

**SARNIA POLICE SERVICES BOARD**

**THURSDAY, OCTOBER 8, 2015**

**9:00 a.m.**

**BOARDROOM, POLICE SERVICES BUILDING**

**SARNIA, ONTARIO**

**A G E N D A**

**Open Meeting**

**DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

**MINUTES**

Adoption of Minutes – September 24, 2015

***THAT the Minutes of September 24, 2015 be adopted.***

**REPORTS AND INQUIRIES**

1. 10 Year Capital Budget Plan (Report)

***THAT the Sarnia Police Services Board approves the 10 year capital budget plan.***

2. 2016 Fees for Service (Report)

***THAT the Sarnia Police Services Board approves the fee structure per the schedule of fees attached to the Director of Financial Services' report dated September 7, 2015.***

3. 2016 Budget Board Draft #1 (Report)

**NEW BUSINESS**

**ADJOURNMENT**

**OPEN MINUTES**  
**9:30 a.m. - THURSDAY, SEPTEMBER 24, 2015**  
**BOARD ROOM**  
**POLICE SERVICES BUILDING**

The Sarnia Police Services Board met in regular session.

Mayor Mike Bradley took the Chair and the following Members of the Board were present: Councillor M. Mitro and J. Girard.

Absent: Vice-Chair S. Palko, S. Whyte

Present from staff were: Chief Phil Nelson, Deputy Chief Bob Farlow, Inspector Norm Hansen, Inspector Doug Warn, Constable John Sottosanti, Media/Policy Officer Constable Les Jones, Director of Financial Services & Supply Joyce Dietz, and Acting City Solicitor Scott R. McEachran as Board Secretary.

**DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF**

There were no disclosures of pecuniary interest.

**MINUTES**

Moved by Board Member Councillor Mitro, seconded by Board Member Girard, and **carried**:

***THAT the Minutes of June 4, 2015 be adopted.***

**REPORTS AND INQUIRIES**

1. 2016 Proposed Budget Board Draft #1 (Report)

The Budget was introduced as a public document. Joyce Dietz, Director of Financial Services & Supply anticipates a \$50-75,000.00 deficit at year end. Chief Nelson advised that there were over 200 more criminal charges this year to date compared to prior years. The Sarnia Police Services Budget was hit hard with \$100,000.00 extra for

insurance costs. A Budget meeting is set for October 8<sup>th</sup>, 2015. The Budget will be posted on the Sarnia Police Services web site and the Board Secretary will advertise for public comments.

## **ROUTINE APPROVALS AND INFORMATION**

### 1. Capital Budget Request for 2016 – Phone System (Report)

Joyce Dietz, Director of Finance provided a report dated August 6<sup>th</sup>, 2015 to the Sarnia Police Services Board regarding a Capital Budget Request for 2016 for a replacement phone system.

Moved by Board Member Councillor Mitro, seconded by Board Member Girard, and **carried**:

***THAT the Sarnia Police Services Board approves capital budget funding in the amount of \$140,000.00 be established through the City of Sarnia Equipment Reserve to allow for the purchase and installation of the replacement phone system for the Sarnia Police Headquarters.***

### 2. Budget Status Report Ending June 30, 2015 (Report)

Joyce Dietz, Director Financial Services provided a report dated July 8<sup>th</sup>, 2015 to the Sarnia Police Services Board regarding the budget status report ending June 30<sup>th</sup>, 2015.

### 3. Insurance Costs (Report)

Chief Nelson provided a report dated September 14<sup>th</sup>, 2015 to the Sarnia Police Services Board enclosing a report dated July 6<sup>th</sup>, 2015 from Joyce Dietz, Director Financial Services regarding insurance costs.

### 4. Budget Status Report Ending August 31, 2015 (Report)

Chief Nelson provided a report dated September 16<sup>th</sup>, 2015 to the Sarnia Police Services Board regarding the budget status report ending August 31<sup>st</sup>, 2015.

5. 2016 Reserve Commitments (Report)

Joyce Dietz, Director of Financial Services provided a report dated August 27<sup>th</sup>, 2015 to the Sarnia Police Services Board regarding the 2016 Reserve commitments.

***THAT the Sarnia Police Services Board request Sarnia City Council approval for the 2016 reserve commitment requests.***

6. 2015 Reserve Commitments (Report)

Chief Nelson provided a report dated September 14<sup>th</sup>, 2015 to the Sarnia Police Services Board regarding the 2015 Reserve commitments.

7. 2015 Major Crime Reserve Commitments (Report)

Chief Nelson provided a report dated September 10<sup>th</sup>, 2015 to the Sarnia Police Services Board enclosing a report dated September 9<sup>th</sup>, 2015 from Joyce Dietz, Director of Finance regarding 2015 Major Crime Reserve commitments.

***THAT the Sarnia Police Services Board request Sarnia City Council approval for the 2015 Major Crime reserve commitments request.***

8. Recommendation for Special Constable Appointment (Report)

Inspector Jeff Hodgson provided a report dated June 11<sup>th</sup>, 2015 to the Sarnia Police Services Board regarding a recommendation for Special Constable Appointment.

***THAT the Sarnia Police Services Board approves the appointment as Special Constable of James Ronald Amlin.***

9. Recommendation for Special Constable Appointments  
(Report)

Inspector Jeff Hodgson provided a report dated September 14<sup>th</sup>, 2015 to the Sarnia Police Services Board regarding a recommendation for Special Constable Appointments.

***THAT the Sarnia Police Services Board approves the appointments as Special Constables of Erin J. Horwood and Dwain Wesley Wilson.***

10. History of the Sarnia Community Shred-It Event  
(Report)

Chief Nelson provided a report dated September 3<sup>rd</sup>, 2015 to the Sarnia Police Services Board regarding the history of the Sarnia Community Shred-It Event.

11. Motor Vehicle Collisions January – June 2015  
(Report)

Chief Nelson provided a report dated August 31<sup>st</sup>, 2015 to the Sarnia Police Services Board regarding motor vehicle collisions January – June 2015.

12. Police & Peace Officer Memorial Service (Notice)

A notice was provided to the Sarnia Police Services Board advising of the 26<sup>th</sup> Annual Police & Peace Officer Memorial Service on September 27<sup>th</sup>, 2015 at 10:00 a.m. to be held at Redeemer Lutheran Church on Indian Road.

13. Statistics Report 2015 (Report)

Chief Nelson provided a report dated September 15<sup>th</sup>, 2015 to the Sarnia Police Services Board regarding the statistics report for 2015.

14. Request to attend 2015 Governance & Labour Seminar – John Girard (Letter)

Scott McEachran, Board Secretary provided a letter dated September 17<sup>th</sup>, 2015 to the Sarnia Police Services Board requesting the Board to formally approve Board Member Girard's attendance at the 2015 Governance & Labour Seminar.

***THAT the Sarnia Police Services Board approve Board Member Girard's request to attend the OAPSB Labour Seminar.***

15. Capital Budget for 2016 – Back-up Diesel Generator (Report) – **Late Item**

Scott McEachran, Board Secretary provided a letter dated September 18<sup>th</sup>, 2015 to the Sarnia Police Services Board as a late agenda item enclosing a report dated August 31<sup>st</sup>, 2015 from Joyce Dietz, Director of Finance regarding a Capital Budget request for 2016 for a replacement back-up diesel generator.

***THAT the Sarnia Police Services Board approves capital budget funding in the amount of \$375,000.00 be established through the City of Sarnia Equipment Reserve to allow for the purchase and installation of one (1) replacement back-up diesel generator for the Sarnia Police Headquarters.***

Moved by Board Member Councillor Mitro, seconded by Board Member Girard, and **carried**:

***THAT Items 2 to 4, 6 and 10-13 , under Routine Approvals and Information, be received and filed.***

## **NEW BUSINESS**

The next board meeting will be held October 8<sup>th</sup>, 2015 where the budget will be discussed and the October 22<sup>nd</sup>, 2015 meeting is cancelled.

Chief Nelson reminded the board that the next Zone 6 OACP/OAPSB would be held on October 14<sup>th</sup>, 2015 at the Holiday Inn in Point Edward commencing at 8:00 a.m.

## **ADJOURNMENT**

Moved by Board Member Councillor Mitro, seconded by Board Member Girard, and **carried**:

***THAT the Sarnia Police Services Board adjourn.***

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CHAIR



**SARNIA POLICE SERVICE**  
**DEPARTMENT CORRESPONDENCE**  
*PEOPLE SERVING PEOPLE*

**DATE:** September 29, 2015

**TO:** Sarnia Police Service Board Members

**FROM:** Chief Phil Nelson

**RE: 10 Year Capital Budget Plan**

Please find for your review the 10 Year Capital Budget Plan.

Please don't hesitate to contact me if you have any questions.



Phil Nelson  
Chief of Police

PN/ch



# SARNIA POLICE SERVICE

## DEPARTMENT CORRESPONDENCE

*People Serving People*

To: Phil Nelson  
Chief of Police

DATE: September 21, 2015

From: Joyce Dietz  
Director Financial Services

### **RE: 10 YEAR CAPITAL BUDGET PLAN**

#### **BACKGROUND**

To provide the Sarnia Police Services Board with information regarding capital budget requirements within the next 10 years.

#### **COMMENTS**

The Sarnia Police Service Headquarters was built in 1986 with occupancy occurring in December 1986. Some of the items listed below are 29 years old and will need replacing in the near future.

1. The underground fuel storage tank is original to the building. It is a 6000 gal (27,276 litres) capacity fiberglass reinforced plastic underground storage tank. The life expectancy is approximately 35 years however these units were not manufactured for flex fuels and as technology changes so too will the need to replace the storage tank. The approximate replacement cost listed below does not include resurfacing of the parking lot.
2. Our current bullet trap for the range is a venetian blind type bullet trap with bolt-on leading edge assembly, ceiling slope sheets, sidewall plates and wall deflector plates made of 6mm thick steel alloy armor, model 2400S by Detroit Armor Corp. We are currently experiencing wear and tear to the original trap from normal use during yearly officer firearm re-certifications etc. and it will require repairs this year. A replacement bullet trap will be required in the future.
3. Our current Motorola communication system was purchased in 1999. Our portable and mobile radios were recently replaced. We have been advised that the remainder of our current communication system will not be supported by Motorola after 2018 and the system will require complete replacement.
4. We currently have a 200 kilowatt 120/208 volt 3 phase 1800 rpm standby diesel generator with a Rolls Royce engine. We have a yearly maintenance agreement on this unit to ensure that it keeps running smoothly. It is tested weekly with a full load test done yearly. The generator is our back up power for the entire police headquarters in the event of a power failure. Replacement parts are becoming increasingly difficult to acquire. This unit is original to the building and the building was built around this generator in the basement.

## FINANCIAL CONSIDERATIONS

Estimated costs for the projects will change as technology changes.

1. Replacement 6000 gallon fiberglass reinforced plastic underground storage tank - \$100,000.00. Anticipated year of replacement is 2019/2020. Cost is approximately cost of tank only.
2. Replacement bullet trap for the Sarnia Police firing range - \$100,000.00 - \$150,000.00. Replacement in 2017. Cost is approximate and may be subject to change once quotes are requested.
3. Replacement radio communication system - \$2,000,000.00 - \$2,500,000.00. Replacement in 2017-2018 as the system will no longer be supported after 2018. This is only an approximately cost until specs and RFP's are submitted.
4. Replacement diesel generator - \$375,000.00. Replacement in 2016. Engineering study was done by Electek and cost estimate provided.



Joyce Dietz  
Director Financial Services

c.c. Sarnia Police Services Board  
D/Chief R. Farlow  
Margaret Misek-Evans  
Lisa Armstrong  
James McNaule

**SARNIA POLICE SERVICE**  
**DEPARTMENT CORRESPONDENCE**  
*PEOPLE SERVING PEOPLE*

**DATE:** September 29, 2015

**TO:** Sarnia Police Service Board Members

**FROM:** Chief Phil Nelson

**RE: 2016 Fees for Service**

Please find for your review the 2016 Fees for Service.

Please don't hesitate to contact me if you have any questions.



Phil Nelson  
Chief of Police

PN/ch



**SARNIA POLICE SERVICE**  
**DEPARTMENT CORRESPONDENCE**

*People Serving People*

To: James P. Nelson  
Chief of Police

DATE: September 7, 2015

From: Joyce Dietz  
Director Financial Services

**RE: 2016 FEES FOR SERVICE**

**RECOMMENDATION**

It is our recommendation that the Sarnia Police Services Board approve the fee structure per the attached schedule of fees.

**BACKGROUND**

The current rates for service take effect January 1, 2016.

**COMMENTS**

A review of the Fees for Service was conducted as part of our yearly review process. Comparisons with other police services were used in the determination of the new rate recommendations.

In addition, any contractual changes for 2016 will automatically change fees where applicable.

Joyce Dietz  
Director of Finance

c.c. Sarnia Police Services Board





**2016 BUDGET**  
**BOARD DRAFT #1**

September 14, 2015

## SARNIA POLICE SERVICES BUDGET 2016

		2014 ACTUAL	2015 APPROVED	2015 ACTUAL	2016 APPROVED	GROWTH
<b>ACCOUNT #2600 - POLICE OFFICERS:</b>						
0552600-01000	Salaries - Regular	\$ 10,540,047.69	\$ 11,161,165.00	\$ -	\$ 11,641,219.00	4.30%
0552600-01025	Salaries - Overtime	561,816.54	520,000.00	0.00	540,000.00	3.85%
0552600-01035	Salaries - Specialist Pay	4,979.13	6,300.00	0.00	6,300.00	0.00%
0552600-01090	Salaries - Court Time	162,851.79	175,000.00	0.00	166,900.00	-4.63%
0552600-01095	Salaries - Stand By Pay (On Call Pay)	71,510.20	75,000.00	0.00	75,000.00	0.00%
0552600-01100	Salaries - Acting Rank	40,936.47	37,900.00	0.00	40,000.00	5.54%
0552600-01105	Special Duties	1,205.68	0.00	0.00	0.00	0.00%
0552600-01110	Salaries - Vacation/Vac. Term. Pay	21,831.91	24,000.00	0.00	24,000.00	0.00%
0552600-01115	Salaries - Statutory Holiday Pay	174,783.24	171,000.00	0.00	171,000.00	0.00%
0552600-01125	Salaries - Shift Differential	20,298.50	23,000.00	0.00	23,000.00	0.00%
0552600-01130	Salaries - Severence Pay	0.00	0.00	0.00	0.00	0.00%
0552600-01200	Employee Benefits	3,132,344.86	3,438,593.00	0.00	3,680,164.00	7.03%
0552600-01253	Car Allowance	2,161.20	2,400.00	0.00	2,400.00	0.00%
0552600-01255	Uniform Equipment	47,720.58	60,856.00	0.00	60,856.00	0.00%
0552600-01258	Dry Cleaning Allowance	13,031.55	17,100.00	0.00	17,100.00	0.00%
0552600-02301	Memberships and Subscriptions	7,400.52	8,403.00	0.00	7,550.00	-10.15%
0552600-02310	Travel	19,111.83	19,600.00	0.00	21,800.00	11.22%
0552600-02311	Education and Training	85,547.28	76,155.00	0.00	74,695.00	-1.92%
0552600-02360	Clothing Allowance	22,040.82	25,400.00	0.00	25,400.00	0.00%
0552600-02388	Overtime Meals	7,895.11	10,000.00	0.00	10,000.00	0.00%
0552600-02396	Personnel Equipment	14,789.67	15,700.00	0.00	15,700.00	0.00%
0552600-05000	Sundry	1,198.80	1,500.00	0.00	1,500.00	0.00%
0552600-05126	Medical Exams	2,616.12	6,000.00	0.00	6,000.00	0.00%
0552600-05128	Employee Assistance Program	7,553.86	10,000.00	0.00	10,000.00	0.00%
<b>TOTAL</b>		<b>\$ 14,963,673.35</b>	<b>\$ 15,885,072.00</b>	<b>\$ -</b>	<b>\$ 16,620,584.00</b>	<b>4.63%</b>

ACT.14/APP.15 6.16% \$ 921,398.65  
 APP.15/ACT.15 #DIV/0! \$ (15,885,072.00)

**ACCOUNT #2605 - COURT SECURITY:**

0552605-01000	Salaries - Regular	\$ 557,106.77	\$ 539,755.00	\$ -	\$ 570,715.00	5.74%
0552605-01025	Salaries - Overtime	14,182.18	15,500.00	0.00	14,600.00	-5.81%
0552605-01090	Salaries - Court Time	231.70	0.00	0.00	0.00	0.00%
0552605-01110	Salaries - Vacation Pay	8,413.72	7,094.00	0.00	7,855.00	10.73%
0552605-01115	Salaries - Stat Time	234.56	0.00	0.00	0.00	0.00%
0552605-01120	Salaries - Service Pay	1,500.00	1,650.00	0.00	1,650.00	0.00%
0552605-01125	Salaries - Shift Differential	0.00	0.00	0.00	0.00	0.00%
0552605-01200	Employee Benefits	131,568.73	146,577.00	0.00	151,969.00	3.68%
<b>TOTAL</b>		<b>\$ 713,237.66</b>	<b>\$ 710,576.00</b>	<b>\$ -</b>	<b>\$ 746,789.00</b>	<b>5.10%</b>

ACT.14/APP.15 -0.37% \$ (2,661.66)  
 APP.15/ACT.15 #DIV/0! \$ (710,576.00)



		2014 <u>ACTUAL</u>	2015 <u>APPROVED</u>	2015 <u>ACTUAL</u>	2016 <u>APPROVED</u>	<u>GROWTH</u>
<b>ACCOUNT #2610 - COMMUNICATIONS:</b>						
0552610-01000	Salaries - Regular	\$ 1,296,922.06	\$ 1,424,994.00	\$ -	\$ 1,455,772.00	2.16%
0552610-01025	Salaries - Overtime	30,030.12	20,000.00	0.00	20,000.00	0.00%
0552610-01040	Salaries - Training Pay	0.00	1,200.00	0.00	1,200.00	0.00%
0552610-01090	Salaries - Court Time	913.74	0.00	0.00	0.00	0.00%
0552610-01100	Salaries - Acting Pay	0.00	0.00	0.00	0.00	0.00%
0552610-01110	Salaries - Vacation Pay	17,083.82	15,275.00	0.00	15,665.00	2.55%
0552610-01115	Salaries - Statutory Holiday Pay	16,709.17	16,600.00	0.00	17,125.00	3.16%
0552610-01120	Salaries - Service Pay	5,300.00	5,550.00	0.00	5,750.00	3.60%
0552610-01125	Salaries - Shift Differential	4,675.23	5,000.00	0.00	5,000.00	0.00%
0552610-01200	Employee Benefits	334,902.86	396,084.00	0.00	418,359.00	5.62%
0552610-02104	Telephone Lines	62,095.63	63,200.00	0.00	63,200.00	0.00%
0552610-02222	Radio Licences	6,977.00	7,000.00	0.00	7,000.00	0.00%
0552610-02410	Equipment Maintenance	68,639.40	65,804.00	0.00	65,163.00	-0.97%
0552610-05505	Central Dispatch-Equipment	6,768.53	3,105.00	0.00	3,485.00	12.24%
0552610-05640	Equipment Reserve - 911	20,000.00	20,000.00	0.00	20,000.00	0.00%
<b>TOTAL EXPENDITURES</b>		<b>\$ 1,871,017.56</b>	<b>\$ 2,043,812.00</b>	<b>\$ -</b>	<b>\$ 2,097,719.00</b>	<b>2.64%</b>
0542610-00929	Revenue - Pt. Ed. 911 Dispatch	2,978.00	2,978.00	0.00	2,978.00	0.00%
0542610-00402	Revenue - Pt. Ed. Fire Dispatch (.50%)	9,787.00	10,219.00	0.00	10,489.00	2.64%
0542610-00939	Revenue - Sarnia Fire Dispatch (20%)	352,334.00	367,886.00	0.00	419,544.00	14.04%
<b>TOTAL REVENUE</b>		<b>\$ 365,099.00</b>	<b>\$ 381,083.00</b>	<b>\$ -</b>	<b>\$ 433,011.00</b>	<b>13.63%</b>
<b>NET COMMUNICATIONS EXPENDITURES</b>		<b>\$ 1,505,918.56</b>	<b>\$ 1,662,729.00</b>	<b>\$ -</b>	<b>\$ 1,664,708.00</b>	<b>0.12%</b>
			ACT.14/APP.15	10.41%	\$ 156,810.44	
			APP.15/ACT.15	#DIV/0!	\$ (1,662,729.00)	
<b>ACCOUNT #2615 - CIVILIAN :</b>						
0552615-01000	Salaries - Regular	\$ 1,714,544.54	\$ 1,780,457.00	\$ -	\$ 1,834,913.00	3.06%
0552615-01025	Salaries - Overtime	8,634.89	10,500.00	0.00	10,000.00	-4.76%
0552615-01030	Salaries - Casual	0.00	0.00	0.00	0.00	0.00%
0552615-01040	Salaries - Training Pay	1,198.00	600.00	0.00	600.00	0.00%
0552615-01090	Salaries - Court Time	0.00	0.00	0.00	0.00	0.00%
0552615-01100	Salaries - Acting Pay	0.00	0.00	0.00	0.00	0.00%
0552615-01110	Salaries - Vacation Pay	4,600.65	4,495.00	0.00	4,735.00	5.34%
0552615-01115	Salaries - Statutory Holiday Pay	4,674.31	6,900.00	0.00	4,800.00	-30.43%
0552615-01120	Salaries - Service Pay	8,200.00	8,550.00	0.00	8,950.00	4.68%
0552615-01125	Salaries - Shift Differential	2,616.96	2,600.00	0.00	2,600.00	0.00%
0552615-01130	Salaries - Severance Pay	0.00	0.00	0.00	0.00	0.00%
0552615-01200	Employees Benefits	489,327.49	570,136.00	0.00	598,184.00	4.92%
0552615-01253	Car Allowance	540.36	600.00	0.00	600.00	0.00%
<b>TOTAL</b>		<b>\$ 2,234,337.20</b>	<b>\$ 2,384,838.00</b>	<b>\$ -</b>	<b>\$ 2,465,382.00</b>	<b>3.38%</b>
			ACT.14/APP.15	6.74%	\$ 150,500.80	
			APP.15/ACT.15	#DIV/0!	\$ (2,384,838.00)	

		2014 ACTUAL	2015 APPROVED	2015 ACTUAL	2016 APPROVED	GROWTH
<b>ACCOUNT #2620 - JANITORIAL SALARIES:</b>						
0552620-01000	Salaries - Regular	\$ 168,925.95	\$ 188,101.00	\$ -	\$ 194,422.00	3.36%
0552620-01025	Salaries - Overtime	365.00	330.00	0.00	375.00	13.64%
0552620-01100	Salaries - Acting Pay	350.61	0.00	0.00	0.00	0.00%
0552620-01110	Salaries - Vacation Pay	2,351.09	2,955.00	0.00	3,055.00	3.38%
0552620-01115	Salaries - Stat Pay	884.08	1,050.00	0.00	910.00	-13.33%
0552620-01120	Salaries - Service Pay	400.00	500.00	0.00	500.00	0.00%
0552620-01130	Salaries - Severance Pay	0.00	0.00	0.00	0.00	0.00%
0552620-01200	Employee Benefits	46,095.10	51,468.00	0.00	53,749.00	4.43%
<b>TOTAL</b>		<b>\$ 219,371.83</b>	<b>\$ 244,404.00</b>	<b>\$ -</b>	<b>\$ 253,011.00</b>	<b>3.52%</b>

		2014 ACTUAL	2015 APPROVED	2015 ACTUAL	2016 APPROVED	GROWTH
<b>ACCOUNT #2625 - STATION:</b>						
			ACT.14/APP.15	11.41%	\$ 25,032.17	
			APP.15/ACT.15	#DIV/0!	\$ (244,404.00)	
0552625-02000	Stationery & Office Supplies	\$ 50,863.17	\$ 52,000.00	\$ -	\$ 52,000.00	0.00%
0552625-02006	Identification Branch-Photography	9,438.88	10,850.00	0.00	10,850.00	0.00%
0552625-02101	Fuel - (Union Gas)	30,079.33	32,000.00	0.00	32,000.00	0.00%
0552625-02102	Electricity - (Bluewater Power)	114,963.03	115,000.00	0.00	120,000.00	4.35%
0552625-02103	Water - (City Sarnia)	10,442.83	11,000.00	0.00	11,000.00	0.00%
0552625-02104	Telephone	134,806.57	134,000.00	0.00	141,000.00	5.22%
0552625-02220	Vehicle Expense	208,345.49	239,820.00	0.00	214,820.00	-10.42%
0552625-02224	Vehicle Rentals	584.52	2,500.00	0.00	1,000.00	-60.00%
0552625-02225	Cruiser Purchasing	250,000.00	250,000.00	0.00	250,000.00	0.00%
0552625-02303	Postage	11,468.20	15,000.00	0.00	15,000.00	0.00%
0552625-02320	Janitorial Supplies	12,850.15	12,500.00	0.00	12,500.00	0.00%
0552625-02384	Radio	9,568.10	14,150.00	0.00	11,650.00	-17.67%
0552625-02386	Meals for Prisoners	2,957.23	2,300.00	0.00	3,000.00	30.43%
0552625-02400	Service Contracts	70,077.89	77,823.00	0.00	63,808.00	-18.01%
0552625-02405	Office Equipment	313,462.20	226,807.00	0.00	224,241.00	-1.13%
0552625-02420	Building Maintenance	89,568.56	71,200.00	0.00	71,200.00	0.00%
0552625-02435	Ground Maintenance	56,645.31	31,000.00	0.00	31,000.00	0.00%
0552625-03101	Program Supplies-C.I.D.	17,599.69	12,000.00	0.00	12,000.00	0.00%
0552625-03102	Program Supplies-Community Serv.	4,175.12	5,000.00	0.00	5,000.00	0.00%
0552625-03103	Program Supplies-Intelligence	9,389.09	11,000.00	0.00	11,000.00	0.00%
0552625-03104	Program Supplies-Containment Team	71,906.08	51,250.00	0.00	51,250.00	0.00%
0552625-03105	Program Supplies-Court Security	96.51	500.00	0.00	500.00	0.00%
0552625-03106	Program Supplies-Traffic	11,324.38	7,115.00	0.00	7,115.00	0.00%
0552625-03107	Program Supplies-Media Relations	152.44	1,000.00	0.00	1,000.00	0.00%
0552625-03108	Program Supplies-Firearms	61,714.59	53,150.00	0.00	53,150.00	0.00%
0552625-03109	Program Supplies-Morality	1,682.22	1,400.00	0.00	1,400.00	0.00%
0552625-03110	Program Supplies-Uniform Div.	3,546.08	6,000.00	0.00	6,000.00	0.00%
0552625-03111	Program Supplies-Bike Patrol Unit	1,878.08	2,000.00	0.00	2,000.00	0.00%
0552625-03112	Program Supplies-Crisis Negotiators	9,467.21	3,000.00	0.00	0.00	-100.00%
0552625-03113	Program Supplies-Electronic Crimes	4,139.12	6,430.00	0.00	9,380.00	45.88%
0552625-04005	Insurance	475,975.61	523,574.00	0.00	718,315.00	37.19%
0552625-05000	Sundry	149.53	1,500.00	0.00	1,500.00	0.00%
0552625-05505	New Equipment	10,000.00	10,000.00	0.00	10,000.00	0.00%
0552625-06900	Contribution to Building Reserve	38,000.00	38,000.00	0.00	38,000.00	0.00%
0552625-06906	Contribution Major Crime Reserve	15,000.00	15,000.00	0.00	15,000.00	0.00%
0552625-06910	Contribution to Crime Stoppers	15,225.00	15,600.00	0.00	15,996.00	2.54%
0552625-05650	Contribution to H.R. Specialist	69,274.00	69,274.00	0.00	69,274.00	0.00%
0552625-43002	New Equipment - Civil Remedies Grant	0.00	0.00	0.00	0.00	0.00%
0552625-43005	New Equipment - Prov. Strategy Grant	0.00	0.00	0.00	0.00	0.00%
0552632-02440	Vehicle Maintenance (cruisers)	150,797.34	125,000.00	0.00	130,000.00	4.00%
<b>TOTAL</b>		<b>\$ 2,347,613.55</b>	<b>\$ 2,255,743.00</b>	<b>\$ -</b>	<b>\$ 2,422,949.00</b>	<b>7.41%</b>

ACT.14/APP.15 -3.91% \$ (91,870.55)  
APP.15/ACT.15 #DIV/0! \$ (2,255,743.00)

<b>TOTAL POLICE SERVICE BUDGET EXPENDITURES</b>		<b>\$ 21,984,152.15</b>	<b>\$ 23,143,362.00</b>	<b>\$ -</b>	<b>\$ 24,173,423.00</b>	<b>4.45%</b>
			ACT.14/APP.15 5.27%	\$ 1,159,209.85		
			APP.15/ACT.15 #DIV/0!	\$ 23,143,362.00		

## SARNIA POLICE SERVICES BUDGET 2016

		2014 ACTUAL	2015 APPROVED	2015 ACTUAL	2016 APPROVED	GROWTH
<b>ACCOUNT #2630 - POLICE SERVICES BOARD EXPENSES:</b>						
0552630-02301	Membership, Municipal Police Authority	\$ 3,810.91	\$ 3,906.00	\$ -	\$ 4,081.00	4.48%
0552630-02305	Awards for Retiring Members	1,607.54	8,000.00	0.00	8,000.00	0.00%
0552630-02312	Conferences & Seminars	0.00	2,500.00	0.00	2,500.00	0.00%
0552630-03100	Awards Night for Outstanding Service	0.00	2,500.00	0.00	2,500.00	0.00%
0552630-04001	Legal Fees	1,924.79	40,000.00	0.00	32,500.00	-18.75%
0552630-05000	Sundry	1,894.13	2,500.00	0.00	2,500.00	0.00%
0552630-05150	Business Plan - Oracle Poll	0.00	0.00	0.00	7,500.00	100.00%
<b>TOTAL BOARD EXPENDITURES</b>		<b>\$ 9,237.37</b>	<b>\$ 59,406.00</b>	<b>\$ -</b>	<b>\$ 59,581.00</b>	<b>0.29%</b>

ACT.14/APP.15 543.11% \$ 50,168.63  
APP.15/ACT.15 #DIV/0! \$ (59,406.00)

**ACCOUNT #2600/2630 - POLICE SERVICE REVENUE:**

0542600-00400	County Grant - Police Grant	\$ 374,653.00	\$ 374,653.00	\$ -	\$ 374,653.00	0.00%
0542600-00401	County Cont.to Court Security	832,558.23	857,383.00	0.00	882,383.00	2.92%
0542600-00403	Aamjiwnaang First Nations	110,218.00	110,218.00	0.00	111,541.00	1.20%
0542600-00404	Police Cruiser Escort Service	45,825.00	40,000.00	0.00	40,000.00	0.00%
0542600-00405	Identification Branch Services	20,437.17	18,000.00	0.00	18,000.00	0.00%
0542600-00406	Firing Range Fees	751.20	0.00	0.00	0.00	0.00%
0542600-00407	Licences - Business (taxi/clearances)	105,785.37	115,000.00	0.00	115,000.00	0.00%
0542600-00750	Provincial Subsidy - Court Security	67,683.43	22,617.00	0.00	28,271.00	0.00%
0542600-00753	Community Policing Partnership Grant	152,995.48	150,000.00	0.00	150,000.00	0.00%
0542600-00805	Federal Crown Recoveries	2,515.00	0.00	0.00	0.00	0.00%
0542600-00901	Other Fees & Serv. (warr., ins. fanouts)	38,898.60	65,000.00	0.00	65,000.00	0.00%
0542625-00905	Donations	0.00	0.00	0.00	0.00	0.00%
0542600-00925	Special Duties (Administration Fees)	61,384.01	55,000.00	0.00	55,000.00	0.00%
0542600-00930	Costs Recovered (Crown/briefs/other)	5,307.44	8,000.00	0.00	8,000.00	0.00%
0542600-00931	Costs Recovered-Other Municipalities	0.00	0.00	0.00	0.00	0.00%
0542600-00941	Sale of Police Cars	23,302.00	20,000.00	0.00	20,000.00	0.00%
0542625-00755	Provincial Grant - R.I.D.E. Grant	24,100.00	24,412.00	0.00	24,365.00	-0.19%
0542625-00762	Civil Remedies Grant	0.00	0.00	0.00	0.00	0.00%
0542625-00766	Provincial Strategy Grant - ICE	0.00	0.00	0.00	0.00	0.00%
0542630-00941	Sale of Stolen & Abandoned Property	5,624.45	8,000.00	0.00	6,000.00	-25.00%
<b>TOTAL POLICE SERVICE REVENUE</b>		<b>\$ 1,872,038.38</b>	<b>\$ 1,868,283.00</b>	<b>\$ -</b>	<b>\$ 1,898,213.00</b>	<b>1.60%</b>

ACT.14/APP.15 -0.20% \$ (3,755.38)  
APP.15/ACT.15 #DIV/0! \$ 1,868,283.00

**NET POLICE SERVICE BUDGET EXPENDITURES \$ 20,121,351.14 \$ 21,334,485.00 \$ - \$ 22,334,791.00 4.69%**

ACT.14/APP.15 6.03% \$ 1,213,133.86  
EST.16/APP.15 4.69% \$ 1,000,306.00  
APP.15/ACT.15 #DIV/0! \$ (21,334,485.00)

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# 2016 Board Draft Budget #1 Review and Approval



**Sarnia Police Service**  
*People Serving People*



# 2016 BUDGET HIGHLIGHTS

- The proposed budget includes a contractual salary settlement and direct operating costs for a gross total of \$24,666,015.00. The revenue offset of \$2,331,224.00 reduces the tax levy requirement to \$22,334,791.00. The compensation cost represents 88.48% of the gross 2016 police budget while the direct operating costs constitute the balance of 11.52%. The total net budget increase is \$1,000,306.00 or 4.69% over the 2015 approved budget.

Insurance increases have driven our 2016 net budget up .91%. In addition, 2016 is a leap year which adds one additional days salary to our budget and increases the budget by .19%. These two increases have driven our net budget from 3.59% to 4.69%.

Senior Staff has worked diligently and have accomplished a reduction of \$550,015.00. Many accounts have been frozen at 2015 rates in order to keep our budget increase at a minimum.

- Insurance premiums have increased from \$523,574.00 to \$718,315.00 which is an increase of \$194,741.00. This increase constitute 0.91% of the 4.69% increase for 2016. Over the past 10 years we have seen our insurance rates escalate an astounding 1631.24% putting a tremendous strain on our police budget.
- Uniform compliment strength remains unchanged at 111 officers .
- Court Security complement strength of 5 full time and 10 casual special constables remains unchanged.
- Communications complement strength of 13 full time and 11 casual dispatchers also remains the same.
- Civilian complement strength of 24 full time and 6 part-time/casual positions are at the same levels.
- Janitorial complement has remained the same at 2 full time and 2 part-time/casual positions. (1 part-time janitorial position and 1 part-time vehicle maintenance technician).



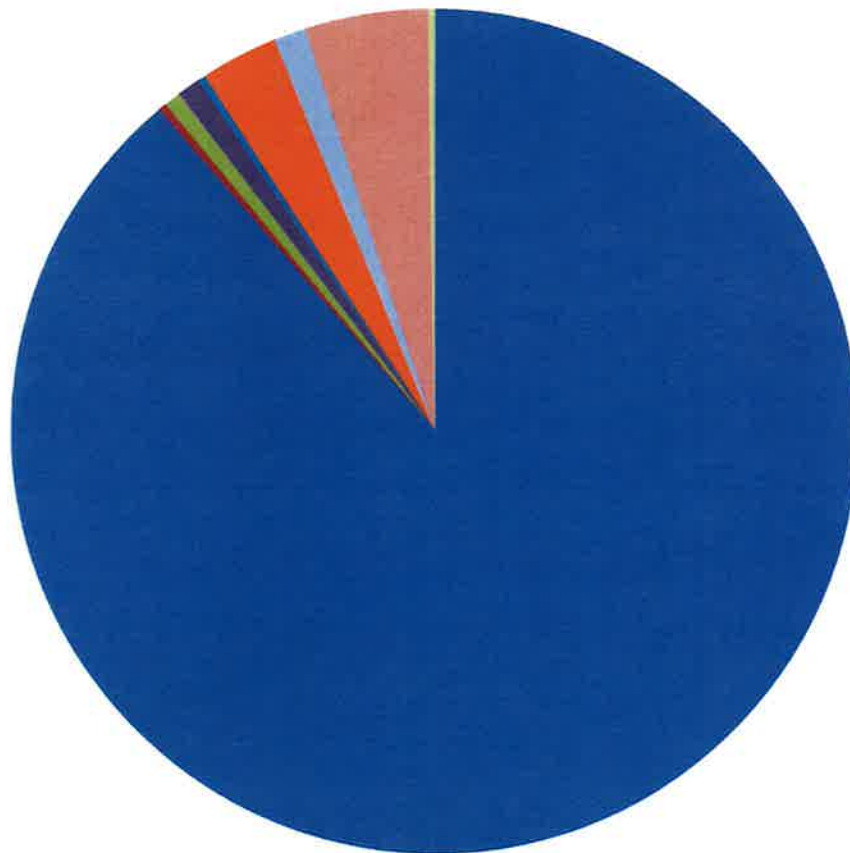
# 2016 DRAFT #1 BUDGET HIGHLIGHTS

- Benefit costs have increased in accordance with direction given by the City of Sarnia. Final benefit costs for CPP, EI, OMERS, Dental, Life Insurance , LTD and Extended Health will not be known for some time and there may be further adjustments required to our budget.
- The settlement of the Collective Agreements are included in the 2016 budget and constitute the increases to salaries, specialist pay, dry cleaning allowance etc. Merit increases for Uniform & Civilian are addressed. This budget also reflects the fact that 2016 is a leap year and as such one additional day of salary has been included.
- Utilities have been adjusted taking into consideration the projected actual costs for 2015.
- Vehicle Expense has decreased 10.42%. The cost for gasoline and the 6 cylinder patrol vehicles have proven effective in reducing costs.
- Vehicle Rentals for 2016 have decreased 60.00% due to internal fleet changes.
- Program Supplies – Senior Staff have worked diligently to limit these budget requests to necessary items only in order to keep our overall budget in line. You will notice that there are no increases in these accounts from 2015. Thirty seven (37) of forty-five (45) expense accounts are either the same or reduced from the 2015 budget
- Electronic Crimes Branch – Retrieval of evidence from computers and cellular devices for cases such as child pornography. Licencing costs for these programs make up the majority of their budget requests.
- The Sarnia Police Service Business Plan for 2016 – 2019 requires the services of Oracle Poll every 3 years.

# 2016 Net Budget Summary

The table below provides an overview of the percentage of the budget that is consumed by the various cost centres. As is noted the majority of the budget is allocated to salary and benefits.

## PERCENTAGE ALLOCATION OF OVERALL BUDGET



- Salaries & Benefits - All (88.75%)
- Officer Uniforms & Equip (0.31%)
- Communications Expense (0.63%)
- Office Equipment (0.89%)
- Education & Training (0.30%)
- Fleet, Facilities & Maint. (2.96%)
- Utilities (1.21%)
- Other Operating Exp. (4.71%)
- Police Services Board (0.24%)



# Mission Statement

**Members of the Sarnia Police Service are dedicated to:**

Protecting human life

Protecting the community

Preventing crime and other offences

Administering the law fairly and consistently

Respecting human dignity

Respecting human diversity

Caring for victims and having compassion for all

Being honest and ethical

Respecting and supporting colleagues

Understanding changing community needs

Attaining excellence in each activity undertaken



# BACKGROUND

## Adequacy & Effectiveness Regulation



- Budget planning and resource identification must take into consideration many factors including crime data trends, public input, identified priorities and the requirements under the Adequacy and Effectiveness of Police Service Regulation, 0.Reg. 3/99
- Ensures the legislated requirements are obliged
- Prepared and guided by input from staff, contractual obligations and strategic themes and priorities as identified by our external partners and internal requirements.



# COMPLEXITY OF POLICING

Policing has evolved over many years to become highly sophisticated, resource intensive, and extremely complex due to:

- Case Law
- Search warrant requirements
- Public inquiries
- Major Case Management
- Case file disclosure
- Transcribing witness statements
- High risk offender management
- Illegal drug activity
- Safe Schools Mandate
- Provincial and Federal legislative requirements
- Training and Professional Development
- E-crime (Child pornography etc.)
- Technology requirements due to electronic briefs, video, records retention

# Key Guiding Principles for Budget Preparation

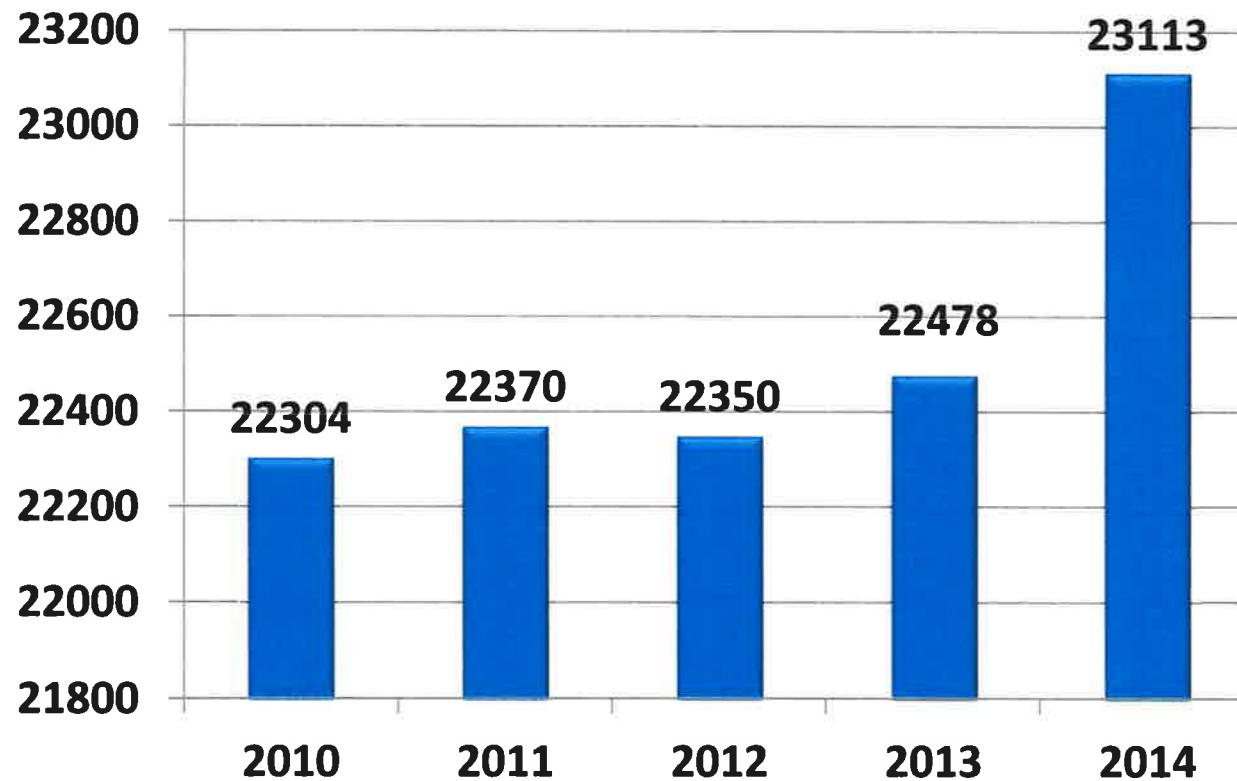


- Current, short and long range needs
- Business Plan
- Contractual obligations
- Regulatory requirements
- Service level considerations and rationalization
- Maintenance of operating costs where practicable
- Inflation where appropriate
- Contemplation of key projects, priorities and service delivery commitments
- Maximize use of technology
- Financial control and accountability

# Police Resource Statistics Comparative Analysis – Calls for Service



## CALLS FOR SERVICE





## 2016 CONSIDERATIONS

- **STAFFING COSTS**
  - Contractual, increments, policing allowance, retirements, benefits
- **INFLATIONARY INCREASES**
- **RISING UTILITY COSTS**
- **RISING INSURANCE COSTS**
- **HEALTH AND WELLNESS**
- **INCREASED CALLS FOR SERVICE**



# Recommendations for Approval

That the Sarnia Police Services Board:

1. Approve the Sarnia Police Service 2016 Board Draft Operating Budget in the amount of \$22,334,791.00.
2. Forward the approved Sarnia Police Service Operating Budget to Council for review and final approval.