

CITY OF SEBASTOPOL CITY COUNCIL

AGENDA ITEM REPORT FOR MEETING OF: June 3, 2025

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To: Honorable Mayor and City Councilmembers  
From: Ronald Nelson, Interim Police Captain  
Responsible Department: Police  
Subject: Approval of Budget Amendment for Video Security System for Police Department

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**RECOMMENDATION(s):**

The recommendation is that the City Council approve the budget amendment for the replacement of the video security system at the police department building.

**EXECUTIVE SUMMARY:**

This item is to request that the City Council Consider and Approve a budget amendment request for the purchase and replacement of the antiquated video security system for the police department. This purchase was reflected in the 24/25 fiscal year budget and is to be paid for with Police Endowment funds in an amount of \$46,008.42. The amendment approves transferring the funds from the police endowment fund to reimburse the General Fund for the purchase.

**BACKGROUND**

The existing video security system for the Police Department building was installed when construction of the building was completed in 1991. The existing system has outlived its useful life and does not have any recording capability, which provides little actual security and is of no value should an incident occur on the exterior of the building, or within the police department lobby that would require evidence to be obtained for a criminal act, or a complaint allegation against a member of the police department.

**DISCUSSION:**

The purchase of the new system was presented to the budget committee and is included in the approved FY24/25 budget. It was approved and noted that the police endowment funds would be used for the purchase. From an accounting standpoint, the funds for the purchase were not moved from the Police Endowment Fund portion of the budget to reimburse the line-item account in the General Fund budget where the item was budgeted. This amendment would authorize the transfer of those funds.

**STAFF ANALYSIS:**

This item is to request that \$46,008.42 be authorized to be transferred from the Police Endowment Fund account to reimburse the General Fund to complete the purchase of the new video security system. It is imperative to have recording capability and a video security system that provides good video resolution for investigative purposes. This type of system is currently in use at City Hall and the Fire Department buildings. There have been instances of violence at police departments throughout the country where video evidence from security systems has been instrumental in the identification and prosecution of suspects. Not having this capability exposes us to potential liability and puts our police department employees at risk.

**CITY COUNCIL GOALS/PRIORITIES/ AND OR GENERAL PLAN CONSISTENCY:**

This agenda item represents the City Council goals/priorities as follows:

Goal 4: HIGH PERFORMANCE ORGANIZATION

Restoring public trust

Improve Public Communications

This agenda item represents the City Council General Plan Consistency (if applicable):

**FISCAL IMPACT:**

There is no fiscal impact to the General Fund. \$46,008.42 is requested to be transferred from the Police Endowment Fund, account number 128-00-00-4999, to reimburse the General Fund, account number 100-00-00-3999.

**COMMUNITY OUTREACH:**

This item has been noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to the scheduled meeting date. The City has also used social media to promote and advertise the City Council Meeting Agenda Items.

As of the writing of this agenda item report, the City has not received any public comment. If staff receives public comment from interested parties following the publication and distribution of this agenda item report, such comments will be provided to the City Council as supplemental materials before or at the meeting and will be posted to the city website.

**RESTATED RECOMMENDATION(S):**

That the City Council approve the budget amendment request for the purchase of the replacement video security system at the Police Department.

**Options:**

1. That the City Council does not approve the budget amendment and not reimburse the General Fund from the Police Endowment Fund.

**ATTACHMENT(S):**

Resolution

**APPROVALS:**

Department Head Responsible for Agenda Item:	Ron Nelson	Approval Date: 5/28/25
CEQA Determination (Community Development/Planning):	Emi Theriault	Approval Date: N/A
Administrative Services (Financial):	Ana Kwong	Approval Date: 5/28/25

Costs authorized in City Approved Budget: ☒ Yes ☐ No ☐ N/A

Account Code (if applicable) (Please list which account the funds are to be allocated from:

City Attorney Approval	Alex Mog	Approval Date: N/A
Acting City Manager Approval:	Mary Gourley	Approval Date: 5/28/25

RESOLUTION NO. \_\_\_\_\_

RESOLUTION OF THE COUNCIL OF THE CITY OF SEBASTOPOL APPROVING A BUDGET AMMENDMENT TO THE FY24/25 BUDGET TO TRANSFER FUNDS FROM THE POLICE ENDOWMENT FUND INTO THE GENERAL FUND FOR PURCHASE AND ACQUISITON OF A NEW VIDEO SECURITY SYSTEM FOR THE POLICE DEPARTMENT

WHEREAS, the existing video security system at the police department was installed when the construction of the building was completed in 1991; and

WHEREAS, the current video security system is antiquated and does not provide any recording or video retrieval capabilities and does not provide any useful value should an incident occur require the retrieval of evidence for a criminal investigation or a complaint against a member of the department; and

WHEREAS, the limitations with the current system expose the city to potential liability and expose police department employees and the public to possible risks; and

WHEREAS, funding for the purchase of a new system was included in the approved FY24/25 budget with the caveat that Police Endowment Funds were to be used for the purchase of the system; and

WHEREAS, the actual transfer of funds from the Police Endowment Fund into the General Fund line item for the purchase was never completed; and

WHEREAS, the request for this budget amendment is to authorize the transfer from the Police Endowment Fund, account number 128-00-00-4999 into the General Fund account number 100-00-00-3999 to allow for the completion of the purchase ; and

WHEREAS, the purchase of the new video security system will provide the police department, its employees and the public with the same margin of safety that is currently in use with video security systems currently in use at the City Hall and the Fire Department buildings; and

NOW, THEREFORE, BE IT RESOLVED, by the Council of the City of Sebastopol hereby approve a resolution approving a budget amendment to the FY24/25 approved budget to transfer \$46,008.42 from the Police Endowment Fund into the General Fund to complete the purchase of a new video security system for the Sebastopol Police Department building.

1. IN COUNCIL DULY PASSED, APPROVED, and RESOLVED this 3rd day of June, 2025.

**VOTE:**

Ayes:

Noes:

Abstain:

Absent:

APPROVED: \_\_\_\_\_  
Mayor Stephen Zollman

ATTEST: \_\_\_\_\_  
Mary Gourley, Acting City Manager/City Clerk, MMC

APPROVED AS TO FORM: \_\_\_\_\_  
Alex Mog, City Attorney