

**DRAFT PROPOSED BUDGET AS OF JUNE 27, 2024
POLICE DEPARTMENT MATERIALS RECEIVED @ 2PM DUE TO FILE CORRUPTION**

MATRIX SUMMARIZING BUDGET CHANGES - SUMMARY - POLICE DESCRIPTION OF CHANGES

EXPENSE	2023-24 Adjusted Budget	2024-25 Proposed Budget	\$ Inc/(Dec) *	Type On-Going One Time	Explanation and Impacts	Verson 062724
Salaries & Wages	2,512,529	2,398,398	(114,131)	One-time	Salary reduction is the result of recent hires coming in a lower pay scale due less experience and being hired as PEPRA employees. The original budgeted costs for the vacancies had to presume that a Classic formula employee may have been an experienced lateral hired to fill the position.	
Benefits	1,967,541	1,995,311	27,770		Benefit cost reduction is attributed to some employees, particularly recent hires having lower benefit costs than what was originally budgeted for the vacant positions.	
					<p>The bulk of the increase of \$111,115 due to the following items:</p> <p>Traffic and Engineering Contract was shifted to Police resulting in \$11,500 increase to police budget.</p> <p>IMPACTS: The Traffic and Engineering contract being shifted to police will result in a reduced ability to utilize this expertise. Police has had significant weigh in during these processes in the past and it aligns well. Traffic Safety Group meetings will be on an "as needed" basis and delayed informed responses to citizen requests. Engineering services will only be utilized for items that primarily present a significant public safety hazard or impacts. Citizen requests for engineering modifications with all but minor budgeted costs that can be absorbed will be denied, with priority being given to projects that have already been approved and/or funded. Increased analysis and evaluation, and responses to citizen inquiries and requests will primarily fall upon police department and public works staff impacting their workloads.</p> <p>Emergency Operations Center Assessment resulted in a \$20,000 increase to the police budget; EOC operations has shifted to police with consolodation with Gold Ridge Fire. EOC management is not part of the consolodation agreement. Emergency management system needs improvement including tech updating, equipment, mock drill trainings for staff and a revision to the EOP (Emergency Operations Plan). Evaluation of incorporating a CERT (Community Emergency Response Team) certification will be evaluated. EMS presentation from the county scheduled.</p> <p>The County Operational Area Contract with Sonoma County relating to EOC operations moved from Fire Budget to Police Budget resulting in a \$2,000 increase. Homeless Outreach Support Contract and responsibilities moved to Police budget from a non-departmental budget, resulting in a \$40,000 increase. City Manager assigned this responsibility to the Police Department in the Spring of 2024 with the departure of the prior Planning Director and recognition that the Police Department works much more closely with the outreach coordinator than any other Department. For example, Officers often refer individuals to the Coordinator. Evaluation of a SAFE model will include whether this contract will be needed in the future.</p> <p>Warming and cooling center funds and responsibility shifted to the Police budget for an increase of \$4,465.</p> <p>IMPACTS: Funds for Warming Centers were from a Board of Supervisors one-time grant. The limitation of the funds will require their useage only under the most extreme weather circumstances.</p> <p>Recruitment Services increased \$40,000 due to anticipated recruitments for Police Chief and anticipated vacancies for line staff.</p> <p>Internet and Technology expenses increased by \$6,800 based upon actual costs from FY 23/24 and anticipated increases due to inflation.</p> <p>Background Investigtions increased by \$3,500 based on anticipated needs for FY24/25.</p> <p>Litigation expenses reduced by \$20,000 due to no anticipated expenses for FY 24/25 and conclusion of all previous claims.</p>	
Contracted Services	155,450	266,565	111,115	One-time		
Services & Supplies	38,450	35,952	(2,499)	One-time	Miscellaneous Supplies and Services increased \$1500 due to increase in ammunition and supply costs for training. Office Supplies reduced by \$3,700 due to reassessment of actual needs and cost cutting. Postage and printing reduced \$250 based on actual needs. Dues and Subscriptions reduced by \$99 based on current use.	
Special Programs	6,000	-	(6,000)		Casino Mitigation Funds are funds provided by the Graton Rancheria tribe to offset public safety impacts to surrounding communities from Casino operations. This portion of the funds have been shifted into the General Fund for reallocation.	
Equipment Rental/Maintenance	11,300	10,540	(760)		Budget reduced \$760 based on current anticipated needs and the historical review of regular events taking place requiring both electronic and static traffic signs, barricades and misc. equipment required for safety. Examples include the Apple Blossom parade, Florence Avenue Halloween street closure, various community events such as longstanding block parties, 4th of July celebrations.	
Vehicle Expense	36,000	37,000	1,000		Anticipated Increase in Fuel Costs based upon inflation and market conditions.	
Conference & Training Expense	31,660	32,745	1,085		Conferences and Training increased \$2,085 due to adjusted current costs for identified trainings. Course costs have risen with inflation and courses identified are required to comply with POST, statutory requirements, and cost effectiveness. Significant turnover in personnel and promotions requires additional training be provided to meet mandates. All use of force, and communicaton trainings now require de-escalation. Meetings and travel was reduced by \$1,000 as many of the courses as possible, or that are free or held locally are utilized, which reduces per diem, lodging and mileage expenses.	

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Utilities	33,000	37,650	4,650		An overall increase of \$4,650 to police department utilities is expected. The city bill for water and sewer usage is expected to increase \$8,650 due to anticipated water and sewer rate increases. The gas and electric utilities was reduced \$4,000 based upon actual historic usage the past few years combined with conservation methods.	
Telecommunications	30,000	31,700	1,700	N/A	NO CHANGE	
Allocated Insurance	482,972	465,630	(17,342)		This item reflects the costs allocation to each Department of premiums for insurance coverage such as Workers Compensation and liability. The allocation ensures that each department contributes its fair share to the insurance expenses based on an established method. For more information on the City's insurance allocations, see the Glossary of Budget terms.	
Capital Outlay	172,830	50,000	(122,830)	On-Going	\$25,000 was requested to replace out-dated and unreliable building secured entry system. A reduction of \$122,830 is due to a lower amount being requested from the police endowment fund for improvements to the police department. The improvements and purchases from FY 23/24 have been completed with the exception of the replacement of \$15,000 for the security camera system and the purchase of safety helmets for \$10,000. Those funds are a carryover and combined with the \$25,000 request, the total amount requested is \$50,000 resulting the in savings compared to last year.	
Total Expense	5,477,732	5,361,490	(116,241)			

* This Column Reflects the Difference (Increase/Decrease) from the FY 23-24 Adjusted Budget to the 24-25 Proposed Budget

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SUMMARY - POLICE							
EXPENSE	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
Salaries & Wages	2,294,233	2,512,529	2,512,529	2,323,916	2,398,398	(114,131)	-4.5%
Benefits	1,717,569	1,967,541	1,967,541	1,925,055	1,995,311	27,770	1.4%
Contracted Services	289,071	155,450	155,450	150,151	266,565	111,115	71.5%
Services & Supplies	114,489	38,450	38,450	44,243	35,952	(2,499)	-6.5%
Special Programs	7,669	6,000	6,000	6,000	-	(6,000)	-100.0%
Equipment (under \$10K)	7,092	-	-	4,357	-	-	0.0%
Equipment Rental/Maintenance	20,348	11,300	11,300	8,300	10,540	(760)	-6.7%
Vehicle Expense	47,273	36,000	36,000	32,000	37,000	1,000	2.8%
Conference & Training Expense	24,141	31,660	31,660	29,679	32,745	1,085	3.4%
Utilities	33,504	33,000	33,000	31,425	37,650	4,650	14.1%
Telecommunications	31,051	30,000	30,000	26,500	31,700	1,700	5.7%
Allocated Insurance	416,260	482,972	482,972	482,970	465,630	(17,342)	-3.6%
Capital Outlay	-	172,830	172,830	147,830	50,000	(122,830)	-71.1%
Total Expense	5,002,699	5,477,732	5,477,732	5,212,426	5,361,490	(116,241)	-2.1%

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Budget Expenditures							
Police							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
Salaries & Wages							
4010 - Salaries - Full Time	1,659,593	2,291,529	2,291,529	2,000,000	2,188,398	(103,131)	-4.5%
4011 - Salaries - Part Time	10,952	18,000	18,000	42,000	35,000	17,000	94.4%
4012 - Overtime	299,944	143,000	143,000	210,000	175,000	32,000	22.4%
4017 - Salaries - COVID-19	4,310	-	-	-	-	-	0.0%
4019 - WC- 4850/Temp Disb	11,907	-	-	-	-	-	0.0%
4020 - ADPP	11,917	-	-	11,916	-	-	0.0%
4022 - Overtime-R12	97,360	-	-	-	-	-	0.0%
4023 - One Time Payment	198,250	60,000	60,000	60,000	-	(60,000)	-100.0%
Total Salaries & Wages	2,294,233	2,512,529	2,512,529	2,323,916	2,398,398	(114,131)	-4.5%
Benefits							
4100 - Employee Benefits	23,674	44,000	44,000	44,000	20,000	(24,000)	-54.5%
4101 - Health in Lieu	9,311	12,092	12,092	9,855	6,046	(6,046)	-50.0%
4102 - Uniform Allowance	17,800	18,000	18,000	16,800	19,000	1,000	5.6%
4103 - Holiday Pay	159,818	243,683	243,683	145,313	232,109	(11,574)	-4.7%
4104 - Accrual in Lieu	44,200	65,000	65,000	33,553	77,300	12,300	18.9%
4105 - Medicare & Fica	38,742	33,227	33,227	39,192	31,732	(1,495)	-4.5%
4110 - CalPERS Employer Rate	955,604	963,828	963,828	1,126,312	337,576	(626,252)	-65.0%
4111 - CalPERS UAL Cost	-	-	-	-	627,273	627,273	0.0%
4122 - Retirement Health Savings Plan	31,233	35,000	35,000	46,985	40,000	5,000	14.3%
4130 - Health Insurance	324,888	427,555	427,555	351,842	473,827	46,272	10.8%
4140 - Retiree Health Insurance OPEB	57,528	59,480	59,480	51,987	59,500	20	0.0%
4145 - PORAC LTD Insurance	3,079	6,378	6,378	2,520	6,280	(98)	-1.5%
4150 - Dental Insurance	41,888	50,126	50,126	45,172	54,498	4,372	8.7%
4151 - Vision Insurance	4,639	5,592	5,592	4,754	5,759	167	3.0%
4181 - Long Term Disability Insurance	2,901	795	795	4,214	1,460	665	83.6%
4182 - Short Term Disability Insurance	222	314	314	415	561	247	78.8%
4183 - EAP (Employee Asst Prog)	614	770	770	641	770	(0)	0.0%
4184 - Life Insurance	1,427	1,701	1,701	1,500	1,620	(81)	-4.8%
Total Benefits	1,717,569	1,967,541	1,967,541	1,925,055	1,995,311	27,770	1.4%
Contracted Services							
4210 - Professional Contract Services	130,301	112,000	112,000	90,000	196,315	84,315	75.3%
4212 - Internet & Network /Technology Maint	33,253	23,450	23,450	28,151	30,250	6,800	29.0%
4214 - Litigation Expense	95,296	20,000	20,000	25,000	-	(20,000)	-100.0%
4230 - Recruitment Services	30,221	-	-	7,000	40,000	40,000	0.0%
Total Contracted Services	289,071	155,450	155,450	150,151	266,565	111,115	71.5%
Services & Supplies							
4310 - Office Supplies	4,259	9,700	9,700	9,100	6,000	(3,700)	-38.1%
4330 - Misc Supplies & Services	107,594	24,750	24,750	24,750	26,300	1,550	6.3%
4340 - Postage & Printing	519	1,000	1,000	550	750	(250)	-25.0%
4345 - Dues & Subscriptions	2,118	3,000	3,000	9,843	2,902	(99)	-3.3%
Total Services & Supplies	114,489	38,450	38,450	44,243	35,952	(2,499)	-6.5%
Special Programs							
4215 - Casino Mitigation Program	7,669	6,000	6,000	6,000	-	(6,000)	-100.0%
Total Special Programs	7,669	6,000	6,000	6,000	-	(6,000)	-100.0%
Equipment (under \$10K)							
4370 - Equipment(under \$10K)	7,092	-	-	4,357	-	-	0.0%
Total Equipment (under \$10K)	7,092	-	-	4,357	-	-	0.0%
Equipment Rental/Maintenance							
4375 - Equipment Rental/Expenses	20,348	11,300	11,300	8,300	10,540	(760)	-6.7%
Total Equipment Rental/Maintenance	20,348	11,300	11,300	8,300	10,540	(760)	-6.7%
Vehicle Expense							

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Budget Expenditures							
Police							
Account Number	2022-23 Actual	2023-24 Adopted Budget	2023-24 Adjusted Budget	2023-24 Estimated Actual	2024-25 Proposed Budget	\$ Inc/(Dec)	% Change
4380 - Vehicle Maintenance	24,622	18,000	18,000	17,000	18,000	-	0.0%
4390 - City Vehicle Fuel Expense	22,651	18,000	18,000	15,000	19,000	1,000	5.6%
Total Vehicle Expense	47,273	36,000	36,000	32,000	37,000	1,000	2.8%
Conference & Training Expense							
4510 - Conference & Training	14,861	11,660	11,660	11,679	13,745	2,085	17.9%
4515 - Meetings & Travel	9,280	20,000	20,000	18,000	19,000	(1,000)	-5.0%
Total Conference & Training Expense	24,141	31,660	31,660	29,679	32,745	1,085	3.4%
Utilities							
4710 - Utilities - Gas & Electric	28,981	26,000	26,000	25,000	22,000	(4,000)	-15.4%
4711 - Utilities - City Bill	4,523	7,000	7,000	6,425	15,650	8,650	123.6%
Total Utilities	33,504	33,000	33,000	31,425	37,650	4,650	14.1%
Telecommunications							
4750 - Telecommunications	31,051	30,000	30,000	26,500	31,700	1,700	5.7%
Total Telecommunications	31,051	30,000	30,000	26,500	31,700	1,700	5.7%
Allocated Insurance							
4996 - Allocated Liability Insurance	254,248	259,985	259,985	259,983	248,010	(11,975)	-4.6%
4997 - Allocated Wrkrs Comp Insurance	162,012	222,987	222,987	222,987	217,620	(5,367)	-2.4%
Total Allocated Insurance	416,260	482,972	482,972	482,970	465,630	(17,342)	-3.6%
Capital Outlay							
5100 - Capital Outlay	-	172,830	172,830	147,830	50,000	(122,830)	-71.1%
Total Capital Outlay	-	172,830	172,830	147,830	50,000	(122,830)	-71.1%
Total Operation	5,002,699	5,477,732	5,477,732	5,212,426	5,361,490	(116,241)	-2.1%

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City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
Grand Total		415,954	119	452,417
4100 - Employee Benefits				
4100 - Employee Benefits	Unemployment Benefit (1)	2,500	4	10,000
4100 - Employee Benefits	Unemployment Benefit (2)	2,500	4	10,000
Total 4100 - Employee Benefits		5,000	8	20,000
4145 - PORAC LTD Insurance				
4145 - PORAC LTD Insurance	Police Dispatchers	1,035	1	1,035
4145 - PORAC LTD Insurance	Police Officers/Sergeant	4,630	1	4,630
Total 4145 - PORAC LTD Insurance		5,665	2	5,665
4210 - Professional Contract Services				
4210 - Professional Contract Services	Language Line	750	1	750
4210 - Professional Contract Services	Psych Evals	775	3	2,325
4210 - Professional Contract Services	Scheduling Software	775	1	775
4210 - Professional Contract Services	Lexis Nexis	2,400	1	2,400
4210 - Professional Contract Services	Background Investigations	2,500	3	7,500
4210 - Professional Contract Services	Sonoma County Sheriff's Bomb Squad Annual Fee	4,500	1	4,500
4210 - Professional Contract Services	AMR Blood Draws	5,000	1	5,000
4210 - Professional Contract Services	RV Tows	8,000	1	8,000
4210 - Professional Contract Services	SoCo ISD IJS Access and line	8,500	1	8,500
4210 - Professional Contract Services	Traffic Engineer Support	11,500	1	11,500
4210 - Professional Contract Services	KW Cleaning	13,000	1	13,000
4210 - Professional Contract Services	DOJ Fingerprints	14,600	1	14,600
4210 - Professional Contract Services	Axon Taser 7 Annual Maintenance (Equipment,cloud)	15,000	1	15,000
4210 - Professional Contract Services	Axon Body Cams Annual Maintenance (Equip, cloud)	16,000	1	16,000
4210 - Professional Contract Services	Animal Control Contract Support (North Bay Animal Svs)	20,000	1	20,000
4210 - Professional Contract Services	Homeless Outreach Support	40,000	1	40,000
4210 - Professional Contract Services	Warming Center (carryover)	4,465	1	4,465
4210 - Professional Contract Services	EOC Assessments Study	20,000	1	20,000
4210 - Professional Contract Services	County Op Area Emergency Services Contract	2,000	1	2,000
Total 4210 - Professional Contract Services		189,765	23	196,315
4212 - Internet & Network /Technology Maint				
4212 - Internet & Network /Technology Maint	Carousel - Storage Battery	400	1	400
4212 - Internet & Network /Technology Maint	Marin IT - PD Server Maintenance Only	1,250	1	1,250
4212 - Internet & Network /Technology Maint	Marin IT - Network Maintenance Equipment Replacement	2,500	1	2,500
4212 - Internet & Network /Technology Maint	Vertiv Battery Backup	2,500	1	2,500
4212 - Internet & Network /Technology Maint	CLETS Line Fee	3,100	1	3,100
4212 - Internet & Network /Technology Maint	Sun Ridge Systems- Annual Support Services CAD/RMS	20,500	1	20,500
Total 4212 - Internet & Network /Technology Maint		30,250	6	30,250
4230 - Recruitment Services				
4230 - Recruitment Services	Police Chief/Captain Recruitment	25,000	1	25,000
4230 - Recruitment Services	Police Officer or Civilian Staff Recruitment	15,000	1	15,000
Total 4230 - Recruitment Services		40,000	2	40,000
4310 - Office Supplies				
4310 - Office Supplies	Routine Supplies	6,000	1	6,000
Total 4310 - Office Supplies		6,000	1	6,000
4330 - Misc Supplies & Services				
4330 - Misc Supplies & Services	Ammunition	12,000	1	12,000
4330 - Misc Supplies & Services	Citations	1,300	1	1,300
4330 - Misc Supplies & Services	Evidence/Crime Scene Supplies	2,000	1	2,000
4330 - Misc Supplies & Services	eWaste, Records & Haz Mat Destruction	5,000	1	5,000
4330 - Misc Supplies & Services	Firearms, Holsters, Duty Equipment	5,000	1	5,000
4330 - Misc Supplies & Services	Radio Batteries	1,000	1	1,000
Total 4330 - Misc Supplies & Services		26,300	6	26,300
4345 - Dues & Subscriptions				
4345 - Dues & Subscriptions	Adobe Subscriptions	288	2	576
4345 - Dues & Subscriptions	CA Association for Property and Evidence Technicians	50	1	50
4345 - Dues & Subscriptions	California Police Chief's Association	375	1	375
4345 - Dues & Subscriptions	CLEAR (CA Law Enforcement Assn. of Records Supervisors)	100	1	100
4345 - Dues & Subscriptions	Copware - Legal Sourcebook	705	1	705
4345 - Dues & Subscriptions	Critical Reach APD Net Annual Subscription	250	1	250
4345 - Dues & Subscriptions	National Emergency Network Association Fee	147	1	147

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City of Sebastopol*				
Object Details				
Object	Worksheet Description	Worksheet Unit Price	Worksheet Quantity	Worksheet Total
4345 - Dues & Subscriptions	NBLETMA (North Bay Law Enforcement Training Managers Assn.)	250	1	250
4345 - Dues & Subscriptions	Sonoma County Law Enforcement Chiefs Association	200	1	200
4345 - Dues & Subscriptions	Zoom Subscriptions for Chief and Captain	124	2	249
Total 4345 - Dues & Subscriptions		2,489	12	2,902
4375 - Equipment Rental/Expenses				
4375 - Equipment Rental/Expenses	Badges and Cases	250	4	1,000
4375 - Equipment Rental/Expenses	Ballsitic Vests	1,575	4	6,300
4375 - Equipment Rental/Expenses	Canon Copier Lease	195	12	2,340
4375 - Equipment Rental/Expenses	Florence Avenue Closure Equipment	900	1	900
Total 4375 - Equipment Rental/Expenses		2,920	21	10,540
4510 - Conference & Training				
4510 - Conference & Training	Cal Chiefs- Annual Chief's Conference, 4 Days, Out of town	875	1	875
4510 - Conference & Training	Collision Investigation- 6 Officers, 5 days	200	6	1,200
4510 - Conference & Training	Crisis Intervention Training- 4 Officers, 5 days local	125	3	375
4510 - Conference & Training	CSI School- 3 Officers, 5 days likely out of town	1,135	3	3,405
4510 - Conference & Training	First Aid/CPR Instructor- 1 Officer, 5 days, Out of town	430	1	430
4510 - Conference & Training	FTO Program Coordinator- 1 Sergeant, 3 day course out of town	80	1	80
4510 - Conference & Training	Internal Affairs Investigations - 3 Sergeants. 3 day course out of town	300	1	300
4510 - Conference & Training	Interview and Interrogation- 5 officers, 5 days out of town	575	3	1,725
4510 - Conference & Training	Officer Involved Shooting Investigations - 3 Sergeants. 2 day course out of town	250	2	500
4510 - Conference & Training	Radar and Lidar- 4 Officers, 4 days possibly local	320	4	1,280
4510 - Conference & Training	RIMS Conference- Dispatch System Conference Annually, Out of town	1,350	1	1,350
4510 - Conference & Training	Supervisor School- 1 Sergeant, 10 days likely local	225	1	225
4510 - Conference & Training	Women Law Enforcement Leadership Symposium	1,000	2	2,000
Total 4510 - Conference & Training		6,865	29	13,745
4515 - Meetings & Travel				
4515 - Meetings & Travel	Estimated Lodging for identified Courses	12,000	1	12,000
4515 - Meetings & Travel	Estimated Per Diem Costs	7,000	1	7,000
Total 4515 - Meetings & Travel		19,000	2	19,000
4750 - Telecommunications				
4750 - Telecommunications	Police Department Land Lines (AT&T)	14,000	1	14,000
4750 - Telecommunications	Police Department Cell Phone & MDT (AT&T Mobility)	12,800	1	12,800
4750 - Telecommunications	EOC Cable Service (Comcast)	3,200	1	3,200
4750 - Telecommunications	EOC Fax Line & Router (AT&T)	1,700	1	1,700
Total 4750 - Telecommunications		31,700	4	31,700
5100 - Capital Outlay				
5100 - Capital Outlay	Safety Helmet (carryover)	10,000	1	10,000
5100 - Capital Outlay	Repair & Replace Secured Entry System (Endowment Fund)	25,000	1	25,000
5100 - Capital Outlay	Replace Security Camera System (carryover)	15,000	1	15,000
Total 5100 - Capital Outlay		50,000	3	50,000