



Proposed 2013/14 Halifax Regional Police Operating Budget

Updated: February 18, 2013

Expenditures	2012/13 Budget	2012/13 YTD Actuals	Proposed 2013/14 Budget	Budget Variance	Notes
6001 Salaries - Regular	55,718,400	45,318,494	58,177,100	2,458,700	Salary budget for all HRP employees. Increase due to Wage Model adjustments based on collective agreements, including 3.7287% increase for all HRP Members.
6002 Salaries - Overtime	2,467,500	2,228,487	2,643,000	175,500	Budget for overtime requirements. Requires a 3.385% increase, based on HRPA collective agreement increase in 2012/13 plus a 3.7287% increase for 2013/14.
6005 PDP Increases		(68,453)			
6050 Court Time	1,108,600	825,227	1,187,500	78,900	Budget for those members who are required to attend court throughout the year. Requires a 3.385% increase, based on HRPA collective agreement increase 9n 2012/13, plus a 3.7287% increase in 2013/14.
6051 Shift Agreements		60,719			
6052 Shift Differentials	403,700	296,223	403,700		Identified as a requirement according to specific collective agreements.
6053 Extra Duty	400,000	519,379	400,000		Compensation for members who work extra duty assignments gets charged to this account, offset by recoveries.
6054 Vacation Payout		69,977			
6099 Other Allowances	17,000		17,000		Budget for attendance achievements for School Crossing Guards identified in the collective agreement.
6100 Benefits - Salaries	10,179,900	8,124,449	10,369,500	189,600	Wage Model adjustments based on collective agreements, including 3.7287% increase for all HRP Members.
6110 Vacancy Management	(317,700)		(317,700)		Vacancy Management Credit (Based on vacancies foreseen in 2013/14)
6152 Retirement Incentive	401,400	424,344	560,700	159,300	Wage Model adjustments based on the retirement allowance rates established for 2013/14.
6153 Severance		128,807			
6154 Workers' Compensation	471,700	151,030	460,000	(11,700)	Wage Model adjustments based on the WCB rates established for 2013/14 for civilian employees.
6155 Overtime Meals		180			
6156 Clothing Allowance	421,900	270,602	418,100	(3,800)	Identified as a requirement according to the collective agreement to pay a clothing allowance to members. Decrease due to removal of clothing/kit allowances for the proposed rationalizations and conversions of sworn positions to civilian.
6157 Stipends		3,500			
6158 WCB Recovery Earnings		(8,336)			
6199 Comp & Benefits InterDept	(121,500)	(506,059)		121,500	Return of <u>internal</u> officer secondment with TPW. No longer able to recover officer compensation costs.
9200 HR CATS Wage/Benefits		43,351			
9210 HR CATS OT Meals		(5,512)			
* Compensation and Benefits	71,150,900	57,876,409	74,318,900	3,168,000	
6201 Telephone	397,400	332,335	369,700	(27,700)	Includes reoccurring land line costs, cellular equipment replacement costs, and line costs for Part IV investigations. Internal adjustments made to improve budget accuracy.
6202 Courier/Postage	7,500	21,269	29,100	21,600	External delivery costs incurred by the organization (i.e.. Unique Courier, Purolator, etc.), to labs across Canada. Internal adjustments made to accurately budget for courier/postage.
6203 Office Furn/Equip	116,400	39,861	111,700	(4,700)	Additions to or replacement of office furnishing and equipment. The monthly reoccurring costs for several of the leased photocopiers in the business unit also run through this account. Internal adjustments made to improve budget accuracy.
6204 Computer S/W & Lic	107,300	35,229	118,000	10,700	Any police specialized, non-standard computer software, (including maintenance contracts, warranty programs etc.) to be acquired. 10% annual increase added for inflationary increases.
6205 Printing & Reproduction		3,608	2,500	2,500	Minimal budget to address printing costs not covered by HRM's Print Shop.
6207 Office Supplies	150,000	102,174	145,000	(5,000)	Office supplies including Staples items, white paper, toner cartridges, cd's....for the entire business unit.
6299 Other Office Exp		220			
* Office	778,600	534,696	776,000	(2,600)	
6302 Legal Fees	176,400	66,663	176,400		Business unit expenses for legal fees and hearings.
6304 Janitorial Services	49,300	40,824	52,000	2,700	Required for janitorial services at East Division (Mellor) and Herring Cove Community Office in West Division.
6311 Security		721			
6312 Refuse Collection		12,395	15,000	15,000	Broke out costs for Shred IT services from Other Building Costs. Internal adjustments made to improve budget accuracy.
6315 Outside Policing		235,789	450,000	450,000	Broke out Outside Policing costs from Contract Services. Internal adjustments made to improve budget accuracy. Increase includes \$250K identified to enhance and increase specialized and serious investigations (i.e.. Witness protection, integrated investigations, etc.)
6399 Contract Services	2,110,500	1,430,512	1,759,400	(351,100)	Major contracts including Commissionaires, Lake Patrol, etc....Annual contract increases of \$101.8K, including a 3% increase in commissionaire contract, plus an adjustment to correct an error identified in 2012/13. Offset by an internal adjustment to improve budget accuracy by moving Outside Policing costs \$450K as noted above.
* External Service	2,336,200	1,786,905	2,452,800	116,600	
6401 Uniforms & Clothing	248,200	107,776	164,100	(84,100)	Uniformed clothing for all police personnel including pants, shirts, tunics, boots, outer wear, winter wear, specialized clothing etc., for those individuals required to be in uniform. Collective agreement establishes yearly replacement requirements. Decrease due to internal adjustment moving \$84,100 to Patrol Equip/Supply to improve budget accuracy.
6402 Med & First Aid Supp	300			(300)	Small budget to replenish first aid kits in facilities no longer required. Costs absorbed within Office Supplies budget.
6403 Patrol Equip Supply	188,500	182,161	342,000	153,500	Budget for all small patrol equip./supplies required for the police department. Increase due to \$57K in additional funding for specialized teams (ERT, PSU etc.), \$5K for Source Program, internal adjustment moving \$84.1K from Uniforms & Clothing and an additional \$7.4K in other internal adjustments to improve budget accuracy.
6405 Photo Supp & Equip	35,000	14,940	20,000	(15,000)	Budget for specialized photo equipment used by the Forensic Identification section. Decrease due to internal adjustments necessary to improve budget accuracy.
6407 Clean/Sani Supplies	1,500	3,293	5,700	4,200	Small cleaning budget for cleaning supplies required to maintain safety and sanitation standards in certain facilities, not covered by HRM. Internal adjustments made to improve budget accuracy.
6499 Other Supplies	3,900	2,802	4,900	1,000	Budget for "miscellaneous" expenses related to supplies that do not clearly fall within another specific cost element that more appropriately reflects the nature of the expenditure.
* Supplies	477,400	310,972	536,700	59,300	
6502 Chemicals		154			
6505 Lubricants		19			
6517 Paint		7,335			
* Materials		7,508			
6602 Electrical		6,077			
6605 Municipal Taxes		36			
6607 Electricity	6,400	5,019	6,400		Electricity costs for 10 Thornhill.
6699 Other Building Costs	90,000	43,891	66,100	(23,900)	Budget for expenses related to buildings that do not clearly fall within another specific cost element that more appropriately reflects the nature of the expenditure. (i.e.. Minor renovations, lock replacements, Shred It costs, etc.) Decrease due to breaking out Shred IT costs and other miscellaneous internal adjustments to improve budget accuracy.
* Building Costs	96,400	55,024	72,500	(23,900)	
6701 Equipment Purchase	110,200	73,265	123,500	13,300	For purchases of equipment that does not fit specifically into another cost element that better reflects the nature of the equipment, and that does NOT meet the criteria for recording as a capital asset. Increase due to internal adjustments to improve budget accuracy.
6703 Computer Equip/Rent	5,000	6,403	9,500	4,500	Budget for repairs and maintenance to computer equipment only, where the repairs are performed by external service providers (i.e.. not by HRM staff in any business unit). Increase due to internal adjustments to improve budget accuracy.
6704 Equipment Rental		2,834	1,800	1,800	Small budget for equipment rentals...mostly charges from HRM BMS through work orders.

Expenditures	2012/13 Budget	2012/13 YTD Actuals	Proposed 2013/14 Budget	Budget Variance	Notes
6705 Equip - R&M	183,000	94,726	189,800	6,800	For repairs and maintenance to equipment (excluding computer equipment), where the repairs are performed by external service providers (i.e. Not by HRM staff in any business unit). There is a considerable amount of specialized equipment used by the police department including Identification equipment, radar equipment, breathalyser equipment, training simulators, fitness equipment, radio communication equipment, etc. that have maintenance and warranty packages that go with them, and are paid for through this cost centre. Slight increase due to internal adjustments, improving budget accuracy.
6706 Computer R&M	19,000	5,828	8,700	(10,300)	Budget for repairs and maintenance to computer equipment only, where the repairs are performed by external service providers (i.e.. not by HRM staff in any business unit). Decrease due to internal adjustments, improving budget accuracy.
6708 Mechanical Equipment	4,100	2,427	4,100		Small budget for Head Quarters Server A/C inspection and maintenance.
6711 Communication System	179,500	13,221	429,500	250,000	Budget for communication equipment such as network charges, trunk mobile radios, on-line and e-business communications. Several costs associated with the Integrated Emergency Services (IES) communication equipment are charged to this general ledger account. Increase due to additional funding to increase and enhance Part VI Investigations.
6730 Comm. Circuits	50,000	36,448	50,000		Monthly re-occurring costs for IES call centre data lines are charged to this general ledger account.
6731 Airtime	740,200	662,944	750,200	10,000	Budget for airtime costs associated with the Integrated Emergency Services communications system. Increase due to internal adjustments, improving budget accuracy.
6732 Mobile Data	60,000	47,514	60,000		Budget for mobile data costs associated with the Integrated Emergency Services communications system.
6733 Site Rentals	12,000	18,512	19,000	7,000	Budget for tower rentals associated with the Integrated Emergency Services communications system. Increase due to an additional tower picked up through 2012/13. Funded through an internal adjustment.
6790 Equipment TCA Trsf		(11,169)			
* Equipment & Communications	1,363,000	952,952	1,646,100	283,100	
6802 Vehicle R&M		1,151			
6803 Vehicle Fuel - Dies	9,000	2,276	10,000	1,000	Budget for police boat fuel and an increase in 2013/14 for East Division generator, which was never budgeted in the past. Funded through internal adjustments.
6804 Vehicle Fuel - Gas	6,700	612	1,000	(5,700)	Budget for miscellaneous gas expenses and re-imbursements when GE Capital cards do not function properly. Decrease due to no longer requiring a fuel budget for Community Response. Internal adjustments to improve budget accuracy.
6806 LT Fleet Rentals	75,300			(75,300)	Budget for periodic vehicle rentals, based on peak periods in their operational cycle, or to cover special requirements. Rental vehicles are used frequently throughout the year by different sections of the Criminal Investigation Division. Budget removed. No longer required due to diversification of existing fleet.
* Vehicle Expense	91,000	4,039	11,000	(80,000)	
6901 Membership Dues	11,600	27,622	27,200	15,600	Budget for professional dues and membership fees for various institutions and groups. Increase due to an internal adjustment, moving the rifle range membership fees from Training and Education, in an effort to improve budget accuracy.
6902 Conferences/Workshop	50,000	17,250	19,200	(30,800)	Budget for all conferences and associated costs attended by Police personnel. Decrease due to the removal of a one year \$30K entry into the Board of Police Commissioners Budget for hosting costs of the CAPB conference.
6903 Travel - Local	12,900	10,558	12,900		Budget for all local travel costs incurred by Police personnel conducting work related travel. (i.e.. Personal vehicle usage, parking, bridge tolls, etc.)
6904 Travel - Out of Town	100,000	175,692	148,700	48,700	Budget for all out of town travel costs incurred by Police personnel including training travel costs and prisoner escorts across the country. \$70,000 due to operational travel. \$65,000 for training. Increase due to an internal adjustment, moving \$48.7K from Training & Education, in an effort to improve budget accuracy.
6905 Training & Education	256,300	104,613	190,400	(65,900)	Budget for all specialized training for police personnel, including individually approved tuition reimbursements. Decrease in budget due to internal adjustments including moving \$15.6K to Membership Dues to fund the rifle range fees, and \$48.7K to Out of Town Travel to fund travel costs associated to training and investigations. All in an effort to improve budget accuracy.
6906 Licenses & Agreement	31,100	5,789	14,000	(17,100)	Budget largely for license fees associated with the Integrated Emergency Services communications system. Decrease due to internal adjustment to improve budget accuracy.
6911 Facilities Rental	677,100	586,941	778,400	101,300	Budget for space requirements identified by business units for which a budget has not been approved by RPAM-Operations. Costs budgeted include lease payments and any costs for renovating, upgrading, or maintaining the space, as well as all operational costs of the space (i.e.. heat, electricity, etc.) Short-term facility rentals meetings, are also budgeted through this general ledger account. Increase identified is due to annual facility lease adjustments (include annual increases for operating costs, property taxes, etc.).
6912 Advertising/Promotion	16,800	5,043	20,500	3,700	Budget for communication/advertising requirements in local newspapers, cable networks, etc....coordinated by the Public Affairs section. Slight internal adjustment to increase budget accuracy.
6913 Awards		5			
6917 Books/Periodicals	4,700	4,532	10,400	5,700	Budget for daily periodicals and reference guides/educational material requirements.
6918 Meals	30,000	18,065	27,300	(2,700)	Budget for costs associated with catering for meetings or special events. Reduction due to the transfer of the Board of Police Commissioners Budget.
6919 Special Projects	12,600	1,627	12,600		Budget in Community Response for specific operational projects/initiatives.
6928 Committee Expenses	500		500		Slight budget in Community Response for committee related expenses.
6937 Corporate Events		1,444			
6938 Rewarding Excellence	9,000	3,187	9,000		Budget to provide opportunities to reward excellence throughout the Police department.
6999 Other Goods/Services		1,790			
* Other Goods & Services	1,212,600	964,158	1,271,100	58,500	
7007 IlnTrsf Paper Recyc		11,529	15,300	15,300	Budget for Youth LIVE Recycling Services in HRP facilities. When Youth LIVE was re-aligned to CRS last year, HRP began being charged for recycling pickup services.
7008 IlnTrsf IT & Commun		2,628			
7009 Internal Trfr Other		73	(500)	(500)	Small budget for recoveries of costs of producing parking passes for other HRM business units through HRP's IDENT section.
7011 Int Trf Record Check		(2,610)	(3,300)	(3,300)	Small budget for recoveries of fees for internal HRM record checks from other business units.
7013 Int Trf Extra Duty		(43,964)			
7015 Int Trf Facility Rent		419			
7090 Trf Interdept Vehicle		(27,043)			
9910 PM Shop Expenses		25,706			
9911 PM Labour-Reg		216			
* Interdepartmental		(33,046)	11,500	11,500	
8003 Insurance Pol/Prem	84,600	65,511	84,600		Budget required Police Insurance Policies and Premiums.
8008 Transf to/fr Capital	(359,300)	54,911	(109,300)	250,000	Budget includes \$109,300 transfer from the DNA Costs reserve to the operating budget for DNA testing. Less \$250,000 contribution from reserve, as this was a one year ask in 2012/13.
* Other Fiscal	(274,700)	120,421	(24,700)	250,000	
** Expenditures	77,231,400	62,580,040	81,071,900	3,840,500	
*** Total	77,231,400	62,580,040	81,071,900	3,840,500	

Revenues	2012/13 Budget	2012/13 YTD Actuals	Proposed 2013/14 Budget	Budget Variance	Budget
4200 Area Rate Revenue	(14,400)	(14,537)	(14,400)		The cost of School Crossing Guard Services in specific rural locations is recovered through an area rate.
* Area Rate Revenue	(14,400)	(14,537)	(14,400)		
4909 False Alarm Recovery	(105,000)	(97,003)	(105,000)		Fees for false alarms, administered through By-Law B-400.
4910 NSLC Offences	(16,000)	(13,324)	(16,000)		Fees recovered according to the Liquor Control Act.
5250 Sales of Svcs-Other	(445,000)	(498,428)	(545,000)	(100,000)	Fee's from SOT's - approx. \$45,000; Fees from Criminal Record Checks - approx. \$500,000.
* Fee Revenues	(566,000)	(608,755)	(666,000)	(100,000)	
5508 Recov External Parti	(6,119,700)	(5,665,352)	(6,058,800)	60,900	Recoveries of compensation expenses when HRP members/civilian staff are seconded to other organizations. Expecting an overall decrease in secondments in 2013/14. 4 secondments returning, offset by 3 potential UN mission deployments. If these deployments do not occur, an additional \$270K <u>will not</u> be recovered.
5600 Miscellaneous Rev	(617,600)	(528,367)	(614,000)	3,600	Recovery of compensation expenses from extra duty assignments with external organizations of approx. \$412,400; recovery from the Federal government for policing the port of Halifax of approx. \$199,300, plus \$2,300 in miscellaneous revenue.
* Other Revenue	(6,737,300)	(6,193,719)	(6,672,800)	64,500	
** Revenues	(7,317,700)	(6,817,011)	(7,353,200)	(35,500)	
*** Total	(7,317,700)	(6,817,011)	(7,353,200)	(35,500)	
Net Surplus/Deficit	69,913,700	55,763,029	73,718,700	3,805,000	