

SARNIA POLICE SERVICES BOARD
October 11, 2018
9:30 a.m.
BOARDROOM, POLICE SERVICES BUILDING,
SARNIA, ONTARIO

OPEN MEETING AGENDA

Page

DECLARATIONS OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

MINUTES

- 3 - 6 1. Adoption of Minutes - September 27, 2018
That the Minutes of September 27, 2018 be adopted.

REPORTS AND INQUIRIES

- 7 - 16 1. 2019 Police Operating Budget (Report)
That the Sarnia Police Services Board receive the 2019 Proposed Operating Budget with net expenditures of \$23,853,954 representing an increase of 2.95% over 2018.
- 17 - 18 2. Proposed 2019 Fees for Services Schedule (Report)
That the Sarnia Police Service Board approve the attached Proposed Fees for Services Schedule for 2019
- 19 - 20 3. 2019 Capital Budget Funding Request (Report)
That the Sarnia Police Services Board approve the request of \$2,761,000 funding from City Council required to complete the upgrade of the Communication System.
- 21 - 22 4. Snow Removal Contract - Winter 2018/2019 (Report)

That the Sarnia Police Services Board approve a proposal from Poirier Services in the estimated amount of \$30,000 for Winter Parking Lot and Sidewalk Maintenance including Snow Removal for the period beginning in November 2018 and ending in the spring of 2019.

23 - 31

5. 2019 Police Reserves Forecast & Ten Year Capital Plan (Report)

That the Sarnia Police Services Board approve 2019 expenditures totaling \$1,144,582 from Reserves; and

That the Sarnia Police Services Board approve the 2019 Ten Year Capital Plan; and

That the Sarnia Police Services Board approve renaming the Major Crimes Reserve to the Police Operating Contingency Reserve; and

That the Sarnia Police Services Board approve consolidating the Sick Leave Reserve into the Police Operating Contingency Reserve

NEW BUSINESS

ADJOURNMENT

OPEN MINUTES
9:30 a.m. - THURSDAY, SEPTEMBER 27, 2018
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: S. Palko, Councillor D. Boushy and J. Rogers.

Absent: Board Member B. Trothen and Chief Norm Hansen

Present from staff were: Deputy Chief Owen Lockhart, Director of Financial Services & Supply Cathy Dam, and Joan Knight, Board Secretary.

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest.

MINUTES

Moved by Board Member Rogers, seconded by Vice Chair S. Palko, and **carried**:

THAT the Special Open Minutes of July 17, 2018 be adopted.

PRESENTATION

Michelle Parks and Greg Jones addressed the Sarnia Police Service Board in regard to their petition with 300 signatures in support for the Sarnia Police Service Board to investigate the feasibility of having community mental health workers attend to calls with the Sarnia Police that involve a person in a mental crisis or an addiction crisis.

Deputy Chief Lockhart informed the Board that Sarnia Police Service was currently working with a number of community partners involved in dealing with mental health issues and was committed to continue to do so in the future.

Moved by Vice Chair S. Palko, seconded by Board Member Councillor Boushy, and **carried**:

That the Sarnia Police Service Board thank Michelle Parks and Greg Jones for their presentation.

ROUTINE APPROVALS AND INFORMATION

A. Preliminary 2019 Budget Information (Report)

Cathy Dam, Director of Financial Services provided a report dated September 5, 2018 to the Sarnia Police Services Board regarding the preliminary 2019 budget information.

B. August 31, 2018 Budget Status Report (Report)

Cathy Dam, Director of Financial Services provided a report dated September 19, 2018 to the Sarnia Police Services Board regarding the budget status as at August 31, 2018.

C. Draft Sarnia Police Service 2017 Annual Report (Report)

The Sarnia Police Services was provided a draft Sarnia Police Service Annual Report for information.

D. Canada Day 2018 (Report)

Deputy Chief Owen Lockhart, provided a report dated July 9, 2018 to the Sarnia Police Services Board regarding the Canada Day 2018 events.

E. Float-Down 2018 (Report)

Deputy Chief Owen Lockhart, provided a report dated August 27, 2018 to the Sarnia Police Service Board regarding the Float-Down 2018 event.

F. Emergency Management Reserve Contributions (Report)

Margaret Misek-Evans, Chief Administrative and Officer Norm Hansen, Chief of Police provided a report dated October 1, 2018 to the Sarnia Police Services Board regarding the Emergency Management Reserve Contributions.

G. Sarnia Police Service Motor Vehicle Collisions - January - June Q2 2018 (Report)

The Sarnia Police Services Board was provided a report regarding motor vehicle collisions from January to June Q2 2018

ROUTINE APPROVALS AND INFORMATION (con't)

H. 2019 Sarnia Police Services Board Meeting Dates (Letter)

Joan Knight, Board Secretary provided a letter dated September 19, 2018 to the Sarnia Police Services Board regarding Sarnia Police Service Board meeting dates.

Moved by Vice Chair Palko, seconded by Board Member Councillor Boushy, and **carried**:

That the Sarnia Police Services Board approve the 2019 meeting dates as noted in the Board Secretary's September 19, 2018 letter.

Moved by Vice Chair Palko, seconded by Board Member Councillor Boushy, and **carried**:

THAT Items A to G, under Routine Approvals and Information, be received and filed.

NEW BUSINESS

1. Sarnia Historical Society Plaque Dedication (Verbal)

Chair, Mayor Mike Bradley brought forward a request from the Sarnia Historical Society, to sponsor an event to recognize an officer killed in the line of duty, Constable Jack Lewis. The costs are associated with a road closure for a short period of time and insurance for the event.

Moved by Board Member Rogers, seconded by Vice Chair Palko, and **carried**:

That the Sarnia Police Service Board sponsor the Sarnia Historical Society Plaque Dedication event.

2. Board Member Scott Palko – Provincial Appointment Term
(Verbal)

Chair Mayor Mike Bradley advised the term of Board Member Scott Palko was ending October 7, 2018, and thanked him for his years of dedicated service to the Sarnia Police Service Board.

ADJOURNMENT

Moved by Board Member Rogers, seconded by Board Member Councillor Boushy, and **carried**:

THAT the Sarnia Police Services Board adjourn.

CHAIR

SARNIA POLICE SERVICE
People Serving People

DEPARTMENT CORRESPONDENCE

DATE: October 11, 2018
TO: Norman Hansen, Chief of Police
FROM: Cathy Dam, Director of Financial Services
SUBJECT: 2019 Police Operating Budget

RECOMMENDATION:

It is recommended that the Sarnia Police Services Board receive the 2019 Proposed Operating Budget with net expenditures of \$23,853,954 representing an increase of 2.95% over 2018.

BACKGROUND

The Police Service budget is presented to the Board for approval and then forwarded to city staff for inclusion in the overall City Budget for approval by City Council. As the Police Service Act indicates, a municipal council may set overall budget targets and is not bound to accept Board proposals, however a council does not have the authority to approve or disapprove specific items in the Police Service estimates.

COMMENTS:

Budget Summary

Net budget expenditures are \$23,853,954, an increase of \$683,118 over 2018 net expenditures of \$23,170,836.

- a. Total expenditures (operating expenditures and reserves contributions) are \$26,254,896, 3.00% higher than 2018.
- b. Operating revenues and grants total \$2,400,942 which represents an increase of 3.47% over 2018.

The following table provides a summary of the 2019 Operating Budget.

Budget Area	2019	2018	Reallocated	Increase	% Change	Impact to Increase
Operating Expenditures	25,644,896	25,130,271	-110,081	624,706	2.49%	2.70%
Contributions to Reserves	610,000	360,900	110,081	139,019	38.52%	0.60%
Total Expenditures	26,254,896	25,491,171		763,725	3.00%	3.30%
Revenues	(2,400,942)	(2,320,335)	0	(80,607)	3.47%	-0.35%
Net Operating Budget	23,853,954	23,170,836	0	683,118	2.95%	2.95%

Budget Considerations

Preparation of the budget is carried out with consideration for various priorities, goals, and contractual agreements:

1. Service Levels – The 2019 budget represents service levels unchanged from 2018.
 - a. There is no change in Full Time Equivalent (FTEs) or staffing levels. Sworn Uniform count remains at 111 and Civilian full-time FTEs at 44.
 - b. The ratio of sworn members to general civilian population remains the lowest in comparable Ontario municipalities.
2. Collective Agreements – Salary and wage costs are approximately 89% of total expenditures.
 - a. 2019 represents the final year of a three year collective agreement which includes a 1.5% salary and wage increase.
3. 2017 to 2019 Strategic Plan – The budget process is carried out with attention to prioritizing the five goals identified in the Business Plan:
 - a. Continue Providing a Safe and Secure Community
 - b. Improvement of Service Delivery Quality
 - c. Continuing Development of Communication
 - d. Ensure Effective Resource Management
 - e. Ongoing Evaluation and Implementation of Technological Developments.
4. City Reserves & Reserve Fund Policy – City Council recently approved a Reserves Policy which transfers greater responsibility for long-term Asset Management to the Police Service for funding through Police Operating budgets. This entails increasing the level of funding to Police reserves from the Police Operating Budget to a sufficient level to handle long-term Capital Expenditures. The ultimate goal is to lessen dependence on City Reserves.
 - a. The 2019 Operating Budget does not directly fund capital expenditures. New and replacement assets are funded through Reserves according to the new

Ten Year Capital Plan and consistent with City Hall practice. In prior budgets, spending for new or replacement assets (under \$75,000) was less transparent as it was integrated across various operating and reserves accounts.

- b. Asset expenditures funded through reserves are categorized here:
 - Fleet replacement program
 - Building upgrades
 - Police equipment and gear
 - Police technology
 - 911/Communications technology
 - IT systems, computers and software
 - c. 2019 Capital Expenditures (this does not include Capital Projects) total \$1,144,582. Detail is contained in the Ten Year Capital Plan and Reserves report.
 - d. For 2019, Contributions to Reserves total \$610,000. This target was determined in conjunction with the analysis of the new Ten Year Capital Plan and long-term Reserves balances.
5. Minimizing the Impact to the City Levy – The net budget increase of 2.95% for 2019 follows the pattern of recent Board budgets. The last ten years’ average annual increase for Police Service budgets is 3.08% (2018 – 2.85%, 2017 – 2.99%).

Budget Drivers

The primary budget drivers are divided into three categories:

Compensation (Salary, Benefits)	\$544,624
Other Operating Expenditures	\$88,625
Contributions to Reserves	\$139,019
	\$772,268

- 1. Compensation – Overall Salary and Benefits increases totaled \$544,624 (2.4% over 2018). Budget dollars totaling \$72,165 were added to several compensation accounts to reflect past patterns and future projections. The balance of the increase is comprised of contractual obligations.

Account	\$
General Contract and Benefit Obligations	472,459
05-5-2605-01115 Court Security Statutory Holidays	15,000
05-5-2610-01115 911/Communications Centre Statutory Holidays	24,875
05-5-2615-01115 Civilian Statutory Holidays	10,200
05-5-2620-01115 Station/Fleet Maintenance Statutory Holidays	2,090
05-5-2610-01025 911/Communications Overtime	20,000
Net Increase	544,624

2. Other Operating Expenditures – The following non-salary accounts contain budget increases which are detailed below:

Account	Detail	\$
05-5-2625-03104 Program Supplies – Firearms/Range	Boost supply of training ammunition to sufficient level for annual training requirements	38,625
05-5-2625-02102 Electricity	Adjustment for higher rates	10,000
05-5-2625-02220 Vehicle Expense	Adjustment for higher gasoline costs	10,000
05-5-2600-02311 Education & Training	Increased training requirements following recent recruitments and internal transfers	17,700
05-5-2625-02104 Telephone & Cable	Adjustment to reflect past patterns	7,300
05-5-2625-04005 Insurance	Estimated 2% premium increase	5,000
Net Increase		88,625

3. Contributions to Reserves – The City’s new Reserves and Reserve Fund Policy states that the *“Police Services’ authority and responsibility shall be to: plan for long-term asset management and fund replacement and rehabilitation with contributions to Reserves through the Police Services Approved budget with consideration for minimizing general levy increases in conjunction with the remainder of City services;”* Following this direction, there is a shift in this budget to the long-term enhancement of Reserves balances. This requires gradual increases to reserve contributions each year. More detail on planned reserves expenditures (asset items) and the Ten Year Capital Plan can be found in the report on 2019 Reserves and Ten Year Capital Plan.

Account	Detail	\$
05-5-2610-05640 911 Equipment Reserve	911 Equipment includes Dispatch Furnishings, Workstations (computer equipment), and NG911 Upgrades	90,000
05-5-2625-06100 Contribution to Equipment Reserve	Equipment involves a wide range from Protective Gear, Police Technology, IT Infrastructure, and Cruisers	24,919
05-5-2625-06900 Contribution to Building Reserve	Building systems range from Parking Lot, Security Systems, Fire Alarm System, Gun Range, Prisoner Quarters, Electrical/Plumbing Upgrades, etc.	24,100
Net Increase		139,019

4. Right-Size Compensation Accounts – Several Uniform compensation accounts were adjusted to reflect the pattern of the past several years and future projections. The following adjustments net to zero:

Account	\$
05-5-2600-01025 Overtime	+80,000
05-5-2600-01100 Acting Rank	+8,000
05-5-2600-01090 Court Time	-55,000
05-5-2600-01115 Stat Holidays	-30,000
05-5-2600-01125 Shift Differential	-3,000
Net Increase	0

Budget Risks

As mentioned in the Operating Budget Preview Board report of September 27, 2019, we have identified the following budget risks. 2019 provincial grant amounts are shown at 2018 budget levels however we are pinpointing this as a budget risk. Removing the grants would add \$223,654 or 1.0% to the budget increase.

1. Grants – The new provincial government has been reviewing ministry expenditures and has not yet confirmed the continuation of various grant programs:
 - a. The \$150,000 Community Policing Partnership (CPP) grant is also identified as the Policing Effectiveness and Modernization (PEM) grant;
 - b. Provincial funding, approximately \$24,500, funds the RIDE program;
2. Police Cannabis Enforcement – New costs related to cannabis enforcement have not been quantified and are not included in the budget. Key unknowns are training requirements and the impact on overall rates of drug impaired driving, motor vehicle collisions, criminal investigations calls and vice unit investigations. The cost of three roadside screening devices is included in Reserves expenditures (funded out of the Operating Budget in the Contributions to Reserves section).

Budget Reallocations and Account Consolidations

Accounts were analyzed to determine whether they accurately reflect the transaction activity in each account leading to several adjustments or reallocations. These reallocations appear in the Adjustments column of the budget and net to zero causing neither a budget increase nor decrease.

1. Reallocation of Operating Expenditures – The 2019 Budget for each line item is comprised of 2018 Budget column plus or minus the Change Amount column. For 2019, an “Adjustments” column was added for reallocation of expenses to accounts more in line with the nature of the expense. The net increase is zero. The major reallocations are listed below:

Item	"From" Account	"To" Account	\$
Consolidation of two accounts with similar function	05-5-2625-02420 Building Maintenance	05-5-2625-02400 Repairs & Maintenance	76,000
Training Centre lease	05-5-2600-02311 Training	05-5-2625-05100 Facility Rent	30,000
Firing range maintenance and repairs	05-5-2625-03104 Program Supplies Firearms/Range	05-5-2625-02400 Repairs & Maintenance	28,500
Communications equipment tower lease	05-5-2610-02410 Equipment Maintenance	05-5-2610-05100 Facility Rent	12,350
Cable and fibre-optic	05-5-2625-02400 Repairs & Maintenance	05-5-2610-02104 Telephone & Cable	15,000
Services: Paper & uniform shred service, hazardous waste disposal, etc.	05-5-2625-02400 Repairs & Maintenance	05-5-2625-04910 Other Purchased Services	8,820
Equipment maintenance	05-5-2625-02400 Repairs & Maintenance (Building)	05-5-2625-02410 Equipment Maintenance	5,000

2. Reallocation of Asset Expenditures – New or replacement equipment and software is now budgeted for through the Ten Year Capital Plan using Reserves to even out the impact of one-time items to the Operating Budgets. Monies related to asset expenditures are reallocated to the Contribution to Reserves account using the "Adjustments" column, totaling \$110,081 and netting to Zero.

Item	"From" Account	"To" Account	\$
New equipment	05-5-2625-05505 New Equipment	05-5-2625-06100 Contrib. to Reserves	10,000
Replacement equipment	05-5-2625-05500 Replacement Equipment	05-5-2625-06100 Contrib. to Reserves	2,000
Computer & laptop replacement program	05-5-2625-02405 IT Equipment Maintenance	05-5-2625-06100 Contrib. to Reserves	59,741
Building & Security Infrastructure	05-5-2625-02520 Building Maintenance	05-5-2625-06100 Contrib. to Reserves	38,340

FINANCIAL IMPLICATIONS:

Net 2019 budget expenditures are \$23,853,954, an increase of \$683,118, or 2.95%, over 2018 net expenditures of \$23,170,836.

CONSULTATION:

The Police Services Board Budget process entails the following steps:

1. Requests and proposals are gathered from various units within the Service;
2. The Salary Plan is updated to incorporate contract obligations and projected benefits rates;
3. Fees for services and revenues are reviewed and reset if necessary;
4. Budget requests, revenue projections, and Salary Plan updates are compiled into the Draft Budget;
5. Budget is reviewed by the Senior Administration team;

Prepared by:

A handwritten signature in black ink, appearing to read 'CDam', is positioned above the printed name.

Cathy Dam
Director, Financial Services

cc. Lisa Armstrong, Director of Finance, City of Sarnia

**SARNIA POLICE SERVICE
2019 PROPOSED BUDGET**

PRESENTED OCTOBER 11, 2018

Account	2017 Budget	2017 Actuals	2018 Budget	Adjustments	Change	2019 Budget	Increase
Operating Budget							
Operating Revenues							
General Revenues							
05-4-2600-00403 AAMIJWNAANG FIRST NATIONS	(114,000)	(114,799)	(116,000)		(2,000)	(118,000)	1.72%
05-4-2600-00404 POLICE CRUISER ESCORT SERVICE	(30,000)	(71,097)	(30,000)		(5,000)	(35,000)	16.67%
05-4-2600-00405 IDENTIFICATION BRANCH SERVICES	(18,000)	(6,887)	(8,000)		3,000	(5,000)	-37.50%
05-4-2600-00407 LICENCES BUSINESS (TAXI/CLEARANCES)	(115,000)	(120,114)	(115,000)			(115,000)	
05-4-2600-00805 FEDERAL CROWN RECOVERIES		(3,025)					
05-4-2600-00901 OTHER FEES & SERVICES	(60,000)	(44,160)	(55,000)			(55,000)	
05-4-2600-00925 SPECIAL DUTIES (ADMINISTRATION FEES)	(50,000)	(88,574)	(50,000)			(50,000)	
05-4-2600-00930 COSTS RECOVERED	(8,000)	(5,095)	(8,000)			(8,000)	
05-4-2600-00941 SALE OF VEHICLES							
05-4-2630-00941 SALE OF PROPERTY	(6,000)	(20,080)	(6,000)		(4,000)	(10,000)	66.67%
General Revenues Total	(401,000)	(473,831)	(388,000)		(8,000)	(396,000)	2.06%
Grants							
05-4-2600-00400 COUNTY GRANT POLICE GRANT	(374,653)	(374,653)	(374,653)			(374,653)	
05-4-2600-00401 COUNTY CONT COURT SECURITY	(882,383)	(845,967)	(878,000)		(60,282)	(938,282)	6.87%
05-4-2600-00750 PROVINCIAL SUBSIDY COURT SECURITY	(49,289)	(49,290)	(49,289)			(49,289)	
05-4-2600-00753 COMMUNITY POLICING PARTNERSHIP GRANT	(150,000)	(150,000)	(150,000)			(150,000)	
05-4-2625-00755 PROVINCIAL GRANT RIDE GRANT	(24,365)	(24,365)	(24,365)			(24,365)	
05-4-2625-00766 PROVINCIAL STRATEGY GRANT ICE		(12,713)					
Grants Total	(1,480,690)	(1,456,987)	(1,476,307)		(60,282)	(1,536,589)	4.08%
911/Communications Centre							
05-4-2610-00402 REVENUE PT EDWARD FIRE DISPATCH	(10,900)	(10,900)	(11,050)		(325)	(11,375)	2.94%
05-4-2610-00929 REVENUE PT EDWARD 911 DISPATCH	(2,978)	(2,978)	(2,978)			(2,978)	
05-4-2610-00939 REVENUE SARNIA FIRE DISPATCH	(436,000)	(436,000)	(442,000)		(12,000)	(454,000)	2.71%
911/Communications Centre Total	(449,878)	(449,878)	(456,028)		(12,325)	(468,353)	2.70%
Operating Revenues Total	(2,331,568)	(2,380,697)	(2,320,335)		(80,607)	(2,400,942)	3.47%
Operating Expenditures							
Uniform							
05-5-2600-01000 SALARIES	11,901,214	11,268,563	12,023,175		135,765	12,158,940	1.13%
05-5-2600-01025 OVERTIME	540,000	782,026	540,000		80,000	620,000	14.81%
05-5-2600-01035 SPECIALIST PAY	6,300	6,600	6,300			6,300	
05-5-2600-01090 COURT TIME	166,900	108,608	166,900		(55,000)	111,900	-32.95%
05-5-2600-01095 STAND BY PAY	75,000	72,898	75,000			75,000	
05-5-2600-01100 ACTING RANKS	40,000	45,187	40,000		8,000	48,000	20.00%
05-5-2600-01105 SPECIAL DUTIES		210					
05-5-2600-01110 VACATION PAY	24,000	74,968	2,000			2,000	
05-5-2600-01115 STAT HOLIDAYS	171,000	133,732	171,000		(30,000)	141,000	-17.54%
05-5-2600-01125 SHIFT DIFFERENTIAL	23,000	20,107	23,000		(3,000)	20,000	-13.04%
05-5-2600-01130 SEVERANCE PAY		3,215					
05-5-2600-01201 GOVERNMENT BENEFITS	948,418	2,063,690	977,944		35,085	1,013,029	3.59%
05-5-2600-01202 PENSION BENEFITS	1,449,656	113,985	1,463,585		56,209	1,519,794	3.84%
05-5-2600-01203 GROUP BENEFITS	1,159,648	1,257,413	1,341,995		74,294	1,416,289	5.54%
05-5-2600-01221 LONG TERM DISABILITY	214,766	251,784	225,192		(811)	224,381	-0.36%
05-5-2600-01253 CAR ALLOWANCE	2,400	2,161	2,400			2,400	
05-5-2600-01254 CLOTHING ALLOWANCE	25,400	23,582	25,400			25,400	
05-5-2600-01258 DRY CLEANING ALLOWANCE	17,100	14,724	17,100			17,100	
05-5-2600-02301 MEMBERSHIPS/SUBSCRIPTIONS	8,143	9,353	8,298	125	2,005	10,428	24.16%
05-5-2600-02310 CONFERENCES/SEMINARS	24,110	27,691	26,840		3,340	30,180	12.44%
05-5-2600-02311 EDUCATION AND TRAINING	89,060	98,343	120,235	(30,000)	17,765	108,000	14.78%
05-5-2600-02360 UNIFORM EQUIPMENT	60,856	72,630	60,856			60,856	
05-5-2600-02388 OVERTIME MEALS	10,000	9,638	10,000			10,000	
05-5-2600-02396 PERSONNEL EQUIPMENT	15,700	21,274	15,700			15,700	
05-5-2600-05000 SUNDRY	1,500	282	1,500			1,500	
05-5-2600-05126 MEDICAL EXAMINATIONS	6,000	16,488	10,000			10,000	
05-5-2600-05128 EMPLOYEE ASSISTANCE PROGRAM	10,000	8,413	10,000			10,000	
05-5-2600-05130 OCCUPATIONAL HEALTH & WELLNESS	22,125	8,738	22,000			22,000	
Uniform Total	17,012,296	16,516,303	17,386,420	(29,875)	323,652	17,680,197	1.86%
Court Security							
05-5-2605-01000 SALARIES	581,848	524,503	590,619		8,861	599,480	1.50%

Account	2017 Budget	2017 Actuals	2018 Budget	Adjustments	Change	2019 Budget	Increase
05-5-2605-01025 OVERTIME	14,600	13,231	14,600			14,600	
05-5-2605-01090 COURT TIME		144					
05-5-2605-01110 VACATION PAY	7,855	8,506	7,855			7,855	
05-5-2605-01115 STAT HOLIDAYS					15,000	15,000	
05-5-2605-01120 SERVICE PAY	2,250	1,350	3,000			3,000	
05-5-2605-01125 SHIFT DIFFERENTIAL		3					
05-5-2605-01200 COURT BALANCING (GRANT)							
05-5-2605-01201 GOVERNMENT BENEFITS	48,086	46,301	51,192		757	51,949	1.48%
05-5-2605-01202 PENSION BENEFITS	59,045	41,219	59,964		684	60,648	1.14%
05-5-2605-01203 GROUP BENEFITS	51,419	45,810	54,940		2,637	57,577	4.80%
05-5-2605-01221 LONG TERM DISABILITY	6,908	6,889	7,265		13	7,278	0.18%
05-5-2605-02387 OVERTIME MEALS		138	50		50	100	100.00%
Court Security Total	772,011	688,094	789,485		28,002	817,487	3.55%
911/Communications Centre							
05-5-2610-01000 SALARIES	1,491,877	1,464,925	1,522,461		22,849	1,545,310	1.50%
05-5-2610-01025 OVERTIME	20,000	44,323	20,000		20,000	40,000	100.00%
05-5-2610-01040 TRAINING PAY	1,200	1,190	1,200			1,200	
05-5-2610-01090 COURT TIME		454					
05-5-2610-01110 VAC PAY	15,665	20,783	15,665			15,665	
05-5-2610-01115 STAT HOLIDAYS	17,125	18,765	17,125		24,875	42,000	145.26%
05-5-2610-01120 SERVICE PAY	5,550	4,300	7,000			7,000	
05-5-2610-01125 SHIFT DIFFERENTIAL	5,000	4,719	5,000			5,000	
05-5-2610-01200 BENEFITS RECOVERIES		(26,243)					
05-5-2610-01201 GOVERNMENT BENEFITS	148,155	156,405	154,870		4,575	159,445	2.95%
05-5-2610-01202 PENSION BENEFITS	157,642	140,773	161,203		1,845	163,048	1.14%
05-5-2610-01203 GROUP BENEFITS	128,182	97,682	113,018		5,389	118,407	4.77%
05-5-2610-01221 LONG TERM DISABILITY	19,694	19,919	20,868		39	20,907	0.19%
05-5-2610-02104 TELEPHONE & CABLE	63,200	68,655	63,200			63,200	
05-5-2610-02222 RADIO LICENCE	7,000	6,977	7,000			7,000	
05-5-2610-02300 OFFICE SUPPLIES				3,140	355	3,495	
05-5-2610-02388 OVERTIME MEALS		827	1,000			1,000	
05-5-2610-02410 EQUIPMENT MAINTENANCE	72,725	89,906	76,669	(12,350)	14,650	78,969	19.11%
05-5-2610-03100 PROGRAM SUPPLIES					500	500	
05-5-2610-05100 FACILITY RENT					12,350	12,350	
05-5-2610-05505 CENTRAL DISPATCH-EQUIPMENT	3,950	3,170	5,870	(3,640)	(2,230)		-37.99%
911/Communications Centre Total	2,156,965	2,117,530	2,192,149		92,347	2,284,496	4.21%
Civilian							
05-5-2615-01000 SALARIES	1,874,554	1,747,598	1,903,831		84,145	1,987,976	4.42%
05-5-2615-01025 OVERTIME	10,000	24,467	10,000			10,000	
05-5-2615-01040 TRAINING PAY	600	794	600			600	
05-5-2615-01110 VACATION PAY	4,735	22,770	4,735			4,735	
05-5-2615-01115 STAT HOLIDAY	4,800	9,077	4,800		10,200	15,000	212.50%
05-5-2615-01120 SERVICE PAY	8,950	9,000	11,000			11,000	
05-5-2615-01125 SHIFT DIFFERENTIAL	2,600	2,247	2,600			2,600	
05-5-2615-01200 BENEFITS RECOVERIES		(2,496)					
05-5-2615-01201 GOVERNMENT BENEFITS	186,755	187,663	193,805		8,585	202,390	4.43%
05-5-2615-01202 PENSION BENEFITS	194,679	176,449	197,669		10,045	207,714	5.08%
05-5-2615-01203 GROUP BENEFITS	214,934	154,152	204,950		11,220	216,170	5.47%
05-5-2615-01221 LONG TERM DISABILITY	31,670	26,051	33,325		1,088	34,413	3.26%
05-5-2615-01253 CIVILIAN CAR ALLOWANCE	600	540	600			600	
Civilian Total	2,534,877	2,358,312	2,567,915		125,283	2,693,198	4.88%
Station & Fleet Maintenance							
05-5-2620-01000 SALARIES	200,733	188,280	203,769		6,785	210,554	3.33%
05-5-2620-01025 OVERTIME	375	6,126	375			375	
05-5-2620-01110 VACATION PAY	3,055	2,758	3,055			3,055	
05-5-2620-01115 STAT HOLIDAYS	910	1,131	910		2,090	3,000	229.67%
05-5-2620-01120 SERVICE PAY	500	650	1,000			1,000	
05-5-2620-01201 GOVERNMENT BENEFITS	22,503	21,981	23,545		902	24,447	3.83%
05-5-2620-01202 PENSION BENEFITS	18,866	17,926	19,192		545	19,737	2.84%
05-5-2620-01203 GROUP BENEFITS	15,527	11,097	16,734		948	17,682	5.67%
05-5-2620-01221 LONG TERM DISABILITY	2,178	2,172	2,290		5	2,295	0.22%
05-5-2625-02101 FUEL	28,500	31,796	28,500		1,500	30,000	5.26%
05-5-2625-02102 ELECTRICITY	125,000	145,976	130,000		10,000	140,000	7.69%
05-5-2625-02103 WATER	11,000	12,201	11,000			11,000	
05-5-2625-02104 TELEPHONE & CABLE	141,000	184,591	148,560	15,000	7,300	170,860	4.91%
05-5-2625-02220 VEHICLE EXPENSE (GAS, ETC)	194,820	171,119	194,820		10,000	204,820	5.13%

Account	2017 Budget	2017 Actuals	2018 Budget	Adjustments	Change	2019 Budget	Increase
05-5-2625-02224 VEHICLE RENTALS	1,000	694	1,000			1,000	
05-5-2625-02300 OFFICE SUPPLIES	51,650	61,119	53,650		4,000	57,650	7.46%
05-5-2625-02303 POSTAGE	15,000	11,262	15,000			15,000	
05-5-2625-02320 JANITORIAL SUPPLIES	12,500	16,819	12,500			12,500	
05-5-2625-02384 RADIO	11,650	16,687	11,650			11,650	
05-5-2625-02386 MEALS FOR PRISONERS	3,000	2,909	3,000			3,000	
05-5-2625-02400 REPAIRS & MAINTENANCE	49,482	68,452	74,720	75,260	3,830	153,810	5.13%
05-5-2625-02405 IT EQUIPMENT MAINTENANCE	338,675	281,024	348,332	(59,866)	(4,545)	283,921	-1.30%
05-5-2625-02410 EQUIPMENT MAINTENANCE				5,320	1,200	6,520	
05-5-2625-02420 BUILDING MAINTENANCE	75,810	173,942	114,340	(114,340)			
05-5-2625-02435 GROUND MAINTENANCE	31,000	23,292	31,000			31,000	
05-5-2625-02440 VEHICLE MAINTENANCE	130,000	159,024	130,000			130,000	
05-5-2625-04005 INSURANCE	215,080	226,439	237,830		5,000	242,830	2.10%
05-5-2625-04910 OTHER PURCHASED SERVICES				8,820	2,500	11,320	
05-5-2625-05000 SUNDRY	1,500	1,762	1,500			1,500	
05-5-2625-05100 FACILITY RENT				30,000		30,000	
05-5-2625-05500 REPLACEMENT EQUIPMENT		3,938	2,000	(2,000)			
05-5-2625-05505 NEW EQUIPMENT	10,000	11,445	10,000	(10,000)			
Station & Fleet Maintenance Total	1,711,314	1,856,612	1,830,272	(51,806)	52,060	1,830,526	2.84%
Program Supplies							
05-5-2625-02006 IDENTIFICATION	5,650	7,319	7,650		4,200	11,850	54.90%
05-5-2625-03101 CID	13,057	10,603	21,580		(6,980)	14,600	-32.34%
05-5-2625-03102 COMM POLICING/COPPS	5,000	5,370	5,000			5,000	
05-5-2625-03103 INTELLIGENCE	14,000	9,388	13,000		517	13,517	3.98%
05-5-2625-03104 CONTAINMENT TEAM	60,400	44,292	75,600		(5,000)	70,600	-6.61%
05-5-2625-03105 COURT SECURITY	500	138	500			500	
05-5-2625-03106 TRAFFIC	10,250	7,461	11,450		(2,400)	9,050	-20.96%
05-5-2625-03107 MEDIA RELATIONS	5,400	2,498	5,400			5,400	
05-5-2625-03108 FIREARMS/RANGE	64,790	65,334	67,125	(28,400)	38,625	77,350	57.54%
05-5-2625-03109 VICE/MORALITY	1,400	323	1,500			1,500	
05-5-2625-03110 UNIFORM DIVISION	6,000	9,063	6,000			6,000	
05-5-2625-03111 BIKE PATROL	3,050	1,057	3,050		450	3,500	14.75%
05-5-2625-03112 CRISIS NEGOTIATORS	2,150		1,000			1,000	
05-5-2625-03113 ELECTRONIC CRIME	13,620	18,331	25,575		(8,050)	17,525	-31.48%
05-5-2625-43005 PROVINCIAL STRATEGY ICE		9,945					
Program Supplies Total	205,267	191,122	244,430	(28,400)	21,362	237,392	8.74%
Transfer to Others							
05-5-2625-05650 CONTRIBUTION TO HR SPECIALIST	69,274	69,274	43,000		(18,000)	25,000	-41.86%
05-5-2625-06910 CONTRIBUTION CRIME STOPPERS	16,500	16,500	17,000			17,000	
Transfer to Others Total	85,774	85,774	60,000		(18,000)	42,000	-30.00%
Police Services Board							
05-5-2630-02301 MEMBERSHIPS/SUBSCRIPTIONS	4,100	4,163	4,100			4,100	
05-5-2630-02305 AWARDS FOR RETIRING MEMBERS	8,000	2,762	8,000			8,000	
05-5-2630-02312 CONFERENCES & SEMINARS	2,500		2,500			2,500	
05-5-2630-03100 AWARDS OUTSTANDING SERVICE	2,500		2,500			2,500	
05-5-2630-04001 LEGAL FEES	40,000	10,341	40,000			40,000	
05-5-2630-05000 SUNDRY	2,500	5,408	2,500			2,500	
05-5-2630-05150 BUSINESS PLAN ORACLE POLL							
Police Services Board Total	59,600	22,674	59,600			59,600	
Operating Expenditures Total	24,538,104	23,836,421	25,130,271	(110,081)	624,706	25,644,896	2.49%
Transfers							
Transfer to Reserves							
05-5-2610-05640 EQUIPMENT RESERVE 911	20,000	20,000	20,000		90,000	110,000	450.00%
05-5-2625-02225 CRUISER PURCHASING	250,000	250,000	250,000	(250,000)			
05-5-2625-06100 CONTRIBUTION TO RESERVE		390,831		375,081	24,919	400,000	
05-5-2625-06900 CONTRIBUTION TO BUILDING RES	38,000	38,000	75,900		24,100	100,000	31.75%
05-5-2625-06906 CONTRIBUTION MAJOR CRIME RES	15,000	15,000	15,000	(15,000)			
Transfer to Reserves Total	323,000	713,831	360,900	110,081	139,019	610,000	38.52%
Transfers Total	323,000	713,831	360,900	110,081	139,019	610,000	38.52%
Operating Budget Total	22,529,536	22,169,555	23,170,836		683,118	23,853,954	2.95%

SARNIA POLICE SERVICE
People Serving People

DEPARTMENT CORRESPONDENCE

DATE: October 11, 2018
TO: Norman Hansen, Chief of Police
FROM: Cathy Dam, Director of Financial Services
SUBJECT: Proposed 2019 Fees for Services Schedule

RECOMMENDATION:

It is recommended that the Sarnia Police Service Board approved the attached Proposed Fees for Services Schedule for 2019

BACKGROUND:

A review of the Fees for Services is included as part of the annual budget process. For 2019 most Fees remain unchanged. Special Duty Rates are directly linked to the collective agreement and therefore increase marginally.

FINANCIAL IMPLICATIONS:

Revenues from these fees flow to several revenue accounts in the 2019 Proposed Operating Budget.

Prepared by:



Cathy Dam
Director, Financial Services

SARNIA POLICE SERVICE
PROPOSED FEES FOR SERVICE 2019

Description	Fee	Per	HST
Ink Fingerprints, full	\$38.00	each	Included
Livescan Fingerprints	\$33.75	each	Exempt
Clearance Letters:			
Employment, Visas, or Other	\$43.00	each	Included
Copy	\$2.70	each	Included
Students, with School Letter	n/c		
Volunteers	\$11.00	each	Included
VS Copy (Vulnerable Sector)	\$5.00	each	Included
2 nd Hand Junk Licences (scrap yard, old gold dealer licences)	\$250.00	each	Exempt
Taxi/Limousine Licenses:			
New Owner Per Vehicle	\$75.00	each	Exempt
License Plate Renewal	\$75.00	each	Exempt
Taxi plate transfer	\$30.00	each	Exempt
Driver/dispatcher	\$30.00	each	Exempt
Replacement of photo licence	\$30.00	each	Exempt
Replacement of lost vehicle licence plate	\$20.00	each	Exempt
Freedom of Information (FOI) Requests			
Application Fee	\$5.00	each	Exempt
Photocopies, Computer Printouts	\$0.20	page	Exempt
Search Time	\$7.50	¼ hour	Exempt
Record Preparation	\$7.50	¼ hour	Exempt
Computer Programming	\$15.00	¼ hour	Exempt
Floppy Disks	\$10.00	each	Exempt
CD's & DVD's	\$22.00	each	Included
Transcripts	\$3.50	page	Included
Identification Photographs, Regular or Laser Copy			
8 x 10 colour	\$37.00	each	Included
5 x 7 colour	\$31.00	each	Included
5 x 7 black & white	\$25.00	each	Included
Incident Reports	\$43.00	each	Included
Incident Statements	\$43.00	each	Included
Motor Vehicle Reconstruction Reports	\$1,695.00	each	Included
Special Duty Rates <i>Minimum 3 hours, includes Cost Recovery for Benefits</i>			
Officer	\$79.60	hour	Extra
Sergeant	\$89.95	hour	Extra
Cruiser Rate <i>Minimum 3 hours</i>	\$39.00	hour	Extra
Administration Fee	20%	total	Extra
Prisoner Escort for Crown Attorney (One way, Adults only)	\$0.55	km	Exempt
Minimum - under 200 km one way	\$62.50	officer	Exempt
Minimum - over 200 km one way	\$78.00	officer	Exempt
Execution of warrant of committal for non-payment of fine or personal service of notice of suspension of driver's licence	\$1.50	each	Exempt
Alarm Registration Fee	\$50.00	each	Exempt
Alarm Reinstatement Fee	\$300.00	each	Exempt

SARNIA POLICE SERVICE
People Serving People

DEPARTMENT CORRESPONDENCE

DATE: October 11, 2018
TO: Norman Hansen, Chief of Police
FROM: Cathy Dam, Director of Financial Services
SUBJECT: 2019 Capital Budget Funding Request

RECOMMENDATION:

It is recommended that the Sarnia Police Services Board approve the request of \$2,761,000 funding from City Council required to complete the Upgrade of the Communications System.

BACKGROUND

During the 2018 Budget process, the Police Services Board approved the Upgrade of the Police Radio Communications System at an estimated cost of \$4,284,000 including non-rebatable HST (\$4,210,000 before HST) as part of the 2018 Capital Budget submission. This is in addition to \$150,000 for System Design, Procurement, and System Implementation costs already approved in 2017. Police reserves were insufficient to fund the project and the request for funding was forwarded to the City.

Total Estimated Cost of Project (Includes Consulting & Design)	\$4,411,296
2017 Funding Approved	\$150,000
2018 Funding Approved	\$1,500,000
2019 Funding Required	\$2,761,300
<hr/> Total	<hr/> \$4,411,300

In consultation with City staff, it was decided to split the budget over two years to ease the burden on the City's capital funding plan. It also was determined that the design/procurement process would itself take a full year to carry out.

The 2018 City Capital Budget request included \$2.0 million for the project in 2018 and the balance was allocated to 2019 as per the City's Ten Year Capital Plan.

Council approved the Project itself but proposed reducing the 2018 funding amount by \$500,000 to \$1.5 million leaving \$2.65 million remaining to be funded in 2019.

COMMENTS:

The project is nearing the end of the design/procurement and has gone to RFP. Several proposals have come in however the project is still in the proposal evaluation phase and final costs are not yet known. The next phase of the Project is the construction/installation phase and implementation is anticipated to be complete by the end of 2019 or early 2020.

FINANCIAL IMPLICATIONS:

Including sufficient funding to complete the project from within the Police Services Operating Budget would impact the budget by an additional 12%. Police Reserves are insufficient to address the funding requirement but could be used if necessary to fund project contingencies.

CONSULTATION:

City Finance staff were consulted in the preparation of this report.

Prepared by:

A handwritten signature in black ink, appearing to read 'CDam', is positioned above the printed name and title.

Cathy Dam
Director, Financial Services

cc. Lisa Armstrong, Director of Finance, City of Sarnia

SARNIA POLICE SERVICE
People Serving People

DEPARTMENT CORRESPONDENCE

DATE: September 25, 2018
TO: Norman Hansen, Chief of Police
FROM: Cathy Dam, Director of Financial Services
SUBJECT: Snow Removal Contract – Winter 2018/2019

RECOMMENDATION:

It is recommended that the Sarnia Police Services Board approve a proposal from Poirier Services in the estimated amount of \$30,000 for Winter Parking Lot and Sidewalk Maintenance including Snow Removal for the period beginning in November 2018 and ending in the spring of 2019.

BACKGROUND

In order to maintain day to day operations, the Financial Services division of Sarnia Police Service develops agreements with vendors based on historical usages to receive unit rates for required services and materials.

COMMENTS

The Police Facility operates 24 hours per day and therefore requires a service provider who can provide both a 24/7 priority snow removal service and has the proven capability to service the lot efficiently and safely in a high-activity emergency services environment.

The Police lot is very active and dynamic with emergency vehicles constantly moving in, out and about. Poirier Services has provided Winter Maintenance with high service quality for Sarnia Police Service for many years successfully working with police operations personnel to maintain optimal site and vehicle flow.

FINANCIAL IMPLICATIONS:

The current proposal is itemized according to units of service and represents a 3% cost increase per unit compared to last season. Average annual snow removal costs for the most recent three years is \$28,500. The total estimated cost of this proposal is \$30,200 net of HST but will vary according to actual winter conditions and the number of times service is required. This is over the \$25,000 threshold at which board approval must be obtained.

Snow removal costs are included in the operating budget under Grounds Maintenance.

CONSULTATION:

Consultation has taken place with Shawn Unsworth of the City's Purchasing Department.

Prepared by:

A handwritten signature in black ink, appearing to read 'CDam', written in a cursive style.

Cathy Dam
Director, Financial Services

cc. Lisa Armstrong, Director of Finance, City of Sarnia

SARNIA POLICE SERVICE
People Serving People

DEPARTMENT CORRESPONDENCE

DATE: October 11, 2018
TO: Norman Hansen, Chief of Police
FROM: Cathy Dam, Director of Financial Services
SUBJECT: 2019 Police Reserves Forecast & Ten Year Capital Plan

RECOMMENDATION:

It is recommended:

That the Sarnia Police Services Board approve 2019 expenditures totaling \$1,144,582 from Reserves; and

That the Sarnia Police Services Board approve the 2019 Ten Year Capital Plan; and

That the Sarnia Police Services Board approve renaming the Major Crimes Reserve to the Police Operating Contingency Reserve; and

That the Sarnia Police Services Board approve consolidating the Sick Leave Reserve into the Police Operating Contingency Reserve.

BACKGROUND

The Sarnia Police Service Board is required to provide a forecast of next year's reserve requirements to the Municipality prior to year end.

City Council recently approved a new City Reserves and Reserve Fund Policy which specifically references the Police Service Reserves. An excerpt is shown in the bold text below followed by Sarnia Police Service descriptions of 2019 measures planned to act in accordance with the Policy:

Police Services' authority and responsibility shall be to:

- 1. plan for long-term asset management and fund replacement and rehabilitation with contributions to Reserves through the Police Services Approved budget with consideration for minimizing general levy increases in conjunction with the remainder of City services;***

- A Ten Year Capital Plan has been prepared in conjunction with the 2019 budget in an effort to plan timing of asset expenditures in such a way as to "even out"

the impact on operating budgets and, at the same time, show a realistic forecast of actual capital requirements;

- The Ten Year Plan is a dynamic document that will require annual updates and Board approval;
- The Ten Year Plan, while comprehensive of most asset categories, does not include Replacement of the Police Facility;
- The 2019 Police Operating Budget is submitted with a modest increase in Reserves contributions of \$139,019 while maintaining a general levy increase in line with those of prior years;

2. *Annually submit Reserve and Reserve Fund contribution and commitment estimates for City Council to review for the purposes establishing overall budget;*

- An attached 2019 Reserves Budget shows incoming contributions and outgoing expenditures;
- Detail on 2019 planned expenditures is provided below;

3. *Consult City Finance staff regarding Police Services Board approved requests to City Council to commit Reserve or Reserve Funds outside of the annual budget process;*

4. *Request the temporary borrowing of Reserve or Reserve Funds if requirements cannot be managed within available sources;*

5. *Manage expenditures within Council-approved commitments; If change orders are required, the authority to utilize Reserve or Reserve Funds beyond the council-approved commitment, will be directed by the Procurement of Goods and Services Policy;*

6. *Consult with City Finance staff to determine when Reserves or Reserve Funds should be created, consolidated or closed;*

- After consultation, it is proposed to rename the “Major Crimes Reserve” to “Police Operating Contingency Reserve”.
- After consultation, it is proposed to consolidate the “Sick Leave Reserve” with an approximate balance of \$33,000 to the “Police Operating Contingency Reserve”. At 2018 yearend, a minimal liability of \$4,000 remains related to the old Sick Leave Plan. These payouts will be absorbed in the operating budget as they are disbursed.

COMMENTS:

One time and asset-type expenditures, by nature, cause fluctuations in Operating Budgets as new and replacement equipment requirements change considerably from year to year. For 2019, funding for one-time and asset-type expenditures has been shifted from the Operating Budget to Reserves. This is accompanied by a corresponding increase in contributions to reserves to offset the asset expenditures. A Ten Year Capital Plan has also been developed along with a plan for future contributions to reserves.

2019 reserves expenditures are requested as follows. Some recur each year or every three years. Some expenses may have been included in operating budgets in the past.

Asset Description	Amount	Notes
6515 Building Replacement Reserve		
Replacement Fire Alarm Panel	65,000	End of life/safety
Lighting Upgrades	74,000	An Energy Program Incentive rebate will offset some of the costs. Rebate program expires mid-2020 Subsequent energy savings are projected.
Upgrades PTAAC Training Centre	30,000	Access/egress modifications, drywall, painting, electrical, etc.
Furnishings	10,000	Furniture replacement program
Replacement Lockers Dispatch	2,000	End of life
6520 911 Equipment Replacement		
911/Dispatch Stations	100,000	Dispatch station purchase and installation to be coordinated with implementation of new radio equipment
GPS Time Clock	6,800	Required for 911 Backup Centre
PC Workstations (6) CAD Refresh	33,000	Three years life cycle replacement
Servers (3) CAD Refresh	15,000	Three years life cycle replacement
Upgrades Next Generation 911	50,000	Total costs of this multi-year project are not yet known; these mandated upgrades will be reported on as more information comes in;
6595 Police Equipment Replacement		
Vehicle Replacement	325,000	As per Vehicle Replacement schedule
Vehicle Upfitting	40,000	Lighting, caging, sirens, storage, etc.
Computers/Laptops	59,741	Three to five years life cycle replacement
HPE Network Switches/Wireless Infrastructure	74,000	End of life issues, adding redundancy
IT Infrastructure Expenditures	75,000	Unexpected replacement and upgrades
IT WatchGuard Firewall	20,000	Three years renewal period
License Plate Reader	40,000	New (Traffic Branch)
PC Workstation Forensic Electronic Crimes	6,328	Three years life cycle replacement
Replacement Radar Equipment	3,000	Life cycle replacement
Roadside Drug Testing Devices	15,000	Purchase will be done only after extensive consultation
Extraction Software	11,970	New (Electronic Crimes Branch)
Video Forensics Software	10,000	Provides forensics trail for video processing
Equipment Bicycle Unit	2,500	Lifecycle replacement

Asset Description	Amount	Notes
Vests Emergency Response	50,000	End of Life/safety
Holsters	14,500	End of life/safety
Upgrades Firearms Magazines	11,743	End of life/safety

FINANCIAL IMPLICATIONS:

Net reserves expenditures total \$1,144,582 and are incorporated in the Ten Year Capital Plan along with a plan for operating contributions. Asset-type expenditures, by their nature, cause budget fluctuations and the shift of these expenditures to reserves will help to even out operating budgets in the future using the Ten-Year plan as a tool to determine future reserves contributions.

CONSULTATION:

1. Requests and proposals are gathered from various units within the Service;
2. Budget requests and revenue projections are compiled into the Draft Reserves plan;
3. Budget is reviewed by the Senior Administration team;

Prepared by:



Cathy Dam
Director, Financial Services

Attachments: 2019 Reserves Forecast
2019 Ten Year Capital Plan

cc. Lisa Armstrong, Director of Finance, City of Sarnia

**SARNIA POLICE SERVICE
2019 Reserves Forecast**

Reserve	Amount					
	Opening Balance	Contributions	Revenues	Transfers	Commitments	Total
2019						
6515 Building Replacement Police						
Opening Balance	183,783					183,783
Contributions						
Contribution fr Operating Budget		100,000				100,000
25901 Building Upgrades						
Replacement Fire Alarm Panel					(65,000)	(65,000)
Upgrades PTAAC Training Centre					(30,000)	(30,000)
Lighting Upgrades (Incentive)					(74,000)	(74,000)
25902 Furnishings						
Furnishings					(10,000)	(10,000)
Replacement Dispatch Lockers					(2,000)	(2,000)
6515 Building Replacement Police Total	183,783	100,000			(181,000)	102,783
6520 Equipment Replacement 911						
Opening Balance	140,786					140,786
Contributions						
Contribution fr Operating Budget		110,000				110,000
Revenues						
Revenue - Lease			2,700			2,700
25903 911/Communications						
911/Dispatch Stations					(100,000)	(100,000)
GPS Time Clock					(6,800)	(6,800)
PC Workstations (6) CAD Refresh					(33,000)	(33,000)
Servers (3) CAD Refresh					(15,000)	(15,000)
Upgrades Next Generation 911					(50,000)	(50,000)
6520 Equipment Replacement 911 Total	140,786	110,000	2,700		(204,800)	48,686

Reserve	Amount					
	Opening Balance	Contributions	Revenues	Transfers	Commitments	Total
6565 Operating Contingency						
Opening Balance	505,149					505,149
Contributions						
Contribution fr Operating Budget		0				0
Transfers						
Transfer to 6595 Police Equipment Rsv				(200,000)		(200,000)
6565 Operating Contingency Total	505,149	0		(200,000)		305,149
6595 Police Equipment						
Opening Balance	232,045					232,045
Contributions						
Contribution fr Operating Budget		400,000				400,000
Revenues						
Sale of Equipment			40,000			40,000
Transfers						
Transfer fr 6565 Operating Contingency Rsv				200,000		200,000
25904 Vehicles						
Vehicle Replacement					(325,000)	(325,000)
Vehicle Upfit					(40,000)	(40,000)
25905 Systems & Software						
Computers/Workstations/Laptops					(59,741)	(59,741)
HPE Network Switches					(37,000)	(37,000)
HPE Wireless Infrastructure					(37,000)	(37,000)
IT Equipment - Lifecycle Replacement					(75,000)	(75,000)
IT Watchguard Firewall					(20,000)	(20,000)
25906 Police Technology						
License Plate Reader					(40,000)	(40,000)
PC Workstation Forensic Elec Crimes					(6,328)	(6,328)
Replacement Radar Equipment					(3,000)	(3,000)
Roadside Drug Testing Devices					(15,000)	(15,000)
Video Forensics Software					(10,000)	(10,000)
Extraction Software (Elec. Crimes)					(11,970)	(11,970)
25907 Police Equipment						
Equipment - Bicycle Unit					(2,500)	(2,500)
ERT Vests					(50,000)	(50,000)
Holsters					(14,500)	(14,500)
Upgrades Firearms Magazines					(11,743)	(11,743)

Reserve	Amount					
	Opening Balance	Contributions	Revenues	Transfers	Commitments	Total
6595 Police Equipment Total	232,045	400,000	40,000	200,000	(758,782)	113,263
Total	1,061,763	610,000	42,700	0	(1,144,582)	569,881

SARNIA POLICE SERVICE
2019 Ten Year Capital Plan

Category and Expense	Year									
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
Commitments										
25901 Building Upgrades										
Building Upgrades		-20,000	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000
Customer Service Renovations		-75,000								
Parking Lot Upgrades			-10,000							
Replacement Fire Alarm Panel	-65,000									
Replacement Firing Range Bullet Trap				-225,000						
Replacement Gas Tank			-100,000							
Upgrades PTAAC Training Centre	-30,000									
Lighting Upgrades (Incentive)	-74,000									
25901 Building Upgrades Total	-169,000	-95,000	-130,000	-245,000	-20,000	-20,000	-20,000	-20,000	-20,000	-20,000
25902 Furnishings										
Furnishings	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000
Replacement Dispatch Lockers	-2,000									
25902 Furnishings Total	-12,000	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000	-10,000
25903 911/Communications										
911/Dispatch Stations	-100,000									
GPS Time Clock	-6,800									
PC Workstations (6) CAD Refresh	-33,000			-33,000			-33,000			-33,000
Servers (3) CAD Refresh	-15,000			-15,000			-15,000			-15,000
Upgrade Radio Comm System (est'd 2035)		-300,000	-300,000	-300,000	-300,000	-300,000	-300,000	-300,000	-300,000	-300,000
Upgrades Next Generation 911	-50,000	-50,000								
25903 911/Communications Total	-204,800	-350,000	-300,000	-348,000	-300,000	-300,000	-348,000	-300,000	-300,000	-348,000
25904 Vehicles										
Vehicle Replacement	-325,000	-325,000	-325,000	-325,000	-325,000	-325,000	-325,000	-325,000	-325,000	-325,000
Vehicle Upfit	-40,000	-40,000	-40,000	-40,000	-40,000	-40,000	-40,000	-40,000	-40,000	-40,000
25904 Vehicles Total	-365,000	-365,000	-365,000	-365,000	-365,000	-365,000	-365,000	-365,000	-365,000	-365,000

Category and Expense	Year									
	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
25905 Systems & Software										
Computers/Workstations/Laptops	-59,741	-60,000	-40,000	-40,000	-40,000	-40,000	-40,000	-40,000	-40,000	-40,000
HPE Network Switches	-37,000									
HPE Wireless Infrastructure	-37,000									
IT Equipment - Lifecycle Replacement	-75,000	-75,000	-75,000	-75,000	-75,000	-75,000	-75,000	-75,000	-75,000	-75,000
IT Watchguard Firewall	-20,000			-20,000			-20,000			-20,000
25905 Systems & Software Total	-228,741	-135,000	-115,000	-135,000	-115,000	-115,000	-135,000	-115,000	-115,000	-135,000
25906 Police Technology										
License Plate Reader	-40,000									
Mobile Tablets		-100,000			-100,000			-100,000		
PC Workstation Forensic Elec Crimes	-6,328			-7,000			-7,500			-8,000
Replacement Radar Equipment	-3,000	-3,000	-3,000	-3,000	-3,000	-3,000	-3,000	-3,000	-3,000	-3,000
Roadside Drug Testing Devices	-15,000						-15,000			
Simulator			-55,000							
Video Forensics Software	-10,000									
Extraction Software (Elec. Crimes)	-11,970									
25906 Police Technology Total	-86,298	-103,000	-58,000	-10,000	-103,000	-3,000	-25,500	-103,000	-3,000	-11,000
25907 Police Equipment										
Body Armour NIJ Standards		-20,000								
Equipment - Bicycle Unit	-2,500	-2,500	-2,500	-2,500	-2,500	-2,500	-2,500	-2,500	-2,500	-2,500
ERT Vests	-50,000									
Holsters	-14,500									
Night Sights/Service Pistols		-35,000								
Patrol Shields			-10,000							
Pistol Lights		-50,000								
Replacement Taser					-45,000					
Training Equipment		-60,000								
Upgrades Firearms Magazines	-11,743									
25907 Police Equipment Total	-78,743	-167,500	-12,500	-2,500	-47,500	-2,500	-2,500	-2,500	-2,500	-2,500
Commitments Total	-1,144,582	-1,225,500	-990,500	-1,115,500	-960,500	-815,500	-906,000	-915,500	-815,500	-891,500