

TOWN OF WILLISTON

Proposed Operating Budget Fiscal Year 2018

Submitted: December 6, 2016

Proposed by: Richard McGuire, Town Manager
Jennifer Kennelly, Finance Director

Memo

Date: December 6, 2016

TO: Selectboard

FROM: Richard McGuire

RE: Operating Budget for FY 2018

1. Introduction

I am pleased to transmit the proposed Operating Budget for fiscal year 2018. The proposed budget for next fiscal year is \$10,616,461. This represents an increase of \$391,191 over the budget approved fiscal year 2017. The operating portion of the budget is proposed to increase by about 3.3% and the overall budget by 3.8%. The proposed budget would require less than a one cent increase in property taxes.

As we approached preparing the budget for next fiscal year, there were several key principles we made every attempt to adhere to:

- Maintain quality and quantity of core services;
- Budget each line-item in a realistic manner;
- Limit the increase in expenditures.

The problem is that the cost of the various resources used to provide services has increased. In addition, there has been a small but steady increase in Williston's population. The population in Williston has increased at the rate of about 100 additional persons per year for the past ten years. Williston is now the 11th largest town in the state. A year from now, it is likely the Town will move up one slot on the list. For a graphic representation of the Town's population growth refer to Table 1.

As a whole, when reviewing the key principles articulated above, this proposed budget was successful in satisfying those principles. However, should the Board wish to reduce expenditures, a reduction in services may be necessary.

The budgets for each department have been reviewed carefully by the Manager's office for accuracy and need. Each departmental budget has been revised as part of this review process and is presented in its revised form.

Attached to this transmittal letter are five tables. The first (Table 1) is a summary showing population growth over the past ten years. The second (Table 2) is a summary of proposed revenue line items. In addition, there is a summary of Fund Balance Use over the past few years (Table 3). Finally, Table 4 is a summary of expenditures by object and Table 5 is a summary of expenditures by department.

2. Revenues

The revenue picture for next fiscal year is in most cases substantially unchanged from the current year. Below is a summary of the different revenue categories. (Table 2)

- a. Fund Balance +\$285,940 - - Last fiscal year none of the fund balance continued to increase despite efforts to bring it down. The balance increased by over \$400,000 to about \$2.800,000 which is above the top of the target range set by the Selectboard. There are a number of reasons why the Fund Balance has continued to grow. One reason is underspending in the Police Department and the Public Works Department. The Police Department continues to experience staff shortages which are hoped to be temporary. In the Public Works Department, spending was held down by the uncertainty relating to the unexpected major expense of repairing a major culvert on Talcott Road. Fortunately, most of the work was paid for with state emergency assistance.

The other factors causing an increase in the Fund Balance can be found on the revenue side of the ledger. Local option tax receipts continued to be strong exceeding the budget by \$120,000. In addition, Recreation Department revenues were far better than expected because of the strong programming efforts by the Recreation Director. For these programs, revenues were \$130,000 greater than budgeted but were offset somewhat by \$80,000 more on the expense side.

For next fiscal year, we are proposing to use \$818,440 of fund balance. A portion this money is proposed to be spent on the purchase various one-time expense capital projects. For more detail, please refer to the Expenditure section. Finally, we are proposing to use \$400,000 to reduce the amount to be raised in current taxes. Staff believes this amount is sustainable. The Fund Balance numbers are summarized in Table 3

- b. Host Town Funds (\$88,780) - Currently there is an uncommitted balance in the Host Town Fund of about \$300,000. Staff is proposing to budget for next fiscal year anticipated current revenues of \$325,000 plus 1/6 of the uncommitted balance of \$300,000. This will result in a reduction in the Host Town Funds available for next fiscal year. This reduction will be offset by an increase in the General Fund balance used for one-time expenditures on capital projects.
- c. Local Options Tax +\$32,000 - Local options tax collections have been on the increase for the past several years but current trends indicated they have leveled off. It is important to keep in mind that this revenue source is very volatile. An increase in revenue (\$32,000) from this source has been budgeted in part due to the continued strong showing of the Rooms and Meals tax.

3. Expenditures

There are multiple ways of viewing the budget. Each view provides a different insight as to what drives changes in expenditures from one year to the next. The analysis below examines the expenditures by object or type of expenditure in addition to the more traditional view of expenditures by department.

- a. Wages and Benefits – There are several factors behind the large increase in these two line-item objects. There are two new positions in the budget, one in the Public Works Department and one in the Manager’s office. In addition, an increase in hours for one position in the Library is proposed. The Public Works Department position is for one new Highway Maintainer position. Despite adding this new position, the Department’s budget is up only 2% because several higher paid employees have retired and replaced with employees at the beginning of the pay ranges. This position is in response to the addition of a number of new roads over the past several years. The position in General Administration is for a new position in the Manager’s Office and the primary reason this budget is up 17%. This is a position that was approved for funding about 8 years ago but was never filled and funding was subsequently removed because of a downturn in the economy. The position is intended to provide much needed administrative support given the steady increase in demands on the Manager’s Office. Finally, a 1% cost of living increase has been included for all employees based on the current cost of living index for this past year.
- b. Capital Projects and Debt Service - There is a proposed increase in these line-items of \$109,223. The majority of the increase is in capital expenses which increased by \$162,620. Debt service expenses are actually lower than what was budgeted last year by \$53,397 because no new debt is proposed and the remaining debt will decline each year. Included in the capital budget is one major one-time expense involving the addition of a new large dump truck. This truck will be needed by the new employee proposed for the department. Staff is proposing to pay for this one-time expense using a portion of the fund balance. Use of the fund balance is also proposed for repairs to the Town Hall belfry, Library carpet replacement, compressor’s for the Fire Department, hotbox for Public Works and several other items.
- c. Programs – This group of line-items is proposed to increase by \$36,980. The largest single item included in this increase is \$11,000 for senior programs.

Table 1
Town of Williston
Population Growth
2005 to 2014

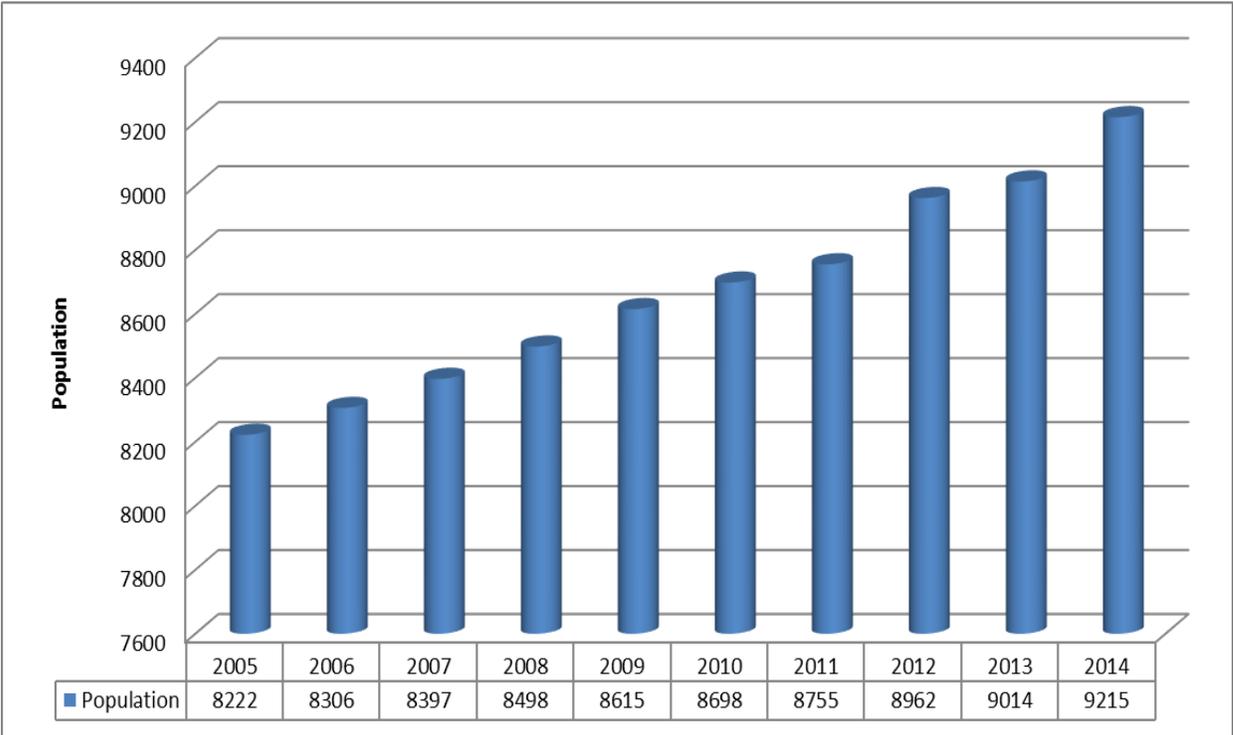


Table 2
Revenue Summary

Operating Budget 2018					
		FY 2017	FY 2018		
1	Object	Approved	Proposed	Change	% Change
2	Property Tax Revenue	5,163,410	5,302,331	138,921	3%
3	Local Options Tax	2,810,000	2,842,000	32,000	1%
4	Subtotal	7,973,410	8,144,331	170,921	2%
5				-	
6	Clerk Revenue	160,050	167,500	7,450	5%
7	Planning & Zoning	110,000	115,000	5,000	5%
8	Public Safety	369,350	381,500	12,150	3%
9	Recreation	236,300	262,500	26,200	11%
10	Highway	306,880	302,690	(4,190)	-1%
11	Fund Balance	559,500	818,440	258,940	46%
12	Host Town Funds	463,780	375,000	(88,780)	-19%
13	Other Revenue	46,000	49,500	3,500	8%
14	Subtotal	2,251,860	2,472,130	220,270	10%
15				-	
16	Total	10,225,270	10,616,461	391,191	4%

Table 3
Fund Balance Summary

Operating Budget 2018		
1	Fund Balance 2013	1,638,036
2	Operating Surplus (Deficit) in FY 14	262,136
3	Balance June 2014	1,900,172
4	Operating Surplus (Deficit) in FY 15	489,981
5	Balance June 2015	2,390,153
6	Operating Surplus (Deficit) in FY 16	434,292
7	Projected Balance, June 2016	2,824,445
8	Voted Use, FY 2017	(559,500)
9	Projected Balance, June 2017	2,264,945
10	Projected Use, FY 2018	(818,440)
11	Remainder	1,446,505
12		
13	Target Range: \$1,061,646 - \$2,123,292	

Table 4
Expenditure by Object

Operating Budget FY 2018					
		FY 17	FY 18		%
	Object	Approved	Proposed	Change	Change
1	Wages	3,873,530	4,033,986	160,456	4.1%
2	Benefits & Training	1,533,910	1,596,920	63,010	4.1%
3	Equipment	376,750	378,600	1,850	0.5%
4	Programs	769,210	806,190	36,980	4.8%
5	Cemetery	25,000	28,000	3,000	12.0%
6	Contracted Services	809,870	820,037	10,167	1.3%
7	Insurance	143,970	146,250	2,280	1.6%
8	Vehicle Fuel & Mileage	140,740	129,460	(11,280)	-8.0%
9	Heat, Utilities	239,420	243,210	3,790	1.6%
10	Maintenance	335,350	350,655	15,305	4.6%
11	Office, Phone, Post	<u>200,940</u>	<u>197,350</u>	<u>(3,590)</u>	<u>-1.8%</u>
	Subtotal	8,448,690	8,730,658	281,968	3.3%
12	Open Space	50,300	50,300	-	0.0%
13	Capital Projects	630,820	793,440	162,620	25.8%
14	Debt Service	<u>1,095,460</u>	<u>1,042,063</u>	<u>(53,397)</u>	<u>-4.9%</u>
15	Subtotal Capital	1,776,580	1,885,803	109,223	6.1%
16	Total	10,225,270	10,616,461	391,191	3.8%

Table 5
Expenditure Summary by Department

Operating Budget 2018						
Line	Department		FY 2017 Approved	FY 2018 Proposed	Change	% Change
1	Police		2,118,540	2,157,170	38,630	2%
2	Fire & Emergency		1,771,650	1,804,785	33,135	2%
3	Highway		1,686,820	1,717,530	30,710	2%
4	General Administration		515,270	602,600	87,330	17%
5	Planning & Conservation		428,500	435,519	7,019	2%
6	Clerk/Elections		265,700	258,075	(7,625)	-3%
7	Outside Services		448,800	461,232	12,432	3%
8	Recreation & Parks		546,520	571,200	24,680	5%
9	Cemetery		25,000	28,000	3,000	12%
10	Library		641,890	694,547	52,657	8%
11		Subtotal	8,448,690	8,730,658	281,968	3%
12						
13	Capital Projects & Equipment		630,820	793,440	162,620	26%
14	Debt Service		1,095,460	1,042,063	(53,397)	-5%
15	Open Space		50,300	50,300	-	0%
16		Subtotal	1,776,580	1,885,803	109,223	6%
17						
18		Total	10,225,270	10,616,461	391,191	3.83%

**Town of Williston
Notice of Public Hearing**

Proposed Operating and Capital Budgets

January 3, 2017

Notice is hereby given that the Williston Selectboard will hold a Public Hearing on Tuesday, January 3, 2017 at 8:00 P.M. at the Williston Town Hall meeting room to receive comments on the proposed Operating budget for fiscal year 2018 and Capital Budget and Program for fiscal years 2018 to 2023.

The proposed Operating budget provides for expenses of \$10,616,461. This represents a 3% increase over the current fiscal year, not including capital expenses. The funds are used to provide municipal services including, but not limited to: Police, Fire, Library, Recreation, and Highway maintenance.

The purpose of the Capital Budget is to identify major physical improvements needed to serve the community for next fiscal year and for the subsequent five years. Projects include, but are not limited to: building, park, and road improvements and bike path extensions. Potential revenue sources include property taxes, host town fees, impact fees, and grants. For next fiscal year, the total proposed expenditure for capital projects and equipment funded from property taxes, host town fees and Fund Balance is \$793,440.

Copies of the proposed Operating and Capital budgets are available for review at the Town Hall. Summaries are also available for review on the Town's web site.

Dated at the Town of Williston, Vermont this 6th day of December 2016.

Richard McGuire
Town Manager

PUBLICATION DATES: December 15, 2016 (Williston Observer)

**Budget Review Schedule
FY 2018**

Date	Activity	Location
Tuesday, December 6, 2016	Regular Agenda (Budget Overview)	Town Hall
Tuesday, December 13, 2016	7:15 – 7:30 Cemetery Commission 7:30 - 8:00 Recreation and Parks 8:00 - 8:30 Police 8:30 - 9:00 General Admin	Williston Woods
Tuesday, December 20, 2016	7:15 – 7:30 Clerk/Treasurer/Elections 7:45 - 8:15 Fire 8:15 – 8:45 Planning & Zoning	Town Hall
Tuesday, January 3, 2017	7:30 Library 8:00 Public Hearing 8:30 Buildings & Grounds	Town Hall
Tuesday, January 10, 2017	7:30 Highway 8:00 Stormwater 8:30 Water and Sewer	Police Station
Tuesday, January 17, 2017	Budget Deliberations	
Tuesday, January 24, 2017	Finalize and adopt budgets	Police Station

Town of Williston**Operating Budget FY 2018**

	FY 15 Actual	FY 16 Approved Budget	FY 16 Actual	FY 17 Approved Budget	FY 18 Proposed Budget
REVENUE					
TAX REVENUE					
Property Taxes - Town, Highway, Capital	4,635,393	4,816,770	4,818,228	5,013,410	5,128,331
Interest on Taxes Due	44,553	65,000	54,633	45,000	50,000
Penalty on Taxes Due	4,979	3,000	5,991	5,000	5,000
Payments in Lieu of Taxes	110,734	103,110	117,376	100,000	119,000
Sales, Rooms, Meals & Alcohol Tax Revenue	2,980,467	2,810,000	2,930,257	2,810,000	2,842,000
TOTAL TAX REVENUE	7,776,126	7,797,880	7,926,485	7,973,410	8,144,331
TAX RATE (Town, Highway & Tax Stabilization)	0.2700	0.2800	0.2800	0.2649	0.2710
REVENUE FROM OTHER SOURCES					
<i>Town Clerk Revenue</i>					
Recording Legal Documents	91,403	110,000	95,110	92,000	93,000
Copies of Vital Statistics	5,656	5,000	5,544	2,500	2,500
Issuing Licenses-Muni. Portion	39,920	35,000	51,201	40,000	45,000
Use of Town Copier	12,880	11,500	14,181	12,000	13,000
Vault Time	2,522	3,000	3,752	3,000	3,000
Miscellaneous	2,440	1,200	2,570	1,200	1,500
Alcohol Beverage Licenses	3,200	3,350	3,655	3,350	3,500
Dog Licenses & Fees	5,499	6,400	6,082	6,000	6,000
TOTAL CLERK REVENUE	163,520	175,450	182,094	160,050	167,500
<i>Planning & Zoning Revenue</i>					
Planning Fees	18,590	20,000	25,005	20,000	25,000
Permits	110,452	100,000	113,526	90,000	90,000
TOTAL PLANNING REVENUE	129,042	120,000	138,531	110,000	115,000
<i>Public Safety Revenue</i>					
Miscellaneous	4,252	5,000	4,322	5,000	5,000
Court Fines	41,487	33,000	36,995	33,000	35,000
False Alarm Fees	19,700	15,000	26,673	16,250	20,000
Police Fees	-	-	1,060	5,000	3,500
Ambulance Revenue	301,967	315,450	296,295	308,600	315,000
Fire Fees	4,693	1,500	4,522	1,500	3,000
TOTAL PUBLIC SAFETY REVENUE	372,099	369,950	369,867	369,350	381,500
<i>Recreation Revenue</i>					
Day Camps	123,428	111,800	162,927	115,000	125,000
Contracted Camps	59,686	40,000	64,667	41,000	42,000
Youth Programs	41,368	41,000	43,616	41,800	42,000
Special Events	25	-	-	1,000	1,000
Field Use	8,275	5,500	10,267	6,000	7,000
Adult/Senior Programs	3,026	3,500	3,854	1,500	3,500
Contracted Programs	7,320	7,500	54,202	30,000	42,000
TOTAL RECREATION REVENUE	243,128	209,300	339,533	236,300	262,500
<i>Highway Revenue</i>					
State Aid	160,407	159,180	160,720	160,720	160,720
Rental of Highway Property	55,854	-	95,430	94,560	93,550
Right of Way Use Fee	12,200	11,660	17,640	13,200	14,920
Consulting Engineers	-	1,000	1,500	1,000	-
Miscellaneous	53,858	30,180	40,140	37,400	33,500
TOTAL HIGHWAY REVENUE	282,319	202,020	315,430	306,880	302,690
<i>Brick Church</i>					
Building Rental	3,409	4,000	4,875	3,500	4,000

Town of Williston**Operating Budget FY 2018**

	FY 15 Actual	FY 16 Approved Budget	FY 16 Actual	FY 17 Approved Budget	FY 18 Proposed Budget
Other Revenue					
From Reserves for Tax Reduction	-	312,950	-	400,000	400,000
From Reserves for Capital Projects	-	24,300	-	159,500	418,440
From Reserves for Environment Fund	-	110,000	-	-	-
From Reserves for Bookmobile	-	20,000	-	-	-
Miscellaneous	1,721	1,000	8,747	1,000	1,000
Sale of Land and Misc. Equipment	33,820	-	2,858	-	-
Reimbursement for Town Services	22,000	26,400	26,400	26,400	26,400
Interest Earned on Investments	14,959	15,000	20,662	15,000	18,000
Transfer in From Host Town Fund for Capital P	461,030	455,590	455,590	463,780	375,000
Transfer in, misc.	90	100	128	100	100
Stormwater Fees, now in Utility for FY 16	373,021	-	-	-	-
TOTAL OTHER REVENUE	906,641	965,340	514,385	1,065,780	1,238,940
Total Revenue from Other Sources	2,100,158	2,046,060	1,864,716	2,251,860	2,472,130
TOTAL REVENUE	9,876,284	9,843,940	9,791,201	10,225,270	10,616,461

ok

EXPENDITURES**PUBLIC SAFETY****POLICE****Police Patrol Services**

Patrol Salary	657,191	733,160	639,090	749,550	749,550
Overtime	150,253	109,500	143,308	135,800	144,500
Parttime Officers' Salaries	4,628	15,000	-	5,000	5,000
Benefits	316,600	327,360	304,179	321,400	335,000
Vehicle Expense	11,982	20,000	13,303	19,000	17,000
Vehicle Fuel	42,949	56,000	30,199	52,000	52,000
Mileage	10	400	312	400	400
Training & Conferences	12,698	15,000	14,794	15,000	15,000
Equipment & Uniforms	23,264	20,000	18,442	20,000	20,000
TOTAL	1,219,575	1,296,420	1,163,627	1,318,150	1,338,450

Police Investigation Services

Investigation Salary	98,394	107,400	53,891	110,000	112,000
Investigation Overtime	5,185	10,000	6,126	7,000	7,000
Benefits	38,190	63,340	38,133	64,700	56,500
Chitt.Unit for Sp. Investigations	13,399	23,000	13,399	13,630	16,900
Investigation Expenses	2,341	5,000	1,464	5,000	5,000
TOTAL	157,509	208,740	113,013	200,330	197,400

Police Communications

Dispatch Salary	108,667	113,670	109,084	114,740	119,800
Benefits	25,646	42,500	33,999	45,520	53,400
Computer, Communications	24,806	33,720	29,789	38,000	37,420
Radio Repair	5,314	2,000	1,610	2,000	2,000
TOTAL	164,433	191,890	174,482	200,260	212,620

Police Administration

Administration Salary	148,566	184,630	179,761	182,660	183,800
Benefits	41,784	66,270	50,938	75,800	82,000
Office Supplies	12,433	14,500	10,357	14,500	14,500
Telephone & Postage	13,853	11,500	10,941	11,500	11,500
TOTAL	216,636	276,900	251,997	284,460	291,800

Police Special Programs

Dog Control& Damage	2,509	2,500	2,279	2,500	2,700
Awards Program	682	750	883	750	750

Town of Williston**Operating Budget FY 2018**

	FY 15 Actual	FY 16 Approved Budget	FY 16 Actual	FY 17 Approved Budget	FY 18 Proposed Budget
Public Service Programs	1,091	1,000	628	1,000	1,000
TOTAL	4,282	4,250	3,790	4,250	4,450
<i>Police Building Maintenance</i>					
Inside Office Cleaning	9,012	14,200	13,262	14,750	15,250
Heating Fuel	5,426	6,000	3,654	5,800	5,800
Utilities	16,745	17,630	15,035	16,900	16,900
Property & Casualty Insurance	53,198	55,670	60,551	59,640	60,500
Building Maintenance	13,688	19,000	20,705	14,000	14,000
TOTAL	98,069	112,500	113,207	111,090	112,450
TOTAL POLICE	1,860,504	2,090,700	1,820,116	2,118,540	2,157,170
FIRE, RESCUE & AMBULANCE					
<i>Administration</i>					
Administration Salary	122,295	123,860	126,198	125,100	127,610
Benefits	66,150	71,770	64,552	70,070	71,810
Subscription & Dues	1,448	1,100	1,168	1,200	1,300
Office Supplies	11,292	15,120	14,031	19,880	18,680
Office Equipment	6,623	8,300	10,464	16,700	11,900
Telephone & Postage	7,453	9,900	9,578	11,000	11,000
Personnel Physicals	8,121	4,500	4,663	9,000	9,000
Personnel Recognition	1,464	1,500	1,950	1,500	1,500
TOTAL	224,846	236,050	232,605	254,450	252,800
<i>Wages and Benefits, Fire</i>					
Career Firefighter Wages, including OT	244,267	284,740	293,438	308,470	318,570
Benefits, Career	109,728	141,060	138,264	154,540	151,050
On Call Firefighter Wages	87,088	114,000	72,348	100,000	100,000
Benefits, On Call	18,355	18,460	19,566	20,820	21,280
TOTAL	459,438	558,260	523,616	583,830	590,900
<i>Wages and Benefits, Rescue</i>					
Career Rescue Wages, including OT	244,573	284,740	293,438	308,470	318,570
Benefits, Career	110,043	141,060	138,264	154,540	151,050
On Call Rescue Wages	95,167	90,300	76,859	95,000	95,000
Benefits, On Call	16,693	14,620	16,051	19,780	20,000
TOTAL	466,476	530,720	524,613	577,790	584,620
<i>Equipment & Maintenance</i>					
Vehicle Fuel	20,805	32,530	14,707	27,030	21,780
Equipment Maintenance	47,133	46,750	67,146	51,000	57,000
Firefighting Equipment	42,470	41,660	46,929	44,000	47,400
Rescue Equipment	16,530	16,400	15,412	17,000	14,000
TOTAL	126,938	137,340	144,194	139,030	140,180
<i>Operations</i>					
Training & Conferences, Fire	5,638	6,000	7,876	6,000	6,550
Training & conferences, Rescue	6,848	8,200	10,201	11,200	11,600
Communications	5,441	6,600	5,094	7,360	7,860
Dispatch Services	41,477	50,560	50,048	53,990	53,990
Fire Prevention	2,341	2,500	2,078	2,500	2,500
Ambulance Billing Fees	18,312	19,100	22,828	24,260	24,500
Rescue Medical Supplies	15,343	16,500	18,144	17,000	17,340
TOTAL	95,400	109,460	116,269	122,310	124,340
<i>Facilities</i>					
Heating Fuel	12,763	13,370	11,427	13,000	13,680
Utilities	16,533	18,820	16,162	19,110	19,110

Town of Williston**Operating Budget FY 2018**

	FY 15 Actual	FY 16 Approved Budget	FY 16 Actual	FY 17 Approved Budget	FY 18 Proposed Budget
Property & Casualty Ins.	30,134	31,000	29,882	29,900	30,500
Station Maintenance	24,412	22,100	29,030	28,230	44,655
	83,842	85,290	86,502	90,240	107,945
TOTAL FIRE AND RESCUE	1,456,940	1,657,120	1,627,798	1,767,650	1,800,785
EMERGENCY PREPAREDNESS					
Training	704	2,100	-	1,000	1,000
Supplies & Operation	2,838	2,000	1,547	3,000	3,000
TOTAL	3,542	4,100	1,547	4,000	4,000

TOTAL PUBLIC SAFETY

3,320,986	3,751,920	3,449,460	3,890,190	3,961,955
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PUBLIC WORKS**Road Maintenance****Summer Maintenance**

Summer Maintenance Salary	128,340	141,670	128,793	138,980	143,250
Benefits	58,753	65,790	58,896	61,140	74,700
Uniforms	4,116	4,760	4,226	4,760	5,430
Consulting Engineers	3,050	2,500	575	2,500	2,500
Garage Operations	8,137	7,530	8,528	6,500	5,120
Property & Casualty Insurance	9,624	8,170	13,121	11,620	11,850
Gravel & Other Materials	3,558	4,500	270	4,500	4,500
Chloride	7,553	10,880	-	10,880	10,880
Maintenance	35,788	40,000	6,482	41,000	38,000
Highway Line Striping	10,362	26,000	22,379	21,000	21,000
New Construction	-	2,000	-	-	-
Equipment Operation & Repair	18,094	4,820	4,222	4,820	4,950
Vehicle Fuel	7,387	10,270	7,713	9,430	8,470
Retreatment	426,532	430,000	413,649	440,000	450,000
Sidewalks	1,897	4,500	795	4,500	5,000
Misc. & Tools	1,320	2,850	35,813	2,850	3,500
Street Signs	5,143	5,500	10,668	5,500	5,500
Landscaping	6,525	18,500	14,849	26,000	26,000
	736,179	790,240	730,978	795,980	820,650

Winter Maintenance

Winter Maintenance Salary	128,340	135,770	126,112	137,980	143,250
Overtime	39,454	42,700	21,001	42,680	41,280
Benefits	66,243	73,270	64,090	69,680	83,590
Uniforms	4,116	4,760	4,226	4,760	5,430
Training and Conferences	654	3,000	986	2,500	2,500
Equipment Rental	55,920	68,760	28,050	71,330	54,700
Garage Operations	8,137	7,530	8,528	6,500	5,120
Property & Casualty Insurance	9,624	8,170	11,509	11,620	11,850
Patch	2,369	3,000	2,105	3,500	2,500
Salt	144,689	130,000	110,586	140,000	145,000
Sand	8,097	11,470	3,062	11,470	11,470
Equipment Operation & Repair	18,094	15,000	13,021	15,000	14,850
Vehicle Fuel	22,161	30,800	7,713	28,280	25,400
Misc. & Tools	1,320	2,930	3,408	2,930	3,500
TOTAL	509,218	537,160	404,396	548,230	550,440

Highway General

Salaries, Administration	80,499	72,420	70,372	73,170	73,950
Discretionary Wages	15,230	15,000	1,160	15,000	14,000
Discretionary Wages, transferred	(13,230)	(4,810)	-	-	-
Benefits	33,247	34,900	28,781	36,670	38,750

Town of Williston**Operating Budget FY 2018**

	FY 15 Actual	FY 16 Approved Budget	FY 16 Actual	FY 17 Approved Budget	FY 18 Proposed Budget
Admin. Office Maintenance	17,809	22,580	15,158	20,830	20,830
Street Lights	39,589	42,010	41,236	42,010	42,010
New Equipment Purchase-see also capital budg	-	2,000	2,000	2,000	2,000
Stormwater Fees for Roads	65,823	129,530	132,193	130,310	132,000
TOTAL	238,967	313,630	290,900	319,990	323,540

Buildings and Grounds

Cemetery Support	30,000	28,000	28,000	25,000	28,000
Clock Winding	600	600	600	600	600
Old Brick Church					
Janitor, Old Brick Church	2,539	2,940	2,135	2,940	3,110
Benefits	253	420	420	420	620
Property & Casualty Insurance	2,718	4,240	3,680	4,240	4,300
Heating Fuel, Brick Church	1,920	2,000	1,233	2,000	1,670
Utilities, Brick Church	1,457	1,420	1,786	1,420	1,600
Maintenance, Brick Church	7,924	8,540	4,746	11,000	11,000
	16,811	19,560	14,000	22,020	22,300
TOTAL Buildings & Grounds	47,411	48,160	42,600	47,620	50,900

Highway Stormwater

215,730	see new fund	see new fund	see new fund	see new fund
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TOTAL HIGHWAY

1,747,505	1,689,190	1,468,874	1,711,820	1,745,530
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GENERAL ADMINISTRATION**Selectboard**

Salaries	4,300	5,560	5,565	5,620	5,680
Benefits	329	420	426	450	450
Discretionary Fund	6,700	7,000	5,640	2,500	2,500
Regular Expenses	7,203	9,000	4,176	12,700	12,000
TOTAL	18,532	21,980	15,807	21,270	20,630

Town Manager's Office

Manager's Salary	71,540	74,130	76,357	76,970	77,740
Assistant Manager			-	-	82,930
Manager's Staff Salary	17,928	26,330	21,029	31,520	21,420
Benefits	28,285	27,040	30,807	33,070	35,250
Mileage	539	600	558	600	650
Training & Conferences	3,543	3,800	3,283	5,300	5,300
Office Supplies	2,381	3,000	2,500	5,000	5,000
Telephone & Postage	2,258	2,600	2,172	2,600	2,860
Property & Casualty Insurance	4,305	4,480	4,565	4,570	4,660
Building Maintenance	12,488	12,680	13,418	18,350	14,650
Town Report	2,204	1,650	1,552	2,200	2,400
Accrued Sick & Vacation	-	10,000	-	10,000	5,000
Salary Discretionary	8,400	72,000	10,340	48,000	51,750
Salary Discretionary, Used	-	(47,160)	-	-	-
Other Expenses	3,260	3,000	1,713	-	-
TOTAL	157,131	194,150	168,294	238,180	309,610

Finance

Wages	70,526	72,700	69,748	73,420	79,290
Benefits	26,614	29,410	31,472	30,050	37,830
Audit Fees	13,916	16,500	15,022	17,920	19,000
TOTAL	111,056	118,610	116,242	121,390	136,120

Town of Williston**Operating Budget FY 2018**

	FY 15 Actual	FY 16 Approved Budget	FY 16 Actual	FY 17 Approved Budget	FY 18 Proposed Budget
Board of Listers					
Listers' Salaries	742	1,100	3,845	1,100	1,100
Assistant Assessor's Salary	26,690	28,100	29,303	27,630	28,180
Clerical Salary	11,882	15,000	14,796	15,000	16,000
Benefits	3,308	4,000	4,065	4,000	4,100
Mileage	207	200	-	200	260
Professional Services	650	1,000	-	1,050	1,050
Contracted Assessor	21,290	18,500	18,200	18,700	19,000
Service Contracts	4,568	4,500	3,845	4,900	5,000
Office Supplies	945	1,000	551	1,000	1,000
Office Equipment	213	1,500	399	500	200
Telephone & Postage	243	350	41	350	350
Tax Maps	-	2,900	-	3,500	3,500
TOTAL	70,738	78,150	75,046	77,930	79,740
Technology					
Computer Equipment	190	3,500	2,499	3,500	3,500
Computer Applications	12,352	18,000	8,836	18,000	18,000
	12,542	21,500	11,335	21,500	21,500
Legal Services					
Legal Settlement					
Legal Services	18,972	35,000	25,394	35,000	35,000
TOTAL GENERAL ADMINISTRATION	388,971	469,390	412,118	515,270	602,600

PLANNING & ZONING

Planning					
Department Salary	205,522	209,160	215,715	230,270	232,790
Benefits	81,094	90,570	83,478	96,220	95,350
Building Maintenance	14,832	19,590	11,233	17,470	20,830
Property & Casualty Ins.	2,870	2,990	3,361	3,360	3,430
Mileage	558	600	640	600	600
Training & Conferences	975	2,400	1,033	2,000	1,800
Subscriptions & Dues	1,358	1,200	1,281	1,200	1,300
Professional Services	1,482	4,000	102	4,000	9,000
Misc. Planning Studies	-	5,000	1,955	5,000	5,000
Advertising	3,938	3,500	4,599	3,500	4,500
Office Supplies	3,787	4,000	4,587	4,000	4,000
Equipment	-	1,000	1,464	3,000	1,000
Printing	2,560	3,000	2,679	2,600	2,600
Telephone & Postage	1,616	1,800	1,926	1,800	1,800
GIS Data Management	2,790	3,700	3,938	3,700	4,200
	323,382	352,510	337,991	378,720	388,200
Conservation					
Conservation Salary	21,688	30,950	14,793	21,410	21,199
Benefits	7,150	18,190	5,317	13,170	8,120
Training, Conferences, Dues	640	1,000	493	700	700
Match for Grants and Studies	770	1,000	1,000	1,000	1,000
Office Supplies, Mailings, Ads	422	400	446	400	400
Mileage, Conservation & Trails	610	800	465	600	400
Conservation and Trails Intern	6,783	6,000	3,145	4,500	3,500
Trail Maintenance & Repair	4,920	6,000	6,694	8,000	12,000
TOTAL	42,983	64,340	32,352	49,780	47,319
TOTAL PLANNING AND ZONING	366,365	416,850	370,343	428,500	435,519

Town of Williston**Operating Budget FY 2018**

	FY 15 Actual	FY 16 Approved Budget	FY 16 Actual	FY 17 Approved Budget	FY 18 Proposed Budget
CLERK/TREASURER					
<i>Records, Permits, Licenses, Cash Receipts, Cash Management</i>					
Town Clerk/Treasurer's Salary	47,684	51,260	50,421	51,700	53,250
Town Clerk's Staff Salary	79,455	91,790	92,816	92,190	94,955
Benefits	51,159	59,710	55,587	60,140	58,440
Mileage	324	600	199	600	500
Training & Conferences	1,807	2,900	1,649	2,900	2,200
Equipment Rental, Service Contracts	3,026	4,500	3,499	4,500	-
Property & Casualty Insurance	4,305	4,480	4,565	4,570	4,660
Building Maintenance	12,482	14,680	13,418	18,350	14,650
Office Supplies	5,161	10,000	8,661	10,000	10,000
Office Equipment	1,108	1,500	-	3,000	7,500
Telephone & Postage	6,132	6,500	6,970	6,500	7,000
TOTAL	212,643	247,920	237,785	254,450	253,155
<i>Elections</i>					
Town Meeting Salary	851	1,000	2,070	900	1,000
General Election Salary	1,374	-	-	2,500	-
Ballot Printing	4,750	2,000	2,506	5,000	3,000
Postage	240	700	205	2,000	170
General Election Expense	130	-	103	220	100
Town Meeting Expenses	69	650	314	630	650
TOTAL	7,414	4,350	5,198	11,250	4,920
CLERK/TREASURER TOTAL	220,057	252,270	242,983	265,700	258,075
OUTSIDE SERVICES					
<i>Regional Services</i>					
Chitt.Co. Regional Planning	21,884	21,910	21,907	22,110	21,670
Winooski Valley Park Dist.	32,000	32,000	32,000	30,760	31,970
Greater Burlington Inds.Corp.	2,000	2,000	2,000	2,000	2,000
County Tax	79,489	79,990	82,388	80,110	82,520
Vt. League of Cities & Towns	9,846	10,280	10,282	10,520	10,900
Lake Iroquois	-	5,000	5,000	20,000	20,000
TOTAL	145,219	151,180	153,577	165,500	169,060
<i>Social Service Organizations</i>					
Social Service Organizations	25,500	26,370	26,270	27,060	30,390
Residents Assistance	999	1,000	1,012	1,000	1,000
TOTAL	26,499	27,370	27,282	28,060	31,390
<i>Transportation Services</i>					
Bus Service	168,630	175,190	175,210	180,320	185,592
SSTA Project & CCTA ADA	40,265	40,810	36,113	43,850	42,830
TOTAL	208,895	216,000	211,323	224,170	228,422
<i>Health</i>					
Department Salary & Mileage	600	600	600	600	600
Visiting Nurse Assoc.	28,000	29,000	29,000	29,870	30,760
Employee Health & Safety Programs	333	600	41	600	1,000
TOTAL	28,933	30,200	29,641	31,070	32,360
TOTAL OUTSIDE SERVICES	409,546	424,750	421,823	448,800	461,232

Town of Williston

Operating Budget FY 2018

	FY 15 Actual	FY 16 Approved Budget	FY 16 Actual	FY 17 Approved Budget	FY 18 Proposed Budget
PARKS AND RECREATION					
<i>Recreation Services</i>					
	-				
Administrative Salaries	54,582	54,230	61,850	56,070	57,770
Day Camp Wages	92,349	92,040	98,052	84,000	84,000
Program Wages, Seasonal	1,079	4,500	3,593	7,500	7,500
Benefits	29,611	30,570	35,117	30,450	31,470
Training & Conferences	919	2,500	2,266	2,500	2,500
Property & Casualty Insurance	2,990	2,220	2,453	2,450	2,500
Office Supplies	4,996	11,000	-	9,000	9,560
Telephone & Postage	1,266	1,400	8,662	2,000	2,000
Marketing/Software	-	-	1,072	1,400	1,400
Day Camp Supplies	30,222	29,000	42,132	39,270	36,000
Contracted Camp Expenses	60,190	44,000	53,706	34,000	34,000
Youth Program Supplies	26,051	24,300	27,940	30,000	30,000
Adult/Senior Program Expense	9,400	8,180	10,450	2,500	23,300
Contracted Program Expense	12,406	15,500	53,514	27,000	35,000
Special Events	11,208	12,250	11,808	12,200	12,000
Program Grants	5,700	13,280	10,640	5,630	3,580
School Use Fees	124,960	124,960	124,960	124,960	124,960
TOTAL	467,929	469,930	548,215	470,930	497,540
<i>Park Maintenance</i>					
Maintenance Salary	7,956	8,990	6,815	12,920	14,980
Park Admin. Salary	8,064	12,440	12,566	12,860	13,250
Benefits,	3,986	3,430	3,437	3,860	4,130
Equipment Rental	1,052	3,200	1,798	3,300	3,300
Utilities	1,439	3,500	1,738	3,650	5,000
Other & New Equipment	1,121	2,000	1,853	6,000	3,000
Maintenance & Upgrades	19,116	32,500	29,155	33,000	30,000
TOTAL	42,734	66,060	57,362	75,590	73,660
TOTAL PARKS AND RECREATION	510,663	535,990	605,577	546,520	571,200
LIBRARY					
<i>Library Collections</i>					
Department Salary	258,190	266,210	271,758	276,110	300,182
Benefits	53,684	59,690	61,439	64,980	76,900
Training & Conferences	891	2,100	1,621	2,100	3,000
Travel & Fees	1,407	2,000	1,852	2,000	2,000
Books	65,077	68,600	68,390	68,600	74,500
Bookmobile	1,122	3,200	3,260	3,220	2,710
Office Supplies	7,636	7,800	8,000	7,800	8,100
Telephone	920	1,200	910	1,100	1,100
Postage	3,494	3,600	2,491	3,600	3,000
	392,421	414,400	419,720	429,510	471,492
<i>Building Overhead</i>					
Janitorial Services	7,464	9,300	8,956	9,300	9,300
Town Custodial Services, incl. benefits	5,713	5,720	4,831	5,720	6,740
Heating Fuel	3,982	5,310	3,310	4,200	4,110
Utilities	8,157	8,350	7,010	8,200	8,510
Maintenance & Repairs	15,570	13,520	12,900	12,520	14,220
Land Rental	29,750	29,750	29,750	29,750	29,750
Property & Casualty Insurance	10,625	12,000	11,242	12,000	12,000
	81,261	83,950	77,999	81,690	84,630
<i>Special Programs</i>					
Program Wages	41,991	45,640	44,736	46,410	46,340
Benefits	13,615	14,890	14,521	16,030	15,020

Town of Williston**Operating Budget FY 2018**

	FY 15 Actual	FY 16 Approved Budget	FY 16 Actual	FY 17 Approved Budget	FY 18 Proposed Budget
Program Presenters and Materials	12,186	12,000	11,396	12,000	15,000
TOTAL	67,792	72,530	70,653	74,440	76,360
<i>Comptuer/Reference Services</i>					
Wages	25,841	25,630	27,530	26,670	27,200
Benefits	10,149	13,960	14,042	14,440	15,850
System & Equipment Maintenance	15,923	15,140	15,021	15,140	19,015
	51,913	54,730	56,593	56,250	62,065
TOTAL LIBRARY	593,387	625,610	624,965	641,890	694,547
CAPITAL EXPENSES					
<i>Capital Projects</i>					
Capital Projects - Operating Budget	-	-	-	87,000	85,500
Capital Equipment - Operating Budget	-	44,300	84,451	80,040	332,940
Capital Projects - Host Town Funded	107,910	110,900	110,900	70,280	63,100
Capital Equipment - Host Town Funded	353,120	344,690	344,690	393,500	311,900
TOTAL	461,030	499,890	540,041	630,820	793,440
<i>Debt Service</i>					
Sidewalk Bond, Principal	80,000	80,000	80,000	80,000	80,000
Sidewalk Bond, Interest	24,246	21,010	21,006	13,000	9,180
PS Building, Principal	325,000	325,000	325,000	325,000	325,000
PS Building, Interest	173,330	152,450	152,241	137,640	122,890
Fire Engine,09, Principal	50,000	50,000	50,000	50,000	50,000
Fire Engine,09, Interest	8,698	7,300	7,302	5,770	4,180
Ambulance Lease, Principal	31,271	32,540	32,537	33,860	-
Ambulance Lease, Interest	3,955	2,690	2,689	1,370	-
Library Roof, Principal	20,000	20,000	20,000	20,000	20,000
Library Roof, Interest	3,746	3,470	3,471	3,160	2,800
PW Facility Principal	240,000	144,670	240,000	240,000	240,000
PW Facility Interest	159,643	157,270	157,270	153,980	149,790
Ambulance #2, Principal	26,998	27,730	27,727	28,480	29,240
Ambulance #2, Interest	4,680	3,950	3,951	3,200	2,430
Fire Engine,17, Principal					-
Fire Engine,17, Interest					6,553
TOTAL	1,151,567	1,028,080	1,123,194	1,095,460	1,042,063
TOTAL CAPITAL EXPENSES	1,612,597	1,527,970	1,663,235	1,726,280	1,835,503
OPEN SPACE PRESERVATION					
Tax Stabilization	10,091	10,000	10,270	10,300	10,300
Environmental Reserve Fund(Conservation)	30,000	140,000	140,000	40,000	40,000
TOTAL OPEN SPACE PRESERVATION	40,091	150,000	150,270	50,300	50,300
GRAND TOTAL	9,210,168	9,843,940	9,409,648	10,225,270	10,616,461

Town of Williston
Operating Budget FY 2018

	FY 15 Actual	FY 16 Approved Budget	FY 16 Actual	FY 17 Approved Budget	FY 18 Proposed Budget
REVENUE					
TAX REVENUE					
Property Taxes - Town, Highway, Capital	4,635,393	4,816,770	4,818,228	5,013,410	5,128,331
Interest on Taxes Due	44,553	65,000	54,633	45,000	50,000
Penalty on Taxes Due	4,979	3,000	5,991	5,000	5,000
Payments in Lieu of Taxes	110,734	103,110	117,376	100,000	119,000
Sales, Rooms, Meals & Alcohol Tax Revenue	2,980,467	2,810,000	2,930,257	2,810,000	2,842,000
TOTAL TAX REVENUE	7,776,126	7,797,880	7,926,485	7,973,410	8,144,331
TAX RATE (Town, Highway & Tax Stabilization)	0.2700	0.2800	0.2800	0.2649	0.2710
REVENUE FROM OTHER SOURCES					
<i>Town Clerk Revenue</i>					
Recording Legal Documents	91,403	110,000	95,110	92,000	93,000
Copies of Vital Statistics	5,656	5,000	5,544	2,500	2,500
Issuing Licenses-Muni. Portion	39,920	35,000	51,201	40,000	45,000
Use of Town Copier	12,880	11,500	14,181	12,000	13,000
Vault Time	2,522	3,000	3,068	3,000	3,000
Miscellaneous	2,440	1,200	2,570	1,200	1,500
Alcohol Beverage Licenses	3,200	3,350	3,655	3,350	3,500
Dog Licenses & Fees	5,499	6,400	6,082	6,000	6,000
TOTAL CLERK REVENUE	163,520	175,450	181,411	160,050	167,500
<i>Planning & Zoning Revenue</i>					
Planning Fees	18,590	20,000	25,005	20,000	25,000
Permits	110,452	100,000	113,526	90,000	90,000
TOTAL PLANNING REVENUE	129,042	120,000	138,531	110,000	115,000
<i>Public Safety Revenue</i>					
Miscellaneous Police Revenue	4,252	5,000	4,322	5,000	5,000
Court Fines	41,487	33,000	36,995	33,000	35,000
False Alarm Fees	19,700	15,000	26,673	16,250	20,000
Police Fees			1,060	5,000	3,500
Ambulance Revenue	301,967	315,450	296,295	308,600	315,000
Fire Fees	4,693	1,500	4,522	1,500	3,000
TOTAL PUBLIC SAFETY REVENUE	372,099	369,950	369,867	369,350	381,500
<i>Recreation Revenue</i>					
Day Camps	123,428	111,800	162,927	115,000	125,000
Contracted Camps	59,686	40,000	64,667	41,000	42,000
Youth Programs	41,368	41,000	43,616	41,800	42,000
Special Events	25	-	-	1,000	1,000
Field Use	8,275	5,500	10,267	6,000	7,000
Adult/Senior Programs	3,026	3,500	3,854	1,500	3,500
Contracted Programs	7,320	7,500	54,202	30,000	42,000
TOTAL RECREATION REVENUE	243,128	209,300	339,533	236,300	262,500
<i>Highway Revenue</i>					
State Aid	160,407	159,180	160,720	160,720	160,720
Rental of Highway Property	55,854	-	95,430	94,560	93,550
Right of Way Use Fee	12,200	11,660	17,640	13,200	14,920
Consulting Engineers	-	1,000	1,500	1,000	-
Miscellaneous	53,858	30,180	40,140	37,400	33,500
TOTAL HIGHWAY REVENUE	282,319	202,020	315,430	306,880	302,690

**Town of Williston
Operating Budget FY 2018**

	FY 15 Actual	FY 16 Approved Budget	FY 16 Actual	FY 17 Approved Budget	FY 18 Proposed Budget
<i>Brick Church</i>					
Building Rental	3,409	4,000	4,875	3,500	4,000
<i>Other Revenue</i>					
From Reserves for Tax Reduction	-	312,950	-	400,000	400,000
From Reserves for Capital Projects & Equipment	-	24,300	-	159,500	418,440
From Reserves for Environment Fund	-	110,000	-	-	-
From Reserves for Bookmobile	-	20,000	-	-	-
Miscellaneous	1,721	1,000	9,431	1,000	1,000
Sale of Land and Misc. Equipment	33,820	-	2,858	-	-
Reimbursement for Town Services	22,000	26,400	26,400	26,400	26,400
Interest Earned on Investments	14,959	15,000	20,662	15,000	18,000
Transfer in From Host Town Fund for Capital Projects	461,030	455,590	455,590	463,780	375,000
Transfer in, misc.	90	100	128	100	100
Stormwater Fees, now in Utility for FY 16	373,021	-	-	-	-
Bond Revenue, Ambulance	-	-	-	-	-
TOTAL OTHER REVENUE	906,641	965,340	515,069	1,065,780	1,238,940
<i>Total Revenue from Other Sources</i>	2,100,158	2,046,060	1,864,716	2,251,860	2,472,130
TOTAL REVENUE	9,876,284	9,843,940	9,791,201	10,225,270	10,616,461

TAX REVENUE

Acct # Description

1-111-40000 Property Tax

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
4,635,393	4,818,228	5,013,410	-		5,128,331	5,128,331	

Narrative: *Current revenue unavailable at this time.*

The amount of tax necessary to support the expenditures in this budget.

Acct # Description

1-111-40200 Property Tax Interest

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
44,553	54,633	45,000	-		50,000	50,000	

Narrative:

Acct # Description

1-111-40600 Property Tax Penalty

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
4,979	5,991	5,000	-		5,000	5,000	

Narrative:

Acct # Description

1-111-40900 Payments in Lieu of Taxes

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
110,734	117,376	100,000	-		119,000	119,000	
Narrative:		FY 15	FY 16		FY 17 actual	FY 18 estimate	
Chittenden Solid Waste		40,668	40,670		41,187	41,500	
Lyric Theatre		1,500	1,500		1,500	1,500	
Railroad Tax		998	1,000		1,000	1,000	
misc donation		1,200	-		-	-	
State Buildings		18,813	17,960		23,185	23,200	
State Current Use		19,778	17,960		24,193	24,200	
State ANR		2,445	2,400		2,188	2,200	
State, Rest Area		<u>25,332</u>	<u>21,620</u>		<u>25,330</u>	<u>25,400</u>	
		110,734	103,110		118,583	119,000	

Acct # Description

1-121-40000 Sales Tax Revenue

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
2,633,722	2,572,317	2,500,000	-		2,500,000	2,500,000	
Narrative:							
Revenue History:		FY 16	2,572,317				
		FY 15	2,633,722				
		FY 14	2,424,994				
		FY 13	2,492,285				
		FY 12	2,484,327				
		FY 11	2,310,950				
		FY 10	2,211,750				
		FY 09	2,382,954				
		FY 08	2,468,270				
		FY 07	2,854,433				

Acct # Description

1-121-41000 Rooms & Meals Tax

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
346,744	357,941	310,000	-		342,000	342,000	
Narrative:							
Revenue History:		FY 16	357,941				
		FY 15	346,744				
		FY 14	335,901				
		FY 13	298,313				
		FY 12	290,580				
		FY 11	281,539				
		FY 10	283,470				
		FY 09	265,933				
		FY 08	260,518				
		FY 07	252,572				

Revenues

Acct # Description

1-123-42000 Recording Legal Documents

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
91,403	95,110	92,000	-		93,000	93,000	

Narrative:

Acct # Description

1-123-42010 Copies of Vital Statistics

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
5,656	5,544	2,500	-		2,500	2,500	

Narrative: The Respite house has now moved to Colchester. In previous years the death certificates generated from the Respite House accounted for a considerable amount of our Vital Records revenue

Acct # Description

1-123-42020 Issuing Licences, Municipal Portion

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
39,920	51,201	40,000	-		45,000	45,000	

Narrative: Passport processing continues to be the major source of our licensing revenue. The Burlington Clerk is now appointment only and the Burlington Post Office will only do passports on Saturdays which has significantly increased our volume.

FY16

dmv	92 \$3 ea	green mtn passp	80 \$2 ea
Passports	1492 \$25 ea	civil marriage	51 \$10 ea
Passport Pictures	1311 \$10 ea		

Acct # Description

1-123-42060 Use of Town Copier

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
12,880	14,181	12,000	-		13,000	13,000	

Narrative:

Acct # Description

1-123-42080 Vault Time								
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
2,522	3,068	3,000	-		3,000	3,000	-	

Narrative:

Acct # Description

1-123-42090 Miscellaneous								
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
2,440	2,570	1,200	-		1,500	1,500		

Narrative: misc clerks services
Treasurer policy allows for charge of 1.00 per parcel of substitute bills

Acct # Description

1-123-43000 Alcoholic Beverage Licenses								
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
3,200	3,655	3,350	-		3,500	3,500		

Narrative: License apps in town
 1st Class \$115 19 2,185
 2nd Class \$70 16 1,120
 Catering Permits \$10 18 200
 3,505

Acct # Description

1-123-43300 Dog Licenses								
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
5,499	6,082	6,000	-		6,000	6,000	-	

Narrative: registered 2016 680 fees: \$13 s/n \$17 not s/n
 registered 2015 645 State gets \$5 State gets \$5
 registered 2014 678 currently: town \$8 town \$12
 registered 2013 647
 registered 2012 681

PLANNING AND ZONING REVENUE

Acct # Description

1-125-42030 Planning Fees

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/21/2017		FY 18 Requested	FY 18 Revised	FY 18 Approved
25,005	25,005	20,000	27,480		25,000	25,000	

Narrative: Anticipates revenues from fees for planning applications.

Acct # Description

1-125-43200 Permits

FY 16 Actual	FY 16 Actual	Current Budget	YTD as of: 11/21/2017		FY 18 Requested	FY 18 Revised	FY 18 Approved
113,526	113,526	90,000	28,239		90,000	90,000	

Narrative: Anticipated revenues from for applications for permits.

POLICE REVENUE

Acct # Description

1-141-46000 Miscellaneous Police Revenue

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
4,252	4,322	5,000	-		5,000	5,000	

Narrative:

This revenue source covers insurance company reports and other types of unanticipated revenues.

Acct # Description

1-141-46100 Court Fines

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
41,487	36,995	33,000	-		35,000	35,000	

Narrative:

Based on past revenue amounts, I estimate that we should budget a slightly higher amount than FY 17.

Acct # Description

1-141-46910 False Alarm Fees

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
19,700	26,673	16,250	-		20,000	20,000	

Narrative:

We exceeded our estimate in FY 16 by a considerable amount and it is realistic to project a modest increase in billing for FY 18. Recommend an increase of \$3,500.

Acct # Description

1-141-46920 Police Fees

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
	1,060	-	-		3,500	3,500	

Narrative: This was a new revenue source beginning FY 16 and had not been accounted for in the FY 17 budget preparation. As we have not completed a full year, I am estimating that we should receive about \$3,500 for performing Fingerprint, Identification, and VIN Verification services.

Ambulance Revenue

8-142-40000 Ambulance Revenue

FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
301,967	296,295	308,600	-		323,200	315,000	

Narrative: Assumptions:
Call Volume 990, 90% ALS @ \$695, 10% BLS @ \$625, Mileage @ \$16

990 x 70% transports x 10% BLS x \$625	\$ 43,313
990 x 70% transports x 90% ALS x \$695	\$ 433,472
990 x 70% transports x 10 miles x \$16	<u>\$ 110,880</u>
	\$ 587,664
 Collection Rate of 55%	 \$ 323,215

Fire Fees

Acct # Description

01-142-46000 Fire Fees

FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
4,693	4,522	1,500	-		3,000	3,000	

Narrative: includes public service programs

RECREATION & PARKS REVENUES

Acct # Description

1-161-42125 Day Camps

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
123,428	162,927	115,000	-		120,000	125,000	

Narrative:

Day Camps- Four day camps offered for 8 weeks in the summer:

Explorer Camp- 50 campers x \$32 day x 39 days =	62,400
Camp Venture- 50 campers x \$32 day x 39 days =	62,400
Teen Venture- 12 campers x \$36 day x 39 days =	16,848
	<u>141,648</u>
Financial Assistance	<u>(10,000)</u>
	131,648

Acct # Description

1-161-42126 Contracted Camps

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
59,686	64,667	41,000	-		42,000	42,000	

Narrative:

Enrichment Camps- Sports, Specialty and Technology Camps offered in the Summer. Directors or companies are contracted to offer one week camps that are half or full day offerings. 34 sessions of camps were offered in a 7 week period in the summer of 2015.

Acct # Description

1-161-42130 Youth/Adult Programs

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
41,368	43,616	41,800	-		42,000	42,000	

Narrative:

Youth & Adult Programs offered and run by the dept. to include:

Soccer	6,000
Basketball	6,000
Ski/Snowboard	21,000
Lacrosse	8,000
Track & Field	2,500
Adult Volleyball	1,200
	<u>44,700</u>
Financial Assistance	<u>(2,500)</u>
	<u>42,200</u>

Acct # Description

1-161-42140 Special Events

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
25	-	1,000	-	0	1,000	1,000	

Narrative:

July 4th T-shirt sales

Acct # Description

1-161-42170 Field Use

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
8,275	10,267	6,000	-	0	7,000	7,000	

Narrative:

Rental of athletic fields to outside organizations and leagues

Acct # Description

1-161-42640 Contracted Programs

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
7,320	54,202	30,000	-		42,000	42,000	

Narrative:

Contracted Programs- These are year round youth, adult and senior programs offered by Instructors and businesses that are contracted by the dept. to run.

Acct # Description

1-161-42660 Senior Programs

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
3,026	3,854	1,500	-		3,500	3,500	

Narrative:

Senior Fitness Programs revenue.

HIGHWAY REVENUES

Acct # Description

6-131-41200		State Aid						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
160,407	160,720	160,720	-		160,720	160,720		
<p>Narrative: Class 2 \$/mile = \$4,105.91/mile @19.28/mile = \$79,161.96 Class 3 \$/mile = \$1,521.0/mile @ 52.22/mile = \$81,557.84 Advised by State to carry same number as last year</p>								

Acct # Description

6-131-43000		Rental of Highway Property						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
11,914	95,430	94,560	-		93,550	93,550		
<p>Narrative: Previously rented to Hirshak and All Metals but that building and land was sold in FY 15 New public works building rented to Water, Sewer and Stormwater utilities, 8% of borrowing cost to each \$31,183 per utility in 2018 (when the FY 2016 budget was prepared, it was assumed that the utilities would pay their share of the debt as a debt payment, but since they do not have ownership in the building, the auditors suggested a rental payment instead.)</p>								

Acct # Description

6-131-46500		Right of Way Use Fee			Requested	Revised	Approved	
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
12,200	17,640	13,200	-		14,920	14,920		
<p>Narrative: Based on FY 15 thru FY 16 actuals adjusted to \$14,920</p>								

BRICK CHURCH REVENUE

Acct # Description

01-199-4630C Brick Church Rental

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
3,409	4,875	3,500	-	0	4,000	4,000	

Narrative:

Based on average actual revenue for the last two years

OTHER REVENUE

Acct # Description

1-198-42250 From Reserves for Tax Reduction

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
-	-	400,000	-		400,000	400,000	

Narrative:

Assume same use of reserves

Acct # Description

1-198-42250 From Reserves for Capital Projects and Equipment

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
-	-	159,500	-	0	418,440	418,440	

Narrative:

capital budget proposals in excess of host town funds available
 capital projects: 85,500
 Capital equipment: 332,940
 418,440

Acct # Description

1-199-46000 Town Misc.Revenue

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
1,721	8,746	1,000	-		1,000	1,000	

Narrative:

Misc unanticipated revenue

Acct # Description

1-199-46400 Gain on Sale of Vehicle and Equipment

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
33,820	2,858	-	-		-	-	

Narrative:

FY 15:
Sale of fire and small highway equipment \$ 33,820

We do not budget for this

Acct # Description

1-199-46900 Reimbursement for Town Services

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
22,000	26,400	26,400	-		26,400	26,400	

Narrative:

Water,Sewer and Stormwater payments for Town building and supplies overhead
8% each for overhead costs

Acct # Description

1-199-44000 Interest Earned on Investments

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
14,959	20,662	15,000	-		18,000	18,000	

Narrative:

Interest rates estimate:
\$1500/month

Acct # Description

1-199-46900 Transfer in From Host Town Fund for Capital Projects and Equipment

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
461,030	455,590	463,780			375,000	375,000	

Narrative:

	<u>FY 16</u>	<u>FY 17</u>	<u>FY 18</u>
Capital Projects	110,900	70,280	63,100
Capital Equipment	344,690	393,500	311,900
total	\$ 455,590	463,780	375,000

Acct # Description

1-199-46900 Transfers in, Other

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
90	-	100	-		100	100	

Narrative:

Transfer of interest from Engineering fund and Escrow fund, plus any other fund to fund transfers.



To: Richard McGuire, Town Manager

From: Todd Shepard, Chief of Police

Subject: FY 2018 Budget Proposal

Date: 08 November 2016

LETTER OF TRANSMITTAL

It gives me great pleasure to present the Fiscal Year 2018 budget proposal for the Williston Police Department. This will represent my fifth budget presentation since arrival at the Williston Police Department. In my opinion, the police department has done an excellent job at providing services to the Town of Williston and it has been accomplished within budget limits, typically in the black by approximately 5%. It has been typical that the savings has been due to an employee vacancy and most notably in last year's budget we ended the year with a total of 4 vacancies.

Constructing a new budget provides the opportunity to forecast the expenses for the upcoming year based on current costs, but better yet, it provides the opportunity for managers to put future plans affecting financial resources into action. Each department providing municipal services for the Town of Williston compete for limited financial resources to fund their plan, knowing that compromise and sharing must take place. In this budget we have attempted to identify a reasonable and realistic budget to cover anticipated expenses for the year.

A quick summary of activity is in order so as to better understand the demands.

	FY 2014	FY 2015	FY 2016
Calls for Service	4982	5266	4520
M/V Enforcement	5115	5090	3999
M/V Violation Notices	4381	3931	3215
Arrests	462	397	272
Offenses Arrested For	690	520	367

Although the above statistics for actual activity seem to be flat, officers are discovering increased offenses for each incident that they respond to. We remain vigilant in our efforts toward proactive work by our officers and our call volume seems to have leveled off during this period, but again, an increase in notices issues.

REQUESTED BUDGET HIGHLIGHTS

In summary, I will point out that the budget being presented has an overall requested increase of approximately 3.5%. In this budget I have added the cost of the entire COPS Grant Officer as required by the terms of the original grant. Although the grant period expired on October 1, 2016, we agreed to fund the cost of this officer for 4 years. The majority of this increase is the result of personnel expenses surrounding salary and benefits in anticipation of a signed agreement between the Town of Williston and the newly represented police officers belonging to the New Hampshire Police Benevolent Association.

In my line item explanations, all percentage changes are for the individual line item unless otherwise stated.

Patrol Staffing/Salaries/Benefits

Salary increases included in this proposal are inclusive of a 2% step for Thirteen (13) patrol officers in the bargaining unit.

Overtime

FY 15 ended with a substantial overage in overtime. Although we did operate with a vacant position all last year and had to cover shifts, the majority share of this increase is due to contractual language requiring all accumulated comp-time to be cashed in (\$29,500 in FY 15) by July 1st. FY 16 saw a cash in of \$26,500. I estimate we will have equivalent amount in buy-out again this year and we continue to be short one officer which will continue the trend for overtime expense.

Vehicle Fuel

Due to the volatility in fuel prices, I recommend maintaining \$3.50/gallon cost for fuel and estimate an average of 16,000 gallons of fuel.

Investigation Salary

Salary increase include a 2% Step increase for two detectives

Special Investigations

The increase of approximately \$3,300 is primarily due to the manner in which other agencies contribute to the funding of the CUSI Unit. One agency is transitioning to the donation of an officer rather than funds. Other changes are simply due to the funding mechanism (formula).

Dispatch Salaries

Increases in these salaries account for an estimated 2% increase

Dispatch Benefits

This increase is due to the change in benefits of an employee/

Computer and Communications

I believe it is worthy to note the decrease in this line. I am budgeting for a 10% reduction in records management costs due to our transition to the VALCOUR System as compared to the State VIBRS System. Net Savings \$3,500

Administrative Salary/Benefits

Increases to this area are salary increases to account for annual COLA enhancements for applicable staff.

Administrative Benefits

One employee is being added to the health insurance system that formally opted out.

Conclusion

It is a pleasure, both personally and professionally, to present this budget on behalf of the fine men and women of the Williston Police Department. The members of the department have gone over and above this year due to our staff shortages in delivering services to our community. Because we are having similar problems as other agencies in New England, our goals to reach into the community more have been significantly impaired and our ability to move more complex investigations from our uniformed officer to detectives is currently being impacted as these positions are being left vacant until we are back to full staff.

In addition to transitioning to a common records system, this agency adopted the dispatching role for the Chittenden County Sheriff's Office in exchange for using their radio system as our had significant flaws in many areas of town due to the location of its repeater on the fire department antennae.

The expenses projected in this budget are what I strongly feel are needed to efficiently operate this agency for the upcoming year. As I look at the outcome of FY 2016, the surplus in funds was solely due to vacancies and therefore leaves no wiggle room for significant savings. The budget proposed has an increase, but I believe it provides a solid framework for our FY 2018 department plan.

**Town of Williston
Operating Budget FY 2018**

	FY 2015 Actual	FY 2016 Approved	FY 2016 Actual	FY 2017 Approved	FY 18 Proposed
POLICE					
<i>Police Patrol Services</i>					
Patrol Salary	657,191	733,160	639,090	749,550	749,550
Overtime	150,253	109,500	143,308	135,800	144,500
Parttime Officers' Salaries	4,628	15,000	-	5,000	5,000
Benefits	316,603	327,360	304,179	321,400	335,000
Vehicle Expense	11,982	20,000	13,303	19,000	17,000
Vehicle Fuel	42,949	56,000	30,199	52,000	52,000
Mileage	10	400	312	400	400
Training & Conferences	12,698	15,000	14,794	15,000	15,000
Equipment & Uniforms	23,265	20,000	18,442	20,000	20,000
TOTAL	1,219,579	1,296,420	1,163,627	1,318,150	1,338,450
<i>Police Investigation Services</i>					
Investigation Salary	98,394	107,400	53,891	110,000	112,000
Investigation OT	5,185	10,000	6,126	7,000	7,000
Benefits	38,190	63,340	38,133	64,700	56,500
Chitt.Unit for Sp. Investigations	13,399	23,000	13,399	13,630	16,900
Investigation Expenses	2,341	5,000	1,464	5,000	5,000
TOTAL	157,509	208,740	113,013	200,330	197,400
<i>Police Communications</i>					
Dispatch Salary	108,667	113,670	109,084	114,740	119,800
Benefits	25,646	42,500	33,999	45,520	53,400
Computer, Communications	24,806	33,720	29,789	38,000	37,420
Radio Repair	5,314	2,000	1,610	2,000	2,000
TOTAL	164,433	191,890	174,482	200,260	212,620
<i>Police Administration</i>					
Administration Salary	148,566	184,630	179,761	182,660	183,800
Benefits	41,784	66,270	50,938	75,800	82,000
Office Supplies	12,433	14,500	10,357	14,500	14,500
Telephone & Postage	13,853	11,500	10,941	11,500	11,500
TOTAL	216,636	276,900	251,997	284,460	291,800
<i>Police Special Programs</i>					
Dog Control & Damage	2,509	2,500	2,279	2,500	2,700
Awards Program	683	750	883	750	750
Public Service Programs	1,091	1,000	628	1,000	1,000
TOTAL	4,283	4,250	3,790	4,250	4,450
<i>Police Building Maintenance</i>					
Inside Office Cleaning	9,012	14,200	13,262	14,750	15,250
Heating Fuel	5,426	6,000	3,654	5,800	5,800
Utilities	16,745	17,630	15,035	16,900	16,900
Property & Casualty Insurance	53,198	55,670	60,551	59,640	60,500
Building Maintenance	13,688	19,000	20,705	14,000	14,000
TOTAL	98,069	112,500	113,207	111,090	112,450
TOTAL POLICE	1,860,509	2,090,700	1,820,116	2,118,540	2,157,170

Police Patrol Services

Acct # Description

1-141-50120 Rural Patrol Salary

FY 15	FY 16	Current	YTD as of:		FY 18	FY 18	FY 18
Actual	Actual	Budget'17	11/30/2016		Requested	Revised	Approved
657,191	639,090	749,550	-		775,300	749,550	

Narrative: Following the implementation of the new contract, increases in steps are set at 2% are included in these figures

13 patrol officers	730,276.00
Shift Differential @ \$1.20	17,000.00
Holiday Regular	28,050.00
	<u>775,326.00</u>

Acct # Description

1-141-50230 Overtime

FY 15	FY 16	Current	YTD as of:		FY 18	FY 18	FY 18
Actual	Actual	Budget'17	11/30/2016		Requested	Revised	Approved
150,253	143,308	135,800	-		144,500	144,500	

Narrative:

2018 Projections

3 Ofc with Apprenticeship Pay	\$ 11,536
Shift OT(est)	\$ 66,480
Holiday Pay (OT)	\$ 40,000
Com-Time Payout	\$ 26,500

FY 15 saw a rise in overtime mainly from a change in procedure dealing with comp-time payout. Previous years, officers were allowed to carry over hours, but last year it was mandated by contract to cash out all accumulated time by July 1. This created an increase of \$29,500 in expense and I estimate a similar amount of cash in this year. Actual overtime for shift coverage will vary and cannot anticipate vacancies. We continue to

Acct # Description

1-141-50130 Part-time Salary

FY 15	FY 16	Current	YTD as of:		FY 18	FY 18	FY 18
Actual	Actual	Budget'17	11/30/2016		Requested	Revised	Approved
4,628	-	5,000	-		5,000	5,000	

Narrative:

We have temporarily suspended hiring part-time officers, however, if staffing continues to be problematic, we may have to reconsider using part-time officers to supplement the schedule.

Acct # Description

1-141-53000 Benefits								
FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
316,600	304,179	321,400	-		348,000	335,000		

Narrative:

	FY 2016	FY 2017	FY 2018
Health, Dental, Life, Disability	\$ 185,260	\$ 157,023	\$ 190,117
FICA, Retirement	\$ 111,680	\$ 119,971	\$ 118,305
Workers Comp, Unemployment need to increase in '18	\$ 30,420	\$ 44,392	\$ 39,865
	\$ 327,360	\$ 321,386	\$ 348,287

Acct # Description

1-141-56000 Vehicle Expense								
FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
11,982	13,303	19,000	-		17,000	17,000		

Narrative:

This item covers the cost of maintaining our fleet of 5 marked and 3 unmarked police cruisers, including tires, routine maintenance, brakes, etc.

Repair	\$ 7,200.00	187000 miles at \$.04/Mile
Tires	\$ 8,000.00	
Misc Garage Supplies	\$ 200.00	
ECO Carwash	\$ 500.00	
Fire Ext. Refills	\$ 150.00	
First aid Kit refills	\$ 100.00	
Windshields	\$ 1,000.00	
	\$ 17,150.00	

This year I have included actual mileage driven by all department vehicles without any added for "idle time wear". Our newer fleet shows a trend toward lower maintenance costs and we have lowered the per mile cost by \$.01 I fear hasty reductions as FY 2012 ended the year with close to \$22,000 in expenses.

Acct # Description

1-141-56010 Vehicle Fuel

FY 15	FY 16	Current	YTD as of:		FY 18	FY 18	FY 18
Actual	Actual	Budget'17	11/30/2016		Requested	Revised	Approved
42,949	30,199	52,000	-		52,000	52,000	

Narrative: WPD fleet vehicles used 15900 gallons of fuel last year and we do anticipate a higher amount of fuel to be used in the coming year due to the addition of two officers .

History:

	Gallons	Budgete	Price/Gal	Total	
FY 2014	14500	\$	3.50	\$ 50,750.00	15900 Gal actually used
FY 2015	15600	\$	3.50	\$ 54,600.00	16268 Gal Actual
FY 2016	16000	\$	3.50	\$ 56,000.00	14247 Gal Actual
FY 2017 est	16000	\$	3.25	\$ 52,000.00	Est. 15,000 gals used
FY 18	16000	\$	3.25	\$ 52,000.00	Same as other town departments

Acct # Description

1-141-56100 Mileage

FY 15	FY 16	Current	YTD as of:		FY 18	FY 18	FY 18
Actual	Actual	Budget'17	11/30/2016		Requested	Revised	Approved
10	312	400	-		400	400	

Narrative: This expense isn't used that regularly, however a single round trip to our academy for training would cost \$100 if a department vehicle is not available and could affect our training funds.

Acct # Description

1-141-56200 Training/Conference Fees

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
12,698	14,794	15,000	-		15,000	15,000	

Narrative:

Training is one of the more important aspects of police work in order to maintain acquired skills and gain further knowledge of changes in laws and proper practices as well as meeting any mandates. The State of Vermont mandates 25 hours of training for full time officers as well as 30 hours of training for part time officers.

Training/Conference Fees FY 14:	\$ 9,400
FY 15	\$12,700 (Did not attend IACP)
FY 16	\$14,800 (Did not attend IACP)

Projected Training Plan FY 2018

CPR/First Aid	\$ 200.00
Firearms	\$ 3,900.00 (Equipment & Ammunition)
Projected General Training	\$ 8,000.00
Memberships	\$ 960.00
Conferences	\$ 2,500.00
Total	\$ 15,600.00

Acct # Description

1-141-78000 Equipment & Uniforms

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
23,265	18,442	20,000	-		20,000	20,000	

Narrative:

The officers boot allowance is in here plus miscellaneous equipments needs and replacements. Examples may include duty leather, special investigative equipment, etc.

Although we changed the type of uniform this year, we anticipate fully outfitting two new officers and should maintain current funding.

POLICE INVESTIGATION SERVICES

Acct # Description

1-141-50150 Investigation Salary

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
98,394	53,891	110,000	-		112,000	112,000	

Narrative: Investigation Salaries (2 Detectives) with applicable step increase \$ 111,924

Acct # Description

1-141-50230.01 Investigation Overtime (new in FY 15)

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
5,185	6,126	7,000	-		7,000	7,000	

Narrative:
Based on projections, I estimate an expenditure of approximately 70% of our current budget and history indicates that we haven't expended more than \$7,000 in actual OT for Detective and CT buy out is covered in the patrol area.

Acct # Description

1-141-53000 Benefits

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
38,190	38,133	64,700	-		56,500	56,500	

Narrative:

	FY 2016	FY 2017	FY 18
Health, Dental, Life, Disability	\$ 43,922	\$ 43,325	\$ 35,806
FICA, Retirement	\$ 15,103	\$ 15,600	\$ 15,483
Workers Comp, Unemployment	\$ 4,312	\$ 5,740	\$ 5,230
	\$ 63,337	\$ 64,665	\$ 56,519

Benefits are figured on an unknown replacement for a retirement. Figured on family plans

Acct #		Description						
1-141-85830		Unit for Special Investigations						
FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
13,399	13,399	13,630	-		16,900	16,900		

Narrative: This service is of utmost importance for our agency. The Department does not have the manhours or skill broad enough in our ranks to take this critical role on. These cases are for specially skilled Investigators.

This is the current rate for this critical service. Williston also works hard to be a "Community Partner" in this effort. C.U.S.I. is a nationally recognized investigative team that depends on Towns to contribute to make their budget work. This county's success has been recognized at the State level and is now being used in every county in Vermont.

We are experiencing a slight increase due to changes in agency contributions.

Acct #		Description						
1-141-75000		Investigation Expenses						
FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
2,341	1,464	5,000	-		5,000	5,000		

Narrative:

Investigation Expenses: \$ 3,400.00 Misc. Eq., Towing,

Blood Tests DUI \$ 1,600.00 5 tests at \$320

POLICE COMMUNICATIONS

Acct # Description

1-141-50140 Dispatch Salary

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
108,667	109,084	114,740	-		119,800	119,800	

Narrative: Salaries include 2% step increase for eligible employees as well as overtime, holiday pay, and shift diff.

Salaries 2 Dispatchers	100,715.00	
Shift Differential	2,040.00	
Overtime (Holidays Shift Cov)	9,000.00	
Part-Time Dispatch (Saturdays)	8,000.00	(8 hours per week)
	119,755.00	

corrected to include only a one percent cost of living increase

Manager Comment: Reflects corrected salaries for dispatchers

Acct # Description

1-141-53000 Benefits for Dispatch

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
25,646	33,999	45,520	-		53,400	53,400	

Narrative: Estimated costs for health, dental, etc based on salary & OT expenses

	FY 2016	FY 17	FY 18
Health, Dental, Life, Disability	\$ 24,010	\$ 28,715	\$ 32,209
FICA, Retirement	\$ 14,562	\$ 15,775	\$ 15,899
Workers Comp, Unemployment	\$ 3,926	\$ 1,030	\$ 5,357
	42,498	45,520	\$ 53,465

Acct #	Description																																													
1-141-74000	Computer/Communications																																													
	FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved																																						
	24,806	29,789	38,000	-		34,500	37,420																																							
<p>Narrative: This Line item is for computer system charges and for replacement of computers within our agency. FY 18 starts with a 10% decrease in Records Management Costs by moving from the State (VIBRS) RMS to the VALCOUR System. We remain connected to the VIBRS for email, mobile connectivity to our office and other investigative databases.</p> <p><u>VIBRS</u></p> <table border="0"> <thead> <tr> <th></th> <th>FY 17</th> </tr> </thead> <tbody> <tr> <td>Regional Dispatch planning</td> <td>\$ 2,815.00</td> </tr> <tr> <td>Token Access with Netmotion</td> <td>\$ 550.00</td> </tr> <tr> <td>VLETS</td> <td>\$ 2,850.00</td> </tr> <tr> <td>CJIS Mand. Annual Training</td> <td>\$ 150.00</td> </tr> <tr> <td>Email Accts</td> <td>\$ 2,500.00</td> </tr> <tr> <td>Anti-Virus</td> <td>\$ 80.00</td> </tr> <tr> <td>Mobile Data & VJISS/Vcamp</td> <td>\$ 300.00</td> </tr> <tr> <td>VALCOUR RMS</td> <td>\$ 3,000.00</td> </tr> <tr> <td>IACP.NET</td> <td>\$ 800.00</td> </tr> <tr> <td>LPR Maintenance</td> <td>\$ 725.00</td> </tr> <tr> <td>System Support (NIBRS)</td> <td>\$ 2,000.00</td> </tr> <tr> <td>Acorn Support (phones)</td> <td>\$ 1,500.00</td> </tr> <tr> <td>Winco Maintenance (ID Machine)</td> <td>\$ 500.00</td> </tr> <tr> <td>Computer/Screens/Upgrades</td> <td>\$ 9,800.00</td> </tr> <tr> <td>AFIS Machine Contract</td> <td>\$ 7,500.00</td> </tr> <tr> <td>Comcast (\$150/ mo)</td> <td>\$ 2,100.00</td> </tr> <tr> <td>UPS Battery Replacements</td> <td>\$ 250.00</td> </tr> <tr> <td></td> <td>\$ 37,420.00</td> </tr> </tbody> </table>										FY 17	Regional Dispatch planning	\$ 2,815.00	Token Access with Netmotion	\$ 550.00	VLETS	\$ 2,850.00	CJIS Mand. Annual Training	\$ 150.00	Email Accts	\$ 2,500.00	Anti-Virus	\$ 80.00	Mobile Data & VJISS/Vcamp	\$ 300.00	VALCOUR RMS	\$ 3,000.00	IACP.NET	\$ 800.00	LPR Maintenance	\$ 725.00	System Support (NIBRS)	\$ 2,000.00	Acorn Support (phones)	\$ 1,500.00	Winco Maintenance (ID Machine)	\$ 500.00	Computer/Screens/Upgrades	\$ 9,800.00	AFIS Machine Contract	\$ 7,500.00	Comcast (\$150/ mo)	\$ 2,100.00	UPS Battery Replacements	\$ 250.00		\$ 37,420.00
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Acct #	Description							
1-141-80200	Radio Repair							
	FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
	5,314	1,610	2,000	-		2,000	2,000	
<p>Narrative: This line item is generally used for radio repairs throughout the year for all in-house, cruiser and portable radio repairs.</p> <p>FY 14 and 15 included match funds for radio grant received. This is complete and we can maintain our typical funding amounts as we do not have any maintenance agreements for our radios.</p>								

POLICE ADMINISTRATION

Acct #		Description						
1-141-50160		Administrative Salary						
FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
148,566	179,761	182,660	-		183,800	183,800		
Narrative:								
Administrative wages consist of Chief of Police, Admin. Assistant, and Admin. Sergeant salaries based on a 40 hour work week. wages lower due to staff turnover one percent cost of living increase included								

Acct #		Description						
1-141-53000		Benefits for Administration						
FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
41,784	50,938	75,800	-		82,000	82,000		
Narrative:								
					FY 16	FY 17	FY 18	
Health, Dental, Life, Disability					37,817	\$ 43,325	\$ 50,790	
FICA, Retirement					23,373	\$ 24,820	\$ 24,489	
Workers Comp, Unemployment					5,080	\$ 7,630	\$ 6,764	
					66,270	75,775	\$ 82,043	

Acct #		Description						
1-141-76000		Office Supplies & Maintenance						
FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
12,433	10,357	14,500	-		14,500	14,500		
Narrative:								
Copier Maintenance (2) \$ 2,500 (Added new copier at slightly higher rate)								
Ticket/Warning Purchases \$ 2,000								
Paper/General Office Supplies \$ 10,000								

Acct # Description

1-141-76100 Telephone & Postage

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
13,853	10,941	11,500	-		11,500	11,500	

Narrative:

Sovernet 8 Lines	\$ 2,400
Verizon Wireless (Cell Phones, Aircards)	\$ 7,500
Phone repairs/programming assistance	\$ 500
Postage per month Aver \$75	\$ 900
UPS Cost average per month \$17	\$ 200
	\$11,500.00

POLICE SPECIAL PROGRAMS

Acct # Description

1-153-85100 Dog Control & Damage

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
2,509	2,279	2,500	-		2,700	2,700	

Narrative:

Kennel Fees- by contract	\$ 2,200.00
Emergency Vet Fees	\$ 500.00
TOTAL	\$ 2,700.00

Lucky puppies had rate increase, still waiting to hear on proposal for Williston Vet for services

Acct # Description

1-153-85100 Awards Program

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
682	883	750	-		750	750	

Narrative:

Recognition for officers achievements throughout the year including performance and longevity

Acct # Description

1-141-85940 Public Service Programs

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
1,091	628	1,000	-		1,000	1,000	

Narrative:

Safety/Holiday Events	\$ 1,000.00
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This line item is for safety events and the purchase of pamphlets, stickers, pencils, coloring books, and misc. safety information for children and parents. We often have tours in our station and give out "souvenirs" to kids.

BUILDING MAINTENANCE

Acct # Description

1-141-63430.00 Custodial Services

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
9,012	13,262	14,750	-		15,250	15,250	

Narrative:

Janitorial supplies moved from office equipment.

Contracted cleaning Service	\$14,000	2% increase factored in as estimate
Cleaning Supplies	\$ 1,250.00	
Total	\$ 15,250.00	

Acct # Description

1-141-73800 Heating Fuel

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
5,426	3,654	5,800	-		5,800	5,800	

Narrative:

Heat

2018 Est	4500 CCF @ 1.17/CCF	\$ 5,310
	Daily Access and Other Fees	\$ 540
		\$ 5,850
2017 Est	4500 CCF @ 1.17/CCF	\$ 5,310
	Daily Access and Taxes	\$ 500
		\$ 5,810
2016 actual	2932 CCF @ \$1.07/CCF	\$4,950.00
	Daily Access and Taxes	\$ 500.00
		\$5,450.00

This item fluctuates based on weather conditions. The average cost per year from 2009-2012 is \$5,589.

Daily Access fees did drop, but vendor advises that rate increases are again occurring for access fees and to plan for the normal amounts. Average Access Fees for 4 year period are \$1,240. Ave. CCF for 4 year period 2010-2013 is 3750.

Acct #		Description																											
1-141-73810		Utilities - Police Station																											
FY 15	FY 16	Current	YTD as of:		FY 18	FY 18	FY 18																						
Actual	Actual	Budget'17	11/30/2016		Requested	Revised	Approved																						
16,745	15,035	16,900	-		16,900	16,900																							
Narrative:																													
<table border="1"> <tr> <td>FY 15 Actual - 119169 KW Used</td> <td></td> </tr> <tr> <td>FY 16 Actual - 112009</td> <td></td> </tr> <tr> <td>FY 17 Estimate: 134500</td> <td></td> </tr> <tr> <td>FY 18 Budgeted: 134500</td> <td></td> </tr> <tr> <td>Electric 125000 Kw hours@ \$0.11</td> <td>FY 17</td> </tr> <tr> <td>Customer Charge \$ 85.82 monthly</td> <td>\$13,750.00</td> </tr> <tr> <td>Efficiency Charge \$95 monthly</td> <td>\$1,061.00</td> </tr> <tr> <td>Water/ Sewer Town of Williston 125.00 per quarter</td> <td>\$1,140.00</td> </tr> <tr> <td>Stormwater Fee</td> <td>\$ 600.00</td> </tr> <tr> <td></td> <td>\$ 306.00</td> </tr> <tr> <td>Total</td> <td>\$16,857.00</td> </tr> </table>								FY 15 Actual - 119169 KW Used		FY 16 Actual - 112009		FY 17 Estimate: 134500		FY 18 Budgeted: 134500		Electric 125000 Kw hours@ \$0.11	FY 17	Customer Charge \$ 85.82 monthly	\$13,750.00	Efficiency Charge \$95 monthly	\$1,061.00	Water/ Sewer Town of Williston 125.00 per quarter	\$1,140.00	Stormwater Fee	\$ 600.00		\$ 306.00	Total	\$16,857.00
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Acct #		Description						
1-141-66100		Property and Casualty Insurance						
FY 15	FY 16	Current	YTD as of:		FY 18	FY 18	FY 18	
Actual	Actual	Budget'17	11/30/2016		Requested	Revised	Approved	
53,198	60,551	59,640	-		60,500	60,500		
Narrative:								
level fund with 16 actual								

Acct #		Description						
1-141-80010.00		Building Maintenance						
FY 15	FY 16	Current	YTD as of:		FY 18	FY 18	FY 18	
Actual	Actual	Budget'17	11/30/2016		Requested	Revised	Approved	
13,688	20,705	14,000	-		14,000	14,000		
Narrative:								
<p>Items in this line include routine maintenance issues, generator testing, carpet cleaning, Elevator testing, alarm testing, etc.</p> <p>FY 2016 we finished off our unfinished second floor planning/training room and this line item was increased significantly to accommodate that work. This line can remain at typical operating averages to accommodate routine building maintenance and system testing.</p>								

Letter of Transmittal

Fire Department

Fiscal Year 2018

Mission Statement: *To provide protection of life and property to our community primarily through Fire Suppression, Emergency Medical Services, and Fire Education/Outreach.*

Services and Operations: Fires, Building Alarms, Car Accidents, Other Hazardous Situations, Emergency Medical and Transport Ambulance Services, Urban Search and Rescue (USAR), Community Outreach & Fire Prevention Services, Public assistance in Non-Emergency Situations, Certified Car Seat Technician Program, Maintenance of Vehicles, Equipment and Facilities, Emergency Preparedness, Administration of Combination Department consisting of 36 Employees.

Trends/Major Issues:

The Williston Fire budget does not have any significant changes this fiscal year. The overall budget increased only \$63,500, and a number of expense accounts were actually decreased.

Career fire and rescue wages increased to account for annual cost of living adjustments, and on-call rescue wages increased to provide for adequate coverage. No new positions were requested for this year. Equipment maintenance increased after ambulance tires were moved from EMS equipment to maintenance, and firefighting equipment was increased to allow for more gear replacement. The greatest change was station maintenance, with a \$33,920 increase. For several years I have hoped public works would come and repair our flag pole concrete base. Although no fault of theirs, it is still not done so I obtained an estimate from an outside vendor for \$17,500. I did the same for the concrete that needs to be repaired on the station aprons and walkways, which was \$8,500.

Remaining increases reflect trends in the market for utilities, fuel, wages, supplies, etc. The budget as presented shows only a 3.6% increase from last fiscal year.

I appreciate your time and consideration.

Kenneth N. Morton, Jr.
Fire Chief

Town of Williston
Operating Budget FY 2018

	FY 2015 Actual	FY 2016 Approved	FY 2016 Actual	FY 2017 Approved	FY 18 Proposed
FIRE, RESCUE & AMBULANCE					
<i>Administration</i>					
Administration Salary	122,295	123,860	126,198	125,100	127,610
Benefits	66,150	71,770	64,552	70,070	71,810
Subscription & Dues	1,449	1,100	1,168	1,200	1,300
Office Supplies	11,292	15,120	14,031	19,880	18,680
Office Equipment	6,623	8,300	10,464	16,700	11,900
Telephone & Postage	7,453	9,900	9,578	11,000	11,000
Personnel Physicals	8,120	4,500	4,663	9,000	9,000
Personnel Recognition	1,464	1,500	1,950	1,500	1,500
TOTAL	224,846	236,050	232,605	254,450	252,800
<i>Wages Benefits, Fire</i>					
Career Firefighter Wages, OT	244,267	284,740	293,438	308,470	318,570
Benefits, Career Firefighters	109,728	141,060	138,264	154,540	151,050
On Call Firefighter Wages	87,088	114,000	72,348	100,000	100,000
Benefits, On Call Firefighters	18,355	18,460	19,566	20,820	21,280
TOTAL	459,438	558,260	523,616	583,830	590,900
<i>Wages and Benefits, Rescue</i>					
Career Rescue Wages, OT	244,573	284,740	293,438	308,470	318,570
Benefits, Career EMS	110,044	141,060	138,264	154,540	151,050
On Call Rescue Wages	95,167	90,300	76,859	95,000	95,000
Benefits, On Call EMS	16,693	14,620	16,051	19,780	20,000
TOTAL	466,477	530,720	524,613	577,790	584,620
<i>Equipment & Maintenance</i>					
Vehicle Fuel	20,805	32,530	14,707	27,030	21,780
Equipment Maintenance	47,133	46,750	67,146	51,000	57,000
Firefighting Equipment	42,470	41,660	46,929	44,000	47,400
Rescue Equipment	16,530	16,400	15,412	17,000	14,000
TOTAL	126,938	137,340	144,194	139,030	140,180
<i>Operations</i>					
Training & Conferences, Fire	5,638	6,000	7,876	6,000	6,550
Training & conferences, EMS	6,848	8,200	10,201	11,200	11,600
Communications	5,441	6,600	5,094	7,360	7,860
Dispatch Services	41,477	50,560	50,048	53,990	53,990
Fire Prevention	2,341	2,500	2,078	2,500	2,500
EMS Billing Agency Fees	18,312	19,100	22,828	24,260	24,500
Rescue Medical Supplies	15,343	16,500	18,144	17,000	17,340
TOTAL	95,400	109,460	116,269	122,310	124,340

Facilities

Heating Fuel	12,763	13,370	11,427	13,000	13,680
Utilities	16,533	18,820	16,162	19,110	19,110
Property & Casualty Ins.	30,134	31,000	29,882	29,900	30,500
Station Maintenance	24,412	22,100	29,030	28,230	44,650
TOTAL	83,842	85,290	86,502	90,240	107,940
TOTAL FIRE AND RESCUE	1,456,941	1,657,120	1,627,798	1,767,650	1,800,780

Emergency Preparedness

Training	704	2,100	-	1,000	1,000
Supplies & Operation	2,838	2,000	1,547	3,000	3,000
	3,542	4,100	1,547	4,000	4,000

ADMINISTRATION

Acct #		Description						
1-142-50000		Adminstrative Salaries						
FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
122,295	126,198	125,100	-		127,610	127,610		
Narrative: Chief 40 hrs/week Admin Assistant 40 hrs/week includes one percent cost of living increase								

Acct #		Description						
1-142-53000		Benefits for Administration						
FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
66,150	64,552	70,070	-		71,810	71,810		
					\$	44,732		
					\$	9,960		
					\$	17,119		
					\$	71,811		
Medical, Dental, Life, Disability Workers' Comp & Unemployment FICA, Medi, Retirement Total								

Acct #		Description						
1-142-56300		Subscriptions & Dues						
FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
1,448	1,168	1,200	-		1,300	1,300		
Narrative: NFPA, NY Chiefs, IAFC, Fire Engineering, Fire House, Fire/Rescue, Fire Chief, JEMS, NE Chiefs, VT Ambulance Association, VT Career Fire Chiefs, Chittenden County Mutual Aid Association, Fire News, Firetec, District III, Vermont State Firefighters Association.								

Acct #		Description						
1-142-76000		Office Supplies & Maintenance						
FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
11,292	14,031	19,880	-		18,530	18,680		
Narrative:								
Network Maintenance Agreement					\$	11,880		
Synced Tool (5 devices)					\$	500		
O365 License Renewals (12 x \$13.50 x 12 mos.)					\$	2,100		
Emergency Reporting (\$100 x 12 mos.)					\$	1,200		
Office Supplies, Forms & Envelopes					\$	3,000		
Total					\$	18,680		
<p>Network agreement includes support & maintenance on server, 11 desktops, 2 laptops, 6 tablets, 2 AIO display units, as well as 1 network printer, 3 desktop printers, the firewall, antivirus/spam protection, wi-fi network, cloud storage, daily/weekly/monthly off-site backup, O365 management, HIPAA compliance & unlimited 24/7 support</p>								

Acct #		Description						
1-142-76010		Office Equipment						
FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
6,623	10,464	16,700	-		11,900	11,900		
Narrative:								
Network copier/printer/fax lease					\$	2,300		
UPS backup unit for server					\$	2,000		
Tablet Acquisition (1)					\$	1,200		
Desktop computer replacement (3)					\$	3,900		
Misc Equipment (printer, RAM, hard drive)					\$	2,500		
Total					\$	11,900		
<p>The network copier/printer/fax lease is up this year & currently costs \$1,860 /year. Our UPS unit is 11+ years old. Reduced to one tablet for new fire engine. Increased to 3 desktops due to aging & failures. Misc. equipment includes desktop printer \$1,200, RAM \$400 & hard drive \$900.</p>								

Acct #		Description						
1-142-76100		Telephone & Postage						
FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
7,453	9,578	11,000	-		11,000	11,000		
Narrative:								
Following are monthly charges based on trends and service needs:								
Dispatch Line					\$	32		
Fire Station Lines					\$	255		
Long Distance					\$	60		
Verizon Wireless					\$	400		
Comcast Internet					\$	140		
Postage					\$	20		
Vender Service Work (Integrity, etc.)					\$	20		
					\$	927		
						x12		
Total					\$	11,124		

Acct #	Description							
1-142-85925	Personnel Physicals		Fire & Rescue					
	FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
	8,121	4,663	9,000	-		9,000	9,000	
Narrative:		Background Checks				\$ 400		
		Off-Site Physicals				\$ 7,600		
		Vaccinations				\$ 1,000		
		Total				\$ 9,000		
<p>Costs were down in FY16 due to change in procedure of when physicals are required, now after Orientation and driver certifications are completed.</p>								

Acct #	Description							
1-142-86400	Recognition							
	FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
	1,464	1,950	1,500	-		1,500	1,500	
Narrative:		Recognition Awards, Service Pins, Training & Certification Pins, Badges, & Collar Insignia				\$ 1,500		

FIRE WAGES & BENEFITS

Acct #	Description							
1-142-50000	Wages, Career Fire							
	FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
	244,267	293,438	308,470	-		318,575	318,570	
Narrative:		Career FF & EMT				\$ 562,150	half to fire	
		OT				\$ 75,000		
		Total				\$ 637,150		
						\$ 637,150	\$ 318,575	

Acct # Description

1-142-53100 Benefits, Career Fire

FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
109,728	138,264	154,540	-		151,050	151,050	

Narrative:

	total	half to fire
Medical, Dental, Life, Disability	\$ 137,284	
Fica	\$ 43,004	
Retirement	\$ 40,041	
Workers Comp, Unemploymt	\$ 62,443	
	<u>\$ 282,772</u>	
OT Benefits	\$ 19,319	
Total	\$ 302,090	\$ 151,045

Acct # Description

1-142-50000 Wages, On-Call Fire

FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
87,088	72,348	100,000	-		102,300	100,000	

Narrative:

	Event Totals	Hours	No of FF		Rate	Total
Calls	425	1	5	2125	\$12.10	\$ 25,713
Calls	25	2	5	250	\$12.10	\$ 3,025
Calls	25	3	10	750	\$12.10	\$ 9,075
Still Alarms	475	1	2	950	\$12.10	\$ 11,495
Training	24	2	20	960	\$12.10	\$ 11,616
Shifts	730	2	2	2920	\$12.10	\$ 35,332
Duty	500	1	1	500	\$12.10	\$ 6,050
Total				8,455		\$ 102,306

Acct # Description

1-142-53100 Benefits, On Call Fire

FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
18,355	19,566	20,820	-		21,280	21,280	

Narrative:

Benefits figured at 20.8%	
Based on new wages, \$102,300	\$ 21,278

RESCUE WAGES & BENEFITS

Acct #		Description						
1-142-50000		Wages, Career Rescue						
FY 15	FY 16	Current '17	YTD as of:		FY 18	FY 18	FY 18	
Actual	Actual	Budget	11/30/2016		Requested	Revised	Approved	
244,573	293,438	308,470	-		318,575	318,570		
Narrative:								
					half to rescue			
Career FF & EMT					\$	562,150		
OT					\$	75,000		
					\$	637,150		
Total					\$	637,150	\$ 318,575	

Acct #		Description						
1-142-53100		Benefits, Career Rescue						
FY 15	FY 16	Current '17	YTD as of:		FY 18	FY 18	FY 18	
Actual	Actual	Budget	11/30/2016		Requested	Revised	Approved	
110,043	138,264	154,540	-		151,050	151,050		
Narrative:								
					half to rescue			
Medical, Dental, Life, Disability					\$	137,283		
Fica					\$	43,004		
Retirement					\$	40,041		
Workers Comp, Unemploymt					\$	62,443		
					\$	282,771		
OT Benefits					\$	19,319		
Total					\$	302,090	\$ 151,045	

Acct #		Description						
1-142-50000		Wages, On-Call Rescue						
FY 15	FY 16	Current '17	YTD as of:		FY 18	FY 18	FY 18	
Actual	Actual	Budget	11/30/2016		Requested	Revised	Approved	
95,167	76,859	95,000	-		99,400	95,000		
Narrative:								
	<u>Event</u>	<u>Hours</u>	<u>No of EMT's</u>		<u>Rate</u>	<u>Total</u>		
750	Calls	2	2	3,000	\$12.10	\$ 36,300		
24	Trainings	2	20	960	\$12.10	\$ 11,616		
150	Duty	1	1	150	\$12.10	\$ 1,815		
470	Day Shifts	2	2	1,880	\$12.10	\$ 22,748		
260	Wkd Shifts	4	2	2,080	\$12.10	\$ 25,168		
24	Holiday Shifts	3	2	144	\$12.10	\$ 1,742		
				8,214		\$ 99,389		

Acct #		Description						
1-142-53200		Benefits, On-Call Rescue						
FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
16,693	16,051	19,780	-		20,670	20,000		
Narrative: workers comp rates have increased for on call staff (20.8%) Based on requested funding \$ 20,675								

EQUIPMENT & MAINTENANCE

Acct #		Description																																																																																										
1-142-56010		Vehicle Fuel																																																																																										
FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved																																																																																					
20,805	14,707	27,030	-		21,780	21,780																																																																																						
Narrative: <table border="0"> <thead> <tr> <th>Year</th> <th>Gallons</th> <th>Ave. Rate</th> <th>Total</th> <th>with Hwy estimate of rates</th> </tr> </thead> <tbody> <tr> <td colspan="5">Diesel</td> </tr> <tr> <td>2012</td> <td>6,395</td> <td>2.92</td> <td>\$18,673</td> <td></td> </tr> <tr> <td>2013</td> <td>5,983</td> <td>3.45</td> <td>\$20,641</td> <td></td> </tr> <tr> <td>2014</td> <td>6,300</td> <td>3.50</td> <td>\$22,050</td> <td></td> </tr> <tr> <td>2015</td> <td>6,645</td> <td>2.55</td> <td>\$16,982</td> <td></td> </tr> <tr> <td>2016</td> <td>6,700</td> <td>3.25</td> <td>\$21,775</td> <td></td> </tr> <tr> <td>2017</td> <td>6,700</td> <td>3.25</td> <td>\$21,775</td> <td></td> </tr> <tr> <td>2018</td> <td>5,700</td> <td>3.25</td> <td>\$18,525</td> <td></td> </tr> <tr> <td colspan="5">Gasoline</td> </tr> <tr> <td>2012</td> <td>1,850</td> <td>3.00</td> <td>\$5,550</td> <td></td> </tr> <tr> <td>2013</td> <td>2,506</td> <td>3.35</td> <td>\$8,395</td> <td></td> </tr> <tr> <td>2014</td> <td>2,500</td> <td>3.50</td> <td>\$8,750</td> <td></td> </tr> <tr> <td>2015</td> <td>1,372</td> <td>2.79</td> <td>\$3,823</td> <td></td> </tr> <tr> <td>2016</td> <td>1,500</td> <td>3.25</td> <td>\$4,875</td> <td></td> </tr> <tr> <td>2017</td> <td>1,500</td> <td>3.50</td> <td>\$5,250</td> <td></td> </tr> <tr> <td>2018</td> <td>1,000</td> <td>3.25</td> <td>\$3,250</td> <td>premium gas price estimate</td> </tr> </tbody> </table>								Year	Gallons	Ave. Rate	Total	with Hwy estimate of rates	Diesel					2012	6,395	2.92	\$18,673		2013	5,983	3.45	\$20,641		2014	6,300	3.50	\$22,050		2015	6,645	2.55	\$16,982		2016	6,700	3.25	\$21,775		2017	6,700	3.25	\$21,775		2018	5,700	3.25	\$18,525		Gasoline					2012	1,850	3.00	\$5,550		2013	2,506	3.35	\$8,395		2014	2,500	3.50	\$8,750		2015	1,372	2.79	\$3,823		2016	1,500	3.25	\$4,875		2017	1,500	3.50	\$5,250		2018	1,000	3.25	\$3,250	premium gas price estimate
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Acct #		Description						
1-142-78100		Apparatus Equipment & Maintenance						
FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
47,133	67,146	51,000	-		57,280	57,000		
Narrative:								
Small Vehicles & Ambulance				p/m	\$	1,000		
Apparatus				p/m	\$	5,800		
Pump				p/m	\$	4,850		
Ladder				p/m	\$	4,500		
Small Equipment				p/m	\$	600		
Transmission Service				p/m	\$	2,400		
Pump Testing					\$	1,200		
Ladder Testing					\$	2,950		
Tires, Fire Apparatus					\$	9,500		
Tires, Ambulance (6)					\$	3,600		
Small Vehicles & Ambulance Repairs					\$	4,800		
Apparatus Repairs					\$	12,100		
Small Equipment Repairs					\$	1,980		
Misc. Equipment					\$	2,000		
Total					\$	57,280		

Acct #		Description						
1-142-82600		Firefighting Equipment						
FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
42,470	46,929	44,000	-		47,440	47,400		
Narrative:								
10 FF Equipment & Gear (See Attachment #1)					\$	36,000		
10 5-Gallon Pails Foam @ \$85					\$	850		
40 Sets Duty Wear @ \$96					\$	3,840		
24 Lengths of 1 3/4", 2", 2.5" & 4" Hose @ \$156					\$	3,745		
Misc. Equipment Replacement					\$	3,000		
Total					\$	47,435		

Acct #		Description						
1-142-82610		EMS Equipment						
FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
16,530	15,412	17,000	-		14,000	14,000		
Narrative:								
Extrication Gloves					\$	280		
40 sets Duty Wear @ \$96.00					\$	3,840		
Defibrillator Maintenance (9)					\$	2,500		
Other EMS Equipment & Maintenance (Electrodes, Blood Pressure Machine, etc.)					\$	1,740		
6 sets of EMS Gear (Pants, Coat & Liner) @ \$940					\$	5,640		
Total					\$	14,000		

OPERATIONS

Acct # Description

1-142-56200 Training/Conference Fees Fire

FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
5,638	7,876	6,000	-		6,550	6,550	
Narrative:					\$	1,950	
\$65 per Call FF x 30					\$	2,800	
\$400 per Career FF x 7					\$	1,800	
1 Attendee at the National Fire Conference					\$	6,550	
Total Fire					\$		

Acct # Description

1-142-56210 Training/Conference Fees Rescue

FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
6,848	10,201	11,200	-		11,600	11,600	
Narrative:					\$	1,000	
\$50/Call EMT x 20					\$	2,000	
4 EMT-Basics (new) x \$500					\$	2,800	
4 Upgrades to EMT-Intermediate x \$700					\$	3,000	
20 Semi-Annual Refreshers x 150					\$	1,000	
40 CPR Recertifications x \$25					\$	1,800	
1 Attendee at National EMS Conference					\$	11,600	
Total EMS					\$		

1-142-80200 Communications (Fire & EMS)

FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
5,441	5,094	7,360	-		7,860	7,860	
Narrative:					\$	2,750	
Pager & Portable Maintenance					\$	1,860	
Pager & Portable Batteries					\$	2,750	
Mobile Radio Maintenance					\$	500	
Active 911 subscription					\$	7,860	
Total					\$		

Acct # Description

1-142-86500 Dispatch Services

FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
41,477	50,048	53,990	-		53,990	53,990	

Narrative: 1000 EMS Dispatches
 620 Fire Dispatches
 1,620 Dispatches @ \$ 33.33 \$ 53,995

This dollar amount is per the estimate from Shelburne Dispatch.

Acct # Description

1-142-85140 Fire Prevention

FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
2,341	2,078	2,500	-		2,500	2,500	

Narrative: Includes July 4, Open House, Fire Prevention Week Activities, School Outreach, Smoke Detectors, Educational Materials and CPR Classes. With FTEs more activity will be seen particularly in schools and day care facilities.

Acct # Description

1-142-77000 Ambulance Billing Agency Fee

FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
18,312	22,828	24,260	-		24,500	24,500	

Narrative: Calls 1000 % Transported 70% Fee Per \$35 \$ 24,500

Acct # Description

1-142-78200 Rescue Medical Supplies

FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
15,343	18,144	17,000	-		17,340	17,340	

Narrative: Supplies include oxygen, bandages, cervical collars, intermediate drugs, defibrillation pads, and other EMS supplies. Each purchase is bid amongst 3 vendors with varying low bidders. Increased 1% for call volume plus 1% for cost of goods increase.

FACILITIES

Acct # Description

1-142-73700 Heating Fuel

FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
12,763	11,427	13,000	-		13,680	13,680	

Narrative:

Year	CCF's	Ave. Price	Total	Fixed Cost	Grand Total
2012	10,294	1.173	\$12,075	\$1,180	\$ 13,322
2013	8,313	1.11	\$9,225	\$1,180	\$ 10,465
2014	10,300	1.203	\$12,442	\$1,240	\$ 13,682
2015	9,300	1.203	\$11,190	\$1,240	\$ 12,430
2016	10,300	1.203	\$12,442	\$1,240	\$ 13,682
2017	10,300	1.203	\$12,442	\$1,240	\$ 13,682
2018	10,300	1.203	\$12,442	\$1,240	\$ 13,682

Acct # Description

1-142-73900 Utilities

FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
16,533	16,162	19,110	-		19,110	19,110	

Narrative: Water, Sewer charges

Year	KWH	Rate	Total	Fixed Costs	Grand Total
2012	117,040	0.119	\$13,959	\$1,000	\$ 14,959
2013	104,558	0.136	\$14,237	\$1,817	\$ 16,054
2014	117,040	0.130	\$15,216	\$1,000	\$ 16,216
2015	109,500	0.140	\$15,330	\$1,800	\$ 17,130
2016	117,040	0.140	\$16,386	\$2,720	\$ 19,106
2017	117,040	0.140	\$16,386	\$2,720	\$ 19,106
2018	117,040	0.140	\$16,386	\$2,720	\$ 19,106

Reflects an increase to fixed costs of \$920 per year for stormwater fees of \$230 per quarter.

Acct #		Description						
1-142-66100		Property & Casualty Insurance						
FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
30,134	29,882	29,900	-		30,500	30,500		
Narrative: based on 2016 invoice from insurance carrier, VLCT								

Acct #		Description																																																																													
1-142-80140		Station Maintenance																																																																													
FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved																																																																								
24,412	29,030	28,230	-		62,150	44,650																																																																									
Narrative: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Fire Alarm System Monitoring</td> <td style="width: 10%; text-align: right;">\$</td> <td style="width: 30%; text-align: right;">475</td> <td style="width: 10%;"></td> </tr> <tr> <td>Fire Alarm System Maintenance</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">1,000</td> <td></td> </tr> <tr> <td>Generator Maintenance & P/M</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">1,300</td> <td></td> </tr> <tr> <td>Cleaning Supplies</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">3,050</td> <td></td> </tr> <tr> <td>Pest Management</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">400</td> <td></td> </tr> <tr> <td>Carpet Cleaning</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">550</td> <td></td> </tr> <tr> <td>Floor Stripping & Wax</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">450</td> <td></td> </tr> <tr> <td>Overhead & Entry Door Maintenance</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">2,800</td> <td></td> </tr> <tr> <td>Locks & Fobs & Door Repair</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">2,400</td> <td></td> </tr> <tr> <td>Recycling & Trash</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">500</td> <td></td> </tr> <tr> <td>Asphalt & concrete maintenance</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">2,000</td> <td></td> </tr> <tr> <td>HVAC System Maintenance</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">7,500</td> <td></td> </tr> <tr> <td>Paint & Supplies</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">4,000</td> <td></td> </tr> <tr> <td>Concrete repair aprons & walkways</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">8,500</td> <td></td> </tr> <tr> <td>Repair of flag pole concrete base area</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">-</td> <td style="text-align: right;">FY19</td> </tr> <tr> <td>Wages for building painting</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">5,730</td> <td></td> </tr> <tr> <td>Misc Expenses (Plumbing, Fac., & Grounds)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">4,000</td> <td></td> </tr> <tr> <td style="text-align: right;">Total</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">44,655</td> <td></td> </tr> </table>								Fire Alarm System Monitoring	\$	475		Fire Alarm System Maintenance	\$	1,000		Generator Maintenance & P/M	\$	1,300		Cleaning Supplies	\$	3,050		Pest Management	\$	400		Carpet Cleaning	\$	550		Floor Stripping & Wax	\$	450		Overhead & Entry Door Maintenance	\$	2,800		Locks & Fobs & Door Repair	\$	2,400		Recycling & Trash	\$	500		Asphalt & concrete maintenance	\$	2,000		HVAC System Maintenance	\$	7,500		Paint & Supplies	\$	4,000		Concrete repair aprons & walkways	\$	8,500		Repair of flag pole concrete base area	\$	-	FY19	Wages for building painting	\$	5,730		Misc Expenses (Plumbing, Fac., & Grounds)	\$	4,000		Total	\$	44,655	
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With warranty work no longer provided, all plumbing, HVAC, and other facility components require scheduled and emergency maintenance.																																																																															

EMERGENCY PREPAREDNESS

Acct # Description

1-143-80520		Training						
FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
704	-	1,000	-		1,000	1,000		

Narrative: 3 Training classes @ \$700 \$ 2,100
 (1 Police Dept, 1 Fire Dept, 1 Public Works)

Unused Training Class funds will be used to support a Townwide exercise.

Acct # Description

1-143-80530		Supplies & Operation						
FY 15 Actual	FY 16 Actual	Current '17 Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
2,838	1,547	3,000	-		3,000	3,000		

Narrative: Miscellaneous supplies to support emergency prevention activities, training sessions and response activities, \$2,000.

**Public Works Department
Proposed Fiscal Year 2018
Operating Budget**

Letter of Transmittal

Mission Statement:

To provide the community with the highest level of service at reasonable cost. Further providing professional efficient maintenance of the community's public infrastructure while being sensitive to the needs of our residents in a growing community.

Budget Line Item Major Changes:

Highway

- The paving line item has a \$10,000 increase. This amount was requested in the FY17 budget and approved. It is important to add additional funds to this program so that we keep up with increasing cost associated with this program and not have to request a large sum down the road. We actually save money in the long run by increasing this line item. Especially during this time period when we are enjoying lower cost due to the decrease in the cost of fuel over the last year or so. In 2010 we had a pavement management study done for us by the CCRPC. From that report we had a Pavement Condition Index (PCI) average of 59. The just completed updated report shows that our average PCI is now 71. PCI is a number scale from 0 to 100 that assigns a value based on the condition of the road. After Fiscal year 18 we will start to apply other long term treatments to our Paving program which should allow for a longer time between retreatment of roads.
- We are once again requesting an additional employee. The highway department has not had an additional employee added in over 13 years. The request for an addition to the highway department has been anticipated since at least 2008 through request made in the Capital Budget. In 2008 the request was for an addition to the fleet by 2012. Since 2008 things did slow down as everyone is aware. However the addition request was then changed to 2017 and denied for that year. This request is needed to not only keep our essential services, plowing for one, but to keep up with all the other services that are done when more and more infrastructure is added to our inventory. We have added over 8 miles of road to our inventory since 2004.
- There are a number of projects from the Clrc Alternatives projects list that are on the Transportation Improvement Program (TIP). One of them is the Exit 12 New Grid Streets and at Grade

Intersections along Route 2A. This project is being carried on the TIP as a schedule to be determined project. This project is totally a Federal or State Funded project. The estimated cost is around \$41,500,000.

- There are other projects that are part Circ Alternatives list that include the following and the fiscal year they are tentatively scheduled for:

Park & Ride at Exit 12 FY17

James Brown Drive & Route 2A: Signal & Turn Lane: FY 18

US 2 Taft Corners to Village Pathway: FY 20

Mountain View & Redmond Mutli-Modal to IBM Access: FY20

Industrial Avenue/Mountain View/Route 2A Intersection: FY 21

These projects total about \$17,742,579.

Town of Williston

Operating Budget FY 2018

PUBLIC WORKS

Road Maintenance

Summer Maintenance

	FY 15 Actual	FY 2016 Approved	FY 2016 Actual	FY 2017 Approved	FY 18 Proposed
Summer Maintenance Salary	128,340	141,670	128,793	138,980	143,250
Benefits	58,753	65,790	58,896	61,140	74,700
Uniforms	4,116	4,760	4,226	4,760	5,430
Consulting Engineers	3,050	2,500	575	2,500	2,500
Garage Operations	8,137	7,530	8,528	6,500	5,120
Property & Casualty Insurance	9,624	8,170	13,121	11,620	11,850
Gravel & Other Materials	3,558	4,500	270	4,500	4,500
Chloride	7,553	10,880	-	10,880	10,880
Maintenance	35,788	40,000	6,482	41,000	38,000
Highway Line Striping	10,362	26,000	22,379	21,000	21,000
New Construction	-	2,000	-	-	-
Equipment Operation & Repair	18,094	4,820	4,222	4,820	4,950
Vehicle Fuel	7,387	10,270	7,713	9,430	8,470
Retreatment	426,532	430,000	413,649	440,000	450,000
Sidewalks	1,897	4,500	795	4,500	5,000
Misc. & Tools	1,321	2,850	3,408	2,850	3,500
Street Signs	5,143	5,500	10,668	5,500	5,500
Emergency Expenses			32,405		
Landscaping	6,525	18,500	14,849	26,000	26,000
	736,180	790,240	730,978	795,980	820,650

Winter Maintenance

Winter Maintenance Salary	128,340	135,770	126,112	137,980	143,250
Overtime	39,454	42,700	21,001	42,680	41,280
Benefits	66,243	73,270	64,090	69,680	83,590
Uniforms	4,116	4,760	4,226	4,760	5,430
Training and Conferences	654	3,000	986	2,500	2,500
Equipment Rental	55,920	68,760	28,050	71,330	54,700
Garage Operations	8,137	7,530	8,528	6,500	5,120
Property & Casualty Insurance	9,624	8,170	11,509	11,620	11,850
Patch	2,369	3,000	2,105	3,500	2,500
Salt	144,689	130,000	110,586	140,000	145,000
Sand	8,097	11,470	3,062	11,470	11,470
Equipment Operation & Repair	18,094	15,000	13,021	15,000	14,850
Vehicle Fuel	22,161	30,800	7,713	28,280	25,400
Misc. & Tools	1,321	2,930	3,408	2,930	3,500
TOTAL	509,219	537,160	404,396	548,230	550,440

Highway General

Salaries, Administration	80,499	72,420	70,372	73,170	73,950
Discretionary Wages	15,230	10,190	1,160	15,000	14,000
Benefits	(13,230)	34,900	28,781	36,670	38,750
Admin. Office Maintenance	33,247	22,580	15,158	20,830	20,830
Street Lights	17,809	42,010	41,236	42,010	42,010
New Equipment Purchase-see al:	39,589	2,000	2,000	2,000	2,000
Stormwater Fees, town roads	65,823	129,530	132,193	130,310	132,000
TOTAL	238,967	313,630	290,900	319,990	323,540

Buildings & Grounds

Cemetery Support	30,000	28,000	28,000	25,000	28,000
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Town of Williston**Operating Budget FY 2018**

	FY 15 Actual	FY 2016 Approved	FY 2016 Actual	FY 2017 Approved	FY 18 Proposed
Clock Winding	600	600	600	600	600
<i>Old Brick Church</i>					
Janitor, Old Brick Church	2,539	2,940	2,135	2,940	3,110
Benefits	253	420	420	420	620
Property & Casualty Insurance	2,718	4,240	3,680	4,240	4,300
Heating Fuel, Brick Church	1,920	2,000	1,233	2,000	1,670
Utilities, Brick Church	1,456	1,420	1,786	1,420	1,600
Maintenance, Brick Church	7,924	8,540	4,746	11,000	11,000
TOTAL Brick Church	16,810	19,560	14,000	22,020	22,300
<i>TOTAL Buildings, Grounds</i>	47,410	48,160	42,600	47,620	50,900
TOTAL HIGHWAY	1,531,775	1,689,190	1,468,874	1,711,820	1,745,530

HIGHWAY

Acct #		Description						
6-131-50210		Summer Maintenance Salary						
FY 15	FY 16	Current	YTD as of:		FY 18	FY 18	FY 18	
Actual	Actual	Budget '17	11/30/2016		Requested	Revised	Approved	
128,340	128,793	138,980	-		143,250	143,250		
Narrative:		40% of total wages		1% Cost of Living increase for FY 18 Lower than 2017 due to staff turn over				
Narrative:		Current	O.T.	Position				
<u>Position</u>	<u>Rate</u>	<u>Rate</u>	<u>Breakdown</u>		<u>x40 hrs</u>		<u>x52 wks</u>	
Foreman (MR)	28.88	43.32	100%		1,155.20		60,070	
Assist. Foreman (PL)	22.68	34.02	100%		907.20		47,174	
Position 3 (RH)	18.36	27.54	100%		734.40		38,189	
Position 4 (FB)	17.38	26.07	100%		695.20		36,150	
Position 5 (JW)	21.20	31.80	100%		848.00		44,096	
Position 6 (RW)	20.75	31.13	100%		830.00		43,160	
Position 7 (TC)	17.04	25.56	100%		681.60		35,443	
Position NEW	17.04	25.56	100%		<u>681.60</u>		<u>35,443</u>	
	subtotal				6,533.20		339,726	
	Subtotal with one percent cost of living increase						343,124	
Summer Intern			100%		0.00		6,000	
**Part Time-Winter	14.00	N/A					5,000	
Summer, 40%	40 % of subtotal plus summer intern					143,249		
Winter, 40%	40% of subtotal plus parttime winter staff					142,249		
Stormwater, 20%	20 % of subtotal					<u>68,625</u>		
Total Regular Wages						354,124		
**This individual would be utilized during November, December, January, February & March providing winter maintenance on bike paths & walks - 16 hours/week for 20 weeks.								
Total Highway Personnel, without overtime							354,124	
NEW position						\$	36,025	

Acct # Description

06-131-53000 Benefits								
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
58,753	58,896	61,140	-		74,700	74,700		
Narrative: 2018 estimate summer benefits 40 % of total department benefits, except admin and OT medical, dental, life, disability 47,131 15% increase for health insurance FICA 10,840 half year '17 at 9%, half year '18 at 10% Retirement 8,041 workers comp, unemployment 8,683 total 74,695								
NEW Position							\$	12,403

Acct # Description

6-131-53500 Uniforms							
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
4,116	4,226	4,760	-		5,430	5,430	
Narrative: 40% of items listed below A. 8 employees @ \$212/wk x 52 weeks (11 sets & 3 jackets for 8 employees) 11,025 NEW \$ 1,380.00 B. Coveralls, boots, hats, VOSHA mandated personal safety equipment 2,485 C. Pagers (winter maintenance) 65 13,575							

Acct # Description

6-131-61000 Consulting Engineers							
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
3,050	575	2,500	-		2,500	2,500	
Narrative: A. Costs associated with development street and highway construction from the permitting phase to final acceptance. Public Works Standards require developer to reimburse the Town for portions of the expense 1,000 B. Miscellaneous - special projects, public improvements 1,500							

Acct # Description

6-131-76500 Garage Operation

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
8,137	8,528	6,500	-		5,120	5,120	
Narrative:							
Heating fuel, electric, water, and telephone 40% allocated to summer road maintenance							
Heat (VT Gas)- no increase 1,650							
Telephone/Computer 800							
Electric - (no expected increase) 7,700							
Water/Sewer 370							
Repairs/Misc./Filters 500							
Oil/grease separator disposal 500							
Disposal Costs, Environmental 750							
Filters/Inspections 2,500							
Stormwater Fee, new DPW bldg 1,530 prorated between highway & utilities							
Solar credits (3,500)							
12,800							
40% 5,120							

Acct # Description

6-131-66100 Property and Casualty Insurance

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
9,624	13,121	11,620	-		11,850	11,850	-
Narrative:							
pro-rated based on value of department assets estimated 2% increase							
2015 Total for highway was \$30,000. 40% for summer is \$12,000							
2016 building, vehicles & liability total is \$26,800							
20% of total to Stormwater							
8% of building only to each, Water and Sewer							
half of remaining to each, Summer and Winter							
Jennifer from your office							

Acct # Description

6-131-78400 Gravel and Other Materials

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
3,558	270	4,500	-		4,500	4,500	
Narrative:							
Line item consists of topsoil, stone, rip-rap, miscellaneous gravels used in repair of day-to-day operations along with storm damage and the mud season.							

Acct # Description

6-131-78500 Chloride

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
7,553	-	10,880	-		10,880	10,880	-

Narrative:

The Town maintains approximately 11 miles of gravel roads. Each spring the surfaces are treated with liquid chloride for dust control. The amount used is strickly weather dependent.

- River Cove Road
- Fay Lane
- Champman Lane
- Governor Chittenden Road
- Peterson Lane
- Bradley Lane
- Sunset Hill Road
- Mud Pond Road
- Lincoln Road
- Butternut Road
- Beartown Road
- Willowbrook Lane
- Beebe Lane

792 gal/mile x 12 miles = 9,500 gal x \$.92 gal 9,500
 1500 x \$.92 Miscellaneous/Winter Maintenance Operations 1,380

Acct # Description

6-131-81000 Maintenance

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
35,788	6,482	41,000	-		41,000	38,000	

Narrative:

- A. Top gravel for gravel roads
1,000 tons, 3/4 crushed x \$12.10/ton 12,100
- B. Repair & maintain existing guardrails as needed 2,000
- C. Roadside brush cutting & removal, rental of chipper 1,000
- D. Gravel road shoulders repair 4,000
- E. Roadside trash removal (Dist. Tipping fees) 500
- F. Miscellaneous repairs & materials 5,700
- G. Traffic signal maintenance (4 locations - includes contracted maintenance, monthly electric bills, and replace signal equipment from stock) 15,700
41,000

Acct # Description

6-131-81410 Highway Line Striping

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
10,362	22,379	21,000	-		21,000	21,000	

Narrative:

Miscellaneous stop bars, turn lanes, crosswalks, center & shoulder lines

Acct # Description

6-131-81300 Equipment Operation & Repair

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
18,094	4,222	4,820	-		4,950	4,950	

Narrative:

20% allocated to Summer Road Maintenance

1	2013 International Dump 7400	\$1,000.00
2	2012 International Dump 7400	\$1,000.00
3	2011 Freightliner Dump Truck	\$1,000.00
4	2017 Freightliner Dump Truck	\$500.00
5	2016 International Dump Truck	\$1,000.00
6	2015 International Dump 7400	\$1,000.00
7	2014 International Dump 7400	\$1,000.00
8	2001 John Deere Grader	\$3,000.00
9	2008 Excavator Volvo	\$1,000.00
10	2015 Sidewalk Plow	\$1,000.00
11	2015 3/4 ton Chevy Pickup K-2500	\$500.00
12	2009 John Deere Tractor	\$1,000.00
13	2015 Silverado Small Dump	\$1,000.00
14	2012 Toro Walk-Behind Mower	\$500.00
15	1988 Backhoe	\$1,000.00
16	2012 John Deere Loader	\$1,800.00
17	2015 Foreman's Pickup K-2500	\$500.00
18	2016 Pickup	\$500.00
19	2016 Kubota Tractor w loader	\$250.00

Asphalt roller & equipment trailer \$1,200.00
 Chain saws, pumps/misc. hand and power tools \$5,000.00
 \$24,750.00

Equipment Operation/Repair - continued

Major costs associated with this line item include, but are not limited to:

- 1 Replacement parts and outside labor
- 2 Oil, lubes and disposal
- 3 Tires and disposal
- 4 Equipment supplies
- 5 Preventative maintenance and repairs
- 6 Cutting edges, augers, plow parts
- 7 Outside repairs, major repairs

Acct # Description

6-131-81310 Vehicle Fuel

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
7,387	7,713	9,430	-		8,470	8,470	
20% to Summer		Diesel			Gas		
Narrative:		FY13 (actual) 9,461 x \$3.61 = \$34,154.00			2,425 x \$3.36 = \$8,148		
		FY14 (actual) 12,926 x \$3.38 = \$44,587			2444 x \$3.32 = \$8125		
		FY15 (actual) 11,570 x \$2.58 = \$29,850			2,619 x \$2.56 = \$8,973		
		FY16 (actual) 8,204 x \$2.00 = \$16,408			2,454 x \$2.14 = \$5,252		
		Average for 1st quarter for FY17 \$1.88/gallon			\$2.03/gallon		
		FY17 (est.) 11,500 x \$3.25 = \$37,375			3,000 x \$3.25 = \$9,750		
		FY18 (est.) 10,540 x \$3.25 = \$34,255			2,485 x \$3.25 = \$8,076		

Acct # Description

6-131-81400 Retreatment

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
426,532	413,649	440,000	-		450,000	450,000	
Narrative: Retreat the following Town Highways and Streets with asphalt pavement. Estimated tons in place, with asphalt prices calculated at \$70.00/ton.							
	Year	Price/Ton	% Change				
	2018(est)	\$70.00	22.16%				
	2017	\$57.30	-5.71%				
	2016	\$60.77	-0.69%				
	2015	\$61.19	-5.72%				
	2014	\$64.90	-6.89%				
				Tonnage	Total Cost @ \$70/ton	State Pave	Actual Cost
	A. Marshall (S Brownell-Harvest) Cold Plane & Pave			991	\$69,370.00	55,496	13,874
					\$93,433.00		93,433
	B. Terrace Drive (Two Sections) Full Width Shim			469	\$32,830.00		32,830
	C. Van Sicklen Full Width Shim			445	\$31,150.00		31,150
	D. Sunrise Drive Full Width Shim			567	\$39,690.00		39,690
	E. Shirley Cicrle Full Width Shim			118	\$8,260.00		8,260
	F. South Road Full Width Shim			1,181	\$82,670.00		82,670
	G. Gail Terrace Full Width Shim			340	\$23,800.00		23,800
	H. River Cove Road Full Width			782	\$54,755.00		54,755
	Misc			200	\$14,042.00		14,042
	TOTAL FY17			5,093	\$450,000.00	\$505,496	\$394,504.00
	*Town Match = 20%						
	**Class II						

Acct # Description

6-131-81500 Sidewalks									
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved		
1,897	795	4,500	-		4,500	5,000			
Narrative:									
Repair and maintenance of Town's existing sidewalk systems									

Acct # Description

6-131-81600 Miscellaneous & Tools									
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved		
1,320	3,408	2,850	-		2,930	3,500			
Narrative:									
40% allocated to Summer Road Maintenance									
A. General supplies needed for daily operation of the highway garage and Public Works Office - tool purchase and replacements, paper goods, office supplies, gas tank for cutting torches, welding supplies, nuts, bolts, misc. hardware, shop cloths, soaps, misc. chemicals and OSHA mandated safety equipment. 6,125									
B. Computer Upgrades/Copier Lease - Public Works Office 1,200									

Acct # Description

6-131-81700 Street Signs									
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved		
5,143	10,668	5,500	-		5,500	5,500			
Narrative:									
A. Construction related signs, weight limits, speed limits, warning signage, street signs (includes developer reimbursement) 1,750									
B. Continue replacement program of outdated signs 3,750									

Acct # Description

6-131-85810 Emergency Expenses									
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved		
-	32,405	-	-		-	-			
Narrative:									
expense represents 10% of total cost of Talcott Road Culvert repair. a state grant will pay for the remaining 90%									

Acct #		Description						
6-131-85220		Landscaping						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
6,525	14,849	26,000	-		26,000	26,000	-	
Narrative:								
A. Pruning, replacement, maintenance, street trees.				7,000				
B. Maintenance of planting beds				9,000				
C. Ash Tree Replacement				10,000				
				<u>26,000</u>				

Acct # Description

6-131-50220 Winter Maintenance Salary

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
128,340	126,112	137,980	-		143,250	143,250	

Narrative:

40% of total wages listed under Summer Maintenance Salary including part time winter maintenance

NEW position \$ **12,403**

Acct # Description

6-131-50230 Overtime

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
39,454	21,001	42,680	-		41,280	41,280	

Narrative:

Based on average winter estimate
178 overtime hours X \$265.00 for the eight (8)
hourly employees

33.125 231.875 41273.75

Manager Comment: see note in above line-item

NEW position \$ **4,625**

Acct # Description

6-131-53100 Benefits, Winter Wages

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
66,243	64,090	69,680	-		83,590	83,590	

Narrative:

40% of total benefits, see summer budget plus OT benefits of \$7,924
medical, dental, life, disability, workers' comp, unemployment, FICA, retirement

NEW position \$ **13,783**

Acct # Description

6-131-53500 Uniforms

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
4,116	4,226	4,760	-		5,430	5,430	
Narrative:							
40% of total for Winter Road Maintenance							
A. 8 employees @ \$212/wk x 52 weeks (11 sets & 3 jackets for 8 employees)							
11,025							
B. Coveralls, boots, hats, VOSHA mandated personal safety equipment							
2,485							
C. Pagers (winter maintenance)							
65							
13,575							

Acct # Description

6-131-56200 Training and Conference Fees

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
654	986	2,500	-		2,500	2,500	-
Narrative:							
75% allocated to winter training and conference fees							
OSHA mandates, industry conferences, training seminars							
2,500							
May attend APWA conference							

Acct # Description

6-131-63000 Equipment Rental

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
55,920	28,050	71,330	-		54,700	54,700	

Narrative:

A. Winter maintenace snow removal rental equipment
& operators (contracted service)

Estimated Storms & Costs (based on 34 storm events):

Primrose Lane	1,770	
Honeysuckle	1,770	
Golf Course Road - R	2,916	
The Hamlet	6,336	
Partridge Hill - R	4,154	
Nob Hill Road - R	3,946	
Bittersweet Circle	5,346	
Sunrise Drive	4,136	
Spruce Lane	2,816	
Johnson Lane	2,020	
Peterson Lane	1,712	
Bradley Lane	3,476	
Ledgewood Drive	6,726	
Porterwood Drive - R	4,668	
Chaloux Lane - R	<u>2,912</u>	
Total Estimate	54,704	<i>R - Reimbursement</i>

B. Contracted plowing, Chapman Lane (east end)
20 trips @ \$40/trip

Acct # Description

6-131-76500 Garage Operation

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
8,137	8,528	6,500	-		5,120	5,120	

Narrative:

Heating fuel, electric, water, and telephone (40% allocated to winter road maintenance)

Heat (VT Gas)- no increase	1,650
Telephone/Computer	800
Electric - (no expected increase)	7,700
Water/Sewer	370
Repairs/Misc./Filters	500
Oil/grease separator disposal	500
Disposal Costs, Environmental	750
Filters/Inspections	2,500
Stormwater Fee, new DPW bldg	1,530
Solar credits	(3,500)
	12,800

40%

5,120.0

Acct # Description

6-131-7**** Property and Casualty Insurance

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
9,624	11,509	11,620	-		11,852	11,850	

Narrative:

pro-rated based on value of department assets
38% of highway total to Winter Road Maintenance
see summer

Acct # Description

6-131-78600 Patch

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
2369	2105	3500	0		2500	2500	

Narrative:

Cold patch used during winter months to repair "pot holes"

Acct # Description

6-131-78700 Salt

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
144,689	110,586	140,000	-		145,000	145,000	

Narrative:

The Town is responsible for winter maintenance of approximately 63 miles of hard surfaced streets and roads.

Year	Price/Ton	Actual Use	Snow Inches	Tons/Inch
FY 05	40.85/ton	2366 tons	90	26.3
FY 06	44.06/ton	1995 tons	70	28.5
FY 07	46.92/ton	2270 tons	69	32.9
FY 08	49.04/ton	2488 tons	117	21.3
FY 09	55.42/ton	2184 tons	89	24.5
FY 10	60.96/ton	1520 tons	97	15.7
FY 11	60.96/ton	2098 tons	128	16.39
FY 12	62.18/ton	1475 tons	38	38.8
FY 13	61.58/ton	1798 tons	83	21.7
FY 14	58.73/ton	2173 tons	84	25.87
FY 15	72.18/ton	1860 tons	83	22.4
FY 16	74.35/ton	1000 tons	34	29.4
FY 17	74.35/ton	1900 (estimated)		
FY 18	75.00/ton	1900 (estimated)		

(1,900 tons x \$75.00 = \$142,500.00)

Acct # Description

6-131-78800 Sand

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
8,097	3,062	11,470	-		11,470	11,470	

Narrative:

Annual use approximately 900 tons
(900 tons x \$12.75)

Acct # Description

6-131-81300 Equipment Operation & Repair

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
18,094	13,021	15,000	-		14,850	14,850	-

Narrative:

60% allocated to Winter Road Maintenance

1	2013 International Dump 7400	\$1,000.00
2	2012 International Dump 7400	\$1,000.00
3	2011 Freightliner Dump Truck	\$1,000.00
4	2017 Freightliner Dump Truck	\$500.00
5	2016 International Dump Truck	\$1,000.00
6	2015 International Dump 7400	\$1,000.00
7	2014 International Dump 7400	\$1,000.00
8	2001 John Deere Grader	\$3,000.00
9	2008 Excavator Volvo	\$1,000.00
10	2015 Sidewalk Plow	\$1,000.00
11	2015 3/4 ton Chevy Pickup K-2500	\$500.00
12	2009 John Deere Tractor	\$1,000.00
13	2015 Silverado Small Dump	\$1,000.00
14	2012 Toro Walk-Behind Mower	\$500.00
15	1988 Backhoe	\$1,000.00
16	2012 John Deere Loader	\$1,800.00
17	2015 Foreman's Pickup K-2500	\$500.00
18	2016 Pickup	\$500.00
19	2016 Kubota Tractor w loader	\$250.00

Asphalt roller & equipment trailer \$1,200.00
Chain saws, pumps/misc. hand and power tools \$5,000.00
\$24,750.00

Equipment Operation/Repair - continued

- 1 Replacement parts and outside labor
- 2 Oil, lubes and disposal
- 3 Tires and disposal
- 4 Equipment supplies
- 5 Preventative maintenance and repairs
- 6 Cutting edges, augers, plow parts
- 7 Outside repairs, major repairs

Acct # Description

6-131-81310 Vehicle Fuel

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
22,161	7,713	28,280	-		25,400	25,400	

60% allocated to Winter

Diesel

Gas

Narrative:	FY13 (actual)	9,461 x \$3.61 = \$34,154.00			2,425 x \$3.36 = \$8,148		
	FY14 (actual)	12,926 x \$3.38 = \$44,587			2444 x \$3.32 = \$8125		
	FY15 (actual)	11,570 x \$2.58 = \$29,850			2,619 x \$2.56 = \$8,973		
	FY16 (actual)	8,204 x \$2.00 = \$16,408			2,454 x \$2.14 = \$5,252		
	Average for 1st quarter for FY17	\$1.88/gallon			\$2.03/gallon		
	FY17 (est.)	11,500 x \$3.25 = \$37,375			3,000 x \$3.25 = \$9,750		
	FY18 (est.)	10,540 x \$3.25 = \$34,255			2,485 x \$3.25 = \$8,076		

Acct # Description

6-131-81600 Miscellaneous & Tools

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
1,320	3,408	2,930	-		2,930	3,500	-

Narrative: 40% Winter

- A. General supplies needed for daily operation of the highway garage and Public Works Office - tool purchase and replacements, paper goods, office supplies, gas tank for cutting torches, welding supplies, nuts, bolts, misc. hardware, shop cloths, soaps, misc. chemicals and OSHA mandated safety equipment. 6,125
- B. Computer Upgrades/Copier Lease - Public Works Office 1,200
- 7,325

Acct #		Description						
6-131-50240		Salaries - Administration						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
80,499	70,372	73,170	-		73,950	73,950	-	
Narrative: PW Director 40% PW Assistant 30% Asst PW Director 40% Change because of percentage for Asst PW chnaged from 50% - 40% in FY 16 includes one percent cost of living increase								

Acct #		Description						
6-131-50700		Salary Discretionary						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
2,000	1,160	15,000	-		14,000	14,000	-	
Narrative: used for wage adjustment, longevity pay lower due to staff turn over								

Acct #		Description						
6-131-53200		Benefits, administration						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
33,247	28,781	36,670	-		38,750	38,750	-	
Narrative: pro rated for admin staff								
		<u>FY 17</u>	<u>FY 18</u>					
medical, dental, life, disability		22,945	24,887					
retirement		4,240	4,280					
FICA		5,700	5,769					
workers comp, unemployment		<u>3,780</u>	<u>3,818</u>					
total		36,665	38,754					

Acct #		Description																																									
6-131-81700		Administrative Office Maintenance																																									
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved																																				
17,809	15,158	20,830	-		20,830	20,830	-																																				
Narrative: Heat, Utilities, repairs, maintenance and custodial services for maintaining 1/2 of Town Hall Annex GMP Electricity Kwh : <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Rate</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>FY 17 est</td> <td>35,000 0.17</td> <td>\$ 5,950</td> </tr> <tr> <td>FY 16</td> <td>22,480 0.165</td> <td>3,709</td> </tr> <tr> <td>FY 15</td> <td>26,464 0.151</td> <td>\$ 3,996</td> </tr> <tr> <td>FY 14</td> <td>34,673 0.151</td> <td>\$ 5,236</td> </tr> <tr> <td>FY 13</td> <td>42,900 0.189</td> <td>\$ 8,108</td> </tr> <tr> <td>FY 12</td> <td>36,395 0.189</td> <td>\$ 6,879</td> </tr> <tr> <td>FY 11</td> <td>38,569 0.200</td> <td>\$ 7,714</td> </tr> <tr> <td>FY 10</td> <td>43,800 0.139</td> <td>\$ 6,088</td> </tr> <tr> <td>FY 09</td> <td>30,101</td> <td></td> </tr> <tr> <td>FY 08</td> <td>37,184</td> <td></td> </tr> </tbody> </table>									Rate	Total	FY 17 est	35,000 0.17	\$ 5,950	FY 16	22,480 0.165	3,709	FY 15	26,464 0.151	\$ 3,996	FY 14	34,673 0.151	\$ 5,236	FY 13	42,900 0.189	\$ 8,108	FY 12	36,395 0.189	\$ 6,879	FY 11	38,569 0.200	\$ 7,714	FY 10	43,800 0.139	\$ 6,088	FY 09	30,101		FY 08	37,184				
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FY 08	37,184																																										
					FY 2017 Summary: Just Highway Utilities 3,375 Heat 1,332 Custodial 6,700 Insurance 3,360 Repairs, Suppli 6,060 <u>20,827</u>																																						
VT Gas CCF's : <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th></th> <th>Rate</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>FY 17 est</td> <td>1,900 1.17</td> <td>\$2,223</td> </tr> <tr> <td>FY 16</td> <td>1,596 1.073</td> <td>\$1,713</td> </tr> <tr> <td>FY 15</td> <td>1,878 1.18</td> <td>\$2,216</td> </tr> <tr> <td>FY 14</td> <td>1,651 1.12</td> <td>\$1,849</td> </tr> <tr> <td>FY 13</td> <td>1,750 1.32</td> <td>\$2,310</td> </tr> <tr> <td>FY 12</td> <td>1,488 1.32</td> <td>\$1,964</td> </tr> <tr> <td>FY 11</td> <td>1,821 1.29</td> <td>\$2,349</td> </tr> <tr> <td>FY 10</td> <td>1,575 1.255</td> <td>\$1,977</td> </tr> <tr> <td>FY 09</td> <td>1,602</td> <td></td> </tr> <tr> <td>FY 08</td> <td>1,711</td> <td></td> </tr> <tr> <td>FY 07</td> <td>1,412</td> <td></td> </tr> </tbody> </table>									Rate	Total	FY 17 est	1,900 1.17	\$2,223	FY 16	1,596 1.073	\$1,713	FY 15	1,878 1.18	\$2,216	FY 14	1,651 1.12	\$1,849	FY 13	1,750 1.32	\$2,310	FY 12	1,488 1.32	\$1,964	FY 11	1,821 1.29	\$2,349	FY 10	1,575 1.255	\$1,977	FY 09	1,602		FY 08	1,711		FY 07	1,412	
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daily charge, annualized			440																																								
Water/Sewer/stormwater charges			800																																								
Repairs: Operation of plant, general repair, interior/exterior painting, ADA improvements, inspections & boiler, carpet, generator, vacuum maintenance \$ 6,000																																											
Supplies: paper products, cleaning products, boiler inspections, vacuum bags, light bulbs, small furniture replacement \$ 1,120																																											
Custodial Services			\$ 13,400																																								
Property and Casualty Insurance			\$ 6,720																																								
Misc. unanticipated repairs/compliance mandates			\$ 5,000																																								
Total			\$ 41,653	50% =	\$ 20,827																																						

Acct #		Description						
6-131-81710		Street Lights						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
39,589	41,236	42,010	-		42,010	42,010	0	
Narrative:								
\$2,440 per month x 12 (lighting rental)					29,280			
Maple Tree Place (Annual - electrical use)					10,230			
Additions from accepted subdivisions					0			
Maintenance cost for town-owned lights					2,500			
					42,010			

Acct #		Description						
6-131-82600		New Equipment Purchase						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
-	2,000	2,000	-		2,000	2,000	-	
Narrative:								
Miscellaneous replacement and purchase of small power tools					2,000			

Acct #		Description						
6-131-82900		Stormwater fees for Roads						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
65,823	132,193	130,310	-		130,310	132,000	-	
Narrative:								
Only two small section accepted by town for this FY								

Acct #	Description
1-162-81000	Cemetery Subsidy

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
30,000	28,000	25,000	-		30,000	28,000	

Narrative:

The Cemetery is unable to support its operation with Cemetery revenue alone.
Town support is needed

	FY14	FY 15	FY 16	FY 17	FY 18
Revenue	8,829	9,122	8,202	6,000	6000
Town Support	33,000	30,000	28,000	25,000	30,000
Expenses	(30,229)	(31,419)	(33,140)	(34,000)	-37000
Net Income	11,600	7,703	3,062	(3,000)	-1000
Fund Balance	(2,599)	5,104	8,166	3,104	2,104

Acct #	Description
1-162-82000	Clock Winding

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
600	600	600	-		600	600	

Narrative:

Winding of clock on tower of the Federated Church

Town of Williston
Operating Budget FY 2018

	FY 2015 Actual	FY 2016 Approved	FY 2016 Actual	FY 2017 Approved	FY 18 Proposed
GENERAL ADMINISTRATION					
<i>Selectboard</i>					
Salaries	4,300	5,560	5,565	5,620	5,680
Benefits	329	420	426	450	450
Discretionary Fund	6,700	7,000	5,640	2,500	2,500
Regular Expenses	7,203	9,000	4,176	12,700	12,000
	18,532	21,980	15,807	21,270	20,630
<i>Town Manager's Office</i>					
Manager's Salary	71,540	74,130	76,357	76,970	77,740
Assistant Manager			-	-	82,930
Manager's Staff Salary	17,928	26,330	21,029	31,520	21,420
Benefits	28,285	27,040	30,807	33,070	35,250
Mileage	539	600	558	600	650
Training & Conferences	3,543	3,800	3,283	5,300	5,300
Office Supplies	2,381	3,000	2,500	5,000	5,000
Telephone & Postage	2,258	2,600	2,172	2,600	2,860
Property & Casualty Insurance	4,305	4,480	4,565	4,570	4,660
Building Maintenance	12,488	12,680	13,418	18,350	14,650
Town Report	2,204	1,650	1,552	2,200	2,400
Accrued Sick & Vacation	-	10,000	-	10,000	5,000
Salary Discretionary	8,400	72,000	10,340	48,000	51,750
Salary Discretionary, Used	-	(47,160)	-	-	-
Other Expenses	3,260	3,000	1,713	-	-
TOTAL	157,131	194,150	168,294	238,180	309,610
<i>Finance</i>					
Wages	70,526	72,700	69,748	73,420	79,290
Benefits	26,614	29,410	31,472	30,050	37,830
Audit Fees	13,916	16,500	15,022	17,920	19,000
	111,056	118,610	116,242	121,390	136,120
<i>Board of Listers</i>					
Listers' Salaries	742	1,100	3,845	1,100	1,100
Assistant Assessor's Salary	26,690	28,100	29,303	27,630	28,180
Clerical Salary	11,882	15,000	14,796	15,000	16,000
Benefits	3,308	4,000	4,065	4,000	4,100
Mileage	207	200	-	200	260
Professional Services	650	1,000	-	1,050	1,050
Contracted Assessor	21,290	18,500	18,200	18,700	19,000
Service Contracts	4,568	4,500	3,845	4,900	5,000
Office Supplies	945	1,000	551	1,000	1,000
Office Equipment	213	1,500	399	500	200
Telephone & Postage	243	350	41	350	350
Tax Maps	-	2,900	-	3,500	3,500
TOTAL	70,738	78,150	75,046	77,930	79,740
<i>Technology</i>					
Computer Equipment	190	3,500	2,499	3,500	3,500
Computer Applications	12,352	18,000	8,836	18,000	18,000
	12,542	21,500	11,335	21,500	21,500
<i>Legal Services</i>					
Legal Settlement					
Legal Services	18,972	35,000	25,394	35,000	35,000
TOTAL GENERAL ADMINISTRATION	388,971	469,390	412,118	515,270	602,600

SELECTBOARD

Acct #	Description
1-121-50000	Selectboard Salaries

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
4,300	5,565	5,620	-		5,680	5,680	

Narrative:
one percent cost of living increase

Acct #	Description
1-121-53000	Selectboard Benefits

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
329	426	450	-		450	450	

Narrative:
FICA and Workers' Comp

Acct #	Description
01-121-85000	Selectboard Discretionary

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
6,700	5,640	2,500	-		2,500	2,500	

Narrative: regular, committed expenses moved to "Selectboard Regular Expense"

level fund

Acct #		Description																																																													
01-121-85010		Selectboard Regular Expense																																																													
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved																																																								
7,203	4,176	12,700	-		12,000	12,000																																																									
Narrative: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Williston Area Business Assoc</td> <td style="width: 5%;"></td> <td style="width: 5%;">\$</td> <td style="width: 15%;">200</td> <td colspan="4"></td> </tr> <tr> <td>Recording Secretary</td> <td></td> <td>\$</td> <td>2,500</td> <td colspan="4"></td> </tr> <tr> <td>Retreat, meeting Expenses</td> <td></td> <td>\$</td> <td>500</td> <td colspan="4"></td> </tr> <tr> <td>Advertising for Public hearings</td> <td></td> <td>\$</td> <td>1,000</td> <td colspan="4"></td> </tr> <tr> <td>Tax Agreement, Masonic Hall</td> <td></td> <td>\$</td> <td>1,800</td> <td colspan="4"></td> </tr> <tr> <td>Town Meeting Television</td> <td></td> <td>\$</td> <td>6,000</td> <td colspan="4"></td> </tr> <tr> <td style="text-align: right;">total</td> <td></td> <td>\$</td> <td>12,000</td> <td colspan="4"></td> </tr> </table>								Williston Area Business Assoc		\$	200					Recording Secretary		\$	2,500					Retreat, meeting Expenses		\$	500					Advertising for Public hearings		\$	1,000					Tax Agreement, Masonic Hall		\$	1,800					Town Meeting Television		\$	6,000					total		\$	12,000				
Williston Area Business Assoc		\$	200																																																												
Recording Secretary		\$	2,500																																																												
Retreat, meeting Expenses		\$	500																																																												
Advertising for Public hearings		\$	1,000																																																												
Tax Agreement, Masonic Hall		\$	1,800																																																												
Town Meeting Television		\$	6,000																																																												
total		\$	12,000																																																												

MANAGER'S OFFICE

Acct #		Description						
01-122-50010		Manager's Salary						
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
71,540	76,357	76,970	-		77,740	77,740		
Narrative: <p>includes a one percent cost of living increase FY 18 Manager's salary is divided as follows: 76% Manager's Office 8% for Water 8% for Sewer 8% Stormwater (new)</p>								

Acct #		Description																													
01-122-50020		Assistant Town Manager																													
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved																								
-	-	-	-		82,930	82,930																									
Narrative: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Wages</td> <td style="width: 5%;"></td> <td style="width: 5%;">\$</td> <td style="width: 15%;">55,000</td> <td colspan="4"></td> </tr> <tr> <td>Benefits</td> <td></td> <td>\$</td> <td>27,930</td> <td colspan="4"></td> </tr> <tr> <td>Total</td> <td></td> <td>\$</td> <td>82,930</td> <td colspan="4"></td> </tr> </table>								Wages		\$	55,000					Benefits		\$	27,930					Total		\$	82,930				
Wages		\$	55,000																												
Benefits		\$	27,930																												
Total		\$	82,930																												

Acct #		Description						
01-122-50020		Manager's staff						
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
17,928	21,029	31,520	-		21,421	21,420		
Narrative: Secretarial Support for Manager, budgeted at 38% of total wages Wages are divided among water, sewer, stormwater, finance and manager's office Total wages are based on 40 hours per week. deleted: summer intern								

Acct #		Description															
01-122-50200		Benefits, Manager and Existing Staff															
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved										
28,285	30,807	33,070	-		35,250	35,250											
Narrative: FY 17 lower due to some allocated to stormwater, see wages <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Health, dental, disability, life</td> <td style="text-align: right;">21,944</td> </tr> <tr> <td>fica</td> <td style="text-align: right;">7,359</td> </tr> <tr> <td>Workers' Comp, unemployment</td> <td style="text-align: right;">482</td> </tr> <tr> <td>Retirement</td> <td style="text-align: right;">5,459</td> </tr> <tr> <td>total</td> <td style="text-align: right; border-top: 1px solid black;">35,244</td> </tr> </table>								Health, dental, disability, life	21,944	fica	7,359	Workers' Comp, unemployment	482	Retirement	5,459	total	35,244
Health, dental, disability, life	21,944																
fica	7,359																
Workers' Comp, unemployment	482																
Retirement	5,459																
total	35,244																

Acct #		Description						
01-122-56000		vehicle expense (Mileage)						
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
539	558	600	-		600	650		
Narrative: mileage to and from meetings								

Acct #	Description							
01-122-56200	Training							
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
3,543	3,283	5,300	-		5,300	5,300		
Narrative:								
Training for Manager and Staff					300			
National and Regional conferences					2,300			
Memberships: ICMA, VTCMA, VTGFOA					1,200			
					<u>3,800</u>			
Add, educational materials from "other" category					1,500			
					<u>5,300</u>			

Acct #	Description							
01-122-76000	Manager's Dept Office Supplies							
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
2,381	2,500	5,000	-		5,000	5,000		
Narrative:								
Copier paper, toner, stationery, binders, Check stock					3000			
The Town has eliminated checks for payroll. It is all direct deposit.					<u>2000</u> new			
					<u>5000</u>			
the cost of paper has been rising. The office prints double sided as much as possible and reuses paper before it enters the recycling bin.								
New employment add, \$2,000								

Acct #	Description							
01-122-76000	Manager's Dept Telephone & Postage							
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
2,258	2,172	2,600	-		2,860	2,860		
Narrative:								
more postage is required as the town grows and has more bills and employees								
telephone trunk line at \$80/mo				960				
Postage ave. \$150 /mo				1800				
postage meter supplies, support				100				
				<u>2860</u>				

Acct # **Description**
 01-122-85010 Property and Casualty Insurance

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
4,305	4,565	4,570	-		4,660	4,660	

Narrative:

Insurance based on value of town property used by this department
estimated 2% increase

Acct # **Description**
 01-122-80010 Building Maintenance Town Hall

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
12,488	13,418	18,350	-		14,650	14,650	

Narrative:

half cost to maintain the Town Hall

Electricity Kwh :

rate est.

FY 17 est.	42000	0.17	7140	
FY 16 est	42000	0.164	6,880	
FY 15	39560	0.156 \$	6,171	
FY 14	41920	0.1847 \$	6,270	
FY 13	38808	0.1759		
FY 12	38854	0.176		
FY 11	48977			
FY 10	48270			

Half Manager's Office, Half Clerk's Office

Summary for Manager's Office	
Heat	978
Utilities	3,920
Custodial	6,000
Repairs, Suppli	3,750
Total	14,648

monthly charge for 12 months \$ 300

Vt Gas CCF's :

FY 17 est.	1300	1.17 \$	1,521
FY 16 est	1300	1.150 \$	1,495
FY 15	1289	1.147 \$	1,478
FY 14	1291	1.122 \$	1,448
FY 13	1336	1.36	
FY 12	1140	1.33	
FY 11	1762		
FY 10	2977		

daily fee, annual, FY 15 \$ 434

water/sewer/stormwater charges \$ 400

Repairs:

Other Repairs??

extra cleaning & painting \$ 5,000

Supplies:

paper products, cleaning products, boiler inspections, vacuum bags, light bulbs,
 small furniture replacement \$ 2,500

Custodial Services & groundskeeping \$ 12,000

Total \$ 29,295 half = 14,647.53

Acct # **Description**
 01-122-70000.00 Town Report

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
2,204	1,552	2,200	-		2,400	2,400	-

Narrative:

the Town Report is the responsibility of the Town Manager
 The actual work in assembling the Report is shared between the
 Manager's Administrative Assistant and the Town Clerk
 Report & flier printing 2800
 distribution 600 some reimbursement from
 from Schools -1000 school system
 total 2400

Acct # **Description**
 01-122-85010 Accrued Leave Pay

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
-	-	10,000	-		5,000	5,000	

Narrative:

Money set aside for payout of accrued leave upon employee termination

Acct # **Description**
 01-122-76000 Discretionary Wages

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
8,400	10,340	48,000	-		51,750	51,750	

Narrative:

Money set aside for discretionary wage adjustments and longevity pay

Acct # **Description**
 01-122-85010 Manager's Dept Other Expenses

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
3,260	1,713	-	-		-	-	

Narrative:
Included this expense with manager office supplies.

FINANCE

Acct # **Description**
 01-122-50060 Finance Wages

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
70,526	69,748	73,420	-		79,290	79,290	

Narrative:
 Accounts Payable/Payroll staff 15 hours per week
 Finance Director, 30 hours per week

 Other hours distributed to manager's staff, water, sewer and stormwater

Acct # **Description**
 01-122-5 Finance dept benefits

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
26,614	31,472	30,050	-		37,830	37,830	

Narrative:

	FY 18 estimate
Health, dental, disability, life	26,408
fica	6,330
Workers' Comp, unemployment	394
Retirement	4,696
total	37,828

Acct #		Description						
Audit Fees								
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
13,916	15,022	17,920	-		19,000	19,000		
Narrative: Savings due to new contract for FY 15 to FY 17 at a lower cost Water, Sewer and Stormwater pay .08% each toward the audit contract. If a single federal audit is necessary due to \$750,000 or more in federal grants, it will cost an additional \$5,000.								

TECHNOLOGY

Acct #		Description						
1-127-74000 Computer Equipment								
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
190	2,499	3,500	-		3,500	3,500		
Narrative: Backup tapes, power supply/surge protectors 500 One emergency replacement 1500 Misc. small parts and repairs to hardware 1000 Telephone replacement parts and service <u>500</u> Total 3500								

Acct #		Description						
1-127-74100 Computer Applications, Support								
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
12,352	8,836	18,000	-		18,000	18,000		
Narrative: Customer Response Software 2000 Software and upgrades 800 General Support 6000 Nemrc support contract 1200 Nemrc emergency backup support contract 600 Nemrc Grand List/Tax support 600 Web Page hosting charge&Document Management 3000 Monthly charges for internet/email 3700 total <u>17900</u>								

LEGAL SERVICES

Acct # Description

1-127-60600 Legal Services

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
18,972	25,394	35,000	-		35,000	35,000	-

Narrative:

level fund

Acct #		Description						
1-124-50000		Department Salary - Listers						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
742	3,845	1,100	-		1,100	1,100		
Narrative: Elected listers do some inspections and attend meetings and hearings.								

Acct #		Description						
1-124-50100		Assistant Assessor Wages						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
26,690	29,303	27,630	-		28,180	28,180		
Narrative: 20 hours per week plus extra time in the spring for appraisal changes one percent cost of living increase included								

Acct #		Description						
1-124-501400		Clerical Wages						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
11,882	14,796	15,000	-		16,000	16,000		
Narrative: 20 hours per week plus extra time in the spring for appraisal changes one percent cost of living increase included								

Acct #		Description						
1-124-56200		Benefits						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
3,308	4,065	4,000	-		4,100	4,100		
Narrative:								
			FY 16		FY 17	FY 18		
Fica			\$ 3,740		3770	3850		
Workers Comp			\$ 200		150	163		
Unemployment			\$ 290		80	84		
			\$ 4,230		4000	4097		

Acct #		Description						
1-124-56100		Mileage						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
207	-	200			260	260		
Narrative:								
500 miles at \$0.52 = \$260 no mileage in FY 14 because forgot to submit								

Acct #		Description						
1-124-60200		Professional Services						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
650	-	1,050			1,050	1,050		
Narrative:								
Appraisal Resource Group for software suppo			800					
Nemrc			250					
Legal			0					
GIS support			0					
			<u>1050</u>					

Acct # Description

1-124-60210 Prof. Services, Assessor

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
21,290	18,200	18,700	-		19,000	19,000	

Narrative:

Budgeted for 6 hours per week, 52 weeks per year

Acct # Description

1-124-63100 Service Contracts

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
4,568	3,845	4,900	-		5,000	5,000	

Narrative:

Manatron License	3950	these rates go up with the number of parcels
Marshall Swift License	950	
Other Computer Support	100	
	<u>5000</u>	

Acct # Description

1-124-76000 Office Supplies & Maintenance

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
945	551	1,000	-		1,000	1,000	

Narrative:

Toner for copier, printer	600
office supplies, paper, pens, folders	200
misc.	<u>200</u>
	1000

Acct #		Description						
1-124-76010		Office Equipment						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
213	399	500	-		200	200		
Narrative: repair and installation services No additional computers or printers needed this upcoming year.								

Acct #		Description						
1-124-76100		Telephone & Postage						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
243	41	350	-		350	350		
Narrative: Just Postage								

Acct #		Description						
1-124-76300		Tax Maps						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
-	-	3,500	-		3,500	3,500	-	
Narrative: New services started in FY2017 level fund								

Memorandum

TO: Rick McGuire, Town Manager
FROM: Ken Belliveau, AICP, Director of Planning
DATE: December 6, 2016
SUBJECT: FY 2018 Proposed Planning and Zoning Operating Budget

Attached please find the proposed operating budget for the Planning and Zoning office for Fiscal Year 2018. This budget proposal requests funding for the daily operations of the planning and zoning office at levels largely the same as those approved by the Selectboard for the current fiscal year (FY 2017) with only a few very minor adjustments as discussed below.

REVENUE

- Revenue in the current fiscal year from planning fees has been abnormally high. This is likely a short term aberration and not likely the start of a new trend.
- Revenue from permits is estimated to come in at \$90,000 in FY 2017, the same amount as FY 2017.
- Planning fees are estimated to increase from \$20,000 to \$25,000 in FY 2018, due to increases in fees approved by the Selectboard.

NEW EXPENDITURES

Aerial Imagery

- We are requesting \$500 to cover the town's share of a region-wide aerial photography update. This event occurs approximately every five years, and the requested amount is substantially lower than previous years due to cost sharing with VTrans.

Town Plan

- We are requesting \$5,000 for formatting of the town plan. This will allow us to enhance the plan document with the addition of pictorial illustrations and formatting for publication on the town's website. No hard copy distribution is anticipated.

Intern (Conservation)

- We are anticipating hiring only one summer intern this summer rather than two since we are only likely to receive support from UVM for one position reducing this item by \$1,500.

Trail Maintenance (Conservation)

- Request increased from \$8,000 to \$12,000 for additional maintenance work anticipated in the summer of 2017.

Please let me know if you have any questions or need any additional information. I will also be available to present the budget to the Selectboard at their December 20, 2016.

Attachments: FY 2018 Proposed Planning and Zoning Operating Budget

**Town of Williston
Operating Budget FY 2018**

FY 2015	FY 2016	FY 2016	FY 2017	FY 18
Actual	Approved	Actual	Approved	Proposed

PLANNING AND ZONING

Planning

Department Salary	205,522	209,160	215,715	230,270	232,790
Department Benefits	81,094	90,570	83,478	96,220	95,350
Building Maintenance	14,832	19,590	11,233	17,470	20,830
Property and Casualty Insurance	2,870	2,990	3,361	3,360	3,430
Mileage	558	600	640	600	600
Training/Conference Fees	975	2,400	1,033	2,000	1,800
Subscriptions and Dues	1,358	1,200	1,281	1,200	1,300
Professional Services (Records Updating)	1,482	4,000	102	4,000	9,000
Misc. Planning Studies	-	5,000	1,955	5,000	5,000
Advertising	3,938	3,500	4,599	3,500	4,500
Office Supplies & Maintenance	3,787	4,000	4,587	4,000	4,000
Equipment	-	1,000	1,464	3,000	1,000
Printing	2,560	3,000	2,679	2,600	2,600
Telephone & Postage	1,616	1,800	1,926	1,800	1,800
GIS Data Management	2,790	3,700	3,938	3,700	4,200
	323,382	352,510	337,991	378,720	388,200

Conservation

Conservation Salary	21,688	30,950	14,793	21,410	21,199
Benefits	7,150	18,190	5,317	13,170	8,120
Training & Conferences	640	1,000	493	700	700
Match for Grants	770	1,000	1,000	1,000	1,000
Office Supplies	422	400	446	400	400
Mileage	610	800	465	600	400
Intern	6,783	6,000	3,145	4,500	3,500
Trail Maintenance	4,920	6,000	6,694	8,000	12,000
	42,983	64,340	32,352	49,780	47,319

Total Planning and Zoning

366,365	416,850	370,343	428,500	435,519
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PLANNING AND ZONING

Acct # Description

1-125-50000 Department Salary

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/21/2017		FY 18 Requested	FY 18 Revised	FY 18 Approved
205,522	215,715	230,270	71,111		232,790	232,790	

Narrative: 3 full time planning staff at 40 hours per week conservation planner performing planning and zoning duties at 24 hours per week on average.
5.5 hours of overtime per week, divided among two planners and planning tech. includes one percent cost of living increase

Acct # Description

1-125-53000 Department Benefits

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/21/2017		FY 18 Requested	FY 18 Revised	FY 18 Approved
81,094	83,478	96,220	20,765		95,350	95,350	

Narrative:	Health, dental, life, disability		FY 17 estimate	FY 18 estimate
	fica		\$63,880	62,170
	Retirement		\$17,990	18,368
	Workers' Comp, unemployment Ins.		\$13,330	13,610
	Total		<u>\$1,019</u>	<u>1,199</u>
			\$96,219	95,347

Acct # Description

1-125-80010 Building Maintenance

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/21/2017		FY 18 Requested	FY 18 Revised	FY 18 Approved
14,832	11,233	17,470	2,333		20,830	20,830	

Narrative:	Heat, Utilities, repairs, maintenance and custodial services for Annex building shared evenly between Planning and the Department of Public Works.		FY 16 Budget	FY 17 Proposed
	Heat	\$	1,305	1,330
	Electric, Water, Sewer, Stmw:	\$	3,600	3,380
	Custodial	\$	8,500	6,700
	Stormwater Fee	\$	128	with utilities
	Repairs,Supplies	\$	<u>6,060</u>	<u>6,060</u>
		\$	19,593	17,470

This represents the Planning office's portion.

See Public Works budget for detailed description of expenditures.

Acct # Description
 01-122-85010 Property and Casualty Insurance

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/21/2017		FY 18 Requested	FY 18 Revised	FY 18 Approved
2,870	3,361	3,360	-		3,430	3,430	

Narrative:

Insurance based on value of the Town Hall Annex building shared evenly with the Department of Public Works.

Acct # Description

1-125-56100 Mileage

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/21/2017		FY 18 Requested	FY 18 Revised	FY 18 Approved
558	640	600	96		600	600	

Narrative:

Reimbursement for mileage costs based on 1,154 miles times \$0.52 per mile federal mileage rate.

Acct # Description

1-125-56200 Training/Conference Fees

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/21/2017		FY 18 Requested	FY 18 Revised	FY 18 Approved
975	1,033	2,000	815		2,000	1,800	-

Narrative:

On going professional training and continuing education requirements for 2.4 professional staff people.
 Four VLCT seminars @ \$60each = \$240
 State/regional planning association annual meeting, 3 people= \$900
 Four APA distance learning programs = \$800

Acct # Description

1-125-56300 Subscriptions and Dues

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/21/2017		FY 18 Requested	FY 18 Revised	FY 18 Approved
1,358	1,281	1,200	-		1,200	1,300	

Narrative:

APA/AICP membership dues for Planning Director = \$500
 Vermont Planners Association office membership = \$100
 APA/AICP membership for Senior Planner = \$400
 Vermont Smart Growth = \$100
 Zoning Practice = \$100

Acct # Description

1-125-60200 Professional Services

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/21/2017		FY 18 Requested	FY 18 Revised	FY 18 Approved
1,482	102	4,000	-		4,000	9,000	

Narrative:

Temporary clerical support/intern to assist with organizing and archived permits and records and other projects.
 10 weeks, 40 hours per week @ \$10 /per hour.

Manager Comment: Funds included for Permit processing software.

Acct # Description

1-125-60900 Misc. Planning Studies

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/21/2017		FY 18 Requested	FY 18 Revised	FY 18 Approved
-	1,955	5,000	-		5,000	5,000	

Narrative:

Other outside planning assistance for planning studies = \$5,000.

Acct # Description

1-125-70200 Advertising

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/21/2017		FY 18 Requested	FY 18 Revised	FY 18 Approved
3,938	4,599	3,500	1,202		4,500	4,500	

Narrative:

50 newspaper ads @ average of \$75 each = \$3,750

Acct # Description

1-125-76000 Office Supplies & Maintenance

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/21/2017		FY 18 Requested	FY 18 Revised	FY 18 Approved
3,787	4,587	4,000	1,256		4,000	4,000	

Narrative:

Stationary, paper, and other misc. office supplies.

Acct # Description

1-125-76010 Equipment

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/21/2017		FY 18 Requested	FY 18 Revised	FY 18 Approved
-	1,464	3,000	-		1,000	1,000	

Narrative:

Replace one office computer. \$1,000

Total \$1,000

Acct # Description

1-125-76020 Printing

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/21/2017		FY 18 Requested	FY 18 Revised	FY 18 Approved
2,560	2,679	2,600	464		7,600	2,600	

Narrative:

Cost for leasing photocopying machine @ ~\$385/quarter for 12 months = \$1,540

Costs for yearly maintenance agreement for Phaser color printer = \$1050

Formatting of Town Plan = \$5,000

Acct # Description

1-125-76100 Telephone & Postage

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/21/2017		FY 18 Requested	FY 18 Revised	FY 18 Approved
1,616	1,926	1,800	589		1,800	1,800	

Narrative:

Postage for mailing out DRB and Planning Commission agenda packets, and misc. correspondence.
Charges for office telephone service.

Acct # Description

1-125-80000 GIS Data Management

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/21/2017		FY 18 Requested	FY 18 Revised	FY 18 Approved
2,790	3,938	3,700	1,814		4,200	4,200	

Narrative:

Annual license renewals for 2 ArcGIS software licenses = \$1,200
 2018 Regional Aerial Imagery, town share = \$500
 Lease payments for plotter/scanner for 3 department* use = \$2,500 (\$210 per month for 48 months)
 * Planning, public works, town clerk

CONSERVATION

Acct # Description

1-130-50000 Conservation Salary

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
21,688	14,793	21,410	-		21,199	21,199	

Narrative: 16 hours per week Conservation Planner (40% of staff's time)
Other time (60%) is allocated to the Planning Dept.

New: Three hours of OT per month for Conservation Commission meetings
1.5 hrs x 2 meetings per month

Acct # Description

01-122-5020 Benefits, Conservation Planner

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
7,150	5,317	13,170	-		8,120	8,120	

					FY 17 budget		
Narrative:	Health, dental, life, disability					\$4,681	
	Fica, Medicare					\$2,065	
	Retirement					\$1,239	
	Workers' Comp, unemployment Ins.					\$135	
	Total					\$8,120	
(intern benefits = \$420)							

Acct # Description

1-130-56200 Training, Conferences and Dues

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
640	493	700	-		700	700	

Narrative:
This amount was reduced by \$300 to more closely match actual usage.

VT Trails & Greenways Council = 30
AVCC Annual Membership = 100
VLT Annual Membership = 70
VHCB Annual Membership = 250
WNRCD Annual Membership = 250

Acct # **Description**
130-85200 Match for Grants and Studies

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
770	1,000	1,000	-		1,000	1,000	

Narrative:

These funds have been utilized every year to support various trails and natural resource related projects.

Acct # **Description**
130-76000 Misc. Field Supplies

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
422	446	400	-		400	400	

Narrative:

This budget item is for specialized field supplies such as stream waders, buckets, water quality sampling supplies, write-in-the-rain paper, etc.

Acct # **Description**
130-56000 Mileage

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
610	465	600	-		400	400	

Narrative:

Milage reimbursement for conservation planner and 1 summer intern conducting field work.
 1,540 @ .52 per mile.
 Conservation Planner 300
 Intern 300
600

Acct # Description
130-50010 Conservation & Trails Intern

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
6,783	3,145	4,500	-		3,500	3,500	

Narrative: Funding for one summer intern to help with conservation field work, including water quality sampling, trail maintenance.

Intern: \$12.50/hr x 40 hrs.x 10 weeks = \$5,000 - \$1,500 from UVM = \$3,500

Total \$5,000
 UVM (\$1,500)
 Total Request \$3,500

130-85230 Trail Maintenance

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
4,920	6,694	8,000	-		7,000	12,000	

Narrative: This \$700 budget increase will provide for new signage at the two Mud Pond parks as well as the growing need for trail maps. Fortunately the cost of mowing in FY14 was much less than anticipated.

Trail supplies (lumber, hardware, pipe, stain, etc.)	\$3,000
Signage (new and replacement)	\$1,500
Mowing (5 parks)	\$1,800
Tools	\$200
Trail maps	\$500
Total	\$7,000

November 22, 2016

TO: Jennifer Kennelly, Finance Director

FROM: Deb Beckett, Town Clerk & Treasurer

RE: FY 2018 Operating Budgets – Clerk/Treasurer and Elections

The FY 2018 Operating Budget for Elections is somewhat smaller as there are no General Elections during the budget year. The only election, as of today, will be the 2018 Town Meeting/Local Elections.

The FY2018 Operating Budget for the Clerk's Office is mostly consistent with previous years.

Changes to note in the Revenues will be an increase of \$5,000 in Licensing due to the increased volume of passport processing.

Changes to note in Expenses would be in Office Equipment which includes the addition of a folding machine. The cost of this would be approximately \$3500 but could/should be split among various departments including Managers, Lister's and Water/Sewer.

Please let me know if you have any questions or need further information or back up documentation.

CLERK/TREASURER

	FY15	FY 16'	FY 16	FY 17	FY 18
	Actual	Budget	Actual	Budget	Proposed
<i>Records, Permits, Licenses, Cash Receipts, Cash Management</i>					
Town Clerk/Treasurer's Salary	47,684	51,260	50,421	51,700	53,250
Town Clerk's Staff Salary	79,455	91,790	92,816	92,190	94,955
Benefits	51,159	59,710	55,587	60,140	58,440
Mileage	324	600	199	600	500
Training & Conferences	1,807	2,900	1,649	2,900	2,200
Equipment Rental, Service Con	3,026	4,500	3,499	4,500	-
Property & Casualty Insurance	4,305	4,480	4,565	4,570	4,660
Building Maintenance	12,482	14,680	13,418	18,350	14,650
Office Supplies	5,161	10,000	8,661	10,000	10,000
Office Equipment	1,108	1,500	-	3,000	7,500
Telephone & Postage	6,132	6,500	6,970	6,500	7,000
TOTAL	212,643	247,920	237,785	254,450	253,155
<i>Elections</i>					
Town Meeting Salary	851	1,000	2,070	900	1,000
General Election Salary	1,374	-	-	2,500	-
Ballot Printing	4,750	2,000	2,506	5,000	3,000
Postage	240	700	205	2,000	170
General Election Expense	130	-	103	220	100
Town Meeting Expenses	69	650	314	630	650
TOTAL	7,414	4,350	5,198	11,250	4,920
CLERK/TREASURER TOTAL	220,057	252,270	242,983	265,700	258,075

CLERK'S OFFICE

Acct #		Description						
1-123-50030		Town Clerk/Treasurer Salary						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
47,684	50,421	51,700	-		53,250	53,250		
Narrative: Reflective of 3% increase								

Acct #		Description						
1-123-50040		Town Clerk/Treasurer Staff						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
79,455	92,816	92,190	-		94,955	94,955		
Narrative: Reflective of 3% pay increases for two Assistant Clerks 5% for Senior Assistant Clerk/Treasurer 1 Full Time Assistant Town Clerk & Treasurer 1 Full Time Assistant Town Clerk 1 Part Time Assistant (25 Hrs per week)								

Acct #		Description																				
1-123-56300		Benefits																				
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved															
51,159	55,587	60,140	-		58,446	58,440																
Narrative: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;"></td> <td style="text-align: right;"><u>FY 17</u></td> <td></td> </tr> <tr> <td>health, dental, life, disability</td> <td style="text-align: right;">37,859</td> <td></td> </tr> <tr> <td>Fica, retirement</td> <td style="text-align: right;">19,935</td> <td></td> </tr> <tr> <td>Workers comp, unemployment</td> <td style="text-align: right;">652</td> <td></td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right; border-top: 1px solid black;">58,446</td> <td></td> </tr> </table>									<u>FY 17</u>		health, dental, life, disability	37,859		Fica, retirement	19,935		Workers comp, unemployment	652		TOTAL	58,446	
	<u>FY 17</u>																					
health, dental, life, disability	37,859																					
Fica, retirement	19,935																					
Workers comp, unemployment	652																					
TOTAL	58,446																					

Acct #		Description						
1-123-56100		Mileage						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
324	199	600	-		500	500		
Narrative: clerks reimb for seminars and training \$500								

Acct #		Description						
1-123-56200		Training/Conference Fees						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
1,807	1,649	2,900	-		2,200	2,200		
Narrative:								
VT Clerks Annual Education Sessions					\$	300		
NEMRC Sponsored Training 100 ea					\$	200		
VLCT Sponsored Training 50 ea					\$	200		
VT Clerks & Treasurers Association Annual Meeting						\$800		
New England Clerks Assoc. Annual Conference						\$700		

Acct #		Description						
1-123-63100		Service Contracts (Copiers etc)						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
3,026	3,499	4,500	-		4,500	-		
Narrative:								
postage meter is \$925 per year					mailing serv	300		
copier is about \$3000 per year					water cooler	100		
yearly increases								

Acct #		Description						
1-123-63200		Property and Casualty Insurance						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
4,305	4,565	4,570	-		4,660	4,660		
Narrative:								
based on value of town hall building shared with Manager' s office								

Acct #		Description						
1-123-63300		Building Maintenance						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
12,482	13,418	18,350	-		14,650	14,650		
Narrative:								
maintenance of town hall , shared with manager's office heat, utilities, custodial services, repairs, maintenance see manager's budget for detail								

Acct # Description
 1-123-76000 Office Supplies & Maintenance

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
5,161	8,661	10,000	-		10,000	10,000	

Narrative:

This category is split with T M Office

also, out of supplies;

toner	500 yr	Misc Items
*photo supplies	800 yr	
*dog forms/tags	1000 yr	

**we charge \$10 per photo to cover this
 should be coming out of dog license fees

*dog forms/tags 1000 yr

Acct # Description
 1-123-76010 Office Equipment

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
1108	-	3,000	-		7,500	7,500	

Narrative:

Upgrade of two computers
 Will also upgrade the computers at the front counter with the older computers in order to be able to accept credit cards
 Folding machine - to be split between various departments - machine cost approx \$3500

Acct # Description
 1-123-76100 Telephone & Postage

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
6,132	6,970	6,500	-		7,000	7,000	

Narrative:

Postage
 Phone
 some postage costs are tied to Passport processing and future postage increase.

Acct #		Description						
1-126-60270		Town Meeting Salary						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2015		FY 18 Requested	FY 18 Revised	FY 18 Approved	
851	2,070	900	-		1,000	1,000		
Narrative: Town Meeting and voting expenses Town Meeting Night Election Day								

Acct #		Description						
1-126-60280		General Election Salary						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2015		FY 18 Requested	FY 18 Revised	FY 18 Approved	
1,374	-	2,500			-	-		
Narrative: No General Election until Aug. 2018 Primaries								

Acct #		Description						
1-126-70300		Ballot Printing						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
4,750	2,506	5,000			3,000	3,000		
Narrative: Local Election:Town Meeting Ballots and Machine Programming								

Acct #		Description						
1-126-76100		Postage						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2015		FY 18 Requested	FY 18 Revised	FY 18 Approved	
240	205	2,000			175	170		
Narrative: Town Meeting 250 @ .685 \$135.00 Postage rate increase likely								

Acct #		Description						
1-126-85010		General Election Expenses						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2015		FY 18 Requested	FY 18 Revised	FY 18 Approved	
130	103	220			100	100		
Narrative: No General Elections until Aug 2018								

Acct #		Description						
1-126-85020		Town Meeting Expenses						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2015		FY 18 Requested	FY 18 Revised	FY 18 Approved	
69	314	630	-		650	650		
Narrative: Election workers Lunch \$100.00 yearly maint.for voting machines \$525.00 These expenses also include paper, markers, and misc associated with TM								

Town of Williston	FY 15	FY 16	FY 16	FY 17	FY 18
Operating Budget FY 2018	Actual	Approved Budget	Actual	Approved Budget	Proposed Budget

OUTSIDE SERVICES

Regional Services

Chitt.Co. Regional Planning	21,884	21,910	21,907	22,110	21,670
Winooski Valley Park Dist.	32,000	32,000	32,000	30,760	31,970
Greater Burlington Inds.Corp.	2,000	2,000	2,000	2,000	2,000
County Tax	79,489	79,990	82,388	80,110	82,520
Vt. League of Cities & Towns	9,846	10,280	10,282	10,520	10,900
Lake Iroquois	-	5,000	5,000	20,000	20,000
TOTAL	145,219	151,180	153,577	165,500	169,060

Social Service Organizations

Social Service Organizations	25,500	26,370	26,270	27,060	30,390
Residents Assistance	999	1,000	1,012	1,000	1,000
TOTAL	26,499	27,370	27,282	28,060	31,390

Transportation Services

Bus Service	168,630	175,190	175,210	180,320	185,592
SSTA Project & CCTA ADA	40,265	40,810	36,113	43,850	42,830
TOTAL	208,895	216,000	211,323	224,170	228,422

Health

Department Salary & Mileage	600	600	600	600	600
Visiting Nurse Assoc.	28,000	29,000	29,000	29,870	30,760
Employee Health & Safety Programs	333	600	41	600	1,000
TOTAL	28,933	30,200	29,641	31,070	32,360

TOTAL OUTSIDE SERVICES

409,546	424,750	421,823	448,800	461,232
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REGIONAL SERVICES

Acct # Description

01-191-60400 Chittenden County Regional Planning

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
21,884	21,907	22,110	-		21,667	21,670	

Narrative:

Per notice received

Acct # Description

01-191-85230 Winooski Valley Park District

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
32,000	32,000	30,760	-		31,972	31,970	

Narrative:

per their request

Acct # Description

01-191-85240 Greater Burlington Industrial Corp.

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
2,000	2,000	2,000	-		2,000	2,000	

Narrative:

per their request

Acct # Description

01-191-85250 County Tax

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
79,489	82,388	80,110			82,520	82,520	

Narrative:

budget request is usually received in December
currently budgeting 3% increase as estimate

Acct # Description

01-191-85300 Vt. League of Cities and Towns

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
9,846	10,282	10,520	-		10,900	10,900	

Narrative:

Per report from VLCT
fee is based on population

Acct # Description

01-191-85300 Lake Iroquois Association Lake Cleanup

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
-	5,000	20,000	-		25,000	20,000	

Narrative:

as requested

SOCIAL SERVICES

Acct # Description

01-192-85*** Social Services

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
25,500	26,270	27,060	-		27,890	30,390	

Narrative:

3% increase for FY 14
3% increase for FY 15
3% increase for FY 16
3% increase for FY 17
3% increase for FY 18

Now includes Building Bright Futures which was previously located in the Recreation Budget (\$2,500)

Acct # Description

01-191-85900 Residents' Assistance

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
999	1,012	1,000	-		1,000	1,000	

Narrative:

For help with fuel and utilities
level fund

TRANSPORTATION SERVICES

Acct # Description

01-192-87000.0(CCTA Bus Service

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
168,630	175,210	180,320	-		185,592	185,592	
Narrative:							
FY 12	\$ 154,770						
FY 13	\$ 159,262						
FY 14	\$ 163,900						
FY 15	\$ 168,930						
FY 16	\$ 177,062						
FY 17	\$ 180,323						
FY 18	\$ 185,592						

Acct # Description

01-192-86200 CCTA ADA services

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
28,620	24,812	26,850	-		26,830	26,830	
Narrative:							
FY 12	\$ 20,314						
FY 13	\$ 18,138						
FY 14	\$ 34,660						
FY 15	\$ 28,620						
FY 16	\$ 24,810						
FY 17	\$ 26,848						
FY 18	\$ 26,830						

Acct # Description

01-192-86210 SSTA project

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
15,455	11,301	17,000	-		16,000	16,000	
Narrative:							
FY 12	\$ 12,661						
FY 13	\$ 15,097						
FY 14	\$ 10,544						
FY 15	\$ 15,455						
FY 16 est	\$ 11,301						
FY 17 est	\$ 16,000						

HEALTH

Acct #		Description					
01-151-5000		Salary and Mileage, Health Officer					
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
600	600	600	-		600	600	
Narrative: level fund							

Acct #		Description					
01-151-85080		Visiting Nurse Assoc.					
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
27,000	29,000	29,870	-		30,766	30,760	
Narrative: per their request 3% increase over FY 2017							

Acct #		Description					
01-151-8592000		Employee Health and safety Programs					
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
270	41	600	-		1,000	1,000	
Narrative: Flu shots 15 shots @\$25 \$ 375 Other flu shots are free with the health insurance Hepatitis and Rabies Shots as needed \$ 150 Wellness Programs \$ 475 total \$ 1,000							

TO: Richard McGuire, Town Manager
FROM: Todd Goodwin, Director of Recreation and Parks
DATE: December 2, 2016
RE: FY17-18 Operating Budget Transmittal

Introduction:

The goal of this year's operating budget was to continue to develop the recreation & parks budget and align line items to show cost of operation. With the combining of like line items from last year's budget a history is starting to develop that will help to shape the future of the budget.

Some line items have been adjusted upward or downward slightly to reflect actual enrollment trends and true costs. Per usual the program expenditures of the recreation budget are offset by associated revenue.

Recreation Budget Notes:

- a. Two line items have been adjusted and renamed. The Senior Program Expenses had the adult programs removed and added to the Youth/Adult Program Expenses. This was done so that the Senior Program Expenses show true costs of offering senior programs, which currently are the subsidized fitness programs and the Senior Club rental of the Masonic Center.
- b. Senior Fitness programs, subsidizing approximately \$7,000 towards instructor fees- estimated revenue- \$3,500, estimated expenditures- \$10,500.
- c. The contracted programs revenue and expenditures have been increased to better reflect actual revenues and expenses. This will continue to change year to year as better history is developed and the trends in program offerings that are dictated by the community needs.
- d. The Contracted Camps and Contracted Programs line items, both revenues and expenditures, will fluctuate with new programs being added or old ones being removed. Also, revenues and expenditures will be based on enrollment numbers. However, revenues will be more than expenditures because we add on \$12 per participant for programs and \$25 per participant for camps, to the instructor fee.
- e. Day Camp Supplies was reduced to reflect the cost of the bus transportation for field trips, which was estimated last year, after the cost was moved from day camp salaries to expenses.
- f. Program grants was reduced, with the removal of the Bright Futures request of funds that better fit with the library.

Parks Budget Notes:

- a. There are three areas of increase in the Parks budget; Maintenance Salaries, Utilities and Maintenance & Upgrades.
 - a. Maintenance Salary- the increase is to take the seasonal position from 25 weeks to 30 weeks, so that we can bring the seasonal maintenance person on in April, which is a busy time for getting fields and parks open and ready for play.
 - b. Utilities- The increase to utilities is due to the now metering of water in the parks and the irrigation system at Allen Brook Park.
 - c. Maintenance & Upgrades- has increased \$2,000 to keep the level of service after \$5,000 was removed earmarked for Rec. Path maintenance, which was better suited in the paving budget under Public Works. \$5,000 is not enough to do paving or overlaying on the paths.
- b. There is one line item that is decreased in the Parks budget; Equipment- Replacement & New. It was decreased due to the purchase of a slice aerator, this year, for the playing fields. The current amount is used for replacing maintenance equipment that is worn out, broken or needs to be replaced.
- c. The operating budget does not include any major projects other than the current standard of maintenance. The amount and quality of services are expected to remain the same.

Town of Williston**Operating Budget FY 2017**

	FY 2015 Actual	FY 2016 Approved Budget	FY 2016 Actual	FY 2017 Approved Budget	FY 2018 Proposed Budget
RECREATION AND PARKS					
<i>Recreation Services</i>					
Admin Salaries	54,582	54,230	61,850	56,070	57,770
Day Camp Salaries	92,349	92,040	98,052	84,000	84,000
Program Wages, Seasonal	1,079	4,500	3,593	7,500	7,500
Benefits	29,611	30,570	35,117	30,450	31,470
Training & Conferences	919	2,500	2,266	2,500	2,500
Property & Casualty Insurance	2,990	2,220	2,453	2,450	2,500
Marketing/Software	-	-	-	9,000	9,560
Office Supplies	4,996	11,000	8,662	2,000	2,000
Telephone & Postage	1,266	1,400	1,072	1,400	1,400
Day Camp Supplies	30,222	29,000	42,132	39,270	36,000
Contracted Camp Expenses	60,190	44,000	53,706	34,000	34,000
Youth/Adult Program Expense	26,049	24,300	27,940	30,000	30,000
Senior Program Expenses	9,400	8,180	10,450	2,500	23,300
Contracted Program Expenses	12,406	15,500	53,514	27,000	35,000
Special Events	11,208	12,250	11,808	12,200	12,000
Program Grants	5,700	13,280	10,640	5,630	3,580
School Use Fees	124,960	124,960	124,960	124,960	124,960
TOTAL	467,927	469,930	548,215	470,930	497,540
<i>Park Maintenance</i>					
Maintenance Salary	7,956	8,990	6,815	12,920	14,980
Park Admin. Salary	8,064	12,440	12,566	12,860	13,250
Benefits	3,986	3,430	3,437	3,860	4,130
Equipment Rental	1,052	3,200	1,798	3,300	3,300
Utilities- Water/Electr/Storm	1,439	3,500	1,738	3,650	5,000
Equipment- Replacement/New	1,121	2,000	1,853	6,000	3,000
Maintenance & Upgrades	19,116	32,500	29,155	33,000	30,000
TOTAL	42,734	66,060	57,362	75,590	73,660
TOTAL RECREATION AND PARKS	510,661	535,990	605,577	546,520	571,200

RECREATION SERVICES EXPENDITURES

Administrative Services

Acct # Description

1-161-50170 Administrative Salaries

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
54,582	61,850	56,070			57,766	57,770	-

Narrative:

80 % of Director's time- 20% of Director's time charged to parks.
10% Administrative Assistant time.

Acct # Description

1-161-50180 Day Camp Wages

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
92,349	98,052	84,000			84,000	84,000	-

Narrative:

1 Camp Coordinator	\$15 x 360 hrs.	5,400
3 Camp Directors	\$13 x 360 hrs.	14,040
2 Assistant Directors	\$11 x 360 hrs.	7,920
16 Camp Counselors	\$10 x 360 hrs.	57,600
		<u>84,960</u>

Acct # Description

1-161-50210 Program Wages, Part-time

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
1,079	3,593	7,500	-		7,500	7,500	

Narrative:

Seasonal Staff to assist with the following programs:

Soccer	1,000
Basketball	1,000
Ski/Snowboarding	2,100
Lacrosse	1,000
Track & Field	1,000
July 4th Event	1,400
	<u>7,500</u>

Acct # Description

1-161-53000 Benefits, Recreation Employees

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
29,611	35,117	30,450			31,475	31,470	

Narrative: Benefits for Rec. Director(80%), Admin Assistant (10%), camp and part-time staff

Health Insurances	\$ 11,208
Retirement	\$ 3,343
FICA	\$ 11,506
Workers Comp	\$ 5,162
UI	\$ 256
Total	\$ 31,475

Acct # Description

1-161-56200 Training/Conference Fees

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
919	2,266	2,500	-		2,500	2,500	

Narrative:

Annual Association Fees:	
VRPA = \$250 + NRPA = \$165	420
NRPA National Conference	1,500
VRPA Annual Conference & Quarterly Mtgs	350
Other Training Opportunities	230
	<u>2,500</u>

Acct # Description

1-161-66100 Property and Casualty Insurance

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
2,990	2,453	2,450	-		2,450	2,500	

Narrative:

pro-rated based on park assets and equipment

Acct # Description

1-161-74100 Marketing

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
-	-	9,000	-		9,560	9,560	

Narrative:

Annual Maintenance fee for Registration Software	3,995
Program Guides- 2 seasonal	4,900
Ads	300
Adobe Software annual fee	365
	<u>9,560</u>

Acct # Description

1-161-7600 Office Supplies

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
4,996	8,662	2,000	-		2,000	2,000	

Narrative:

Office supplies- paper, folders, pens, etc.

Acct # Description

1-161-76100 Telephone & Postage

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
1,266	1,072	1,400	-		1,400	1,400	

Narrative:

Office Telephone and postage	750
Director's cell phone	650
	<u>1,400</u>

Acct # Description

01-161-8050 Day Camp Supplies

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
30,222	42,132	39,270	-		36,000	36,000	-

Narrative:

Supplies for the 4 day camps in the summer:

Field Trips:	\$10 camper x 125 campers x 8 wks.	10,000
Buses:	Field Trips- \$50 hr. x 320 hrs.	16,000
Supplies:	\$5 camper x 125 campers x 8 wks.	5,000
T-shirts:	Campers- 300 shirts x \$8 shirt	1,500
	Staff- 50 shirts x \$10 shirt	500
Training:	1st Aid/CPR, meals, supplies	500
Cell Phones:	3 phones- 1 at each camp	500
Equipment:	Games and equipment for camps	1,000
Admin & 1st Aid Supplies		1,000
		<u>36,000</u>

Acct # Description

01-161-8050 Contracted Camp Expenses

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
60,190	53,706	34,000	-		34,000	34,000	-

Narrative:

Instructor and company fees, per participant, for contracted Enrichment Camps offered in the summer- Sports, Specialty and Technology Camps.

Acct # Description

01-161-8515 Youth/Adult Program Expenses

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
26,051	27,940	30,000	-		30,000	30,000	

Narrative:

Fees and supplies for Youth Programs to include:

Soccer	2,500
Basketball	2,500
Ski/Snowboarding	17,000
Lacrosse	6,000
Track & Field	2,500
Adult Volleyball	500
	<u>31,000</u>

Acct # Description

1-161-85170 Senior Program Expenses

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
9,400	10,450	2,500	-		11,350	23,300	

Narrative:

Fitness Instructor Pay	10,500
Masonic Center Rental for Senior Club	1,800
Program staff	11,000
	<u>23,300</u>

Acct # Description

1-161-85140 Contracted Program Expenses

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
12,406	53,514	27,000	-		35,000	35,000	

Narrative:

Instructor and company fees, per participant, for contracted programs offered year round.

Acct # Description

1-161-85190 Special Events

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
11,208	11,808	12,200	-		12,000	12,000	

Narrative:

Special Events run by the dept.

July 4-	Fireworks	8,000
	T-shirts/Awards	2,200
	Supplies	1,000
	Shuttle Bus	300
	New Special Events	500
		<u>12,000</u>

Acct # Description

1-161-85600 Program Grants

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
5,700	10,640	5,630	-		6,085	3,580	

Narrative:

	FY 17	Proposed FY 18
Lake Iroquois Recreation District Fee	600	600
Town Band	2,525	2,985
Bright Futures	2,500	-
	<u>5,625</u>	<u>3,585</u>

Acct # Description

1-161-80200 School Use Fees

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
124,960	124,960	124,960	-		124,960	124,960	

Narrative:

Fees transferred to school district for use of buildings for recreation programs.

PARK MAINTENANCE EXPENDITURES

Acct # Description

1-162-50000 Maintenance Salary

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
7,956	6,815	12,920	-		14,987	14,980	

Narrative:

Town building and grounds staff	Smardon-	2,142
	Vieno	1,820
Seasonal Parks Maintenance Staff- 30 hrs. wk. x 30 weeks		<u>11,025</u>
		14,987

Acct # Description

1-162-50020 Park Administration Salary

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
8,064	12,566	12,860	-		13,252	13,250	

Narrative:

20% of Director's salary

Acct # Description

1-162-53000 Benefits, Park Administration

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
3,986	3,437	3,860	-		4,136	4,130	

Narrative:

20% of benefits for Rec. Director	
18% of benefits for town building & grounds staff	
Retirement	\$ 891
FICA	\$ 2,186
Workers Comp	\$ 1,010
UI	<u>\$ 49</u>
Total	\$ 4,136

Acct # Description

1-162-63000 Equipment Rentals

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
1,052	1,798	3,300	-		3,300	3,300	

Narrative:

Port-o-let rentals for parks
 4 parks x 7 months x \$100 month 2,800
 Equipment Rentals- Lift and sod cutter 500
3,300

Acct # Description

1-162-73900 Utilities

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
1,439	1,738	3,650	-		5,000	5,000	

Narrative:

Electrical costs for Basketball, Ice Rink & Bathrooms 1,000
 Metered Water:
 Allen Brook Park- Irrigation 2,500
 Community Park 300
 Brennan Park 200
 Rossignol Park 200
 Stormwater Fees:
 Rossignol Park- \$114.75 x 4 459
 Brennan Woods- \$63.75 x 4 255
\$ 4,914

Acct # Description

1-162-76400 Equipment- Replacement & New

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
1,121	1,853	6,000	-		3,000	3,000	

Narrative:

Miscellaneous equipment needs and replacement weed wacker 3,000

Acct # Description

1-162-80700 Maintenance & Upgrades

FY 15 Actual	FY 16 Actual	Current Budget'17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
19,116	29,155	33,000	-		30,000	30,000	

Narrative:

Fertilizing & Over seeding Athletic Fields- (twice a year)	12,000
Athletic Fields Maintenance and Improvements	4,000
Park Maintenance and Improvements	5,000
Playground Maintenance & Surfacing	3,500
Mowing of Allen Brook open space	2,500
Recreation Vehicle- Fuel, General Maintenance	1,000
Baseball infield material	2,000
	30,000

**Library
Operating Budget
Fiscal Year 2018**

1. Mission Statement:

Dorothy Alling Memorial Library, your home for life-long learning.

2. Trends/Major Issues

At last year's budget hearing the Select Board was warned that we would have to increase staff hours in a more significant manner soon. The time has come.

The last time we had a significant increase in staff was seven years ago in FY09-10. At that time twelve hours per week were added, a 4% increase. Since then Williston's population has increased by 8%. The library workload has increased by much more than that. The library staff is in the wonderful quandary of being a victim of our own success. Since FY09-10, program attendance has increased by 22%. Research assistance increased by 19%. The number of programs offered increased by 17%. Circulation of library materials has increased by 8%. The number of telephone and email reference transactions increased by 7% and library visits increased by 5%. The staff is feeling the stress. There is only so much additional work that can be absorbed into the existing staff schedule.

We have considered where extra staff hours are most needed and whether to make a new part-time position or make a part-time position into full-time. We soon realized that space constraints do not allow us to change or add workspace for another person. The majority of the increased activity is supported at the main circulation desk, therefore we plan to add fifteen hours to the Circulation Librarian position, making it full-time. These additional hours is only a 5% increase in our total staff hours.

We have many new library patrons from the homes at Finney Crossing. As Williston continues to grow the library staff will also have to continue to grow. Indeed, there will have to be growth in most Town departments. At the current rate of growth, the Select Board should expect to be asked for more staff hours for different library position or two in the next few years. You are forewarned!

Town of Williston**Operating Budget FY 2017**

	FY 2015 Actual	FY 16 Approved Budget	FY 16 Actual	FY 17 Approved Budget	FY18 Requested Budget
LIBRARY					
<i>Library Collections</i>					
Department Salary	258,190	266,210	271,758	276,110	300,182
Benefits	53,684	59,690	61,439	64,980	76,900
Training & Conferences	891	2,100	1,621	2,100	3,000
Travel & Fees	1,407	2,000	1,852	2,000	2,000
Books	65,077	68,600	68,390	68,600	74,500
Bookmobile	1,122	3,200	3,260	3,220	2,710
Office Supplies	7,636	7,800	8,000	7,800	8,100
Telephone	920	1,200	910	1,100	1,100
Postage	3,494	3,600	2,491	3,600	3,000
	392,421	414,400	419,720	429,510	471,492
<i>Building Overhead</i>					
Janitorial Services	7,464	9,300	8,956	9,300	9,300
Town Custodial Services, incl. benefits	5,713	5,720	4,831	5,720	6,740
Heating Fuel	3,982	5,310	3,310	4,200	4,110
Utilities	8,157	8,350	7,010	8,200	8,510
Maintenance & Repairs	15,570	13,520	12,900	12,520	14,220
Land Rental	29,750	29,750	29,750	29,750	29,750
Property & Casualty Insurance	10,625	12,000	11,242	12,000	12,000
	81,261	83,950	77,999	81,690	84,630
<i>Special Programs</i>					
Program Wages	41,991	45,640	44,736	46,410	46,340
Benefits	13,615	14,890	14,521	16,030	15,020
Program Presenters and Materials	12,186	12,000	11,396	12,000	15,000
TOTAL	67,792	72,530	70,653	74,440	76,360
<i>Computer/Reference Services</i>					
Wages	25,841	25,630	27,530	26,670	27,200
Benefits	10,149	13,960	14,042	14,440	15,850
System & Equipment Maintenance	15,923	15,140	15,021	15,140	19,015
	51,913	54,730	56,593	56,250	62,065
TOTAL LIBRARY	593,387	625,610	624,965	641,890	694,547

LIBRARY
LIBRARY COLLECTIONS

Acct #	Description						
1-163-50000	Department Salary						

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
258,190	271,758	276,110	-		300,182	300,182	

Library Services:							
Narrative:	Director	90% of	2080 hrs.	Patron Services	50% of	1300 hrs.	
	Asst. Director	100% of	1456 hrs.	Student Asst. 1	100% of	442 hrs.	
	IT/Ref	50% of	2080 hrs.	Student Asst. 2	100% of	442 hrs.	
	Youth Services	60 % of	2080 hrs.	Student Asst. 3	100% of	442 hrs.	
	Asst. Yth. Serv.	80% of	1404 hrs.	Student Asst. 4	100% of	442 hrs.	
	Tech. Services	100% of	1300 hrs.	Bookmobile	100% of	110 hrs.	
	Circulation	100% of	*	Substitutes	100% of	950 hrs.	
Change position (PT to FT)			1300 hrs to 2080 hours			\$	15,070
1% cost of living & increases in minimum wage							

Acct #	Description						
1-163-53000	Benefits, Library Collection Staff						

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
53,684	61,439	64,980	-		76,900	76,900	

Narrative:							
	<u>FY 2014</u>	<u>FY 2015</u>	<u>FY 16</u>	<u>FY 17</u>	<u>FY 18</u>		
Health, Dental, Disability, Life	16579	18650	26,151	27,230	30,662		
fica	18693	20036	20,185	21,140	22,465		
Workers Comp, Unemployment	1290	2645	1,169	2,790	2,731		
retirement	11509	12166	12,183	13,820	14,828		
total	48071	53497	59,688	64,980	70,686		
Change position (PT to FT)			additional benefits			\$	6,214

Acct #		Description					
1-163-56200		Training/Conference Expenses, Dues					
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
891	1,621	2,100	-		3,365	3,000	
Narrative: Vermont Library Assoc. dues \$ 320 American Library Assoc. dues \$ 150 VT Library Conference \$ 560 * New England Library Conference \$ 1,360 New England Technical Services Conference \$ 225 Rotary membership \$ 550 webinars \$ 200 <u>\$ 3,365</u>							
*New England Conference to be in Burlington, 2 staff at 2 days, 6 staff at 1 day attendance							

Acct #		Description					
1-163-56400		Travel & Fees					
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
1,407	1,852	2,000	-		2,000	2,000	
Narrative: Mileage reimbursed at \$.52/mile Parking fees							

Acct #		Description					
1-163-78200		Library Collections					
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
65,077	68,390	70,600	-		72,500	74,500	-
Narrative: For adult and youth collections. Bookmobile books 2000 Digital resources 15,500 Audio Visual 20,000 Print <u>37,000</u> 74,500 Level funded for 3 yrs.							

Acct # Description
1-163- Bookmobile

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
1,122		1,220	-		2,710	2,710	-

Narrative:

Includes:

inspection	30
fuel	1,100
general repairs	500
insurance	600
wifi	480
	<hr/>
	2,710

Acct # Description
1-163-76000 Supplies

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 17 Approved
7,636	8,132	7,800	-		8,100	8,100	

Narrative: Includes office, library supplies and janitorial supplies not covered by janitorial contract (e.g. towels) Incidental admin costs (advertising, etc.)

Acct # Description
1-163-76100 Telephone

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
920	910	1,100	-		1,100	1,100	

Narrative: Local, long distance & POTS

Acct # Description
1-163-76110 Postage

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 17 Approved
3,494	2,491	3,600	-		3,000	3,000	-

Narrative: Free interlibrary loan service is required for state certification. It is not known if the current ILL Pilot courier service will continue or at what price

BUILDING OVERHEAD

Acct #	Description						
1-163-63430	Janitorial Services						

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
7,464	8,956	9,300	-		9,300	9,300	-

Narrative:	Weekly cleaning plus bathroom 2 x week = 522 x 12	\$	6,264
	windows washed 2 x year	\$	1,220
	rugs cleaned 2 x year	\$	1,800
		\$	9,284

Acct #	Description						
1-163-63440	Building Maintenance Service						

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 17 Approved
5,713	4831	5,720	-		4,450	6,740	-

Narrative:	Maintenance and repairs performed by town custodial staff to address necessary small repairs and smaller changes associated with space reconfiguration.
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Acct #	Description						
1-163-73700	Heating Fuel						

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
3,982	3,310	4,200	-		4,110	4,110	-

Narrative:	Natural gas rates fluctuate with the market. Average usage over last 3 years was 2,924 CCFs per	
	FY 14: 3,044 CCFs	
	FY 15: 3,033 CCFs	
	FY16: 2,694 CCFs	
	Energy efficiency fee (3,318 x .0428)	142
	Current rate for gas (3,318 x .6235 per CCF)	2,069
	Distribution (3,318 x .4460 per CCF) =	1,479
	Daily access (1.1133 x 365) =	406
	Monthly fee (12 x .99)	12
		4,108

Acct #		Description					
1-163-73900		Utilities					
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
8,157	7,010	8,200	-		8,510	8,510	-

Narrative: Electric, water & waste water.
 Average electric usage over last 3 years was 49,365 KWH per year
 FY14: 49,853 FY15: 52,560 FY 16: 45,680

Current rate \$.15301 Per KWH, plus \$245 per year access charges.
 (49,365 KWH x \$.15301) + \$245 access charge = **\$7,798**

Current water & sewer usage averages 41,000 gallons per year.
 The rate of increase is unknown at this time.
 Current rate per 1,000 gallons = water \$4.30 & sewer \$6.48, plus quarterly user charges

Water (41 x \$4.30) + 5%	185
Sewer (41 x \$6.48) + 5%	279
Quarterly user charges \$25.57 x 4	<u>102</u>
	566

Stormwater Fee: 3 ERU's * \$50 = \$150

Acct #		Description					
1-163-78100		Building Maintenance (Indoors & Outdoors)					
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
15,570	12,900	12,520	-		14,220	14,220	-

Narrative:

Garden & sprinkler maintenance	\$ 2,700
HVAC	\$ 3,000 *
Fire alarm inspection & monitoring	\$ 550
Fire extinguisher inspection and maintenance	\$ 250
Elevator inspection	\$ 200
Exterior paint & labor (1 side)	\$ 2,200
Clear gutters	\$ 220
Other unforeseen repairs	\$ 3,000 *
Repair/replace rotting clapboards	<u>\$ 2,100</u>
	\$ 14,220

*HVAC system & building exterior has needed regular repairs

Acct # Description

1-163-78***	Land Rental from School						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
29,750		29,750	-		29,750	29,750	-

Narrative:

Acct # Description

1-163-78***	Property & Casualty Insurance						
FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
10,625	11,242	12,000	-		12,000	12,000	

Narrative:
Pro-rated based on value of buildings, vehicles and equipment

SPECIAL PROGRAMS

Acct # Description
1-163-50100 Special Program Wages

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
41,991	44,736	45,950	-		46,829	46,340	

Narrative:

Special Programs:

Patron Services	50% of	1300 hrs.
Youth Services	40 % of	2080 hrs.
Asst. Yth. Serv.	20% of	1404 hrs.
Director	10% of	2080 hrs.

1% cost of living

Acct # Description
1-163-53000 Special Program Benefits

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY18 Revised	FY 18 Approved
13,615		16,030	-		15,090	15,020	

Narrative:

Benefits for employees assigned to special programs

	FY 14	FY 15	FY 16	FY 17	FY 18
health, dental, disability, life	8,434	8,756	8597	9340	8217
Fica, retirement	5,345	5,526	5670	6220	6360
workers comp, unemployment	338	437	253	470	443
	14,117	14,719	14520	16030	15020

Acct # Description
1-163-85140 Performers & Program Supplies

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
12,186	11,396	12,000	-		12,500	15,000	-

Narrative:

Fees for performers, speakers, their mileage and other talent related fees.

Craft supplies, refreshments & other disposable supplies for programs. *

Added Building Bright Futures to this budget from Recreation

\$2,500

Level funded since FY09.

COMPUTER/REFERENCE SERVICES

Acct # Description

1-163-50200 Wages

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
25,841	27.53	26,480	-		27,200	27,200	

Narrative:

Computer Reference Services:
IT/Ref 50% of 2080 hrs. *

1% cost of living

Acct # Description

1-163-53000 Benefits

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
10,149		14,440	-		15,850	15,850	

Narrative: benefits for wages above.

	FY 14	FY 15	FY 16	FY 17	FY 18
health, dental, disability, life	2,654	2,680.54	10523	10,700	11856
Fica, retirement	2,964	3,052.92	3325	3,470	3733
workers comp, unemployment	177	182.31	113	270	260
	<u>5,795</u>	<u>5,915.77</u>	<u>13961</u>	<u>14,440</u>	<u>15849</u>

1-163-74100 Computer Systems, Equipment & Support, Service Contracts

FY 15 Actual	FY 16 Actual	Current Budget '17	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
15,923	15.021	15,140	-		19,015	19,000	

Narrative: Costs related to furniture, equipment, computer access & related services.

Furniture & equipment for space changes	\$ 4,800
Wifi & website services	4,210
Small equipment & supplies	1,500
Computer replacements (5 laptops, storage, backup)	5,070
Copier contract	1,785
Library system (VOKAL) support	1,400
Cataloging subscription (RDA)	250
	<u>\$ 19,015</u>

Town of Williston	FY 15	FY 16	FY 16	FY 17	FY 18
Operating Budget FY 2018	Actual	Approved Budget	Actual	Approved Budget	Proposed Budget

CAPITAL EXPENSES*Capital Projects*

Capital Projects - Operating Budget	-	-	-	87,000	85,500
Capital Equipment - Operating Budget	-	44,300	44,300	80,040	332,940
Capital Projects - Host Town Funded	107,910	110,900	110,900	70,280	63,100
Capital Equipment - Host Town Funded	353,120	344,690	344,690	393,500	311,900
TOTAL	461,030	499,890	499,890	630,820	793,440

Debt Service

Sidewalk Bond, Principal	80,000	80,000	80,000	80,000	80,000
Sidewalk Bond, Interest	24,246	21,010	21,006	13,000	9,180
PS Building, Principal	325,000	325,000	325,000	325,000	325,000
PS Building, Interest	173,330	152,450	152,241	137,640	122,890
Fire Engine,09, Principal	50,000	50,000	50,000	50,000	50,000
Fire Engine,09, Interest	8,698	7,300	7,302	5,770	4,180
Ambulance Lease, Principal	31,271	32,540	32,537	33,860	-
Ambulance Lease, Interest	3,955	2,690	2,689	1,370	-
Library Roof, Principal	20,000	20,000	20,000	20,000	20,000
Library Roof, Interest	3,746	3,470	3,471	3,160	2,800
PW Facility Principal	240,000	144,670	240,000	240,000	240,000
PW Facility Interest	159,643	157,270	157,270	153,980	149,790
Ambulance #2, Principal	26,998	27,730	27,727	28,480	29,240
Ambulance #2, Interest	4,680	3,950	3,951	3,200	2,430
Fire Engine,17, Principal					-
Fire Engine,17, Interest					6,553
TOTAL	1,151,567	1,028,080	1,123,194	1,095,460	1,042,063

TOTAL CAPITAL EXPENSES

1,612,597	1,527,970	1,623,084	1,726,280	1,835,503
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OPEN SPACE PRESERVATION

Tax Stabilization	10,091	10,000	10,270	10,300	10,300
Environmental Reserve Fund(Conservation)	30,000	140,000	140,000	40,000	40,000

TOTAL OPEN SPACE PRESERVATION

40,091	150,000	150,270	50,300	50,300
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CAPITAL EXPENSES

Acct # Description

1-197-900000 Capital Projects and Equipment funded by Operating Budget

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
19,090	44,300	167,040	-		418,440	418,440	

Narrative:

	<u>FY 16</u>	<u>FY 17</u>	<u>FY 18</u>
Capital Projects	\$ -	\$ 87,000	85,500
Capital Equipment	\$ 44,300	\$ 80,040	332,940
	\$ 44,300	\$ 167,040	418,440

This amount is the surplus of capital and equipment projects above the level of support available from Host Town fees

Acct # Description

1-197-900000 Capital Projects funded by Host Town Fees

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
461,030	455,590	463,780	-		375,000	375,000	

Narrative:

	<u>FY 16</u>	<u>FY 17</u>	<u>FY 18</u>
Capital Projects	\$ 110,900	\$ 70,280	63,100
Capital Equipment	\$ 344,690	\$ 393,500	311,900
	\$ 455,590	\$ 463,780	375,000

Please see capital budget for list of projects funded this way

DEBT SERVICE

Acct # Description

1-180-84500 2004 Sidewalk Bond Principal

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
80,000	80,000	80,000	80,000		80,000	80,000	

Narrative:

13th year of a twenty year bond

Acct # Description

1-180-84510 Sidewalk Bond Interest

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
24,246	21,006	13,000	13,004		9,177	9,180	

Narrative:

13th year of a twenty year bond

Impact fees pay for another \$15,710 of the interest on this bond
Total interest for 18 is \$24,887

Acct # Description

1-180-84200 Public Safety Bond Principal

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
325,000	325,000	325,000	325,000		325,000	325,000	

Narrative:

12th year of 20 year bond for \$3,300,000	\$	165,000
11th full year of a 20 year bond for \$1,350,000		70,000
10th year of a 20 year bond for \$1,800,000		90,000
	\$	325,000

Acct # Description

1-180-84210 Public Safety Bond Interest

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
173,330	152,241	137,640	137,635		122,890	122,890	

Narrative:

	FY 18
12th year of 20 year bond for \$3,300,000	\$ 51,330
11th full year of a 20 year bond for \$1,350,000	\$ 28,091
10th year of a 20 year bond for \$1,800,000	\$ 43,468
	\$ 122,889

Acct # Description

1-180-84900 09 Fire Truck Principal

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
50,000	50,000	50,000	50,000		50,000	50,000	

Narrative:

8th full year of 10 year bond

Acct # Description

1-180-84910 09 Fire Truck Interest

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
8,698	7,302	5,770	5,770		4,180	4,180	

Narrative:

8th full year of 10 year bond

Acct # Description

1-180-85000 Purchase in 2011 Ambulance Lease Principal

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
31,271	32,537	33,860	32,537		-	-	

Narrative:

paid in full FY 2017

Acct #		Description						
1-180-85010		Purchase in 2011 Ambulance Lease Interest						
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
3,955	2,689	1,370	2,689		-	-		
Narrative: paid in full 2017								

Acct #		Description						
1-180-85100		FY 2013 Library Roof Bond Principal						
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
20,000	20,000	20,000	20,000		20,000	20,000		
Narrative: 5th full year of 10 year bond								

Acct #		Description						
1-180-85110		FY 2013 Library Roof Bond Interest						
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
3,746	3,471	3,160	3,160		2,812	2,800		
Narrative: 5th full year of 10 year bond								

Acct #		Description						
1-180-85100		FY 2014 Public Works Facility Principal						
FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved	
240,000	240,000	240,000	240,000		240,000	240,000		
Narrative: 4th full year of 20 year bond								

Acct # Description

1-180-85110 FY 2014 Public Works Facility Bond Interest

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
159,643	157,270	153,980	153,984		149,790	149,790	

Narrative:

4th full year of 20 year bond

Acct # Description

1-180-85100 FY 2014 Ambulance Lease Principal

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
26,998	27,727	28,480	28,475		29,244	29,240	

Narrative:

5th year of a seven year lease

Acct # Description

1-180-85110 FY 2014 Ambulance Lease Interest

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
4,680	3,951	3,200	3,202		2,430	2,430	

Narrative:

5th year of a seven year lease

Acct # Description

1-180-85*** FY 2017 Fire Truck Principal

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
-	-	-	-		-	-	

Narrative:

Principal payments begin in FY2021
 - Principal paid over 7 years of 10 year note

Acct # Description

1-180-85*** FY 2017 Fire Truck Principal

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
-	-	-	-		6,553	6,553	

Narrative:

Interest only for first three years of note.

OPEN SPACE PRESERVATION

Acct # Description

1-199-85000 Tax Stabilization

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
10,091	10,270	10,300	-		10,300	10,300	

Narrative:

Acct # Description

1-196-85010 Environmental Reserve Fund

FY 15 Actual	FY 16 Actual	Current Budget	YTD as of: 11/30/2016		FY 18 Requested	FY 18 Revised	FY 18 Approved
30,000	140,000	40,000	-		40,000	40,000	-

Narrative:

per request