Authority shall be the Chair and the Vice Chair of the Board of Directors, the Secretary of the Authority, and the Treasurer of the Authority.

Open Meetings and Public Records

The conduct of all meetings and the maintenance of all records of the Authority and Board shall be governed by the laws of the State of Vermont relating to open meetings and accessibility of public records.

Committees

The Board shall have authority to establish any and all committees as it may deem necessary. The Board shall consider the following committees to help in its deliberations.

Executive Committee – The purpose of this committee shall be to provide organizational direction on behalf of the board and advise the board on decisions and business matters ranging from strategy planning, policy, investment and risk. The committee shall be comprised of the officers of the Board. The committee has the authority to act on its behalf, making a reasonable interpretations of Board policy, procedures and general directions the Board has agreed on taking. With regard to investment and strategic planning decisions, the committee might not take action itself, but instead report on the results of research and make recommendations. The Executive Director shall report his or her actions to the Executive Committee.

Rules Committee - The purpose of this committee shall be to determine, review and offer recommendations to the Board on rules, ordinances and policies the Board should adopt for the proper operation of the Authority.

Communications Committee – The purpose of the communications committee is to determine, review and offer recommendations to the Board on all issues related to how the Authority shall community its work. Examples may include, but shall not be limited, to the establishment of a web page, the establishment of a common email address, the selection of public media outlet to transmit its agenda's and other notices, the development of any messaging the Board would like to make public, the scheduling of public speaking engagements.

Budget Committee – The purpose of the budget committee is to determine, review and offer recommendations to the Board on financial issues effecting the Authority. The budget committee will review and prepare a draft of the next fiscal year's budget needs and also monitor as necessary the monthly spending of the Authority. The budget committee will also formalize the annual audit required by the charter.

Technical Advisory Committee (TAC) – The purpose of this TAC is to determine, review, and offer policy recommendations to the Board on operational issues. The TAC shall have the responsibility to put in place procedural issues related to the effective and efficient delivery of services. This TAC is intended to be made up of police, fire, EMS personnel sufficient to make operating procedural decisions and evaluate operational policy issues. The TAC is intended to meet the requirements of the FBI Advisory Police Board (APB) Criminal Justice Information Services (CJIS) Security Policy document that requires law enforcement subject matter experts to have the authority to control the procedures relating to the use and dissemination of criminal justice information.

Location

The CVPSA utilizes office space at the Central Vermont Chamber of Commerce and meets twice a month on the first and third Thursday's of the month in space provided by the Central Vermont Chamber of Commerce.

Management

The Board may hire an Executive Director who shall manage the day to day functions of the Authority and carry out the policies and rules adopted by the Board. The Executive Director shall exercise authority and make decisions based on a reasonable interpretation of the Boards policies, procedures and strategic directions as discussed and voted on at Board meetings. The Board also, through its Charter, may hire a Director of Public safety.

Financial Management

The Board shall cause an audit of its financial records to be performed annually by an independent professional accounting firm or a certified public accountant.

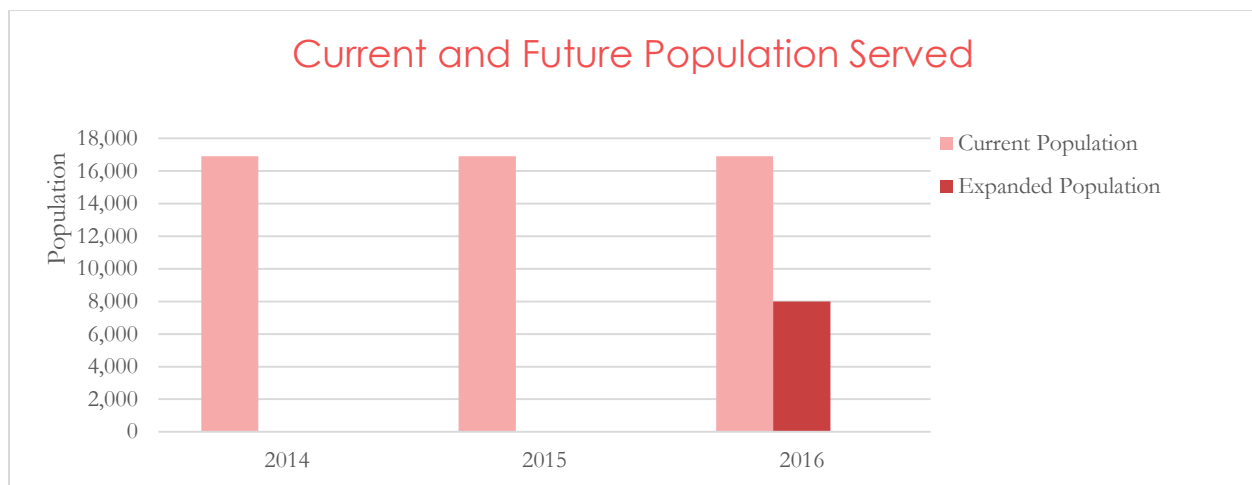
Start-Up/Acquisition Summary

The Central Vermont Public Safety Authority's Board shall meet in accordance with their charter and appoint Officers of the Board. The Authority secured an appropriation from the two members, Barre and Montpelier, and established the regionalization of dispatching as their first initiative. They have hired an Executive Director who shall study the visibility of dispatching and develop a plan for merging the two dispatch centers. The CVPSA shall also examine what other services can be offered to the public safety community in an effort of improving the service to the citizens in the two city area and minimize or contain the cost of those services.

Marketing

Market Analysis

This section is intended to show the total of people being serviced within the two communities and the potential number of citizens to be served over time. Currently the chart reflects the number of residents within Barre City and Montpelier. However, the market for the Authority is the number of people/citizens that will be served through functions provided by the Authority within the greater Central Vermont area. As an example the number of population receiving dispatch services through the two dispatch centers is 60,918. Also, the day to day transient population is much larger than the numbers depicted in the chart.



Description of the Communities

Montpelier is a city that serves as the state capital and the shire town of Washington County. As the capital of Vermont, Montpelier is the site of the Vermont State House, seat of the legislative branch of Vermont government. The population was 7,855 at the 2010 census. By population, it is the smallest state capital in the United States. The Vermont College of Fine Arts and New England Culinary Institute are located in Montpelier. Today, government, higher education, insurance and tourism are the principal businesses.

As of the census of 2010, there were 7,855 people, 3,739 households, and 1,940 families residing in the city. The population density was 784.0 people per square mile (302.7/km²). There were 3,899 housing units at an average density of 380.4 per square mile (146.9/km²). The racial makeup of the city was 96.55% White, 0.65% African American, 0.24% Native American, 0.82% Asian, 0.01% Pacific Islander, 0.39% from other races, and 1.34% from two or more races. Hispanic or Latino of any race were 1.41% of the population.

There were 3,739 households out of which 26.0% had children under the age of 18 years living with them, 38.5% were married couples living together, 10.1% had a female householder with no husband present, and 48.1% were non-families. 39.4% of all households were made up of individuals and 13.1% have someone living alone who is 65 years of age or older. The average household size was 2.09 and the average family size was 2.84.

In the city the population was spread out with 21.3% under the age of 18, 8.6% from 18 to 24, 28.2% from 25 to 44, 27.1% from 45 to 64, and 14.9% who were 65 years of age or older. The median age was 40 years. For every 100 females there were 84.2 males. For every 100 females age 18 and over, there were 82.0 males.

The median income for a household in the city was \$37,513, and the median income for a family was \$51,818. Males had a median income of \$35,957 versus \$29,442 for females. The per capita

income for the city was \$22,599. About 7.2% of families and 9.8% of the population were below the poverty line, including 12.9% of those under age 18 and 5.7% of those age 65 or over.¹

Along with Barre, the city forms a small micropolitan area in the center of the state; together they are known as *the twin cities*.

Barre is a city in Washington County, Vermont, United States. As of the 2010 census, the city population was 9,052.^[3] Barre City is almost completely surrounded by Barre Town, which is incorporated separately from the City of Barre.

Barre is often twinned with nearby Montpelier in local media and businesses. It is the main city in the Barre Micropolitan area which, at 59,564 residents, is the third largest in Vermont (after Burlington and Rutland). Barre itself is the largest city in Washington County, and is the fourth largest city and tenth largest municipality in Vermont.

As of the census of 2000, there were 9,291 people, 4,220 households, and 2,253 families residing in the city. The population density was 2,309.4 people per square mile (892.4/km²). There were 4,477 housing units at an average density of 1,112.8 per square mile (430.0/km²). The racial makeup of the city was 97.40% White, 0.48% Black or African American, 0.38% Native American, 0.52% Asian, 0.01% Pacific Islander, 0.32% from other races, and 0.89% from two or more races. Hispanic or Latino of any race were 1.68% of the population.

There were 4,220 households out of which 26.3% had children under the age of 18 living with them, 37.0% were couples living together and joined in either marriage or civil union, 12.3% had a female householder with no husband present, and 46.6% were non-families. Of all households 39.2% were made up of individuals and 16.0% had someone living alone who was 65 years of age or older. The average household size was 2.14 and the average family size was 2.86.

In the city the population was spread out with 22.4% under the age of 18, 7.9% from 18 to 24, 29.5% from 25 to 44, 27.0% from 45 to 69, and 91.1% who were 65 years of age or older. The median age was 38 years. For every 100 females there were 86.5 males. For every 100 females age 18 and over, there were 82.6 males.

The median income for a household in the city was \$30,393, and the median income for a family was \$42,660. Males had a median income of \$33,175 versus \$20,319 for females. The per capita income for the city was \$18,724. About 9.9% of families and 13.0% of the population were

¹ Wikipedia, the free encyclopedia, Montpelier, VT.

below the poverty line, including 16.2% of those under age 18 and 12.6% of those age 65 or over.²

Description of the Departments

Police Departments

The Montpelier Police Department provides 24-hour police and communications services seven days a week. The department also has a K-9 team that continues to serve as an integral element for support of both patrol duties as well as criminal investigations.

The Montpelier Police Department currently authorized staff levels for 2014 include;

Personnel Title	Number of Personnel
Chief of Police	1
Captain	1
Sergeant	3
Detective	1
School Resource Officer	1
Patrol Officers	9
Emergency Services Dispatchers	6.5
Service Officers (Parking – 3 PT)	1
Total	25.5

In 2014 the Montpelier Police Department handled a total of 683 offenses.

Montpelier Police Department Dispatch (MPD Dispatch)

The dispatch center is a regional service that has two contracts, one with the Capital Police, and the other with Capital Fire Mutual Aid (Capital West) which is an organization representing fire and emergency medical services covering 19 communities. The following communities are served by the MPD Dispatch: Montpelier, E. Montpelier, Berlin, Northfield, Roxbury, Plainfield, Cabot, Marshfield, Worcester, Middlesex, Walden, Waterbury, Duxbury, Moretown, Bolton, Waitsfield, Fayston, Calais, and Woodbury. The total value of the contracts are \$181,183.

The MPD Dispatch center handles over 14,000 incidents per year.

Montpelier Fire and Emergency Services

The mission of the Fire and Emergency Services Department is to save lives, protect property and preserve the tax base in Montpelier at a reasonable and acceptable cost to the taxpayers.

²Wikipedia, the free encyclopedia, Barre City, VT.

They achieve their mission by managing the following service; Fire and Emergency Medical Services, Building and Health, and Emergency Management.

The department provides the city with both Fire and Ambulance services. Personnel are dual trained as firefighters and emergency medical technicians (EMT's). Montpelier collects additional ambulance service revenue through three contracts with surrounding towns. Ambulance service revenues and contracts provide over 25% of the department budget. They operate with 3 personnel on a shift. In FY 14 the department handled a total of 2048 calls for service (1051 EMS calls, 335 ambulance transfers, and 1713 fire related calls)

Barre City Police Department

The Barre City Police Department authorized strength is 20 Officer. However, the department has only 18 positions filled. The department handled 8,589 reported incidents in FY 14 and continues a trend of increasing their calls for service. The department also operates a lock up facility that is certified by the Vermont Department of Corrections as a prisoner holding facility. The Department of Corrections also contracts with the City for use of this facility and pays the City \$60,000 per year.

The police department also operates an emergency dispatch center with 6 full time employees. They provide service to 7 other agencies and field over 12,000 emergency and informational calls per year. The following communities are serviced by the dispatch center, Randolph, Brookfield, Washington, Williamstown and Barre City. The total cost of these contracts is \$71,964.

The Chief of Police serves as the Director of Public Safety overseeing the police and fire departments. In this capacity he serves as the Chief of Police and the Fire Chief.

Barre City Fire Department

The Fire and Ambulance Department is comprised of 17 full time union members, 1 deputy chief and a chief that is shared with the police department as he is the Director of Public Safety. They operate with 4 personnel on a shift. Currently the department has 7 paramedics and 3 who are critical care paramedics. In FY14 the department had 2,869 call for service (2256 EMS calls and 613 fire calls).

Strategy and Implementation

The CVPSA will, through its Executive Director, perform an outreach and education initiative in an attempt to promote awareness about the Authority and its role in developing the public safety services in Central Vermont. The Executive Director will also develop an understanding of the

issues facing regionalization of services in the area and communicate them to the Board. Collectively and collaboratively with the public safety entities in the region plans for regionalization shall be developed with the first initiative being merging the dispatching functions of both Montpelier and Barre City.

The Executive Director will also explore what other services can be implemented to enhance public safety in the Central Vermont area. Plans for regionalizing dispatch and other services will be developed with as much operational specificity as possible. However, implementation strategies will only be prepared after agreement is reached between all governing boards as to how to move forward and the budgets associated with moving forward are passed by the voters.

Appendix

Operating Budget and Revenue for FY 16

Expenses	Budget
Personnel Services:	
Executive Director	\$55,410
FICA & Medicare	\$4,590
Contractual	\$11,500
Total Personnel Services	\$71,500
Operating Expenses:	
Equipment	\$500
Technology Application Services	\$2,000
Office Supplies	\$1,000
Total Operating Expenses	\$3,500
Total Expenses	\$75,000
Revenue	Budget
Cash on Hand	\$9,475
Montpelier	\$34,725
Barre	\$40,275
Total Revenue	\$84,475

Cash Flow – FY 16

Expenses	Budget	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	Apr	May	June
Personnel Services:													
Executive Director	\$55,410	\$4,588	\$4,588	\$4,588	\$4,588	\$4,588	\$6,883						
FICA & Medicare	\$4,590												
VLCT Membership					\$2,058								
Contractual	\$11,500												
Total Personnel Services	\$71,500	\$4,588	\$4,588	\$4,588	\$6,646	\$4,588	\$6,883						
Operating Expenses:													
Equipment	\$500												
Tech Services	\$2,000				\$250								
Mileage Travel				\$127									
Office Supplies	\$1,000				\$199								
Total Operating Expenses	\$3,500												
Total Expenses	\$75,000			\$127	\$449								
Revenue	Budget												
Cash on Hand/Other*	\$9,475	\$9,475					\$377						
Montpelier	\$34,725		\$34,725										
Barre	\$40,275			\$10,069			\$10,069						
Total Revenue	\$84,475	\$9,475	\$44,200	\$54,269	\$54,269	\$54,269	\$64,715						
BALANCE		\$4,887	\$35,023	\$40,377	\$33,282	\$28,694	\$32,257						

Action Plan for FY 16

- ❖ Introductions and Meetings with key personnel. **July and August**
 - Meet with Public Safety Personnel
 - Police Chiefs and personnel
 - Fire Chiefs and Personnel
 - Union Representatives
 - EMS personnel
 - Dispatchers
 - Meet with Municipal Administration
 - Town Managers and Assistant Town Managers
 - Meet with other community's key personnel.
- ❖ Investigate other consolidated dispatching centers. **August –September**
 - Determine their staffing levels, costs, costs formulas and governance.
 - St. Albans
 - Shelburne
 - Hartford
 - Lamoille County
 - Lakes Region Mutual Fire Aid Association
- ❖ Determine Business Requirements associated with dispatching and the needs of the respective police departments. **August - September**
 - Explore the administrative needs of the police departments and how they use dispatching staff to accomplish these needs.
 - Explore the jail monitoring component of dispatching and the costs associated with this service.
 - What other services do dispatchers perform?
 - What other services are dispatched by Montpelier and Barre?
 - How much time is spent on dispatching services today?
- ❖ Determine the staffing levels of current dispatching functions. **August**
 - Determine costs of dispatching.
 - Determine the turnover rate of dispatchers within the two departments.
 - Determine the call and dispatch volumes of current dispatching operation.
 - Conduct a time and motion study if necessary and if there is available funding.
- ❖ Evaluate the technology needs of the departments and dispatching. **September**
 - Valcour RMS vs Spillman RMS and their strengths and weaknesses.
 - Explore Voiceless CAD and the need.
 - Explore mapping capabilities and the need.
 - Explore and document radio issues between the two cities.
 - Explore and document telephone issues between the two cities.

- ❖ Evaluate the physical spaces of the current dispatch centers and determine the size needed for a consolidated center. **September**
 - Determine options for a consolidated center.
- ❖ Determine the staffing levels of a consolidated dispatching center. **October**
 - Determine the number of equipment positions needed in a consolidated center.
 - Determine the number of personnel needed to staff the positions.
- ❖ Explore and investigate other services that the Authority could help coordinate and facilitate the delivery of between the two communities. **October – December**
 - Review number of calls for service and crime trends within Central Vermont.
 - This will include police service, fire service and emergency medical services.
- ❖ Determine the barriers for other communities joining the authority and also the opportunities that may be available for other communities to join the authority or contract for services. **October – December**
- ❖ Present work product to both City Councils for FY 17 Budget considerations. **December – January**
 - Draft Reports accomplished each month with summaries of months activities by Executive Director.
- ❖ Build the organization structure of the Central Vermont Public Safety Authority. **July - December**
 - Web site
 - Address, phone number
 - Rules, ordinances and/or Policies
 - Physical space
 - Committees

Miscellaneous Documents

Goals and Objectives

Outreach and Education

Goal

Beginning on July 27, 2015 and continuing through this fiscal year the Executive Director will have meet with stakeholders and interested person and establish a web presence promoting the vision and purpose of the Central Vermont Public Safety Authority (CVPSA) and the work being done by the Authority.

Objective

Meet with between 75-100 individuals during FY 16 promoting the efforts of the CVPSA.

Objective

By January 31, 2016 a web site belonging to the Central Vermont Public Safety Authority will be created and published and email addresses belonging to the Authority will be established.

Build CVPSA Organizational Structure

Goal

By June 30, 2016 CVPSA will be an established organization.

Objectives

By November 2015 the Executive Director will apply for and receive a DUNS number so the CVPSA can apply for grants.

By January 1, 2016 the Board of Directors and other interested stakeholders shall participate in SWOT analysis and strategic planning session in an effort to help define and guide the future of the organization.

By October 2015 the CVPSA shall have office space available and an address.

By January 2016 the Executive Director shall produce an annual report, a FY 17 budget proposal and future budget projections and caused them to be distributed to the City Councils and arranged for the documents to be part of the annual city meetings for public vote. Thus, ensuring the organization is in place for another year.

Opportunities and Barriers for other Communities to join the Authority

Goal

By June 2016 the Executive Director and Board shall have a clear understanding as to why other communities in Central Vermont are not members of the Authority and what if any opportunities exist to attract other communities to either contract with or join the Authority.

Consolidated or Regionalized Dispatching Services

Goal

By June 30 2017 a single dispatching system shall be established working out of two locations (Barre City and Montpelier) providing seamless dispatching services for all the public safety entities that the individual services provide today (December 2015).

Objectives

By December 2015 the Executive Director shall produce a business case document detailing the issues, alternatives and costs for regionalizing dispatching services.

By January 15, 2016 the Executive Director and the Board shall produce a budget detailing the expense of training the dispatchers to work within a single dispatching system.

By March 1, 2016 CVPSA shall cause a grant application to be filed with Department of Public Safety asking for funding for radio equipment necessary to equip both Montpelier and Barre City.

By May 4, 2016 a memorandum of understanding shall be developed detailing the roles and responsibilities of the new communication centers.

By July 1, 2016 the two existing centers shall begin working together under a common supervisory structure.

By October 1, 2016 a grant award is made for radio improvement.

By February 2017 all radio improvements shall be made.

Between April and July 2017 the CVPSA shall assume management responsibilities for the new Central Vermont Public Safety Communication Centers.

CREATING THE CENTRAL VERMONT PUBLIC SAFETY COMMUNICATION CENTER

BUSINESS CASE

Version Number: 6.1

Version Date: [12/17/15](#)

Presented by: Board of Directors, Central Vermont Public Safety Authority
Prepared by: Francis (Paco) X. Aumand III, Executive Director

VERSION HISTORY

This document has been drafted and presented in different versions to the CVPSA Board for editing and approval. Other interested parties have received the document for review in an effort to develop a thorough business case.

Version Number	Prepared By	Revision Date	Approved By	Reviewed or Approval Date	Description of Change
1.0	F. Aumand	09/17/15	Board Review	Reviewed 09/17/15	Rough Draft Document is Incomplete.
2.0	F. Aumand	10/01/15	Board Review	Reviewed 10/01/15	V 2.0 was discussed and the draft was remanded for a 3 rd version which is to include a strategy for implementing alternative C.
3.0	F. Aumand	10/15/15	Board Review	Reviewed 10/15/15	Version 3.0 was discussed and the draft remanded for a 4 th revision which is to include re-structuring the business need examples, continuing with the implementation strategy and finishing the cost estimates.
4.0	F. Aumand	10/29/15	Board Review	Reviewed 10/29/15	Version 4.0 was discussed and the draft was remanded for a 5 th revision which should put it at a final draft stage.
5.0	F. Aumand	11/19/15	Board Review	Reviewed 11/19/15	Version 5.0 was discussed and conceptually accepted. A criterion analysis is being added to V 6.0 and the executive summary will be changed to reflect the criteria used to evaluate the alternatives.
6.0	F. Aumand	12/17/15	Board Review	Reviewed and Approved 12/17/15	Version 6.1 was approved by the Board of Directors.

TABLE OF CONTENTS

1 EXECUTIVE SUMMARY	4
2 INTRODUCTION	7
2.1 Purpose of Business Case.....	7
3 GENERAL PROJECT INFORMATION	7
3.1 Project Description.....	7
4 HIGH-LEVEL BUSINESS IMPACT	15
5 ALTERNATIVES AND ANALYSIS.....	15
5.1 Alternative A.....	16
5.2 Alternative B.....	17
5.3 Alternative C	19
5.4 Alternative D	20
6 PREFERRED SOLUTION	21
6.1 Financial Considerations.....	21
6.2 Preliminary Implementation Strategy/Plan	22
6.3 Preliminary Timeline Breakdown	23
APPENDIXES	235
APPENDIX A: REFERENCES	
APPENDIX B: KEY TERMS	
APPENDIX C: PSAP AND DISPATCH COMPARISON FY 15 INFORMATION	
APPENDIX D: DISPATCH CENTER PROFILE: MONTPELIER FY 16	
APPENDIX E: DISPATCH CENTER PROFILE: BARRE CITY FY 16	
APPENDIX F: FACILITY DESCRIPTION AND CONSOLE POSITIONS	
APPENDIX G: TECHNOLOGY ISSUES	
APPENDIX H: DISPATCH BUDGETS	
APPENDIX I: LABOR/MANAGEMENT (UNION) ISSUES	
APPENDIX J: BUSINESS REQUIREMENTS	
APPENDIX K: STAFFING FORMULA	
APPENDIX L: TECHNOLOGY COST ESTIMATES USED FOR SECTION 5	
APPENDIX M: CRITERION EVALUATION OF ALTERNATIVES	
APPENDIX N: BUSINESS CASE APPROVAL	

1) EXECUTIVE SUMMARY

This executive summary is intended to be a summary of the information contained in the document titled “Creating the Central Vermont Public Safety Communication Center, Business Case”. The need for one system responsible for providing dispatch services throughout Central Vermont is based, in part, on the recognition that some duplicity exists with the current services and that efficiencies can be created that enhance the response to emergencies. As the example below indicates the use of multiple dispatching centers creates inefficiencies in dispatching emergency personnel. The analysis provided in section 3.1 page 10 indicates that if the centers were merged into one system a savings of at least 4 hours per day of staff time could possibly be saved. It is anticipated this could be approximately \$24,000 in annual savings. This savings would be achieved by managing dispatcher overtime.

Business Need

The dispatching system in Washington County is fragmented with some agencies receiving services from the Vermont State Police and the Lamoille County Sheriff’s Department. This service delivery system creates inefficiency. As an example:

If a motor vehicle accident occurs in Berlin at Berlin Four Corners the following sequence of events occurs:

- A 9-1-1 call is received at the public safety answering point¹ (PSAP) in Williston.
- The PSAP then has to refer the call to the Vermont State Police dispatcher (also housed in Williston) to send the Berlin Police Department.
- The PSAP then has to refer the call to the Montpelier Police Dispatch Center who must dispatch the call to the Berlin Fire Department.
- The PSAP also has to refer the call to the Lamoille County Sheriff’s Office Communications Center. The notification of the accident must go to the emergency medical service provider for Berlin which is Barre Town Ambulance and they are dispatched by Lamoille.

If a single system of dispatching was used by everyone in Central Vermont at least two dispatch centers, which means two steps in the process, could be eliminated.

The PSAP will always have to refer a 9-1-1 call to the respective dispatch point. In this case all the providers are located within the same general area and/or in one town yet 3

¹A **public-safety answering point (PSAP)**, sometimes called "public-safety access point", is a call center responsible for answering calls to an emergency telephone number for police, firefighting, and ambulance services. Trained telephone operators are also usually responsible for dispatching these emergency services. There are roughly 6100 primary and secondary PSAPs in the U.S. In Vermont there are 6 PSAP’s that operate as part of a statewide emergency call taking system. Montpelier and Barre may be considered secondary PSAP’s as they receive emergency calls from the PSAP’s but do not receive them through an emergency 9-1-1 telephone number.

dispatching centers have to be involved. If a single system of dispatching was used by everyone in Central Vermont at least two dispatch centers, which means two steps in the process, could be eliminated.

The fire department is concerned that dispatchers may not fully understand the nature and scope of work associated with the fire service. Dispatching protocols for each public safety service would aid in providing a more effective and efficient dispatching service. Protocols regarding radio usage would also benefit the dispatch service(s). A lack of radio use police policies contributes to undisciplined use of the radio leading to voice clutter over the airways. This makes the dispatchers' job more difficult.

The current dispatching centers operate in a flood plain. The sharing of resources would allow for a system of disaster recovery and continuity of operations in the event that one of the current centers flooded or another disaster occurred.

Alternatives

The Board of Directors have determined the establishment of a single communications system between Montpelier and Barre would create efficiencies in the delivery of dispatching services and contain the cost of these services. The Board also considered the following criteria in their deliberations of the alternatives.

- 1) No job loss – This criterion represents the principal that changes in staffing numbers will only occur as a result of attrition and employees will retain their current base salary.
- 2) Cost – This criterion includes the cost issues associated with each alternative. Consideration is given to maintaining the current administrative and other non-dispatching functions and acknowledging that any removal of employees from their current work location would have to include the costs of replacement personnel. Technology costs and building costs are also factored into the rating scale for this criterion. The cost impact that an independent governed dispatch function might have on bringing other communities into the new communications center is another consideration in rating this criterion.
- 3) Redundancy – Continuity of business operations and disaster recovery are important consideration in establishing a dispatching system or facility. Will the alternative being reviewed provide for redundant dispatch operations?
- 4) Phasing – This criterion considers that the alternative must allow for an implementation strategy that can be phased in over time. Phasing is necessary to ensure operational effectiveness and ensure supervision of employees can occur within the current labor management contracts. How well can the alternative accommodate a new technology platform, radio, records management system and telephones? Can a management and supervisory structure be implemented at the go live time and/or can it also be phased in over time? Can the governance structure be phased in over time? Can the implementation of policies and procedures and training of personnel be phased?

The following alternatives have been reviewed as ways to regionalize the dispatching service Central Vermont (See section 5 for more information).

A. New Dispatch Facility. Year 1 startup cost estimate is \$1,123,810.

- B. Collapsing one center into the other. This entails closing one dispatch center and operating out of an existing center. Year 1 startup cost estimate is \$426,053.
- C. One system working out of two locations. This entails creating one dispatch system operating out of the two existing police departments. Year 1 startup cost estimate is \$90,053 a savings of \$12,925 begins in year 2.
- D. Keep the status quo and keep the services “As Is”. No cost increase.

Preferred Solution

The Board of Directors have identified alternative C as their preferred solution. This alternative offers the ability for the police departments to receive the non-dispatching services (See Appendix J) they currently have without any additional costs. It provides for continuity of business operations by having two physical locations to operate out of and it also does not disrupt the employees physical work locations. This alternative also offers the opportunity to implement changes in a controlled and deliberate manner. No employees will be displaced or lose their jobs. Training enhancements and standardized policies and procedures can be implemented. After a capital investment a common technology platform can be utilized to allow employees to share the dispatching responsibilities of both Cities. Also this alternative allows for the use of the current management and supervisory staff, current union contracts and current administrative and financial operations. A phased implementation strategy can easily be implemented with this alternative. This alternative provides the greatest opportunity to contain and save costs. A criterion analysis of the alternatives showing alternative C is the preferred solution can be found in appendix M.

Implementation Strategy

The implementation of the new public safety communication system would be phased in over time beginning in March 2016 after the CVPSA receives its FY 17 budget authorization. The new communication system would be fully implemented with the transition of operational responsibility to the CVPSA in April of 2017. Section 6.3 provides a detailed timeline for the implementation strategy.

Costs associated with this new system are broken down below:

- Training of staff - \$25,000
- Barre City Police Department conversion to the Valcour Records Management System - \$5,053 (See Appendix G)
- Radio and telephone improvements – Final costs estimates have not been determined but a preliminary cost estimate of \$75,000 is being used to upgrade the radio console and phone systems. However, a grant application with the Vermont Department of Public Safety, Division of Emergency Management and Homeland Security will be filed for radio improvements.

Cost savings of approximately \$24,000 per year is anticipated after the system is operating out of two centers and is fully operational. This includes the installation of a common phone and radio system and the proper training of personnel. This business case document targets a fully operational Central Vermont Public Safety Communication Center(s) to occur starting the fourth quarter of FY 17 with savings starting in FY 18.

2 INTRODUCTION

2.1 PURPOSE OF BUSINESS CASE

The purpose of this document is to provide information and a recommendation regarding the creation of a regional communication center out of the two dispatching centers being operated by the Barre City and Montpelier Police Departments. This merged communication center would be managed through an independent governance structure (CVPSA), providing standardized service, based on national best practices, to all public safety disciplines in an efficient and cost effective manner. This document is not a study to determine if the two current dispatching centers should consolidate. Instead it is a document that focuses on how a regional communications center can be created.

The intended audience for this Central Vermont Dispatching Center Business Case is project stakeholder(s) such as the Board of Directors of the Central Vermont Public Safety Authority, the public safety community of Barre and Montpelier, customers of the current dispatch centers and the City Councils of Barre and Montpelier.

3 GENERAL PROJECT INFORMATION

Submission Date:	12/17/2015
Requested By:	Central Vermont Public Safety Authority Board of Directors
Business Owner:	Central Vermont Public Safety Authority (CVPSA)
Contact Info.	Francis (Paco) Aumand, Executive Director, 802 747-8611, paumand@outlook.com
Project Name:	Creating the Central Vermont Public Safety Communications Center
Desired Start Date:	July 1, 2016

3.1 PROJECT DESCRIPTION

Business Need

The Central Vermont Public Safety Authority (CVPSA) purpose is to provide the member towns in the Authority with an affordable, integrated, efficient system of public safety services (fire, police, ambulance, dispatch) that protects public welfare and provides rapid responses with highly qualified personnel when emergency situations arise. It is generally thought that efficiencies can be achieved by combining services that are duplicated now between the Cities of Barre and Montpelier. Dispatching is one of those services.

The creation of the CVPSA was approved by vote of both Montpelier and Barre City and followed approximately 6 years of study. The study focused on the assumption that public safety services could improve in Central Vermont if the public safety entities were regionalized. A review of the study committee documents shows that individuals looking into this concept felt that costs could be contained through a consolidation of public safety management and better coordination and increased safety would be achieved with a single dispatch center (Allan Heath, 11-20-11). The Regional Public Safety Authority Committee

concluded that better communication, response times, training and utilization of resources can be realized through a combined safety authority (Regional Public Safety Authority Committee Memo, October 20, 2011).

The study of regionalizing public safety entities in Central Vermont was kicked off in April, 2009 according to a news article published in the Times Argus on April 11, 2009. Several Central Vermont community leaders gathered to discuss the need for collaboration, cooperation and consolidation given the rapidly rising cost of providing emergency services. There was optimism in the discussion room at this time that something could be accomplished and some in the room believed budget constraints would ultimately force Vermont communities to work together to deliver public safety services including Barre, Barre Town, Berlin and Montpelier. One person in the room mentioned that “Regionalization is going to be the future in any region specifically our region”. The same individual stated that he was “concerned if we try to take too big a step we’re going to fail ...”. It is in part, in the spirit of this comment that the Authority is working at on systematically regionalizing the dispatching services currently being provided by the Montpelier and Barre City Police Departments. The Board of Directors are working towards providing services that will be attractive to any community that may be in need of communication services.

The historical review of how the Authority was created is important because at best it may be the sole basis of a business need and at its least suggests that many people have intuitively thought that the economies of scale achieved by combining services would control costs and create efficiencies.

The Communications Security Reliability and Interoperability Council (CSRIC), whose mission is to provide recommendations to the FCC to ensure, among other things, optimal security and reliability of communications systems, including telecommunications, media, and public safety, found in a report that public safety agencies choosing to consolidate dispatching stated their decisions were often driven by service

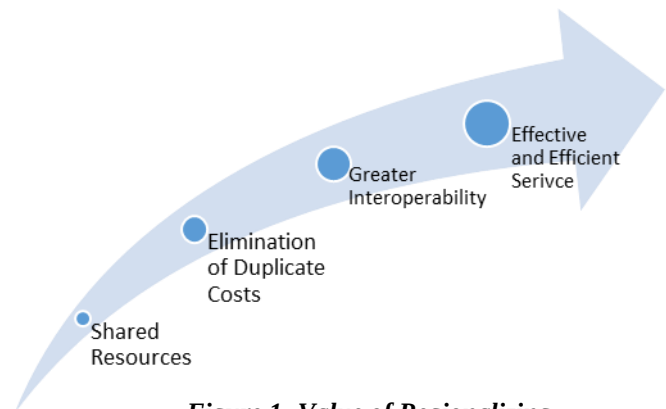


Figure 1- Value of Regionalizing

quality levels, operational concerns, technology obsolescence and funding. Figure 1 illustrates the benefits of regionalizing dispatching services can be found in sharing resource, eliminating duplicate costs, increasing the interoperability between agencies and creating an effective and efficient service². This illustration is also the reasons why regionalization of dispatching services in Central Vermont should occur. The sharing of resources, eliminating duplicate costs, creating interoperability and creating effective and efficient services are all needed within Central Vermont to improve the communication services.

Shared Resources – During interviews it was learned that dispatchers in the different communities work independently of each other and are not trained in each other’s systems.

² CSRIC, Key Findings and Effective Practices for Public Safety Consolidation, Final Report, October 2010, page 22.

This is because the two police departments are separate and serve different customers. The agency heads of Barre and Montpelier Police Departments believe that a cross training initiative, involving the training of all dispatchers in each other's systems, would provide great value to each of their own organizations. By combining the two dispatch centers there would be created a single phone and common radio system and a single records management platform. Personnel would work together to dispatch all of the customers that are now served by the two centers. Personnel would be trained the same following national standards and would back each other up. Currently both departments provide for the management and supervision of their dispatch operation. Implementing one system would eliminate the duplicate management and supervision of employees.

The current dispatching centers operate in a flood plain. The sharing of resources would allow for a system of disaster recovery and continuity of operations in the event that one of the current centers flooded.

Elimination of Duplicate Costs – Currently, the two communities operate individual dispatch centers with 13 full time personnel and 3 part time personnel. These dispatch centers operate with a *gross budget* of \$1,101,146 based on FY 15 figures. This is the highest cost for dispatching services in Vermont (Appendix C, Chart 1) when compared to other E 911 and dispatch centers. However, individually the centers operate at the lower end of the cost scale (Appendix C, Chart 1). However, Barre and Montpelier do not raise the level of revenue through contracts that other centers raise (Appendix C, Chart 4) thus positioning them in the middle of the PSAP/Dispatch Centers surveyed with regard to money raised. When the *net total costs* for the combined centers are compared against other centers they are positioned as the most expensive service.

A review of the console position staffed within the Barre and Montpelier individual dispatch centers suggests they are similar to the staffing patterns of the centers that were surveyed (Appendix C, Table 2). However, when the two dispatch services are combined they are staffed with a 3rd console most of the day. This is higher than any other center except for possible Center A.

The chart below indicates the staffing patterns.

PSAP/Dispatch Center	# of FTE	Number of consoles staffed 24 hrs. per day	Number of consoles staffed 16 hrs. per day	Number of consoles staffed 12 hrs. per day	Number of consoles staffed 8 hrs. per day	Total # of consoles staffed at any time in the day
Center A	13	2		1		3
Center B	9		2		1	2
Center C	8		2		1	2
Center D	7		2		1	2
Center E	7		2		1	2
Montpelier	7		2		1	2
Barre	6		1		2	2
Combined	13		3		3	3

Best practices in dispatching suggest that 2 consoles should be staffed most of the time. This is why Montpelier and Barre are staffed in the manner which is shown in the chart above. However, only Center A has the 3rd console staffed and this is for 12 hours during the day. Montpelier and Barre when combined staff a 3rd console and sometimes a 4th console. This analysis suggests that duplicate services and the costs associated with the services may exist for at least 4 hours per day. If the dispatching staff were combined the staff could be utilized in a way that would reduce the need to staff the 3rd and 4th console while still providing a level of coverage necessary to meet the public safety response needs of the communities. With a combined dispatch system no one would be working alone. Dispatchers working in both Montpelier and Barre would be electronically connected and work together.

This analysis suggests that duplicate services and the costs associated with the services may exist for at least 4 hours per day.

Also the economies of scale obtained through utilizing and sharing of employees in a combined communications system would mean that 4 hours of staff time could be saved. As result a half time position could be saved through this type of overtime reduction which would amount to approximately \$24,000 in savings (see appendix K).

Greater Interoperability – The cities are the largest communities in Washington County and are separated by the Town of Berlin. They have similar public safety needs but do not share a common communications system. This means their dispatching is individualized. Good working cooperation exists between the agencies but there is not a uniform system of radio interoperability between the police departments. Their dispatching services are individualized and not coordinated. In order for the two services to be combined voice interoperability would have to be achieved. The communications system operating in one or multiple centers will have to operate off of a common radio system platform and the same telephone system.

Effective and Efficient Service – During interviews it was determined that policies and protocols are either nonexistent or will be developed. This is especially true for the fire service. There is a perceived lack of knowledge on the part of the dispatchers in some areas of the fire service. As an example the fire service believe that dispatchers do not have a protocol for a “mayday call” from a firefighter and do not understand what to do if a “mayday call” is received. A common delivery system for dispatch services would be developed following national policies and protocols. This would ensure that all public safety disciplines are dispatched in a manner that is guided by policy and would not favor one discipline over the other. Protocols regarding use of the radio would be instituted and enforced ensuring voice clutter over the airways is reduced. Voice clutter causes confusion and distraction for the dispatcher.

Dispatching services are further fragmented by other communities in Washington County who receive their dispatching services from the State Police and the Lamoille County Sheriff’s Office. This creates inefficiency when multiple dispatch centers are involved in dispatching emergency service providers to an emergency. An example of this inefficiency is detailed below.

If a motor vehicle accident occurs in Berlin at Berlin Four Corners the following sequence of events occurs:

- *A 9-1-1 call is received at the public safety answering point (PSAP) in Williston.*
- *The PSAP then has to refer the call to the Vermont State Police dispatcher (also housed in Williston) to send the Berlin Police Department.*
- *The PSAP then has to refer the call to the Montpelier Police Dispatch Center who must dispatch the call to the Berlin Fire Department.*
- *The PSAP also has to refer the call to the Lamoille County Sheriff’s Office Communications Center. The notification of the accident must go to the emergency medical service provider for Berlin which is Barre Town Ambulance and they are dispatched by Lamoille.*

If a single system of dispatching was used by everyone in Central Vermont at least two dispatch centers, which means two steps in the process, could be eliminated.

The PSAP will always have to refer a 9-1-1 call to the respective dispatch point. In this case all the providers are located within the same general area and/or in one town yet 3 dispatching centers have to be involved. If a single system of dispatching was used by everyone in Central Vermont at least two dispatch centers, which means two steps in the process, could be eliminated.

Another community has sought dispatching services outside the County taking approximately \$210,000 in revenue outside of Washington County. While revenue generation is not the focus of this effort creating efficiencies in public safety responses in Central Vermont is the goal. Having this community dispatched out of the new combined entity would enhance the areas response to emergencies. An independently managed communication service in Washington County focused on customer service and dispatching best practices may provide

an opportunity to attract this community back into Washington County (See Risk/Issues section for information).

Goals/Scope

Goal

The purpose of this project is to create a regional public safety communication system. The goal of this project is to develop, between the Cities of Barre and Montpelier, a common emergency communications system that will meet the fire, police and emergency medical needs of all of the citizens served by the Cities' two dispatch centers and other communities wishing to receive this service. This dispatch system will focus on providing a customer driven approach³ to dispatching utilizing national dispatching best practices. An independently managed communication system is believed to be the best way to manage costs and meet the needs of the diverse agencies desiring dispatch services.

Scope

The scope of this document will be to explore the creation of a single dispatching system that will be attractive to other communities who may be in need of dispatching services. This single system may not be located in one facility, at least initially. There are business requirements that are needed by both the Montpelier and Barre City Police Departments that are provided today by their dispatchers. These requirements will still have to be maintained. The initial phase of this concept is to implement a common system of dispatch utilizing national operational and training standards across the two current dispatch systems. In the future a common governance structure over dispatching should be authorized.

After review of the alternatives the Authority has decided that a single dispatch system working out of two locations is the best way, at this time, to move forward in developing a robust efficient service. Work regarding the creation of this system will involve the development of a common technology platform (radio, phone and computer aided dispatch) located in both the Montpelier and Barre City Police Departments. This will allow personnel to work together to handle all calls for service.

Risks/Issues

Staffing

Ensuring the proper number of staff is available to manage the dispatching services is a risk and an issue. Currently, 13 full time employees (FTE) and 3 part time employees are used to provide dispatch services between the two centers. It is the desire of the Authority to ensure that all employees remain employed and that any reduction in staff is managed through the employee attrition process. The staffing patterns determined through the APCO RETAINS formula⁴ suggests that 12 FTE's could manage the call volume identified within this document. This suggests that with the combination of staff and the proper staffing of seats/positions, money could be saved by reducing the need to fill certain personnel

³ Customer Driven Approach is defined as offerings, plans, or strategies motivated by customer demand or expectations

⁴ The tools in this tool kit were developed by researchers at The University of Denver Research Institute for APCO International. The APCO Project RETAINS Committee directed a national study of staffing and retention issues in a random sample of public safety communications centers in 2004. The tools are research-based and designed specifically for public safety communications center managers.

vacancies due to time off. Overtime could be managed to produce these savings. However, if the call volumes are not accurate and personnel matters are not managed properly, then the potential for cost reduction is diminished and or eliminated.

Schedule

This initiative is expected to begin implementation on July 1, 2016. This timeline is predicated on a positive vote of the city councils and the voters. In anticipation of this implementation date the six months between January 1st and July 1st 2016 will be dedicated to refining the implementation plan. One of the key issues associated with any alternative will be the merging of phones and radio systems and the development of an agreed upon technology plan. A failure to meet this technology time line will result in a delay in creating a single dispatch operating system.

Access to Law Enforcement Information

Access to law enforcement and/or criminal justice information (CJI) is a concern to both law enforcement agency heads. The Federal Bureau of Investigation (FBI) establishes CJI access policy through their Advisory Policy Board (APB) process. This issue becomes a concern when a third party takes over the operation of managing dispatch operations and does not involve law enforcement with the management of the access, use and dissemination of CJI. Generally, a requirement that places law enforcement in position to mandate and manage the access, use and dissemination of CJI must be in place in order for third party dispatch centers to be able to access CJI. This is solved by creating a management control agreement (MCA) with law enforcement that addresses their involvement in the dispatching process. Law enforcement must directly control the access, use and dissemination of Criminal justice information.

Overall Project Failure/Success

In order for this project to succeed the following must happen:

- A management and supervisor structure must be put in place that ensures employee accountability and tracks relevant statistical information needed by communities to show what their level of dispatch activity is compared to other communities. This is necessary to show they are paying a proper amount for their dispatch services.
- Policies and protocols must be established that ensures that all disciplines are being dispatched following an established set of standards.
- Dispatch employees must be trained on all public safety disciplines being dispatched between the two existing dispatch centers and on best practices associated with current dispatch standards. As an example, APCO should be brought in to help train dispatchers.

This new system cannot cost more than they do now. The value of a single system will be seen by implementing a standardized method of dispatch operations. Personnel cost should be constantly reviewed to ensure the proper amount of personnel are in place to ensure the consoles are properly staffed. Overtime will be constantly monitored in an effort to reduce the approximate \$137,000 spent in FY 15. It will be important to determine and verify, beyond the estimates contained in this document, the number of consoles that need to be filled both during normal operating times and during busy hour call volume times. If it is

determined that 3 consoles need to be staffed all day then we need to plan accordingly. The estimates contained in this document will be monitored and changed as the need arises.

It is the intent of the Board of Directors to create a regionalized dispatch service utilizing a phased approach as an implementation strategy. A single dispatch operating system operating out of the Barre City Police Department and the Montpelier Police Department is the goal. This dispatch system will allow the personnel to operate as one unit with everyone sharing all the dispatching responsibilities. A first step will be to train all personnel and implement the technology for the system allowing all to communicate with each of the centers. The Authority must be given responsibility to ensure that changes in policies, customer service and training are made. A failure to restructure dispatching services under a new governance structure will effectively remand it to the “As Is” operating model.

Build it and They Will Not Come

The business need section focuses on an example of dispatch inefficiency. It suggests that building a communication system that utilizes a customer driven approach to service delivery and follows national best practices for the development of dispatch protocols will attract other communities to use the service thus increasing public safety efficiency. The business need section also suggests that this type of service may attract back into Washington County the community that is paying for service outside of the county. Failure to bringing these communities back into the combined emergency communication center is a risk that negates this important business need. The communities receiving service outside the county do so because of customer service issues and because of cost issues. Therefore, to attract them back into the community trust must be built to show these communities that the new communication system will provide a customer driven approach to service and that it will be at an affordable price. It will take time to accomplish this.

Organizational/Change Management

The time period between January 1st and July 1, 2016 will be spent refining the implementation plan specifically as it relates to getting personnel ready for the new dispatch system. Employees will understand they will still be part of a collective bargaining agreement, they will maintain the same base salary and benefits that they have now and they will have the training necessary to be part of a new single dispatch system. Training in the mission, organizational value system and vision will be highlighted and they will be involved to the extent possible in helping to define the mission, value system, and vision. Supervisors will also have to be identified and put in place to help manage the direction of the new system.

Technology Improvements (phones, CAD, RMS, radio)

Radio improvements must be considered if a single system for dispatching is going to be created. Ensuring that voice radio traffic is received and monitored in both dispatch locations may take installing the proper voting systems and simulcast radio technology. Due to the costs associated with these technology enhancements it may have to be done over time. Final costs associated with radio enhancements have not been received.

Telephone systems will also have to be installed so that personnel can receive phone calls in both locations. Final costs for telephone enhancements have not been received.

A common computer aided dispatch and records management system (CAD/RMS) will have to be implemented. At this time the Authority's recommendation is for the Barre City Police Department to transition to the Valcour CAD/RMS used by Montpelier. The initial costs to implement Valcour is expected to be \$9,750 but after the savings is applied from the transition away from the current CAD/RMS the net capital cost is \$5,053 (See Appendix G).

Project Resources

The Executive Director of the CVPSA will manage the project implementation. An outside consultant will be hired to perform a time and motion study so that we can test and validate the specific equipment seats/positions that will need to be staffed. Another consultant should be hired to help analyze and implement the technology resources needed to make changes. The Executive Director will be responsible for managing the implementation of this project and ensuring that call volumes are determined and staffing levels are at a level sufficient to deliver a professional service.

4 HIGH-LEVEL BUSINESS IMPACT

The greatest impact to the existing services is the loss of the dispatch personnel to manage the individual business requirements of the police departments. The removal of the dispatchers from monitoring the jail or lockup facilities, from performing administrative services for their respective police officers and departments, and the inability to keep the police buildings open 24 hours per day may have large negative impact. The loss of the dispatchers would mean that the cities' will be required to hire administrative personnel for all or part of the day depending on the decisions made by the cities leadership as to how much service they want to provide on a 24-hour basis. There is thought that dispatchers should perform just dispatch service and not the other tasks that are currently assigned to them. This would occur if the dispatching staff were moved to a stand-alone separate facility.

5 ALTERNATIVES AND ANALYSIS

The following alternatives have been developed as ways to regionalize the dispatching services in Central Vermont

- A. New Dispatch Facility.
- B. Collapsing one center into the other. This entails closing one dispatch center and operating out of an existing center.
- C. One system working out of two locations. This entails creating one dispatch system operating out of the two existing police departments.
- D. Keep the status quo and keep the services "As Is".

Alternative D assumes that nothing will change from how the dispatch system work today. All improvements in the facility infrastructure and technology will be left up to the individual cities.

Alternatives A, B, and C assume that the Authority will take responsibility for the

management of the dispatching service and enhancements to the facility infrastructure. Technology changes will be a financially shared responsibility.

5.1 ALTERNATIVE A – NEW FACILITY

This alternative considers combining the required staff needed to provide dispatching services into a new facility located outside of the flood plain. The required personnel is determined to be the 12 personnel that are currently employed within the combined centers. Radio systems, phone systems and other technology will have to be re-located or replicated at this new facility. Security systems will have to be purchased. The non-dispatching business requirements will have to be maintained by the individual police departments with a move outside of the current police facilities. This will mean that either some of the current dispatching staff will have to be left behind or the police departments will have to hire additional administrative staff manage their business needs.

The cost to implement this alternative should include the cost of transitioning the technology to a new location and the cost of leaving employees behind to meet non-dispatching business requirements of the police departments. In order to staff the police departments on a 24 hour basis it will require 5 full time employees (FTE's). The average salary used to compute the cost of these employees is \$81,500. Because both police departments have the same requirements 9 additional employees would have to be hired to meet the requirements of keeping both facilities open to the public 24 hours per day. 12 out of 13 employees would remain as dispatchers while one position would be transferred to administrative duties. 12 dispatchers is the number required for one dispatch facility based on the APCO RETAINS staffing formula (See appendix K).

Employees transitioning to this new facility would become employees of the Authority. This change would entail training of employees and transitioning them to a new administrative and labor management collective bargaining agreement. Existing employees would be part of this transition and it is anticipated they would receive the same base salary and benefits that they receive now. Other costs associated with this solution include the need for the Authority to implement an administrative and financial section of the organization to administer the personnel and payroll components of new staff.

All costs are based on the current FY 16 Budgets

Alternatives A Analysis	Initial Investment	Year 1	Year 2	Year 3	Year 4
Current Costs of Service		\$1,176,623	\$ 1,200,155	\$1,224,159	\$ 1,248,642
Current Contract Revenue		\$405,983	\$ 414,103	\$ 422,385	\$ 430,832
Total Current Costs	\$0	\$770,640	\$786,053	\$801,774	\$817,809
Capital Building Costs*	\$ 5,000	\$ 16,000	\$ 11,000	\$ 11,000	\$ 11,000
Capital Technology Costs ^	\$ 245,053	\$ 245,053	\$ 40,777	\$ 40,918	\$ -
Additional Personnel ****	9 FTE's	\$ 733,500	\$ 748,170	\$ 763,133	\$ 778,396
Salary and Benefits**		\$ 1,092,780	\$ 1,114,636	\$1,136,928	\$ 1,159,667
Overtime**		\$ 129,257	\$ 131,842	\$ 134,479	\$ 137,169
Operating Expenses		\$ 83,843	\$ 85,520	\$ 87,230	\$ 88,975
Costs of Alternative A (minus revenue)		\$ 1,894,450	\$ 1,717,841	\$ 1,751,304	\$ 1,744,374
Organizational Cost Savings		0			
Net Savings/Net Increase		\$ 1,123,810	\$ 931,789	\$ 949,530	\$ 926,565
* \$11 per square foot times 1000 Sq.ft. for rental and security system purchased year year 1 (\$5,000). Also see Appendix F					
** 2% Cost of Living Adjustment					
*** Assumes cost of technology will be absorbed in existing budgets					
**** Required to keep both PD's open (\$81,500 per FTE)					
^ This is an estimated cost. Year 2, 3 and 4 are based on an 18% maintenance fee. See Appendix L for explanation.					

This alternative is expensive. The cities need to hire additional staff and acquire additional facility space. This alternative represents the greatest change of all the alternatives as it removes the current dispatch employees from their current offices and isolates them away from the departments they currently work for and with. A new administrative and finance structure would have to be established as well. The numerical ranking of this alternative contained in appendix M (page 46) places this alternative as the least favorable.

5.2 ALTERNATIVE B – COLLAPSING ONE CENTER INTO THE OTHER

This alternative includes the closing of one of the two current dispatching centers and providing service out of the other. Barre City Police Department has a need to provide round the clock monitoring of the Vermont Department of Corrections (DOC) certified lock up facilities. This monitoring must be performed by a person who is physically located in the building. The Barre City Police Department receives funding from the Vermont Department of Corrections for maintaining this lock up facility. The Chief of Police has estimated that it would cost between \$80,000 -\$90,000 (check on this) to transport prisoners at the time of arrest to St. Johnsbury.

Montpelier Police Department has a holding facility but it is not a DOC certified facility. Their dispatch staff monitors restrained prisoners at times. Both Police Departments

require the dispatching staff to perform police administrative duties and building walk-in traffic services. Montpelier has 16 security cameras that are monitored by dispatch staff.

Based on these requirements it would seem that the monitoring of the lock up facilities, with its revenue and estimated costs for transporting prisoners, is the stronger business need. This suggests that the best dispatch facility to close would be the Montpelier Police Department. However, a strong desire to keep the police department open for walk in traffic and administrative services exists in Montpelier regardless of the time of day. Therefore, if this option was to be considered dispatch personnel would have to be left behind or administrative personnel hired to maintain an open police building either part of the day or all day and night. Based on the need for Montpelier to maintain a 24 hour open facility 5 FTE's would have to be found or hired to provide a presence to keep the facility open.

In order to determine the costs for keeping the police department open it is assumed that the radio system and phone system used by Montpelier would have to be replicated at the Barre Police Department and 4 FTE's would be hired. 12 Dispatchers would remain in dispatching positions while one person would be transferred to administrative duties. 12 dispatchers is the number required for the combined dispatch facility based on the APCO RETAINS staffing formula (See appendix K).

For the purposes of the cost analysis chart below, 4 additional personnel are reflected in the additional personnel row. One additional personnel to staff the administrative responsibilities of the Montpelier Police Department would be taken from the existing total number (13) of dispatch personnel.

This alternative is the second most expensive solution. The numerical ranking of this alternative contained in appendix M (page 46) places this alternative as the second least favorable.

All costs are based on the current FY 16 Budgets

Alternatives B Analysis	Initial Investment	Year 1	Year 2	Year 3	Year 4
Current Costs of Service		\$1,176,623	\$ 1,200,155	\$1,224,159	\$ 1,248,642
Current Contract Revenue		\$405,983	\$ 414,103	\$ 422,385	\$ 430,832
Total Current Costs	\$0	\$770,640	\$786,053	\$801,774	\$817,809
Capital Building Costs*					
Capital Technology Costs^	\$ 100,053	\$ 100,053	\$ 14,677	\$ 14,818	\$ 15,010
Additional Personnel ****	4 FTE's	\$ 326,000	\$ 332,520	\$ 339,170	\$ 345,954
Salary and Benefits**		\$ 963,523	\$ 982,793	\$1,002,449	\$ 1,022,498
Overtime**		\$ 129,257	\$ 131,842	\$ 134,479	\$ 137,169
Operating Expenses		\$ 83,843	\$ 85,520	\$ 87,230	\$ 88,975
Costs of Alternative B (minus revenue)		\$ 1,196,693	\$ 1,133,249	\$1,155,762	\$ 1,178,773
Organizational Cost Savings					
Net Savings/Net Increase		\$ 426,053	\$ 347,197	\$ 353,988	\$ 360,963

* \$11 per square foot times 1000 Sq.ft. for rental and security system purchased year year 1. Also see Appendix F

** 2% Cost of Living Adjustment

*** Assumes cost of technology will be absorbed in existing budgets

**** Required to keep both PD's open (\$81,500 per FTE)

^ This is an estimate. Year 2, 3 and 4 are based on 18% maintenance. See Appendix L for explanation.

5.3 ALTERNATIVE C – ONE SYSTEM WORKING OUT OF TWO LOCATIONS

This alternative represents a hybrid solution from alternative A and B. It takes into consideration that in order to meet the on-going non-dispatching business requirements of the police department's personnel must physically remain working within their police department. The separation of the dispatch functions from other non-dispatching functions will add costs to the City budgets.

This alternative would include the development of technology that would virtualize the radio, phone and records management system such that both police department (dispatch centers) would be able to hear, transmit and generally communicate with each other.

Personnel could be utilized in a way that each person on duty could dispatch for any of the services being currently dispatched by the individual Police Departments. Staffing would be monitored in a way that would allow for personnel to back each other up and to work with less personnel during less busy times. Overtime could be reduced by staffing in such a way.

This alternative will require all personnel to be cross trained in each other's community

needs. A common management structure can be phased in over time. To get started the current management and supervisory structure can be utilized making this alternative a flexible solution. This solution also offers the greatest opportunities for cost savings. The numerical ranking of this alternative contained in appendix M (page 46) places this alternative as the most favorable.

All costs are based on the current FY 16 Budgets

Alternatives C Analysis	Initial Investment	Year 1	Year 2	Year 3	Year 4
Current Costs of Service		\$1,176,623	\$ 1,200,155	\$ 1,224,159	\$ 1,248,642
Current Contract Revenue		\$405,983	\$ 414,103	\$ 422,385	\$ 430,832
Total Current Costs	\$0	\$770,640	\$786,053	\$801,774	\$817,809
Capital Building Costs*					
Capital Technology Costs^	\$ 90,053	\$ 90,053	\$ 11,075	\$ 11,216	\$ 11,408
Additional Personnel ****			\$ -	\$ -	\$ -
Salary and Benefits**		\$ 963,523	\$ 982,793	\$ 1,002,449	\$ 1,022,498
Overtime**		\$ 129,257	\$ 131,842	\$ 134,479	\$ 137,169
Operating Expenses		\$ 83,843	\$ 85,520	\$ 87,230	\$ 88,975
Costs of Alternative C (minus revenue)		\$ 860,693	\$ 797,128	\$ 812,990	\$ 829,218
Organizational Cost Savings			\$ 24,000	\$ 24,480	\$ 24,970
Net Savings/Net Increase		\$ 90,053	\$ (12,925)	\$ (13,264)	\$ (13,561)

* \$11 per square foot times 1000 Sq.ft. for rental and security system purchased year year 1. Also see Appendix F

** 2% Cost of Living Adjustment

*** Assumes cost of technology will be absorbed in existing budgets

**** Required to keep both PD's open (\$81,500 per FTE)

^ This is an estimate. Year 2, 3 and 4 are based on an 16% maintenance fee. See Appendix L for explanation.

5.4 ALTERNATIVE D – “AS IS”

Simply this alternative maintains the status quo. Some people maintain that this is a viable solution because it does not require any added costs, new equipment or involve the necessary work of changing the way services are provided today. However, it also does not allow for the coordinated growth of the communications service. Service enhancements will have to be done individually at the expense of Barre City and Montpelier. It will not allow for the creation of a neutrally managed communication service. It would not easily attract other customers and will not meet the collective needs of the public safety community in the region.

The numerical ranking of this alternative contained in appendix M (page 46) places this alternative as the second most favorable alternative, because it will not add additional costs.

All costs are based on the current FY 16 Budgets

Alternatives D Analysis	Initial Investment	Year 1	Year 2	Year 3	Year 4
Current Costs of Service		\$1,176,623	\$1,200,155	\$ 1,224,159	\$ 1,248,642
Current Contract Revenue		\$405,983	\$ 414,103	\$ 422,385	\$ 430,832
Total Current Costs	\$0	\$770,640	\$786,053	\$801,774	\$817,809
Capital Building Costs*					
Capital Technology Costs					
Additional Personnel ****			\$ -	\$ -	\$ -
Salary and Benefits**		\$ 963,523	\$ 982,793	\$ 1,002,449	\$ 1,022,498
Overtime**		\$ 129,257	\$ 131,842	\$ 134,479	\$ 137,169
Operating Expenses		\$ 83,843	\$ 85,520	\$ 87,230	\$ 88,975
Costs of Alternative D		\$ 770,640	\$ 786,053	\$ 801,774	\$ 817,809
Organizational Cost Savings					
Net Savings/Net Increase		\$ -	\$ -	\$ -	\$ -
* \$11 per square foot times 1000 Sq.ft. for rental and security system purchased year year 1. Also see Appendix F					
** 2% Cost of Living Adjustment					
*** Assumes cost of technology will be absorbed in existing budgets					
**** Required to keep both PD's open (\$81,500 per FTE)					

6 PREFERRED SOLUTION

The Board of Directors have identified alternative C as their preferred solution. This alternative offers the ability for the police departments to receive the non-dispatching services (See Appendix J) they currently have without any additional costs. It provides for continuity of business operations by having two physical locations to operate out of and it also does not disrupt the employees physical work locations. This alternative also offers the opportunity to implement changes in a controlled and deliberate manner. No employees will be displaced or lose their jobs. Training enhancements and standardized policies and procedures can be implemented. After a capital investment a common technology platform can be utilized to allow employees to share the dispatching responsibilities of both Cities. Also this alternative allows for the use of the current management and supervisory staff, current union contracts and current administrative and financial operations. A phased implementation strategy can easily be implemented with this alternative. This alternative provides the greatest opportunity to contain and save costs. A criterion analysis of the alternatives showing alternative C is the preferred solution can be found in appendix M.

6.1 FINANCIAL CONSIDERATIONS

Funding for this alternative should be at the level of funding that would be asked by the individual departments if they were to manage the service in FY 17. The cost of technology enhancements and training must be built into the budget request for FY 17 or sought in grant requests.

6.2 PRELIMINARY IMPLEMENTATION STRATEGY/PLAN

The following is a high level plan outlining the broad steps that will be followed to implement the new public safety communication system. It is intended to provide an illustration of the considerations that will be needed to move this initiative forward. It is not intended to be a complete step by step process.

- Build Support for the new Central Vermont Emergency Communications Center.
 - This involves briefing all interested stakeholders and potential stakeholders about the development of this concept and incorporating their feedback into the planning of the center. Berlin and Barre Town should be included in the briefings so that they are aware of the new service.
 - Receive the necessary approvals and budget from the City Councils and voters in Montpelier and Barre City.
- Virtualize the technology in both dispatch centers (Barre and Montpelier)
 - Transition the records management system used by Barre City to the Valcour system.
 - Establish the cost of Barre converting to Valcour and plan for this transition.
 - \$9,750 startup cost. Will require \$5,053 in new funding to start. The ROI will be achieved in FY 19 as there will be a savings of \$6,526 in FY 18 and FY 19 (See Appendix G)
 - Establish the timeline for this conversion to include training.
 - Valcour could be implemented on April 1, 2016.
 - Determine the phone requirements needed to mirror all lines into each physical location and determine the costs of these lines.
 - Determine the radio requirements needed to mirror all frequencies into each physical location and determine the costs of the equipment.
 - Determine the grant guidelines for the DPS homeland security unit (HSU) and determine the timeline for the next submission.
 - The next grant submission is predicted to be sometime in January /February 2016.
- Determine and implement the training requirements.
- Implement standardized policies and procedures using APCO standards.
- Determine the operation requirements for the new communications center.
 - What positions should be fire/EMS positions? Should all positions be shared or specialized?
 - How will the 3/2 console positions be distributed between the two physical locations?
 - Determine work schedules.

- Determine the management and supervision structure that will be used in the new center. A unity of command is needed to ensure the continuity of service delivery and accountability for operations is maintained.
 - Does the Authority enter into an MOU with Montpelier or Barre to operate the new regional communications center (system) or does the Authority manage the center?
- Determine the administrative and financial services that will have to be implemented. Does the Authority continue to rely on Montpelier? Should a contractual arrangement with Montpelier or Barre be entered into to provide administrative support?
 - The staff could all be incorporated into one cities administrative and financial services and the costs of adding these employees factored into the budget.
- Determine the labor/management issues.
 - What labor contract should be used or should we embark on negotiating a new contract for the employees of the new center?

6.3 PRELIMINARY TIMELINE BREAKDOWN

Milestone(s) Timeline: 11/30/2015 - 7/1/2017 Central Vermont Public Safety Communications Center

<u>Date</u>	<u>Description</u>
03/09/2016	Funding for Authority is Approved
03/15/2016	Develop a Training Plan
04/04/2016	Implement the Valcour RMS in Barre
05/04/2016	Establish MOU
06/01/2016	Establish Advisory Board
06/15/2016	Begin Implementing Improvements in Radio System
07/01/2016	Start Dispatch System using the existing management structure
10/01/2016	HSU Grant awarded for radio improvements
01/11/2017	Labor/Management Issues Resolved - New Contract if Necessary
01/31/2017	Radio Improvements Completed
04/03/2017	CVPSA assumes management/supervision of dispatch system

Task(s) Timeline: 11/30/2015 - 7/1/2017			
<u>Duration (days)</u>	<u>Start Date</u>	<u>End Date</u>	<u>Description</u>
54	11/30/2015	01/22/2016	Engineer Radio and Telephone Improvements
33	12/07/2015	01/08/2016	Seek Funding for Authority
33	01/25/2016	02/26/2016	Apply for HSU Funding
102	01/24/2016	05/04/2016	Establish MOU between all agencies
22	02/15/2016	03/07/2016	Develop a plan for Valcour conversion
272	03/04/2016	11/30/2016	Train dispatch personnel
113	03/10/2016	06/30/2016	Develop Performance measures
19	03/14/2016	04/01/2016	Train staff for Valcour conversion
52	04/25/2016	06/15/2016	Hire a supervisor in Barre
76	04/01/2016	06/15/2016	Establish an Advisory Board of Dispatch Stakeholders
283	04/16/2016	01/23/2017	Research, write and implement dispatch policies
626	05/01/2016	01/15/2017	Hold monthly Advisory Board Meetings
91	11/02/2016	01/31/2017	Radio Improvements made creating a single system
365	07/01/2016	06/30/2017	Budget analysis done, training ongoing, call volumes monitored
203	04/03/2016	01/11/2017	Labor Management Issues Identified and Resolved
110	11/01/2016	04/03/2017	Resolve All Issues for Transfer of Dispatch to CVPSA

APPENDIX A: REFERENCES

The following table summarizes the documents referenced in this document.

Document Name	Description	Location
<i>Business Dictionary.com internet service</i>	<i>What is customer driven? This is used in a footnote on page 12.</i>	http://www.businessdictionary.com/definition/customer-driven.html
<i>CSRIC, Key Findings and Effective Practices for Public Safety Consolidation, Final Report</i>	<i>Value of Regionalization - chart</i>	https://transition.fcc.gov/pshs/docs/csric/CSRIC-1A-Report.pdf
<i>APCO RETAINS Formula and Toolkit</i>	<i>Formulas used to determine dispatch staffing levels</i>	http://retains.apcointl.org/ https://www.apcointl.org/doc/conference-documents/personnel-human-factor/283-project-retains-effective-practices-guide-2005/file.html
<i>Public Safety Answering Point</i>	<i>Wikipedia definition of a PSAP</i>	https://en.wikipedia.org/wiki/Public-safety_answering_point

APPENDIX B: KEY TERMS

The following table provides definitions and explanations for terms and acronyms relevant to the content presented within this document.

Term	Definition
CJI	Criminal Justice Information
Console	Real estate (where the person sits) Sometimes referred to as the equipment position or the seat where the persons performs their job.
CVPSA	Central Vermont Public Safety Authority
FTE's	Full Time Employee's
FBI APB	Federal Bureau of Investigation Advisory Policy Board
MCA	Management Control Agreement
PSAP	Public Safety Answering Point (E 911 Call Answering Center and dispatching point)
Single Dispatch Operating System	The merging of the two independently operated dispatch centers (regardless of their physical locations) into a single managed system both working towards the common outcome of providing dispatch services to the Central Vermont area.
System	A system is a perceived whole whose parts "hang together" because they continually affect each other over time and operate toward a common purpose. System originally meant "to cause to stand together". ⁵

⁵ The Fifth Discipline Fieldbook, Senge, Ross, Smith, Roberts Kleiner. 1994, page 90

APPENDIX C: PSAP and Dispatch Comparisons FY 15 Information

Table 1

PSAP/Dispatch Center	Number of FTE Staff	Expenses FY 15	Revenue	Total Cost	PSAP Yes or NO	Number of Departments Served	Number of Towns Served	Total Population Served	Total Call Volume
Center A	13	\$1,095,866	\$307,940	\$787,925	Y	16	13	33,677	31,197
Center B	8	\$591,231	\$295,340	\$295,891	Y	28	32	62,656	17,915
Center C	9	\$830,033	\$616,521	\$213,512	Y	16	16**	47,746	19,905
Center D	7	\$652,734	\$361,380	\$291,354	Y	25***	13	29,742	22,044
Center E	7	\$535,969	\$163,000	\$372,969	N	8	2	27,419	25,128
Montpelier PD	7	\$528,961	\$181,183	\$347,778	N	19	19	41,519	14,347
Barre City PD	6	\$572,185	\$71,964	\$500,221	N	9	5**	19,399	12,049
Barre/Montpelier Combined	13	\$1,101,146	\$253,147	\$847,999	N	28	19	60,918	26,396

** In addition Center C dispatch's for a Sheriff's Office and Barre dispatch's for Washington County SD

*** Center D dispatches for 3 police departments.

Table 1 reflects a summary of information regarding a number of Public Safety Answering Points (PSAP's) and local dispatching services which will be referred to as *centers*. This table illustrates the total **full time employees**, the **gross expenses** for **FY 15**, the dollar amount of contracts for outside service which is translated into **revenue**, the **net total costs** for service which is derived by subtracting the revenue from the gross expenses, the **number of departments** that are serviced by the centers, the **number of individual towns** that the centers provide service to, the **population** number for all the towns served and the **total call volume** handled by the centers. **This table also shows what a combined Barre /Montpelier dispatch center would look like compared to the other centers.** PSAP's receive \$90,000 in revenue

from the State of Vermont Enhanced 9-1-1 Board that other dispatching centers are not eligible to receive. Center's A, B, C, and D are PSAP's.

Chart 1 illustrates in chart form the overall gross costs associated with providing PSAP or dispatch services. This table shows that the individual dispatch centers in Barre and Montpelier are at the low end of the scale relative to the other services. However, when the centers are combined their gross expenses are highest of the services surveyed.

Chart 1

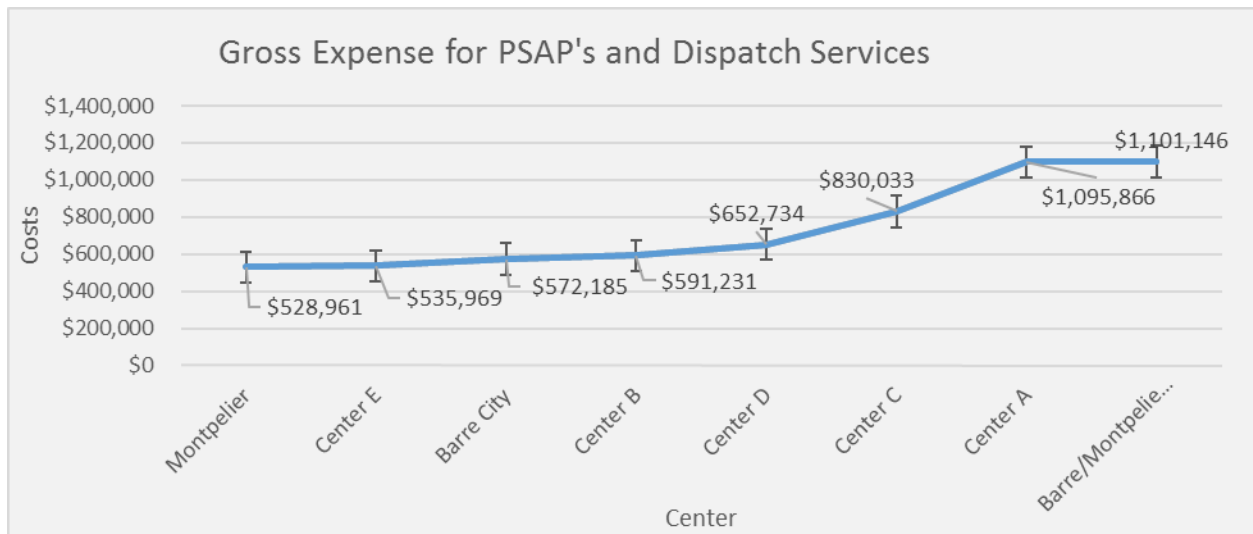


Chart 2 illustrates the number of reported calls handled by the Centers. This table shows that Barre and Montpelier individually handle the lowest number of call volume but if they were combined their numbers combined suggests they are the busiest of all centers.

Chart 2

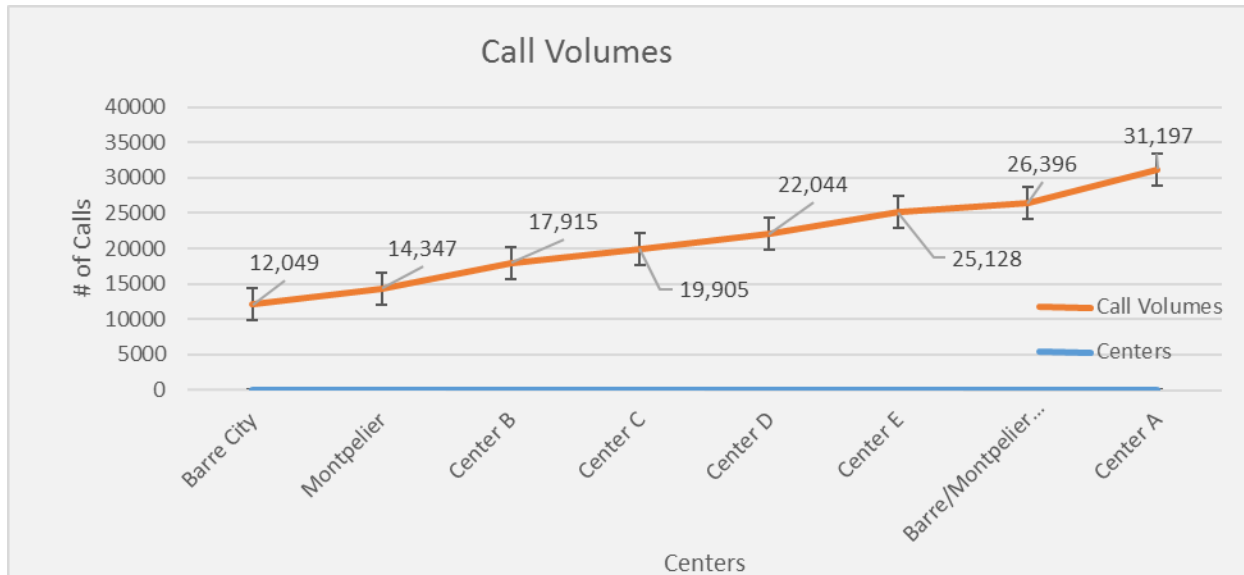


Chart 3 represents the total full time employees (FTE's) assigned to dispatching services. Individually Barre and Montpelier are at the lower end of the FTE's employed compared against the other's but they appear to receive less call volumes than other centers. Combined they are tied with Center A for the most FTE's and seem to have a higher call volume than other centers. It can be argued that the call volume is not an accurate reflection of the total workload of the centers as this number may not be derived in a standard manner. Therefore, a straight comparison may be difficult. However, the range of numbers seem close as does the number of FTE's which could suggest that the Barre and Montpelier dispatching centers are staff appropriately in comparison to other Vermont centers. It should be noted that Barre City does not have a dispatch supervisor while in Montpelier the 7th FTE is responsible for supervision of dispatchers.

Chart 3

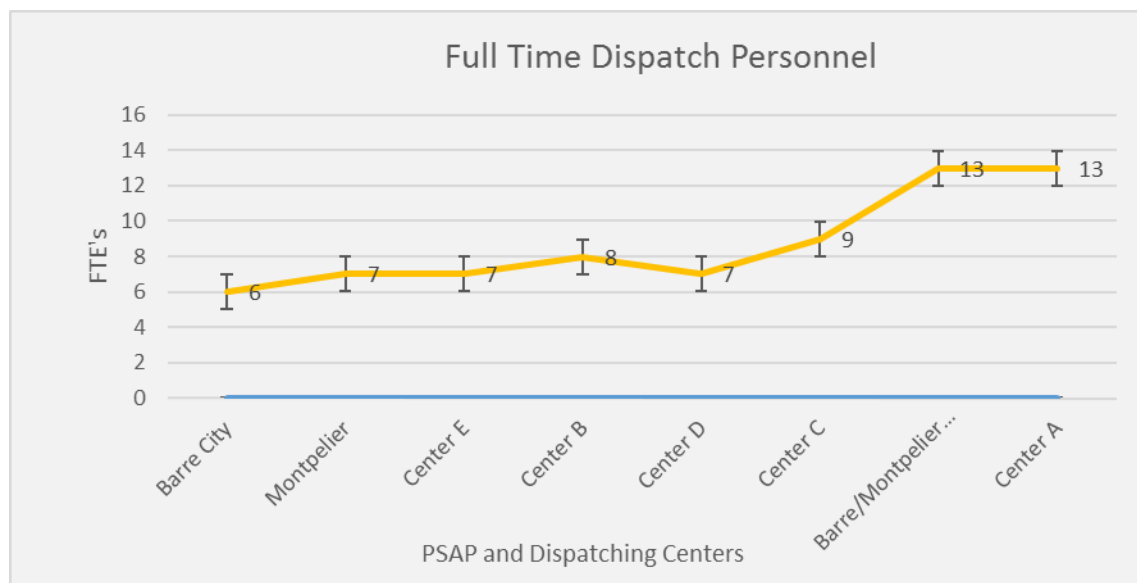
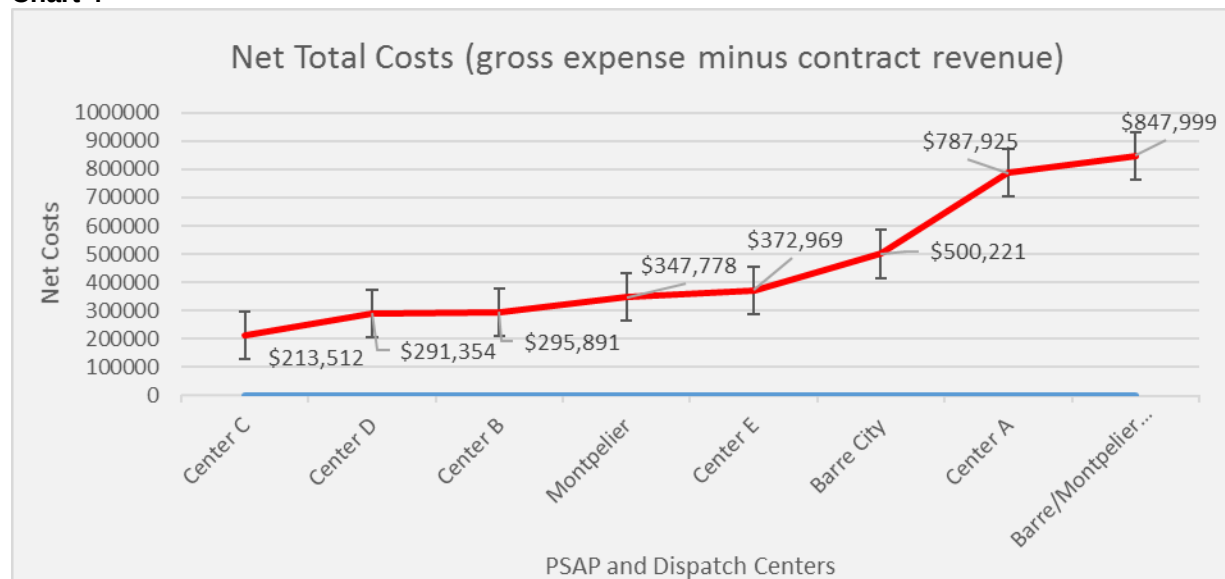


Chart 4 Illustrates the net costs of providing PSAP and dispatching service in the centers surveyed. This chart shows that Barre and Montpelier individually with 6 and 7 employees cost more than center B with 8 employees and center C and center D. Center C has 9 employees but lower costs, which indicates they collect revenue through contracts and 9-1-1 subsidy significant to reduce their costs to a low point on the chart. It appears the key to lowering costs is contained in the center's ability to generate revenue to offset expenses. It must be noted that centers A, B, C and D are PSAP's and receive \$90,000 from the State of Vermont E 9-1-1 Bard for being part of a statewide 9-1-1 system. The Barre and Montpelier dispatching centers along with center E do not receive this additional funding as they are not PSAP's. Nor is there a possibility for other dispatching centers to become PSAP's in the near future.

Chart 4



Caution should be used in making interpretations of this chart. These figures are based on FY 15 budget numbers. In FY 16 Montpelier's revenue increased (\$334,019) making their net cost \$256,187. The combined costs for both Barre City and Montpelier in FY 16 dropped to \$770,640. This chart does indicate the importance of generating revenue to drive down taxpayer expense.

Table 2 indicates the number of consoles that are staffed during a day at each of the centers. Center A as an example has 2 consoles staffed for the entire 24 hour period of a day and 1 console staffed for 12 hours. This means they have 3 consoles operating 12 hours during the day and 2 operating 12 hours during the day. Barre and Montpelier individually staff 2 consoles during peak times. When Barre City and Montpelier are combined, there are 3 consoles staffed 24-hours a day, which represents a 4-hour period during the day where both communities combined provide staffing in excess of any other of the centers surveyed. It is important to note that individually Montpelier and Barre need these staffing levels yet if they were combined and worked cooperatively a savings of 4 hours of staffing could be achieved.

Table 2

PSAP/Dispatch Center	Number of FTE Staff	Number of Console Positions Staffed 24 Hours per Day	Number of Console Positions Staffed 16 Hours per Day	Number of Console Positions Staffed 12 Hours per Day	Number of Console Positions Staffed 8 Hours per Day	Least Number of Console Positions staffed at any time per day
Center A	13	2		1		2
Center B	8		2		1	1
Center C	9		2		1	1
Center D	7		2		1	1
Montpelier PD	7		2		1	1
Barre City PD	6		1		2	1
Barre/Montpelier Combined	13		3		3	3

APPENDIX D: Dispatch Center Profile: MONTPELIER FY 16

Staffing	
No. of Dispatchers (Part time and Full Time)	8
Total Dispatch Staff FTE	6
% of Time spent dispatching	
Total staff performing supervision	1
Supervisor FTE's	1
Total supervisor and FTE's	7
Dispatchers scheduled per day	5
Labor Costs and Hourly Rates	
Ave. dispatcher hourly rate with benefits	\$31.86
Ave. supervisor hourly rate with benefits	\$34.18
Annual labor costs – dispatcher	\$450,500
Supervisor and dispatcher annual costs	\$521,594
Budgeted Overtime	\$45,000
Dispatcher costs per call	\$31.40
Calls	
Total Call Volume	14,347
Calls dispatched per 8 hour shift*	13.138
Population Served	41,519
Calls Per Population	.345
Other	
Ave. Leave hours per employee per year	299 hours per employee or 7.47 weeks per employee.

*1,092 shifts per year divided by 14,347 calls

APPENDIX E: Dispatch Center Profile: Barre City FY 16

Staffing	
No. of Dispatchers (Part time and Full Time)	7
Total Dispatch Staff FTE	6
% of Time spent dispatching	
Total staff performing supervision	0*
Supervisor FTE's	0
Total supervisor and FTE's	6
Dispatchers scheduled per day	
Labor Costs and Hourly Rates	
Ave. dispatcher hourly rate with benefits	\$39.09
Ave. supervisor hourly rate with benefits	0
Annual labor costs – dispatcher	\$487,928
Supervisor and dispatcher annual costs	\$487,928
Overtime	\$84,257
Dispatcher costs per call	\$47.48
Calls	
Total call volume	12,049
Calls dispatched per 8 hour shift**	11.03
Population Served	19,399
Calls per population	1.61
Other	
Ave. leave hours used per employee in a year	289 hours per employee or 7.21 weeks per employee.

*The Deputy Chief has oversight of dispatch but he does not provide supervision. He advises the dispatchers operate on their own.

**1,092 shifts per year divided by 12,049 calls

APPENDIX F: Facility Description and Equipment Positions

The Montpelier Police Department operates a dispatch center using *two* equipment positions. Their soon will be a third equipment seat/position when they finish a \$70,000 facility remodeling project. Once this remodeling project is completed they will have access to 756 sq. ft. of space.

The Barre City Police Department operates a dispatch center using *three* equipment seat/positions but only uses two equipment seat/positions. The Barre City Police Department dispatching center operates out of approximately 432 sq. ft. of space.

If a new facility was built to house a combined communications center consideration would have to be made for a supervisor work space and meeting/training room space. Therefore, for the purposes of discussion and budgeting a facility with approximately 1,000 sq. ft. of available space would have to be acquired.

APPENDIX G: Technology Issues

The Barre City Police Department utilizes the following radio, phone and computer aided record management (CAD/RMS) systems.

Radio Consoles				
Number/Description	Make/Provider	Cost	Purchased By	End of Life
3	Zetron	\$25,000 ea.	HSU Funding	2018
Base Station Radios (P25)				
Base 1 BCPD	TAIT TB9100	\$12,049	HSU Funding	2021
Base 2 State 2	TAIT TB9100	\$12,049	HSU Funding	2021
Base 3 WCSD	TAIT TB9100	\$12,049	HSU Funding	2021
Base 4 Surveillance	TAIT TB9100	\$12,049	HSU Funding	2021
Base 5 BTPD	TAIT TB9100	\$12,049	HSU Funding	2021
Base 6 Fire Link	TAIT TB9100	\$12,049	HSU Funding	2021
Base 7 Backup	TAIT TB9100	\$12,049	HSU Funding	2021
Phones				
Headsets	Samsung			2016
PBX	Samsung			2016
6 Cooper Lines FD, and administrative	Sovernet			
3 Copper Lines for emergencies	Sovernet			
Internet Service				
Sovernet for BCPD				
Charter for BCFD				
CAD/RMS				
State of Vermont, VIBRS System	Spillman Technologies			

The police department does have some administrative phone lines that are part of a voice over internet protocol (VoIP) system.

The police department does not have direct desk dialing from the outside but they do have a voice mail system.

Last year the Barre City Police Department received a quote from Sovernet for a VoIP system which included the fire department. It would have cost approximately \$1400 per month to acquire new headsets and fiber connections for a VoIP system. This expense would have been on top of their existing phone bills.

The Montpelier and Barre City Police Departments use different computer aided dispatch/records management systems (CAD/RMS). Montpelier use the Valcour RMS.

The Barre City Police Department is currently using the Vermont Department of Public Safety (DPS) centrally administered computer aided dispatch/records management system (CAD/RMS). This CAD/RMS uses software developed by Spillman Technologies, Inc. In FY 16 this system costs the Barre City Police Department \$7,681 to operate. Barre City Police Department like Montpelier also pays the DPS for access to other systems which will have to be maintained if Barre was to switch to the Valcour RMS. This systems and services are not highlighted below and must remain.

Technology Service Costs					
Agency Name/Location	FTE	FY 16 Charges System Support	FY 17 Charges System Support*	FY 18 Charges System Support*	FY 19 Charges System Support*
Barre City	26				
Personnel		\$ 2,740		\$ -	\$ -
CAD		\$ 2,731	\$ 2,786		\$ -
email		\$ 2,970	\$ 3,029	\$ 3,090	\$ 3,152
VJISS/VCAMP		\$ 406	\$ 414	\$ 422	\$ 431
VLETS		\$ 2,895	\$ 2,953	\$ 3,012	\$ 3,072
Netmotion		\$ 111		\$ -	\$ -
Secure ID		\$ 699		\$ -	\$ -
Anti-virus costs		\$ 168		\$ -	\$ -
Mobile data cost		\$ 1,169		\$ -	\$ -
CJS Training		\$ 125	\$ 128	\$ 130	\$ 133
LPR		\$ 359	\$ 366	\$ 374	\$ 381
DPS Technology Costs		\$ 14,373	\$ 9,676	\$ 7,028	\$ 7,168
Valcour CAD/RMS Costs	30	\$ -	\$ 9,750	\$ 4,013	\$ 4,013
Barre City Total		\$ 14,373	\$ 19,426	\$ 11,040	\$ 11,181
Cost Increase (Decrease)			\$ 5,053	\$ (3,333)	\$ (3,192)
Shaded areas represent areas of savings with a switch to Valcour					
*Assumes an estimated 2% cost increase each year					

The initial costs for Barre to convert to Valcour after the cost reduction from the Vermont Department of Public Safety is approximately \$9,750. The return on the initial investment (ROI) will occur in FY 19. Since the original discussion of this change and the writing of this appendix the Barre City Police Department has made a decision to switch to Valcour and has decided on a transition date of April 2016.

An inventory of radio and telephones has not been gathered from Montpelier as yet. There radio consoles (3) were upgraded last year through a homeland security grant.

APPENDIX H: Dispatch Budgets – FY 16

Budgets FY 16			
Personnel	Montpelier	Barre	Combined
Police Comm Salary and Wages	\$ 327,103	\$ 487,929	\$ 815,032
Overtime	\$ 45,000	\$ 84,257	\$ 129,257
Dental	\$ 2,873		\$ 2,873
FICA/Medicare	\$ 27,155		\$ 27,155
Health Ins	\$ 75,009		\$ 75,009
IRS Sec 125	\$ 1,437		\$ 1,437
LT Care Ins./Disability	\$ 150		\$ 150
Life Ins	\$ 4,310		\$ 4,310
Retirement	\$ 24,365		\$ 24,365
Unemployment	\$ 697		\$ 697
Worker's Comp	\$ 12,495		\$ 12,495
Tuition Reimbursement	\$ 1,000		
Sub Total Personnel Expenses	\$ 521,594	\$ 572,186	\$ 1,092,780
Equipment/Operating			
Parking Fee	\$ 1,200		\$ 1,200
Uniforms	\$ 2,100		\$ 2,100
Office Supplies	\$ 2,500	\$ 5,500	\$ 8,000
Postage	\$ 50		\$ 50
Operating Supplies	\$ 300		\$ 300
advertising	\$ 800		\$ 800
Tele Cell & Pager	\$ 7,465	\$ 5,500	\$ 12,965
Tele VLETS	\$ 4,328		\$ 4,328
VIBRS System Charge			\$ -
Dues/Sub/Meetings	\$ 100		\$ 100
Training/Recruitment	\$ 2,800	\$ 500	\$ 3,300
Prop& Liabi ins	\$ 15,683		\$ 15,683
Equip Rep & Maint	\$ 17,956		\$ 17,956
Equip Operation -Comm		\$ 1,750	\$ 1,750
copier	\$ 1,120		\$ 1,120
travel/trans	\$ 500		\$ 500
Mach & Equip	\$ -	\$ 2,000	\$ 2,000
Pension Exp	\$ 11,691		\$ 11,691
Sub Total Equipment Expense	\$ 68,593	\$ 15,250	\$ 83,843
GROSS TOTALS	\$ 590,187	\$ 587,436	\$ 1,176,623
Revenue	\$ 334,019	\$71,964	\$ 405,983
NET TOTAL	\$ 256,168	\$ 515,472	\$ 770,640

APPENDIX I: Labor/Management (Union) Issues

Labor management issues have not been a focus of this plan and document. Because personnel will remain employed by their current employers the current contract(s) will prevail. As the future management plans of the Central Vermont Communications Center begin to take shape more information regarding contract issues will have to be considered. It is recognized that this is an important issue for future planning considerations.

APPENDIX J: Business Requirements

Business Requirements for the Dispatching Function besides Phone and Dispatching

Barre City Police Department

Besides answering emergency non-emergency phone calls and dispatching fire, police and Emergency Medical Services the dispatchers perform the following functions.

- Monitor through video surveillance the prisoner holding cells.
- Order prisoner meals.
- General support staff functions to police officers.
- Perform administrative duties associated with traffic tickets,
- Prepare accident reports,
- Schedule officers for court,
- Perform administrative duties associated with being a warrant holding station for the county.
- Dispatchers update CAD/RMS,
- Dispatchers write short police incident narratives while police officers type their own narratives when they are long and also write their own affidavits.
- Dispatchers prepare police case work that includes obtaining a criminal history record, complete bail statements and copy and get the case ready for court.
- Create a 24 hour presence for the public safety building walk-in traffic and court check-ins.

Montpelier Police Department

Besides answering emergency non-emergency phone calls and dispatching fire, police and Emergency Medical Services the dispatchers perform the following functions.

- Dispatchers monitor 16 security cameras.
- General support staff functions to police officers.
- Administrative work for officers as noted above with the work done by the Barre Dispatchers. Montpelier also handles parking complaints.
- Perform administrative duties associated with being a relief from abuse holding station for the county.
- Create a 24 hour presence for the police building walk-in traffic and court check-ins. Montpelier leaders feel strongly that this is an important business requirement. Maintaining an open building is very important and would staffing would have to be found even if dispatching was to be moved. Police personnel and dispatchers advise they have a lot of walk-in traffic.

Appendix K: Staffing Formula

	<u>Estimate Staffing Needed for Coverage Positions</u>		
	Hours needing coverage: 24 hours	Combined Dispatching	
A	Total number of consoles that need to be covered for this position	2	1
B	Number of hours per day that need to be covered	24	12
C	Number of days per week that need to be covered	7	7
D	Number of weeks per year that need to be covered	52	52
E	Total Hours needing coverage = A x B x C x D	17472	4368
	Employee Availability:		
F	Net Available Work Hours - enter average NAWH from worksheet	1778	1778
G	Full Time Equivalent base estimate (FTE) = E ÷ F	10	2.45647
H	Turnover Rate - from retention worksheet, convert to decimal	0.050	0.05
I	Full Time Equivalent required to accommodate turnover: FTE = G x (1+ H	10.32	2.58
	Estimated Staffing Need (in FTEs from Step I above)	10	3
	APCO Project RETAINS: Responsive Efforts To Address Integral Needs in Staffing		
	Developed by The University of Denver Research Institute		

The above staffing chart illustrates that it will take 13 full time employees (FTE's) to cover the consoles and positions required in a scenario where two consoles are staffed 24 hours per day and 1 console is staffed 12 hours per day. This staffing scenario is the highest staffing level of the PSAP's that have been surveyed (see Appendix C, Table 2 Center A).

The following is an explanation of the above chart.

- A. This line is the total number of consoles (equipment where employees need to sit to perform their jobs) that are required to be staffed with employees. In this scenario we show two columns, one column shows 2 consoles staffed and the other column shows 1 console staffed.
- B. This line is the number of hours per day that the consoles need to be staffed. The column with 2 consoles needs to be staffed for 24 hours and the column with 1 console is required to be staffed for 12 hours per day. This means that for 2 hours during the day 3 consoles will be staffed to perform the dispatching job.
- C. This line shows that the 3 consoles need to be staffed for 7 days.
- D. This line shows that the 3 consoles need to be staffed for 52 weeks in a year.
- E. This line shows the total hours needing coverage or staffing. It is found by multiplying $A \times B \times C \times D$.

- F. This line shows that number of hours employees are available to work. This number is determined in a separate calculation after determining that number of hours employees are absent due to available leave time.
- G. This line shows the number of full time employees need to cover the consoles based on the total numbers of hours needing coverage divided by the net available work hours (FTE)=E/F.
- H. This line is the turnover rate which is determined through a separate calculation after determining the number of personnel that have their dispatching position at Barre City and Montpelier over a 5 year period.
- I. This line shows the number of FTEs needed in response to the turnover rate. This number is rounded up or down depending on how close the number is the higher or lower number. It shows that it takes 10 FTE's to cover the 2 consoles 24 hours per day and 3 FTE's to cover the 1 console 12 hours per day. Therefore, it will require **13 FTE's** to cover the consoles based on these calculations.

This calculation includes full time employees. It does not include the use of part time personnel or the monitoring of console positions to determine if the 3rd console needs to be staffed all of the 12 hours. If this calculation was changed to include staffing the 3rd console position for 8 hours per day instead of 12 hours than **12 FTE's** would be required.

The combined dispatching staffing between Barre City and Montpelier is 13 full time employees. If the 3rd console position can be operated only 8 hours per day, instead of the 12 hours in this formula, there could be savings of 1 FTE. Proper analysis will need to take place over time to ensure that this idea will work. Regardless it is possible that employee overtime could be monitored in a way that it could be reduced. This would occur by not staffing this 3rd console position, at times, when leave time is taken. It is believed that a half time position could be saved through this type of overtime reduction which would amount to approximately \$24,000 in savings.

Appendix L: Technology Cost Estimates Used for Section 5

These costs are only estimates. A more thorough review of the radio and telephone needs must be done including some design engineering. This estimate does not include costs for radio network improvements (voters and simulcast).

These estimates are presented to show the relative costs between the 4 alternatives. As an example 4 consoles are needed to stand up a new facility (Alternative A). This is based on the assumption that the consoles in place at Montpelier and Barre will remain in place as they will be needed for redundant purposes. Following this rationale 1 new console to bring the console positions up to 4 will have to be added for Alternative B and 3 consoles will have to be added for Alternative C.

Rough Estimates

Description	Alternative A	Alternative B	Alternative C	Alternative D
	One Facility	Merge into one	Two Centers	As Is
Consoles				
Quantity	4	1	3	0
Cost per unit	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000
Sub Total	\$ 100,000	\$ 25,000	\$ 75,000	\$ -
Radios				
Quantity	10	5		
Cost per unit	\$ 13,000	\$ 13,000	\$ 13,000	\$ 13,000
Sub Total	\$ 130,000	\$ 65,000	\$ -	\$ -
Telephones				
Cost	\$ 10,000	\$ 5,000	\$ 10,000	\$ -
CAD/RMS	\$ 5,053	\$ 5,053	\$ 5,053	\$ -
Total	\$ 245,053	\$ 100,053	\$ 90,053	\$ -

Appendix M: Criterion Evaluation of Alternatives

In order to test and validate the Board's thinking concerning which alternative is the best solution a criterion evaluation is being used. This evaluation will numerically compare the solution alternatives mentioned in section 5, page 15, to the criteria selected as important in making the decision about which alternative is the best solution in creating the Central Vermont Public Safety Communication Center. The criteria are identified below:

- 1) **No job loss** – This criterion represents the principal that changes in staffing numbers will only occur as a result of attrition and employees will retain their current base salary.
- 2) **Cost** – This criterion includes the cost issues associated with each alternative. Consideration is given to maintaining the current administrative and other non-dispatching functions and acknowledging that any removal of employees from their current work location would have to include the costs of replacement personnel. Technology costs and building costs are also factored into the rating scale for this criterion. The cost impact that an independent governed dispatch function might have on bringing other communities into the new communications center is another consideration in rating this criterion.
- 3) **Redundancy** – Continuity of business operations and disaster recovery are important consideration in establishing a dispatching system or facility. Will the alternative being reviewed provide for redundant dispatch operations?
- 4) **Phasing** – This criterion considers that the alternative must allow for an implementation strategy that can be phased in over time. Phasing is necessary to ensure operational effectiveness and ensure supervision of employees can occur within the current labor management contracts. How well can the alternative accommodate a new technology platform, radio, records management system and telephones? Can a management and supervisory structure be implemented at the go live time and/or can it also be phased in over time? Can the governance structure be phased in over time? Can the implementation of policies and procedures and training of personnel be phased?

The alternatives, comparing them to the criteria from above, are discussed below. A 1-5 numerical ranking system is also applied to this review. 1 is low and 5 represents a high probability of success or the alternative is more favored over other alternatives.

A. New Dispatch Facility.

No Job Loss – There would not be any job loss associated with this alternative and their will not be any base salary lost. This criterion is given a 5 rating.

Cost – This alternative will require the addition of personnel to manage the administrative and other non-dispatching functions if a new facility was created. All

radio and phone service will have to be replicated in this new facility. This alternative would mean that a new independent governance and management structure would be implemented at the beginning of the project. This may or may not attract new communities into the new communication center. The uncertainty of attracting new communities into the service does not offset the added cost for personnel and technology. This criterion is given a 1.

Redundancy – This alternative could use the existing Montpelier and Barre City Police Departments to meet this criterion. However, these will not be staffed and should be considered at best a warm standby facility. A new facility would be acquired outside the flood plain so it could be argued that redundant service would not be needed. Best practices indicate that redundant services should always be considered. This alternative in this criterion is rated a 3.

Phasing – This alternative would not be a good solution for a phased implementation strategy. The management and supervision decision would have to be made at the beginning of the process. All labor management decisions concerning contracts would have to be solved. There also would be no time for employees to get use to this change along with all training would have to be completed before this move. This alternative in this criterion is rated low at a 1.

B. Collapsing one center into the other. This entails closing one dispatch center and operating out of the remaining center.

No Job Loss – There would not be any job loss associated with this alternative and their will not be any base salary lost. This criterion is given a 5 rating.

Cost – This alternative will require the addition of personnel to manage the administrative and other non-dispatching functions if one facility was collapsed into the other. This alternative would not cost as much as alternative A as only 4 additional personnel would be needed. Regardless, this is an expensive solution. This criterion is given a 2.

Redundancy – This alternative could use the other existing dispatching centers if one was collapsed into the other. However, the remaining facility would not be staffed and should be considered at best a warm standby facility. The center that is chosen to operate as the new communications center would be located within a flood plain so have a redundant facility is important. This alternative in this criterion is rated a 3 because it would not be fully staffed an operational.

Phasing – This alternative would not be a good solution for a phased implementation strategy. All staff would be relocated into the center that is selected. The management and supervision decision would have to be made at the beginning of the process. All labor management decisions concerning contracts would have to be solved. There also would be no time for employees to get use to this change along with all training would have to be completed before this move. This alternative would be a good solution for establishing an independent standalone service that is set up apart from Montpelier and Barre. But the time it takes to move into this one or the other of the existing center could be flexed and staged. As a

result, this criterion for this alternative is rated 2 as it is slightly better than the phasing section of alternative A.

C. One system working out of two locations. This entails creating one dispatch system operating out of the two existing police departments.

No Job Loss – There would not be any job loss associated with this alternative and their will not be any base salary lost. This criterion is given a 5 rating.

Cost – This alternative will not require additional personnel as all current job functions will be performed as they are today. The existing management structure can be used and an independent governing structure can be implemented over time and the vision of new service can easily be communicated to other communities. While, technology enhancements will have to be made it is expected these costs will be less than alternative A or B as the current technology infrastructure will be utilized. This criterion is given a 5.

Redundancy – This alternative provides for a dispatching system working out of two locations. All staff will be trained in a manner that will allow for everyone to manage the calls for service in each centers communities. In the event of disaster dispatching can be done out of one of the centers. Redundancy allowing for continued operations and disaster recovery is best achieved with this alternative. This criterion is given a 5.

Phasing – Alternative C allows for a staged or phased approach to implementation. Time can easily be managed through this alternative because all staff remain at their current locations. A phased approach to training and technology improvements can be implemented and tested before the service is actually cut over. This criterion is given a 5.

D. Keep the status quo and keep the services “As Is”.

No Job Loss – There would not be any job loss associated with this alternative and their will not be any base salary lost. This criterion is given a 5 rating.

Cost – This alternative will not require the addition of personnel to manage the administrative and other non-dispatching functions because nothing will change with this alternative. This alternative will not change the governance or management of the existing services. This means one system for the benefit of both Cities and Central Vermont will not be met. Any new community(s) coming into one or the other dispatch center will only benefit that City. There will be no financial benefit to both Cities and opportunity for cost savings. As a result, this criterion is given a 4.

Redundancy – Redundancy can be achieved by both Cities sharing resources and technology as in alternative C. There will not be a governance structure in place that ensures they operate as a seamless system thus ensuring continuity of operations. Disaster recovery can be achieved through sharing of resources. This criterion is given a 4 as the likelihood of continuity of operations is best ensured in alternative C.

Phasing – The sharing of resources can easily be phased in over time with this approach. This criterion is given a 5.

The following chart tabulates the numerical scoring given to each criterion within each alternative. The numerical ranking shows that alternative C, creating a dispatch system working out of two locations, is the best alternative.

ALTERNATIVES	A. New Facility	B. Collapsing one into the other	C. One system two locations	D. As Is
CRITERIA				
1. No Job Loss	5	5	5	5
2. Cost	1	2	5	4
3. Redundancy	3	3	5	4
4. Phasing	1	2	5	5
TOTAL	10	12	20	18

Appendix N: Business Case Approval

The undersigned acknowledge that they have reviewed the [Creating the Central Vermont Public Safety Communication Center Business Case](#) and agree with the information presented within this document. Changes to this **Business Case** will be coordinated with, and approved by, the undersigned, or their designated representatives.

Signature: Thomas Golonka (Electronic signature) Date: 12/17/2015

Print Name: Thomas Golonka

Title: Chair of the Board of Directors, CVPSA

Role: Version 6.1 was approved by the Board of Directors on 12/17/15



Central Vermont Public Safety Authority

Creating the Central Vermont Communications Center

Business Case Document Presentation V 6.1

12/17/15



Why?

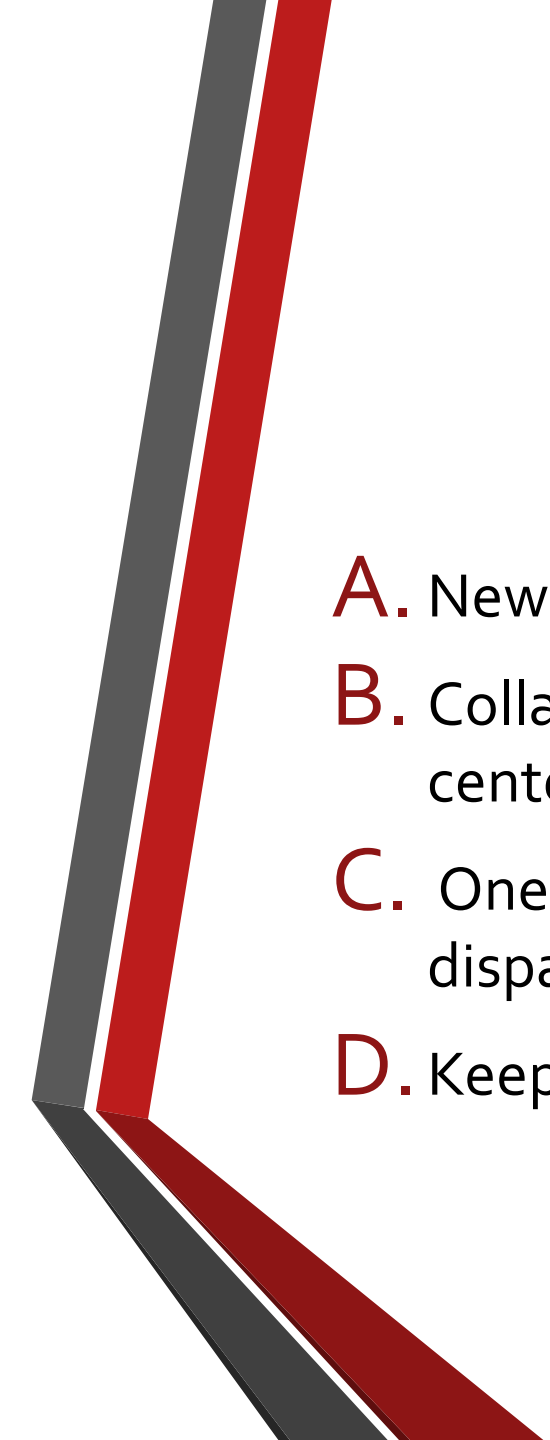
The Business Need.



- Reduce duplicate services.
 - Combined service could reduce overtime by sharing all work load amongst all staff
- Improve efficiency in Central Vermont by having one dispatching system for everyone.
- Continuity of operations and disaster recovery is important to ensure service is delivered during times of emergency or disaster.
 - It does not exist today.

Criteria Used For Evaluation of Alternatives

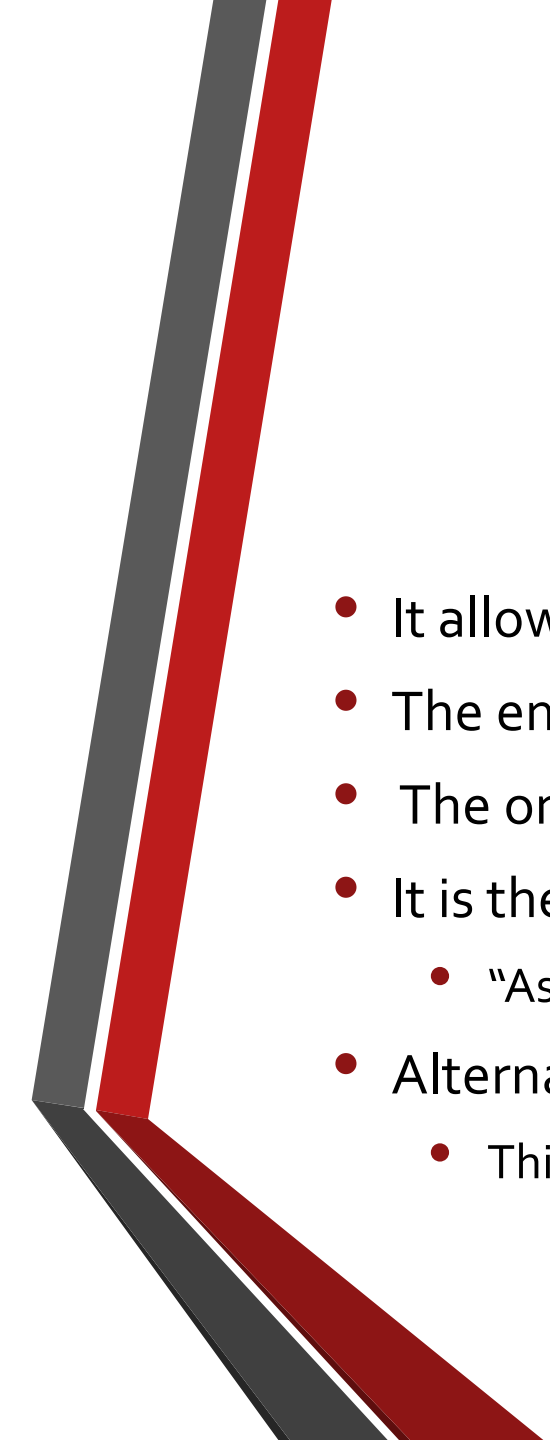
- **No job loss**
 - Will any employee lose their job and will they retain their current base salary?
- **Cost**
 - This criterion includes the cost issues associated with each alternative.
 - Removal of employees from their current work location would have to include the costs of replacement personnel at the individual PD's.
 - Technology costs and building costs would also have to be considered.
 - The cost impact that an independent governed dispatch function might have on bringing other communities into the new communications center is a factor.
- **Redundancy**
 - Continuity of the business operation and disaster recovery is an important consideration.
- **Phasing**
 - Will the alternative allow for a phased implementation strategy?
 - Phasing is necessary so the solution may be tested to ensure effectiveness and ensure supervision of employees
 - How well can the alternative accommodate a new technology platform, radio, records management system and telephones?
 - Can the governance structure be phased in over time?



Alternatives Considered

- A. New Dispatch Facility.
- B. Collapsing one center into the other. This entails closing one dispatch center and operating out of an existing center.
- C. One system working out of two locations. This entails creating one dispatch system operating out of the two existing police departments.
- D. Keep the status quo and keep the services “As Is”.

Alternatives	Year 1	Year 2	Year 3	Year 4
Current Costs and projected cost of Dispatching	\$770,640	\$786,053	\$801,774	\$817,809
Net Savings/Net Increase to implement Alternative A – New facility.	\$1,123,810	\$931,789	\$949,530	\$926,562
Net Savings/Net Increase to implement Alternative B – Collapse one into the other.	\$426,053	\$347,197	\$353,988	\$360,963
Net Savings/Net Increase to implement Alternative C – One system two locations.	\$90,053	(\$12,925)	(\$13,264)	(\$13,561)
Net Savings/Net Increase to implement Alternative D - As Is.	0	0	0	0
Note: Training costs are not included in these figures.	In year 1 training costs are factored in CVPSA budget.			



Preferred Solution

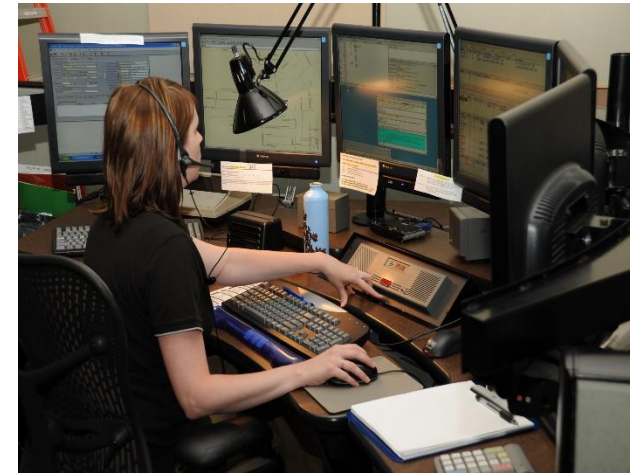
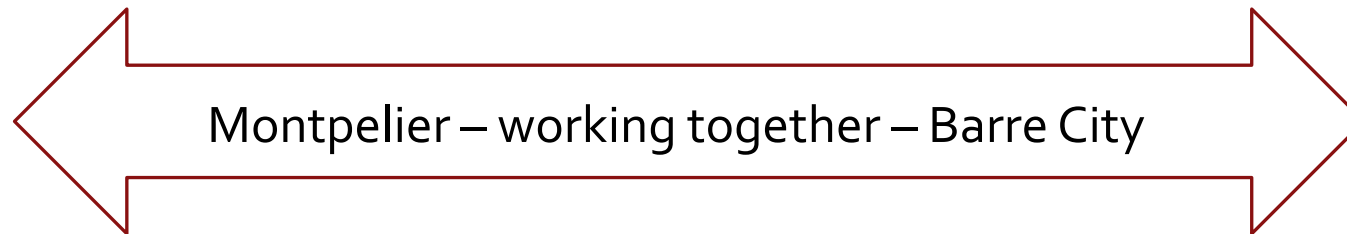
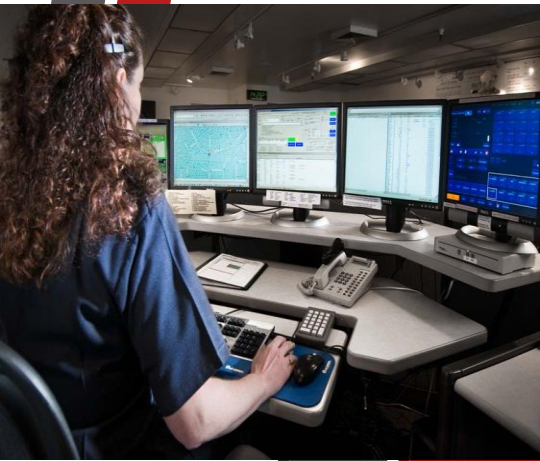
Alternative C

One system two locations

- It allows Administrative service to be maintained without a cost increase.
- The employees may remain where they currently work.
- The one system/2 locations allows for continuity of operations if disaster occurs.
- It is the lowest cost out of other solutions except "AS IS".
 - "As IS" does not allow for change or cost savings.
- Alternative C is the most scalable option.
 - This option can be phased in over time.

Cost/Savings

- Training - \$25,000
- Valcour conversion - \$5,053
- Technology enhancements – TBD (preliminary budget figure \$75,000)
 - Budget figure primarily used for alternative comparison.
- Potential Savings – Annually \$24,000
 - Savings in Overtime by not filling some shifts over a years period.
 - Only realized if system is fully implemented.



Task(s) Timeline: 5/1/2015 - 7/1/2017			
<u>Duration</u> (days)	<u>Start Date</u>	<u>End Date</u>	<u>Description</u>
54	11/30/2015	01/22/2016	Engineer Radio and Telephone Improvements
33	12/07/2015	01/08/2016	Seek Funding for Authority
33	01/25/2016	02/26/2016	Apply for HSU Funding
102	01/24/2016	05/04/2016	Establish MOU between all agencies
22	02/15/2016	03/07/2016	Develop a plan for Valcour conversion
272	03/04/2016	11/30/2016	Train dispatch personnel
113	03/10/2016	06/30/2016	Develop Performance measures
19	03/14/2016	04/01/2016	Train staff for Valcour conversion
52	04/25/2016	06/15/2016	Hire a supervisor in Barre
76	04/01/2016	06/15/2016	Establish an Advisory Board of Dispatch Stakeholders
283	04/16/2016	01/23/2017	Research, write and implement dispatch policies
626	05/01/2015	01/15/2017	Hold monthly Advisory Board Meetings
91	11/02/2016	01/31/2017	Radio Improvements made creating a single system
365	07/01/2016	06/30/2017	Budget analysis done, training ongoing, call volumes monitored
203	04/03/2016	01/11/2017	Labor Management Issues Identified and Resolved
110	11/01/2016	04/03/2017	Resolve All Issues for Transfer of Dispatch to CVPSA

Milestone(s) Timeline: 5/1/2015 - 7/1/2017
Central Vermont Public Safety Communications Center

<u>Date</u>	<u>Description</u>
03/09/2016	Funding for Authority is Approved
03/15/2016	Develop a Training Plan
04/04/2016	Implement the Valcour RMS in Barre
05/04/2016	Establish MOU
06/01/2016	Establish Advisory Board
06/15/2016	Implement Improvements in Radio System
07/01/2016	Start Dispatch System using the existing management structure
10/01/2016	HSU Grant awarded for radio improvements
01/11/2017	Labor/Management Issues Resolved - New Contract if Necessary
01/31/2017	Radio Improvements Completed
04/03/2017	CVPSA assumes management/supervision of dispatch system

CENTRAL VERMONT PUBLIC SAFETY AUTHORITY
WARNING FOR ANNUAL MARCH MEETING

The legal Voters of the members of the Central Vermont Public Safety Authority are hereby Warned to meet at their central polling places on the 1st day of March, 2016 from 7:00 A.M. to 7:00 P.M.

At the same time and place and during the same voting hours, the voters of the members of the Central Vermont Public Safety Authority will meet for the purpose of electing by Australian Ballot the following:

One At-Large Board Member to serve a term of three (3) years.

At the same time and place and during the same hours, the legal voters are Warned to meet for the purpose of acting, by Australian Ballot, on the following articles. The polls will be open from 7:00 A.M. to 7:00 P.M.

ARTICLE 1

Shall the voters of the Central Vermont Public Safety Authority (CVPSA) appropriate the sum of \$100,000 (\$53,000 from Barre City and \$47,000 from the City of Montpelier) for the operating budget of the CVPSA for fiscal year July 1, 2016 to June 30, 2017?

Adopted and approved by the Board of the Central Vermont Public Safety Authority
on _____ 2016.

CENTRAL VERMONT PUBLIC SAFETY AUTHORITY

The Central Vermont Public Safety Authority (CVPSA), comprised of the City of Montpelier and the City of Barre, is dedicated to establishing an affordable, integrated, efficient system of public safety services (fire, police, emergency medical services and dispatching), initially for the Twin Cities and possibly for all of central Vermont. A long journey begins with the first step – creating a single dispatch system to enhance public welfare by providing rapid, coordinated response to emergencies in member communities with highly qualified personnel.

The CVPSA did not have a budget in fiscal year 2015. The current fiscal year (2016) is represented below. FY 2016 is the first year the Authority received an appropriation. The cash on hand of \$9,475 (FY 16) are funds left over from the original public safety committee.

In fiscal year 2017, the CVPSA will begin the development of a dispatching system that will allow both Montpelier and Barre City dispatch centers to work seamlessly together. The 2017 budget includes the \$25,000 to train dispatchers, using similar equipment and a common protocol. Critical to the success of this effort is training all dispatchers to ensure that services are delivered in a manner that does not favor one service over another.

The fiscal year 2018 budget projection begins a transition for the CVPSA to manage the dispatching services of the two cities. The budget line item for all dispatching services includes the transition costs associated with combining the Barre City and Montpelier dispatching centers into one communications center working out of two locations.

The fiscal year 2019 budget projection reflects the vision of the CVPSA to assume management responsibility for all public safety services of Barre City and Montpelier. The all public safety services line item represents a cost that are not new to the taxpayer. These expenses are the projected costs for operating the dispatching fire/EMS, and police services in each City. It also includes funding for a Director of Public Safety, to manage this enterprise. Conceptually the projected budget envisions a transfer of all existing appropriations for public safety services, for both cities to the CVPSA, with no cost increase and acceptance of the formula for each city to fairly bear its cost. Careful planning, in depth consultation with all affected services, and community leaders will be required before this transition can become a reality and brought back for voter approval. This visual representation of a projected budget is intended to signal the direction the CVPSA is moving towards.

<i>Budget Summary:</i>	FY 15 Approved Budget	FY 16 Approved Budget	FY 17 Requested Budget	FY 18 Projected Budget	FY 19 Projected Budget
<u>Expenditures</u>					
Personnel	\$ -	\$ 71,500	\$ 71,500	\$ 71,500	\$ 6,785
Operating	\$ -	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,860
Dispatch Training	\$ -	\$ -	\$ 25,000	\$ -	\$ -
All Dispatching Services	\$ -			\$ 860,693	\$ 797,128
All Public Safety Services	\$ -			\$ -	\$ 7,403,240
<u>Total Expenditures</u>	\$ -	\$ 75,000	\$ 100,000	\$ 935,693	\$ 8,211,013
<u>Revenue</u>					
Cash on Hand	\$ -	\$ 9,475	\$ -		
Montpelier	\$ -	\$ 35,250	\$ 47,000	\$ 439,776	\$ 3,584,934
City of Barre	\$ -	\$ 39,750	\$ 53,000	\$ 495,917	\$ 4,626,079
<u>Total Revenue</u>	\$ -	\$ 84,475	\$ 100,000	\$ 935,693	\$ 8,211,013



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
REVENUES				
10.20 PROPERTY TAX REVENUE				
10.2000.00.00.4 PROPERTY TAX GF	\$7,626,087.00	\$7,643,716.32	\$17,629.32	100.23 %
10.2005.00.00.4 PROPERTY TAX LIBRARY	\$316,698.00	\$316,698.00	\$0.00	100.00 %
10.2006.00.00.4 PROPERTY TAX AGENCIES OUT	\$34,725.00	\$34,725.00	\$0.00	100.00 %
10.2007.00.00.4 PROPERTY TAX DOWNTOWN IMP DISTRICT	\$40,000.00	\$71,517.23	\$31,517.23	178.79 %
TOTAL PROPERTY TAX REVENUE	\$8,017,510.00	\$8,066,656.55	\$49,146.55	100.61%
10.21 STATE/LOCAL PILOT				
10.2100.00.00.4 STATE PILOT	\$703,165.00	\$683,810.00	(\$19,355.00)	97.25 %
10.2100.00.01.4 LOCAL PILOT	\$20,000.00	\$12,684.58	(\$7,315.42)	63.42 %
10.2100.00.02.4 CURRENT USE	\$38,000.00	\$0.00	(\$38,000.00)	0.00 %
10.2100.00.03.4 STATE PILOT DOWNTOWN	\$0.00	\$0.00	\$0.00	0.00 %
10.2101.00.00.4 PENALTY DELINQUENT TAXES	\$55,000.00	\$16,963.18	(\$38,036.82)	30.84 %
10.2102.00.00.4 INTEREST DELINQUENT TAXES	\$15,000.00	\$4,751.81	(\$10,248.19)	31.68 %
10.2103.00.00.4 STATE ADMIN ALLOWANCE	\$24,000.00	\$0.00	(\$24,000.00)	0.00 %
TOTAL STATE/LOCAL PILOT	\$855,165.00	\$718,209.57	(\$136,955.43)	83.98%
10.22 PERMITS AND LICENSE REV				
10.2201.00.00.4 BUSINESS PERMITS/LICENSES	\$9,000.00	\$370.00	(\$8,630.00)	4.11 %
10.2202.00.00.4 DOG LICENSES	\$7,163.00	\$186.00	(\$6,977.00)	2.60 %
10.2203.00.00.4 BUILDING PERMITS/CODE SVC	\$70,000.00	\$14,304.50	(\$55,695.50)	20.44 %
10.2205.00.00.4 IMPACT FEES - PARK	\$0.00	\$250.00	\$250.00	0.00 %
TOTAL PERMITS AND LICENSE REV	\$86,163.00	\$15,110.50	(\$71,052.50)	17.54%
10.23 INTERGOVERNMENTAL REV				
10.2301.00.00.4 GRANTS-POLICE HOMELAND	\$0.00	\$0.00	\$0.00	0.00 %
10.2301.00.01.4 GRANTS-POLICE FEDERAL	\$0.00	\$5,783.36	\$5,783.36	0.00 %
10.2301.00.02.4 FEDERAL COPS GRANT	\$0.00	\$0.00	\$0.00	0.00 %
10.2301.00.03.4 GRANTS-POLICE STATE	\$0.00	\$35,652.76	\$35,652.76	0.00 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
 As Of and For The
5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.2302.00.00.4 FEDERAL EMERGENCY MGT	\$0.00	\$0.00	\$0.00	0.00 %
10.2303.00.00.4 STATE HIGHWAY AID	\$217,924.00	\$116,643.20	(\$101,280.80)	53.52 %
10.2304.00.00.4 STATE STATUTORY PAYMENT	\$184,000.00	\$184,000.00	\$0.00	100.00 %
10.2305.00.00.4 CAPITAL FIRE MUTUAL AID	\$275,000.00	\$68,750.00	(\$206,250.00)	25.00 %
10.2310.00.00.4 ACT 60 REAPPRAISAL-STATE	\$29,000.00	\$0.00	(\$29,000.00)	0.00 %
10.2311.00.00.4 DPW GRANTS	\$0.00	\$0.00	\$0.00	0.00 %
10.2311.00.01.4 DPW GRANT-RADIOS (PS)	\$0.00	\$0.00	\$0.00	0.00 %
10.2313.00.00.4 SCHOOLS-RESOURCE OFFICER	\$46,252.00	\$0.00	(\$46,252.00)	0.00 %
10.2314.00.00.4 STATE GRANTS COM JUSTICE CTR	\$97,000.00	\$48,500.00	(\$48,500.00)	50.00 %
10.2314.00.01.4 State Grants-CJC Misc	\$15,000.00	\$7,500.00	(\$7,500.00)	50.00 %
10.2314.00.03.4 FED GRANTS COM JUSTICE CTR	\$0.00	\$0.00	\$0.00	0.00 %
10.2315.00.00.4 FED/ST GRANTS- FIRE/EMERG	\$0.00	\$0.00	\$0.00	0.00 %
10.2316.00.00.4 PLANNING GRANT REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
10.2316.00.03.4 ST AHS GRANT CJC COSA	\$36,250.00	\$0.00	(\$36,250.00)	0.00 %
10.2316.00.04.4 ST GRANT CJC RE-ENTRY PRG	\$121,605.00	\$0.00	(\$121,605.00)	0.00 %
10.2318.00.00.4 STATE GRANTS - PLANNING	\$0.00	\$1,347.40	\$1,347.40	0.00 %
10.2320.00.00.4 STATE/FED GRANT - DPW EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL INTERGOVERNMENTAL REV	\$1,022,031.00	\$468,176.72	(\$553,854.28)	45.81%
10.24 FEES & CHARGES FOR SERVICES				
10.2401.00.00.4 RECORDING DOCUMENTS	\$67,000.00	\$23,579.00	(\$43,421.00)	35.19 %
10.2402.00.00.4 CLERK/TREASURER DEPT FEES	\$15,500.00	\$7,037.95	(\$8,462.05)	45.41 %
10.2404.00.00.4 RECORDS RESTORATION FEE	\$0.00	\$2,347.00	\$2,347.00	0.00 %
10.2406.00.00.4 PLANNING DEPARTMENT FEES	\$15,000.00	\$2,415.00	(\$12,585.00)	16.10 %
10.2409.00.00.4 SALE OF GIS MATERIALS	\$0.00	\$0.00	\$0.00	0.00 %
10.2411.00.00.4 PHOTOCOPIER MACHINE	\$250.00	\$49.71	(\$200.29)	19.88 %
10.2413.00.00.4 AMBULANCE CALL CHARGES	\$438,500.00	\$166,490.15	(\$272,009.85)	37.97 %
10.2415.00.00.4 AMBULANCE CONTRACTS	\$106,545.00	\$17,375.00	(\$89,170.00)	16.31 %
10.2416.00.00.4 POLICE - STATE	\$8,500.00	\$2,149.98	(\$6,350.02)	25.29 %
10.2417.00.00.4 OUTSIDE PAY POLICE & FIRE	\$2,000.00	\$294.59	(\$1,705.41)	14.73 %
10.2417.00.01.4 "START" REIMB MONTPELIER POLICE	\$0.00	\$0.00	\$0.00	0.00 %
10.2417.00.02.4 OUTSIDE PAY POL-HOMELAND	\$0.00	\$0.00	\$0.00	0.00 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.2417.00.03.4 OUTSIDE PAY FIRE-HOMELAND	\$0.00	\$0.00	\$0.00	0.00 %
10.2418.00.00.4 FIRE DEPT - MISC FEES	\$0.00	\$0.00	\$0.00	0.00 %
10.2419.00.00.4 POLICE DEPT - MISC FEES	\$4,000.00	\$1,035.00	(\$2,965.00)	25.88 %
10.2420.00.00.4 STUMP DUMP	\$3,800.00	\$1,667.00	(\$2,133.00)	43.87 %
10.2420.10.00.4 TREE STUMPAGE REVENUE	\$1,000.00	\$580.00	(\$420.00)	58.00 %
10.2421.00.00.4 PUBLIC WORKS DEPT FEES	\$7,500.00	\$5,843.50	(\$1,656.50)	77.91 %
10.2422.00.00.4 CPR COURSE FEES	\$1,500.00	\$910.00	(\$590.00)	60.67 %
10.2423.00.00.4 CONSERVATION COMMISSION REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
10.2423.00.01.4 TREE MGMT WOOD SALES	\$0.00	\$0.00	\$0.00	0.00 %
10.2424.00.00.4 SUPPORT SERVICES-MDCA	\$2,000.00	\$0.00	(\$2,000.00)	0.00 %
10.2425.00.00.4 COM JUSTICE CTR FEES	\$1,500.00	\$1,015.00	(\$485.00)	67.67 %
10.2425.00.01.4 CJC CONTRACT SVC RE-ENTRY	\$2,000.00	\$2,000.00	\$0.00	100.00 %
10.2425.00.02.4 COM JUSTICE REIMB OF EXP	\$0.00	\$0.00	\$0.00	0.00 %
10.2425.00.03.4 CJC DONATIONS	\$0.00	\$0.00	\$0.00	0.00 %
10.2425.00.04.4 RE-ENTRY PROGRAM REIMB	\$0.00	(\$21.00)	(\$21.00)	0.00 %
10.2426.00.00.4 PARADE PERMIT FEES	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL FEES & CHARGES FOR SERVICES	\$676,595.00	\$234,767.88	(\$441,827.12)	34.70%
10.25 RENTS & COMMISSIONS/UTILITY FEES				
10.2502.00.00.4 MEMORIAL ROOM RENTAL	\$500.00	\$150.00	(\$350.00)	30.00 %
TOTAL RENTS & COMMISSIONS/UTILITY FEES	\$500.00	\$150.00	(\$350.00)	30.00%
10.260 FINES & FORFEITURES				
10.2601.00.00.4 POLICE FINES & FORFEITURE	\$35,000.00	\$8,241.36	(\$26,758.64)	23.55 %
10.2602.00.00.4 DRUG SEIZURE-FOR RESERVE	\$0.00	\$0.00	\$0.00	0.00 %
10.2605.00.00.4 BUILDING/ZONING FINES	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL FINES & FORFEITURES	\$35,000.00	\$8,241.36	(\$26,758.64)	23.55%
10.261 EQUIPMENT/LAND REVENUE				
10.2610.00.00.4 WATER FUND EQUIPMENT XFER	\$124,546.00	\$124,866.00	\$320.00	100.26 %
10.2610.00.02.4 SALE OF DPW RAP	\$0.00	\$0.00	\$0.00	0.00 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.2611.00.00.4 SEWER FUND EQUIPMENT XFER	\$160,390.00	\$155,390.00	(\$5,000.00)	96.88 %
10.2612.00.00.4 PARKING FUND EQUIP XFER	\$12,603.00	\$12,603.00	\$0.00	100.00 %
10.2613.00.00.4 FUEL SALES	\$95,000.00	\$21,436.50	(\$73,563.50)	22.56 %
10.2614.00.00.4 SALE OF EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
10.2614.00.01.4 SALE OF POLICE EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
10.2614.00.10.4 PROCEEDS LEASE/NOTES	\$0.00	\$0.00	\$0.00	0.00 %
10.2614.00.11.4 SALE OF LAND	\$0.00	\$0.00	\$0.00	0.00 %
10.2615.00.00.4 RENTAL OF EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
10.2616.00.00.4 MISC. REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
10.2617.00.00.4 MISC REIMB (FLEET REPAIR)	\$15,000.00	\$15,926.55	\$926.55	106.18 %
10.2619.00.00.4 USE OF EQUIPMENT FUND RES	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL EQUIPMENT/LAND REVENUE	\$407,539.00	\$330,222.05	(\$77,316.95)	81.03%
10.27 INTEREST/INVESTMENT REVENUE				
10.2700.00.00.4 INTEREST INCOME	\$20,000.00	\$17,681.85	(\$2,318.15)	88.41 %
TOTAL INTEREST/INVESTMENT REVENUE	\$20,000.00	\$17,681.85	(\$2,318.15)	88.41%
10.28 MISC REVENUE				
10.2801.00.00.4 MISCELLANEOUS REVENUE	\$5,000.00	\$632.21	(\$4,367.79)	12.64 %
10.2802.00.00.4 MISCELLANEOUS REIMB	\$2,000.00	\$668.00	(\$1,332.00)	33.40 %
10.2802.00.01.4 INS. REIMB - OTHER DEPTS	\$0.00	\$0.00	\$0.00	0.00 %
10.2802.00.02.4 INS. REIMB - DPW	\$0.00	\$0.00	\$0.00	0.00 %
10.2802.00.03.4 INS. REIMB - POLICE	\$0.00	\$0.00	\$0.00	0.00 %
10.2802.00.04.4 INS. REIMB. - FIRE	\$0.00	\$0.00	\$0.00	0.00 %
10.2802.00.05.4 INS.REIM - FLOOD MAY 2011	\$0.00	\$0.00	\$0.00	0.00 %
10.2802.00.06.4 CVPSA DIRECTOR REIMB	\$0.00	\$13,765.08	\$13,765.08	0.00 %
10.2803.00.00.4 POLICE CANINE -OTHER REVENUES	\$0.00	\$500.00	\$500.00	0.00 %
10.2804.00.00.4 DONATIONS - FIRE/AMBULANCE RSV	\$0.00	\$500.00	\$500.00	0.00 %
10.2804.00.01.4 DONATIONS- POLICE K-9	\$500.00	\$0.00	(\$500.00)	0.00 %
10.2804.00.02.4 DONATIONS - POLICE	\$0.00	\$0.00	\$0.00	0.00 %
10.2806.00.00.4 GRNT DRAWDWNS -TREE BOARD	\$0.00	\$0.00	\$0.00	0.00 %
10.2807.00.00.4 W.C./S.T.D. WAGE REIMBURS	\$5,000.00	\$6,360.27	\$1,360.27	127.21 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
 As Of and For The
5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.2807.00.01.4 WC /STD REIMB - DPW	\$5,000.00	\$9,998.35	\$4,998.35	199.97 %
10.2807.00.02.4 WC /STD REIMB - POLICE	\$0.00	\$0.00	\$0.00	0.00 %
10.2807.00.03.4 WC / STD REIMB FIRE	\$0.00	\$2,878.57	\$2,878.57	0.00 %
10.2809.00.00.4 TREE BOARD DONATIONS	\$0.00	\$100.00	\$100.00	0.00 %
10.2811.00.00.4 ENERGY SAVINGS INCENTIVE	\$0.00	\$0.00	\$0.00	0.00 %
10.2813.00.00.4 RESERVE FIRE REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
10.2814.00.00.4 PROCEEDS FROM L.T. DEBT	\$0.00	\$0.00	\$0.00	0.00 %
10.2816.00.00.4 CONNOR-INTEREST ON NOTE	\$450.00	\$0.00	(\$450.00)	0.00 %
10.2817.00.00.4 USE OF CONNOR RESERVE	\$46,555.00	\$0.00	(\$46,555.00)	0.00 %
10.2820.00.00.4 EMPLOYEE WELLNESS REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL MISC REVENUE	\$64,505.00	\$35,402.48	(\$29,102.52)	54.88%
10.29 OPERATING TRANSFERS				
10.2901.00.00.4 ADMIN TRANSFER - WATER	\$299,952.00	\$299,952.00	\$0.00	100.00 %
10.2902.00.00.4 ADMIN TRANSFER SEWER	\$435,821.00	\$435,761.00	(\$60.00)	99.99 %
10.2903.00.00.4 ADMIN TRANSFER - PARKING	\$67,845.00	\$67,845.00	\$0.00	100.00 %
10.2904.00.00.4 XFER FROM PARKS-TREE WARD	\$0.00	\$3,000.00	\$3,000.00	0.00 %
10.2905.00.00.4 XFER FROM SENIOR CENTER	\$0.00	\$0.00	\$0.00	0.00 %
10.2907.00.00.4 XFER FROM FIRE RESERVE	\$0.00	\$0.00	\$0.00	0.00 %
10.2909.00.00.4 TRANSFER FROM CDA	\$10,000.00	\$0.00	(\$10,000.00)	0.00 %
10.2909.00.01.4 XFER FROM PARKING-PLANNING COM DEV	\$0.00	\$0.00	\$0.00	0.00 %
10.2909.00.03.4 XFER FROM DISTRICT ENERGY	\$0.00	\$0.00	\$0.00	0.00 %
10.2909.00.04.4 XFER FROM CIP FOR PROJ MGMT	\$45,000.00	\$0.00	(\$45,000.00)	0.00 %
10.2909.00.05.4 XFER FROM CIP CARR LOT RENT	\$43,200.00	\$0.00	(\$43,200.00)	0.00 %
10.2909.00.06.4 XFER FROM CIP REIMB DPW STREETS	\$0.00	\$830.80	\$830.80	0.00 %
10.2914.00.00.4 USE OF RECORDS RESERVE	\$0.00	\$0.00	\$0.00	0.00 %
10.2916.00.00.4 USE OF GEN FUND BALANCE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL OPERATING TRANSFERS	\$901,818.00	\$807,388.80	(\$94,429.20)	89.53%
TOTAL GENERAL FUND REVENUES	\$12,086,826.00	\$10,702,007.76	(\$1,384,818.24)	88.54%



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
EXPENDITURES				
10.3000 CITY COUNCIL				
10.3000.10.00.5 CITY COUNCIL SALARY & WAGES	\$9,000.00	\$4,250.00	\$4,750.00	47.22 %
10.3000.15.02.5 CITY COUNCIL FICA/MEDICARE	\$689.00	\$306.55	\$382.45	44.49 %
10.3000.20.00.5 CITY COUNCIL OFFICE SUPPLIES	\$1,555.00	\$112.38	\$1,442.62	7.23 %
10.3000.20.01.5 CITY COUNCIL POSTAGE	\$1,200.00	\$94.53	\$1,105.47	7.88 %
10.3000.30.00.5 CITY COUNCIL ADVERTISING	\$5,000.00	\$1,148.16	\$3,851.84	22.96 %
10.3000.34.00.5 CITY COUNCIL COMMUNICATIONS	\$2,640.00	\$582.18	\$2,057.82	22.05 %
10.3000.40.00.5 CITY COUNCIL DUES/SUBS/MTGS	\$1,200.00	\$2,394.62	(\$1,194.62)	199.55 %
10.3000.56.00.5 CITY COUNCIL OTR PUR SRVC	\$1,710.00	\$0.00	\$1,710.00	0.00 %
10.3000.56.01.5 CITY COUNCIL DONATIONS IN LIEU OF WAGES	\$1,200.00	\$0.00	\$1,200.00	0.00 %
10.3000.62.00.5 CITY COUNCIL PRINT & BINDING	\$8,950.00	(\$2,115.75)	\$11,065.75	(23.64)%
10.3000.74.00.5 CITY COUNCIL TRAVEL/TRANS	\$450.00	\$44.85	\$405.15	9.97 %
10.3000.79.00.5 CITY COUNCIL MISC	\$2,050.00	\$0.00	\$2,050.00	0.00 %
10.3000.83.00.5 CITY COUNCIL MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL CITY COUNCIL	\$35,644.00	\$6,817.52	\$28,826.48	19.13%
10.3210 CITY MANAGER				
10.3210.10.00.5 CITY MGR SALARY & WAGES	\$235,176.00	\$90,688.22	\$144,487.78	38.56 %
10.3210.11.00.5 CITY MGR OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.3210.15.01.5 CITY MGR DENTAL INS	\$1,338.00	\$522.06	\$815.94	39.02 %
10.3210.15.02.5 CITY MGR FICA/MEDICARE	\$17,113.00	\$6,545.88	\$10,567.12	38.25 %
10.3210.15.03.5 CITY MGR HEALTH INS	\$34,942.00	\$12,571.97	\$22,370.03	35.98 %
10.3210.15.04.5 CITY MGR FLEX SPENDING ACCOUNT	\$669.00	\$276.80	\$392.20	41.38 %
10.3210.15.05.5 CITY MGR LT CARE INS	\$82.00	\$99.88	(\$17.88)	121.80 %
10.3210.15.07.5 CITY MGR CITY RETIREMENT	\$25,653.00	\$10,533.59	\$15,119.41	41.06 %
10.3210.15.08.5 CITY MGR LIFE, STD, LTD INS	\$2,008.00	\$996.12	\$1,011.88	49.61 %
10.3210.15.09.5 CITY MGR UNEMPLOYMENT INS	\$325.00	\$158.84	\$166.16	48.87 %
10.3210.15.10.5 CITY MGR WORKERS' COMP	\$730.00	\$365.78	\$364.22	50.11 %
10.3210.15.12.5 CITY MGR PARKING FEE	\$1,800.00	\$1,800.00	\$0.00	100.00 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
 As Of and For The
5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.3210.15.13.5 CITY MGR DEF COMP 401(A)	\$9,506.00	\$4,021.34	\$5,484.66	42.30 %
10.3210.20.00.5 CITY MGR OFFICE SUPPLIES	\$1,845.00	\$204.37	\$1,640.63	11.08 %
10.3210.20.01.5 CITY MGR POSTAGE	\$300.00	\$6.37	\$293.63	2.12 %
10.3210.30.00.5 CITY MGR ADVERTISING	\$10,100.00	\$14,400.00	(\$4,300.00)	142.57 %
10.3210.34.00.5 CITY MGR COMMUNICATIONS	\$1,950.00	\$4.00	\$1,946.00	0.21 %
10.3210.34.03.5 CITY MGR TELE CELL & PAGER	\$0.00	\$285.30	(\$285.30)	0.00 %
10.3210.40.00.5 CITY MGR DUES/SUBS/MTGS	\$9,670.00	\$3,977.25	\$5,692.75	41.13 %
10.3210.48.00.5 CITY MGR PROPERTY & LIAB INS	\$7,306.00	\$3,651.58	\$3,654.42	49.98 %
10.3210.56.00.5 CITY MGR OTR PUR SRVC	\$0.00	\$12,956.00	(\$12,956.00)	0.00 %
10.3210.58.00.5 CITY MGR VIDEO ARCHIVE SYS	\$10,446.00	\$3,722.76	\$6,723.24	35.64 %
10.3210.61.00.5 CITY MGR LEGAL SERVICES	\$40,000.00	\$38,409.70	\$1,590.30	96.02 %
10.3210.62.00.5 CITY MGR PRINT & BINDING	\$0.00	\$0.00	\$0.00	0.00 %
10.3210.66.00.5 CITY MGR OTHER RENTALS	\$0.00	\$0.00	\$0.00	0.00 %
10.3210.68.00.5 CITY MGR EQUIP REPAIR & MNT	\$200.00	\$0.00	\$200.00	0.00 %
10.3210.70.00.5 CITY MGR COPIER	\$521.00	\$210.83	\$310.17	40.47 %
10.3210.74.00.5 CITY MGR TRAVEL/TRANS	\$2,400.00	\$5,859.24	(\$3,459.24)	244.14 %
10.3210.74.01.5 CITY MGR TRANS-FUEL	\$150.00	\$56.46	\$93.54	37.64 %
10.3210.79.00.5 CITY MGR MISC	\$555.00	\$0.00	\$555.00	0.00 %
10.3210.83.00.5 CITY MGR MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.3210.95.01.5 CITY MGR PENSION INT EXP	\$5,363.00	\$2,681.45	\$2,681.55	50.00 %
TOTAL CITY MANAGER	\$420,148.00	\$215,005.79	\$205,142.21	51.17%
10.3400 CITY CLERK				
10.3400.10.00.5 CLERK SALARY & WAGES	\$106,684.00	\$40,550.25	\$66,133.75	38.01 %
10.3400.11.00.5 CLERK OVERTIME	\$400.00	\$0.00	\$400.00	0.00 %
10.3400.15.01.5 CLERK DENTAL INS	\$892.00	\$348.04	\$543.96	39.02 %
10.3400.15.02.5 CLERK FICA/MEDICARE	\$7,817.00	\$2,843.11	\$4,973.89	36.37 %
10.3400.15.03.5 CLERK HEALTH INS	\$23,295.00	\$6,153.52	\$17,141.48	26.42 %
10.3400.15.04.5 CLERK IRS FLEX SPENDING ACCOUNT	\$446.00	\$184.53	\$261.47	41.37 %
10.3400.15.05.5 CLERK LT CARE INS	\$55.00	\$0.00	\$55.00	0.00 %
10.3400.15.07.5 CLERK CITY RETIREMENT	\$7,014.00	\$2,596.32	\$4,417.68	37.02 %
10.3400.15.08.5 CLERK LIFE, STD, LTD INS	\$1,338.00	\$664.07	\$673.93	49.63 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.3400.15.09.5 CLERK UNEMPLOYMENT INS	\$216.00	\$105.88	\$110.12	49.02 %
10.3400.15.10.5 CLERK WORKERS' COMP	\$321.00	\$160.84	\$160.16	50.11 %
10.3400.15.12.5 CLERK PARKING FEE	\$600.00	\$1,200.00	(\$600.00)	200.00 %
10.3400.20.00.5 CLERK OFFICE SUPPLIES	\$4,000.00	\$364.41	\$3,635.59	9.11 %
10.3400.20.01.5 CLERK POSTAGE	\$3,000.00	\$777.25	\$2,222.75	25.91 %
10.3400.23.00.5 CLERK SMALL TOOLS&EQP	\$0.00	\$0.00	\$0.00	0.00 %
10.3400.30.00.5 CLERK ADVERTISING	\$1,000.00	\$303.68	\$696.32	30.37 %
10.3400.40.00.5 CLERK DUES/SUBS/MTGS	\$1,500.00	\$255.00	\$1,245.00	17.00 %
10.3400.48.00.5 CLERK PROP & LIAB INS	\$4,871.00	\$2,434.40	\$2,436.60	49.98 %
10.3400.51.00.5 CLERK REC RESTORATION	\$0.00	\$7,422.00	(\$7,422.00)	0.00 %
10.3400.60.00.5 CLERK PROF SVCS	\$9,700.00	\$1,695.91	\$8,004.09	17.48 %
10.3400.68.00.5 CLERK EQUIP REP&MAINT	\$0.00	\$0.00	\$0.00	0.00 %
10.3400.70.00.5 CLERK COPIER	\$348.00	\$164.22	\$183.78	47.19 %
10.3400.74.00.5 CLERK TRAVEL/TRANSP	\$800.00	\$0.00	\$800.00	0.00 %
10.3400.83.00.5 CLERK MACH AND EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.3400.95.01.5 CLERK PENSION INT EXP	\$5,577.00	\$2,788.71	\$2,788.29	50.00 %
TOTAL CITY CLERK	\$179,874.00	\$71,012.14	\$108,861.86	39.48%
10.3420 FINANCE				
10.3420.10.00.5 FINANCE SALARIES & WAGES	\$298,135.00	\$107,868.88	\$190,266.12	36.18 %
10.3420.11.00.5 FINANCE OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.3420.15.01.5 FINANCE DENTAL INSURANCE	\$2,039.00	\$884.94	\$1,154.06	43.40 %
10.3420.15.02.5 FINANCE FICA/MEDICARE	\$21,729.00	\$7,717.89	\$14,011.11	35.52 %
10.3420.15.03.5 FINANCE HEALTH INSURANCE	\$53,229.00	\$9,898.30	\$43,330.70	18.60 %
10.3420.15.04.5 FINANCE FLEX SPENDING ACCOUNT	\$1,019.00	\$421.66	\$597.34	41.38 %
10.3420.15.05.5 FINANCE LONG TERM CARE INS	\$125.00	\$109.23	\$15.77	87.38 %
10.3420.15.07.5 FINANCE CITY RETIREMENT	\$14,816.00	\$6,067.22	\$8,748.78	40.95 %
10.3420.15.08.5 FINANCE LIFE, STD, LTD INS	\$3,058.00	\$1,517.40	\$1,540.60	49.62 %
10.3420.15.09.5 FINANCE UNEMPLOYMENT INS	\$495.00	\$241.96	\$253.04	48.88 %
10.3420.15.10.5 FINANCE WORKERS' COMP	\$893.00	\$447.44	\$445.56	50.11 %
10.3420.15.12.5 FINANCE PARKING FEE	\$2,742.00	\$2,742.00	\$0.00	100.00 %
10.3420.20.00.5 FINANCE OFFICE SUPPLIES	\$5,100.00	\$555.56	\$4,544.44	10.89 %



City of Montpelier
 GENERAL FUND FY 2016 Budget Report
 As Of and For The
 5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.3420.20.01.5 FINANCE POSTAGE	\$7,000.00	\$2,540.75	\$4,459.25	36.30 %
10.3420.30.00.5 FINANCE ADVERTISING	\$300.00	\$96.56	\$203.44	32.19 %
10.3420.40.00.5 FINANCE DUES/SUBS/MTGS	\$1,000.00	\$30.00	\$970.00	3.00 %
10.3420.41.00.5 FINANCE PROF DEV/TRAINING	\$1,500.00	\$100.00	\$1,400.00	6.67 %
10.3420.48.00.5 FINANCE PROPERTY & LIAB INS	\$11,129.00	\$5,562.58	\$5,566.42	49.98 %
10.3420.56.00.5 FINANCE OTH PUR SRVS	\$0.00	\$0.00	\$0.00	0.00 %
10.3420.60.00.5 FINANCE PROF SVCS AUDIT/FS	\$28,250.00	\$12.50	\$28,237.50	0.04 %
10.3420.60.01.5 FINANCE ACCNTING SFTWRE	\$15,000.00	\$12,844.61	\$2,155.39	85.63 %
10.3420.60.02.5 FINANCE PROF SVCS ACCOUNT	\$1,000.00	\$614.54	\$385.46	61.45 %
10.3420.68.00.5 FINANCE EQUIP REPAIR & MAINT	\$500.00	\$0.00	\$500.00	0.00 %
10.3420.70.00.5 FINANCE COPIER	\$794.00	\$352.72	\$441.28	44.42 %
10.3420.74.00.5 FINANCE TRAVEL/TRANSP	\$750.00	\$0.00	\$750.00	0.00 %
10.3420.79.00.5 FINANCE MISC	\$0.00	\$0.00	\$0.00	0.00 %
10.3420.83.00.5 FINANCE MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.3420.95.01.5 FINANCE PENSION INT EXP	\$5,577.00	\$2,788.71	\$2,788.29	50.00 %
TOTAL FINANCE	\$476,180.00	\$163,415.45	\$312,764.55	34.32%
10.3423 TECHNOLOGY SERVICES				
10.3423.10.00.5 TECHNOLOGY SALARIES & WAGES	\$107,433.00	\$41,279.96	\$66,153.04	38.42 %
10.3423.11.00.5 TECHNOLOGY OVERTIME	\$830.00	\$66.57	\$763.43	8.02 %
10.3423.15.01.5 TECHNOLOGY DENTAL INS	\$892.00	\$348.04	\$543.96	39.02 %
10.3423.15.02.5 TECHNOLOGY FICA/MEDICARE	\$7,903.00	\$3,024.80	\$4,878.20	38.27 %
10.3423.15.03.5 TECHNOLOGY HEALTH INS	\$23,295.00	\$6,988.31	\$16,306.69	30.00 %
10.3423.15.04.5 TECHNOLOGY FLEX SPENDING ACCOUNT	\$446.00	\$184.53	\$261.47	41.37 %
10.3423.15.05.5 TECHNOLOGY LT CARE INS	\$55.00	\$92.73	(\$37.73)	168.60 %
10.3423.15.07.5 TECHNOLOGY CITY RETIREMENT	\$7,091.00	\$2,945.89	\$4,145.11	41.54 %
10.3423.15.08.5 TECHNOLOGY LIFE,STD,LTD INS	\$1,338.00	\$664.07	\$673.93	49.63 %
10.3423.15.09.5 TECHNOLOGY UNEMPLOYMENT INS	\$216.00	\$105.88	\$110.12	49.02 %
10.3423.15.10.5 TECHNOLOGY WORKERS' COMP	\$324.00	\$162.34	\$161.66	50.10 %
10.3423.15.12.5 TECHNOLOGY PARKING FEE	\$1,200.00	\$1,200.00	\$0.00	100.00 %
10.3423.20.00.5 TECHNOLOGY OFFICE SUPPLIES	\$500.00	\$300.16	\$199.84	60.03 %
10.3423.20.01.5 TECHNOLOGY POSTAGE	\$0.00	\$0.00	\$0.00	0.00 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
 As Of and For The
5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.3423.23.00.5 TECHNOLOGY SMALL TOOLS&EQUIP	\$3,300.00	\$724.69	\$2,575.31	21.96 %
10.3423.30.00.5 TECHNOLOGY ADVERTISING	\$0.00	\$0.00	\$0.00	0.00 %
10.3423.34.00.5 TECHNOLOGY TELE BASIC SERVICE	\$8,700.00	\$1,902.28	\$6,797.72	21.87 %
10.3423.34.01.5 TECHNOLOGY TELE LONG DIST	\$2,800.00	\$848.87	\$1,951.13	30.32 %
10.3423.34.02.5 TECHNOLOGY INTERNET WAN SVC	\$16,000.00	\$10,165.57	\$5,834.43	63.53 %
10.3423.34.03.5 TECHNOLOGY TELE CELL & PAGER	\$1,720.00	\$509.82	\$1,210.18	29.64 %
10.3423.34.05.5 CITY-WIDE WIRELESS SERVICE	\$0.00	\$423.63	(\$423.63)	0.00 %
10.3423.40.00.5 TECHNOLOGY DUES/SUBS/MTGS	\$0.00	\$0.00	\$0.00	0.00 %
10.3423.48.00.5 TECHNOLOGY PROPERTY&LIAB INS	\$4,871.00	\$2,434.40	\$2,436.60	49.98 %
10.3423.56.00.5 TECHNOLOGY OTR PUR SRVC	\$21,000.00	\$3,134.97	\$17,865.03	14.93 %
10.3423.60.00.5 TECHNOLOGY PROFESSIONAL SVC	\$17,500.00	\$5,588.04	\$11,911.96	31.93 %
10.3423.63.00.5 CITY WEB SITE EXP	\$5,400.00	\$211.84	\$5,188.16	3.92 %
10.3423.65.00.5 TECHNOLOGY RENTAL OF EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.3423.68.00.5 TECHNOLOGY EQUIP REP & MAINT	\$7,800.00	\$226.13	\$7,573.87	2.90 %
10.3423.70.00.5 TECHNOLOGY COPIER	\$348.00	\$140.55	\$207.45	40.39 %
10.3423.74.00.5 TECHNOLOGY TRAVEL/TRANS	\$200.00	\$0.00	\$200.00	0.00 %
10.3423.95.01.5 TECHNOLOGY PENSION INTEXP	\$4,290.00	\$2,145.16	\$2,144.84	50.00 %
TOTAL TECHNOLOGY SERVICES	\$245,452.00	\$85,819.23	\$159,632.77	34.96%
10.3430 PROPERTY ASSESSOR				
10.3430.10.00.5 ASSESSOR SALARIES & WAGES	\$53,556.00	\$21,186.41	\$32,369.59	39.56 %
10.3430.11.00.5 ASSESSOR OVERTIME	\$946.00	\$0.00	\$946.00	0.00 %
10.3430.15.01.5 ASSESSOR DENTAL INS	\$446.00	\$174.02	\$271.98	39.02 %
10.3430.15.02.5 ASSESSOR FICA/MEDICARE	\$3,979.00	\$1,591.65	\$2,387.35	40.00 %
10.3430.15.03.5 ASSESSOR HEALTH INS	\$11,647.00	\$569.86	\$11,077.14	4.89 %
10.3430.15.04.5 ASSESSOR FLEX SPENDING ACCOUNT	\$223.00	\$92.27	\$130.73	41.38 %
10.3430.15.05.5 ASSESSOR LT CARE INS	\$27.00	\$35.42	(\$8.42)	131.19 %
10.3430.15.07.5 ASSESSOR CITY RETIREMENT	\$3,570.00	\$1,165.28	\$2,404.72	32.64 %
10.3430.15.08.5 ASSESSOR LIFE, STD, LTD INS	\$669.00	\$332.05	\$336.95	49.63 %
10.3430.15.09.5 ASSESSOR UNEMPLOYMENT INS	\$108.00	\$52.94	\$55.06	49.02 %
10.3430.15.10.5 ASSESSOR WORKERS' COMP	\$163.00	\$81.68	\$81.32	50.11 %
10.3430.15.12.5 ASSESSOR PARKING FEE	\$960.00	\$960.00	\$0.00	100.00 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
 As Of and For The
5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.3430.20.00.5 ASSESSOR OFFICE SUPPLIES	\$1,735.00	\$170.30	\$1,564.70	9.82 %
10.3430.20.01.5 ASSESSOR POSTAGE	\$750.00	\$37.38	\$712.62	4.98 %
10.3430.30.00.5 ASSESSOR ADVERTISING	\$200.00	\$0.00	\$200.00	0.00 %
10.3430.40.00.5 ASSESSOR DUES/SUBS/MTGS	\$2,515.00	\$52.95	\$2,462.05	2.11 %
10.3430.48.00.5 ASSESSOR PROPERTY & LIAB INS	\$2,435.00	\$1,217.20	\$1,217.80	49.99 %
10.3430.56.00.5 ASSESSOR OTR PUR SRVC	\$4,765.00	\$4,295.00	\$470.00	90.14 %
10.3430.56.01.5 ASSESSOR LICENSING/SOFTWARE FEES	\$11,665.00	\$9,099.00	\$2,566.00	78.00 %
10.3430.60.00.5 ASSESSOR PROFESSIONAL SVC	\$83,640.00	\$31,665.00	\$51,975.00	37.86 %
10.3430.60.01.5 ASSESSOR REAPPRAISAL SVCS	\$0.00	\$0.00	\$0.00	0.00 %
10.3430.60.02.5 ASSESSOR REAPPRAISAL RESVE EXP	\$0.00	\$0.00	\$0.00	0.00 %
10.3430.62.00.5 ASSESSOR PRINTING & BINDING	\$0.00	\$0.00	\$0.00	0.00 %
10.3430.68.00.5 ASSESSOR EQUIP REPAIR & MAINT	\$50.00	\$0.00	\$50.00	0.00 %
10.3430.70.00.5 ASSESSOR COPIER	\$174.00	\$70.28	\$103.72	40.39 %
10.3430.74.00.5 ASSESSOR TRAVEL/TRANS	\$0.00	\$0.00	\$0.00	0.00 %
10.3430.83.00.5 ASSESSOR MACHINERY & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.3430.95.01.5 ASSESSOR PENSION INT EXP	\$2,145.00	\$1,072.58	\$1,072.42	50.00 %
TOTAL PROPERTY ASSESSOR	\$186,368.00	\$73,921.27	\$112,446.73	39.66%
10.3600 PLANNING & DEVELOPMENT				
10.3600.10.00.5 PLANNING SALARIES & WAGES	\$216,252.00	\$83,240.29	\$133,011.71	38.49 %
10.3600.11.00.5 PLANNING OVERTIME	\$1,380.00	\$0.00	\$1,380.00	0.00 %
10.3600.15.01.5 PLANNING DENTAL INS	\$1,562.00	\$696.08	\$865.92	44.56 %
10.3600.15.02.5 PLANNING FICA/MEDICARE	\$15,954.00	\$6,094.75	\$9,859.25	38.20 %
10.3600.15.03.5 PLANNING HEALTH INS	\$40,766.00	\$10,577.38	\$30,188.62	25.95 %
10.3600.15.04.5 PLANNING FLEX SPENDING ACCOUNT	\$781.00	\$322.93	\$458.07	41.35 %
10.3600.15.05.5 PLANNING LT CARE INS	\$136.00	\$0.00	\$136.00	0.00 %
10.3600.15.07.5 PLANNING CITY RETIREMENT	\$14,315.00	\$5,210.29	\$9,104.71	36.40 %
10.3600.15.08.5 PLANNING LIFE, STD, LTD INS	\$2,342.00	\$1,162.12	\$1,179.88	49.62 %
10.3600.15.09.5 PLANNING UNEMPLOYMENT INS	\$379.00	\$185.30	\$193.70	48.89 %
10.3600.15.10.5 PLANNING WORKERS' COMP	\$654.00	\$327.70	\$326.30	50.11 %
10.3600.15.12.5 PLANNING PARKING FEE	\$2,400.00	\$3,000.00	(\$600.00)	125.00 %
10.3600.20.00.5 PLANNING OFFICE SUPPLIES	\$3,000.00	\$361.25	\$2,638.75	12.04 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
 As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.3600.20.01.5 PLANNING POSTAGE	\$2,500.00	\$206.04	\$2,293.96	8.24 %
10.3600.21.00.5 PLANNING OPERATING SUPPLIES	\$0.00	\$69.00	(\$69.00)	0.00 %
10.3600.23.00.5 PLANNING SMALL TOOLS/EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.3600.30.00.5 PLANNING ADVERTISING	\$2,500.00	\$536.64	\$1,963.36	21.47 %
10.3600.34.03.5 PLANNING TELEPHONE CELL	\$500.00	\$0.00	\$500.00	0.00 %
10.3600.40.00.5 PLANNING DUES/SUBS/MTGS	\$1,200.00	\$95.00	\$1,105.00	7.92 %
10.3600.41.00.5 PLANNING PROFESSIONAL DEV	\$3,500.00	\$1,338.53	\$2,161.47	38.24 %
10.3600.48.00.5 PLANNING PROPERTY & LIAB INS	\$8,523.00	\$4,260.18	\$4,262.82	49.98 %
10.3600.56.00.5 PLANNING OTR PUR SRVC	\$12,500.00	\$150.00	\$12,350.00	1.20 %
10.3600.58.00.5 PLANNING WEB SITE MAINT	\$0.00	\$0.00	\$0.00	0.00 %
10.3600.60.00.5 PLANNING PROFESSIONAL SVCS	\$5,500.00	\$850.00	\$4,650.00	15.45 %
10.3600.60.02.5 PLANNING RE-ZONING CONTRACT SVS	\$0.00	\$0.00	\$0.00	0.00 %
10.3600.61.00.5 PLANNING OTHER LEGAL SVCS	\$0.00	\$0.00	\$0.00	0.00 %
10.3600.62.00.5 PLANNING PRINTING & BINDING	\$300.00	\$0.00	\$300.00	0.00 %
10.3600.63.00.5 PLANNING MASTER PLAN UPDATE	\$8,500.00	\$365.00	\$8,135.00	4.29 %
10.3600.68.00.5 PLANNING EQUIP REPAIR&MAINT	\$0.00	\$0.00	\$0.00	0.00 %
10.3600.70.00.5 PLANNING COPIER	\$608.00	\$273.98	\$334.02	45.06 %
10.3600.74.00.5 PLANNING TRAVEL & TRANS	\$1,000.00	\$345.18	\$654.82	34.52 %
10.3600.75.00.5 PLANNING CENTRAL VT ECONOMIC DEV	\$3,000.00	\$0.00	\$3,000.00	0.00 %
10.3600.79.00.5 PLANNING MISC	\$300.00	\$0.00	\$300.00	0.00 %
10.3600.83.00.5 PLANNING MACHINERY & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.3600.85.00.5 PLANNING RE-ZONING GRANT EXP	\$0.00	\$3,754.00	(\$3,754.00)	0.00 %
10.3600.95.01.5 PLANNING PENSION INT EXP	\$10,082.00	\$5,041.13	\$5,040.87	50.00 %
TOTAL PLANNING & DEVELOPMENT	\$360,434.00	\$128,462.77	\$231,971.23	35.64%
10.3710 CITY HALL MAINT				
10.3710.10.00.5 CITY HALL SALARIES & WAGES	\$61,070.00	\$22,127.79	\$38,942.21	36.23 %
10.3710.11.00.5 CITY HALL OVERTIME	\$3,106.00	\$226.43	\$2,879.57	7.29 %
10.3710.15.01.5 CITY HALL DENTAL INS	\$558.00	\$207.20	\$350.80	37.13 %
10.3710.15.02.5 CITY HALL FICA/MEDICARE	\$4,698.00	\$1,460.57	\$3,237.43	31.09 %
10.3710.15.03.5 CITY HALL HEALTH INS	\$14,559.00	\$6,455.39	\$8,103.61	44.34 %
10.3710.15.04.5 CITY HALL FLEX SPENDING ACCOUNT	\$279.00	\$115.33	\$163.67	41.34 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.3710.15.05.5 CITY HALL LT CARE INS	\$34.00	\$10.13	\$23.87	29.79 %
10.3710.15.07.5 CITY HALL CITY RETIREMENT	\$4,215.00	\$1,477.04	\$2,737.96	35.04 %
10.3710.15.08.5 CITY HALL LIFE, STD, LTD INS	\$837.00	\$415.05	\$421.95	49.59 %
10.3710.15.09.5 CITY HALL UNEMPLOYMENT INS	\$135.00	\$66.18	\$68.82	49.02 %
10.3710.15.10.5 CITY HALL WORKERS' COMP	\$4,008.00	\$2,008.22	\$1,999.78	50.11 %
10.3710.15.12.5 CITY HALL PARKING FEE	\$750.00	\$750.00	\$0.00	100.00 %
10.3710.18.00.5 CITY HALL UNIFORMS/PROTECT CLOTHING	\$650.00	\$157.50	\$492.50	24.23 %
10.3710.20.00.5 CITY HALL OFFICE SUPPLIES	\$350.00	\$106.50	\$243.50	30.43 %
10.3710.21.00.5 CITY HALL OPERATING SUPPLY	\$7,000.00	\$1,231.72	\$5,768.28	17.60 %
10.3710.21.01.5 CITY HALL SPRING/FALL PLANT	\$0.00	\$0.00	\$0.00	0.00 %
10.3710.23.00.5 CITY HALL SMALL TOOLS&EQUIP	\$500.00	\$0.00	\$500.00	0.00 %
10.3710.34.03.5 CITY HALL TELE CELL & PAGER	\$1,000.00	\$300.00	\$700.00	30.00 %
10.3710.40.00.5 CITY HALL DUES/SUBS/MTGS	\$0.00	\$0.00	\$0.00	0.00 %
10.3710.48.00.5 CITY HALL PROP & LIAB INS	\$3,044.00	\$1,521.50	\$1,522.50	49.98 %
10.3710.48.01.5 CITY HALL XFER FRM POLICE ST	(\$12,000.00)	(\$12,000.00)	\$0.00	100.00 %
10.3710.56.00.5 CITY HALL OTR PUR SRVC	\$5,500.00	\$1,755.00	\$3,745.00	31.91 %
10.3710.60.00.5 CITY HALL PROFESSIONAL SVC	\$500.00	\$0.00	\$500.00	0.00 %
10.3710.68.00.5 CITY HALL EQUIP REPAIR&MAINT	\$1,200.00	\$0.00	\$1,200.00	0.00 %
10.3710.69.00.5 CITY HALL BLDG REPAIR/MAINT	\$13,000.00	\$4,226.96	\$8,773.04	32.52 %
10.3710.70.00.5 CITY HALL COPIER	\$217.00	\$87.85	\$129.15	40.48 %
10.3710.70.01.5 CITY HALL COPIER PAPER	\$200.00	\$0.00	\$200.00	0.00 %
10.3710.74.00.5 CITY HALL TRAVEL/TRANS	\$200.00	\$131.62	\$68.38	65.81 %
10.3710.76.01.5 CITY HALL ELECTRIC	\$32,000.00	\$12,265.17	\$19,734.83	38.33 %
10.3710.76.02.5 CITY HALL HEATING COST	\$55,000.00	\$8,410.16	\$46,589.84	15.29 %
10.3710.76.03.5 CITY HALL TRASH REMOVAL	\$4,500.00	\$1,425.28	\$3,074.72	31.67 %
10.3710.76.04.5 CITY HALL IN HOUSE UTILITIES	\$3,500.00	\$853.65	\$2,646.35	24.39 %
10.3710.82.00.5 CITY HALL CAPITAL IMPROV	\$0.00	\$2,790.36	(\$2,790.36)	0.00 %
10.3710.83.00.5 CITY HALL MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.3710.95.01.5 CITY HALL PENSION INT EXP	\$2,360.00	\$1,179.84	\$1,180.16	49.99 %
TOTAL CITY HALL MAINT	\$212,970.00	\$59,762.44	\$153,207.56	28.06%

10.4100 POLICE OPERATIONS



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.4100.10.00.5 POLICE SALARY & WAGES	\$969,149.00	\$357,090.49	\$612,058.51	36.85 %
10.4100.11.00.5 POLICE OVERTIME	\$111,000.00	\$45,322.84	\$65,677.16	40.83 %
10.4100.15.01.5 POLICE DENTAL INS	\$6,474.00	\$2,426.32	\$4,047.68	37.48 %
10.4100.15.02.5 POLICE FICA/MEDICARE	\$78,749.00	\$29,402.34	\$49,346.66	37.34 %
10.4100.15.03.5 POLICE HEALTH INS	\$169,004.00	\$51,760.76	\$117,243.24	30.63 %
10.4100.15.04.5 POLICE FLEX SPENDING ACCOUNT	\$3,237.00	\$1,338.79	\$1,898.21	41.36 %
10.4100.15.05.5 POLICE LT CARE INS	\$446.00	\$19.91	\$426.09	4.46 %
10.4100.15.07.5 POLICE CITY RETIREMENT	\$70,587.00	\$26,627.78	\$43,959.22	37.72 %
10.4100.15.08.5 POLICE LIFE, STD, LTD INS	\$9,711.00	\$4,817.85	\$4,893.15	49.61 %
10.4100.15.09.5 POLICE UNEMPLOYMENT INS	\$1,570.00	\$768.22	\$801.78	48.93 %
10.4100.15.10.5 POLICE WORKERS' COMP	\$35,637.00	\$17,856.10	\$17,780.90	50.11 %
10.4100.15.12.5 POLICE PARKING FEE	\$3,558.00	\$3,558.00	\$0.00	100.00 %
10.4100.18.00.5 POLICE UNIFORMS/PROTECT CLOTH	\$10,700.00	\$6,494.62	\$4,205.38	60.70 %
10.4100.19.00.5 POLICE TUITION REIMB/FIT TEST	\$5,000.00	\$775.00	\$4,225.00	15.50 %
10.4100.20.00.5 POLICE OFFICE SUPPLIES	\$3,250.00	\$1,113.15	\$2,136.85	34.25 %
10.4100.20.01.5 POLICE POSTAGE	\$2,300.00	\$101.37	\$2,198.63	4.41 %
10.4100.21.00.5 POLICE OPERATING SUPPLIES	\$15,600.00	\$10,569.64	\$5,030.36	67.75 %
10.4100.21.01.5 POLICE INTERNAL FLEET FUEL	\$31,000.00	\$6,321.84	\$24,678.16	20.39 %
10.4100.30.00.5 POLICE ADVERTISING	\$1,000.00	\$541.42	\$458.58	54.14 %
10.4100.40.00.5 POLICE DUES/SUBS/MTGS	\$1,810.00	\$1,473.33	\$336.67	81.40 %
10.4100.41.00.5 POLICE TRAINING	\$9,700.00	\$2,607.30	\$7,092.70	26.88 %
10.4100.48.00.5 POLICE PROPERTY & LIAB INS	\$35,336.00	\$17,661.50	\$17,674.50	49.98 %
10.4100.56.00.5 POLICE OTR PUR SRVC	\$7,300.00	\$898.00	\$6,402.00	12.30 %
10.4100.56.01.5 POLICE XFER TO CITY HALL CLEANING	\$12,000.00	\$12,000.00	\$0.00	100.00 %
10.4100.60.00.5 POLICE PROFESSIONAL SVCS	\$14,095.00	\$667.00	\$13,428.00	4.73 %
10.4100.62.00.5 POLICE PRINTING & BINDING	\$200.00	\$61.70	\$138.30	30.85 %
10.4100.68.00.5 POLICE EQUIP REPAIR & MAINT	\$30,280.00	\$15,422.82	\$14,857.18	50.93 %
10.4100.68.01.5 POLICE INTERNAL FLEET REP	\$19,000.00	\$7,444.58	\$11,555.42	39.18 %
10.4100.69.00.5 POLICE BLDGS/GROUNDS MAIN	\$200.00	\$0.00	\$200.00	0.00 %
10.4100.70.00.5 POLICE COPIER	\$2,522.00	\$1,019.66	\$1,502.34	40.43 %
10.4100.72.00.5 POLICE TAXES/LICENSE/REG	\$150.00	\$0.00	\$150.00	0.00 %
10.4100.74.00.5 POLICE TRAVEL/TRANS	\$5,500.00	\$406.91	\$5,093.09	7.40 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
 As Of and For The
5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.4100.76.01.5 POLICE ELECTRIC	\$17,800.00	\$5,915.67	\$11,884.33	33.23 %
10.4100.76.02.5 POLICE HEATING COST	\$11,400.00	\$2,069.12	\$9,330.88	18.15 %
10.4100.76.04.5 POLICE IN HOUSE UTILITIES	\$1,085.00	\$222.32	\$862.68	20.49 %
10.4100.83.00.5 POLICE MACHINERY & EQUIP-FLOOD	\$0.00	\$0.00	\$0.00	0.00 %
10.4100.83.01.5 POLICE EQUIP -DRUG SEIZURE RES	\$0.00	\$0.00	\$0.00	0.00 %
10.4100.85.00.5 POLICE GRANT EXPENSE	\$0.00	\$5,000.00	(\$5,000.00)	0.00 %
10.4100.95.01.5 POLICE PENSION INTEREST EXP	\$34,022.00	\$17,011.13	\$17,010.87	50.00 %
TOTAL POLICE OPERATIONS	\$1,730,372.00	\$656,787.48	\$1,073,584.52	37.96%
10.4105 POLICE COMMUNICATIONS				
10.4105.10.00.5 POLICE COM SALARY & WAGES	\$327,103.00	\$119,615.86	\$207,487.14	36.57 %
10.4105.11.00.5 POLICE COM OVERTIME	\$45,000.00	\$21,996.42	\$23,003.58	48.88 %
10.4105.15.01.5 POLICE COM DENTAL INS	\$2,873.00	\$1,079.45	\$1,793.55	37.57 %
10.4105.15.02.5 POLICE COM FICA/MEDICARE	\$27,155.00	\$10,082.26	\$17,072.74	37.13 %
10.4105.15.03.5 POLICE COM HEALTH INS	\$75,009.00	\$26,436.20	\$48,572.80	35.24 %
10.4105.15.04.5 POLICE COM FLEX SPENDING ACCOUNT	\$1,437.00	\$594.20	\$842.80	41.35 %
10.4105.15.05.5 POLICE COM LT CARE INS	\$150.00	\$2.86	\$147.14	1.91 %
10.4105.15.07.5 POLICE COM CITY RETIREMENT	\$24,365.00	\$9,854.19	\$14,510.81	40.44 %
10.4105.15.08.5 POLICE COM LIFE, STD, LTD INS	\$4,310.00	\$2,138.33	\$2,171.67	49.61 %
10.4105.15.09.5 POLICE COM UNEMPLOYMENT INS	\$697.00	\$340.96	\$356.04	48.92 %
10.4105.15.10.5 POLICE COM WORKERS' COMP	\$12,495.00	\$6,260.68	\$6,234.32	50.11 %
10.4105.15.11.5 POLICE COM TUITION REIMB	\$1,000.00	\$0.00	\$1,000.00	0.00 %
10.4105.15.12.5 POLICE COM PARKING FEE	\$1,200.00	\$1,200.00	\$0.00	100.00 %
10.4105.18.00.5 POLICE COM UNIFORMS/PROT CLOTH	\$2,100.00	\$46.58	\$2,053.42	2.22 %
10.4105.19.00.5 POLICE COM TUITION REIMB/FIT TEST	\$0.00	\$120.62	(\$120.62)	0.00 %
10.4105.20.00.5 POLICE COM OFFICE SUPPLIES	\$2,500.00	\$286.64	\$2,213.36	11.47 %
10.4105.20.01.5 POLICE COM POSTAGE	\$50.00	\$0.00	\$50.00	0.00 %
10.4105.21.00.5 POLICE COM OPERATING SUPPLY	\$300.00	\$302.17	(\$2.17)	100.72 %
10.4105.30.00.5 POLICE COM ADVERTISING	\$800.00	\$0.00	\$800.00	0.00 %
10.4105.34.03.5 POLICE COM TELE CELL &PAGER	\$7,465.00	\$977.11	\$6,487.89	13.09 %
10.4105.34.04.5 POLICE COMM TELE VLETS	\$4,328.00	\$1,248.50	\$3,079.50	28.85 %
10.4105.40.00.5 POLICE COM DUES/SUB/MTGS	\$100.00	\$0.00	\$100.00	0.00 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.4105.41.00.5 POLICE COM TRAINING	\$2,800.00	\$1,330.10	\$1,469.90	47.50 %
10.4105.48.00.5 POLICE COM PROP & LIAB INS	\$15,683.00	\$7,838.74	\$7,844.26	49.98 %
10.4105.56.00.5 POLICE COM OTR PUR SRVC	\$0.00	\$0.00	\$0.00	0.00 %
10.4105.62.00.5 POLICE COM PRINT & BINDING	\$0.00	\$0.00	\$0.00	0.00 %
10.4105.68.00.5 POLICE COM EQUIP REP & MAINT	\$17,956.00	\$6,466.35	\$11,489.65	36.01 %
10.4105.70.00.5 POLICE COM COPIER	\$1,120.00	\$452.56	\$667.44	40.41 %
10.4105.74.00.5 POLICE COM TRAVEL/TRANS	\$500.00	\$0.00	\$500.00	0.00 %
10.4105.83.00.5 POLICE COM MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.4105.85.00.5 POLICE COM FED/ST GRANT EXP	\$0.00	\$0.00	\$0.00	0.00 %
10.4105.95.01.5 POLICE COM PENSION INT EXP	\$11,691.00	\$5,845.56	\$5,845.44	50.00 %
TOTAL POLICE COMMUNICATIONS	\$590,187.00	\$224,516.34	\$365,670.66	38.04%
10.4150 OUTSIDE PAY PUBLIC SAFETY				
10.4150.10.00.5 OUTSIDE PAY SALARY & WAGES	\$0.00	\$48,054.15	(\$48,054.15)	0.00 %
10.4150.11.00.5 OUTSIDE PAY OVERTIME	\$0.00	\$7,805.80	(\$7,805.80)	0.00 %
10.4150.15.01.5 OUTSIDE PAY DENTAL INS	\$0.00	\$166.79	(\$166.79)	0.00 %
10.4150.15.02.5 OUTSIDE PAY FICA/MEDICARE	\$0.00	\$4,079.28	(\$4,079.28)	0.00 %
10.4150.15.03.5 OUTSIDE PAY POLICE HEALTH INS	\$0.00	\$5,013.80	(\$5,013.80)	0.00 %
10.4150.15.07.5 OUTSIDE PAY CITY RETIREMENT	\$0.00	\$2,476.71	(\$2,476.71)	0.00 %
TOTAL OUTSIDE PAY PUBLIC SAFETY	\$0.00	\$67,596.53	(\$67,596.53)	0.00%
10.4190 POLICE SCHOOL RESOURCE OFFICER				
10.4190.10.00.5 SCHOOL RES SALARY & WAGES	\$66,758.00	\$23,410.71	\$43,347.29	35.07 %
10.4190.11.00.5 SCHOOL RES OVERTIME	\$1,038.00	\$307.22	\$730.78	29.60 %
10.4190.15.01.5 SCHOOL RES DENTAL INS	\$446.00	\$173.91	\$272.09	38.99 %
10.4190.15.02.5 SCHOOL RES FICA/MEDICARE	\$4,949.00	\$1,804.89	\$3,144.11	36.47 %
10.4190.15.03.5 SCHOOL RES HEALTH INS	\$11,647.00	\$569.86	\$11,077.14	4.89 %
10.4190.15.04.5 SCHOOL RES FLEX SPENDING ACCOUNT	\$223.00	\$92.27	\$130.73	41.38 %
10.4190.15.05.5 SCHOOL RES LT CARE INS	\$27.00	\$0.00	\$27.00	0.00 %
10.4190.15.07.5 SCHOOL RES CITY RETIREMENT	\$4,440.00	\$1,682.56	\$2,757.44	37.90 %
10.4190.15.08.5 SCHOOL RES LIFE,STD,LTD INS	\$669.00	\$332.05	\$336.95	49.63 %
10.4190.15.09.5 SCHOOL RES UNEMPLOY INS	\$108.00	\$52.94	\$55.06	49.02 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.4190.15.10.5 SCHOOL RES WORKERS' COMP	\$2,435.00	\$1,220.06	\$1,214.94	50.11 %
10.4190.15.11.5 SCHOOL RES TUITION REIMB	\$0.00	\$0.00	\$0.00	0.00 %
10.4190.18.00.5 SCHOOL RES UNIF/PROTECT CLOTH	\$200.00	\$0.00	\$200.00	0.00 %
10.4190.20.01.5 SCHOOL RES POSTAGE	\$0.00	\$0.00	\$0.00	0.00 %
10.4190.40.00.5 SCHOOL RES DUES/SUB/MTGS	\$0.00	\$0.00	\$0.00	0.00 %
10.4190.48.00.5 SCHOOL RES PROP & LIAB INS	\$2,435.00	\$1,217.20	\$1,217.80	49.99 %
10.4190.62.00.5 SCHOOL RES PRINT & BINDING	\$0.00	\$0.00	\$0.00	0.00 %
10.4190.70.00.5 SCHOOL RES COPIER	\$174.00	\$70.28	\$103.72	40.39 %
10.4190.74.00.5 SCHOOL RES TRAVEL/TRANS	\$0.00	\$0.00	\$0.00	0.00 %
10.4190.79.00.5 SCHOOL RES MISC	\$0.00	\$0.00	\$0.00	0.00 %
10.4190.95.01.5 SCHOOL RES PENSION INT EXP	\$2,145.00	\$1,072.58	\$1,072.42	50.00 %
TOTAL POLICE SCHOOL RESOURCE OFFICER	\$97,694.00	\$32,006.53	\$65,687.47	32.76%
10.4200 COMMUNITY JUSTICE CENTER				
10.4200.10.00.5 JUSTICE CTR SALARY & WAGES	\$78,951.00	\$29,346.43	\$49,604.57	37.17 %
10.4200.11.00.5 JUSTICE CTR OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.15.01.5 JUSTICE CTR DENTAL INS	\$602.00	\$221.67	\$380.33	36.82 %
10.4200.15.02.5 JUSTICE CTR FICA/MEDICARE	\$5,763.00	\$2,233.66	\$3,529.34	38.76 %
10.4200.15.03.5 JUSTICE CTR HEALTH INS	\$15,724.00	\$1,962.44	\$13,761.56	12.48 %
10.4200.15.04.5 JUSTICE CTR FLEX SPENDING ACCOUNT	\$301.00	\$124.56	\$176.44	41.38 %
10.4200.15.05.5 JUSTICE CTR LT CARE INS	\$37.00	\$0.00	\$37.00	0.00 %
10.4200.15.07.5 JUSTICE CTR CITY RETIREMENT	\$5,171.00	\$1,923.41	\$3,247.59	37.20 %
10.4200.15.08.5 JUSTICE CTR LIFE, STD, LTD INS	\$903.00	\$448.24	\$454.76	49.64 %
10.4200.15.09.5 JUSTICE CTR UNEMPLOYMENT INS	\$145.00	\$71.48	\$73.52	49.30 %
10.4200.15.10.5 JUSTICE CTR WORKERS' COMP	\$237.00	\$118.76	\$118.24	50.11 %
10.4200.15.12.5 JUSTICE CTR PARKING FEE	\$810.00	\$810.00	\$0.00	100.00 %
10.4200.20.00.5 JUSTICE CTR OFFICE SUPPLY	\$1,000.00	\$305.83	\$694.17	30.58 %
10.4200.20.01.5 JUSTICE CTR POSTAGE	\$350.00	\$134.91	\$215.09	38.55 %
10.4200.21.00.5 JUSTICE CTR OPERATING SUPPLY	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.30.00.5 JUSTICE CTR ADVERTISING	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.40.00.5 JUSTICE CTR DUES/SUB/MTGS	\$2,000.00	\$113.97	\$1,886.03	5.70 %
10.4200.41.00.5 JUSTICE CTR PROFESSIONAL DEV	\$2,000.00	\$1,975.00	\$25.00	98.75 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
 As Of and For The
5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.4200.48.00.5 JUSTICE CTR PROP & LIAB INS	\$3,288.00	\$1,643.22	\$1,644.78	49.98 %
10.4200.56.00.5 JUSTICE CTR OTR PUR SRVC	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.56.02.5 JUSTICE CTR MEDIATION SVC	\$1,500.00	\$0.00	\$1,500.00	0.00 %
10.4200.60.00.5 JUSTICE CTR PROFESSIONAL SVC	\$575.00	\$0.00	\$575.00	0.00 %
10.4200.62.00.5 JUSTICE CTR PRINT & BINDING	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.68.00.5 JUSTICE CTR EQUIP REP & MAINT	\$0.00	\$0.00	\$0.00	0.00 %
10.4200.70.00.5 JUSTICE CTR COPIER	\$235.00	\$94.86	\$140.14	40.37 %
10.4200.74.00.5 JUSTICE CTR TRAVEL & TRANS	\$1,200.00	\$839.63	\$360.37	69.97 %
10.4200.95.01.5 JUSTICE CTR PENSION INT EXP	\$1,775.00	\$1,025.45	\$749.55	57.77 %
TOTAL COMMUNITY JUSTICE CENTER	\$122,567.00	\$43,393.52	\$79,173.48	35.40%
10.4205 RE-ENTRY PROGRAM				
10.4205.10.00.5 RE-ENTRY PROG SALARY & WAGES	\$76,462.00	\$31,271.89	\$45,190.11	40.90 %
10.4205.11.00.5 RE-ENTRY PROG OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.4205.15.01.5 RE-ENTRY PROG DENTAL INS	\$593.00	\$300.39	\$292.61	50.66 %
10.4205.15.02.5 RE-ENTRY PROG FICA/MEDICARE	\$5,582.00	\$2,167.36	\$3,414.64	38.83 %
10.4205.15.03.5 RE-ENTRY PROG HEALTH INS	\$15,491.00	\$4,064.34	\$11,426.66	26.24 %
10.4205.15.04.5 RE-ENTRY PROG FLEX SPENDING ACCOUNT	\$297.00	\$122.72	\$174.28	41.32 %
10.4205.15.05.5 RE-ENTRY PROG LT CARE INS	\$36.00	\$0.00	\$36.00	0.00 %
10.4205.15.07.5 RE-ENTRY PROG CITY RETIREMENT	\$5,008.00	\$1,994.23	\$3,013.77	39.82 %
10.4205.15.08.5 RE-ENTRY PROG LIFE, STD, LTD INS	\$890.00	\$441.60	\$448.40	49.62 %
10.4205.15.09.5 RE-ENTRY PROG UNEMPLOYMENT INS	\$144.00	\$70.42	\$73.58	48.90 %
10.4205.15.10.5 RE-ENTRY PROG WORKERS' COMP	\$229.00	\$114.74	\$114.26	50.10 %
10.4205.15.12.5 RE-ENTRY PROG PARKING FEE	\$798.00	\$798.00	\$0.00	100.00 %
10.4205.20.00.5 RE-ENTRY PROG OFFICE SUPPLY	\$500.00	\$118.29	\$381.71	23.66 %
10.4205.20.01.5 RE-ENTRY PROG POSTAGE	\$30.00	\$0.00	\$30.00	0.00 %
10.4205.34.03.5 RE-ENTRY PROG TELE,CELL &PAGER	\$1,500.00	\$318.70	\$1,181.30	21.25 %
10.4205.40.00.5 RE-ENTRY PROG DUES, SUB/MGT	\$3,500.00	\$475.30	\$3,024.70	13.58 %
10.4205.41.00.5 RE-ENTRY PROG PROFESSIONAL DEV	\$1,500.00	\$42.50	\$1,457.50	2.83 %
10.4205.48.00.5 RE-ENTRY PROG PROP & LIAB INS	\$3,239.00	\$1,618.88	\$1,620.12	49.98 %
10.4205.56.00.5 RE-ENTRY PROG OTR PUR SRVC	\$0.00	\$0.00	\$0.00	0.00 %
10.4205.57.00.5 RE-ENTRY PROG OTHER CLIENT NEEDS	\$3,000.00	\$814.08	\$2,185.92	27.14 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.4205.60.00.5 RE-ENTRY PROG PROF SVC	\$500.00	\$335.00	\$165.00	67.00 %
10.4205.66.00.5 RE-ENTRY PROG CLIENT HOUSING	\$26,500.00	\$7,858.71	\$18,641.29	29.66 %
10.4205.70.00.5 RE-ENTRY PROG COPIER	\$231.00	\$93.43	\$137.57	40.45 %
10.4205.74.00.5 RE-ENTRY PROG TRAVEL & TRANS	\$2,500.00	\$840.33	\$1,659.67	33.61 %
10.4205.95.01.5 RE-ENTRY PROG PENSION INT EXP	\$2,258.00	\$991.00	\$1,267.00	43.89 %
TOTAL RE-ENTRY PROGRAM	\$150,788.00	\$54,851.91	\$95,936.09	36.38%
10.4500 FIRE AND E.M.S				
10.4500.10.00.5 FIRE EMS SALARY & WAGES	\$916,170.00	\$362,640.65	\$553,529.35	39.58 %
10.4500.10.01.5 FIRE EMS CALL FORCE	\$5,000.00	\$0.00	\$5,000.00	0.00 %
10.4500.11.00.5 FIRE EMS OVERTIME	\$146,920.00	\$64,355.94	\$82,564.06	43.80 %
10.4500.15.01.5 FIRE EMS DENTAL INS	\$7,585.00	\$2,953.32	\$4,631.68	38.94 %
10.4500.15.02.5 FIRE EMS FICA/MEDICARE	\$77,845.00	\$31,146.95	\$46,698.05	40.01 %
10.4500.15.03.5 FIRE EMS HEALTH INS	\$198,006.00	\$57,226.52	\$140,779.48	28.90 %
10.4500.15.04.5 FIRE EMS FLEX SPENDING ACCOUNT	\$3,792.00	\$1,568.54	\$2,223.46	41.36 %
10.4500.15.05.5 FIRE EMS LT CARE INS	\$463.00	\$23.32	\$439.68	5.04 %
10.4500.15.07.5 FIRE EMS CITY RETIREMENT	\$69,848.00	\$30,423.67	\$39,424.33	43.56 %
10.4500.15.08.5 FIRE EMS LIFE, STD, LTD INS	\$11,377.00	\$5,644.63	\$5,732.37	49.61 %
10.4500.15.09.5 FIRE EMS UNEMPLOYMENT INS	\$1,840.00	\$900.06	\$939.94	48.92 %
10.4500.15.10.5 FIRE EMS WORKERS' COMP	\$117,028.00	\$58,637.48	\$58,390.52	50.11 %
10.4500.15.12.5 FIRE EMS PARKING FEE	\$2,400.00	\$2,400.00	\$0.00	100.00 %
10.4500.18.00.5 FIRE EMS UNIFORMS/PROT CLOTH	\$24,000.00	\$5,756.91	\$18,243.09	23.99 %
10.4500.20.00.5 FIRE EMS OFFICE SUPPLY	\$2,400.00	\$1,230.18	\$1,169.82	51.26 %
10.4500.20.01.5 FIRE EMS POSTAGE	\$900.00	\$45.63	\$854.37	5.07 %
10.4500.21.00.5 FIRE EMS OPERATING SUPPLY	\$20,500.00	\$6,755.17	\$13,744.83	32.95 %
10.4500.21.01.5 FIRE EMS INTERNAL FUEL FLEET	\$15,000.00	\$3,075.39	\$11,924.61	20.50 %
10.4500.23.00.5 FIRE EMS SMALL TOOLS & EQUIP	\$11,000.00	\$2,619.36	\$8,380.64	23.81 %
10.4500.30.00.5 FIRE EMS ADVERTISING	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.34.00.5 FIRE EMS TELE BASIC SVC	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.34.03.5 FIRE EMS TELE CELL & PAGER	\$2,500.00	\$453.53	\$2,046.47	18.14 %
10.4500.34.04.5 FIRE EMS COM OTHER	\$1,500.00	\$224.20	\$1,275.80	14.95 %
10.4500.40.00.5 FIRE EMS DUES/SUB/MTGS	\$3,500.00	\$787.34	\$2,712.66	22.50 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
 As Of and For The
5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.4500.41.00.5 FIRE EMS TRAINING	\$3,000.00	\$0.00	\$3,000.00	0.00 %
10.4500.48.00.5 FIRE EMS PROP & LIAB INS	\$41,400.00	\$21,239.05	\$20,160.95	51.30 %
10.4500.50.00.5 FIRE EMS FIRE EQUIP RSV EXP	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.56.00.5 FIRE EMS OTR PUR SRVC	\$5,000.00	\$1,351.57	\$3,648.43	27.03 %
10.4500.60.00.5 FIRE EMS PROFESSIONAL SVCS	\$50,000.00	\$9,107.94	\$40,892.06	18.22 %
10.4500.61.00.5 FIRE EMS LEGAL	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.62.00.5 FIRE EMS PRINTING & BINDING	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.66.00.5 FIRE EMS OTHER RENTALS	\$500.00	\$0.00	\$500.00	0.00 %
10.4500.68.00.5 FIRE EMS EQUIP REPAIR & MAINT	\$12,000.00	\$2,434.09	\$9,565.91	20.28 %
10.4500.68.01.5 FIRE EMS INTERNAL FLEET REPAIR	\$15,000.00	\$10,887.70	\$4,112.30	72.58 %
10.4500.68.05.5 FIRE EMS EQUIP SERVICE CONTRACTS	\$14,000.00	\$8,605.46	\$5,394.54	61.47 %
10.4500.69.00.5 FIRE EMS BLDG/GROUNDS REPAIR/MAINT	\$3,500.00	\$517.21	\$2,982.79	14.78 %
10.4500.70.00.5 FIRE EMS COPIER	\$2,955.00	\$1,309.02	\$1,645.98	44.30 %
10.4500.74.00.5 FIRE EMS TRAVEL/TRANSPORTATION	\$750.00	\$0.00	\$750.00	0.00 %
10.4500.75.00.5 FIRE EMS LEASE PURCHASE	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.75.01.5 FIRE EMS AMBULANCE LEASE PAYMENT	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.76.01.5 FIRE EMS ELECTRIC	\$8,000.00	\$3,031.48	\$4,968.52	37.89 %
10.4500.76.03.5 FIRE EMS TRASH REMOVAL	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.76.04.5 FIRE EMS IN HOUSE UTILITIES	\$2,500.00	\$910.81	\$1,589.19	36.43 %
10.4500.76.05.5 FIRE EMS PROPANE	\$850.00	\$222.08	\$627.92	26.13 %
10.4500.83.00.5 FIRE EMS MACHINERY & EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.85.00.5 FIRE EMS FED/STATE GRANT EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.90.00.5 FIRE EMS PRINCIPAL PAYMENTS	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.91.00.5 FIRE EMS INTEREST PAYMENTS	\$0.00	\$0.00	\$0.00	0.00 %
10.4500.95.01.5 FIRE EMS PENSION INTEREST EXP	\$41,831.00	\$21,129.84	\$20,701.16	50.51 %
TOTAL FIRE AND E.M.S	\$1,840,860.00	\$719,615.04	\$1,121,244.96	39.09%
10.4600 BLDG CODE & HEALTH ENFORCEMENT				
10.4600.10.00.5 BLDG HLTH ENF SALARY & WAGES	\$56,064.00	\$21,680.08	\$34,383.92	38.67 %
10.4600.11.00.5 BLDG HLTH ENF OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.4600.15.01.5 BLDG HLTH ENF DENTAL INS	\$446.00	\$174.02	\$271.98	39.02 %
10.4600.15.02.5 BLDG HLTH ENF FICA/MCARE	\$4,093.00	\$1,515.28	\$2,577.72	37.02 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.4600.15.03.5 BLDG HLTH ENF HLTH INS	\$11,647.00	\$5,583.66	\$6,063.34	47.94 %
10.4600.15.04.5 BLDG HLTH ENF FLEX SPENDING ACCOUNT	\$223.00	\$92.27	\$130.73	41.38 %
10.4600.15.05.5 BLDG HLTH ENF LT CARE INS	\$27.00	\$0.00	\$27.00	0.00 %
10.4600.15.07.5 BLDG HLTH ENF CITY RETIREMENT	\$3,672.00	\$1,544.68	\$2,127.32	42.07 %
10.4600.15.08.5 BLDG HLTH ENF LIFE,STD,LTD INS	\$669.00	\$332.05	\$336.95	49.63 %
10.4600.15.09.5 BLDG HLTH ENF UNEMPLOYMENT INS	\$108.00	\$52.94	\$55.06	49.02 %
10.4600.15.10.5 BLDG HLTH ENF WORKERS' COMP	\$168.00	\$84.18	\$83.82	50.11 %
10.4600.15.12.5 BLDG HLTH ENF PARKING FEE	\$600.00	\$600.00	\$0.00	100.00 %
10.4600.20.00.5 BLDG HLTH ENF OFFICE SUPPLY	\$600.00	\$25.15	\$574.85	4.19 %
10.4600.20.01.5 BLDG HLTH ENF POSTAGE	\$250.00	\$34.51	\$215.49	13.80 %
10.4600.21.00.5 BLDG HLTH ENF SUPPLY	\$0.00	\$0.00	\$0.00	0.00 %
10.4600.30.00.5 BLDG HLTH ENF ADVERTISING	\$100.00	\$0.00	\$100.00	0.00 %
10.4600.34.03.5 BLDG HLTH ENF TELE CELL & PAGER	\$500.00	\$152.87	\$347.13	30.57 %
10.4600.40.00.5 BLDG HLTH ENF DUES/SUBS/MTGS	\$2,000.00	\$0.00	\$2,000.00	0.00 %
10.4600.48.00.5 BLDG HLTH ENF PROP & LIAB INS	\$2,435.00	\$1,217.20	\$1,217.80	49.99 %
10.4600.56.00.5 BLDG HLTH ENF PURCH SRVS	\$500.00	\$0.00	\$500.00	0.00 %
10.4600.60.00.5 BLDG HLTH ENF SVC	\$500.00	\$0.00	\$500.00	0.00 %
10.4600.70.00.5 BLDG HLTH ENF COPIER	\$174.00	\$70.28	\$103.72	40.39 %
10.4600.74.00.5 BLDG HLTH ENF TRAVEL/TRANS	\$750.00	\$0.00	\$750.00	0.00 %
10.4600.83.00.5 BLDG HLTH ENF EQUIP	\$200.00	\$0.00	\$200.00	0.00 %
10.4600.95.01.5 BLDG HLTH ENF PENSION INT EXP	\$2,145.00	\$1,072.58	\$1,072.42	50.00 %
TOTAL BLDG CODE & HEALTH ENFORCEMENT	\$87,871.00	\$34,231.75	\$53,639.25	38.96%
10.4700 EMERGENCY MANAGEMENT				
10.4700.20.00.5 EMERG MGT OFFICE SUPPLY	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.21.00.5 EMERG MGT OPERATING SUPPLY	\$500.00	\$0.00	\$500.00	0.00 %
10.4700.22.00.5 EMERG MGT FLOOD SUPPLY	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.34.00.5 EMERG MGT FLOOD COM	\$0.00	\$56.05	(\$56.05)	0.00 %
10.4700.34.03.5 EMERG MGT TELE CELL &PAGER	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.40.00.5 EMERG MGT DUES/SUB/MTGS	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.41.00.5 EMERG MGT TRAINING EXERCISE	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.48.00.5 EMERG MGT PROP & LIAB INS	\$0.00	\$0.00	\$0.00	0.00 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.4700.56.00.5 EMERG MGT FLOOD OTR PUR SRVC	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.66.00.5 EMERG MGT EQUIP REP & MAINT	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.68.00.5 EMERG MGT FLOOD EQUIP RENTAL	\$6,000.00	\$0.00	\$6,000.00	0.00 %
10.4700.74.00.5 EMERG MGT TRAVEL/TRANS	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.83.00.5 EMERG MGT EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
10.4700.95.01.5 EMERG MGT PENSION INT EXP	\$429.00	\$0.00	\$429.00	0.00 %
TOTAL EMERGENCY MANAGEMENT	\$6,929.00	\$56.05	\$6,872.95	0.81%
10.5100 DPW STREETS				
10.5100.10.00.5 DPW ST SALARY & WAGES	\$474,088.00	\$183,684.33	\$290,403.67	38.74 %
10.5100.11.00.5 DPW ST OVERTIME	\$63,296.00	\$5,964.10	\$57,331.90	9.42 %
10.5100.15.01.5 DPW ST DENTAL INS	\$4,734.00	\$1,744.51	\$2,989.49	36.85 %
10.5100.15.02.5 DPW ST FICA/MEDICARE	\$41,095.00	\$13,694.95	\$27,400.05	33.33 %
10.5100.15.03.5 DPW ST HEALTH INS	\$130,110.00	\$36,309.41	\$93,800.59	27.91 %
10.5100.15.04.5 DPW ST FLEX SPENDING ACCOUNT	\$2,367.00	\$978.95	\$1,388.05	41.36 %
10.5100.15.05.5 DPW ST- LT CARE INS	\$326.00	\$62.47	\$263.53	19.16 %
10.5100.15.07.5 DPW ST CITY RETIREMENT	\$36,873.00	\$12,750.92	\$24,122.08	34.58 %
10.5100.15.08.5 DPW ST LIFE, STD, LTD INS	\$7,101.00	\$3,522.92	\$3,578.08	49.61 %
10.5100.15.09.5 DPW ST UNEMPLOYMENT INS	\$1,148.00	\$561.74	\$586.26	48.93 %
10.5100.15.10.5 DPW ST WORKERS' COMP	\$34,299.00	\$17,185.70	\$17,113.30	50.11 %
10.5100.15.12.5 DPW ST PARKING FEE	\$1,728.00	\$1,728.00	\$0.00	100.00 %
10.5100.18.00.5 DPW ST UNIFRMS/PROT CLOTHING	\$6,400.00	\$2,788.59	\$3,611.41	43.57 %
10.5100.20.00.5 DPW ST OFFICE SUPPLY	\$2,000.00	\$320.27	\$1,679.73	16.01 %
10.5100.20.01.5 DPW ST POSTAGE	\$300.00	\$37.52	\$262.48	12.51 %
10.5100.21.00.5 DPW ST OPERATING SUPPLY	\$44,903.00	\$22,282.20	\$22,620.80	49.62 %
10.5100.21.01.5 DPW ST SALT-OPER SUPPLY	\$200,000.00	\$18,794.17	\$181,205.83	9.40 %
10.5100.21.02.5 DPW ST SAND-OPER SUPPLY	\$7,500.00	\$4,964.60	\$2,535.40	66.19 %
10.5100.21.03.5 DPW ST BITUMINOUS MAT-SUMMER	\$40,000.00	\$46,378.23	(\$6,378.23)	115.95 %
10.5100.21.04.5 DPW ST BITUMINOUS MAT-WINTER	\$8,000.00	\$0.00	\$8,000.00	0.00 %
10.5100.21.05.5 DPW ST CONCRETE	\$15,000.00	\$0.00	\$15,000.00	0.00 %
10.5100.23.00.5 DPW ST SMALL TOOLS & EQUIP	\$1,000.00	\$0.00	\$1,000.00	0.00 %
10.5100.30.00.5 DPW ST ADVERTISING	\$1,600.00	\$825.60	\$774.40	51.60 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.5100.34.03.5 DPW ST CELL PHONE & PAGER	\$2,400.00	\$1,169.82	\$1,230.18	48.74 %
10.5100.34.04.5 DPW ST COMMUNICATIONS	\$0.00	\$0.00	\$0.00	0.00 %
10.5100.40.00.5 DPW ST DUES/SUB/MTGS	\$2,600.00	\$4,075.12	(\$1,475.12)	156.74 %
10.5100.48.00.5 DPW ST PROP & LIAB INS	\$25,838.00	\$12,914.44	\$12,923.56	49.98 %
10.5100.56.00.5 DPW ST OTR PUR SRVC	\$22,500.00	\$25,366.50	(\$2,866.50)	112.74 %
10.5100.56.01.5 DPW ST BRIDGE MAINTENANCE	\$5,000.00	\$0.00	\$5,000.00	0.00 %
10.5100.56.02.5 DPW ST CRACK SEAL MAINT	\$0.00	\$0.00	\$0.00	0.00 %
10.5100.56.03.5 DPW ST ROADSIDE MOWING	\$6,000.00	\$5,000.00	\$1,000.00	83.33 %
10.5100.56.04.5 DPW ST- ST LIGHT LEASES/SVC CHG	\$75,840.00	\$27,701.99	\$48,138.01	36.53 %
10.5100.56.05.5 DPW ST PAVEMT MARKING	\$17,000.00	\$300.00	\$16,700.00	1.76 %
10.5100.56.08.5 DPW STREETS PUR SRV WATER FD	\$0.00	\$0.00	\$0.00	0.00 %
10.5100.56.09.5 DPW STREETS PUR SRV SEWER FD	\$0.00	\$0.00	\$0.00	0.00 %
10.5100.60.00.5 DPW ST PROFESSIONAL SVC	\$3,950.00	\$2,070.00	\$1,880.00	52.41 %
10.5100.60.01.5 DPW ST PROF SVC ELM ST SLIDE	\$0.00	\$0.00	\$0.00	0.00 %
10.5100.62.00.5 DPW ST PRINT & BINDING	\$500.00	\$0.00	\$500.00	0.00 %
10.5100.66.00.5 DPW ST OTHER RENTALS	\$17,750.00	\$0.00	\$17,750.00	0.00 %
10.5100.67.00.5 DPW ST STREET MAINT	\$5,000.00	\$0.00	\$5,000.00	0.00 %
10.5100.68.00.5 DPW ST EQUIP MAINT-INACTIVE FY17	\$5,000.00	\$0.00	\$5,000.00	0.00 %
10.5100.68.02.5 DPW ST STREET LIGHTS REPAIRS	\$1,000.00	\$0.00	\$1,000.00	0.00 %
10.5100.68.03.5 DPW ST TRAFFIC SIGNAL REPAIRS	\$250.00	\$1,495.90	(\$1,245.90)	598.36 %
10.5100.70.00.5 DPW ST COPIER	\$1,844.00	\$745.60	\$1,098.40	40.43 %
10.5100.70.01.5 DPW ST COPIER PAPER	\$50.00	\$0.00	\$50.00	0.00 %
10.5100.72.00.5 DPW ST TAXES/LICENSE/REG	\$2,000.00	\$310.00	\$1,690.00	15.50 %
10.5100.74.00.5 DPW ST TRAVEL/TRANSP	\$0.00	\$1,115.65	(\$1,115.65)	0.00 %
10.5100.76.01.5 DPW ST ELECTRIC	\$23,500.00	\$6,281.73	\$17,218.27	26.73 %
10.5100.76.03.5 DPW ST TRASH REMOVAL	\$3,200.00	\$1,513.64	\$1,686.36	47.30 %
10.5100.79.00.5 DPW ST MISC	\$0.00	\$0.00	\$0.00	0.00 %
10.5100.83.00.5 DPW ST MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.5100.95.01.5 DPW ST PENSION INT EXP	\$25,871.00	\$14,073.00	\$11,798.00	54.40 %
TOTAL DPW STREETS	\$1,370,961.00	\$478,712.57	\$892,248.43	34.92%

10.5300 DPW FLEET OPERATIONS



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.5300.10.00.5 DPW FLEET OPS SALARY & WAGES	\$144,944.00	\$52,590.46	\$92,353.54	36.28 %
10.5300.11.00.5 DPW FLEET OPS OVERTIME	\$10,158.00	\$1,479.39	\$8,678.61	14.56 %
10.5300.15.01.5 DPW FLEET OPS DENTAL INS	\$1,218.00	\$463.91	\$754.09	38.09 %
10.5300.15.02.5 DPW FLEET OPS FICA/MEDICARE	\$11,331.00	\$3,985.95	\$7,345.05	35.18 %
10.5300.15.03.5 DPW FLEET OPS HEALTH INS	\$31,797.00	\$9,208.10	\$22,588.90	28.96 %
10.5300.15.04.5 DPW FLEET OPS FLEX SPENDING ACCOUNT	\$609.00	\$251.89	\$357.11	41.36 %
10.5300.15.05.5 DPW FLEET OPS LT CARE INS	\$77.00	\$24.25	\$52.75	31.49 %
10.5300.15.07.5 DPW FLEET OPS CITY RETIREMENT	\$10,167.00	\$3,523.70	\$6,643.30	34.66 %
10.5300.15.08.5 DPW FLEET OPS LIFE, STD, LTD INS	\$1,827.00	\$906.47	\$920.53	49.62 %
10.5300.15.09.5 DPW FLEET OPS UNEMPLOYMENT INS	\$295.00	\$144.54	\$150.46	49.00 %
10.5300.15.10.5 DPW FLEET OPS WORKERS' COMP	\$9,611.00	\$4,815.64	\$4,795.36	50.11 %
10.5300.15.12.5 DPW FLEET OPS PARKING FEE	\$144.00	\$144.00	\$0.00	100.00 %
10.5300.18.00.5 DPW FLEET OPS PROT CLOTHING	\$5,000.00	\$1,369.84	\$3,630.16	27.40 %
10.5300.20.00.5 DPW FLEET OPS OFFICE SUPPLY	\$750.00	\$98.39	\$651.61	13.12 %
10.5300.20.01.5 DPW FLEET OPS POSTAGE	\$100.00	\$2.43	\$97.57	2.43 %
10.5300.21.00.5 DPW FLEET OPS OPERATING SUPPLY	\$258,875.00	\$30,251.68	\$228,623.32	11.69 %
10.5300.21.01.5 DPW FLEET OPS INT FUEL REIMB	(\$50,000.00)	(\$9,397.23)	(\$40,602.77)	18.79 %
10.5300.21.02.5 DPW FLEET OPS OIL &ANTI-FREEZE	\$3,750.00	\$0.00	\$3,750.00	0.00 %
10.5300.23.00.5 DPW FLEET OPS SMALL TOOLS & EQUIP	\$2,500.00	\$330.00	\$2,170.00	13.20 %
10.5300.23.01.5 DPW FLEET OPS STOCKROOM EQUIP	\$2,500.00	\$0.00	\$2,500.00	0.00 %
10.5300.23.02.5 DPW FLEET OPS SMALL TOOLS	\$3,500.00	\$4,332.64	(\$832.64)	123.79 %
10.5300.23.03.5 DPW FLEET OPS SMALL EQUIPMENT	\$2,500.00	\$0.00	\$2,500.00	0.00 %
10.5300.30.00.5 DPW FLEET OPS ADVERTISING	\$250.00	\$143.15	\$106.85	57.26 %
10.5300.34.04.5 DPW FLEET OPS COMMUNICATIONS	\$5,000.00	\$1,152.15	\$3,847.85	23.04 %
10.5300.38.00.5 DPW FLEET OPS DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
10.5300.40.00.5 DPW FLEET OPS DUES/SUB/MTGS	\$250.00	\$0.00	\$250.00	0.00 %
10.5300.48.00.5 DPW FLEET OPS PROP & LIAB INS	\$6,648.00	\$3,322.94	\$3,325.06	49.98 %
10.5300.60.00.5 DPW FLEET OPS PROFESSIONAL SVC	\$500.00	\$210.00	\$290.00	42.00 %
10.5300.68.00.5 DPW FLEET OPS VEH/EQUIP MAINT	\$134,200.00	\$47,424.20	\$86,775.80	35.34 %
10.5300.68.01.5 DPW FLEET OPS INTNL REP REIMB	(\$25,000.00)	(\$8,072.00)	(\$16,928.00)	32.29 %
10.5300.70.00.5 DPW FLEET OPS COPIER	\$475.00	\$191.84	\$283.16	40.39 %
10.5300.70.01.5 DPW FLEET OPS COPIER PAPER	\$500.00	\$0.00	\$500.00	0.00 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.5300.72.00.5 DPW FLEET OPS TAXES/LIC/REG	\$300.00	\$290.00	\$10.00	96.67 %
10.5300.74.00.5 DPW FLEET OPS TRAVEL/TRANS	\$50.00	\$0.00	\$50.00	0.00 %
10.5300.83.00.5 DPW FLEET OPS MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.5300.85.00.5 DPW FLEET OPS FED/ST GRANT EXP	\$0.00	\$0.00	\$0.00	0.00 %
10.5300.95.01.5 DPW FLEET OPS PENSION INT EXP	\$6,328.00	\$3,164.11	\$3,163.89	50.00 %
TOTAL DPW FLEET OPERATIONS	\$581,154.00	\$152,352.44	\$428,801.56	26.22%
10.5310 DPW BUILDING OPERATIONS				
10.5310.21.00.5 DPW BLDG OPS OPERATING SUPPLY	\$2,000.00	\$682.15	\$1,317.85	34.11 %
10.5310.23.00.5 DPW BLDG OPS SMALL TOOLS & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
10.5310.34.00.5 DPW BLDG OPS COM	\$0.00	\$0.00	\$0.00	0.00 %
10.5310.56.00.5 DPW BLDG OPS OTR PUR SRVC	\$7,500.00	\$3,198.25	\$4,301.75	42.64 %
10.5310.69.00.5 DPW BLDG OPS BLDG/GRNDS MAINT	\$10,500.00	\$4,166.21	\$6,333.79	39.68 %
10.5310.72.00.5 DPW BLDG OPS TAXES/LIC/REG	\$400.00	\$200.00	\$200.00	50.00 %
10.5310.76.01.5 DPW BLDG OPS ELECTRIC	\$10,000.00	\$2,845.11	\$7,154.89	28.45 %
10.5310.76.02.5 DPW BLDG OPS HEATING FUEL	\$25,000.00	\$13,194.65	\$11,805.35	52.78 %
10.5310.76.03.5 DPW BLDG OPS TRASH REMOVAL	\$1,200.00	\$504.55	\$695.45	42.05 %
10.5310.76.04.5 DPW BLDG OPS IN HOUSE UTILITIES	\$2,500.00	\$574.89	\$1,925.11	23.00 %
10.5310.76.05.5 DPW BLDG OPS PROPANE	\$5,000.00	\$503.95	\$4,496.05	10.08 %
TOTAL DPW BUILDING OPERATIONS	\$64,100.00	\$25,869.76	\$38,230.24	40.36%
10.7270 WRIGHTSVILLE BEACH FUNDS				
10.7270.44.00.5 WRIGHTSVILLE BEACH CONTRIB	\$4,007.00	\$0.00	\$4,007.00	0.00 %
TOTAL WRIGHTSVILLE BEACH FUNDS	\$4,007.00	\$0.00	\$4,007.00	0.00%
10.7800 AGENCY CONTRIBUTION				
10.7800.44.00.5 DOWNTOWN IMPROV DISTRICT EXP	\$40,000.00	\$0.00	\$40,000.00	0.00 %
10.7800.45.00.5 OUTSIDE AGENCY CONTRIB	\$110,175.00	\$111,700.00	(\$1,525.00)	101.38 %
TOTAL AGENCY CONTRIBUTION	\$150,175.00	\$111,700.00	\$38,475.00	74.38%
10.7900 LIBRARY CONTRIBUTION				



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.7900.00.00.5 KELLOGG HUBBARD LIBRARY CONTRIB	\$316,698.00	\$316,698.00	\$0.00	100.00 %
TOTAL LIBRARY CONTRIBUTION	\$316,698.00	\$316,698.00	\$0.00	100.00%
10.8000 COMMUNITY ENHANCEMENT				
10.8000.00.02.5 COM ENH MDCA	\$20,000.00	\$20,000.00	\$0.00	100.00 %
10.8000.00.04.5 COM ENH JULY 4 CELEBRATION	\$2,000.00	\$4,230.12	(\$2,230.12)	211.51 %
10.8000.00.12.5 COM ENH FALL-WINTER CELEBR	\$3,000.00	\$3,000.00	\$0.00	100.00 %
10.8000.00.18.5 COM ENH WELCOME LEGISLATORS	\$1,500.00	\$0.00	\$1,500.00	0.00 %
10.8000.00.19.5 COM ENH HOLIDAY LIGHTS	\$2,000.00	\$2,000.00	\$0.00	100.00 %
10.8000.00.21.5 COMMUNITY ENHANCEMENT USS MONTPELIER	\$1,000.00	\$1,000.00	\$0.00	100.00 %
10.8000.20.00.5 CEMETERY FLAGS	\$1,500.00	\$1,500.00	\$0.00	100.00 %
TOTAL COMMUNITY ENHANCEMENT	\$31,000.00	\$31,730.12	(\$730.12)	102.36%
10.8130 TREE MANAGEMENT				
10.8130.10.00.5 TREE MANAGEMENT SALARIES & WAGES-WARDEN	\$20,242.00	\$8,668.68	\$11,573.32	42.83 %
10.8130.11.00.5 TREE MANAGEMENT OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
10.8130.15.01.5 TREE MANAGEMENT DENTAL INSURANCE	\$209.00	\$124.15	\$84.85	59.40 %
10.8130.15.02.5 TREE MANAGEMENT FICA/MEDICARE	\$1,478.00	\$596.61	\$881.39	40.37 %
10.8130.15.03.5 TREE MANAGEMENT HEALTH INSURANCE	\$5,460.00	\$1,611.87	\$3,848.13	29.52 %
10.8130.15.04.5 TREE MANAGEMENT FLEX SPENDING ACCOUNT	\$105.00	\$43.25	\$61.75	41.19 %
10.8130.15.05.5 TREE MANAGEMENT LONG TERM CARE INSURANCE	\$13.00	\$0.00	\$13.00	0.00 %
10.8130.15.07.5 TREE MANAGEMENT CITY RETIREMENT	\$1,326.00	\$617.68	\$708.32	46.58 %
10.8130.15.08.5 TREE MANAGEMENT LIFE, STD, LTD INSURANCE	\$314.00	\$155.64	\$158.36	49.57 %
10.8130.15.09.5 TREE MANAGEMENT UNEMPLOYMENT INSURANCE	\$51.00	\$24.82	\$26.18	48.67 %
10.8130.15.10.5 TREE MANAGEMENT WORKERS' COMPENSATION	\$1,281.00	\$641.86	\$639.14	50.11 %
10.8130.23.00.5 TREE MANAGEMENT SMALL TOOLS	\$0.00	\$0.00	\$0.00	0.00 %
10.8130.30.00.5 TREE MANAGEMENT ADVERTISING	\$0.00	\$0.00	\$0.00	0.00 %
10.8130.48.00.5 TREE MANAGEMENT PROPERTY & LIABILITY INS	\$1,142.00	\$570.56	\$571.44	49.96 %
10.8130.56.00.5 TREE MANAGEMENT OTR PUR SRVC	\$5,000.00	\$188.99	\$4,811.01	3.78 %
10.8130.70.00.5 TREE MANAGEMENT COPIER	\$81.00	\$32.97	\$48.03	40.70 %
10.8130.82.00.5 TREE MANAGEMENT CAP IMP- WARDEN & BOARD	\$0.00	\$0.00	\$0.00	0.00 %
10.8130.95.01.5 PENSION INTEREST EXP-WARDEN	\$1,073.00	\$536.29	\$536.71	49.98 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
TOTAL TREE MANAGEMENT	\$37,775.00	\$13,813.37	\$23,961.63	36.57%
10.8135 TREE BOARD				
10.8135.21.00.5 TREE BOARD TREE NURSERY	\$2,000.00	\$159.99	\$1,840.01	8.00 %
10.8135.79.00.5 TREE BOARD MISC GRANT EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL TREE BOARD	\$2,000.00	\$159.99	\$1,840.01	8.00%
10.8300 CONSERVATION COMMISSION				
10.8300.56.00.5 CONSERVATION OTR PUR SRVC	\$0.00	\$0.00	\$0.00	0.00 %
10.8300.79.00.5 CONSERVATION MISCELLANEOUS PROJECTS	\$3,500.00	\$177.00	\$3,323.00	5.06 %
10.8300.93.00.5 CONSERVATION BUDGET XFER TO RESERVE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL CONSERVATION COMMISSION	\$3,500.00	\$177.00	\$3,323.00	5.06%
10.9100 DEBT SERVICE				
10.9100.90.00.5 DEBT SERVICE CIP PRINCIPAL PAYMENTS	\$494,457.00	\$392,580.00	\$101,877.00	79.40 %
10.9100.90.01.5 DEBT SERVICE EQUIP PRINCIPAL	\$52,540.00	\$0.00	\$52,540.00	0.00 %
10.9100.91.00.5 DEBT SERVICE CIP INTEREST PAYMENTS	\$191,941.00	\$66,007.33	\$125,933.67	34.39 %
10.9100.91.01.5 DEBT SERVICE EQUIP INTEREST	\$5,552.00	\$0.00	\$5,552.00	0.00 %
10.9100.92.00.5 DEBT SERVICE ENERGY IMPROV LEASE PYMT	\$37,128.00	\$18,563.04	\$18,564.96	50.00 %
10.9100.92.02.5 DEBT SERVICE BOND ISSUANCE EXPENSES	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL DEBT SERVICE	\$781,618.00	\$477,150.37	\$304,467.63	61.05%
10.9200 ADMIN COPIER & POSTAGE				
10.9200.20.01.5 ADMIN POSTAGE	\$0.00	\$4,157.16	(\$4,157.16)	0.00 %
10.9200.20.02.5 ADMIN OTHER SUPPLIES	\$0.00	\$270.00	(\$270.00)	0.00 %
TOTAL ADMIN COPIER & POSTAGE	\$0.00	\$4,427.16	(\$4,427.16)	0.00%
10.9300 OTHER GOVERNMENTAL				
10.9300.72.00.5 OTHR GOVT- WASH COUNTY TAX	\$66,000.00	\$67,374.00	(\$1,374.00)	102.08 %
10.9300.72.01.5 OTHR GOVT - SOLID WASTE DIST FEE	\$15,520.00	\$7,755.00	\$7,765.00	49.97 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.9300.72.02.5 OTHR GOVT - GRN MTN TRANSIT	\$69,371.00	\$69,371.00	\$0.00	100.00 %
10.9300.72.03.5 OTHR GOVT - CENTRAL VT REG PLANNING	\$8,640.00	\$8,640.50	(\$0.50)	100.01 %
10.9300.72.04.5 OTHR GOVT - VT LEAGUE OF CITIES AND TOWNS	\$9,230.00	\$9,230.00	\$0.00	100.00 %
10.9300.72.05.5 OTHR GOVT-CNTRL VT PUBLIC SAFETY AUTH	\$34,725.00	\$34,725.00	\$0.00	100.00 %
TOTAL OTHER GOVERNMENTAL	\$203,486.00	\$197,095.50	\$6,390.50	96.86%
10.9390 TRANSFERS TO OTHER FUNDS				
10.9390.93.00.5 XFER TO WATER FUND	\$0.00	\$0.00	\$0.00	0.00 %
10.9390.94.00.5 XFER TO SEWER FUND	\$0.00	\$0.00	\$0.00	0.00 %
10.9390.95.00.5 XFER TO REC DEPT OPERATIONS	\$0.00	\$0.00	\$0.00	0.00 %
10.9390.96.00.5 XFER CEMETERY PROP TAX	\$0.00	\$0.00	\$0.00	0.00 %
10.9390.96.01.5 XFER TO CEMETERY CIP	\$18,875.00	\$18,875.00	\$0.00	100.00 %
10.9390.96.02.5 XFER CEMETERY SMALL PARKS	\$27,900.00	\$27,900.00	\$0.00	100.00 %
10.9390.96.04.5 XFER CEMETERY OPERATIONS	\$57,826.00	\$57,826.00	\$0.00	100.00 %
10.9390.96.05.5 XFER TO CEMETERY EQUIP	\$13,908.00	\$13,908.00	\$0.00	100.00 %
10.9390.97.00.5 XFER TO PARKING FUND	\$0.00	\$0.00	\$0.00	0.00 %
10.9390.98.00.5 XFER TO CAPITAL PROJECTS	\$849,103.00	\$956,805.75	(\$107,702.75)	112.68 %
10.9390.98.01.5 TRANSFER TO DISTRICT ENERGY	\$0.00	\$0.00	\$0.00	0.00 %
10.9390.98.05.5 XFER PARK IMPACT FEE TO PARKS	\$0.00	\$0.00	\$0.00	0.00 %
10.9390.99.00.5 XFER PARK OPERATIONS	\$148,927.00	\$148,927.00	\$0.00	100.00 %
10.9390.99.01.5 XFER PARKS CIP	\$8,000.00	\$8,000.00	\$0.00	100.00 %
10.9390.99.02.5 XFER PARKS EQUIPMENT	\$10,700.00	\$10,700.00	\$0.00	100.00 %
10.9390.99.03.5 XFER TO HOUSING TRUST	\$21,000.00	\$21,000.00	\$0.00	100.00 %
10.9390.99.04.5 XFER TO SENIOR CENTER	\$143,475.00	\$143,475.00	\$0.00	100.00 %
TOTAL TRANSFERS TO OTHER FUNDS	\$1,299,714.00	\$1,407,416.75	(\$107,702.75)	108.29%
10.9400 EQUIPMENT PLAN				
10.9400.83.01.5 EQUIP PLAN - DPW	\$322,580.00	\$322,580.00	\$0.00	100.00 %
10.9400.83.02.5 EQUIP PLAN - POLICE	\$60,000.00	\$60,000.00	\$0.00	100.00 %
10.9400.83.03.5 EQUIP PLAN - FIRE	\$0.00	\$0.00	\$0.00	0.00 %
10.9400.83.04.5 EQUIP PLAN - CLERK	\$0.00	\$0.00	\$0.00	0.00 %
10.9400.83.05.5 EQUIP PLAN - TECHNOLOGY	\$49,720.00	\$50,049.99	(\$329.99)	100.66 %



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
10.9400.83.06.5 EQUIP PLAN- PLANNING	\$0.00	\$0.00	\$0.00	0.00 %
10.9400.83.07.5 EQUIP PLAN - FINANCE SOFTWARE	\$0.00	\$0.00	\$0.00	0.00 %
10.9400.83.08.5 EQUIP PLAN - CITY HALL	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL EQUIPMENT PLAN	\$432,300.00	\$432,629.99	(\$329.99)	100.08%
10.9900 EMPLOYEE BENEFITS				
10.9900.15.03.5 EMPLOYEE BENEFITS HLTH REIMB ARRANGEMENT DRAW DOWI	\$0.00	\$30,392.20	(\$30,392.20)	0.00 %
10.9900.15.04.5 EMPLOYEE BENEFITS FLEX SPENDING ACCOUNT FUNDING	\$0.00	\$5,552.03	(\$5,552.03)	0.00 %
10.9900.15.05.5 EMPLOYEE BENEFITS HRA/FSA ADMINISTRATION EXP	\$0.00	\$348.45	(\$348.45)	0.00 %
10.9900.48.00.5 EMPLOYEE BENEFITS P&C INSURANCE CLAIM EXP	\$0.00	\$0.00	\$0.00	0.00 %
10.9900.48.01.5 EMPLOYEE BENEFITS PC - DEDUCTIBLE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
10.9900.79.00.5 EMPLOYEE BENEFITS MISCELLANEOUS - BENEFITS	\$0.00	\$969.96	(\$969.96)	0.00 %
10.9900.80.00.5 EMPLOYEE BENEFITS WELLNESS PROGRAM	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL EMPLOYEE BENEFITS	\$0.00	\$37,262.64	(\$37,262.64)	0.00%
10.9951 GF MISC EXP				
10.9951.57.00.5 MISC XFER TO DOWNTOWN IMPROV DISTRICT	\$0.00	\$0.00	\$0.00	0.00 %
10.9951.60.00.5 MISC USE OF GF FUND BALANCE	\$0.00	\$22,070.68	(\$22,070.68)	0.00 %
10.9951.79.00.5 MISC MISCELLANEOUS EXP	\$0.00	\$0.00	\$0.00	0.00 %
10.9951.80.00.5 MISC PURCHASE OF LAND	\$0.00	\$0.00	\$0.00	0.00 %
10.9951.93.00.5 MISC USE OF RECORDS RESERVE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL GF MISC EXP	\$0.00	\$22,070.68	(\$22,070.68)	0.00%
10.9961 TAX ABATEMENTS/CREDITS				
10.9961.00.00.5 TAX ABATEMENTS/SPRINKLER	\$64,000.00	\$64,171.87	(\$171.87)	100.27 %
TOTAL TAX ABATEMENTS/CREDITS	\$64,000.00	\$64,171.87	(\$171.87)	100.27%
10.9962 GF MISC EXP				
10.9962.00.00.5 MISC A/R BAD DEBT WO	\$0.00	\$200.00	(\$200.00)	0.00 %
TOTAL GF MISC EXP	\$0.00	\$200.00	(\$200.00)	0.00%



City of Montpelier
GENERAL FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
TOTAL GENERAL FUND EXPENDITURES	\$12,086,826.00	\$6,410,909.97	\$5,675,916.03	53.04%
GENERAL FUND NET EXCESS / (DEFICIT)	\$0.00	\$4,291,097.79		



City of Montpelier
WATER FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
REVENUES				
11.2 INTERGOVERNMENTAL REV				
11.2300.00.00.4 WATER REV GRANTS-STATE	\$0.00	\$0.00	\$0.00	0.00 %
11.2301.00.00.4 GF REIMB OT HRS	\$0.00	\$0.00	\$0.00	0.00 %
11.2310.00.00.4 WATER REV GRANTS-FEDERAL	\$0.00	\$0.00	\$0.00	0.00 %
11.2502.00.00.4 WATER REV WATER USE REVENUE	\$2,430,483.00	\$1,292,036.62	(\$1,138,446.38)	53.16 %
11.2503.00.00.4 WATER REV PENALTIES - WATER USE	\$12,000.00	\$3,566.92	(\$8,433.08)	29.72 %
11.2505.00.00.4 WATER REV DELINQUENT INTEREST	\$12,000.00	\$2,834.78	(\$9,165.22)	23.62 %
11.2522.00.00.4 WATER BENEFIT CHARGE	\$96,283.00	\$95,684.47	(\$598.53)	99.38 %
11.2570.00.00.4 WATER REV METER SALES	\$0.00	\$218.00	\$218.00	0.00 %
11.2595.00.00.4 WATER REV ON/OFF FEES	\$4,000.00	\$1,650.00	(\$2,350.00)	41.25 %
11.2599.00.00.4 WATER REV CONNECTION FEES	\$10,000.00	\$3,000.00	(\$7,000.00)	30.00 %
11.2605.00.00.4 WATER REV SPRINKLER SERV REIMB	\$0.00	\$0.00	\$0.00	0.00 %
11.2614.00.00.4 WATER REV SALE OF EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
11.2614.00.11.4 WATER REV SALE OF LAND	\$0.00	\$0.00	\$0.00	0.00 %
11.2804.00.00.4 WATER REV DONATIONS	\$0.00	\$0.00	\$0.00	0.00 %
11.2820.00.00.4 WATER REV W/C REIMB	\$0.00	\$6,457.89	\$6,457.89	0.00 %
11.2901.00.00.4 XFER FROM SEWER FD WATER METER DEPREC	\$12,500.00	\$15,000.00	\$2,500.00	120.00 %
11.2990.00.00.4 WATER REV MISC REVENUE	\$2,000.00	\$600.00	(\$1,400.00)	30.00 %
11.2992.00.00.4 WATER REV XFER PARKS PEACE PARK	\$0.00	\$0.00	\$0.00	0.00 %
11.2993.00.00.4 WATER REV XFER FROM GENERAL FUND	\$0.00	\$0.00	\$0.00	0.00 %
11.2997.00.00.4 WATER REV USE OF FUND BALANCE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL INTERGOVERNMENTAL REV	\$2,579,266.00	\$1,421,048.68	(\$1,158,217.32)	55.10%
TOTAL WATER FUND REVENUES	\$2,579,266.00	\$1,421,048.68	(\$1,158,217.32)	55.10%



City of Montpelier
WATER FUND FY 2016 Budget Report
 As Of and For The
5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
EXPENDITURES				
11.6200 WATER ADMINISTRATION				
11.6200.10.00.5 ADMIN SALARIES & WAGES	\$65,055.00	\$21,641.69	\$43,413.31	33.27 %
11.6200.11.00.5 ADMIN OVERTIME	\$2,672.00	\$856.82	\$1,815.18	32.07 %
11.6200.15.01.5 ADMIN DENTAL INSURANCE	\$518.00	\$180.41	\$337.59	34.83 %
11.6200.15.02.5 ADMIN FICA/MEDICARE	\$4,953.00	\$1,643.05	\$3,309.95	33.17 %
11.6200.15.03.5 ADMIN HEALTH INSURANCE	\$13,511.00	\$3,833.27	\$9,677.73	28.37 %
11.6200.15.04.5 ADMIN FLEX SPENDING ACCOUNT	\$259.00	\$107.03	\$151.97	41.32 %
11.6200.15.05.5 ADMIN LONG TERM CARE INSURANCE	\$37.00	\$10.67	\$26.33	28.84 %
11.6200.15.07.5 ADMIN CITY RETIREMENT	\$4,444.00	\$1,403.46	\$3,040.54	31.58 %
11.6200.15.08.5 ADMIN LIFE, STD, LTD INSURANCE	\$776.00	\$385.16	\$390.84	49.63 %
11.6200.15.09.5 ADMIN UNEMPLOYMENT INSURANCE	\$126.00	\$61.42	\$64.58	48.75 %
11.6200.15.10.5 ADMIN WORK COMP	\$201.00	\$100.72	\$100.28	50.11 %
11.6200.15.12.5 ADMIN PARKING FEE	\$264.00	\$264.00	\$0.00	100.00 %
11.6200.16.00.5 ADMIN GASB#68 PENSION	\$0.00	\$0.00	\$0.00	0.00 %
11.6200.18.00.5 ADMIN UNIFORMS/PROTECT CLOTHING	\$0.00	\$150.00	(\$150.00)	0.00 %
11.6200.20.00.5 ADMIN OFFICE SUPPLIES	\$2,250.00	\$1,022.09	\$1,227.91	45.43 %
11.6200.20.01.5 ADMIN POSTAGE	\$3,700.00	\$2.91	\$3,697.09	0.08 %
11.6200.30.00.5 ADMIN ADVERTISING	\$1,500.00	\$66.56	\$1,433.44	4.44 %
11.6200.34.00.5 ADMIN TELEPH BASIC SERVICE	\$4,000.00	\$610.39	\$3,389.61	15.26 %
11.6200.34.01.5 ADMIN TELEPH LONG DISTANCE	\$1,500.00	\$255.34	\$1,244.66	17.02 %
11.6200.34.02.5 ADMIN INTERNET WAN SERVICE	\$6,500.00	\$2,751.63	\$3,748.37	42.33 %
11.6200.38.00.5 ADMIN DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
11.6200.40.00.5 ADMIN DUES/SUBSCRIPTS/MTGS	\$1,750.00	\$618.00	\$1,132.00	35.31 %
11.6200.48.00.5 ADMIN PROP & LIAB INS	\$2,825.00	\$1,411.94	\$1,413.06	49.98 %
11.6200.48.01.5 ADMIN PC - DEDUCTIBLE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
11.6200.60.00.5 ADMIN PROF SVCS	\$3,500.00	\$871.50	\$2,628.50	24.90 %
11.6200.61.00.5 ADMIN LEGAL SERVICES	\$8,000.00	\$440.50	\$7,559.50	5.51 %
11.6200.62.00.5 ADMIN PRINTING & BINDING	\$500.00	\$0.00	\$500.00	0.00 %
11.6200.66.00.5 ADMIN TOWN HILL LEASE	\$39,265.00	\$0.00	\$39,265.00	0.00 %
11.6200.70.00.5 ADMIN COPIER	\$202.00	\$81.51	\$120.49	40.35 %



City of Montpelier
WATER FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
11.6200.72.00.5 ADMIN TAXES/LICENSE/REGIST	\$20,000.00	\$3,486.70	\$16,513.30	17.43 %
11.6200.74.00.5 ADMIN TRAVEL/TRANSPORTATION	\$0.00	\$102.92	(\$102.92)	0.00 %
11.6200.79.00.5 ADMIN MISC	\$0.00	\$0.00	\$0.00	0.00 %
11.6200.83.00.5 ADMIN MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
11.6200.83.01.5 ADMIN COMPUTER EQUIP ALLOC	\$14,273.00	\$4,544.10	\$9,728.90	31.84 %
11.6200.83.02.5 ADMIN FINANCIAL SOFTWARE	\$0.00	\$0.00	\$0.00	0.00 %
11.6200.90.00.5 ADMIN PRINCIPAL	\$500,520.00	\$500,519.48	\$0.52	100.00 %
11.6200.91.00.5 ADMIN INTEREST EXPENSE	\$260,122.00	\$116,402.43	\$143,719.57	44.75 %
11.6200.92.00.5 ADMIN ENERGY IMPROV LEASE PYMT	\$6,086.00	\$3,043.12	\$3,042.88	50.00 %
11.6200.95.01.5 ADMIN PENSION INTEREST EXP	\$3,059.00	\$1,529.58	\$1,529.42	50.00 %
11.6200.97.00.5 ADMIN ADMIN/MGMT SVCS	\$299,952.00	\$299,952.00	\$0.00	100.00 %
TOTAL WATER ADMINISTRATION	\$1,272,320.00	\$968,350.40	\$303,969.60	76.11%
11.6210 WATER SUPPLY & TREATMENT				
11.6210.10.00.5 WATER TREAT SALARIES & WAGES	\$205,397.00	\$74,298.15	\$131,098.85	36.17 %
11.6210.11.00.5 WATER TREAT OVERTIME	\$12,603.00	\$3,539.58	\$9,063.42	28.09 %
11.6210.15.01.5 WATER TREAT DENTAL INSURANCE	\$1,496.00	\$577.60	\$918.40	38.61 %
11.6210.15.02.5 WATER TREAT FICA/MEDICARE	\$15,921.00	\$5,616.98	\$10,304.02	35.28 %
11.6210.15.03.5 WATER TREAT HEALTH INSURANCE	\$39,135.00	\$11,150.89	\$27,984.11	28.49 %
11.6210.15.04.5 WATER TREAT FLEX SPENDING ACCOUNT	\$750.00	\$310.02	\$439.98	41.34 %
11.6210.15.05.5 WATER TREAT LONG TERM CARE INSURANCE	\$92.00	\$36.15	\$55.85	39.29 %
11.6210.15.07.5 WATER TREAT CITY RETIREMENT	\$14,285.00	\$5,016.52	\$9,268.48	35.12 %
11.6210.15.08.5 WATER TREAT LIFE STD, LTD INSURANCE	\$2,249.00	\$1,115.65	\$1,133.35	49.61 %
11.6210.15.09.5 WATER TREAT UNEMP INSURANCE	\$364.00	\$177.90	\$186.10	48.87 %
11.6210.15.10.5 WATER TREAT WORK COMP	\$8,107.00	\$4,062.06	\$4,044.94	50.11 %
11.6210.15.12.5 WATER TREAT PARKING FEE	\$150.00	\$150.00	\$0.00	100.00 %
11.6210.18.00.5 WATER TREAT UNIFORMS/PROTECTIVE CLOTH	\$1,500.00	\$690.59	\$809.41	46.04 %
11.6210.20.00.5 WATER TREAT OFFICE SUPPLIES	\$150.00	\$0.00	\$150.00	0.00 %
11.6210.21.00.5 WATER TREAT OPER SUPPLIES	\$114,560.00	\$15,287.84	\$99,272.16	13.34 %
11.6210.23.00.5 WATER TREAT SMALL TOOLS & EQUIP	\$500.00	\$0.00	\$500.00	0.00 %
11.6210.34.00.5 WATER TREAT COMMUNICATIONS	\$2,120.00	\$304.07	\$1,815.93	14.34 %
11.6210.38.00.5 WATER TREAT DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %



City of Montpelier
WATER FUND FY 2016 Budget Report
 As Of and For The
5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
11.6210.40.00.5 WATER TREAT DUES, SUBSCRIP, MTGS	\$1,350.00	\$461.60	\$888.40	34.19 %
11.6210.48.00.5 WATER TREAT PROP & LIAB INS	\$8,183.00	\$4,089.78	\$4,093.22	49.98 %
11.6210.60.00.5 WATER TREAT PROF SERVICES	\$5,000.00	\$0.00	\$5,000.00	0.00 %
11.6210.65.00.5 WATER TREAT EQUIPMENT FLAT FEE	\$2,500.00	\$2,500.00	\$0.00	100.00 %
11.6210.66.00.5 WATER TREAT OTHER RENTALS	\$0.00	\$0.00	\$0.00	0.00 %
11.6210.68.00.5 WATER TREAT VEH/EQ REPAIR & MAIN	\$30,000.00	\$6,018.87	\$23,981.13	20.06 %
11.6210.69.00.5 WATER TREAT BLDGS/GRNDS REPAIR/MAINT	\$10,000.00	\$3,950.81	\$6,049.19	39.51 %
11.6210.70.00.5 WATER TREAT COPIER	\$584.00	\$236.09	\$347.91	40.43 %
11.6210.72.00.5 WATER TREAT TAXES/LICENSE/REGIST	\$12,550.00	\$6,411.26	\$6,138.74	51.09 %
11.6210.74.00.5 WATER TREAT TRAVEL & TRANSP	\$55.00	\$0.00	\$55.00	0.00 %
11.6210.76.01.5 WATER TREAT ELECTRIC	\$70,000.00	\$20,885.59	\$49,114.41	29.84 %
11.6210.76.05.5 WATER TREAT PROPANE	\$24,000.00	\$0.00	\$24,000.00	0.00 %
11.6210.79.00.5 WATER TREAT MISCELLANEOUS	\$0.00	\$0.00	\$0.00	0.00 %
11.6210.83.00.5 WATER TREAT MACHINERY & EQUIPMENT	\$8,500.00	\$0.00	\$8,500.00	0.00 %
11.6210.85.00.5 WATER TREAT WTP GRANT EXP	\$0.00	\$0.00	\$0.00	0.00 %
11.6210.95.01.5 WATER TREAT PENSION INTEREST EXP	\$6,837.00	\$3,418.46	\$3,418.54	50.00 %
TOTAL WATER SUPPLY & TREATMENT	\$598,938.00	\$170,306.46	\$428,631.54	28.43%
11.6220 WATER DISTRIBUTION SYSTEM				
11.6220.10.00.5 WATER DISTRIB SALARIES & WAGES	\$151,048.00	\$54,570.50	\$96,477.50	36.13 %
11.6220.11.00.5 WATER DISTRIB OVERTIME	\$19,181.00	\$4,623.79	\$14,557.21	24.11 %
11.6220.15.01.5 WATER DISTRIB DENTAL INSURANCE	\$1,472.00	\$527.81	\$944.19	35.86 %
11.6220.15.02.5 WATER DISTRIB FICA/MEDICARE	\$12,427.00	\$4,252.60	\$8,174.40	34.22 %
11.6220.15.03.5 WATER DISTRIB HEALTH INSURANCE	\$38,436.00	\$12,121.68	\$26,314.32	31.54 %
11.6220.15.04.5 WATER DISTRIB FLEX SPENDING ACCOUNT	\$736.00	\$304.48	\$431.52	41.37 %
11.6220.15.05.5 WATER DISTRIB LONG TERM CARE INS	\$82.00	\$9.39	\$72.61	11.45 %
11.6220.15.07.5 WATER DISTRIB CITY RETIREMENT	\$11,150.00	\$3,915.50	\$7,234.50	35.12 %
11.6220.15.08.5 WATER DISTRIB LIFE STD, LTD INSURANCE	\$2,208.00	\$1,095.72	\$1,112.28	49.63 %
11.6220.15.09.5 WATER DISTRIB UNEMP INSURANCE	\$357.00	\$174.72	\$182.28	48.94 %
11.6220.15.10.5 WATER DISTRIB WORK COMP	\$6,209.00	\$3,111.06	\$3,097.94	50.11 %
11.6220.15.12.5 WATER DISTRIB PARKING FEE	\$84.00	\$84.00	\$0.00	100.00 %
11.6220.18.00.5 WATER DISTRIB UNIFORMS/PROTECTIVE EQUIP	\$1,500.00	\$1,292.26	\$207.74	86.15 %



City of Montpelier
WATER FUND FY 2016 Budget Report
 As Of and For The
5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
11.6220.20.00.5 WATER DISTRIB OFFICE SUPPLIES	\$100.00	\$0.00	\$100.00	0.00 %
11.6220.21.00.5 WATER DISTRIB OPERATING SUPPLIES	\$30,000.00	\$17,264.35	\$12,735.65	57.55 %
11.6220.23.00.5 WATER DISTRIB SMALL TOOLS & EQUIP	\$2,500.00	\$1,318.09	\$1,181.91	52.72 %
11.6220.34.00.5 WATER DISTRIB COMMUNICATIONS	\$1,200.00	\$0.00	\$1,200.00	0.00 %
11.6220.38.00.5 WATER DISTRIB DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
11.6220.48.00.5 WATER DISTRIB PROP & LIAB INS	\$8,036.00	\$4,016.74	\$4,019.26	49.98 %
11.6220.48.01.5 WATER DISTRIB PC-DEDUCTIBLE EXP	\$0.00	\$0.00	\$0.00	0.00 %
11.6220.56.00.5 WATER DISTRIB OTR PUR SRVC	\$3,000.00	\$2,802.40	\$197.60	93.41 %
11.6220.56.01.5 WATER DISTRIB STORAGE TK INSPECTION EXP	\$5,000.00	\$0.00	\$5,000.00	0.00 %
11.6220.65.00.5 WATER DISTRIB EQUIP USE	\$120,446.00	\$120,466.00	(\$20.00)	100.02 %
11.6220.66.00.5 WATER DISTRIB OTHER RENTALS	\$500.00	\$800.00	(\$300.00)	160.00 %
11.6220.67.00.5 WATER DISTRIB STREET REPAIRS & MAINT	\$30,000.00	\$8,750.50	\$21,249.50	29.17 %
11.6220.68.00.5 WATER DISTRIB VEH/EQUIP REPAIR & MAINT	\$9,000.00	\$5,267.43	\$3,732.57	58.53 %
11.6220.70.00.5 WATER DISTRIB COPIER	\$574.00	\$231.91	\$342.09	40.40 %
11.6220.72.00.5 WATER DISTRIB TAXES/LICENSE/REGIST	\$0.00	\$110.00	(\$110.00)	0.00 %
11.6220.76.01.5 WATER DISTRIB ELECTRIC	\$8,000.00	\$1,776.34	\$6,223.66	22.20 %
11.6220.76.05.5 WATER DISTRIB PROPANE	\$1,300.00	\$0.00	\$1,300.00	0.00 %
11.6220.82.00.5 WATER DISTRIB CAPITAL IMPROVEMENTS	\$0.00	\$14,770.00	(\$14,770.00)	0.00 %
11.6220.83.00.5 WATER DISTRIB MACH & EQUIP	\$40,000.00	\$38,129.00	\$1,871.00	95.32 %
11.6220.86.00.5 WATER DISTRIB HYDRANTS	\$5,000.00	\$0.00	\$5,000.00	0.00 %
11.6220.95.01.5 WATER DISTRIB PENSION INTEREST EXP	\$7,473.00	\$3,736.70	\$3,736.30	50.00 %
TOTAL WATER DISTRIBUTION SYSTEM	\$517,019.00	\$305,522.97	\$211,496.03	59.09%
11.6230 DELQ WATER FEES COLLECTION				
11.6230.10.00.5 DEL WATER COLL SALARIES & WAGES	\$10,049.00	\$3,826.35	\$6,222.65	38.08 %
11.6230.11.00.5 DEL WATER COLL OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
11.6230.15.01.5 DEL WATER COLL DENTAL INSURANCE	\$74.00	\$57.42	\$16.58	77.59 %
11.6230.15.02.5 DEL WATER COLL FICA/MEDICARE	\$734.00	\$259.48	\$474.52	35.35 %
11.6230.15.03.5 DEL WATER COLL HEALTH INSURANCE	\$1,922.00	\$619.61	\$1,302.39	32.24 %
11.6230.15.04.5 DEL WATER COLL FLEX SPENDING ACCOUNT	\$37.00	\$15.22	\$21.78	41.14 %
11.6230.15.05.5 DEL WATER COLL LONG TERM CARE INS	\$5.00	\$33.99	(\$28.99)	679.80 %
11.6230.15.07.5 DEL WATER COLL CITY RETIREMENT	\$0.00	\$0.00	\$0.00	0.00 %



City of Montpelier
WATER FUND FY 2016 Budget Report
 As Of and For The
5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
11.6230.15.08.5 DEL WATER COLL LIFE, STD, LTD INSURANCE	\$110.00	\$54.78	\$55.22	49.80 %
11.6230.15.09.5 DEL WATER COLL UNEMP INSURANCE	\$18.00	\$8.74	\$9.26	48.56 %
11.6230.15.10.5 DEL WATER COLL WORK COMP	\$30.00	\$15.04	\$14.96	50.13 %
11.6230.15.12.5 DEL WATER COLL PARKING FEE	\$99.00	\$99.00	\$0.00	100.00 %
11.6230.20.00.5 DEL WATER COLL OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	0.00 %
11.6230.20.01.5 DEL WATER COLL POSTAGE	\$250.00	\$638.75	(\$388.75)	255.50 %
11.6230.34.00.5 DEL WATER COLL COMMUNICATIONS	\$500.00	\$0.00	\$500.00	0.00 %
11.6230.40.00.5 DEL WATER COLL DUES/SUBSCRIPTS/MTGS	\$0.00	\$0.00	\$0.00	0.00 %
11.6230.48.00.5 DEL WATER COLL PROPERTY & LIABILITY INS	\$402.00	\$200.84	\$201.16	49.96 %
11.6230.70.00.5 DEL WATER COLL COPIER	\$29.00	\$11.58	\$17.42	39.93 %
11.6230.95.01.5 DEL WATER COLL PENSION INTEREST EXP	\$411.00	\$205.31	\$205.69	49.95 %
TOTAL DELQ WATER FEES COLLECTION	\$14,670.00	\$6,046.11	\$8,623.89	41.21%
11.6250 WATER METER OPERATIONS				
11.6250.10.00.5 WATER METER SALARIES & WAGES	\$35,677.00	\$13,107.95	\$22,569.05	36.74 %
11.6250.11.00.5 WATER METER OVERTIME	\$1,153.00	\$239.20	\$913.80	20.75 %
11.6250.15.01.5 WATER METER DENTAL INSURANCE	\$348.00	\$132.74	\$215.26	38.14 %
11.6250.15.02.5 WATER METER FICA/MEDICARE	\$2,689.00	\$989.52	\$1,699.48	36.80 %
11.6250.15.03.5 WATER METER HEALTH INSURANCE	\$9,085.00	\$2,677.62	\$6,407.38	29.47 %
11.6250.15.04.5 WATER METER FLEX SPENDING ACCOUNT	\$174.00	\$71.97	\$102.03	41.36 %
11.6250.15.05.5 WATER METER LONG TERM CARE INSURANCE	\$21.00	\$0.00	\$21.00	0.00 %
11.6250.15.07.5 WATER METER CITY RETIREMENT	\$2,412.00	\$951.01	\$1,460.99	39.43 %
11.6250.15.08.5 WATER METER LIFE STD, LTD INSURANCE	\$522.00	\$258.99	\$263.01	49.61 %
11.6250.15.09.5 WATER METER UNEMP INSURANCE	\$84.00	\$41.30	\$42.70	49.17 %
11.6250.15.10.5 WATER METER WORK COMP	\$1,381.00	\$691.96	\$689.04	50.11 %
11.6250.15.12.5 WATER METER PARKING FEE	\$300.00	\$300.00	\$0.00	100.00 %
11.6250.21.00.5 WATER METER OPERATING SUPPLIES	\$5,000.00	\$2,303.86	\$2,696.14	46.08 %
11.6250.23.00.5 WATER METER SMALL TOOLS & EQUIP	\$200.00	\$0.00	\$200.00	0.00 %
11.6250.48.00.5 WATER METER PROP & LIAB INS	\$1,900.00	\$949.42	\$950.58	49.97 %
11.6250.65.00.5 WATER METER EQUIPMENT FLAT FEE	\$1,600.00	\$1,900.00	(\$300.00)	118.75 %
11.6250.70.00.5 WATER METER COPIER	\$136.00	\$54.78	\$81.22	40.28 %
11.6250.82.00.5 WATER METER CAPITAL IMPROVEMENT	\$0.00	\$0.00	\$0.00	0.00 %



City of Montpelier
WATER FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
11.6250.84.00.5 WATER METER WATER METERS	\$10,000.00	\$217.92	\$9,782.08	2.18 %
11.6250.95.01.5 WATER METER PENSION INTEREST EXP	\$1,560.00	\$780.19	\$779.81	50.01 %
TOTAL WATER METER OPERATIONS	\$74,242.00	\$25,668.43	\$48,573.57	34.57%
11.9962 GF MISC EXP				
11.9962.00.00.5 A/R WATER BAD DEBT WRITE-OFF	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL GF MISC EXP	\$0.00	\$0.00	\$0.00	0.00%
TOTAL WATER FUND EXPENDITURES	\$2,477,189.00	\$1,475,894.37	\$1,001,294.63	59.58%
WATER FUND NET EXCESS / (DEFICIT)	\$102,077.00	(\$54,845.69)		



City of Montpelier
SEWER FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
REVENUES				
12.2 INTERGOVERNMENTAL REV				
12.2300.00.00.4 SEWER REV CAPITAL GRANTS-VT	\$0.00	\$0.00	\$0.00	0.00 %
12.2300.00.10.4 SEWER REV FEDERAL GRANTS	\$0.00	\$0.00	\$0.00	0.00 %
12.2300.00.20.4 SEWER REV ARRA GRANT	\$0.00	\$0.00	\$0.00	0.00 %
12.2301.00.00.4 GF REIMB OT HRS	\$0.00	\$0.00	\$0.00	0.00 %
12.2501.00.00.4 SEWER USE REV-METERED	\$1,960,000.00	\$930,859.92	(\$1,029,140.08)	47.49 %
12.2501.00.01.4 SEWER USE REV-FLAT RATE	\$27,550.00	\$0.00	(\$27,550.00)	0.00 %
12.2502.00.00.4 SEWER USE REV-BERLIN	\$343,000.00	\$130,490.05	(\$212,509.95)	38.04 %
12.2503.00.00.4 SEWER REV PENALTIES - SEWER USE	\$12,000.00	\$3,602.00	(\$8,398.00)	30.02 %
12.2504.00.00.4 SEWER REV CONNECTION FEES	\$3,000.00	\$2,983.00	(\$17.00)	99.43 %
12.2505.00.00.4 SEWER REV DELINQ INTEREST	\$12,000.00	\$8,001.97	(\$3,998.03)	66.68 %
12.2522.00.00.4 SEWER BENEFIT CHARGE	\$96,280.00	\$95,684.48	(\$595.52)	99.38 %
12.2525.00.00.4 SEWER CSO BENEFIT CHARGE	\$673,969.00	\$669,791.33	(\$4,177.67)	99.38 %
12.2614.00.00.4 SEWER REV SALE OF EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
12.2615.00.00.4 SEWER REV VACTOR RENTAL FEES	\$500.00	\$355.76	(\$144.24)	71.15 %
12.2700.00.00.4 SEWER REV INTEREST	\$0.00	\$0.00	\$0.00	0.00 %
12.2807.00.00.4 SEWER STD WAGE REIMB	\$0.00	\$0.00	\$0.00	0.00 %
12.2820.00.00.4 SEWER REV W/C REIMB	\$0.00	\$0.00	\$0.00	0.00 %
12.2920.00.00.4 SEWER REV BOND PROCEEDS	\$0.00	\$0.00	\$0.00	0.00 %
12.2986.00.00.4 SEWER SEPTAGE & LEACHATE FEES	\$650,000.00	\$335,299.26	(\$314,700.74)	51.58 %
12.2990.00.00.4 SEWER MISC REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
12.2992.00.00.4 SEWER MISC REIMBURSEMENTS	\$0.00	\$0.00	\$0.00	0.00 %
12.2993.00.00.4 SEWER XFER FROM GENERAL FUND	\$0.00	\$0.00	\$0.00	0.00 %
12.2997.00.00.4 SEWER REV USE OF FUND BALANCE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL INTERGOVERNMENTAL REV	\$3,778,299.00	\$2,177,067.77	(\$1,601,231.23)	57.62%
TOTAL SEWER FUND REVENUES	\$3,778,299.00	\$2,177,067.77	(\$1,601,231.23)	57.62%



City of Montpelier
SEWER FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
EXPENDITURES				
12.5470 WASTEWATER TREATMENT				
12.5470.10.00.5 WW TREAT SALARIES & WAGES	\$233,712.00	\$83,592.77	\$150,119.23	35.77 %
12.5470.11.00.5 WW TREAT OVERTIME	\$16,617.00	\$9,693.10	\$6,923.90	58.33 %
12.5470.15.01.5 WW TREAT DENTAL INSURANCE	\$1,959.00	\$691.19	\$1,267.81	35.28 %
12.5470.15.02.5 WW TREAT FICA/MEDICARE	\$18,283.00	\$7,044.23	\$11,238.77	38.53 %
12.5470.15.03.5 WW TREAT HEALTH INSURANCE	\$51,132.00	\$10,015.91	\$41,116.09	19.59 %
12.5470.15.04.5 WW TREATFLEX SPENDING ACCOUNT	\$979.00	\$405.05	\$573.95	41.37 %
12.5470.15.05.5 WW TREAT LONG TERM CARE INSURANCE	\$120.00	\$13.43	\$106.57	11.19 %
12.5470.15.07.5 WW TREAT CITY RETIREMENT	\$16,040.00	\$6,415.44	\$9,624.56	40.00 %
12.5470.15.08.5 WW TREAT LIFE, STD, LTD INSURANCE	\$2,938.00	\$1,573.86	\$1,364.14	53.57 %
12.5470.15.09.5 WW TREAT UNEMPLOYMENT INSURANCE	\$475.00	\$116.21	\$358.79	24.47 %
12.5470.15.10.5 WW TREAT WORKERS' COMPENSATION	\$9,282.00	\$4,650.80	\$4,631.20	50.11 %
12.5470.15.12.5 WW TREAT PARKING FEE	\$90.00	\$90.00	\$0.00	100.00 %
12.5470.18.00.5 WW TREAT UNIFORMS/PROTECT CLOTHING	\$3,500.00	\$1,455.22	\$2,044.78	41.58 %
12.5470.20.00.5 WW TREAT OFFICE SUPPLIES	\$3,000.00	\$337.89	\$2,662.11	11.26 %
12.5470.20.01.5 WW TREAT POSTAGE	\$100.00	\$9.39	\$90.61	9.39 %
12.5470.21.00.5 WW TREAT OPERATING SUPPLIES	\$175,865.00	\$58,545.32	\$117,319.68	33.29 %
12.5470.23.00.5 WW TREAT SMALL TOOLS & EQUIP	\$3,000.00	\$732.97	\$2,267.03	24.43 %
12.5470.34.00.5 WW TREAT COMMUNICATIONS	\$2,600.00	\$419.25	\$2,180.75	16.13 %
12.5470.38.00.5 WW TREAT DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
12.5470.40.00.5 WW TREAT DUES/SUBSCRIPTS/MTGS	\$3,000.00	\$579.00	\$2,421.00	19.30 %
12.5470.48.00.5 WW TREAT PROP & LIAB INS	\$32,691.00	\$16,343.48	\$16,347.52	49.99 %
12.5470.56.00.5 WW TREAT OTR PUR SRVC	\$257,500.00	\$118,838.80	\$138,661.20	46.15 %
12.5470.60.00.5 WW TREAT PROF SVCS	\$25,200.00	\$416.50	\$24,783.50	1.65 %
12.5470.65.00.5 WW TREAT EQUIPMENT FLAT FEE	\$0.00	\$0.00	\$0.00	0.00 %
12.5470.66.00.5 WW TREAT OTHER RENTALS	\$5,000.00	\$0.00	\$5,000.00	0.00 %
12.5470.68.00.5 WW TREAT VEH/EQUIP REPAIR & MAINT	\$105,000.00	\$81,904.19	\$23,095.81	78.00 %
12.5470.69.00.5 WW TREAT BLDGS/GRNDS REPAIR/MAINT	\$40,000.00	\$38,759.83	\$1,240.17	96.90 %
12.5470.70.00.5 WW TREAT COPIER	\$763.00	\$308.63	\$454.37	40.45 %
12.5470.72.00.5 WW TREAT TAXES/LICENSE/REGIST.	\$8,000.00	\$12,500.00	(\$4,500.00)	156.25 %



City of Montpelier
SEWER FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
12.5470.73.00.5 WW TREAT OPERATING FEE	\$6,600.00	\$0.00	\$6,600.00	0.00 %
12.5470.74.00.5 WW TREAT TRAVEL/TRANSPORTATION	\$1,500.00	\$0.00	\$1,500.00	0.00 %
12.5470.76.01.5 WW TREAT ELECTRIC	\$190,000.00	\$45,815.72	\$144,184.28	24.11 %
12.5470.76.02.5 WW TREAT FUEL OIL	\$46,200.00	\$4,269.14	\$41,930.86	9.24 %
12.5470.76.03.5 WW TREAT TRASH REMOVAL	\$0.00	\$0.00	\$0.00	0.00 %
12.5470.76.04.5 WW TREAT IN HOUSE UTILITIES	\$360,000.00	\$119,881.47	\$240,118.53	33.30 %
12.5470.79.00.5 WW TREAT MISC	\$0.00	\$0.00	\$0.00	0.00 %
12.5470.82.00.5 WW TREAT CAP IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00 %
12.5470.83.00.5 WW TREAT MACH & EQUIP	\$105,000.00	\$61,144.67	\$43,855.33	58.23 %
12.5470.88.00.5 WW TREAT CAPITAL RESERVE	\$0.00	\$0.00	\$0.00	0.00 %
12.5470.90.00.5 WW TREAT DEBT PRINCIPAL	\$174,171.00	\$0.00	\$174,171.00	0.00 %
12.5470.91.00.5 WW TREAT DEBT INTEREST	\$0.00	\$0.00	\$0.00	0.00 %
12.5470.95.01.5 WW TREAT PENSION INTEREST EXP	\$12,037.00	\$6,018.93	\$6,018.07	50.00 %
12.5470.97.00.5 WW TREAT ADMIN/MGMT SVCS	\$160,662.00	\$160,602.00	\$60.00	99.96 %
TOTAL WASTEWATER TREATMENT	\$2,073,016.00	\$853,184.39	\$1,219,831.61	41.16%
12.5471 STORMWATER MANAGEMENT				
12.5471.10.00.5 STRM WTR MGMT SALARIES & WAGES	\$129,586.00	\$49,049.77	\$80,536.23	37.85 %
12.5471.11.00.5 STRM WTR MGMT OVERTIME	\$14,774.00	\$2,799.56	\$11,974.44	18.95 %
12.5471.15.01.5 STRM WTR MGMT DENTAL INSURANCE	\$1,129.00	\$432.73	\$696.27	38.33 %
12.5471.15.02.5 STRM WTR MGMT FICA/MEDICARE	\$10,543.00	\$3,736.57	\$6,806.43	35.44 %
12.5471.15.03.5 STRM WTR MGMT HEALTH INSURANCE	\$29,468.00	\$8,960.57	\$20,507.43	30.41 %
12.5471.15.04.5 STRM WTR MGMT FLEX SPENDING ACCOUNT	\$564.00	\$233.44	\$330.56	41.39 %
12.5471.15.05.5 STRM WTR MGMT LONG TERM CARE INSURANCE	\$49.00	\$22.56	\$26.44	46.04 %
12.5471.15.07.5 STRM WTR MGMT CITY RETIREMENT	\$9,460.00	\$3,360.66	\$6,099.34	35.52 %
12.5471.15.08.5 STRM WTR MGMT LIFE, STD, LTD INSURANCE	\$1,693.00	\$840.06	\$852.94	49.62 %
12.5471.15.09.5 STRM WTR MGMT UNEMPLOYMENT INS	\$274.00	\$133.94	\$140.06	48.88 %
12.5471.15.10.5 STRM WTR MGMT WORKERS COMP INS	\$5,287.00	\$2,649.08	\$2,637.92	50.11 %
12.5471.15.12.5 STRM WTR MGMT PARKING FEE	\$360.00	\$330.00	\$30.00	91.67 %
12.5471.18.00.5 STRM WTR MGMT UNIFORMS/PROTECT CLOTHING	\$250.00	\$0.00	\$250.00	0.00 %
12.5471.20.00.5 STRM WTR MGMT OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.21.00.5 STRM WTR MGMT OPERATING SUPPLIES	\$2,500.00	\$0.00	\$2,500.00	0.00 %



City of Montpelier
SEWER FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
12.5471.23.00.5 STRM WTR MGMT SMALL TOOLS AND EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.34.00.5 STRM WTR MGMT COMMUNICATIONS	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.40.00.5 STRM WTR MGMT DUES/SUBSCRIPTS/MTGS	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.48.00.5 STRM WTR MGMT PROPERTY & CASUALTY INS	\$6,161.00	\$3,079.50	\$3,081.50	49.98 %
12.5471.60.00.5 STRM WTR MGMT PROFESSIONAL SVCS	\$2,500.00	\$0.00	\$2,500.00	0.00 %
12.5471.65.00.5 STRM WTR MGMT RENTAL OF CITY EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.66.00.5 STRM WTR MGMT OTHER RENTALS	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.67.00.5 STRM WTR MGMT STREET REPAIR/MAINT	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.68.00.5 STRM WTR MGMT VEH/EQUIP REPAIR/MAINT	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.69.00.5 STRM WTR MGMT BLDG/GRNDS REPAIR/MAINT	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.70.00.5 STRM WTR MGMT COPIER	\$440.00	\$177.82	\$262.18	40.41 %
12.5471.72.00.5 STRM WTR MGMT TAXES/LICENSES/REGISTS	\$1,500.00	\$0.00	\$1,500.00	0.00 %
12.5471.74.00.5 STRM WTR MGMT TRAVEL/TRANSPORTATION	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.79.00.5 STRM WTR MGMT MISC	\$0.00	\$0.00	\$0.00	0.00 %
12.5471.83.00.5 STRM WTR MGMT EQUIP/MACH	\$500.00	\$0.00	\$500.00	0.00 %
12.5471.95.01.5 STRM WTR MGMT PENSION INTEREST EXP	\$2,610.00	\$1,304.80	\$1,305.20	49.99 %
TOTAL STORMWATER MANAGEMENT	\$219,648.00	\$77,111.06	\$142,536.94	35.11%
12.5480 SEWER COLLECTION SYSTEM				
12.5480.10.00.5 COLLECTION SALARIES & WAGES	\$165,388.00	\$58,541.06	\$106,846.94	35.40 %
12.5480.11.00.5 COLLECTION OVERTIME	\$18,143.00	\$4,356.08	\$13,786.92	24.01 %
12.5480.15.01.5 COLLECTION DENTAL INSURANCE	\$1,606.00	\$2,253.71	(\$647.71)	140.33 %
12.5480.15.02.5 COLLECTION FICA/MEDICARE	\$13,402.00	\$4,509.40	\$8,892.60	33.65 %
12.5480.15.03.5 COLLECTION HEALTH INSURANCE	\$41,931.00	\$13,211.83	\$28,719.17	31.51 %
12.5480.15.04.5 COLLECTION FLEX SPENDING ACCOUNT	\$803.00	\$332.16	\$470.84	41.36 %
12.5480.15.05.5 COLLECTION LONG TERM CARE INSURANCE	\$92.00	\$5.34	\$86.66	5.80 %
12.5480.15.07.5 COLLECTION CITY RETIREMENT	\$12,025.00	\$4,196.04	\$7,828.96	34.89 %
12.5480.15.08.5 COLLECTION LIFE, STD, LTD INSURANCE	\$2,409.00	\$1,195.34	\$1,213.66	49.62 %
12.5480.15.09.5 COLLECTION UNEMPLOYMENT INSURANCE	\$390.00	\$190.60	\$199.40	48.87 %
12.5480.15.10.5 COLLECTION WORKERS' COMPENSATION	\$6,729.00	\$1,685.80	\$5,043.20	25.05 %
12.5480.15.12.5 COLLECTION PARKING FEE	\$306.00	\$330.00	(\$24.00)	107.84 %
12.5480.18.00.5 COLLECTION UNIFORMS/PROTECTIVE CLOTH	\$1,500.00	\$517.50	\$982.50	34.50 %



City of Montpelier
SEWER FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
12.5480.20.00.5 COLLECTION OFFICE SUPPLIES	\$50.00	\$0.00	\$50.00	0.00 %
12.5480.21.00.5 COLLECTION OPERATING SUPPLIES	\$25,000.00	\$4,083.70	\$20,916.30	16.33 %
12.5480.23.00.5 COLLECTION SMALL TOOLS & EQUIP	\$1,500.00	\$0.00	\$1,500.00	0.00 %
12.5480.34.00.5 COLLECTION COMMUNICATIONS	\$3,300.00	\$38.17	\$3,261.83	1.16 %
12.5480.38.00.5 COLLECTION DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
12.5480.48.00.5 COLLECTION PROP & LIAB INS	\$8,767.00	\$4,381.90	\$4,385.10	49.98 %
12.5480.48.01.5 COLLECTION PC - DEDUCTIBLE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
12.5480.56.00.5 COLLECTION OTR PUR SRVC	\$15,000.00	\$7,409.60	\$7,590.40	49.40 %
12.5480.65.00.5 COLLECTION EQUIP USE ASSESSMENT	\$105,390.00	\$105,390.00	\$0.00	100.00 %
12.5480.65.01.5 COLLECTION EQUIP FLAT FEE	\$50,000.00	\$50,000.00	\$0.00	100.00 %
12.5480.66.00.5 COLLECTION OTHER RENTALS	\$2,500.00	\$0.00	\$2,500.00	0.00 %
12.5480.67.00.5 COLLECTION STREET REPAIR/MAINT	\$5,000.00	\$8,403.34	(\$3,403.34)	168.07 %
12.5480.68.00.5 COLLECTION VEH/EQUIP REPAIR & MAINT	\$10,000.00	\$88.15	\$9,911.85	0.88 %
12.5480.69.00.5 COLLECTION BLDGS/GRNDS REPAIR/MAINT	\$500.00	\$0.00	\$500.00	0.00 %
12.5480.70.00.5 COLLECTION COPIER	\$626.00	\$252.98	\$373.02	40.41 %
12.5480.76.01.5 COLLECTION ELECTRIC	\$10,000.00	\$2,339.96	\$7,660.04	23.40 %
12.5480.79.00.5 COLLECTION MISC	\$0.00	\$0.00	\$0.00	0.00 %
12.5480.82.00.5 COLLECTION CAP IMPROVEMENTS	\$0.00	\$226.87	(\$226.87)	0.00 %
12.5480.82.01.5 COLLECTION CSO CAPITAL IMPROVEMNENT	\$0.00	\$0.00	\$0.00	0.00 %
12.5480.83.00.5 COLLECTION MACH/EQUIPMENT	\$60,000.00	\$38,129.00	\$21,871.00	63.55 %
12.5480.88.00.5 COLLECTION CAPITAL RSRV	\$0.00	\$0.00	\$0.00	0.00 %
12.5480.90.00.5 COLLECTION CSO PRINCIPAL DEBT PAYMNT	\$348,310.00	\$175,308.98	\$173,001.02	50.33 %
12.5480.91.00.5 COLLECTION CSO INTEREST DEBT PAYMENT	\$37,885.00	\$21,438.62	\$16,446.38	56.59 %
12.5480.95.01.5 COLLECTION PENSION INTEREST EXP	\$7,147.00	\$3,573.50	\$3,573.50	50.00 %
TOTAL SEWER COLLECTION SYSTEM	\$955,699.00	\$512,389.63	\$443,309.37	53.61%
12.5481 WASTEWATER ADMINISTRATION				
12.5481.10.00.5 WW ADMIN SALARIES & WAGES	\$82,008.00	\$26,355.27	\$55,652.73	32.14 %
12.5481.11.00.5 WW ADMIN OVERTIME	\$2,753.00	\$511.68	\$2,241.32	18.59 %
12.5481.15.01.5 WW ADMIN DENTAL INSURANCE	\$674.00	\$238.66	\$435.34	35.41 %
12.5481.15.02.5 WW ADMIN FICA/MEDICARE	\$6,188.00	\$1,995.28	\$4,192.72	32.24 %
12.5481.15.03.5 WW ADMIN HEALTH INSURANCE	\$17,588.00	\$4,610.88	\$12,977.12	26.22 %



City of Montpelier
SEWER FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
12.5481.15.04.5 WW ADMIN FLEX SPENDING ACCOUNT	\$337.00	\$139.32	\$197.68	41.34 %
12.5481.15.05.5 WW ADMIN LONG TERM CARE INSURANCE	\$47.00	\$13.24	\$33.76	28.17 %
12.5481.15.07.5 WW ADMIN CITY RETIREMENT	\$5,552.00	\$1,698.11	\$3,853.89	30.59 %
12.5481.15.08.5 WW ADMIN LIFE, STD, LTD INSURANCE	\$1,011.00	\$501.38	\$509.62	49.59 %
12.5481.15.09.5 WW ADMIN UNEMPLOYMENT INSURANCE	\$163.00	\$79.94	\$83.06	49.04 %
12.5481.15.10.5 WW ADMIN WORKERS' COMPENSATION	\$252.00	\$126.26	\$125.74	50.10 %
12.5481.15.12.5 WW ADMIN PARKING FEE	\$522.00	\$498.00	\$24.00	95.40 %
12.5481.16.00.5 WW ADMIN GASB#68 PENSION	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.18.00.5 WW ADMIN UNIFORMS/PROTECT CLOTHING	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.20.00.5 WW ADMIN OFFICE SUPPLIES	\$2,500.00	\$1,013.63	\$1,486.37	40.55 %
12.5481.20.01.5 WW ADMIN POSTAGE	\$2,000.00	\$0.00	\$2,000.00	0.00 %
12.5481.30.00.5 WW ADMIN ADVERTISING	\$250.00	\$66.56	\$183.44	26.62 %
12.5481.34.00.5 WW ADMIN TELEPHONE BASIC SERVICE	\$4,500.00	\$647.84	\$3,852.16	14.40 %
12.5481.34.01.5 WW ADMIN TELEPHONE LONG DISTANCE	\$1,750.00	\$289.09	\$1,460.91	16.52 %
12.5481.34.02.5 WW ADMIN INTERNET WAN SERVICE	\$7,775.00	\$3,380.68	\$4,394.32	43.48 %
12.5481.38.00.5 WW ADMIN DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.40.00.5 WW ADMIN DUES/SUBSCRIPTS/MTGS	\$1,250.00	\$0.00	\$1,250.00	0.00 %
12.5481.48.00.5 WW ADMIN PROPERTY & LIABILITY INS	\$3,677.00	\$1,857.96	\$1,819.04	50.53 %
12.5481.48.01.5 WW ADMIN PC - DEDUCTIBLE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.56.00.5 WW ADMIN - OTR PUR SRVC	\$250.00	\$0.00	\$250.00	0.00 %
12.5481.60.00.5 WW ADMIN PROFESSIONAL SVCS	\$5,000.00	\$0.00	\$5,000.00	0.00 %
12.5481.61.00.5 WW ADMIN LEGAL SERVICES	\$2,000.00	\$0.00	\$2,000.00	0.00 %
12.5481.65.00.5 WW ADMIN EQUIPMENT VACTOR RESERVE	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.70.00.5 WW ADMIN COPIER	\$262.00	\$106.14	\$155.86	40.51 %
12.5481.79.00.5 WW ADMIN MISCELLANEOUS	\$0.00	\$30.77	(\$30.77)	0.00 %
12.5481.83.00.5 WW ADMIN MACHINERY & EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.83.01.5 WW ADMIN COMPUTER EQUIPMENT ALLOC	\$15,587.00	\$5,171.39	\$10,415.61	33.18 %
12.5481.83.02.5 WW ADMIN FINANCIAL SOFTWARE	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.85.00.5 WW ADMIN FED/STATE GRANT EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.90.00.5 WW ADMIN WWTP DEBT PRINCIPAL	\$142,946.00	\$177,655.23	(\$34,709.23)	124.28 %
12.5481.91.00.5 WW ADMIN WWTP DEBT INTEREST	\$79,351.00	\$38,301.99	\$41,049.01	48.27 %
12.5481.92.00.5 WW ADMIN ENERGY IMPROV LEASE PYMT	\$17,650.00	\$8,825.05	\$8,824.95	50.00 %



City of Montpelier
SEWER FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
12.5481.92.01.5 WW ADMIN ENERGY AUDIT	\$0.00	\$0.00	\$0.00	0.00 %
12.5481.95.01.5 WW ADMIN PENSION INTEREST EXP	\$3,856.00	\$1,928.00	\$1,928.00	50.00 %
12.5481.96.00.5 WW ADMIN WATER METER DEPREC SHARE	\$15,000.00	\$15,000.00	\$0.00	100.00 %
12.5481.97.00.5 WW ADMIN ADMINISTRATIVE/MGMT SVCS	\$275,159.00	\$275,159.00	\$0.00	100.00 %
TOTAL WASTEWATER ADMINISTRATION	\$697,858.00	\$566,201.35	\$131,656.65	81.13%
12.5482 PRIVATE SEWER SYS MAINT				
12.5482.10.00.5 PRIV SWR MAINT SALARIES & WAGES	\$3,796.00	\$1,438.48	\$2,357.52	37.89 %
12.5482.11.00.5 PRIV SWR MAINT OVERTIME	\$47.00	\$22.26	\$24.74	47.36 %
12.5482.15.01.5 PRIV SWR MAINT DENTAL INSURANCE	\$22.00	\$8.10	\$13.90	36.82 %
12.5482.15.02.5 PRIV SWR MAINT FICA/MEDICARE	\$282.00	\$104.91	\$177.09	37.20 %
12.5482.15.03.5 PRIV SWR MAINT HEALTH INSURANCE	\$582.00	\$210.73	\$371.27	36.21 %
12.5482.15.04.5 PRIV SWR MAINT FLEX SPENDING ACCOUNT	\$11.00	\$4.61	\$6.39	41.91 %
12.5482.15.05.5 PRIV SWR MAINT LONG TERM CARE INS	\$1.00	\$0.89	\$0.11	89.00 %
12.5482.15.07.5 PRIV SWR MAINT CITY RETIREMENT	\$253.00	\$82.92	\$170.08	32.77 %
12.5482.15.08.5 PRIV SWR MAINT LIFE, STD, LTD INS	\$33.00	\$16.60	\$16.40	50.30 %
12.5482.15.09.5 PRIV SWR MAINT UNEMPLOY INSURANCE	\$5.00	\$2.64	\$2.36	52.80 %
12.5482.15.10.5 PRIV SWR MAINT WORKERS' COMPENSATION	\$146.00	\$73.16	\$72.84	50.11 %
12.5482.48.00.5 PRIV SWR MAINT PROP/LIAB INS	\$122.00	\$60.86	\$61.14	49.89 %
12.5482.56.00.5 PRIV SWR MAINT OTR PUR SRVC	\$4,000.00	\$1,364.70	\$2,635.30	34.12 %
12.5482.70.00.5 PRIV SWR MAINT COPIER	\$9.00	\$3.49	\$5.51	38.78 %
12.5482.95.01.5 PRIV SWR MAINT PENSION INTEREST EXP	\$47.00	\$23.11	\$23.89	49.17 %
TOTAL PRIVATE SEWER SYS MAINT	\$9,356.00	\$3,417.46	\$5,938.54	36.53%
12.5491 DELQ SEWER FEES COLLECTION				
12.5491.10.00.5 DELQ SEWER TAX COLL SALARIES & WAGES	\$10,049.00	\$3,826.35	\$6,222.65	38.08 %
12.5491.11.00.5 DELQ SEWER FEES COLLECTION	\$0.00	\$0.00	\$0.00	0.00 %
12.5491.15.01.5 DELQ SEWER TAX COLL DENTAL INSURANCE	\$74.00	\$57.42	\$16.58	77.59 %
12.5491.15.02.5 DELQ SEWER TAX COLL FICA/MEDICARE	\$734.00	\$259.48	\$474.52	35.35 %
12.5491.15.03.5 DELQ SEWER TAX COLL HEALTH INSURANCE	\$1,922.00	\$619.61	\$1,302.39	32.24 %
12.5491.15.04.5 DELQ SEWER TAX COLL FLEX SPENDING ACCOUNT	\$37.00	\$15.22	\$21.78	41.14 %
12.5491.15.05.5 DELQ SEWER TAX COLL LONG TERM CARE INSURANCE	\$5.00	\$33.99	(\$28.99)	679.80 %



City of Montpelier
SEWER FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
12.5491.15.07.5 DELQ SEWER TAX COLL CITY RETIREMENT	\$0.00	\$0.00	\$0.00	0.00 %
12.5491.15.08.5 DELQ SEWER TAX COLL LIFE, STD, LTD INSURANCE	\$110.00	\$54.78	\$55.22	49.80 %
12.5491.15.09.5 DELQ SEWER TAX COLL UNEMPLOYMENT INSURANCE	\$18.00	\$8.74	\$9.26	48.56 %
12.5491.15.10.5 DELQ SEWER TAX COLL WORKERS' COMPENSATION	\$30.00	\$15.04	\$14.96	50.13 %
12.5491.15.12.5 DELQ SEWER TAX COLL PARKING FEE	\$99.00	\$99.00	\$0.00	100.00 %
12.5491.20.00.5 DELQ SEWER TAX COLL OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	0.00 %
12.5491.20.01.5 DELQ SEWER TAX COLL POSTAGE	\$1,000.00	\$879.79	\$120.21	87.98 %
12.5491.34.00.5 DELQ SEWER TAX COLL COMMUNICATIONS	\$500.00	\$0.00	\$500.00	0.00 %
12.5491.40.00.5 DELQ SEWER TAX COLL DUES/SUBSCRIPTS/MTGS	\$0.00	\$0.00	\$0.00	0.00 %
12.5491.48.00.5 DELQ SEWER TAX COLL PROPERTY & LIABILITY INS	\$402.00	\$200.84	\$201.16	49.96 %
12.5491.70.00.5 DELQ SEWER TAX COLL COPIER	\$29.00	\$11.58	\$17.42	39.93 %
12.5491.95.01.5 DELQ SEWER TAX COLL PENSION INTEREST EXP	\$470.00	\$235.10	\$234.90	50.02 %
TOTAL DELQ SEWER FEES COLLECTION	\$15,479.00	\$6,316.94	\$9,162.06	40.81%
12.9962 GF MISC EXP				
12.9962.00.00.5 A/R SEWER BAD DEBT WRITE-OFF	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL GF MISC EXP	\$0.00	\$0.00	\$0.00	0.00%
TOTAL SEWER FUND EXPENDITURES	\$3,971,056.00	\$2,018,620.83	\$1,952,435.17	50.83%
SEWER FUND NET EXCESS / (DEFICIT)	(\$192,757.00)	\$158,446.94		



City of Montpelier
CEMETERY FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
REVENUES				
17.2 INTERGOVERNMENTAL REV				
17.2301.00.00.4 FEMA STORM DAMAGE GRANT REV	\$0.00	\$0.00	\$0.00	0.00 %
17.2550.00.00.4 CEMETERY XFER CMTRY TRST-EXP	\$30,000.00	\$0.00	(\$30,000.00)	0.00 %
17.2660.00.00.4 CEMETERY OUTSIDE BURIALS	\$3,000.00	\$2,340.00	(\$660.00)	78.00 %
17.2700.00.00.4 CEMETERY INTEREST	\$0.00	\$0.00	\$0.00	0.00 %
17.2701.00.00.4 CEMETERY CHANGE IN MARKET VALUE	\$0.00	\$0.00	\$0.00	0.00 %
17.2770.00.00.4 CEMETERY ENDOWMENT CARE	\$10,250.00	\$3,980.00	(\$6,270.00)	38.83 %
17.2771.00.00.4 CEMETERY GRAVE OPENINGS	\$0.00	\$1,370.00	\$1,370.00	0.00 %
17.2771.00.01.4 CEMETERY GRAVE OPEN FULL BURIAL	\$12,000.00	\$5,675.00	(\$6,325.00)	47.29 %
17.2771.00.02.4 CEMETERY GRAVE OPEN CREMATION	\$12,000.00	\$4,710.00	(\$7,290.00)	39.25 %
17.2772.00.00.4 CEMETERY FOUNDATIONS	\$0.00	\$0.00	\$0.00	0.00 %
17.2773.00.00.4 CEMETERY VAULT CHARGES	\$2,000.00	\$0.00	(\$2,000.00)	0.00 %
17.2814.00.00.4 PROCEEDS FROM LTD	\$0.00	\$0.00	\$0.00	0.00 %
17.2816.00.00.4 SALE OF EQUIP PROCEEDS	\$0.00	\$0.00	\$0.00	0.00 %
17.2960.00.00.4 CEMETERY LOT SALES	\$6,400.00	\$2,360.00	(\$4,040.00)	36.88 %
17.2990.00.00.4 CEMETERY FOUNDATIONS	\$4,000.00	\$5,859.10	\$1,859.10	146.48 %
17.2990.00.01.4 CEMETERY MONUMENT SALES/REPAIR	\$0.00	\$0.00	\$0.00	0.00 %
17.2990.00.02.4 CEMETERY MONUMENT INSTALLATIONS	\$0.00	\$40.00	\$40.00	0.00 %
17.2990.00.03.4 CEMETERY MONUMENT REPAIR	\$1,500.00	\$415.00	(\$1,085.00)	27.67 %
17.2990.00.04.4 CEMETERY MONUMENT SALES/SANDBLAST	\$0.00	\$725.00	\$725.00	0.00 %
17.2992.00.00.4 CEMETERY MISC REIMBS	\$0.00	\$632.50	\$632.50	0.00 %
17.2993.00.00.4 CEMETERY NON-RESIDENT REVENUE	\$1,000.00	\$0.00	(\$1,000.00)	0.00 %
17.2994.00.00.4 CEMETERY XFER GENERAL FUND	\$57,826.00	\$57,826.00	\$0.00	100.00 %
17.2995.00.00.4 CEMETERY XFER PARKING FUND	\$10,000.00	\$10,000.00	\$0.00	100.00 %
17.2996.00.00.4 CEMETERY XFER DPW SMALL PARKS	\$27,900.00	\$27,900.00	\$0.00	100.00 %
17.2997.00.00.4 CEMETERY XFER GF CIP/EQUIPMENT	\$32,783.00	\$32,783.00	\$0.00	100.00 %
TOTAL INTERGOVERNMENTAL REV	\$210,659.00	\$156,615.60	(\$54,043.40)	74.35%
TOTAL CEMETERY FUND REVENUES	\$210,659.00	\$156,615.60	(\$54,043.40)	74.35%



City of Montpelier
CEMETERY FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
EXPENDITURES				
17.7000 GREEN MOUNT CEMETERY				
17.7000.10.00.5 CEMETERY SALARIES & WAGES	\$91,008.00	\$38,831.78	\$52,176.22	42.67 %
17.7000.11.00.5 CEMETERY OVERTIME	\$500.00	\$1,801.77	(\$1,301.77)	360.35 %
17.7000.15.01.5 CEMETERY DENTAL INSURANCE	\$745.00	\$348.04	\$396.96	46.72 %
17.7000.15.02.5 CEMETERY FICA/MEDICARE	\$6,680.00	\$3,088.84	\$3,591.16	46.24 %
17.7000.15.03.5 CEMETERY HEALTH INSURANCE	\$7,804.00	\$3,116.08	\$4,687.92	39.93 %
17.7000.15.04.5 CEMETERY FLEX SPENDING ACCOUNT	\$373.00	\$61.82	\$311.18	16.57 %
17.7000.15.05.5 CEMETERY LONG TERM CARE INSURANCE	\$46.00	\$33.00	\$13.00	71.74 %
17.7000.15.07.5 CEMETERY CITY RETIREMENT	\$5,994.00	\$2,895.18	\$3,098.82	48.30 %
17.7000.15.08.5 CEMETERY LIFE, STD, LTD INSURANCE	\$1,118.00	\$554.50	\$563.50	49.60 %
17.7000.15.09.5 CEMETERY UNEMPLOYMENT INSURANCE	\$180.00	\$88.42	\$91.58	49.12 %
17.7000.15.10.5 CEMETERY WORKERS' COMPENSATION	\$3,489.00	\$1,748.18	\$1,740.82	50.11 %
17.7000.18.00.5 CEMETERY UNIFORMS/PROTECT CLOTHING	\$1,000.00	\$698.46	\$301.54	69.85 %
17.7000.20.00.5 CEMETERY OFFICE SUPPLIES	\$0.00	\$799.53	(\$799.53)	0.00 %
17.7000.20.01.5 CEMETERY POSTAGE	\$50.00	\$0.97	\$49.03	1.94 %
17.7000.21.00.5 CEMETERY OPERATING SUPPLIES	\$800.00	\$1,647.27	(\$847.27)	205.91 %
17.7000.21.01.5 CEMETERY FUEL	\$4,000.00	\$1,301.79	\$2,698.21	32.54 %
17.7000.23.00.5 CEMETERY SMALL TOOLS & EQUIP	\$250.00	\$456.74	(\$206.74)	182.70 %
17.7000.30.00.5 CEMETERY ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	0.00 %
17.7000.34.00.5 CEMETERY TELEPHONE BASIC SERVICE	\$394.00	\$79.02	\$314.98	20.06 %
17.7000.34.01.5 CEMETERY TELEPHONE LONG DISTANCE	\$128.00	\$35.26	\$92.74	27.55 %
17.7000.34.02.5 CEMETERY INTERNET WAN SERVICE	\$661.00	\$374.54	\$286.46	56.66 %
17.7000.40.00.5 CEMETERY DUES/SUBSCRIPTS/MTGS	\$1,000.00	\$40.00	\$960.00	4.00 %
17.7000.48.00.5 CEMETERY PROPERTY & LIABILITY INS	\$4,067.00	\$2,032.72	\$2,034.28	49.98 %
17.7000.48.01.5 CEMETERY PC - DEDUCTIBLE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
17.7000.56.00.5 CEMETERY CORRECTIONS - LABOR COST	\$19,824.00	\$17,630.36	\$2,193.64	88.93 %
17.7000.57.00.5 CEMETERY MONUMENT INSTALLATION	\$1,500.00	\$3,976.92	(\$2,476.92)	265.13 %
17.7000.57.01.5 CEMETERY MONUMENT REPAIR	\$500.00	\$411.87	\$88.13	82.37 %
17.7000.57.02.5 CEMETERY MONUMENT SALES/SANDBLAST	\$500.00	\$930.00	(\$430.00)	186.00 %
17.7000.58.00.5 CEMETERY FLOWER FUND	\$500.00	\$0.00	\$500.00	0.00 %



City of Montpelier
CEMETERY FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
17.7000.58.01.5 CEMETERY ENDOWMENT CARE	\$10,250.00	\$0.00	\$10,250.00	0.00 %
17.7000.60.00.5 CEMETERY PROFESSIONAL SVCS	\$500.00	\$70.00	\$430.00	14.00 %
17.7000.66.00.5 CEMETERY OTHER RENTALS	\$100.00	\$0.00	\$100.00	0.00 %
17.7000.67.00.5 CEMETERY STREET REPAIR & MAINT	\$0.00	\$0.00	\$0.00	0.00 %
17.7000.68.00.5 CEMETERY VEH/EQUIP REPAIR & MAINT	\$0.00	\$2,269.63	(\$2,269.63)	0.00 %
17.7000.68.01.5 CEMETERY TRUCK REPAIR & MAINT	\$500.00	\$190.60	\$309.40	38.12 %
17.7000.68.02.5 CEMETERY MOWING REPAIR & MAINT	\$1,000.00	\$1,248.44	(\$248.44)	124.84 %
17.7000.68.03.5 CEMETERY EXCAVATOR REPAIR & MAINT	\$500.00	\$122.52	\$377.48	24.50 %
17.7000.68.04.5 CEMETERY TRACTOR REPAIR & MAINT	\$250.00	\$234.45	\$15.55	93.78 %
17.7000.69.00.5 CEMETERY BLDGS/GRNDS REPAIR/MAINT	\$1,000.00	\$45.60	\$954.40	4.56 %
17.7000.69.01.5 CEMETERY SMALL PARKS MAINTENANCE	\$1,500.00	\$54.98	\$1,445.02	3.67 %
17.7000.70.00.5 CEMETERY COPIER	\$290.00	\$117.36	\$172.64	40.47 %
17.7000.72.00.5 CEMETERY TAXES/LICENSE/REGIST	\$0.00	\$0.00	\$0.00	0.00 %
17.7000.74.00.5 CEMETERY TRAVEL/TRANSPORTATION	\$300.00	\$545.00	(\$245.00)	181.67 %
17.7000.76.01.5 CEMETERY ELECTRIC	\$1,400.00	\$435.36	\$964.64	31.10 %
17.7000.76.02.5 CEMETERY HEATING FUEL	\$1,800.00	\$560.85	\$1,239.15	31.16 %
17.7000.76.03.5 CEMETERY TRASH REMOVAL	\$75.00	\$0.00	\$75.00	0.00 %
17.7000.76.04.5 CEMETERY IN HOUSE UTILITIES/WATER	\$800.00	\$498.34	\$301.66	62.29 %
17.7000.76.05.5 CEMETERY PORTOLET	\$2,000.00	\$849.60	\$1,150.40	42.48 %
17.7000.79.00.5 CEMETERY MISC	\$100.00	\$0.00	\$100.00	0.00 %
17.7000.80.00.5 CEMETERY ELM STREET CEMETERY	\$100.00	\$0.00	\$100.00	0.00 %
17.7000.80.01.5 CEMETERY TREES, BULBS, SHRUBS	\$1,300.00	\$466.37	\$833.63	35.87 %
17.7000.82.00.5 CEMETERY CIP PLAN CEMETERY	\$18,875.00	\$1,532.42	\$17,342.58	8.12 %
17.7000.83.00.5 CEMETERY EQUIPMENT PLAN CEMETERY	\$13,908.00	\$0.00	\$13,908.00	0.00 %
17.7000.91.00.5 CEMETERY INTEREST EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
17.7000.95.01.5 CEMETERY PENSION INTEREST EXP	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL GREEN MOUNT CEMETERY	\$210,659.00	\$92,224.58	\$118,434.42	43.78%
17.9962 GF MISC EXP				
17.9962.00.00.5 AR BAD DEBT EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL GF MISC EXP	\$0.00	\$0.00	\$0.00	0.00%



City of Montpelier
CEMETERY FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
TOTAL CEMETERY FUND EXPENDITURES	\$210,659.00	\$92,224.58	\$118,434.42	43.78%
CEMETERY FUND NET EXCESS / (DEFICIT)	\$0.00	\$64,391.02		



City of Montpelier
PARKS FUND FY 2016 Budget Report
 As Of and For The
5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
REVENUES				
18.22 PERMITS AND LICENSE REV				
18.2280.00.00.4 PARKS MISC GRANT REVENUE	\$6,000.00	\$0.00	(\$6,000.00)	0.00 %
TOTAL PERMITS AND LICENSE REV	\$6,000.00	\$0.00	(\$6,000.00)	0.00%
18.23 INTERGOVERNMENTAL REV				
18.2300.00.00.4 PARKS TOWER GRANT REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL INTERGOVERNMENTAL REV	\$0.00	\$0.00	\$0.00	0.00%
18.261 EQUIPMENT/LAND REVENUE				
18.2614.00.00.4 PARKS SALE OF EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL EQUIPMENT/LAND REVENUE	\$0.00	\$0.00	\$0.00	0.00%
18.264 OTHER REVENUE				
18.2648.00.00.4 PARKS VISTA	\$0.00	\$0.00	\$0.00	0.00 %
18.2649.00.00.4 PARKS MISC CONTRIBS	\$0.00	\$1,200.00	\$1,200.00	0.00 %
18.2649.00.01.4 PARKS PET WASTE CONTRIBS	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL OTHER REVENUE	\$0.00	\$1,200.00	\$1,200.00	0.00%
18.268 OTHER REVENUE				
18.2680.00.00.4 PARK ENCHANTED FOREST RECEIPTS	\$0.00	\$3,666.00	\$3,666.00	0.00 %
18.2685.00.00.4 PARKS SHELTER RESERVATION	\$0.00	\$175.00	\$175.00	0.00 %
TOTAL OTHER REVENUE	\$0.00	\$3,841.00	\$3,841.00	0.00%
18.29 OPERATING TRANSFERS				
18.2900.00.00.4 PARKS INTEREST REV	\$0.00	\$0.00	\$0.00	0.00 %
18.2907.00.00.4 PARKS W/C REIMB	\$0.00	\$0.00	\$0.00	0.00 %
18.2910.00.00.4 PARKS XFER GF OPERATIONS	\$146,767.00	\$148,927.00	\$2,160.00	101.47 %
18.2910.01.00.4 PARKS XFER GF PARK IMPACT FEES	\$0.00	\$0.00	\$0.00	0.00 %



City of Montpelier
PARKS FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
18.2915.00.00.4 PARKS XFER FROM GF PET WASTE FEES	\$2,160.00	\$0.00	(\$2,160.00)	0.00 %
18.2983.00.00.4 PARKS RANGER HOUSE RENTAL	\$13,200.00	\$5,500.00	(\$7,700.00)	41.67 %
18.2984.00.00.4 PARKS XFER FROM OTHER FUNDS	\$0.00	\$0.00	\$0.00	0.00 %
18.2985.00.00.4 PARKS XFER GF EQUIPMENT	\$10,700.00	\$10,700.00	\$0.00	100.00 %
18.2986.00.00.4 PARKS XFER MONTPR FOUNDTN	\$0.00	\$0.00	\$0.00	0.00 %
18.2987.00.00.4 PARKS XFER GF CIP	\$8,000.00	\$8,000.00	\$0.00	100.00 %
18.2990.00.00.4 PARKS MISC. REVENUE	\$0.00	\$66.83	\$66.83	0.00 %
18.2992.00.00.4 PARKS MISC REIMB	\$0.00	\$821.66	\$821.66	0.00 %
TOTAL OPERATING TRANSFERS	\$180,827.00	\$174,015.49	(\$6,811.51)	96.23%
TOTAL PARKS FUND REVENUES	\$186,827.00	\$179,056.49	(\$7,770.51)	95.84%



City of Montpelier
PARKS FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
EXPENDITURES				
18.76 PARKS GRANT EXP				
18.7612.00.00.5 PARKS VISIONING GRANT	\$0.00	\$0.00	\$0.00	0.00 %
18.7615.00.00.5 PARKS STATE HOUSE TRAIL	\$900.00	\$508.16	\$391.84	56.46 %
18.7621.00.00.5 PARKS GRANT EXP-COMMUNITY GARDEN	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL PARKS GRANT EXP	\$900.00	\$508.16	\$391.84	56.46%
18.7600 PARKS OPERATIONS				
18.7600.10.00.5 PARKS SALARIES & WAGES	\$84,181.00	\$38,975.03	\$45,205.97	46.30 %
18.7600.10.01.5 PARKS AMERICORP & SUMMER WAGES	\$14,000.00	\$8,016.75	\$5,983.25	57.26 %
18.7600.11.00.5 PARKS OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.11.01.5 A/R SEWER BAD DEBT WRITE-OFF	\$0.00	\$101.25	(\$101.25)	0.00 %
18.7600.15.01.5 PARKS DENTAL INSURANCE	\$739.00	\$223.89	\$515.11	30.30 %
18.7600.15.02.5 PARKS FICA/MEDICARE	\$6,145.00	\$3,370.45	\$2,774.55	54.85 %
18.7600.15.03.5 PARKS HEALTH INSURANCE	\$13,511.00	\$6,255.72	\$7,255.28	46.30 %
18.7600.15.04.5 PARKS FLEX SPENDING ACCOUNT	\$369.00	\$107.03	\$261.97	29.01 %
18.7600.15.05.5 PARKS LONG TERM CARE INSURANCE	\$45.00	\$43.67	\$1.33	97.04 %
18.7600.15.07.5 PARKS CITY RETIREMENT	\$5,514.00	\$1,995.00	\$3,519.00	36.18 %
18.7600.15.08.5 PARKS LIFE, STD, LTD INSURANCE	\$1,108.00	\$549.93	\$558.07	49.63 %
18.7600.15.09.5 PARKS UNEMPLOYMENT INSURANCE	\$179.00	\$87.68	\$91.32	48.98 %
18.7600.15.10.5 PARKS WORKERS' COMPENSATION	\$3,216.00	\$1,611.40	\$1,604.60	50.11 %
18.7600.20.00.5 PARKS OFFICE SUPPLIES	\$200.00	\$238.53	(\$38.53)	119.27 %
18.7600.20.01.5 PARKS POSTAGE	\$70.00	\$1.19	\$68.81	1.70 %
18.7600.21.00.5 PARKS OPERATING SUPPLIES	\$1,200.00	\$1,240.43	(\$40.43)	103.37 %
18.7600.23.00.5 PARKS SMALL TOOLS & EQUIP	\$1,000.00	\$1,384.70	(\$384.70)	138.47 %
18.7600.30.00.5 PARKS ADVERTISING	\$200.00	\$0.00	\$200.00	0.00 %
18.7600.34.00.5 PARKS TELEPHONE BASIC SERVICE	\$172.00	\$106.87	\$65.13	62.13 %
18.7600.34.01.5 PARKS TELEPHONE LONG DISTANCE	\$56.00	\$15.34	\$40.66	27.39 %
18.7600.34.02.5 PARKS INTERNET WAN SERVICE	\$288.00	\$163.06	\$124.94	56.62 %
18.7600.34.03.5 PARKS CELL PHONE & PAGER	\$1,200.00	\$335.36	\$864.64	27.95 %



City of Montpelier
PARKS FUND FY 2016 Budget Report
 As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
18.7600.40.00.5 PARKS DUES/SUBSCRIPTS/MTGS	\$1,000.00	\$540.00	\$460.00	54.00 %
18.7600.48.00.5 PARKS PROPERTY & LIABILITY INS	\$4,033.00	\$2,015.98	\$2,017.02	49.99 %
18.7600.48.01.5 PARKS PC - DEDUCTIBLE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.56.00.5 PARKS OTR PUR SRVC	\$1,500.00	\$565.50	\$934.50	37.70 %
18.7600.62.00.5 PARKS PRINTING & BINDING	\$200.00	\$13.20	\$186.80	6.60 %
18.7600.67.00.5 PARKS ROADS/REPAIR/MAINT	\$3,846.00	\$0.00	\$3,846.00	0.00 %
18.7600.68.00.5 PARKS VEHS/EQUIP REPAIR/MAINT	\$9,000.00	\$3,026.42	\$5,973.58	33.63 %
18.7600.69.00.5 PARKS BLDG/GRNDS REPAIR/MAINT	\$4,000.00	\$2,624.72	\$1,375.28	65.62 %
18.7600.69.01.5 PARKS NON RE-OCCURRING MAINT	\$4,000.00	\$0.00	\$4,000.00	0.00 %
18.7600.69.02.5 PARKS TOWER REPAIRS/MAINT	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.70.00.5 PARKS COPIER	\$288.00	\$116.37	\$171.63	40.41 %
18.7600.74.00.5 PARKS TRAVEL/TRANSPORTATION	\$400.00	\$0.00	\$400.00	0.00 %
18.7600.76.01.5 PARKS ELECTRIC	\$882.00	\$298.03	\$583.97	33.79 %
18.7600.76.02.5 PARKS HEAT	\$0.00	\$474.98	(\$474.98)	0.00 %
18.7600.76.03.5 PARKS TRASH REMOVAL	\$100.00	\$17.70	\$82.30	17.70 %
18.7600.76.04.5 PARKS IN HOUSE UTILITIES/WATER	\$400.00	\$93.00	\$307.00	23.25 %
18.7600.79.00.5 PARKS MISC	\$250.00	\$2,929.86	(\$2,679.86)	1,171.94 %
18.7600.79.01.5 PARKS PET WASTE EXP	\$2,160.00	\$0.00	\$2,160.00	0.00 %
18.7600.82.00.5 PARKS CIP PLAN PARKS	\$4,000.00	\$644.11	\$3,355.89	16.10 %
18.7600.83.00.5 PARKS EQUIPMENT PLAN PARKS	\$10,700.00	\$664.97	\$10,035.03	6.21 %
18.7600.83.01.5 PARKS TOWER RESTORATION	\$0.00	\$0.00	\$0.00	0.00 %
18.7600.95.01.5 PARKS PENSION INTEREST EXP	\$2,275.00	\$1,137.68	\$1,137.32	50.01 %
18.7600.99.01.5 PARKS XFER TO GF-TREE WARDEN ASST	\$3,000.00	\$3,000.00	\$0.00	100.00 %
TOTAL PARKS OPERATIONS	\$185,427.00	\$82,985.80	\$102,441.20	44.75%
18.764 PARKS MISC EXP				
18.7643.00.00.5 PARKS PEACE PARK	\$500.00	\$0.00	\$500.00	0.00 %
18.7644.00.00.5 PARKS IMPACT EXP	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL PARKS MISC EXP	\$500.00	\$0.00	\$500.00	0.00%
TOTAL PARKS FUND EXPENDITURES	\$186,827.00	\$83,493.96	\$103,333.04	44.69%



City of Montpelier
PARKS FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
PARKS FUND NET EXCESS / (DEFICIT)	\$0.00	\$95,562.53		



City of Montpelier
SENIOR CENTER FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
REVENUES				
38.23 INTERGOVERNMENTAL REV				
38.2301.00.00.4 SR CTR GRANT REV -FED/STATE	\$0.00	\$0.00	\$0.00	0.00 %
38.2305.00.00.4 GRANTS-PRIVATE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL INTERGOVERNMENTAL REV	\$0.00	\$0.00	\$0.00	0.00%
38.24 FEES & CHARGES FOR SERVICES				
38.2401.00.00.4 SR CTR MEMBERSHIP DUES	\$19,500.00	\$16,843.00	(\$2,657.00)	86.37 %
38.2403.00.00.4 SR CTR CLASS FEES	\$69,885.00	\$31,222.50	(\$38,662.50)	44.68 %
38.2405.00.00.4 SR CTR MEAL CONTRIBUTIONS	\$0.00	\$0.00	\$0.00	0.00 %
38.2407.00.00.4 SR CTR TRIP INCOME	\$7,800.00	\$2,014.50	(\$5,785.50)	25.83 %
38.2409.00.00.4 SR CTR SPECIAL DINNERS	\$5,000.00	\$0.00	(\$5,000.00)	0.00 %
38.2425.00.00.4 SR CTR SPECIAL PROJECTS	\$500.00	\$0.00	(\$500.00)	0.00 %
TOTAL FEES & CHARGES FOR SERVICES	\$102,685.00	\$50,080.00	(\$52,605.00)	48.77%
38.25 RENTS & COMMISSIONS/UTILITY FEES				
38.2502.00.00.4 SR CTR FACILITY RENTAL REV	\$6,500.00	\$1,155.00	(\$5,345.00)	17.77 %
38.2505.00.00.4 SR CTR AD & SPONSORSHIP REV	\$4,000.00	\$1,890.00	(\$2,110.00)	47.25 %
TOTAL RENTS & COMMISSIONS/UTILITY FEES	\$10,500.00	\$3,045.00	(\$7,455.00)	29.00%
38.27 INTEREST/INVESTMENT REVENUE				
38.2700.00.00.4 SR CTR CORRY FUND-OPERATIONS	\$52,041.00	\$13,152.14	(\$38,888.86)	25.27 %
38.2705.00.00.4 SR CTR INTEREST INCOME	\$0.00	\$0.00	\$0.00	0.00 %
38.2705.00.01.4 SR CTR REALIZED GAIN	\$0.00	\$0.00	\$0.00	0.00 %
38.2705.00.02.4 SR CTR UNREALIZED GAIN	\$0.00	\$0.00	\$0.00	0.00 %
38.2706.00.00.4 SR CTR INVESTMENT INCOME	\$8,171.00	\$0.00	(\$8,171.00)	0.00 %
TOTAL INTEREST/INVESTMENT REVENUE	\$60,212.00	\$13,152.14	(\$47,059.86)	21.84%
38.28 MISC REVENUE				



City of Montpelier
 SENIOR CENTER FY 2016 Budget Report
 As Of and For The
 5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
38.2801.00.00.4 SR CTR CONTRIBUTIONS	\$2,000.00	\$3,945.55	\$1,945.55	197.28 %
38.2801.01.00.4 SR CTR APPEAL REVENUE	\$15,000.00	\$8,545.00	(\$6,455.00)	56.97 %
38.2801.02.00.4 SR CTR BOARD MEMBER GIFTS	\$0.00	\$0.00	\$0.00	0.00 %
38.2802.00.00.4 SR CTR MEMORIAL GIFTS	\$0.00	\$0.00	\$0.00	0.00 %
38.2803.00.00.4 SR CTR FUND RAISING-BAZAAR/WINDOW	\$0.00	\$0.00	\$0.00	0.00 %
38.2804.00.00.4 SR CTR FUND RAISING-MERCHANDISE SALE	\$500.00	\$20.00	(\$480.00)	4.00 %
38.2805.00.00.4 SR CTR FUND RAISING-RUMMAGE SALE	\$3,000.00	\$0.00	(\$3,000.00)	0.00 %
38.2808.00.00.4 CONTRIBUTIONS-CLASS SCHOLARSHIPS	\$1,200.00	\$150.00	(\$1,050.00)	12.50 %
38.2808.00.01.4 CONTRIBUTIONS-TRIP SCHOLARSHIPS	\$100.00	\$0.00	(\$100.00)	0.00 %
38.2809.00.00.4 SR CTR GRANT REV - PRIVATE	\$11,000.00	\$28,059.54	\$17,059.54	255.09 %
38.2810.00.00.4 SR CTR OTHER TOWNS CONTRIBUTION	\$16,000.00	\$9,000.00	(\$7,000.00)	56.25 %
38.2816.00.00.4 SR CTR TRANSFER FROM ENDOWMENT ACCOUNT	\$0.00	\$0.00	\$0.00	0.00 %
38.2817.00.00.4 TRANSFER FROM MONTPELIER FOUNDATION	\$0.00	\$0.00	\$0.00	0.00 %
38.2820.00.00.4 SR CTR MISC INCOME	\$500.00	\$847.75	\$347.75	169.55 %
TOTAL MISC REVENUE	\$49,300.00	\$50,567.84	\$1,267.84	102.57%
38.29 OPERATING TRANSFERS				
38.2910.00.00.4 SR CTR XFER GF OPERATIONS	\$143,475.00	\$143,475.00	\$0.00	100.00 %
38.2997.00.00.4 SR CTR XFER GF CIP/EQUIPMENT	\$0.00	\$0.00	\$0.00	0.00 %
38.2998.00.00.4 SR CTR ENDOWMENT REVENUE	\$0.00	\$105,192.26	\$105,192.26	0.00 %
TOTAL OPERATING TRANSFERS	\$143,475.00	\$248,667.26	\$105,192.26	173.32%
TOTAL SENIOR CENTER REVENUES	\$366,172.00	\$365,512.24	(\$659.76)	99.82%



City of Montpelier
SENIOR CENTER FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
EXPENDITURES				
38.3800 SENIOR CTR OPERATIONS				
38.3800.10.00.5 SR CTR SALARIES & WAGES	\$111,151.00	\$41,787.92	\$69,363.08	37.60 %
38.3800.11.00.5 SR CTR OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
38.3800.15.01.5 SR CTR DENTAL INSURANCE	\$1,106.00	\$522.06	\$583.94	47.20 %
38.3800.15.02.5 SR CTR FICA/MEDICARE	\$8,114.00	\$2,734.31	\$5,379.69	33.70 %
38.3800.15.03.5 SR CTR HEALTH INSURANCE	\$30,283.00	\$11,421.68	\$18,861.32	37.72 %
38.3800.15.04.5 SR CTR FLEX SPENDING ACCOUNT	\$553.00	\$239.89	\$313.11	43.38 %
38.3800.15.05.5 SR CTR LONG TERM CARE INSURANCE	\$68.00	\$0.00	\$68.00	0.00 %
38.3800.15.07.5 SR CTR CITY RETIREMENT	\$7,781.00	\$3,013.68	\$4,767.32	38.73 %
38.3800.15.08.5 SR CTR LIFE, STD, LTD INSURANCE	\$1,660.00	\$823.46	\$836.54	49.61 %
38.3800.15.09.5 SR CTR UNEMPLOYMENT INSURANCE	\$268.00	\$131.30	\$136.70	48.99 %
38.3800.15.10.5 SR CTR WORKERS' COMPENSATION	\$323.00	\$161.84	\$161.16	50.11 %
38.3800.20.00.5 SR CTR OFFICE SUPPLIES	\$1,000.00	\$621.11	\$378.89	62.11 %
38.3800.20.01.5 SR CTR POSTAGE	\$2,500.00	\$2,071.71	\$428.29	82.87 %
38.3800.20.02.5 SR CTR PROGRAM SUPPLIES	\$500.00	\$542.79	(\$42.79)	108.56 %
38.3800.21.00.5 SR CTR OPERATING SUPPLIES	\$1,200.00	\$51.86	\$1,148.14	4.32 %
38.3800.21.01.5 SR CTR FUEL-VAN	\$1,200.00	\$332.14	\$867.86	27.68 %
38.3800.23.00.5 SR CTR SMALL TOOLS & EQUIP	\$600.00	\$11.98	\$588.02	2.00 %
38.3800.30.00.5 SR CTR ADVERTISING	\$1,500.00	\$141.64	\$1,358.36	9.44 %
38.3800.40.00.5 SR CTR DUES/SUBSCRIPTIONS/MTGS	\$2,400.00	\$104.00	\$2,296.00	4.33 %
38.3800.41.00.5 SR CTR TRAINING	\$2,000.00	\$1,180.20	\$819.80	59.01 %
38.3800.48.00.5 SR CTR PROP & LIAB INS	\$6,040.00	\$3,018.64	\$3,021.36	49.98 %
38.3800.56.00.5 SR CTR CONTRACT SVCS-INSTRUCTION	\$46,000.00	\$17,264.00	\$28,736.00	37.53 %
38.3800.56.01.5 SR CTR SWIMMING PROGRAM	\$17,600.00	\$5,863.00	\$11,737.00	33.31 %
38.3800.56.02.5 SR CTR BOWLING PROGRAM	\$0.00	\$0.00	\$0.00	0.00 %
38.3800.56.03.5 SR CTR OTHER PROGRAMS	\$2,200.00	\$4,765.00	(\$2,565.00)	216.59 %
38.3800.56.04.5 SR CENTER CLEANING SERVICES	\$12,500.00	\$3,272.51	\$9,227.49	26.18 %
38.3800.56.05.5 SR CTR TENNIS PROGRAM	\$960.00	\$640.00	\$320.00	66.67 %
38.3800.56.06.5 SR CTR GYM USE	\$0.00	\$0.00	\$0.00	0.00 %
38.3800.60.00.5 SR CTR PROF SERVICES	\$3,500.00	\$761.20	\$2,738.80	21.75 %



City of Montpelier
SENIOR CENTER FY 2016 Budget Report
 As Of and For The
5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
38.3800.62.00.5 SR CTR PRINTING/COPIER	\$4,200.00	\$1,269.46	\$2,930.54	30.23 %
38.3800.63.00.5 SR CTR AMERICORPS SERVICES	\$0.00	\$0.00	\$0.00	0.00 %
38.3800.66.00.5 SR CTR CONDO FEES	\$26,800.00	\$13,313.36	\$13,486.64	49.68 %
38.3800.68.00.5 SR CTR EQUIPMENT MAINT/RENTAL	\$800.00	\$346.60	\$453.40	43.33 %
38.3800.68.01.5 SR CTR VAN REPAIRS/MAINT	\$1,000.00	\$0.00	\$1,000.00	0.00 %
38.3800.70.00.5 SR CTR COPIER-CITY ALLOCATION	\$431.00	\$174.18	\$256.82	40.41 %
38.3800.74.00.5 SR CTR TRAVEL/TRANSPORTATION	\$0.00	\$0.00	\$0.00	0.00 %
38.3800.76.01.5 SR CTR ELECTRIC	\$10,750.00	\$4,083.06	\$6,666.94	37.98 %
38.3800.76.04.5 SR CTR WATER & SEWER	\$3,300.00	\$804.30	\$2,495.70	24.37 %
38.3800.79.00.5 SR CTR MISC	\$500.00	\$79.75	\$420.25	15.95 %
38.3800.79.01.5 SR CTR CREDIT CARD FEES	\$0.00	\$107.99	(\$107.99)	0.00 %
38.3800.83.00.5 SR CTR EQUIP/COMPUTERS/WEBSITE	\$600.00	\$0.00	\$600.00	0.00 %
38.3800.90.00.5 SR CTR DEBT SERVICE PRINCIPAL PAYMENT	\$7,929.00	\$0.00	\$7,929.00	0.00 %
38.3800.91.00.5 SR CTR DEBT SERVICE INTEREST PAYMENT	\$5,214.00	\$0.00	\$5,214.00	0.00 %
38.3800.95.01.5 SR CTR PENSION INTEREST EXP	\$4,241.00	\$2,112.63	\$2,128.37	49.81 %
38.3800.97.00.5 SR CTR ADMIN/MGMT SVCS	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL SENIOR CTR OPERATIONS	\$328,772.00	\$123,769.25	\$205,002.75	37.65%
38.3801 SENIOR CTR FOOD SERVICE				
38.3801.00.00.4 SENIOR CTR FOOD SERVICE	\$0.00	\$0.00	\$0.00	0.00 %
38.3801.21.00.5 SR CTR FOOD SVC FOOD & WATER	\$3,500.00	\$373.06	\$3,126.94	10.66 %
38.3801.21.01.5 SR CTR FOOD SVC KITCHEN SUPPLIES	\$2,200.00	\$1,141.66	\$1,058.34	51.89 %
38.3801.48.00.5 SR CTR FOOD SVC PROPERTY & LIABILITY INS	\$0.00	\$0.00	\$0.00	0.00 %
38.3801.56.00.5 SR CTR MEAL PROGRAM PURCH SRVC	\$18,000.00	\$4,500.00	\$13,500.00	25.00 %
38.3801.57.00.5 SR CTR FOOD SVC SPECIAL DINNERS	\$3,000.00	\$0.00	\$3,000.00	0.00 %
38.3801.68.00.5 SR CTR FOOD SVC EQUIPMENT MAINTENANCE	\$2,000.00	\$0.00	\$2,000.00	0.00 %
38.3801.76.05.5 SR CTR FOOD SVC PROPANE	\$3,200.00	\$334.00	\$2,866.00	10.44 %
38.3801.79.00.5 SR CTR FOOD SVC COMPOSTING	\$500.00	\$204.00	\$296.00	40.80 %
TOTAL SENIOR CTR FOOD SERVICE	\$32,400.00	\$6,552.72	\$25,847.28	20.22%
38.3802 SENIOR CTR FIELD TRIP/TOURS				
38.3802.74.00.5 SR CTR FIELD TRIP/TOURS EXP	\$5,000.00	\$2,216.43	\$2,783.57	44.33 %



City of Montpelier
SENIOR CENTER FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
TOTAL SENIOR CTR FIELD TRIP/TOURS	\$5,000.00	\$2,216.43	\$2,783.57	44.33%
38.3803 SENIOR CTR CAPITAL IMP.				
38.3803.82.00.5 SR CTR CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00 %
38.3803.83.00.5 SR CTR-USE OF ENDOW-RENOVATION	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL SENIOR CTR CAPITAL IMP.	\$0.00	\$0.00	\$0.00	0.00%
38.3804 SENIOR CTR SCHOLARSHIPS				
38.3804.44.00.5 CLASS SCHOLARSHIP EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
38.3804.44.01.5 TRIP SCHOLARSHIP EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL SENIOR CTR SCHOLARSHIPS	\$0.00	\$0.00	\$0.00	0.00%
38.9390 TRANSFERS TO OTHER FUNDS				
38.9390.00.00.5 XFER TO CAPITAL PROJECTS #31	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL TRANSFERS TO OTHER FUNDS	\$0.00	\$0.00	\$0.00	0.00%
TOTAL SENIOR CENTER EXPENDITURES	\$366,172.00	\$132,538.40	\$233,633.60	36.20%
SENIOR CENTER NET EXCESS / (DEFICIT)	\$0.00	\$232,973.84		



City of Montpelier
PARKING FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
REVENUES				
40.25 RENTS & COMMISSIONS/UTILITY FEES				
40.2560.00.00.4 PARKING METER REV	\$426,000.00	\$169,045.77	(\$256,954.23)	39.68 %
40.2560.00.01.4 PARKING METERS REV-JACOBS LOT	\$21,800.00	\$8,435.76	(\$13,364.24)	38.70 %
40.2560.01.00.4 PARKING VENDING-BLANCHARD	\$34,000.00	\$16,787.75	(\$17,212.25)	49.38 %
40.2560.02.00.4 PARKING VENDING-CAP PLAZA	\$37,000.00	\$15,417.20	(\$21,582.80)	41.67 %
40.2560.03.00.4 PARKING VENDING-60 STATE ST	\$41,500.00	\$18,935.10	(\$22,564.90)	45.63 %
40.2560.05.00.4 PARKING VENDING-STONECUTTER	\$5,000.00	\$3,662.95	(\$1,337.05)	73.26 %
40.2560.06.00.4 PARKING KEY REVENUE	\$8,000.00	\$4,428.75	(\$3,571.25)	55.36 %
40.2561.00.00.4 PARKING TICKETS REV	\$175,000.00	\$63,965.18	(\$111,034.82)	36.55 %
40.2563.00.00.4 PARKING PERMITS-BLANCHARD	\$7,500.00	\$3,600.00	(\$3,900.00)	48.00 %
40.2563.01.00.4 PARKING PERMITS-CAP PLAZA	\$0.00	\$0.00	\$0.00	0.00 %
40.2563.02.00.4 PARKING PERMITS-JACOBS	\$31,460.00	\$14,075.00	(\$17,385.00)	44.74 %
40.2563.03.00.4 PARKING PERMITS-60 STATE	\$26,400.00	\$10,200.00	(\$16,200.00)	38.64 %
40.2563.05.00.4 PARKING PERMITS-STONECUTTER'S WAY	\$28,120.00	\$10,380.00	(\$17,740.00)	36.91 %
40.2563.06.00.4 PARKING PERMITS-PITKIN COURT CIRC	\$0.00	\$0.00	\$0.00	0.00 %
40.2563.07.00.4 PARKING PERMITS-VLCT LOT	\$5,880.00	\$2,940.00	(\$2,940.00)	50.00 %
TOTAL RENTS & COMMISSIONS/UTILITY FEES	\$847,660.00	\$341,873.46	(\$505,786.54)	40.33%
40.27 INTEREST/INVESTMENT REVENUE				
40.2700.00.00.4 PARKING INTEREST	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL INTEREST/INVESTMENT REVENUE	\$0.00	\$0.00	\$0.00	0.00%
40.29 OPERATING TRANSFERS				
40.2910.00.00.4 EMPLOYEE PARKING REVENUE	\$26,000.00	\$27,642.00	\$1,642.00	106.32 %
40.2915.00.01.4 XFER FROM PARKING FUND ATR-BIKE/PED PLAN	\$0.00	\$0.00	\$0.00	0.00 %
40.2990.00.00.4 PARKING MISC REV	\$3,000.00	\$3,284.10	\$284.10	109.47 %
40.2992.00.00.4 PARKING MISC REIMBS	\$0.00	\$0.00	\$0.00	0.00 %
40.2995.00.00.4 PARKING REPLACEMENT FEES	\$0.00	\$0.00	\$0.00	0.00 %



City of Montpelier
PARKING FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
TOTAL OPERATING TRANSFERS	\$29,000.00	\$30,926.10	\$1,926.10	106.64%
TOTAL PARKING FUND REVENUES	\$876,660.00	\$372,799.56	(\$503,860.44)	42.52%



City of Montpelier
PARKING FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
EXPENDITURES				
40.4400 PARKING ENFORCEMENT				
40.4400.10.00.5 PARKING ENF SALARIES & WAGES	\$250,716.00	\$87,295.42	\$163,420.58	34.82 %
40.4400.11.00.5 PARKING ENF OVERTIME	\$21,587.00	\$5,881.29	\$15,705.71	27.24 %
40.4400.15.01.5 PARKING ENF DENTAL INSURANCE	\$2,208.00	\$826.50	\$1,381.50	37.43 %
40.4400.15.02.5 PARKING ENF FICA/MEDICARE	\$19,862.00	\$6,727.28	\$13,134.72	33.87 %
40.4400.15.03.5 PARKING ENF HEALTH INSURANCE	\$51,598.00	\$13,775.18	\$37,822.82	26.70 %
40.4400.15.04.5 PARKING ENF FLEX SPENDING ACCOUNT	\$1,104.00	\$408.74	\$695.26	37.02 %
40.4400.15.05.5 PARKING ENF LONG TERM CARE INSURANCE	\$138.00	\$44.22	\$93.78	32.04 %
40.4400.15.07.5 PARKING ENF CITY RETIREMENT	\$17,821.00	\$5,226.72	\$12,594.28	29.33 %
40.4400.15.08.5 PARKING ENF LIFE, STD, LTD INSURANCE	\$3,313.00	\$1,643.58	\$1,669.42	49.61 %
40.4400.15.09.5 PARKING ENF UNEMPLOY INSURANCE	\$536.00	\$262.08	\$273.92	48.90 %
40.4400.15.10.5 PARKING ENF WORKERS' COMPENSATION	\$9,562.00	\$4,791.08	\$4,770.92	50.11 %
40.4400.15.12.5 PARKING ENF PARKING FEE	\$2,376.00	\$2,376.00	\$0.00	100.00 %
40.4400.16.00.5 PARKING ENF GASB#68 PENSION	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.18.00.5 PARKING ENF UNIFORMS/PROTECT CLOTHING	\$1,400.00	\$40.74	\$1,359.26	2.91 %
40.4400.20.00.5 PARKING ENF OFFICE SUPPLIES	\$2,200.00	\$673.69	\$1,526.31	30.62 %
40.4400.20.01.5 PARKING ENF POSTAGE	\$4,000.00	\$522.25	\$3,477.75	13.06 %
40.4400.21.00.5 PARKING ENF OPERATING SUPPLIES	\$8,825.00	\$2,352.13	\$6,472.87	26.65 %
40.4400.23.00.5 PARKING ENF SMALL TOOLS & EQUIP	\$150.00	\$0.00	\$150.00	0.00 %
40.4400.30.00.5 PARKING ENF ADVERTISING	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.34.00.5 PARKING ENF TELEPHONE BASIC SERVICE	\$850.00	\$170.30	\$679.70	20.04 %
40.4400.34.01.5 PARKING ENF TELEPHONE LONG DISTANCE	\$275.00	\$76.00	\$199.00	27.64 %
40.4400.34.02.5 PARKING ENF INTERNET WAN SERVICE	\$1,425.00	\$807.24	\$617.76	56.65 %
40.4400.34.04.5 PARKING ENF TELEPHONE OTHER DPS LINE	\$0.00	\$1,248.50	(\$1,248.50)	0.00 %
40.4400.38.00.5 PARKING ENF DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.40.00.5 PARKING ENF DUES/SUBSCRIPTS/MTGS	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.48.00.5 PARKING ENF PROPERTY & LIABILITY INS	\$12,055.00	\$6,025.12	\$6,029.88	49.98 %
40.4400.48.01.5 PARKING ENF PC DEDUCTIBLE EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.56.00.5 PARKING ENF OTP PUR SRVC	\$4,105.00	\$3,687.33	\$417.67	89.83 %
40.4400.60.00.5 PARKING ENF PROFESSIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00 %



City of Montpelier
PARKING FUND FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
40.4400.65.00.5 PARKING ENF EQUIPMENT FLAT FEE	\$5,603.00	\$5,603.00	\$0.00	100.00 %
40.4400.66.00.5 PARKING ENF LOT LEASES	\$98,667.00	\$16,404.00	\$82,263.00	16.63 %
40.4400.68.00.5 PARKING ENF VEH/EQUIP REPAIR & MAINT	\$18,950.00	\$6,724.83	\$12,225.17	35.49 %
40.4400.70.00.5 PARKING ENF COPIER	\$860.00	\$347.83	\$512.17	40.45 %
40.4400.72.00.5 PARKING ENF LOT TAXES	\$11,340.00	\$10,736.92	\$603.08	94.68 %
40.4400.74.00.5 PARKING ENF TRAVEL/TRANSPORTATION	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.76.01.5 PARKING ENF ELECTRIC	\$5,800.00	\$1,478.88	\$4,321.12	25.50 %
40.4400.76.02.5 PARKING ENF HEATING FUEL	\$4,500.00	\$301.88	\$4,198.12	6.71 %
40.4400.76.04.5 PARKING ENF IN HOUSE UTILITIES	\$325.00	\$55.58	\$269.42	17.10 %
40.4400.77.00.5 PARKING ENF PARKING BAD DEBT	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.79.01.5 PARKING ENF CC FEES PARKING LOT	\$0.00	\$6,790.56	(\$6,790.56)	0.00 %
40.4400.82.00.5 PARKING ENF CAPITAL IMPROVEMENTS	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.83.00.5 PARKING ENF MACHINERY & EQUIP	\$3,700.00	\$0.00	\$3,700.00	0.00 %
40.4400.83.01.5 PARKING ENF COMPUTER EQUIPMENT ALLOC	\$3,460.00	\$1,161.60	\$2,298.40	33.57 %
40.4400.88.01.5 PARKING ENF COMPUTER SOFTWARE	\$0.00	\$0.00	\$0.00	0.00 %
40.4400.95.01.5 PARKING ENF PENSION INTEREST EXP	\$9,654.00	\$4,826.99	\$4,827.01	50.00 %
40.4400.97.00.5 PARKING ENF ADMINISTRATIVE/MGMT SVCS	\$67,845.00	\$67,845.00	\$0.00	100.00 %
TOTAL PARKING ENFORCEMENT	\$646,810.00	\$267,138.46	\$379,671.54	41.30%
40.4401 DPW-PARKING MAINT				
40.4401.10.00.5 PARKING MAINT SALARIES & WAGES	\$67,765.00	\$22,298.50	\$45,466.50	32.91 %
40.4401.11.00.5 PARKING MAINT OVERTIME	\$8,847.00	\$1,039.55	\$7,807.45	11.75 %
40.4401.15.01.5 PARKING MAINT DENTAL INSURANCE	\$616.00	\$193.03	\$422.97	31.34 %
40.4401.15.02.5 PARKING MAINT FICA/MEDICARE	\$5,597.00	\$1,665.69	\$3,931.31	29.76 %
40.4401.15.03.5 PARKING MAINT HEALTH INSURANCE	\$16,073.00	\$4,624.14	\$11,448.86	28.77 %
40.4401.15.04.5 PARKING MAINT FLEX SPENDING ACCOUNT	\$308.00	\$127.33	\$180.67	41.34 %
40.4401.15.05.5 PARKING MAINT LONG TERM CARE INSURANCE	\$37.61	\$9.15	\$28.46	24.33 %
40.4401.15.07.5 PARKING MAINT CITY RETIREMENT	\$5,022.00	\$1,571.81	\$3,450.19	31.30 %
40.4401.15.08.5 PARKING MAINT LIFE, STD, LTD INSURANCE	\$924.00	\$458.22	\$465.78	49.59 %
40.4401.15.09.5 PARKING MAINT UNEMPLOYMENT INSURANCE	\$149.00	\$73.06	\$75.94	49.03 %
40.4401.15.10.5 PARKING MAINT WORKERS' COMPENSATION	\$4,667.00	\$2,338.42	\$2,328.58	50.11 %
40.4401.15.12.5 PARKING MAINT PARKING FEE	\$102.00	\$102.00	\$0.00	100.00 %



City of Montpelier
PARKING FUND FY 2016 Budget Report
 As Of and For The
5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
40.4401.20.00.5 PARKING MAINT OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	0.00 %
40.4401.21.00.5 PARKING MAINT OPERATING SUPPLIES	\$4,565.00	\$652.74	\$3,912.26	14.30 %
40.4401.48.00.5 PARKING MAINT PROPERTY & LIABILITY INS	\$3,361.00	\$1,679.74	\$1,681.26	49.98 %
40.4401.56.00.5 PARKING MAINT OTP PUR SRVC	\$20,000.00	\$0.00	\$20,000.00	0.00 %
40.4401.60.00.5 PARKING MAINT PROFESSIONAL SVCS	\$0.00	\$0.00	\$0.00	0.00 %
40.4401.65.00.5 PARKING MAINT EQUIPMENT FLAT FEE	\$7,000.00	\$7,000.00	\$0.00	100.00 %
40.4401.66.00.5 PARKING MAINT OTHER RENTALS	\$1,500.00	\$0.00	\$1,500.00	0.00 %
40.4401.70.00.5 PARKING MAINT COPIER	\$240.00	\$97.00	\$143.00	40.42 %
40.4401.82.00.5 PARKING MAINT CIP PARKING LOT RESURFACE/MAINT	\$10,000.00	\$0.00	\$10,000.00	0.00 %
40.4401.82.10.5 PARKING MAINT XFER TO RESERVES/REPAY GF	\$0.00	\$0.00	\$0.00	0.00 %
40.4401.91.00.5 PARKING MAINT INTEREST EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
40.4401.93.00.5 PARKING MAINT TRANSFER TO CEMETERY FUND	\$10,000.00	\$10,000.00	\$0.00	100.00 %
40.4401.95.01.5 PARKING MAINT PENSION INTEREST EXP	\$2,860.00	\$1,430.22	\$1,429.78	50.01 %
TOTAL DPW-PARKING MAINT	\$169,633.61	\$55,360.60	\$114,273.01	32.64%
40.9393 MISC EXPENDITURE				
40.9393.93.00.5 PARKING XFER TO GF-PLANNING COM DEV	\$0.00	\$0.00	\$0.00	0.00 %
40.9393.98.00.5 ALTERNATIVE TRANSP RESERVE	\$43,833.00	\$385.34	\$43,447.66	0.88 %
TOTAL MISC EXPENDITURE	\$43,833.00	\$385.34	\$43,447.66	0.88%
TOTAL PARKING FUND EXPENDITURES	\$860,276.61	\$322,884.40	\$537,392.21	37.53%
PARKING FUND NET EXCESS / (DEFICIT)	\$16,383.39	\$49,915.16		



City of Montpelier
DISTRICT HEAT FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
REVENUES				
50.25 RENTS & COMMISSIONS/UTILITY FEES				
50.2501.00.00.4 DIST HEAT CAPACITY CHARGES	\$336,733.00	\$52,513.33	(\$284,219.67)	15.59 %
50.2502.00.00.4 DIST HEAT ENERGY CHARGES	\$158,081.00	\$13,987.01	(\$144,093.99)	8.85 %
TOTAL RENTS & COMMISSIONS/UTILITY FEES	\$494,814.00	\$66,500.34	(\$428,313.66)	13.44%
50.265 OTHER REVENUE				
50.2651.00.00.4 DISTRICT HEAT GRANT REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
50.2651.00.02.4 DISTRICT HEAT-USDA FOREST SVC GRANT	\$0.00	\$0.00	\$0.00	0.00 %
50.2651.00.03.4 DISTRICT HEAT VILLAGE GREEN GRANT REVENUE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL OTHER REVENUE	\$0.00	\$0.00	\$0.00	0.00%
50.29 OPERATING TRANSFERS				
50.2910.00.00.4 XFER FROM GENERAL FUND	\$0.00	\$0.00	\$0.00	0.00 %
50.2990.00.00.4 DIST HEAT REV MISC	\$0.00	\$0.01	\$0.01	0.00 %
TOTAL OPERATING TRANSFERS	\$0.00	\$0.01	\$0.01	0.00%
TOTAL DISTRICT HEAT REVENUES	\$494,814.00	\$66,500.35	(\$428,313.65)	13.44%



City of Montpelier
 DISTRICT HEAT FY 2016 Budget Report
 As Of and For The
 5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
EXPENDITURES				
50.5200 DIST HEAT STATE CONTRACT				
50.5200.56.00.5 DIST HEAT STATE CONTRACT	\$84,089.00	\$0.00	\$84,089.00	0.00 %
TOTAL DIST HEAT STATE CONTRACT	\$84,089.00	\$0.00	\$84,089.00	0.00%
50.5210 DIST HEAT ENERGY				
50.5210.76.02.5 DIST HEAT HEATING FUEL	\$128,522.00	\$0.00	\$128,522.00	0.00 %
TOTAL DIST HEAT ENERGY	\$128,522.00	\$0.00	\$128,522.00	0.00%
50.5220 DIST HEAT ADMINISTRATION				
50.5220.10.00.5 DIST HEAT ADMIN SALARIES & WAGES	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.11.00.5 DIST HEAT ADMIN OVERTIME	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.15.01.5 DIST HEAT ADMIN DENTAL INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.15.02.5 DIST HEAT ADMIN FICA/MEDICARE	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.15.03.5 DIST HEAT ADMIN HEALTH INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.15.04.5 DIST HEAT ADMIN FLEX SPENDING ACCOUNT	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.15.05.5 DIST HEAT ADMIN LONG TERM CARE INS	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.15.07.5 DIST HEAT ADMIN CITY RETIREMENT	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.15.08.5 DIST HEAT ADMIN LIFE STD LTD INS	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.15.09.5 DIST HEAT ADMIN UNEMP INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.15.10.5 DIST HEAT ADMIN WORK COMP	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.18.00.5 DIST HEAT ADMIN UNIFORMS/PROTECT CLOTHING	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.20.00.5 DIST HEAT ADMIN OFFICE SUPPLIES	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.34.03.5 DIST HEAT ADMIN COM TELE CELL & PAGER	\$2,550.00	\$0.00	\$2,550.00	0.00 %
50.5220.38.00.5 DIST HEAT ADMIN DEPRECIATION	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.40.00.5 DIST HEAT ADMIN DUES/SUBSCRIPTS/MEETINGS	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.41.00.5 DIST HEAT PROF DEV/TRAINING	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.48.00.5 DIST HEAT ADMIN PROP & LIAB INSURANCE	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.56.00.5 DIST HEAT ADMIN OUTSIDE CONSULTING	\$0.00	\$5,227.50	(\$5,227.50)	0.00 %
50.5220.60.00.5 DIST HEAT ADMIN PROF SVCS	\$13,000.00	\$105.00	\$12,895.00	0.81 %



City of Montpelier
DISTRICT HEAT FY 2016 Budget Report
 As Of and For The
5 Months Ending 11/30/2015
 42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
50.5220.61.00.5 DIST HEAT ADMIN LEGAL SERVICES	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.70.00.5 DIST HEAT ADMIN COPIER & PAPER	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.74.00.5 DIST HEAT ADMIN TRAVEL/TRANSPORTATION	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.79.00.5 DIST HEAT ADMIN STARTUP	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.83.00.5 DIST HEAT ADMIN MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.90.00.5 DIST HEAT ADMIN PRINCIPAL REPAYMENT	\$12,955.00	\$12,955.00	\$0.00	100.00 %
50.5220.91.00.5 DIST HEAT ADMIN INTEREST EXPENSE	\$85,248.00	\$42,112.69	\$43,135.31	49.40 %
50.5220.92.00.5 DIST HEAT STATE OVERRUN EXP	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.96.00.5 DIST HEAT XFER TO GENERAL FUND	\$0.00	\$0.00	\$0.00	0.00 %
50.5220.97.00.5 DIST HEAT ADMIN ADMIN/MGMT SVCS	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL DIST HEAT ADMINISTRATION	\$113,753.00	\$60,400.19	\$53,352.81	53.10%
50.5230 DIST HEAT OPERATIONS				
50.5230.10.00.5 DIST HEAT OPER SALARIES & WAGES	\$39,123.00	\$16,120.71	\$23,002.29	41.21 %
50.5230.11.00.5 DIST HEAT OPER OVERTIME	\$3,665.00	\$1,036.26	\$2,628.74	28.27 %
50.5230.15.01.5 DIST HEAT OPER DENTAL INS	\$304.00	\$120.73	\$183.27	39.71 %
50.5230.15.02.5 DIST HEAT OPER FICA/MEDI	\$3,124.00	\$1,230.75	\$1,893.25	39.40 %
50.5230.15.03.5 DIST HEAT OPER HEALTH INS	\$7,922.00	\$2,844.45	\$5,077.55	35.91 %
50.5230.15.04.5 DIST HEAT OPER FLEX SPENDING ACCOUNT	\$152.00	\$62.76	\$89.24	41.29 %
50.5230.15.05.5 DIST HEAT OPER LONG TERM CARE	\$8.00	\$12.65	(\$4.65)	158.13 %
50.5230.15.07.5 DIST HEAT OPER CITY RETIREMENT	\$2,803.00	\$1,025.22	\$1,777.78	36.58 %
50.5230.15.08.5 DIST HEAT OPER LIFE STD LTD INS	\$455.00	\$225.75	\$229.25	49.62 %
50.5230.15.09.5 DIST HEAT OPER UNEMPLOYMENT INS	\$74.00	\$36.00	\$38.00	48.65 %
50.5230.15.10.5 DIST HEAT OPER WORK COMP	\$1,575.00	\$789.10	\$785.90	50.10 %
50.5230.15.12.5 DIST HEAT OPER PARKING FEE	\$30.00	\$30.00	\$0.00	100.00 %
50.5230.16.00.5 DIST HEAT OPER GASB#68 PENSION	\$0.00	\$0.00	\$0.00	0.00 %
50.5230.18.00.5 DIST HEAT OPER UNIFORMS/PROTECT CLOTHING	\$0.00	\$0.00	\$0.00	0.00 %
50.5230.21.00.5 DIST HEAT OPER SUPPLIES	\$7,000.00	\$0.00	\$7,000.00	0.00 %
50.5230.23.00.5 DIST HEAT OPER SMALL TOOLS	\$0.00	\$0.00	\$0.00	0.00 %
50.5230.34.00.5 DIST HEAT TELEP BASIC SERVICE	\$0.00	\$0.00	\$0.00	0.00 %
50.5230.34.01.5 DIST HEAT TELEP LONG DISTANCE	\$0.00	\$0.00	\$0.00	0.00 %
50.5230.34.02.5 DIST HEAT INTERNET WAN SERV	\$0.00	\$0.00	\$0.00	0.00 %



City of Montpelier
DISTRICT HEAT FY 2016 Budget Report
As Of and For The
5 Months Ending 11/30/2015
42% of Fiscal Year Completed

<u>Account Number and Description</u>	<u>Budget FY 2016</u>	<u>Actual to Date Through</u>	<u>Variance</u>	<u>Percent of Budget</u>
50.5230.34.03.5 DIST HEAT OPER CELL PHONE	\$0.00	\$0.00	\$0.00	0.00 %
50.5230.48.00.5 DIST HEAT OPER PROP & LIAB INS	\$1,656.00	\$827.70	\$828.30	49.98 %
50.5230.56.00.5 DIST HEAT OPER OTHER PUR SRVC	\$0.00	\$2,407.10	(\$2,407.10)	0.00 %
50.5230.68.00.5 DIST HEAT OPER EQUIP REPAIR/MAINT	\$0.00	\$0.00	\$0.00	0.00 %
50.5230.70.00.5 DIST HEAT OPER COPIER & PAPER	\$118.00	\$47.84	\$70.16	40.54 %
50.5230.76.01.5 DIST HEAT OPER ELECTRIC	\$5,338.00	\$678.20	\$4,659.80	12.71 %
50.5230.76.02.5 DIST HEAT OPER FUEL OIL	\$80,253.00	\$27,437.28	\$52,815.72	34.19 %
50.5230.83.00.5 DIST HEAT OPER MACH & EQUIP	\$0.00	\$0.00	\$0.00	0.00 %
50.5230.83.01.5 DIST HEAT COMPUTER EQUIP ALLOC	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL DIST HEAT OPERATIONS	\$153,600.00	\$54,932.50	\$98,667.50	35.76%
50.6500 CIP MISC PROJECTS				
50.6500.85.25.5 DISTRICT HEAT -SUBRECIPIENT PYMT	\$0.00	\$0.00	\$0.00	0.00 %
50.6500.86.30.5 DISTRICT HEAT VILLAGE GREEN GRANT EXPENSE	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL CIP MISC PROJECTS	\$0.00	\$0.00	\$0.00	0.00%
50.9390 TRANSFERS TO OTHER FUNDS				
50.9390.82.00.5 DIST HEAT CONSTRUCTION REPAYMENT	\$0.00	\$0.00	\$0.00	0.00 %
50.9390.93.00.5 DIST HEAT OPER RESERVE	\$14,850.00	\$0.00	\$14,850.00	0.00 %
50.9390.98.00.5 REVISE BUDGET ADJ FY15	\$0.00	\$0.00	\$0.00	0.00 %
TOTAL TRANSFERS TO OTHER FUNDS	\$14,850.00	\$0.00	\$14,850.00	0.00%
TOTAL DISTRICT HEAT EXPENDITURES	\$494,814.00	\$115,332.69	\$379,481.31	23.31%
DISTRICT HEAT NET EXCESS / (DEFICIT)	\$0.00	(\$48,832.34)		



America's Small Town Capital

DATE: December 18, 2015

TO: Montpelier Management Team
Mayor and City Council Members

FROM: Sandra Gallup, Finance Director

SUBJECT: DETAILED BUDGET STATUS REPORTS FOR GENERAL FUND, WATER FUND, SEWER FUND, CEMETERY FUND, PARKS FUND, PARKING FUND, SENIOR CENTER FUND AND DISTRICT HEAT FUND FOR A FIVE MONTH PERIOD BEGINNING JULY 1, 2015 AND ENDING NOVEMBER 30, 2015.

Enclosed please find budget reports for the above reference funds. For the General Fund, please note that 88.5% of revenues budgeted have been received (compared to 90% last fiscal year) and 53% of expenditures budgeted have been expensed for this time period (compared to 53% last year). This represents 42% of the budget year completed.

GENERAL FUND NOTES:

Revenue:

General Fund revenue is coming in a slower than expected, especially ambulance, planning department and building inspection fees. If all these revenues continue at the current rate the shortfall could be substantial. State PILOT revenue is \$20,000 less than last year, which is what we used in our FY16 budget.

Expenditures:

A few overages in expenditures developed early in FY16. Legal fees are running very high. Public safety wages & salaries (Fire.EMS and Police operations) may exceed the budget projections due to updates in the union contracts. Employee health insurance costs for 2016 are higher than projected. These could add up to significant overages in expenditures.

We do have some opportunities for savings. Changes in the Finance Department staff will help offset some the overages this year. And, there could be savings in vehicle fuel costs due to the low price of diesel and unleaded gas. Salt prices are better this year and so far the winter has been mild.

Last year, we worked very hard to overcome financial challenges and we just barely brought the general fund out of an earlier projected deficit. But our revenues were stronger last year. We will be able to make better financial projections for this year after we know the cost of winter road and sidewalk maintenance.

WATER FUND:

The Water Fund is having a good year. 55% of revenues budgeted have been received (compared to 54% last fiscal year) and 60% of expenditures budgeted have been expensed for this time period (compared to 62% last year).

SEWER FUND:

58% of revenues budgeted have been received (compared to 56.5% last fiscal year) and 51% of expenditures budgeted have been expensed for this time period (compared to 51% last year). Septage and Leachate Fees are coming in higher than projected, even with our increase in the budgeted amount. There are many equipment needs that are being addressed in this year's budget.

PARKING FUND:

42.5% of revenues budgeted have been received (compared to 38% last fiscal year) and 37.5% of expenditures budgeted have been expensed for this time period (compared to 36% last year). Overall parking revenue is up \$10,000 (in both meter and ticket revenue) in the first five months compared to last year. We projected to generate a \$16,000 surplus for the Parking Fund this year.

These Budget Reports are scheduled for the City Council Consent Agenda for January 6, 2016.

**Draft Charter
Changes
For discussion on
December 16, 2015**

Ballot Article 1: Shall the voters amend the Charter of the City of Montpelier to allow for a local sales tax as follows?

Add New Section:

Section 1204

- (a) Local option taxes are authorized under this section for the purpose of affording the City an alternative method of raising municipal revenues. Accordingly:
- (b) The City Council will assess a sales tax of one percent; with the provision that revenues collected from the sales tax will be dedicated for _____.
- (c) Any tax imposed under the authority of this section shall be collected and administered by the Vermont department of taxes, in accordance with state law governing such state tax or taxes; provided however, that a sales tax imposed under this section shall be collected on each sale that is subject to the Vermont sales tax using a destination basis for taxation.
- (d) Of the taxes reported under this section, 70 percent shall be paid to the City of Montpelier for calendar years thereafter. Such revenues may be expended by the City of Montpelier for municipal services *only* and not for educational expenditures. The remaining amount of the taxes reported shall be remitted monthly to the state treasurer for deposit in the PILOT special fund established in Sec. 89 of No. 60 of the Acts of 1997. Taxes due to the City of Montpelier under this section shall be paid by the State on a quarterly basis.

Ballot Article 2: Shall the voters amend the Charter of the City of Montpelier to allow for a local rooms/meals and alcohol taxes as follows?

Add New Section:

Section 1204

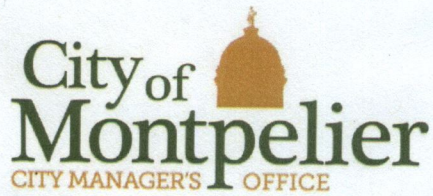
- (a) Local option taxes are authorized under this section for the purpose of affording the City an alternative method of raising municipal revenues. Accordingly:
- (b) The City Council will assess rooms, meals and alcohol taxes of one percent; with the provision that revenues collected from the rooms, meals and alcohol taxes will be dedicated for _____.
- (c) Any tax imposed under the authority of this section shall be collected and administered by the Vermont department of taxes, in accordance with state law governing such state tax or taxes.
- (d) Of the taxes reported under this section, 70 percent shall be paid to the City of Montpelier for

calendar years thereafter. Such revenues may be expended by the City of Montpelier for municipal services only and not for educational expenditures. The remaining amount of the taxes reported shall be remitted monthly to the state treasurer for deposit in the PILOT special fund established in Sec. 89 of No. 60 of the Acts of 1997. Taxes due to the City of Montpelier under this section shall be paid by the State on a quarterly basis.

MCF Requests FY 2017 with previous year history (12-1-2015)

Organization	FY16 Request	FY16 Approved	FY17 Request	FY17 Recommended	Comparison to FY16	FULL/Partial/NONE	Notes
GENERAL FUND							
American Red Cross	1,000.00	500.00					
Capstone Community Action	2,000.00	1,800.00	2,000.00	2,000.00	INCREASE	FULL	
Central Vermont Adult Basic Ed	6,000.00	6,000.00	6,000.00	6,000.00	LEVEL	FULL	
Central Vermont Council on Aging	7,000.00	7,000.00	7,000.00	7,000.00	LEVEL	FULL	
Central Vermont Home Health & Hospice	18,000.00	17,000.00	17,000.00	13,500.00	DECREASE	PARTIAL	
Central Vermont Memorial Civic Center			2,000.00	500.00		PARTIAL	
CIRCLE	3,075.00	3,000.00	3,000.00	3,000.00	LEVEL	FULL	
Community Connections	6,000.00	5,000.00	5,000.00	5,000.00	LEVEL	FULL	
Community Harvest of Central VT	5,000.00	2,500.00	5,000.00	3,000.00	INCREASE	PARTIAL	
Downstreet Housing	5,000.00	4,500.00	5,000.00	5,000.00	INCREASE	FULL	
Everybody Wins! Vermont	2,000.00	1,000.00	1,500.00	1,500.00	INCREASE	FULL	
Family Center of Washington County	3,500.00	3,500.00	3,500.00	3,500.00	LEVEL	FULL	
Friends of the Winooski	500.00	500.00	500.00	500.00	LEVEL	FULL	
Girlz/Boyz First Mentoring	5,000.00	1,500.00	3,000.00	2,000.00	INCREASE	PARTIAL	
Good Beginnings of Central Vermont	1,000.00	800.00	800.00	800.00	LEVEL	FULL	
Good Samaritan Haven			4,000.00	0.00		NOT REVIEWED	Missed Deadline
Green Mountain Youth Symphony	1,500.00	1,000.00	1,500.00	1,000.00	LEVEL	PARTIAL	
Green Up Vermont			300.00	300.00		FULL	
Home Share Now	1,000.00	1,000.00	1,000.00	1,000.00	LEVEL	FULL	
Just Basics–Montpelier Home Delivery Program	10,000.00	8,000.00	13,722.00	10,000.00	INCREASE	PARTIAL	
Lost Nation Theater	5,000.00	5,000.00	7,500.00	6,000.00	INCREASE	PARTIAL	
Montpelier Veterans’ Council							
North Branch Nature Center	3,000.00	3,000.00					
Onion River Exchange	2,000.00	500.00	1,000.00	500.00	LEVEL	PARTIAL	
Our House	500.00	500.00	10,000.00	0.00	DECREASE	NOT FUNDED	
People’s Health & Wellness Clinic	1,250.00	1,250.00	1,500.00	1,500.00	INCREASE	FULL	
Prevent Child Abuse	1,200.00	1,200.00	1,200.00	1,200.00	LEVEL	FULL	
Sexual Assault Crisis Team	2,000.00	750.00	3,000.00	2,000.00	INCREASE	PARTIAL	
Turtle Island Children's Center			4,000.00	0.00	NEW	NOT FUNDED	
Vermont Association for the Blind & Visually Impaired	500.00	500.00	500.00	500.00	LEVEL	PARTIAL	
Vermont College of Fine Arts			9,000.00	0.00	NEW	NOT FUNDED	
Vermont Humanities Council							
Vermont Center for Independent Living			5,000.00	4,000.00		PARTIAL	
Vermont Historical Society			6,000.00	2,000.00		PARTIAL	
Washington County Diversion Program	2,000.00	1,000.00	2,000.00	1,500.00	INCREASE	PARTIAL	
Washington County Youth Service Bureau	20,000.00	19,000.00	19,000.00	19,000.00	LEVEL	FULL	
Wood, T.W. Gallery	10,000.00	5,000.00	10,000.00	5,000.00	LEVEL	PARTIAL	
TOTAL:	125,025.00	102,300.00	161,522.00	108,800.00			

Organization	FY16 Request	FY16 Approved	FY17 Request	FY17 Recommended	Comparison to FY16	FULL/Partial/NONE	Notes
ARTS FUND							
Capital City Band	1,500.00	1,000.00	1,000.00	1,000.00	LEVEL	FULL	
Capital City Concerts	1,400.00	1,400.00	1,500.00	1,500.00	INCREASE	FULL	
Cardboard Teck	1,000.00	500.00					
Center for Arts and Learning			4,000.00	1,000.00	NEW	PARTIAL	
Coburn Hutcheson, Glen			1,200.00	1,000.00	NEW	PARTIAL	
Green Mountain Film Festival	1,000.00	1,000.00	1,000.00	1,000.00	LEVEL	FULL	
Harrison, John							
Hogan, Linda	600.00	500.00	500.00	0.00	DECREASE	NOT FUNDED	
Kellogg Hubbard Library	2,000.00	1,000.00					
Kids Fest	1,000.00	750.00	1,000.00	750.00	LEVEL	PARTIAL	
Konigbauer, Amy for /eTH'nagrefe (ethnography)			1,800.00	0.00	NEW	NOT FUNDED	
Monteverdi Music School							
Montpelier Alive							
Montpelier Alive							
Montpelier Chamber Orchestra	2,500.00	2,000.00	2,500.00	2,000.00	LEVEL	PARTIAL	
Montpelier Community Gospel	1,000.00	750.00	1,000.00	750.00	LEVEL	PARTIAL	
Nielsen, Erik							
Pfeiffer, Bryan			1,000.00	1,000.00	NEW	FULL	
Satterlee, Hanna	1,000.00	500.00	1,000.00	750.00	INCREASE	PARTIAL	
Summit School of Traditional Music and Culture							
Vermont Opera Theater							
Waring, Abigail							
Willow Wonder- MMC							
TOTAL:	13,000.00	9,400.00	17,500.00	10,750.00			
GRAND TOTAL	138,025.00	111,700.00	179,022.00	119,550.00			
TOTAL APPLICATIONS	38		45				



America's Small Town Capital

Mayor John Hollar

William Fraser
City Manager

City Council Members:

Dona Bate
Jessica Edgerly Walsh
Tom Golonka
Jean Olson
Justin Turcotte
Anne Watson

Jessie Baker
Assistant City Manager

The Times-Argus

Please insert the following ad with other Montpelier notices on Monday, December 14th, 2015 and Monday, January 4, 2016. Thank you!

CITY OF MONTPELIER MONTPELIER FOUNDATION VACANCIES

The Montpelier City Council seeks Montpelier residents interested in serving on the Montpelier Foundation Board of Directors. The Foundation was created by Resolution of the City Council in 1993. It is a City agency which functions as the trustee of donations, bequests, and gifts to fund community projects. Letters of interest should be submitted to the City Manager's Office, 39 Main Street, Montpelier, Vermont 05602, or via e-mail to spitonyak@montpelier-vt.org, on or by Wednesday, January 6th, 2016. City Council will make these appointments at their January 13th meeting; applicants will be notified and encouraged to attend. All municipal meetings are accessible to people with disabilities and are held in accordance with the public meeting and public records laws. Questions: 223-9502.

Office of the City Manager

Sandy Pitonyak

From: jimhiggins@pshift.com
Sent: Wednesday, January 06, 2016 12:53 PM
To: Sandy Pitonyak
Cc: Jim Higgins Higgins
Subject: Montpelier Foundation

Hi Sandy,

I'd like to submit my name for consideration as a board member of the Montpelier Foundation.

You asked for a "brief" version of the resume, so here goes. (Since I retired this year, I don't suspect there will be a whole lot of "career" additions in the upcoming years!)

Many thanks,

Jim Higgins
498-7782
P.O. Box 2100-198
Montpelier, VT 05602

RELEVANT HIGHLIGHTS:

- From 1971 to 2015 virtually exclusive involvement in non-profit organizations, from founding the Plainfield Coop in 1971 to management positions with Vt-ACLU, VPIRG, Johnson State College, Vermont Arts Council, and Goddard College. I also held similar positions (1978-1983) with organizations in Washington, D.C. such as the Institute for Policy Studies, and Environmental Action.
- Additionally, I served on the boards for many years of VPIRG, FoodWorks, and the RE-STORE.
- Faculty for 13 years at Spaulding High School, including five in Alternative Program classroom settings, and five in In-School Suspension classrooms. VT certification, Social Studies 7-12, active until 2017, ('03 - '15)
- Faculty for two years at Union 32/MHS Alternative Program, ('91 - '93)
- Adjunct writing faculty for Community College of VT ('93 - '03) and Woodbury College ('93 - '98)
- Editor, "The Montpelier School Page" for The Bridge newspaper, ('06-'08)
- Master's degree in communication/print journalism from Stanford University, 1985; Bachelor's degree in American History from Monmouth University, 1968

PEOPLE'S HEALTH & WELLNESS CLINIC

553 North Main Street, Barre, Vermont 05641

802-479-1229 (phone); phwc@sover.net (e-mail)



December 21, 2015

Dear Montpelier City Councilors:

The People's Health and Wellness Clinic, a 501c3 non-profit organization, is planning to hold a fundraising event at the City Hall Arts Center on Saturday, March 5, 2016. The event will be an evening performance by the Vermont Comedy Divas group. We are writing to request that the City Council approve the waiver of three fees:

- \$350 City Hall Arts Center Rental Fee
- \$50 Facility Preservation Fee
- \$25 Planning Meeting Fee

Waiver of these fees will help us reduce the costs associated with staging an event like this, and the lower costs will enable the clinic to increase the amount of money raised from the event. All of the proceeds from the evening will go towards supporting operations of the clinic, which provides primary care to Montpelier residents and other Central Vermonters who do not have health insurance. We also serve residents who have insurance coverage, but cannot afford to use it because of high deductibles and copayments.

In 2014, Montpelier residents came to the People's Health and Wellness Clinic for 102 medical visits, representing 97 unduplicated patients. We provided 95 case management visits, 3 medical consults, 157 diagnostic tests (labs, x-rays, etc.) and provided prescriptions and pharmaceutical samples 56 times.

Furthermore, we helped 62 individuals who live in Montpelier navigate the new health care system and other assistance programs and successfully enroll into health insurance and assistance programs, many in more than one. Since we began our oral health care program in July of 2013 we have had 16 dental history screenings, 3 on site hygiene treatments, and 1 referrals for Montpelier residents.

We serve more people from Montpelier than any other municipality in central Vermont save one: Barre City.

We hope you will agree that the People's Health and Wellness Clinic provides a vital service to the citizens of Montpelier, and that in support of this service you will grant the requested fee waivers.

Sincerely,

A handwritten signature in blue ink, appearing to read "Peter Youngbaer".

Peter Youngbaer, Executive Director

MISSION: To provide primary health care and wellness education to the uninsured and underinsured community members of Central Vermont who cannot otherwise afford these services.

Current Goals and Objectives of the Montpelier Advisory Committees

Bicycle Advisory Committee

The committee is focusing on improving north-south connectivity through the downtown, as well as supporting east-west corridor improvements such as the bike bath extension and the Taylor Street project. Lastly, the committee is hoping to increase painting (sharrow, bike lanes, etc.) throughout the entirety of the downtown to upgrade the bicycle system and establish more of a bicycle presence on the roadways. Continuing an ongoing education effort is also an important focus for the committee.

Energy Advisory Committee

The committee is working on the City's energy budget, specifically electricity usage to ID buildings that might be ideal energy efficiency candidates. The City's wastewater facility has made numerous efficiency improvements of late and the committee is hoping to keep this momentum going. The Committee's focus on electricity specifically is in an effort to win the Georgetown prize – looking at the City's electric use for the year.

Parking Advisory Committee

The committee is working through a report on the parking meter pilot (credit card equipped), they are specifically interested in seeing how the meters make it through a winter. The committee is also looking into the feasibility of remote parking, bringing people into the city with public transportation from an outside parking area. Wayfinding signage denoting the location of public parking (there is currently an RFP in the works for the signage) is also a current focus for the committee.

Pedestrian Advisory Committee

The committee is working on attaining a walk friendly community designation and specifically studying possible initiatives that would improve the City's application. These initiatives would include:

Outreach and Education

- Provide walking maps of Montpelier
- Promote walking as a lifestyle

Data Collection

- Reporting of issues with sidewalks, crosswalks and general walking conditions
- Reporting of accrual injuries and falls
- Study pedestrian walking habits and their reasons for walking or not

Open Street Events

- Sponsor fun and informative street events to encourage walking

Safety

- Offer complementary elective devises for pedestrians to wear at night

Minor Infrastructure Conveniences

- Water fountains
- Handrails
- Restrooms

The committee is also interested in continuing to beautify our city with landscaping to enhance the walking experience and leveraging the Alternative Transportation Fund monies to implement any Montpelier in Motion projects

Montpelier In Motion Implementation Plan

P=Parking Fund, G = General Fund, CIP = Capital Improvement Program, Fed/State = Grant

Projects	Funding Source	FY16 City Cost	FY17 City Cost	FY18 City Cost	FY19 City Cost	Grant Funding	Total Project Cost
Outreach/Education							
Active Transportation Events/Festivals	P	\$2,500.00	\$5,000.00	\$5,000.00	\$5,000.00		\$17,500.00
Pedestrian Public Outreach	P	\$1,000.00	\$2,000.00	\$2,000.00	\$2,000.00		\$7,000.00
Bike/Ped Data Collection & Annual Survey	P	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00		\$10,000.00
Bicycle Public Outreach	P	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00		\$3,500.00
Infrastruicture							
Crosswalk Enhancment Grant	Fed/State/CIP	\$15,000.00				\$60,000.00	\$75,000.00
Speed Feedback Signs	Fed/State/CIP	\$5,000.00				\$15,000.00	\$20,000.00
Shared Use Path Extension	Fed/State/CIP					\$4,585,445.00	\$4,585,445.00
Sidewalk Extension Grant	Fed/State/CIP		\$62,000.00			\$248,000.00	\$310,000.00
Crosswalk Signals	CIP			\$15,000.00			\$15,000.00
Heaton St Sidewalk Gap	CIP		\$45,000.00				\$45,000.00
Minor Pedestrian Infrastruicture (Handrails, In Street Signage, etc..)	P	\$2,500.00	\$2,500.00	\$2,500.00			\$7,500.00
Bike Parking	P	\$500.00	\$500.00	\$500.00	\$500.00		\$2,000.00
Spring Crosswalk/Bike Network Restriping	P/G	\$22,000.00	\$23,000.00	\$24,000.00	\$25,000.00		\$94,000.00
Main St Bike Facility Striping	P	\$2,500.00					\$2,500.00
Spring St Bike Facility Striping	P	\$500.00					\$500.00
Elm St Bike Facility Striping	P	\$5,000.00					\$5,000.00
Barre St Bike Facility Striping	P	\$1,500.00					\$1,500.00
Terrace St Bike Facility Striping (Coordinated with paving)	P		\$2,500.00				\$2,500.00
Bailey Ave Bike Facility Striping	P		\$1,000.00				\$1,000.00
Route 12 Widening & Striping	P/CIP	\$20,000.00	\$30,000.00	\$30,000.00			\$80,000.00
Bike Facility Striping			\$5,000.00	\$5,000.00	\$5,000.00		
Bike Facility Striping (Coordinated with future paving)				\$5,000.00	\$5,000.00		\$10,000.00
Studies							
North/South Scoping Study	P/CIP/Fed/State	\$25,000.00					\$25,000.00
Subtotal		\$106,000.00	\$182,000.00	\$92,500.00	\$46,000.00	\$4,908,445.00	

Parking Fund Plan

P=Parking Fund, G = General Fund, CIP = Capital Improvement Program, State/Fed = Grant

Projects	Funding Source	FY16 Parking Fund Allocation	FY17 Parking Fund Allocation	FY18 Parking Fund Allocation	FY19 Parking Fund Allocation	Other Funding	Total Project Cost
Beginning Annual Balance		\$74,140.00	\$43,833.00	\$43,833.00	\$43,833.00		
Outreach/Education							
Active Transportation Events/Festivals	P	\$2,500.00	\$5,000.00	\$5,000.00	\$5,000.00		\$17,500.00
Pedestrian Public Outreach	P	\$1,000.00	\$2,000.00	\$2,000.00	\$2,000.00		\$7,000.00
Bike/Ped Data Collection & Annual Survey	P	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00		\$10,000.00
Bicycle Public Outreach	P	\$500.00	\$1,000.00	\$1,000.00	\$1,000.00		\$3,500.00
Infrastructure							
Minor Pedestrian Infrastructure (Handrails, In Street Signage, etc..)	P	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00		\$10,000.00
Bike Parking	P	\$500.00	\$500.00	\$500.00	\$500.00		\$2,000.00
Early Season Crosswalk/Bike Network Restriping	P/G	\$5,000.00	\$6,000.00	\$7,000.00	\$8,000.00	\$51,000.00	\$77,000.00
Main St Bike Facility Striping <i>*Memorial Dr to Spring St</i>	P	\$2,500.00					\$2,500.00
Spring St Bike Facility Striping <i>*Main St to ElmSt</i>	P	\$500.00					\$500.00
Elm St Bike Facility Striping <i>*State St to Cummings St</i>	P	\$5,000.00					\$5,000.00
Barre St Bike Facility Striping <i>*Main St to MSAC</i>	P	\$1,500.00					\$1,500.00
Terrace St Bike Facility Striping (Coordinated with paving) <i>*Bailey Ave to Dairy Ln</i>	P		\$2,500.00				\$2,500.00
Bailey Ave Bike Facility Striping <i>*State St to Terrace St (Coordinated with paving)</i>	P		\$1,000.00				\$1,000.00
Route 12 Widening & Striping	P/CIP	\$20,000.00	\$10,000.00	\$10,000.00		\$40,000.00	\$80,000.00
New Bike Facility Striping <i>*Streets to be determined</i>			\$5,000.00	\$5,000.00	\$5,000.00		\$15,000.00
New Bike Facility Striping (Coordinated with future paving) <i>*Streets to be determined</i>				\$5,000.00	\$5,000.00		\$10,000.00
Studies							
North/South Scoping Study	P/CIP/Fed/State	\$5,000.00	\$5,000.00			\$15,000.00	\$25,000.00
Subtotal		\$49,000.00	\$43,000.00	\$40,500.00	\$31,500.00		
Remaining Funds		\$25,140.00	\$833.00	\$3,333.00	\$12,333.00		