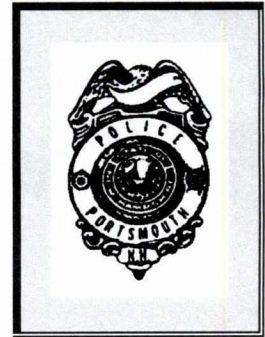


# *BOARD of POLICE COMMISSIONERS*

*of the*

*City of Portsmouth, N.H.*



***Commissioner Joseph J. Onosko...Commissioner Jim Splaine...Commissioner Arthur Hilson***

*“Providing Citizen Oversight of Your Police Department”*

**NOTICE:** The Police Commission has a dedicated phone number at the police department. You can call the Commissioners at 603-610-7471 and leave a message regarding your concerns, along with your name and a telephone number. The Commissioners will be advised of your message and someone will return your call in a timely fashion. You can also email the Commissioners directly through the Police Department webpage, by clicking on “Police Commission”, and then clicking on any of the Commissioners’ names.

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## **PUBLIC NOTICE OF POLICE COMMISSION MEETING**

**DATE:** January 23<sup>rd</sup>, 2018, (Tuesday)  
**LOCATION &**  
**TIME:** 4:00 p.m., Wm. Mortimer Conference Room, Police Dept.  
**Please see important note on the start time:**

**NOTE:** The meeting will start at 4:00 p.m. in the Wm. Mortimer Room. It is anticipated the Commission will go into a non-public session immediately, as provided for under RSA 91-A:3 II (a) “Dismissal, promotion or compensation of any public employee or the investigation of any charges against an employee...”, and (c) “Matters which, if discussed in public, would likely affect adversely the reputation of any person...”. The public session will then resume in Council Chambers whenever the non-public session is finished, which should be at or about 5:30 p.m.

**I. CALL TO ORDER**

**II. PLEDGE OF ALLEGIANCE**

**III. ACCEPTANCE OF THE MINUTES OF THE MEETINGS HELD ON:**

December 19<sup>th</sup>, 2017 (Anticipated Action: A motion will be made to accept the minutes of the December 19<sup>th</sup>, 2017 meeting.)

**IV. PUBLIC COMMENT**

Individual comment is limited to five minutes.

**V. UNFINISHED BUSINESS: None.**

**VI. NEW BUSINESS:**

**A. POLICE COMMISSION:**

**1.) Commissioner Onosko:**

- a. Election of Officers – by Charter, Amendment ‘E’, The Police Commission shall elect a Chair and a Clerk of the Commission each January.
- b. Appointment of a Commissioner to serve on the City’s Board of Ethics – Ordinance Chapter 1, Article VIII, Section 1.804. By drawing lots, the Police Commission will appoint a stand-by representative in the event the City Board of Ethics is convened.

**2.) Commissioner Splaine:**

- a. Ideas for Police Commission meetings in locations throughout Portsmouth.

**B. CHIEF OF POLICE:**

1. Accreditation Update
2. Monthly Traffic Data
3. Financial Report – Karen Senecal
  - a. Grant Applications Update
  - b. Facilities Report
4. Letters of Thanks & Appreciation from Outside the Department
  - a. Letter of Thanks from a Portsmouth Family for the help of Officers Max Webber and Lynn Thomas in the safe return of an elderly parent who had become lost on Christmas Day.
  - b. A letter from a Maine resident complimenting the Chief for the trained professionalism and actions of Officer Steven Blanding and Officer Andrew Bridges for their actions in the arrest of an individual with a weapon.

**C. PATROL DIVISION:**

This report is included in the commission packet.

**VII. COURT OFFICE REPORT**

This report is included in the commission packet.

**VIII. MISCELLANEOUS/OTHER BUSINESS: None**

**IX. NEXT REGULAR MEETING:** The next commission meeting is scheduled for Tuesday, at the usual 4:30/5:30 start time. (See note at the beginning of this agenda for a start time explanation.) Please check the meetings calendar on the city's website as the date approaches for cancellations or changes to the time or meeting location.

**NOTICE to members of the public who are hearing impaired: If you wish to attend a meeting and need assistance, please contact Human Resources Director Dianna Fogarty at 431-2000 ext. 7270 prior to the scheduled meeting. Thank You.**

(Posted on October 22<sup>nd</sup>, 2017)

*Kathe Louque*

Joe Plaia, Clerk of the Commission

MINUTES  
OF  
PREVIOUS  
MEETING(S)



## PORTSMOUTH POLICE COMMISSION

### MINUTES OF THE DECEMBER 19<sup>TH</sup>, 2017 MONTHLY POLICE COMMISSION MEETING

5:30 p.m. Public Session – Eileen Dondero Foley Council Chambers

Brenna Cavanaugh, Chair

Joseph J. Onosko

Joe Plaia

#### I. CALL TO ORDER:

The December 19<sup>th</sup>, 2017 monthly Police Commission meeting was called to order at 3:30 p.m. in the Wm. Mortimer Room of the police department for the purpose of going into non-public session.

The Chair called for a motion to go into non-public session under the provisions of RSA 91:A, 3-II (c), “Matters which, if discussed in public, would likely affect adversely the reputation of any person...”

**Action: Commissioner Plaia** to enter non-public session for the purpose delineated above.

**Seconded by Commissioner Onosko.**

**On a Roll Call Vote:** The motion passed as follows:

Commissioner Cavanaugh: “Aye.”

Commissioner Onosko: “Aye.”

Commissioner Plaia: “Aye.”

The motion passed to go into non-public session at 3:44 p.m.

**The public session was called to order at 5:30 p.m. in the Eileen Dondero Foley Council Chambers.** (An archived video of the meeting is available on the city’s website.)

**The following people were present:** Commissioners Cavanaugh, Onosko, and Plaia, Chief Robert Merner, Admin. Manager Karen Senecal, Exec. Assistant Kathleen Levesque, members of the public and the press.

**II. PLEDGE OF ALLEGIANCE:** Chief Robert Merner led the Pledge of Allegiance.

**III. ACCEPTANCE OF THE MINUTES:**  
The Chair asked for a motion to accept the minutes.

**Action:** Commissioner Plaia moved to accept the minutes of the November 30<sup>th</sup>, 2017 meeting.

**Seconded by Commissioner Onosko.**

**On a Voice Vote:** The motion passed to accept the minutes of the November 30<sup>th</sup>, 2017 meeting.

**IV. PUBLIC COMMENT:** (The following is a brief summary of each person's comments and represents the speaker's personal opinion. The entire meeting can be viewed online by going to the city's website and clicking "Channel 22", and then clicking on "Archived 2012, 2013, 2014, 2015, 2016, and 2017 meetings.")

Mr. Harold Whitehouse – 58 Humphreys Court: Complimented the Sgt. (Lt. Maloney) who handles patrol, who put cruisers on South Street. He thanked Chief Merner for his support on this matter. Mr. Whitehouse read a memo from another resident who has similar ideas to those of Mr. Whitehouse's "Pace Car" project to suppress the speed of vehicle traffic on Portsmouth streets.

Mr. Mark Brighton - 285 Union Street: Mr. Brighton said his topic was the PPAF (Prescott Park Arts Festival). He said he had not yet read the Chief's after action report from the summer on alcohol and drug use at concerts. He referred to a particular incident in Prescott Park, where there was a strong odor of marijuana, but the crowd was so thick the police officers could not get into the crowd to determine where it was coming from. He thanked Commissioner Cavanaugh for her service on the Commission.

Mr. Arthur Clough – 431 Pleasant Street: Mr. Clough thanked the outgoing Commissioner for her specific contributions to the Commission. Mr. Clough said he no longer has a level of anxiety about the police that he previously had. He also said he appreciated the Chief's concerns regarding



the crowd size in Prescott Park. Mr. Clough spoke about additional concerns he still has with Prescott Park events. Mr. Clough handed the Commission and the Chief copies of a notice from another large venue as an example the Commission should consider for what types of personal items should be allowed into the Prescott Park Arts Festival events so people can no longer sneak alcohol into the city park.

Mr. Richard Gamester – 176 Dexter Road: Thanked the current Police Commission, and Commissioner Cavanaugh in particular, for the work that has been accomplished in the past four years.

**V. UNFINISHED BUSINESS:**

None.

**VI. NEW BUSINESS:**

**A. POLICE COMMISSION:**

None.

**B. CHIEF OF POLICE:**

1. Chief Merner addressed comments made in the public comment session, to correct information. He said he has been repeatedly quite vocal about the crowd size for certain Prescott Park Arts Festival events, saying that some of the crowds were clearly too large for the venue. Chief Merner also addressed Mr. Brighton's statements about 'covert drinking'. He laid out steps that were taken back in the summer, and those that will be taken going into the next season.

The Chief addressed Mr. Whitehouse's comments about speed as well. He said we have been, and will continue to address residents' concerns regarding speed.

2. Accreditation Update –

Chief Merner reported we are 97% compliant with our written directives, and are ahead of schedule. Three percent of directives are still in process. We are already working on the next phase of CALEA accreditation which involves the documentation of something called 'Proofs'. Proofs show evidence of compliance on an operational basis with each of the Standard Operating Procedures.

3. Monthly Traffic Data Report:

In 2016 we had a total of 7,567 Motor Vehicle stops; in 2017 to date, we have had 11,607 MV stops. The number of summonses issued in 2017 will be twice what we did in 2016. Our officers are very active out there. Chief Merner added that a lot of the overall arrests made have come as a result of traffic stops. We've had 976 in-custody arrests; that is an average of 3 in-custody arrests a day. The work output from officers has quadrupled over the last two years. In 2016 we had 40,813 calls for service; so far in 2017, we've had 51,392 calls for service, and the year is not over. That is 10,500 more calls for service than we handled last year with the same number of resources.

Chief Merner said the Department are getting numerous requests for active shooter-type training (CRASE Training), from schools, private facilities, and public entities. We are also getting requests from surrounding towns for this training. Lt. Maloney is overseeing all of these requests. He advised the Commission that we are taking care of Portsmouth requests first.

4. Donation: A donation in the amount of \$500 has been received from the Newburyport Five Cent Savings Bank.

**Action: Commissioner Onosko moved** to accept the \$500 donation from the Newburyport Five Cent Savings Bank and forward to the City Council for their action.

**Seconded by Commissioner Plaia.**

**On a Voice Vote:** The motion passed to accept the \$500 donation from the Newburyport Five Cent Savings Bank and forward to the city council for their action.

5. Financial Report – Karen Senecal
  - a. Grant Applications Update
  - b. Facilities Report

- We've seen new activity with mice and rats in the building.
- A dehumidifier has been installed in the evidence room which vents to the outside, to handle the high level of moisture generated in that important room.

## **VII. MISCELLANEOUS BUSINESS:**

- Commissioner Onosko: Emphasized there are no quotas involved in the uptick in officer activity. This is due to the outstanding leadership from Chief Mara and Chief Merner.



- Commissioner Plaia: Talked about rush hour traffic drivers in the traffic circle. He said he witnesses boarderline reckless driving conduct there every day, and asked Chief Merner to speak to this. The Chief said he comes through that area nearly every day at rush hour, and cited some of the repetitive violations that go on. He said we have officers regularly out there. Chief Merner has been in contact with Troop 'A', about these issues, since the New Hampshire State Police have primary jurisdiction over the circle.
- Commissioner Cavanaugh: The Chair said she wanted to clarify that all ticket revenue goes to the state of New Hampshire. The city does not get any of the revenue from traffic tickets or penalties.
- Commissioner Onosko: The Commissioner spoke about Commissioner Cavanaugh's work and tenure on the Police Commission. Commissioners Onosko and Plaia presented Commissioner Cavanaugh with a plaque for her service.
- Commissioner Cavanaugh: The Chair said she would like the next commission to consider the following items, and spoke briefly about bearded, low profile officers in a low profile police car, Drones, the Portsmouth Police Department cold cases, the School Resource Officer in the high school, and the old police cruisers awaiting auction.

#### **VIII. MOTION TO ADJOURN:**

The Chair announced the first Police Commission meeting in 2018 is scheduled for January 23<sup>rd</sup>, 2018. There being no further business before the Commission, the Chair asked for a motion to adjourn.

**Action: Commissioner Plaia moved** the December 19<sup>th</sup>, 2017 Police Commission meeting be adjourned.

**Seconded by Commissioner Onosko.**

**On a Voice Vote:** The motion passed to adjourn the December 19<sup>th</sup>, 2017 Police Commission meeting at 6:14 p.m.

END OF MEETING

Respectfully submitted,

*Kathe Levesque, Exec. Asst. to the Chief*

Clerk of the Commission (Position vacant)

POLICE  
COMMISSION  
BUSINESS

**POLICE COMMISSION – ITEMS TO BE VOTED ON IN PUBLIC SESSION**  
**JANUARY 23<sup>RD</sup>, 2018 MEETING**

- Election of Officers – by Charter, Amendment ‘E’, The Police Commission shall elect a Chair and a Clerk of the Commission each January.
- Appointment of a Commissioner to serve on the City’s Board of Ethics – Ordinance Chapter 1, Article VIII, Section 1.804. By drawing lots, the Police Commission will appoint a stand-by representative in the event the City Board of Ethics is convened.
- Appoint Dispatcher Allison O’Brien to permanent status, effective January 23<sup>rd</sup>, 2018, her one-year anniversary date.



# CHIEF'S REPORT

**Financial Reports**  
**FY18 YEAR TO DATE SUMMARY**  
**December 31, 2017**

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<b>Appropriated Budget</b>	<b>YTD Expenses and Encumbrances</b>	<b>Available Balance</b>	<b>% of Budget Used</b>
10,925,161	6,176,696	4,748,465	56.54%

**Minus Annualized Expenditures**

(155,203)	(155,203)	Leave at Termination
(1,643,982)	(1,643,982)	Health Insurance
(193,944)	(193,944)	Workers Compensation

**ACTUALS**

<b>8,932,032</b>	<b>4,183,567</b>	<b>4,748,465</b>	<b>46.84%</b>
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<b>% Through FY</b>	<b>50.00%</b>
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# Administrative Services Division

## Financial Reports

### By Division - FY18 YEAR TO DATE SUMMARY December 31, 2017

DEPARTMENT	% Through FY		Misc Recon	YEAR TO DATE EXPENSES	AVAILABLE BALANCE	% OF BUDGET USED	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
	50.00%	EXPENSES						
Administration	1,111,503	87,298	(15,981)	497,704	613,799	44.78%	\$ 497,704	44.78%
Detectives-Gen/Narcotics	1,502,049	163,832	(18,800)	755,787	746,262	50.32%	\$ 755,787	50.32%
Detectives-Family Related	-	-	-	-	-	#DIV/0!	\$ -	#DIV/0!
Patrol	4,110,558	336,767	(1,104)	1,912,165	2,198,393	46.52%	\$ 1,912,165	46.52%
Personnel & Training	467,769	35,599	-	234,911	232,858	50.22%	\$ 234,911	50.22%
Communications Center	1,039,961	81,197	-	497,415	542,546	47.83%	\$ 497,415	47.83%
Information Sys.	203,142	12,088	-	68,280	134,862	33.61%	\$ 68,280	33.61%
Community Relations	3,927	192	-	8,002	(4,075)	203.76%	\$ 8,002	203.76%
Records	76,284	6,654	-	35,432	40,852	46.45%	\$ 35,432	46.45%
Crossing Guards	-	-	-	-	-	0.00%	\$ -	0.00%
Animal Control	22,124	1,877	-	11,645	10,479	52.64%	\$ 11,645	52.64%
Auxiliary	42,338	4,919	-	30,781	11,557	72.70%	\$ 30,781	72.70%
Canine	38,308	2,416	-	15,258	23,050	39.83%	\$ 15,258	39.83%
Emergency Response Team	36,013	629	-	9,933	26,080	27.58%	\$ 9,933	27.58%
Accident Team	-	-	-	-	-	0.00%	\$ -	0.00%
Field Training Officer	24,472	1,069	-	5,306	19,166	21.68%	\$ 5,306	21.68%
Explorer	1,309	-	-	-	1,309	0.00%	\$ -	0.00%
Fleet Maintenance	140,993	3,834	2,666	47,789	93,204	33.89%	\$ 47,789	33.89%
Major Benefits	2,104,411	4,033	(487)	2,046,287	58,124	97.24%	\$ (1,993,129)	2.53%
Anticipated Exp/Extirml Fndng	-	-	-	-	-	#DIV/0!	\$ -	#DIV/0!
<b>TOTALS</b>	<b>10,925,161</b>	<b>742,404</b>	<b>(33,707)</b>	<b>6,176,696</b>	<b>4,748,465</b>	<b>56.54%</b>	<b>\$ (1,993,129)</b>	<b>46.84%</b>

#### Annualized Exp.

Leave at Term (155,203)  
 Health Insurance (1,643,982)  
 Workers Compensation (193,944)  
 (1,993,129)

#### Adjusted Budget Totals w/o Annualized Exp.

8,932,032      4,183,567      46.84%  
 4,748,465





# Administrative Services Division

## Financial Reports

### By Line Item -FY18 YEAR TO DATE SUMMARY December 31, 2017

Account	Title	% Through FY		EXPENSES	EXPENSES	EXPENSES	Misc Recon	Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
		DECEMBER 50,000%	Encumbered										
011001	Regular Salaries	\$ 1,250,007	\$ 92,727	\$ -	\$ -	\$ -	\$ -	\$ 577,366	\$ 672,641	46.19%	0	577,366	46.19%
011041	Salaries Uniform Personnel	\$ 4,100,871	\$ 314,605	\$ -	\$ (12,640)	\$ -	\$ -	\$ 1,904,234	\$ 2,196,637	46.43%	0	1,904,234	46.43%
011061	Insurance Reimbursement	\$ 14,000	\$ 3,833	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 6,000	57.14%	0	8,000	57.14%
011063	Shift Differential	\$ 38,860	\$ 7,479	\$ -	\$ -	\$ -	\$ -	\$ 13,834	\$ 25,026	35.60%	0	13,834	35.60%
012001	Part Time Salaries	\$ 120,856	\$ 13,665	\$ -	\$ -	\$ -	\$ -	\$ 74,820	\$ 46,036	61.91%	0	74,820	61.91%
012041	Commissioner Stipend	\$ 3,600	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 1,800	\$ 1,800	50.00%	0	1,800	50.00%
014041	Overtime	\$ 457,834	\$ 41,280	\$ -	\$ (14,029)	\$ -	\$ -	\$ 268,775	\$ 189,059	58.71%	0	268,775	58.71%
014042	OJT Education	\$ 63,731	\$ 5,107	\$ -	\$ -	\$ -	\$ -	\$ 52,461	\$ 11,270	82.32%	0	52,461	82.32%
014055	Reimbursable OJT	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
014067	OJT Background Investigation	\$ 10,508	\$ 170	\$ -	\$ -	\$ -	\$ -	\$ 5,369	\$ 5,139	51.09%	0	5,369	51.09%
015001	Longevity	\$ 37,920	\$ 39,302	\$ -	\$ (327)	\$ -	\$ -	\$ 38,976	\$ (1,056)	102.78%	0	38,976	102.78%
016001	Leave At Termination	\$ 155,203	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 155,203	\$ -	100.00%	(155,203)	0	0.00%
017001	Holiday Premium Pay	\$ 176,873	\$ -	\$ -	\$ (769)	\$ -	\$ -	\$ 89,508	\$ 87,365	50.61%	0	89,508	50.61%
018030	Eval. Stipend	\$ 35,400	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 35,400	0.00%	0	0	0.00%
018032	Training Stipend	\$ 1,148	\$ 124	\$ -	\$ -	\$ -	\$ -	\$ 1,951	\$ (803)	169.93%	0	1,951	169.93%
018034	Education Stipend	\$ 59,619	\$ 28,577	\$ -	\$ (200)	\$ -	\$ -	\$ 28,999	\$ 30,620	48.64%	0	28,999	48.64%
018041	Court Witness Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.00%	0	0	#DIV/0!
018042	Special Detail	\$ 55,289	\$ 20,097	\$ -	\$ (902)	\$ -	\$ -	\$ 26,421	\$ 28,868	47.79%	0	26,421	47.79%
019002	Anticipated Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
021001	Insurance-Health	\$ 1,643,982	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,643,982	\$ -	100.00%	(1,643,982)	0	0.00%
021101	Insurance-Dental	\$ 90,520	\$ -	\$ -	\$ (457)	\$ -	\$ -	\$ 42,502	\$ 48,018	46.95%	0	42,502	46.95%



# Administrative Services Division

## Financial Reports

### By Line Item -FY18 YEAR TO DATE SUMMARY December 31, 2017

Account	Title	% Through FY	DECEMBER		Misc Recon	Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
			50,000%	EXPENSES							
021501	Insurance-Life	\$ 4,643	\$ -	\$ -	(27)	\$ 1,665	\$ 2,978	35.86%	0	1,665	35.86%
021601	Insurance-Disability	\$ 1,952	\$ -	\$ -	-	\$ 548	\$ 1,404	28.06%	0	548	28.06%
021602	Insurance-A&D	\$ 167	\$ -	\$ -	(2)	\$ 50	\$ 117	29.70%	0	50	29.70%
021701	Insurance-LTD	\$ -	\$ -	\$ -	-	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
022001	Social Security	\$ 94,990	\$ 1,717	\$ -	-	\$ 38,007	\$ 56,983	40.01%	0	38,007	40.01%
022501	Medicare	\$ 93,749	\$ 7,985	\$ -	(322)	\$ 43,645	\$ 50,104	46.56%	0	43,645	46.56%
023001	Retirement	\$ 157,328	\$ 12,648	\$ -	-	\$ 74,191	\$ 83,137	47.16%	0	74,191	47.16%
023002	Retirement-Officers	\$ 1,457,540	\$ 127,818	\$ -	(6,696)	\$ 700,124	\$ 757,416	48.03%	0	700,124	48.03%
025001	Unemployment Compensation	\$ -	\$ -	\$ -	-	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
026002	Insurance-Workers Comp	\$ 193,944	\$ -	\$ -	-	\$ 193,944	\$ -	100.00%	(193,944)	0	0.00%
033001	Prof Services-Temp	\$ -	\$ -	\$ -	-	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
034101	Pagers	\$ 512	\$ -	\$ -	-	\$ -	\$ 512	0.00%	0	0	0.00%
034103	Telephone	\$ 26,575	\$ 4,591	\$ -	-	\$ 8,160	\$ 18,415	30.71%	0	8,160	30.71%
034104	Cellular Phones	\$ 23,397	\$ 2,341	\$ -	-	\$ 11,069	\$ 12,328	47.31%	0	11,069	47.31%
034203	Computer/Software Maint.	\$ 122,379	\$ -	\$ -	-	\$ 16,750	\$ 105,630	13.69%	0	16,750	13.69%
035003	Blood Alcohol Tests	\$ -	\$ -	\$ -	-	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
039001	Professional Services	\$ 28,419	\$ 2,807	\$ -	-	\$ 11,688	\$ 16,731	41.13%	0	11,688	41.13%
039009	Prof/Serv-Hiring	\$ 8,233	\$ 295	\$ -	-	\$ 5,094	\$ 3,139	61.87%	0	5,094	61.87%
039070	Professional Services	\$ -	\$ -	\$ -	-	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
043010	Repairs-Vehicle by Outside	\$ 59,672	\$ 1,697	\$ -	-	\$ 16,685	\$ 42,987	27.96%	0	16,685	27.96%
043012	Repairs-Communication	\$ 1,810	\$ 250	\$ -	-	\$ 1,410	\$ 400	77.93%	0	1,410	77.93%





# Administrative Services Division

## Financial Reports

### By Line Item -FY18 YEAR TO DATE SUMMARY December 31, 2017

Account	Title	% Through FY		DECEMBER		Misc Recon		Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
		Budget	EXPENSES	EXPENSES	EXPENSES	External Funding Recon & Journal Entries (Dec)	EXPENSES						
043018	Repairs-Equipment	\$ 8,279	\$ 325	\$ -	\$ -	\$ -	\$ -	\$ 2,128	\$ 6,151	25.70%	0	2,128	25.70%
043024	Repairs-Vehicle	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
044002	Rental Other Equipment	\$ 10,542	\$ 665	\$ -	\$ -	\$ -	\$ -	\$ 3,731	\$ 6,811	35.39%	0	3,731	35.39%
048002	Property Insurance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
053001	Advertising	\$ 2,867	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 748	\$ 2,119	26.08%	0	748	26.08%
054050	Training-Education	\$ 52,920	\$ 4,202	\$ -	\$ -	\$ -	\$ -	\$ 23,575	\$ 29,345	44.55%	0	23,575	44.55%
055050	Printing	\$ 5,654	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 1,902	\$ 3,752	33.64%	0	1,902	33.64%
056001	Dues Professional Organization	\$ 19,966	\$ 300	\$ -	\$ -	\$ -	\$ -	\$ 2,253	\$ 17,713	11.29%	0	2,253	11.29%
057101	Travel and Conference	\$ 20,549	\$ 5,054	\$ -	\$ -	\$ -	\$ -	\$ 13,677	\$ 6,872	66.56%	0	13,677	66.56%
057103	Court Mileage	\$ -	\$ (4)	\$ -	\$ -	\$ -	\$ -	\$ (249)	\$ 249	#DIV/0!	0	(249)	#DIV/0!
061002	Miscellaneous Supplies	\$ 18,859	\$ 1,749	\$ -	\$ -	\$ -	\$ -	\$ 11,524	\$ 7,335	61.11%	0	11,524	61.11%
061003	Meeting Supplies	\$ 1,309	\$ 487	\$ -	\$ -	\$ -	\$ -	\$ 1,119	\$ 190	85.51%	0	1,119	85.51%
062001	Office Supplies	\$ 8,768	\$ 215	\$ -	\$ -	\$ -	\$ -	\$ 1,593	\$ 7,175	18.17%	0	1,593	18.17%
062004	Photo Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
062005	Printing Supplies	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
062006	Motorola Portable Batteries	\$ 3,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,800	0.00%	0	0	0.00%
062007	Computer/Printer Supplies	\$ 13,366	\$ 1,416	\$ -	\$ -	\$ -	\$ -	\$ 4,842	\$ 8,524	36.23%	0	4,842	36.23%
062010	Copying Supplies	\$ 2,343	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 66	\$ 2,277	2.82%	0	66	2.82%
062501	Postage	\$ 6,160	\$ 43	\$ -	\$ -	\$ -	\$ -	\$ 1,509	\$ 4,651	24.49%	0	1,509	24.49%
063001	Tires and Batteries	\$ 9,006	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 242	\$ 8,764	2.69%	0	242	2.69%
063501	Gasoline	\$ 54,208	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 25,158	\$ 29,050	46.41%	0	25,158	46.41%





# Administrative Services Division

## Financial Reports

### By Line Item -FY18 YEAR TO DATE SUMMARY December 31, 2017

Account	Title	% Through FY		EXPENSES	EXPENSES	EXPENSES	External Funding Recon & Journal Entries (Dec)	Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used
		DECEMBER 50,000%	Encumbered										
066001	Vehicle Repairs	\$ 4,216	\$ 188	\$ -	\$ -	\$ -	\$ -	\$ 1,346	\$ 2,870	31.93%	0	1,346	31.93%
066002	Vehicle Outfit	\$ 13,891	\$ 1,949	\$ -	\$ -	\$ -	\$ -	\$ 4,914	\$ 8,977	35.38%	0	4,914	35.38%
067001	Books and Periodicals	\$ 9,648	\$ 133	\$ -	\$ -	\$ -	\$ -	\$ 1,592	\$ 8,056	16.51%	0	1,592	16.51%
068001	Clothing Allowance	\$ 60,538	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 54,609	\$ 5,929	90.21%	0	54,609	90.21%
068002	Clothing	\$ 13,804	\$ 1,809	\$ 1,049	\$ -	\$ -	\$ -	\$ 6,476	\$ 7,328	46.91%	0	6,476	46.91%
069004	Chief's Expense	\$ 2,343	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250	\$ 2,093	10.67%	0	250	10.67%
072006	Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 270	\$ (270)	#DIV/0!	0	270	#DIV/0!
074001	Equipment	\$ 62,747	\$ 825	\$ 4,609	\$ -	\$ -	\$ -	\$ 10,312	\$ 52,435	16.43%	0	10,312	16.43%
074003	Software	\$ 1,196	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,196	0.00%	0	0	0.00%
075001	Furniture and Fixtures	\$ 6,651	\$ -	\$ 3,844	\$ -	\$ -	\$ -	\$ 5,877	\$ 774	88.37%	0	5,877	88.37%
076002	Vehicles Police	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
078001	Miscellaneous Costs (External)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
081031	FEMA Reimbursement	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	#DIV/0!	0	0	#DIV/0!
091005	Transfer from Parking	\$ (80,000)	\$ (6,667)	\$ -	\$ -	\$ -	\$ -	\$ (40,000)	\$ (40,000)	50.00%	0	(40,000)	50.00%
091006	Transfer from School	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (20,000)	\$ 20,000	#DIV/0!	0	(20,000)	#DIV/0!
<b>TOTAL</b>		\$ 10,925,161	\$ 742,404	\$ 9,502	\$ (33,707)	\$ 6,176,696	\$ 4,748,465	\$ 4,183,567	\$ 1,993,129	56.54%	(1,993,129)	4,183,567	46.84%

Annualized Exp.

Leave at Term	\$ (155,203)	\$ (155,203)
Health Insurance	\$ (1,643,982)	\$ (1,643,982)
Workers Compensation	\$ (193,944)	\$ (193,944)
	\$ (1,993,129)	\$ (1,993,129)



# Administrative Services Division

## Financial Reports

### By Line Item -FY18 YEAR TO DATE SUMMARY December 31, 2017

Account	Title	% Through FY	DECEMBER 50,000%	Encumbered	Misc Recon	Year to Date Expenses	Available Balance	% of Budget Used	Minus Annualized Expenses	YTD Expenditures w/o Annualized Expenses	% of Adjusted Budget Used

Adjusted Budget Totals w/o Annualized Exp. \$ 8,932,032

\$ 4,183,567 \$ 4,748,465 46.84%

# PATROL DIVISION REPORT



Crime Comparison Report For the period ending 11/30/2017

Group A Crimes Against Persons

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Kidnaping/ Abduction	2017				1	2		1	1	1		1		7
	2016		1				1		1					3
	Pct		n/a		n/a	n/a	n/a	n/a	0%	n/a		n/a		+133%
Forcible Rape	2017		1			1		4		2	1			9
	2016	2	1		2			2	2	1		3		13
	Pct	n/a	0%		n/a	n/a		+100%	n/a	+100%	n/a	n/a		-31%
Forcible Sodomy	2017						1				1			2
	2016			3										3
	Pct			n/a			n/a				n/a			-33%
Forcible Fondling	2017		1			1	1	1						4
	2016	1			1			1	1	1				5
	Pct	n/a	n/a		n/a	n/a	n/a	0%	n/a	n/a				-20%
Aggravated Assault	2017	1	1		2	1	1		4	5	4	2		21
	2016	1	1	1	1	1	3	3	1	1	1	1		15
	Pct	0%	0%	n/a	+100%	0%	-67%	n/a	+300%	+400%	+300%	+100%		+40%
Simple Assault	2017	13	12	14	8	29	20	18	18	14	13	13		172
	2016	10	14	15	8	10	15	16	10	13	22	18		151
	Pct	+30%	-14%	-7%	0%	+190%	+33%	+13%	+80%	+8%	-41%	-28%		+14%
Intimidation	2017	10	14	12	4	14	6	14	13	9	7	9		112
	2016	13	11	5	8	10	12	15	7	10	14	10		115
	Pct	-23%	+27%	+140%	-50%	+40%	-50%	-7%	+86%	-10%	-50%	-10%		-3%
Incest	2017				1									1
	2016								1					1
	Pct				n/a				n/a					0%
Statutory Rape	2017					1						1		2
	2016			1	2				1					4
	Pct			n/a	n/a	n/a			n/a			n/a		-50%
Total Crimes Against Persons	2017	24	29	26	16	49	29	38	36	31	26	26		330
	2016	27	28	25	22	21	31	37	24	26	37	32		310
	Pct	-11%	+4%	+4%	-27%	+133%	-6%	+3%	+50%	+19%	-30%	-19%		+6%

Filters/Options Applied

Date Used Report Date used

Time Period

Crime Comparison Report For the period ending 11/30/2017

Group A Crimes Against Property

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Robbery	2017	2					2				1			5
	2016			1					2	2				5
	Pct	n/a		n/a			n/a		n/a	n/a	n/a			0%
Arson	2017			1	1						1			3
	2016	2			2					2				6
	Pct	n/a		n/a	-50%					n/a	n/a			-50%
Burglary/ Breaking and Entering	2017	1		3	1	2	2	4	2		3	6		24
	2016	5	3	2	2			1	4	2	6	2		27
	Pct	-80%	n/a	+50%	-50%	n/a	n/a	+300%	-50%	n/a	-50%	+200%		-11%
Larceny (pick-pocket)	2017													
	2016		1											1
	Pct		n/a											n/a
Larceny (purse snatching)	2017													
	2016								1					1
	Pct								n/a					n/a
Larceny (shoplifting)	2017	5	1	3	2	4	4	1	2	4	6	5		37
	2016	7		5	4	3	3	6	6	1	3	6		44
	Pct	-29%	n/a	-40%	-50%	+33%	+33%	-83%	-67%	+300%	+100%	-17%		-16%
Larceny (from building)	2017	8	3	6	1	3	7	6	2	6	2	5		49
	2016	4	4	7	8	8	7	6	6	4	8	2		64
	Pct	+100%	-25%	-14%	-88%	-63%	0%	0%	-67%	+50%	-75%	+150%		-23%
Larceny (from coin operated machines)	2017													
	2016								1					1
	Pct								n/a					n/a
Larceny (from motor vehicles)	2017	1	5	1	5	6	4	7	4	2	6	11		52
	2016	9	4	3	3	6	5	9	12	9	7	9		76
	Pct	-89%	+25%	-67%	+67%	0%	-20%	-22%	-67%	-78%	-14%	+22%		-32%
Larceny (of motor vehicle parts)	2017	1						1		1				3
	2016				2		3				1	3		9
	Pct	n/a			n/a		n/a	n/a		n/a	n/a	n/a		-67%
Larceny (all other)	2017	5	3	6	4	2	18	10	12	10	13	14		97
	2016	5	7	3	4	7	6	14	17	16	12	9		100
	Pct	0%	-57%	+100%	0%	-71%	+200%	-29%	-29%	-38%	+8%	+56%		-3%
Motor Vehicle Theft	2017		1	2	3	2		3	2	1	1	4		19
	2016	2		1	1	1	1	6	1	2	1	4		20
	Pct	n/a	n/a	+100%	+200%	+100%	n/a	-50%	+100%	-50%	0%	0%		-5%

Filters/Options Applied

Date Used	Report Date used
Time Period	



Crime Comparison Report For the period ending 11/30/2017

Group A Crimes Against Property

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Counterfeit/ Forgery	2017	2	2	1	1	2	4	3		4	3	1		23
	2016	2	3	3	1		2		3	3	1	2		20
	Pct	0%	-33%	-67%	0%	n/a	+100%	n/a	n/a	+33%	+200%	-50%		+15%
Fraud (false pretense;swindle)	2017	3	6	2	8	5	3	4	3	6	3	3		46
	2016	2	7	3	3	5	3	1	5	8	6	3		46
	Pct	+50%	-14%	-33%	+167%	0%	0%	+300%	-40%	-25%	-50%	0%		0%
Fraud (credit/debit card;ATM)	2017	3	1	4	5	3	1	2	1	1	6	6		33
	2016	5	3	2	2	1	6	1	5	5	3	1		34
	Pct	-40%	-67%	+100%	+150%	+200%	-83%	+100%	-80%	-80%	+100%	+500%		-3%
Fraud (impersonation)	2017	2	1	3	7	2	3	3	3	4	4	1		33
	2016	3	4	4	4	2	5	1	1	6	4	3		37
	Pct	-33%	-75%	-25%	+75%	0%	-40%	+200%	+200%	-33%	0%	-67%		-11%
Fraud (wire)	2017				1	1		1		1		1		5
	2016	1								1				2
	Pct	n/a			n/a	n/a		n/a		0%		n/a		+150%
Embezzlement	2017				1			2			1			4
	2016			4		1			1		2	1		9
	Pct			n/a	n/a	n/a		n/a	n/a		-50%	n/a		-56%
Stolen Property	2017			1	2	4		2	3	1	1	1		15
	2016	1	2	2	2	2	1	1	5	1	4	1		22
	Pct	n/a	n/a	-50%	0%	+100%	n/a	+100%	-40%	0%	-75%	0%		-32%
Destruction of Property/Vandalism	2017	13	16	16	21	19	17	24	16	15	14	26		197
	2016	18	16	13	16	21	18	19	28	24	33	27		233
	Pct	-28%	0%	+23%	+31%	-10%	-6%	+26%	-43%	-38%	-58%	-4%		-15%
Total Crimes Against Property	2017	46	39	49	63	55	65	73	50	56	65	84		645
	2016	66	54	53	54	57	60	65	98	86	91	73		757
	Pct	-30%	-28%	-8%	+17%	-4%	+8%	+12%	-49%	-35%	-29%	+15%		-15%

Filters/Options Applied

Date Used	Report Date used
Time Period	



Crime Comparison Report For the period ending 11/30/2017

Group A Crimes Against Society

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Drug/ Narcotic Violations	2017	20	21	16	16	18	17	10	25	14	17	26		200
	2016	11	4	12	4	16	11	6	7	13	9	19		112
	Pct	+82%	+425%	+33%	+300%	+13%	+55%	+67%	+257%	+8%	+89%	+37%		+79%
Pornography/Obscene Material	2017	1	1			2	1	1	1	1				8
	2016			2	1	1			1		1			6
	Pct	n/a	n/a	n/a	n/a	+100%	n/a	n/a	0%	n/a	n/a			+33%
Prostitution	2017		1									2		3
	2016			2					1					3
	Pct		n/a	n/a					n/a			n/a		0%
Assisting/Promoting Prostitution	2017													
	2016			1	1									2
	Pct			n/a	n/a									n/a
Weapon Law Violations	2017				1			1						2
	2016			1				1	1	1				4
	Pct			n/a	n/a			0%	n/a	n/a				-50%
Total Crimes Against Society	2017	21	23	16	17	20	18	12	26	15	17	28		213
	2016	11	4	18	6	17	11	7	10	14	10	19		127
	Pct	+91%	+475%	-11%	+183%	+18%	+64%	+71%	+160%	+7%	+70%	+47%		+68%

Filters/Options Applied

Date Used	Report Date used
Time Period	

Crime Comparison Report For the period ending 11/30/2017

Group B Crimes

Crime IBR Category	Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
Bad Checks	2017	1	4	1	2	2	1	1	1	1	1			15
	2016	3	1	1		3		1						9
	Pct	-67%	+300%	0%	n/a	-33%	n/a	0%	n/a	n/a	n/a			+67%
Curfew/Loitering/Vagrancy	2017						1							1
	2016				1						1			2
	Pct				n/a		n/a				n/a			-50%
Disorderly Conduct	2017	3	3	1	5	3	8	10	4	4	2	4		47
	2016	5	4	3	2	2	4	8	6	3	6	8		51
	Pct	-40%	-25%	-67%	+150%	+50%	+100%	+25%	-33%	+33%	-67%	-50%		-8%
Driving under Influence	2017	6	5	7	4	3	3	10	9	9	3	6		65
	2016	2	2	4	4	9	6	5	5	7	6	6		56
	Pct	+200%	+150%	+75%	0%	-67%	-50%	+100%	+80%	+29%	-50%	0%		+16%
Drunkenness	2017	12	10	14	18	19	20	10	14	15	20	5		157
	2016	12	7	12	12	19	12	16	15	14	16	12		147
	Pct	0%	+43%	+17%	+50%	0%	+67%	-38%	-7%	+7%	+25%	-58%		+7%
Family Non Violent Offenses	2017			1	2	2	2	1	1	1		1		11
	2016		2	2	1	2	3			2				12
	Pct		n/a	-50%	+100%	0%	-33%	n/a	n/a	-50%		n/a		-8%
Motor Law Violations	2017	2	3			2	1	4	2	2	4			20
	2016	1	2	1	5	1	3	5	5	2	2			27
	Pct	+100%	+50%	n/a	n/a	+100%	-67%	-20%	-60%	0%	+100%			-26%
Runaways (under 18yr old)	2017	2				1	2	1	3		1	1		11
	2016	4			1	3	3	1		5	2			19
	Pct	-50%			n/a	-67%	-33%	0%	n/a	n/a	-50%	n/a		-42%
Trespass of Real Property	2017	2	3	3	10	3	10	9	5	4	4	4		57
	2016	1	2	3	2	2	3	4	4	2	7	2		32
	Pct	+100%	+50%	0%	+400%	+50%	+233%	+125%	+25%	+100%	-43%	+100%		+78%
All Other Offenses	2017	29	17	16	38	30	21	45	28	26	23	36		309
	2016	23	16	25	12	17	22	28	24	20	27	25		239
	Pct	+26%	+6%	-36%	+217%	+76%	-5%	+61%	+17%	+30%	-15%	+44%		+29%
Total Group B Crimes	2017	57	45	43	79	65	69	91	67	62	58	57		693
	2016	51	36	51	40	58	56	68	59	55	67	53		594
	Pct	+12%	+25%	-16%	+98%	+12%	+23%	+34%	+14%	+13%	-13%	+8%		+17%

Filters/Options Applied

Date Used	Report Date used
Time Period	