



MEMORANDUM

To: Kingston Police Services Board (through Chief of Police)
From: John Howes
Date: 2020-02-13
Re: Report on Purchases of Vehicles During Fiscal Year 2019

In accordance with section 3.4.7(e) of the Board's Policy Manual, vehicle purchases will always be through a tender, expression of interest, or request for proposal process, or through the Ontario Ministry of Government Services, the Police Cooperative Purchasing Group, or the Ontario Education Collaborative Marketplace, since prices on goods available through these agencies have already been obtained through a tendering process. Vehicle purchases may be approved by the Chief or the Deputy Chief, with such approvals reported to the Board.

I am pleased to report that these purchasing groups have been able to satisfy our new vehicle requirements in a cost-effective manner. As required by the Board's policy, I wish to report that, as forecast in our capital budget, three new vehicles were purchased through a purchasing cooperative during fiscal year 2019 for a total expenditure of \$102,086.14.

These purchases were in accordance with the regular cycle of vehicle replacement as identified in the capital budget and were well within the budget envelope.

John Howes, CPA, CMA
Director of Finance



Kingston Police

Results to December 31, 2019

Actual Vs. Budget	2019	2019	Variances + Fav / - Unfav	As a % of Total
	12-Month Actual	12-Month Budget		
Revenues & Recovery	\$4,572,093	\$4,101,103	\$470,990	
Operating Expenditures				
Salaries and Wages	\$37,485,009	\$36,596,503	-\$888,506	86.3%
Supplies and Services	\$5,092,011	\$5,532,564	\$440,553	13.1%
Contribution to Reserves	\$271,266	\$248,882	-\$22,384	0.6%
Total Operating Costs	\$42,848,286	\$42,377,949	-\$470,337	100.0%
Net Cost	\$38,276,193	\$38,276,846	\$653	
	Surplus	\$653		
	As a percent	0.0017%		

Comments

The total net cost for the 12 months ending December 31 2019, of \$38,276.2K, compared to a budget of \$38,276.8K, resulted in a surplus of \$0.6K or 0.0017%.

Revenues for the 12 months ending December 31, 2019, of \$4,572K, compared to a budget of \$4,101K, provided a favourable variance of \$471K.

Revenues are on budget; however, the following notable items should be considered.

- ▶ Government grants are \$288K favourable; this primarily reflects additional grant funds not budgeted as follows:
 - additional \$53K from the Court Security and Prisoner Transportation Grant;
 - additional \$207K from the Ontario Cannabis Legalization Implementation Fund; and
 - Youth in Policing Initiative grant funding of \$15K.
- ▶ Alarm licensing revenue is \$21K favourable due to increased activity and monitoring.
- ▶ Paid duty is \$20K unfavourable, which reflects less activity.
- ▶ Expense recovery is \$150K favourable due to unbudgeted expense recovery as follows:
 - grant received for \$34K to purchase Draeger equipment (to detect impairment); and
 - recoveries of \$117K not budgeted in relation to an additional secondment.
- ▶ Other revenues such as background checks and auction proceeds provided a favourable variance from budget of \$32K.

Operating expenditures for the 12 months ending December 31, 2019, of \$42,848K, compared to a budget of \$42,378K, provided an unfavourable variance of \$470K.

This may be attributed to the following.

- ▶ Salaries and wages provided an unfavourable variance of \$888K, which reflects:
 - overtime is unfavourable by \$294K, which includes:
 - \$133K incurred due to staff shortages related to WSIB claims and sick leaves;
 - \$40K incurred over the St. Patrick's Day weekend that was not budgeted;
 - \$18K incurred to deal with issues during Queen's Frosh Week and move-in;
 - \$8K incurred to support an RCMP investigation;
 - \$25K incurred on Project Sparrow (drugs and firearms);
 - \$60K incurred to support cold case homicide investigation;
 - \$14K incurred to cover downtown incident; and
 - \$18K incurred due to November airplane incident;
 - wages are unfavourable by \$557K, reflecting the impact of WSIB premiums and payment of retiring allowances;
 - part-time wages are unfavourable by \$192K, reflecting backfilling required due to staff vacancies;
 - fringe benefits are favourable by \$147K, reflecting a favourable rate as compared to budget; and
 - paid duty is favourable by \$8K due to fewer demands.
- ▶ Supplies and materials are favourable by \$440K, with the following notable spending variances.
 - The line was held on contracted services and supplies, providing a \$535K favourable variance.
 - Notable items: Related to building: \$56K.
 - Related to Information Services: \$395K.
 - Travel was favourable by \$51K, reflecting ongoing expense control.
 - Fuel is favourable by \$78K, reflecting lower prices paid (volume was on budget).
 - Investigative Services line is \$29K favourable because limited new projects were undertaken.
 - Education and training line is unfavourable by \$156K; tuitions paid for new recruits has had a \$137K unfavourable impact.
 - Insurance was unfavourable by \$88K, reflecting increased premiums paid.
- ▶ Contribution to reserves is unfavourable by \$22K, reflecting the transfer of capital recaptured on vehicle disposals back to the reserve.