



VIRGIN ISLANDS POLICE DEPARTMENT

REVENUE ESTIMATOR CONFERENCE

MARCH 25, 2021

BY: RAY MARTINEZ, COMMISSIONER

CENTRAL RECORDS BUREAU

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- VIPD's Central Records Bureau is responsible for the collection of all fees.
 - Offices are located on St. Thomas, St. John and St. Croix.
 - Servicing the public from 8:30am to 3:00pm, Monday through Friday.

SERVICES OFFERED

Firearms
Registrations

Police
Reports

Police and
Traffic
Records

Fingerprints

Security
Licenses

Police
Permits

Business
Licenses

CURRENT FEES

Service	Fee	Service	Fee	Service	Fee
Police Records	\$12.00	Press Pass(Plus \$25.00 cost)	\$150.00	Emergency Parking	\$50.00
Traffic Records	\$7.00	Watchman Guard Patrol Comp.	\$350.00	Vendors Permits (Per year)	\$100.00
Police/Traffic Reports	\$10.00	Watchman's Lic/per off	\$50.00	Liquor Permit	\$100.00
Fingerprints	\$40.00	Branch Officer Fee	\$125.00	Photocopies	\$1.00
Record Expungement	\$100.00	Processing Fees (Application)	\$25.00	Miscellaneous	\$25.00
Firearms Applications	\$7.00	Watchman Guard Pat. Contract	\$200.00	Subpoena	\$7.00
Firearm Security Registration	\$40.00	Application	\$25.00	Returned Check Fee	\$50.00
Firearm Registration	\$65.00	Private Detective (license)	\$200.00	Blanket Permit	\$65.00
Firearm Renewal	\$50.00	Application	\$25.00	Blanket Permit (Sen. Func.)	\$50.00
Firearms Duplicate	\$15.00	Carnival Permits (Per Day)	\$75.00	Entertainment	\$15.00
Firearm Fines	\$20.00	Special Permit	\$100.00	Insufficient Funds	\$50.00
Firearm Transfer	\$50.00	Activated Alarm(Per Call Monthly after First Three)	\$100.00	Statistical Data (Students)	\$10.00
Firearm Reciprocal	\$30.00	Traffic Obstruction	\$100.00	Miscellaneous (Other)	\$25.00
Locksmith License*	\$200.00	Escort Permit Service	\$50.00	Statistical Data	\$50.00
Business License	\$150.00	Escort Per Officer**	\$50.00		

REVENUE GENERATION & PROJECTION

FY2020

- Revenues decreased from \$522,648 in FY2019 to \$377,273 in FY2020 which represents a decrease of \$145,375 or 27% as a result of COVID-19.

FY2021

- Revenues increased from \$377,273 in FY2020 to \$491,403 in FY2021 which represents an increase of \$114,130 or 30%.

FY2022

- Revenues are projected to increase from \$491,403 in FY2021 to \$638,824 in FY2022 which represents an increase of \$147,421 or 30%.

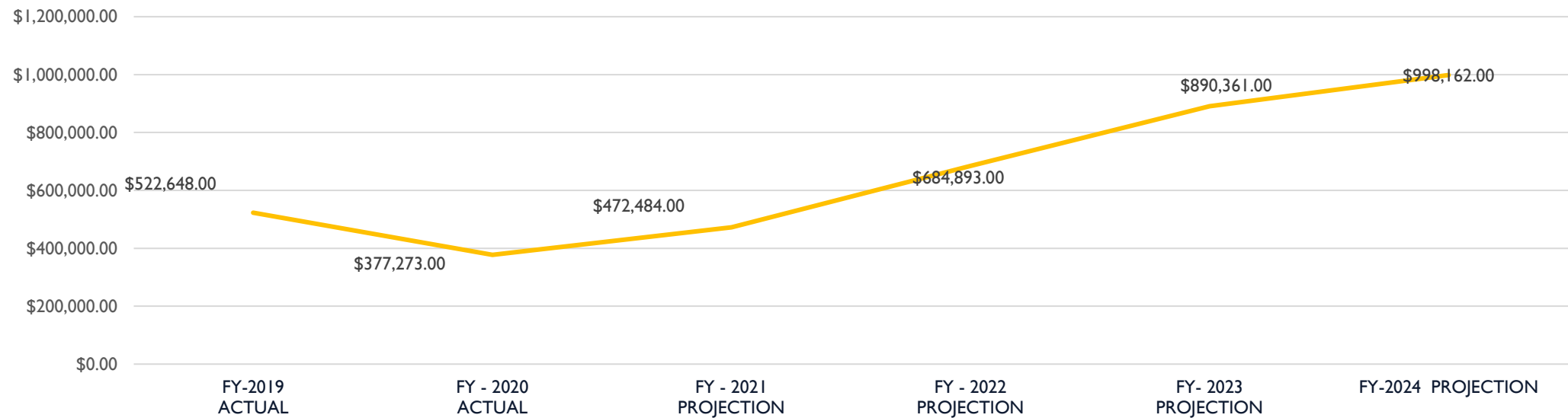
FY2023

- Revenues are projected to increase from \$638,824 in FY2022 to \$798,530 in FY2023 which represents an increase of \$159,706 or 25%.

FY2024

- Revenues are projected to increase from \$798,530 in FY2023 to \$998,162 in FY2024 which represents an increase of \$199,632 or 25%.

REVENUE GENERATION & PROJECTION



ANNUAL REVENUES AND PROJECTIONS

Fiscal Years 2020/ 2021 Records Annual Revenue Comparison Report

STTJ				STX			TERRITORIAL			
	FY2020 Actual Collection	FY 2021 Actual Collection	Difference	FY2020 Actual Collection	FY 2021 Actual Collection	Difference	FY2020 Actual Collection	FY 2021 Collection	Difference	% Revenue Change
October	\$ 32,998.00	\$ 24,873.00	-\$ 8,125.00	\$ 17,884.00	\$ 16,557.00	-\$ 1,327.00	\$ 50,882.00	\$ 41,430.00	-\$ 9,452.00	-19%
November	\$ 18,649.00	\$ 28,944.00	\$ 10,295.00	\$ 13,028.00	\$ 12,648.00	-\$ 380.00	\$ 31,677.00	\$ 41,592.00	\$ 9,915.00	31%
December	\$ 18,731.00	\$ 22,057.00	\$ 3,326.00	\$ 17,208.00	\$ 13,217.00	-\$ 3,991.00	\$ 35,939.00	\$ 35,274.00	-\$ 665.00	-2%
January	\$ 25,860.00	\$ 21,480.00	-\$ 4,380.00	\$ 15,217.00	\$ 16,044.00	\$ 827.00	\$ 41,077.00	\$ 37,524.00	-\$ 3,553.00	-9%
February	\$ 21,535.00	\$ 25,845.00	\$ 4,310.00	\$ 17,226.00	\$ 15,133.00	-\$ 2,093.00	\$ 38,761.00	\$ 40,978.00	\$ 2,217.00	6%
March	\$ 15,804.00	\$ 23,854.00	\$ 8,050.00	\$ 6,856.00	\$ 16,498.00	\$ 9,642.00	\$ 22,660.00	\$ 40,352.00	\$ 17,692.00	78%
April	\$ 2,856.00	\$ 21,033.00	\$ 18,177.00	\$ 1,891.00	\$ 17,742.00	\$ 15,851.00	\$ 4,747.00	\$ 38,775.00	\$ 34,028.00	717%
May	\$ 13,943.00	\$ 28,279.00	\$ 14,336.00	\$ 6,710.00	\$ 12,982.00	\$ 6,272.00	\$ 20,653.00	\$ 41,261.00	\$ 20,608.00	100%
June	\$ 25,951.00	\$ 24,012.00	-\$ 1,939.00	\$ 15,142.00	\$ 19,056.00	\$ 3,914.00	\$ 41,093.00	\$ 43,068.00	\$ 1,975.00	5%
July	\$ 22,421.00	\$ 34,236.00	\$ 11,815.00	\$ 11,810.00	\$ 16,830.00	\$ 5,020.00	\$ 34,231.00	\$ 51,066.00	\$ 16,835.00	49%
August	\$ 17,137.00	\$ 17,761.00	\$ 624.00	\$ 9,658.00	\$ 17,404.00	\$ 7,746.00	\$ 26,795.00	\$ 35,165.00	\$ 8,370.00	31%
September	\$ 14,617.00	\$ 30,838.00	\$ 16,221.00	\$ 14,141.00	\$ 14,080.00	-\$ 61.00	\$ 28,758.00	\$ 44,918.00	\$ 16,160.00	56%
Total YTD	\$230,502.00	\$303,212.00	\$ 72,710.00	\$ 146,771.00	\$ 188,191.00	\$ 41,420.00	\$ 377,273.00	\$ 491,403.00	\$ 114,130.00	30.25%

ANNUAL REVENUES AND PROJECTIONS

Fiscal Years 2020 to 2022 Records Annual Revenue Comparison Report

STTJ					STX				TERRITORIAL				
	FY2020 Actual Collection	FY 2021 Actual Collection	FY 2022 Actual Collection	Difference	FY2020 Actual Collection	FY 2021 Actual Collection	FY 2022 Actual Collection	Difference	FY2020 Collection	FY 2021 Collection	FY 2022 Collection	Difference	% Revenue Change
October	\$ 32,998.00	\$ 24,873.00	\$ 22,430.00	-\$ 2,443.00	\$ 17,884.00	\$ 16,557.00	\$ 18,636.00	\$ 2,079.00	\$ 50,882.00	\$ 41,430.00	\$ 41,066.00	-\$ 364.00	-19%
November	\$ 18,649.00	\$ 28,944.00	\$ 20,029.00	-\$ 8,915.00	\$ 13,028.00	\$ 12,648.00	\$ 19,105.00	\$ 6,457.00	\$ 31,677.00	\$ 41,592.00	\$ 39,134.00	-\$ 2,458.00	31%
December	\$ 18,731.00	\$ 22,057.00	\$ 20,903.00	-\$ 1,154.00	\$ 17,208.00	\$ 13,217.00	\$ 11,967.00	-\$ 1,250.00	\$ 35,939.00	\$ 35,274.00	\$ 32,870.00	-\$ 2,404.00	-2%
January	\$ 25,860.00	\$ 21,480.00	\$ 22,391.00	\$ 911.00	\$ 15,217.00	\$ 16,044.00	\$ 11,753.00	-\$ 4,291.00	\$ 41,077.00	\$ 37,524.00	\$ 34,144.00	-\$ 3,380.00	-9%
February	\$ 21,535.00	\$ 25,845.00	\$ 21,168.00	-\$ 4,677.00	\$ 17,226.00	\$ 15,133.00	\$ 20,071.00	\$ 4,938.00	\$ 38,761.00	\$ 40,978.00	\$ 41,239.00	\$ 261.00	6%
March	\$ 15,804.00	\$ 23,854.00			\$ 6,856.00	\$ 16,498.00			\$ 22,660.00	\$ 40,352.00			
April	\$ 2,856.00	\$ 21,033.00			\$ 1,891.00	\$ 17,742.00			\$ 4,747.00	\$ 38,775.00			
May	\$ 13,943.00	\$ 28,279.00			\$ 6,710.00	\$ 12,982.00			\$ 20,653.00	\$ 41,261.00			
June	\$ 25,951.00	\$ 24,012.00			\$ 15,142.00	\$ 19,056.00			\$ 41,093.00	\$ 43,068.00			
July	\$ 22,421.00	\$ 34,236.00			\$ 11,810.00	\$ 16,830.00			\$ 34,231.00	\$ 51,066.00			
August	\$ 17,137.00	\$ 17,761.00			\$ 9,658.00	\$ 17,404.00			\$ 26,795.00	\$ 35,165.00			
September	\$ 14,617.00	\$ 30,838.00			\$ 14,141.00	\$ 14,080.00			\$ 28,758.00	\$ 44,918.00			
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Total YTD	\$ 230,502.00	\$ 303,212.00	\$ 106,921.00	-\$ 16,278.00	\$ 146,771.00	\$ 188,191.00	\$ 81,532.00	\$ 7,933.00	\$ 377,273.00	\$ 491,403.00	\$ 188,453.00	-\$ 8,345.00	

ANNUAL REVENUES AND PROJECTIONS

Fiscal Years 2020 to 2022 Records Annual Revenue Comparison to date

STTJ					STX				TERRITORIAL				
	FY2020 Actual Collection	FY 2021 Actual Collection	FY 2022 Actual Collection	Difference	FY2020 Actual Collection	FY 2021 Actual Collection	FY 2022 Actual Collection	Difference	FY2020 Collection	FY 2021 Collection	FY 2022 Collection	Difference	% Revenue Change
October	\$32,998.00	\$24,873.00	\$22,430.00	-\$2,443.00	\$17,884.00	\$ 16,557.00	\$ 18,636.00	\$2,079.00	\$50,882.00	\$41,430.00	\$41,066.00	-\$364.00	-19%
November	\$18,649.00	\$28,944.00	\$20,029.00	-\$8,915.00	\$13,028.00	\$ 12,648.00	\$ 19,105.00	\$6,457.00	\$31,677.00	\$41,592.00	\$39,134.00	-\$2,458.00	31%
December	\$18,731.00	\$22,057.00	\$20,903.00	-\$1,154.00	\$17,208.00	\$ 13,217.00	\$ 11,967.00	-\$1,250.00	\$35,939.00	\$35,274.00	\$32,870.00	-\$2,404.00	-2%
January	\$25,860.00	\$21,480.00	\$22,391.00	\$911.00	\$15,217.00	\$ 16,044.00	\$ 11,753.00	-\$4,291.00	\$41,077.00	\$37,524.00	\$34,144.00	-\$3,380.00	-9%
February	\$21,535.00	\$25,845.00	\$21,168.00	-\$4,677.00	\$17,226.00	\$ 15,133.00	\$ 20,071.00	\$4,938.00	\$38,761.00	\$40,978.00	\$41,239.00	\$261.00	6%
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Total YTD	\$117,773.00	\$123,199.00	\$106,921.00	-\$16,278.00	\$80,563.00	\$73,599.00	\$81,532.00	\$7,933.00	\$198,336.00	\$196,798.00	\$188,453.00	-\$8,345.00	-4.24%

ANNUAL REVENUES AND PROJECTIONS

2021 Monthly Revenue Report

Month	FY 2020 Actual Collection	FY 2021 Forecasted Collection	FY 2021 Actual Collection	Variance \$	Variance %	Fund Type	Revenue Category
October	50,882	57,984	41,430	(16,554)	-29%	General Fund	Police Reports
November	31,677	\$51,165	41,592	(9,573)	-19%	General Fund	Police Reports
December	35,939	41,205	35,274	(5,931)	-14%	General Fund	Police Reports
January	41,077	48,610	37,524	(11,086)	-23%	General Fund	Police Reports
February	38,761	43,375	40,978	(2,397)	-6%	General Fund	Police Reports
March	22,660	61,263	40,352	(20,911)	-34%	General Fund	Police Reports
April	4,747	55,011	38,775	(16,236)	-30%	General Fund	Police Reports
May	20,653	49,773	41,261	(8,512)	-17%	General Fund	Police Reports
June	41,093	56,819	43,068	(13,751)	-24%	General Fund	Police Reports
July	34,231	49,680	51,066	1,386	3%	General Fund	Police Reports
August	26,795	42,329	35,165	(7,164)	-17%	General Fund	Police Reports
September	28,758	48,879	44,918	(3,961)	-8%	General Fund	Police Reports
Total YTD	377,273	606,095	491,403	(114,692)	-19%		

ANNUAL REVENUES AND PROJECTIONS

2022 Monthly Revenue Collections to Date

Month	FY 2020 Actual Collection	FY 2021 Actual Collection	FY 2022 Forecasted Collection	FY 2022 Actual Collection	Variance \$	Variance %	Fund Type	Revenue Category
October	50,882	41,430	53,859	41,066	(12,793)	-24%	General Fund	Police Reports
November	31,677	41,592	54,070	39,134	(14,936)	-28%	General Fund	Police Reports
December	35,939	35,274	45,856	32,870	(12,986)	-28%	General Fund	Police Reports
January	41,077	37,524	48,781	34,144	(14,637)	-30%	General Fund	Police Reports
February	38,761	40,978	53,271	41,239	(12,032)	-23%	General Fund	Police Reports
Total YTD	198,336	196,798	255,837	188,453	(67,384)			

ANNUAL REVENUES AND PROJECTIONS

2023 2024 Monthly Revenue Forecast

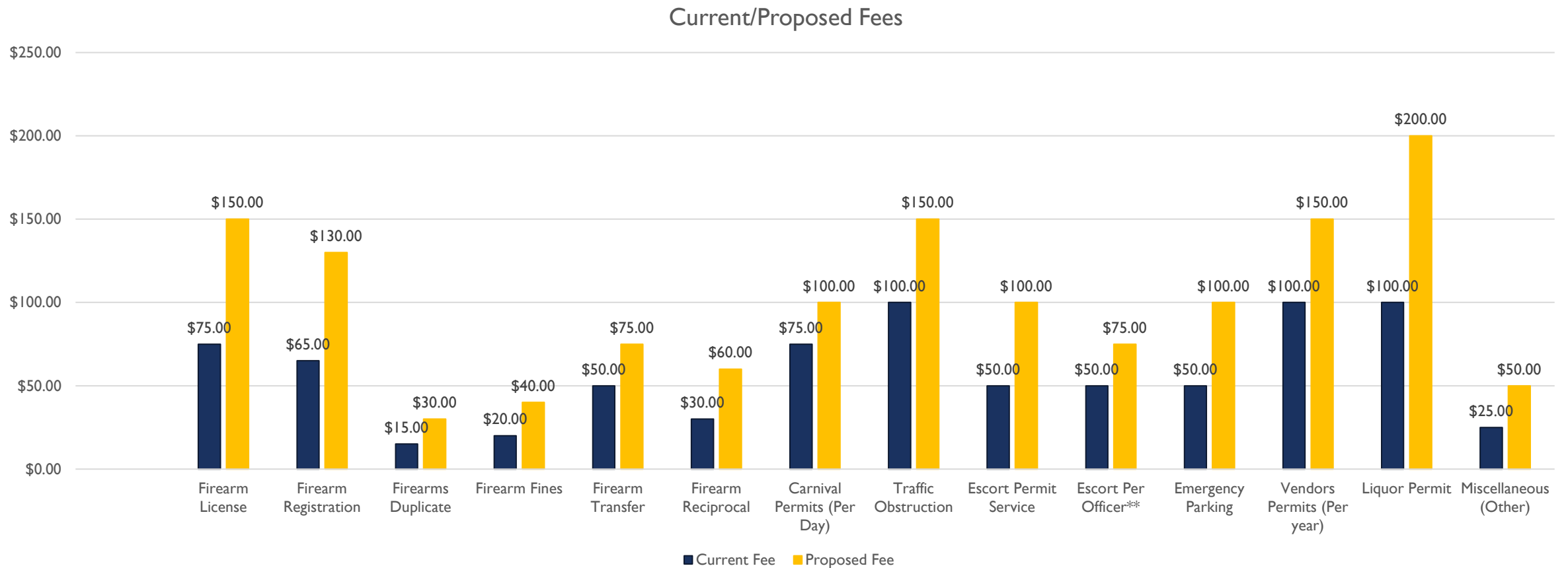
Month	FY 2020 Actual Collection	FY 2021 Actual Collection	FY 2022 Forecasted Collection	FY 2023 Forecasted Collection	FY 2024 Forecasted Collection2	FY 2022 Actual Collection	Variance \$	Variance %
October	50,882	41,430	53,859	67,324	84,155	41,066	(12,793)	-24%
November	31,677	41,592	54,070	67,587	84,484	39,134	(14,936)	-28%
December	35,939	35,274	45,856	57,320	71,650	32,870	(12,986)	-28%
January	41,077	37,524	48,781	60,977	76,221	34,144	(14,637)	-30%
February	38,761	40,978	53,271	66,589	83,237	41,239	(12,032)	-23%
March	22,660	40,352	52,458	65,572	81,965	-	-	0%
April	4,747	38,775	50,408	63,009	78,762	-	-	0%
May	20,653	41,261	53,639	67,049	83,811	-	-	0%
June	41,093	43,068	55,988	69,986	87,482	-	-	0%
July	34,231	51,066	66,386	82,982	103,728	-	-	0%
August	26,795	35,165	45,715	57,143	71,429	-	-	0%
September	28,758	44,918	58,393	72,992	91,240	-	-	0% ²
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Total YTD	377,273	491,403	638,824	798,530	998,162	188,453	(67,384)	

PROPOSED SERVICE FEES INCREASE

Fee Description	Legal Authority	Date of Last increase	Amount od Last Increase	Current Fee	Proposed Increase
Firearms License	VIC Title 23, Ch. 1,Sect.7	1-Jul-11	75.00	75.00	\$150.00
Firearm Registration	ActNo.6117 Bill No. 21-0232	1-Jul-11	65.00	65.00	\$130.00
Firearms Duplicate	ActNo.6117 Bill No. 21-0232	1-Jul-11	15.00	15.00	\$30.00
Firearm Fines	ActNo.6117 Bill No. 21-0232	1-Jul-11	20.00	20.00	\$40.00
Firearm Transfer	ActNo.6117 Bill No. 21-0232	1-Jul-11	50.00	50.00	\$75.00
Firearm Reciprocal	ActNo.6117 Bill No. 21-0232	1-Jul-11	30.00	30.00	\$60.00
Carnival Permits (Per Day)	VIC Title 23, Ch. 1,Sect.7	1-Jul-11	75.00	75.00	\$100.00
Traffic Obstruction	VIC Title 23, Ch. 1,Sect.7	1-Jul-11	100.00	100.00	\$150.00
Escort Permit Service	VIC Title 23, Ch. 1,Sect.7	1-Jul-11	50.00	50.00	\$100.00
Escort Per Officer**	VIC Title 23, Ch. 1,Sect.7	1-Jul-11	50.00	50.00	\$75.00
Emergency Parking	VIC Title 23, Ch. 1,Sect.7	1-Jul-11	50.00	50.00	\$100.00
Vendors Permits (Per year)	VIC Title 23, Ch. 1,Sect.7	1-Jul-11	100.00	100.00	\$150.00
Liquor Permit	VIC Title 23, Ch. 1,Sect.7	1-Jul-11	100.00	100.00	\$200.00

Inflation cost increases

PROPOSED SERVICE FEE INCREASE



PROJECTED REVENUE GENERATORS

Activated Alarms

After a reasonable number of courtesy responses to activated alarms, law enforcement should enforce the false alarm fees. Officers receive several activated alarm calls daily, without a fee being assigned to the business. The assessed fees can be utilized to offset crime prevention programs.

Online Records & Firearms Processing & Services

The capabilities for customers to request and process services online will provide an added convenience and minimize the need for in person visits. Online offers efficiency and the reduction of paperwork.

Records Management System

Will aid in reducing operating costs and improving efficiency of employees. The operation of the Records Bureau consumes a significant amount of time and money in terms of storage space, printing, filing and staffing to maintain an organized record system. It also takes a lot of time to search or reproduce records in absence of an organized, digital system. This sometimes equates to additional hours in overtime pay.

QUESTIONS

