## SPD ADMINISTRASTIVE REPORT SEPTEMBER 2023

## To CBS Administrator:

## DEPARTMENT OVERVIEW:

- JAIL: We are four positions down.
- DISPATCH: We have two full-time dispatchers; one has finished training. Five unfilled positions.
- PATROL: Currently we have four unfilled positions.
- ANIMAL CONTROL: Position is filled.
- IT SPECIALIST: Position is filled.


## BUDGET:

Currently SPD is at $10 \%$ expenditure for the third quarter of the budget.

## PROJECTS:

Transportation code is in review.

## STATISTICS:

The following are the number of calls year to date for 2023.

- Phone calls answered:

20934 $\qquad$

- 911 Emergency calls: __2877 $\qquad$
- Calls for Service: 8414 $\qquad$
- Incident Reports: -457
*Any call that requires action from staff is a Call for Service. This may be generated from a 911.
*Any Call for Service that rises to the level of needing documentation is labeled an Incident Report. This may be generated from a 911 or a call for service.

Fiscal Year to Date 09/19/23
Include Rollup Account and Rollup to Account

| Account | Account Description |  | Adopted <br> Budget | Budget <br> Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | $\begin{array}{r} \text { YTD } \\ \text { Transactions } \end{array}$ | Budget - YTD <br> Transactions | \% Used/ <br> Rec'd |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 100-General Fund |  |  |  |  |  |  |  |  |  |  |
| EXPENSE |  |  |  |  |  |  |  |  |  |  |
| Division 520-Public Safety |  |  |  |  |  |  |  |  |  |  |
| Department 021 - Police |  |  |  |  |  |  |  |  |  |  |
| Sub-Department 800-Administration |  |  |  |  |  |  |  |  |  |  |
| 5110 |  |  |  |  |  |  |  |  |  |  |
| 5110.001 | Regular Salaries/Wages |  | 242,071.44 | . 00 | 242,071.44 | 2,522.40 | . 00 | 9,975.48 | 232,095.96 | 4 |
| 5110.002 | Holidays |  | . 00 | . 00 | . 00 | . 00 | . 00 | 244.24 | (244.24) | +++ |
| 5110.003 | Sick Leave |  | . 00 | . 00 | . 00 | . 00 | . 00 | 244.24 | (244.24) | +++ |
| 5110.004 | Overtime |  | . 00 | . 00 | . 00 | 756.72 | . 00 | 2,318.16 | $(2,318.16)$ | +++ |
| 5110.010 | Temp Wages |  | . 00 | . 00 | . 00 | 7,604.80 | . 00 | 38,874.00 | $(38,874.00)$ | +++ |
|  |  | 5110 - Totals | \$242,071.44 | \$0.00 | \$242,071.44 | \$10,883.92 | \$0.00 | \$51,656.12 | \$190,415.32 | 21\% |
| 5120 |  |  |  |  |  |  |  |  |  |  |
| 5120.001 | Annual Leave |  | 9,622.00 | . 00 | 9,622.00 | . 00 | . 00 | 1,221.20 | 8,400.80 | 13 |
| 5120.002 | SBS |  | 13,284.73 | . 00 | 13,284.73 | 667.18 | . 00 | 3,241.36 | 10,043.37 | 24 |
| 5120.003 | Medicare |  | 3,649.41 | . 00 | 3,649.41 | 157.82 | . 00 | 766.73 | 2,882.68 | 21 |
| 5120.004 | PERS |  | 53,255.55 | . 00 | 53,255.55 | 721.41 | . 00 | 3,080.74 | 50,174.81 | 6 |
| 5120.005 | Health Insurance |  | 14,883.96 | . 00 | 14,883.96 | . 00 | . 00 | 2,324.22 | 12,559.74 | 16 |
| 5120.006 | Life Insurance |  | 8.04 | . 00 | 8.04 | . 00 | . 00 | 1.34 | 6.70 | 17 |
| 5120.007 | Workmen's Compensation |  | 6,773.53 | . 00 | 6,773.53 | 285.23 | . 00 | 1,421.85 | 5,351.68 | 21 |
|  |  | 5120 - Totals | \$101,477.22 | \$0.00 | \$101,477.22 | \$1,831.64 | \$0.00 | \$12,057.44 | \$89,419.78 | 12\% |
| 5201 |  |  |  |  |  |  |  |  |  |  |
| 5201.000 | Training and Travel |  | 18,500.00 | . 00 | 18,500.00 | . 00 | . 00 | . 00 | 18,500.00 | 0 |
|  |  | 5201 - Totals | \$18,500.00 | \$0.00 | \$18,500.00 | \$0.00 | \$0.00 | \$0.00 | \$18,500.00 | 0\% |
| 5202 |  |  |  |  |  |  |  |  |  |  |
| 5202.000 | Uniforms |  | 1,000.00 | . 00 | 1,000.00 | . 00 | . 00 | . 00 | 1,000.00 | 0 |
|  |  | 5202 - Totals | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 | 0\% |
| 5204 |  |  |  |  |  |  |  |  |  |  |
| 5204.000 | Telephone |  | 64,000.00 | . 00 | 64,000.00 | . 00 | . 00 | 12,444.80 | 51,555.20 | 19 |
|  |  | 5204 - Totals | \$64,000.00 | \$0.00 | \$64,000.00 | \$0.00 | \$0.00 | \$12,444.80 | \$51,555.20 | 19\% |
| 5205 |  |  |  |  |  |  |  |  |  |  |
| 5205.000 | Insurance |  | 144,950.00 | . 00 | 144,950.00 | . 00 | . 00 | . 00 | 144,950.00 | 0 |
|  |  | 5205 - Totals | \$144,950.00 | \$0.00 | \$144,950.00 | \$0.00 | \$0.00 | \$0.00 | \$144,950.00 | 0\% |
| 5206 |  |  |  |  |  |  |  |  |  |  |
| 5206.000 | Supplies |  | 10,000.00 | . 00 | 10,000.00 | . 00 | . 00 | 256.62 | 9,743.38 | 3 |
|  |  | 5206 - Totals | \$10,000.00 | \$0.00 | \$10,000.00 | \$0.00 | \$0.00 | \$256.62 | \$9,743.38 | 3\% |
| 5207 ( 50 |  |  |  |  |  |  |  |  |  |  |
| 5207.000 | Repairs \& Maintenance |  | 2,000.00 | . 00 | 2,000.00 | . 00 | . 00 | . 00 | 2,000.00 | 0 |
|  |  | 5207 - Totals | \$2,000.00 | \$0.00 | \$2,000.00 | \$0.00 | \$0.00 | \$0.00 | \$2,000.00 | 0\% |
| 5208 |  |  |  |  |  |  |  |  |  |  |
| 5208.000 | Bldg Repair \& Maint |  | 8,505.00 | . 00 | 8,505.00 | . 00 | . 00 | . 00 | 8,505.00 | 0 |

# Budget Performance Report 

Fiscal Year to Date 09/19/23
Include Rollup Account and Rollup to Account


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Fiscal Year to Date 09/19/23
Include Rollup Account and Rollup to Account

| Account | Account Description |  | Adopted <br> Budget | Budget <br> Amendments | Amended Budget | Current Month Transactions | $\begin{array}{r} \text { YTD } \\ \text { Encumbrances } \end{array}$ | YTD Transactions | Budget - YTD <br> Transactions | \% Used/ <br> Rec'd |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 100-General Fund |  |  |  |  |  |  |  |  |  |  |
| EXPENSE |  |  |  |  |  |  |  |  |  |  |
| Division 520-Public Safety |  |  |  |  |  |  |  |  |  |  |
| Department 021-Police |  |  |  |  |  |  |  |  |  |  |
| Sub-Department 805-Animal Control |  |  |  |  |  |  |  |  |  |  |
| 5110 |  |  |  |  |  |  |  |  |  |  |
| 5110.001 | Regular Salaries/Wages |  | 46,768.80 | . 00 | 46,768.80 | 1,854.40 | . 00 | 8,159.36 | 38,609.44 | 17 |
| 5110.002 | Holidays |  | . 00 | . 00 | . 00 | . 00 | . 00 | 185.44 | (185.44) | +++ |
| 5110.004 | Overtime |  | . 00 | . 00 | . 00 | 69.54 | . 00 | 695.40 | (695.40) | +++ |
|  |  | 5110 - Totals | \$46,768.80 | \$0.00 | \$46,768.80 | \$1,923.94 | \$0.00 | \$9,040.20 | \$37,728.60 | 19\% |
| 5120 |  |  |  |  |  |  |  |  |  |  |
| 5120.001 | Annual Leave |  | 2,599.00 | . 00 | 2,599.00 | . 00 | . 00 | . 00 | 2,599.00 | 0 |
| 5120.002 | SBS |  | 3,026.29 | . 00 | 3,026.29 | 117.94 | . 00 | 554.17 | 2,472.12 | 18 |
| 5120.003 | Medicare |  | 715.83 | . 00 | 715.83 | 27.90 | . 00 | 131.09 | 584.74 | 18 |
| 5120.004 | PERS |  | 10,289.24 | . 00 | 10,289.24 | 423.27 | . 00 | 1,988.85 | 8,300.39 | 19 |
| 5120.005 | Health Insurance |  | 30,962.64 | . 00 | 30,962.64 | . 00 | . 00 | 6,926.46 | 24,036.18 | 22 |
| 5120.006 | Life Insurance |  | . 00 | . 00 | . 00 | . 00 | . 00 | 1.34 | (1.34) | +++ |
| 5120.007 | Workmen's Compensation |  | 1,314.29 | . 00 | 1,314.29 | 54.06 | . 00 | 254.02 | 1,060.27 | 19 |
|  |  | 5120 - Totals | \$48,907.29 | \$0.00 | \$48,907.29 | \$623.17 | \$0.00 | \$9,855.93 | \$39,051.36 | 20\% |
| 5201 |  |  |  |  |  |  |  |  |  |  |
| 5201.000 | Training and Travel |  | 1,800.00 | . 00 | 1,800.00 | . 00 | . 00 | . 00 | 1,800.00 | 0 |
|  |  | 5201 - Totals | \$1,800.00 | \$0.00 | \$1,800.00 | \$0.00 | \$0.00 | \$0.00 | \$1,800.00 | 0\% |
| 5202 |  |  |  |  |  |  |  |  |  |  |
| 5202.000 | Uniforms |  | 1,000.00 | . 00 | 1,000.00 | . 00 | . 00 | . 00 | 1,000.00 | 0 |
|  |  | 5202 - Totals | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 | 0\% |
| 5203 |  |  |  |  |  |  |  |  |  |  |
| 5203.001 | Utilities |  | 8,000.00 | . 00 | 8,000.00 | . 00 | . 00 | 951.67 | 7,048.33 | 12 |
| 5203.005 | Heating Fuel |  | 10,000.00 | . 00 | 10,000.00 | 201.15 | . 00 | 201.15 | 9,798.85 | 2 |
|  |  | 5203 - Totals | \$18,000.00 | \$0.00 | \$18,000.00 | \$201.15 | \$0.00 | \$1,152.82 | \$16,847.18 | 6\% |
| 5204 |  |  |  |  |  |  |  |  |  |  |
| 5204.000 | Telephone |  | 600.00 | . 00 | 600.00 | . 00 | . 00 | 122.01 | 477.99 | 20 |
|  |  | 5204 - Totals | \$600.00 | \$0.00 | \$600.00 | \$0.00 | \$0.00 | \$122.01 | \$477.99 | 20\% |
| 5206 |  |  |  |  |  |  |  |  |  |  |
| 5206.000 | Supplies |  | 4,500.00 | . 00 | 4,500.00 | 1,708.02 | . 00 | 2,154.88 | 2,345.12 | 48 |
|  |  | 5206 - Totals | \$4,500.00 | \$0.00 | \$4,500.00 | \$1,708.02 | \$0.00 | \$2,154.88 | \$2,345.12 | 48\% |
| 5207 |  |  |  |  |  |  |  |  |  |  |
| 5207.000 | Repairs \& Maintenance |  | 1,000.00 | . 00 | 1,000.00 | . 00 | . 00 | . 00 | 1,000.00 | 0 |
|  |  | 5207 - Totals | \$1,000.00 | \$0.00 | \$1,000.00 | \$0.00 | \$0.00 | \$0.00 | \$1,000.00 | 0\% |
| 5208 |  |  |  |  |  |  |  |  |  |  |
| 5208.000 | Bldg Repair \& Maint |  | 15,652.00 | . 00 | 15,652.00 | . 00 | . 00 | 8,951.79 | 6,700.21 | 57 |
|  |  | 5208 - Totals | \$15,652.00 | \$0.00 | \$15,652.00 | \$0.00 | \$0.00 | \$8,951.79 | \$6,700.21 | 57\% |

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Include Rollup Account and Rollup to Account


# Budget Performance Report 

Fiscal Year to Date 09/19/23
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| Account Account Description |  |  | Adopted <br> Budget | Budget <br> Amendments | Amended <br> Budget | Current Month Transactions | $\begin{array}{r} \text { YTD } \\ \text { Encumbrances } \end{array}$ | YTD Transactions | Budget - YTD <br> Transactions | \% Used/ <br> Rec'd |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Fund 100-General Fund |  |  |  |  |  |  |  |  |  |  |
| EXPENSE |  |  |  |  |  |  |  |  |  |  |
| Division 520-Public Safety |  |  |  |  |  |  |  |  |  |  |
| Department 021-Police |  |  |  |  |  |  |  |  |  |  |
| Sub-Department 806-Jail |  |  |  |  |  |  |  |  |  |  |
|  |  | 5212 - Totals | \$61,000.00 | \$0.00 | \$61,000.00 | \$1,853.37 | \$0.00 | \$1,853.37 | \$59,146.63 | 3\% |
| 5223 |  |  |  |  |  |  |  |  |  |  |
| 5223.000 | Tools \& Small Equipment |  | 3,700.00 | . 00 | 3,700.00 | . 00 | . 00 | . 00 | 3,700.00 | 0 |
|  |  | 5223 - Totals | \$3,700.00 | \$0.00 | \$3,700.00 | \$0.00 | \$0.00 | \$0.00 | \$3,700.00 | 0\% |
| 5290 |  |  |  |  |  |  |  |  |  |  |
| 5290.000 | Other Expenses |  | 15,000.00 | . 00 | 15,000.00 | . 00 | . 00 | . 00 | 15,000.00 | 0 |
|  |  | Sub-Department 806-Jail Totals Department 021 - Police Totals | \$15,000.00 | \$0.00 | \$15,000.00 | \$0.00 | \$0.00 | \$0.00 | \$15,000.00 | 0\% |
|  | Sub-Dep |  | \$657,389.38 | \$0.00 | \$657,389.38 | \$5,570.57 | \$0.00 | \$26,158.94 | \$631,230.44 | 4\% |
|  | Depar |  | \$5,800,358.04 | \$0.00 | \$5,800,358.04 | \$105,667.54 | \$0.00 | \$591,452.55 | \$5,208,905.49 | 10\% |
|  | Division | 520 - Public Safety Totals | \$5,800,358.04 | \$0.00 | \$5,800,358.04 | \$105,667.54 | \$0.00 | \$591,452.55 | \$5,208,905.49 | 10\% |
|  |  | EXPENSE TOTALS | \$5,800,358.04 | \$0.00 | \$5,800,358.04 | \$105,667.54 | \$0.00 | \$591,452.55 | \$5,208,905.49 | 10\% |
|  |  | Fund 100-General Fund Totals |  |  |  |  |  |  |  |  |
|  |  | REVENUE TOTALS | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ |
|  |  | EXPENSE TOTALS | 5,800,358.04 | . 00 | 5,800,358.04 | 105,667.54 | . 00 | 591,452.55 | 5,208,905.49 | 10\% |
|  | Fund | 100 - General Fund Totals | (\$5,800,358.04) | \$0.00 | (\$5,800,358.04) | (\$105,667.54) | \$0.00 | (\$591,452.55) | (\$5,208,905.49) |  |
|  | Grand Totals |  |  |  |  |  |  |  |  |  |
|  |  | REVENUE TOTALS | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | . 00 | +++ |
|  |  | EXPENSE TOTALS | 5,800,358.04 | . 00 | 5,800,358.04 | 105,667.54 | . 00 | 591,452.55 | 5,208,905.49 | 10\% |
|  |  | Grand Totals | (\$5,800,358.04) | \$0.00 | (\$5,800,358.04) | (\$105,667.54) | \$0.00 | (\$591,452.55) | (\$5,208,905.49) |  |

Sitka Police Department Organization Chart


