



Agenda Item: 14.E  
Date of Meeting: October 28, 2024  
Department: Finance

## STAFF REPORT

To: City Council  
From: Ethan Aukee  
Subject: **C.O.P.S. Fund Budget Adjustment**  
Prepared On: September 25, 2024

---

### Background/History:

The FY 2024-25 C.O.P.S. Fund (Fund 033) budget was programmed based on assumed FY 2023-24 revenue and expense amounts. During the FY 2023-24 accrual period, Fund 033 earned an unexpected \$69,296.84 in revenue. Additionally, during the accrual period, Fund 033 earned \$52,420.27 pertaining to the prior year (FY 2022-23).

This unexpected revenue resulted in an increased 2024-25 starting fund balance, and therefore, dictates a need to spend more money within the fund than initially budgeted. The reason why the increased fund balance necessitates increased spending is that this fund is unique based on the concepts that the funding is restricted to specific purposes, and year over year fund balance should be maintained within a specific spectrum.

### Analysis/Discussion:

The Finance Director and Police Chief met to discuss Fund 033, mainly focused on a Police Department priority spending list that qualifies for spending within the fund.

Following discussion, the below items were identified:

1. *CLEAR Suspect ID and Investigation Software*. This software would cost \$600/month and \$7,200/year. The software was not included in the Police Department's RAN budget for FY 2024-25, but the intention would be to include in future years. Inclusion and approval in RAN would result in reimbursement for this expense in future years. If not approved by RAN, our intention would be to continue to pay for the software in Fund 033.
2. *SWAT Gear*. Bishop Police Department staff that serve on the area's SWAT Team are in need of gear upfitting. The gear upfitting would cost roughly \$5,000/officer and the total cost would be roughly \$16,000.
3. *License Plate Readers*. The Police Department recommends the purchase of two license plate readers. The total cost for installation is \$1,300 and each reader would cost \$3,000 per year. This item was not included in the Police Department's RAN budget for FY 2024-25, but the intention would be to include in future years. Inclusion

and approval in RAN would result in reimbursement for this expense in future years. If not approved by RAN, our intention would be to continue to pay for this item in Fund 033.

If all three proposed items are approved, FY 2024-25 Fund 033 spending would increase by:

1. CLEAR: 8 months, \$4,800
2. SWAT Gear: \$16,000
3. License Plate Readers: \$7,300

If we assume inclusion in future RAN budgets where applicable, there would be no recurring costs in Fund 033 budgets for subsequent years.

Economic Impacts:

No significant economic impacts.

Budget Impacts:

FY 2024-25 budget impacts are as follows:

- Expense account 033-033-52018 (Special Department Supplies) increase in the amount of \$16,000
- Expense account 033-033-52045 (IT) increase in the amount of \$12,100

Total increased spending within Fund 033 in the amount of \$28,100.

Legal Review:

Legal review is not required.

Recommended Action:

City Council to review and approve the proposed budget adjustment.

Approved By: Ethan Aukee 10/3/2024

Approved By: Robin Picken 10/3/2024

Approved By: Deston Dishion 10/3/2024

Approved By: