

SARNIA POLICE SERVICES BOARD
January 24, 2019
9:30 a.m.
BOARDROOM, POLICE SERVICES BUILDING,
SARNIA, ONTARIO

OPEN MEETING AGENDA

Page

Closed Meeting
9:20 a.m.

ELECTION OF 2019 CHAIR

Conducted by the Secretary

ELECTION OF 2019 VICE-CHAIR

Conducted by the Secretary

APPOINTMENT OF SECRETARY FOR 2019

Conducted by the Chair

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

MINUTES

- 3 - 6 1. Adoption of Minutes - December 13, 2018
That the Minutes of December 13, 2018 be adopted.

PRESENTATION

- 7 1. Citizen's Commendation Award
 Blake Smith
 Mark Duffy

REPORTS AND INQUIRIES

- 9 - 10
1. 2019 Vehicle Replacement Program (Report)
That the Sarnia Police Services Board approve the purchase of new fleet vehicles through the Ontario Police Co-operative Purchasing Group (PCPG) and good quality used vehicles to replace other operational vehicles for a total of \$325,000 funded from the Police Equipment Reserve; and
That the retention of one old unit as an addition to the fleet for Special Duty activities.

- 11 - 12
2. Replacement Heavy Body Armour (Report)
That the Sarnia Police Services Board approve the purchase of 13 sets of Heavy Body Armour for the Emergency Response Team from TYR Tactical Canada at a cost of \$37,860 including non-rebatable HST.

ROUTINE APPROVALS AND INFORMATION

- 13 - 18
- A. Council Approval of 2019 Police Services Board Budget (Report)
For Information
- 19
- B. Preliminary Budget Results December 31, 2018 (Report)
For Information

NEW BUSINESS

ADJOURNMENT

OPEN MINUTES
9:30 a.m. – THURSDAY, DECEMBER 13, 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: Councillor D. Boushy, B. Trothen and J. Rogers.

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

DISCLOSURE OF PECUNIARY INTEREST AND THE GENERAL NATURE THEREOF

There were no disclosures of pecuniary interest.

MINUTES

Moved by Board Member Trothen, seconded by Board Member Rogers, and **carried**:

THAT the Minutes of November 29, 2018 be adopted.

REPORTS AND INQUIRIES

1. Funding of Radio Communications Upgrade Project (Report)

Cathy Dam, Director of Financial Services provided a report dated December 13, 2018, to the Sarnia Police Services Board regarding the Funding of Radio Communications upgrade project.

Discussion took place with regarding Agenda Items 1, 2 and 3 with respect to the two primary components of the project, contingencies, costs expected and unexpected, feasibility study and placement of the towers on City property.

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

That the Sarnia Police Services Board approve in principle and subject to Sarnia City Council approval, a funding plan for a budget shortfall of up to \$822,000 in the Radio Communications Upgrade Project that would require funding from the 2018 Police Operating Budget surplus, secondly from the Police Contingency Reserve, and thirdly, borrowing funds from a City Reserve with a payback plan.

2. Proposal RFP18-130 for Radio Communications System (Report)

Cathy Dam, Director of Financial Services provided a report dated December 13, 2018, to the Sarnia Police Services Board regarding Proposal RFP 18-130 for Radio Communications System.

Moved by Board Member Rogers, seconded by Board Member Trothen, and **carried**:

That the Sarnia Police Services Board accept in principle the proposal submitted by Spectrum Communications with an upset amount of \$3,800,000 including non-rebatable HST (\$3,734,277 excluding taxes) for the supply and installation of a Radio Communications System subject to City Council acceptance of the proposal itself, a proposed project funding plan, and the 2019 Capital Budget.

3. Radio Communications Project - Design through Commissioning (Report)

Cathy Dam, Director of Financial Services provided a report dated December 13, 2018, to the Sarnia Police Services Board regarding the Radio Communications Project – Design through Commissioning.

During the discussion it was expressed that a meeting be requested between Sarnia Police Services Board and Sarnia City Council, hopefully prior to the City Council meeting to be held January 21st, 2019 and subject to the availability of the consultant in order to discuss this project further.

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

That the Sarnia Police Services Board approve a proposal in principle from Palidor Radio Communications Consultants Ltd. (PALIDOR) for the scope of of Work to Project Completion at a cost of \$110,000 (including HST costs) to be funded from within the Police Radio Communications System Upgrade Project.

4. Request for Replacement of a Full Time Communications Operator Position (Report)

Chief Norm Hansen provided a report dated December 6, 2018, to the Sarnia Police Services Board regarding a request for replacement of a full-time Communications Operator position.

Moved by Board Member Rogers, seconded by Board Member Trothen, and **carried**:

That the Sarnia Police Services Board approves the hiring of a full-time Communications Operator

5. Special Constables (Report)

Deputy Chief Owen Lockhart provided a report dated December 7, 2018, to the Sarnia Police Services Board with respect to Special Constables.

Moved by Board Member Rogers, seconded by Board Member Trothen, and **carried**:

That the Sarnia Police Services Board approves the re-appointment as Special Constable of Michael A. Callander, and the appointments as Special Constables of Isaac W. Baird and Philip E. Veale.

ROUTINE APPROVALS AND INFORMATION

- A. Civil Remedies Grant Announcement (Report)

Cathy Dam, Director of Financial Services provided a report dated December 13, 2018, to the Sarnia Police Services Board regarding Civil Remedies Grant Announcement.

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

THAT Item A under Routine Approvals and Information, be received and filed.

NEW BUSINESS

There were no items of new business.

ADJOURNMENT

Moved by Board Member Trothen, seconded by Board Member Rogers, and **carried**:

THAT the Sarnia Police Services Board adjourn.

CHAIR

Sarnia Police Service
Department Correspondence
People Serving People

January 16, 2019

To: Sarnia Police Service Board Members

From: Chief Norm Hansen

Re: Citizen's Commendation Award

Board Members,

On November 4, 2018, a Sarnia Police Officer was aided by two on-duty Lambton County Emergency Services members while trying to arrest a violent individual. On behalf of the Police Services Board, and the Police Service, we are honouring them with a Citizen's Commendation Award at the January 24, 2019, Police Services Board meeting.



Norm Hansen
Chief of Police

/rp

SARNIA POLICE SERVICE
People Serving People

DEPARTMENT CORRESPONDENCE

DATE: January 24, 2018
TO: Norman Hansen, Chief of Police
FROM: Cathy Dam, Director of Financial Services
SUBJECT: 2019 Vehicle Replacement Program

RECOMMENDATION:

It is recommended that the Sarnia Police Services Board approve:

The purchase of new fleet vehicles through the Ontario Police Co-operative Purchasing Group (PCPG) and good quality used vehicles to replace other operational vehicles for a total of \$325,000 funded from the Police Equipment Reserve; and

The retention of one old unit as an addition to the fleet for Special Duty activities.

BACKGROUND:

Patrol vehicles are in use on a 24/7 basis and are normally kept in the fleet for three to five years dependent on mileage and maintenance costs. They are replaced with new units ordered through the Ontario PCPG.

Ontario Shared Services has tendered for the supply of patrol/fleet vehicles in conjunction with the PCPG. The PCPG is open to all police agencies in the Province of Ontario to participate as a cooperative working group whereby fiscal responsibilities are achieved on police related commodities. The PCPG is dedicated to providing all PCPG agencies with effective, efficient solutions that meet appropriate safe, operational, financial, environmental, legislated & technological needs. This is achieved by exchanging information, standardizing common specifications and developing cooperative agreements for procurement purposes.

Other vehicles are normally kept in the fleet for three to seven years depending on maintenance costs and operational requirements. Some of these units are now being replaced with good quality used vehicles procured from local dealers.

Replaced vehicles are generally disposed of by auction but may be repurposed within the fleet. Auction proceeds are credited back to the Equipment Reserve which reduces the cost impact of replacement vehicles.

COMMENTS:

The total police fleet is composed of a mix of marked and unmarked vehicles with varying functions as follows:

Function	2018	2019 Proposed
General Patrol Vehicles	10	10
Specialized Patrol Vehicles	10	10
Other Operational Vehicles	19	20
Administration Vehicles	1	1
Search & Rescue (Tracker and Trailer)	2	2
Total	42	43

2019 sees the proposed increase of one vehicle to the fleet as one vehicle being removed from Community Response deployment is repurposed to Special Duties rather than auctioned off. Special Duty requests are a frequent occurrence and revenue opportunities are missed when no cruisers are available for use.

It should be noted that three vehicles in the 2018 replacement plan approved by the board have not yet been delivered and a commitment of \$150,000 for those vehicles should remain until they are paid for.

CONSULTATION:

The vehicle replacement program occurs in consultation with Police Administration, operational groups, and City Works personnel .

FINANCIAL IMPLICATIONS:

Police Equipment Reserve funding in the amount of \$325,000 was approved for replacement vehicles during the 2019 budget process. This will be offset by proceeds from the auction of old vehicles. The projected 2019 yearend balance of the Police Equipment Reserve is \$70,000.

Prepared by:



Cathy Dam
Director, Financial Services

cc. Lisa Armstrong, Director of Finance, City of Sarnia
D. Chief O. Lockhart

SARNIA POLICE SERVICE
People Serving People

DEPARTMENT CORRESPONDENCE

DATE: January 24, 2018
TO: Norman Hansen, Chief of Police
FROM: Cathy Dam, Director of Financial Services
SUBJECT: Replacement Heavy Body Armour

RECOMMENDATION:

It is recommended that the Sarnia Police Services Board approve the purchase of 13 sets of Heavy Body Armour for the Emergency Response Team from TYR Tactical Canada at a cost of \$37,860 including non-rebatable HST.

BACKGROUND:

The Emergency Response Team is a tactical team made up of 13 fully equipped and trained members of the Sarnia Police Service who in addition to their regular duties are capable of employing specialized weapons, equipment, and tactics to resolve extremely high-risk situations. Specialized protective wear is worn by team members and offers maximum protection in critical operations. The body armour generally has a five year expiry date after which it will be replaced.

COMMENTS:

The proposed product is dual-mode meaning that the officers can wear the soft body armour during regular duties and can quickly adapt the armour to heavy protection mode when responding to an emergency situation. This negates the need for these members to have two sets of armour, one for regular duties and one for ERT duties as per current status quo. The benefits of having one convertible body armour set are:

1. The team members can more quickly respond to an emergency as they can quickly convert their armour without having to completely change out of one set and into another;
2. Cost savings will be realized over time as these members will no longer require the regular set of body armour. The cost of the regular body armour is approximately \$700 and it has the same five year expiry date as the heavy body armour.

CONSULTATION:

There are only two Canadian companies offering the dual-mode protective body armour:

- MD Charlton, Brentwood Bay, BC
- TYR Tactical Canada, Kanata, ON

Under the leadership of Constable Keith Stover, leader of the ERT team, each of the members of the ERT team has had the opportunity over the past three months to try out the equipment offered by the two suppliers. The team members were satisfied with the quality, features and fit offered by both suppliers. Based on pricing that was obtained from the two companies, the equipment from TYR Tactical offers the best value overall.

Company	Price Including NR-HST
TYR Tactical Canada	\$37,860.83
MD Charlton	\$51,444.69

FINANCIAL IMPLICATIONS:

The cost of the 13 sets of convertible heavy body armour including non-rebatable HST is \$37,860.83. Shipping costs are not included in this report. A budget amount of \$50,000 is included for Heavy Body Armour in the 2019 Approved Budget (Reserves). The life cycle is five years and replacement heavy armour is included in the Ten Year Capital Plan.

Prepared by:



Cathy Dam
Director, Financial Services

cc. Lisa Armstrong, Director of Finance, City of Sarnia
D. Chief O. Lockhart

SARNIA POLICE SERVICE
People Serving People

DEPARTMENT CORRESPONDENCE

DATE: January 24, 2019
TO: Norman Hansen, Chief of Police
FROM: Cathy Dam, Director of Financial Services
SUBJECT: Council Approval of 2019 Police Services Board Budget

RECOMMENDATION:

This report is for information only.

BACKGROUND:

At the October 11, 2018 Board Budget Session, the Police Services Board approved the 2019 Budget as submitted by the Chief with an increase of \$683,118 or 2.95% over the 2018 budget.

COMMENTS:

This is to advise that on January 15, 2019, City Council approved the 2019 Police Services Board Budget. Police Capital and Reserves submissions were also approved. No action is required.

FINANCIAL IMPLICATIONS:

Budget results will be reported out regularly to the Board during the 2019 year.

Prepared by:



Cathy Dam
Director, Financial Services

Attachments: 2019 Approved Operating Budget

SARNIA POLICE SERVICE



2019 APPROVED BUDGET

Sarnia Police Services Board – October 11, 2018
Sarnia City Council – January 15, 2019

SARNIA POLICE SERVICE
2019 APPROVED BUDGET

POLICE SERVICES BOARD - OCTOBER 11, 2018; CITY COUNCIL - JANUARY 15, 2019

Account	2018 Budget	Adjustments	Change	2019 Budget	Increase
Operating Budget					
Operating Revenues					
General Revenues					
05-4-2600-00403 AAMJIWNAANG FIRST NATIONS	(116,000)		(2,000)	(118,000)	1.72%
05-4-2600-00404 POLICE CRUISER ESCORT SERVICE	(30,000)		(5,000)	(35,000)	16.67%
05-4-2600-00405 IDENTIFICATION BRANCH SERVICES	(8,000)		3,000	(5,000)	-37.50%
05-4-2600-00407 LICENCES BUSINESS (TAXI/CLEARANCES)	(115,000)			(115,000)	
05-4-2600-00805 FEDERAL CROWN RECOVERIES					
05-4-2600-00901 OTHER FEES & SERVICES	(55,000)			(55,000)	
05-4-2600-00925 SPECIAL DUTIES (ADMINISTRATION FEES)	(50,000)			(50,000)	
05-4-2600-00930 COSTS RECOVERED	(8,000)			(8,000)	
05-4-2600-00941 SALE OF VEHICLES					
05-4-2630-00941 SALE OF PROPERTY	(6,000)		(4,000)	(10,000)	66.67%
General Revenues Total	(388,000)		(8,000)	(396,000)	2.06%
Grants					
05-4-2600-00400 COUNTY GRANT POLICE GRANT	(374,653)			(374,653)	
05-4-2600-00401 COUNTY CONT COURT SECURITY	(878,000)		(60,282)	(938,282)	6.87%
05-4-2600-00750 PROVINCIAL SUBSIDY COURT SECURITY	(49,289)			(49,289)	
05-4-2600-00753 COMMUNITY POLICING PARTNERSHIP GRANT	(150,000)			(150,000)	
05-4-2625-00755 PROVINCIAL GRANT RIDE GRANT	(24,365)			(24,365)	
05-4-2625-00766 PROVINCIAL STRATEGY GRANT ICE					
Grants Total	(1,476,307)		(60,282)	(1,536,589)	4.08%
911/Communications Centre					
05-4-2610-00402 REVENUE PT EDWARD FIRE DISPATCH	(11,050)		(325)	(11,375)	2.94%
05-4-2610-00929 REVENUE PT EDWARD 911 DISPATCH	(2,978)			(2,978)	
05-4-2610-00939 REVENUE SARNIA FIRE DISPATCH	(442,000)		(12,000)	(454,000)	2.71%
911/Communications Centre Total	(456,028)		(12,325)	(468,353)	2.70%
Operating Revenues Total	(2,320,335)		(80,607)	(2,400,942)	3.47%
Operating Expenditures					
Uniform					
05-5-2600-01000 SALARIES	12,023,175		135,765	12,158,940	1.13%
05-5-2600-01025 OVERTIME	540,000		80,000	620,000	14.81%
05-5-2600-01035 SPECIALIST PAY	6,300			6,300	
05-5-2600-01090 COURT TIME	166,900		(55,000)	111,900	-32.95%
05-5-2600-01095 STAND BY PAY	75,000			75,000	
05-5-2600-01100 ACTING RANKS	40,000		8,000	48,000	20.00%
05-5-2600-01105 SPECIAL DUTIES					
05-5-2600-01110 VACATION PAY	2,000			2,000	
05-5-2600-01115 STAT HOLIDAYS	171,000		(30,000)	141,000	-17.54%
05-5-2600-01125 SHIFT DIFFERENTIAL	23,000		(3,000)	20,000	-13.04%
05-5-2600-01130 SEVERANCE PAY					
05-5-2600-01201 GOVERNMENT BENEFITS	977,944		35,085	1,013,029	3.59%
05-5-2600-01202 PENSION BENEFITS	1,463,585		56,209	1,519,794	3.84%
05-5-2600-01203 GROUP BENEFITS	1,567,187		73,483	1,640,670	4.69%

Account	2018 Budget	Adjustments	Change	2019 Budget	Increase
05-5-2600-01253 CAR ALLOWANCE	2,400			2,400	
05-5-2600-01254 CLOTHING ALLOWANCE	25,400			25,400	
05-5-2600-01258 DRY CLEANING ALLOWANCE	17,100			17,100	
05-5-2600-02301 MEMBERSHIPS/SUBSCRIPTIONS	8,298	125	2,005	10,428	24.16%
05-5-2600-02310 CONFERENCES/SEMINARS	26,840		3,340	30,180	12.44%
05-5-2600-02311 EDUCATION AND TRAINING	120,235	(30,000)	17,765	108,000	14.78%
05-5-2600-02360 UNIFORM EQUIPMENT	60,856			60,856	
05-5-2600-02388 OVERTIME MEALS	10,000			10,000	
05-5-2600-02396 PERSONNEL EQUIPMENT	15,700			15,700	
05-5-2600-05000 SUNDRY	1,500			1,500	
05-5-2600-05126 MEDICAL EXAMINATIONS	10,000			10,000	
05-5-2600-05128 EMPLOYEE ASSISTANCE PROGRAM	10,000			10,000	
05-5-2600-05130 OCCUPATIONAL HEALTH & WELLNESS	22,000			22,000	
Uniform Total	17,386,420	(29,875)	323,652	17,680,197	1.86%
Court Security					
05-5-2605-01000 SALARIES	590,619		8,861	599,480	1.50%
05-5-2605-01025 OVERTIME	14,600			14,600	
05-5-2605-01090 COURT TIME					
05-5-2605-01110 VACATION PAY	7,855			7,855	
05-5-2605-01115 STAT HOLIDAYS			15,000	15,000	
05-5-2605-01120 SERVICE PAY	3,000			3,000	
05-5-2605-01125 SHIFT DIFFERENTIAL					
05-5-2605-01200 COURT BALANCING (GRANT)					
05-5-2605-01201 GOVERNMENT BENEFITS	51,192		757	51,949	1.48%
05-5-2605-01202 PENSION BENEFITS	59,964		684	60,648	1.14%
05-5-2605-01203 GROUP BENEFITS	62,205		2,650	64,855	4.26%
05-5-2605-02387 OVERTIME MEALS	50		50	100	100.00%
Court Security Total	789,485		28,002	817,487	3.55%
911/Communications Centre					
05-5-2610-01000 SALARIES	1,522,461		22,849	1,545,310	1.50%
05-5-2610-01025 OVERTIME	20,000		20,000	40,000	100.00%
05-5-2610-01040 TRAINING PAY	1,200			1,200	
05-5-2610-01090 COURT TIME					
05-5-2610-01110 VAC PAY	15,665			15,665	
05-5-2610-01115 STAT HOLIDAYS	17,125		24,875	42,000	145.26%
05-5-2610-01120 SERVICE PAY	7,000			7,000	
05-5-2610-01125 SHIFT DIFFERENTIAL	5,000			5,000	
05-5-2610-01200 BENEFITS RECOVERIES					
05-5-2610-01201 GOVERNMENT BENEFITS	154,870		4,575	159,445	2.95%
05-5-2610-01202 PENSION BENEFITS	161,203		1,845	163,048	1.14%
05-5-2610-01203 GROUP BENEFITS	133,886		5,428	139,314	4.05%
05-5-2610-02104 TELEPHONE & CABLE	63,200			63,200	
05-5-2610-02222 RADIO LICENCE	7,000			7,000	
05-5-2610-02300 OFFICE SUPPLIES		3,140	355	3,495	
05-5-2610-02388 OVERTIME MEALS	1,000			1,000	
05-5-2610-02410 EQUIPMENT MAINTENANCE	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	5,870	(3,640)	(2,230)		-37.99%

Account	2018 Budget	Adjustments	Change	2019 Budget	Increase
911/Communications Centre Total	2,192,149		92,347	2,284,496	4.21%
Civilian					
05-5-2615-01000 SALARIES	1,903,831		84,145	1,987,976	4.42%
05-5-2615-01025 OVERTIME	10,000			10,000	
05-5-2615-01040 TRAINING PAY	600			600	
05-5-2615-01110 VACATION PAY	4,735			4,735	
05-5-2615-01115 STAT HOLIDAY	4,800		10,200	15,000	212.50%
05-5-2615-01120 SERVICE PAY	11,000			11,000	
05-5-2615-01125 SHIFT DIFFERENTIAL	2,600			2,600	
05-5-2615-01200 BENEFITS RECOVERIES					
05-5-2615-01201 GOVERNMENT BENEFITS	193,805		8,585	202,390	4.43%
05-5-2615-01202 PENSION BENEFITS	197,669		10,045	207,714	5.08%
05-5-2615-01203 GROUP BENEFITS	238,275		12,308	250,583	5.17%
05-5-2615-01253 CIVILIAN CAR ALLOWANCE	600			600	
Civilian Total	2,567,915		125,283	2,693,198	4.88%
Station & Fleet Maintenance					
05-5-2620-01000 SALARIES	203,769		6,785	210,554	3.33%
05-5-2620-01025 OVERTIME	375			375	
05-5-2620-01110 VACATION PAY	3,055			3,055	
05-5-2620-01115 STAT HOLIDAYS	910		2,090	3,000	229.67%
05-5-2620-01120 SERVICE PAY	1,000			1,000	
05-5-2620-01201 GOVERNMENT BENEFITS	23,545		902	24,447	3.83%
05-5-2620-01202 PENSION BENEFITS	19,192		545	19,737	2.84%
05-5-2620-01203 GROUP BENEFITS	19,024		953	19,977	5.01%
05-5-2625-02101 FUEL	28,500		1,500	30,000	5.26%
05-5-2625-02102 ELECTRICITY	130,000		10,000	140,000	7.69%
05-5-2625-02103 WATER	11,000			11,000	
05-5-2625-02104 TELEPHONE & CABLE	148,560	15,000	7,300	170,860	4.91%
05-5-2625-02220 VEHICLE EXPENSE (GAS, ETC)	194,820		10,000	204,820	5.13%
05-5-2625-02224 VEHICLE RENTALS	1,000			1,000	
05-5-2625-02300 OFFICE SUPPLIES	53,650		4,000	57,650	7.46%
05-5-2625-02303 POSTAGE	15,000			15,000	
05-5-2625-02320 JANITORIAL SUPPLIES	12,500			12,500	
05-5-2625-02384 RADIO	11,650			11,650	
05-5-2625-02386 MEALS FOR PRISONERS	3,000			3,000	
05-5-2625-02400 REPAIRS & MAINTENANCE	74,720	75,260	3,830	153,810	5.13%
05-5-2625-02405 IT EQUIPMENT MAINTENANCE	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	114,340	(114,340)			
05-5-2625-02435 GROUND MAINTENANCE	31,000			31,000	
05-5-2625-02440 VEHICLE MAINTENANCE	130,000			130,000	
05-5-2625-04005 INSURANCE	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			1,500	
05-5-2625-05100 FACILITY RENT		30,000		30,000	
05-5-2625-05500 REPLACEMENT EQUIPMENT	2,000	(2,000)			
05-5-2625-05505 NEW EQUIPMENT	10,000	(10,000)			
Station & Fleet Maintenance Total	1,830,272	(51,806)	52,060	1,830,526	2.84%
Program Supplies					

Account	2018 Budget	Adjustments	Change	2019 Budget	Increase
05-5-2625-02006 IDENTIFICATION	7,650		4,200	11,850	54.90%
05-5-2625-03101 CID	21,580		(6,980)	14,600	-32.34%
05-5-2625-03102 COMM POLICING/COPPS	5,000			5,000	
05-5-2625-03103 INTELLIGENCE	13,000		517	13,517	3.98%
05-5-2625-03104 CONTAINMENT TEAM	75,600		(5,000)	70,600	-6.61%
05-5-2625-03105 COURT SECURITY	500			500	
05-5-2625-03106 TRAFFIC	11,450		(2,400)	9,050	-20.96%
05-5-2625-03107 MEDIA RELATIONS	5,400			5,400	
05-5-2625-03108 FIREARMS/RANGE	67,125	(28,400)	38,625	77,350	57.54%
05-5-2625-03109 VICE/MORALITY	1,500			1,500	
05-5-2625-03110 UNIFORM DIVISION	6,000			6,000	
05-5-2625-03111 BIKE PATROL	3,050		450	3,500	14.75%
05-5-2625-03112 CRISIS NEGOTIATORS	1,000			1,000	
05-5-2625-03113 ELECTRONIC CRIME	25,575		(8,050)	17,525	-31.48%
05-5-2625-43005 PROVINCIAL STRATEGY ICE					
Program Supplies Total	244,430	(28,400)	21,362	237,392	8.74%
Transfer to Others					
05-5-2625-05650 CONTRIBUTION TO HR SPECIALIST	43,000		(18,000)	25,000	-41.86%
05-5-2625-06910 CONTRIBUTION CRIME STOPPERS	17,000			17,000	
Transfer to Others Total	60,000		(18,000)	42,000	-30.00%
Police Services Board					
05-5-2630-02301 MEMBERSHIPS/SUBSCRIPTIONS	4,100			4,100	
05-5-2630-02305 AWARDS FOR RETIRING MEMBERS	8,000			8,000	
05-5-2630-02312 CONFERENCES & SEMINARS	2,500			2,500	
05-5-2630-03100 AWARDS OUTSTANDING SERVICE	2,500			2,500	
05-5-2630-04001 LEGAL FEES	40,000			40,000	
05-5-2630-05000 SUNDRY	2,500			2,500	
05-5-2630-05150 BUSINESS PLAN ORACLE POLL					
Police Services Board Total	59,600			59,600	
Operating Expenditures Total	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		90,000	110,000	450.00%
05-5-2625-02225 CRUISER PURCHASING	250,000	(250,000)			
05-5-2625-06100 CONTRIBUTION TO RESERVE		375,081	24,919	400,000	
05-5-2625-06900 CONTRIBUTION TO BUILDING RES	75,900		24,100	100,000	31.75%
05-5-2625-06906 CONTRIBUTION MAJOR CRIME RES	15,000	(15,000)			
Transfer to Reserves Total	360,900	110,081	139,019	610,000	38.52%
Transfers Total	360,900	110,081	139,019	610,000	38.52%
Operating Budget Total	23,170,836		683,118	23,853,954	2.95%

SARNIA POLICE SERVICE
People Serving People

DEPARTMENT CORRESPONDENCE

DATE: January 24, 2019
TO: Norman Hansen, Chief of Police
FROM: Cathy Dam, Director of Financial Services
SUBJECT: Preliminary Budget Results December 31, 2018

RECOMMENDATION:

This report is for information only.

BACKGROUND:

Yearend operating budget results are reported out annually to the Board. The 2018 operating accounts are not yet finalized. At this time, however, staff anticipates a surplus of approximately \$225,000 for the 2017 Operating Budget. Final figures will be provided to the Board once 2018 accounts are closed.

COMMENTS:

Lower than expected salary costs are the primary driver of the surplus. Salary savings were due to:

- Four out of five new recruits entered through the cadet program;
- Long-term sick leaves added to savings in the salary area;

Both short and long-term sick leaves put pressure on the overtime budget which came in at \$838,000 across the service against the total overtime budget of \$584,975. This budget has been adjusted in the 2019 budget to more closely reflect average actuals of the past five years. Overtime is monitored carefully by the department but is necessitated when shift levels drop below a specified level or by other operational demands.

FINANCIAL IMPLICATIONS:

According to City Reserves Policy, any yearend savings or shortfall will flow through to the Police Operating Contingency Reserve.

Prepared by:



Cathy Dam
Director, Financial Services

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