



GUELPH POLICE SERVICES BOARD
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FINANCIAL SERVICES DIVISION

TO: Chair Peter McSherry and Members of the Guelph Police Services Board

DATE: Thursday, July 20, 2023

SUBJECT: TEN YEAR CAPITAL BUDGET AND FORECAST: 2024 - 2033

PREPARED BY: Lisa Pelton, Manager, Financial Services

APPROVED BY: Daryl Goetz, Deputy Chief of Administration

RECOMMENDATION:

THAT the Guelph Police Services Board receive the Guelph Police Service 2024 to 2027 Capital Budget in the amount of \$7,070,300 in 2024, \$17,666,600 in 2025, \$4,410,500 in 2026, and \$6,994,400 in 2027 and that this request be forwarded to the September 21, 2023, Board Meeting for approval: and

THAT the Guelph Police Services Board receives the Guelph Police Service 2028 to 2033 Capital Forecast in the amount of \$5,484,700 in 2028, \$4,742,600 in 2029, \$13,743,600 in 2030, \$4,492,200 in 2031, \$5,594,300 in 2032, and \$8,731,600 in 2033 for information and planning purposes: and

THAT the Board forward this information to the City of Guelph Council.

SUMMARY:

Section 39 of the Police Services Act requires that a municipal Police Services Board submit operating and capital estimates to the municipal council that will show amounts required to maintain the police service and provide it with equipment and facilities. At the direction of the Guelph Police Services Board, a ten-year capital estimate (2024 to 2033) has been prepared by the Senior Leadership Team for required capital projects and is presented for review.

BUDGET SCHEDULE:

The City of Guelph has provided the proposed schedule for the current year budget process:

	Date	Item	Start time
1	Thursday, October 26, 2023	Budget Document Released & Budget Message Board Opens	
2	Tuesday, November 7, 2023	Special Council: Budget presentation	9:00 a.m.
3	Thursday, November 9, 2023	Special Council: Budget deliberations	9:00 a.m.
4	Wednesday, November 15, 2023	Council budget public delegations	6:00 p.m.
5	Wednesday, December 6, 2023	Council budget approval	9:00 a.m.

PROCESS AND GUIDELINE:

The Guelph Police Service received communication that city staff will present Council with a complete four-year budget for approval (2024-2027), plus a six-year capital forecast (2028-2033) as well as the following guidelines on capital budget development:

- Alignment with Development Charge Study (DC)
 - The capital budget that is prepared should be in alignment with the project lists provided to Finance during the preparation for the DC Study update.
- Capacity
 - When developing the capital budget there needs to be a continued focus on budgeting work within our capacity to deliver.
- Budget and Procurement Timing
 - Budgets are to be entered in the year that the procurement is required.
- Escalation and Indexing
 - When developing project budgets consider cost escalation and indexing to ensure the budget reflects what the project will cost in the year of approval.
 - Five percent inflation has been factored into this budget and forecast over 2023 dollars.

As part of the internal Guelph Police Service budget process, the budget was reviewed to ensure that it meets the priorities of the Strategic Plan. The previous **year's capital forecasts were updated to reflect actual expenditures**, updated purchase price, equipment condition and approved budget changes. A request for a revised 2024-2033 forecast was sent to all project owners for review. New capital requests were compiled for the 2024 to 2027 years and presented to the Senior Leadership Team (SLT) and the Executive Team for further review and approval.

CAPITAL FORECAST OVERVIEW:

The capital forecast is split into two components: replacement of existing capital assets (lifecycle replacement) and requests for new capital assets.

A capital asset is defined as a non-financial asset having physical substance that is acquired, constructed, or developed and:

- is held for use in the production or supply of goods.
- has a useful economic life extending beyond an accounting period.
- is to be used on a continuing basis.
- is not for resale in the ordinary course of operations.

2024-2033 CAPITAL BUDGET AND FORECAST:

The total amount being requested for the 10-year budget and forecast is \$78,930,800. Refer to Appendix A for a summary of the 2024-2027 budget and forecast.

- 2024-2027 CAPITAL BUDGET- \$36,141,800 is being requested in the 2024 to 2027 capital budget; this includes \$18,284,500 of projects identified in the 2023 Development Charge Study.
- 2028-2033 CAPITAL FORECAST- \$42,789,000 is being requested for 2028-2033, this includes \$9,316,700 of projects identified in the 2023 Development Charge Study.

Below is a summary of the Requests included in the 2024-2033 Capital Budget and Forecast:

Facilities Lifecycle

A replacement plan based on equipment manufactures recommended life expectancy and maintenance plan has been prepared to ensure effective management of the heating, refrigeration, and air conditioning for the new HQ. The list of equipment is partial and will be updated once the Building Assessment Audit has been completed.

2024-2027 Budget Request \$506,400

- Includes a new request estimated at \$50K to repair the sewer line under the Gymnasium.

2028-2033 Forecast Request \$1,009,100

Body Worn Camera

This project includes Tasers, Body Worn Cameras, unlimited storage, and virtual reality training for all Officers.

2024-2027 Budget Request \$2,900,700

2028-2033 Forecast Request \$5,412,300

Information Technology (IT) Hardware

The IT Hardware capital project includes Information Services equipment, such as computers, servers, radio costs, fleet equipment required for existing assets.

2024-2027 Budget Request \$6,195,000

- Includes Radio renewal in 2027 at a cost of \$3M.

2028-2033 Forecast Request \$11,363,000

- Includes Automated License Plate Readers (ALPR) Lifecycle Replacement \$2M

Body Armour

This project includes life cycle replacement of regular body armour, heavy duty tactical body armour and ballistic helmets. All body armour have manufacturer established expiry dates, in addition to an annual inspection to ensure that all body armour is in a safe condition.

2024-2027 Budget Request \$269,100

2028-2033 Forecast Request \$512,500

Furniture

The capital project for furniture includes the lifecycle replacement of furniture. It is expected that the Police building renovation and expansion project will result in greater furniture requirements.

2024-2027 Budget Request \$113,200

2028-2033 Forecast Request \$273,700

Neighbourhood Services Patrol & Field Support

This project includes equipment required by Tactical, Canine, Uniform and Traffic.

2024-2027 Budget Request \$337,700

2028-2033 Forecast Request \$893,300

Executive and Admin Equipment

This project includes equipment utilized in the areas of Property, Courts, and Wellness lifecycle replacement.

2024-2027 Budget Request \$45,600

2028-2033 Forecast Request \$105,500

Investigative Services Equipment

This project includes equipment utilized in the areas of Tech Crimes / ICE, Ident, Intel, and Community Response BEAT.

2024-2027 Budget Request \$416,200

2028-2033 Forecast Request \$905,200

Fleet Vehicle and Equipment

This project has seen a significant increase in the cost of police vehicles and fleet equipment over the last year. This project also includes general costs that are required to prepare a vehicle for the road including striping and installation of lights which is an extension of the total cost of a vehicle. The amount of funding required for this project fluctuates with the number of vehicles replaced in each year as outlined in Appendix B.

2024-2027 Budget Request \$6,368,300

2028-2033 Forecast Request \$12,595,800

Professional Development and Recruiting Unit

This project includes equipment required for our PDRU unit which includes firearms needed for the Service.

2024-2027 Budget Request \$160,100

2028-2033 Forecast Request \$401,900

Electric Vehicle (EV) / Alternative Fuel Consultant

2024-2027 Budget Request \$50,000

- The Guelph Police Service transitioned to a complete Hybrid marked front line fleet (Uniform, Traffic, Canine) from 2019 to 2023 and results have met all expectations with regards to fuel and maintenance savings. This transition was the first step towards a future EV Police Fleet, but the current technology with regards to charging capability, infrastructure and grid capabilities is not at a point where we can plan or anticipate any options. While EV is currently what manufacturers are moving towards, other alternative fuel options may be available. Bringing a consultant in to assess where we are and where we want to be is important as we prepare to plan towards a future fleet with zero emissions.

Indoor Range Update

2024-2027 Budget Request \$200,000

- This is an estimated amount needed to update the current target retrieval and booth system in the indoor range which was installed approximately 30 years ago. The current target retrieval system is beginning to fail and in the event that the range agreement between the City of Guelph and the Guelph Police Service ends, the Service requires a functional space to qualify officers on the use of sidearms.

Closed Circuit Television (CCTV)

2024-2027 Budget Request \$295,000

- The Guelph Police Service is continually looking at ways to enhance the quality of life and ensure the safety of all who live, work, and play in our community. The use of technology can assist police in enhancing community safety. Tools such as Closed-Circuit Television (CCTV) and Real Time Operations Centre (RTOC) can assist police in discouraging crime, identify those who commit offences and effectively coordinate and deploy resources. As the cost of human resources continues to increase, other strategies are necessary in addressing crime and disorder.
- A grant has been submitted to support this project and the amount budgeted is net of grant proceeds. If approved this project will require an increase to the operating budget of \$140K.

Development Charge Study

- Municipalities in Ontario use Development Charges (DCs) to recover certain costs associated with residential and non-residential growth. New development such as houses, subdivisions, shopping centres, industrial parks help the city pay for the additional municipal services required.

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- The City estimates what new services will be needed to accommodate **Guelph's growing population and uses this information to update its** Development Charge Bylaw and Development Charge rates at least every five years as required under the Ontario Development Charges Act.

The following growth projects were identified in the 2023 Development Charge Study

- Facilities Upgrades -4th Floor
 - 2024-2027 Budget Request \$14,542,200
 - outfit the fourth floor of the Police Headquarters
- Police Training Facility
 - 2028-2033 Forecast Request \$7,387,300
 - build a new facility (does not include land purchase)
- Police Officer Growth Equipment to outfit six new Police Officers per year
 - 2024-2027 Budget Request \$352,700
 - 2028-2033 Forecast Request \$677,100
- Uniform Patrol Vehicle to purchase and outfit one new uniform vehicle per year
 - 2024-2027 Budget Request \$461,600
 - 2028-2033 Forecast Request \$885,900
- Portable Radios to supply one portable radio per uniformed officer
 - 2024-2027 Budget Request \$123,200
 - 2028-2033 Forecast Request \$236,200
- In Car Mobile Radios to install one mobile radio per vehicle
 - 2024-2027 Budget Request \$67,900
 - 2028-2033 Forecast Request \$130,200
- Drone
 - 2024-2027 Budget Request \$27,300
- Speed Monitoring Equipment
 - 2024-2027 Budget Request \$5,800
- Communications Equipment / 911 Dispatch
 - 2024-2027 Budget Request \$2,703,800
 - \$957,300 to increase number of HQ workstation by two
 - \$1,746,500 to expand and renovate the backup dispatch at CRESC used by Police and other emergency service providers

CONCLUSION:

The attached four-year budget and six-year forecast is presented for review to the Guelph Police Services Board. This budget and forecast reflect the need to focus on asset management and provides for adequate funds to meet the Service's capital needs. Budget balances and equipment conditions have been reviewed and adjusted in the forecast while also balancing the flexibility required to react to new requirements.

STRATEGIC PLAN 2019 - 2023:

Priority 2: The need to review police resources and how they are deployed to better meet the needs of the community and members.

FINANCIAL IMPLICATIONS AND/OR RISKS:

Effective in 2021, the City funds our capital by charging our operating budget with the necessary transfers to reserves to be able to fund our capital requests. In **future budget cycles, an increase to the Services' lifecycle replacement needs** related to the HQ Building should be expected. These needs may not be currently fully incorporated in the 10-year forecast.

ATTACHMENTS:

Appendix A: 2024 - 2033 Capital Budget and Forecast

Appendix B: Vehicle Replacement Summary

Capital Budget Presentation for Board

Appendix A: 2024 - 2033 Capital Budget and Forecast

	Capital Account	2024 Budget	2025 Budget	2026 Budget	2027 Budget	2028 Forecast	2029 Forecast	2030 Forecast	2031 Forecast	2032 Forecast	2033 Forecast	Total 10 Yr
Lifecycle Replacement												
Facilities & Facilities Equip. Lifecycle	PS0068	202,500	249,400	33,500	21,000	132,300	39,200	526,900	72,800	87,800	150,100	1,515,500
BWC / CEW / DEMs / Training	PS0078	718,700	718,700	724,000	739,300	758,200	794,000	815,600	914,100	1,054,400	1,076,000	8,313,000
Information Technology Hardware	PS0079	809,400	625,300	1,256,000	3,504,300	2,723,100	1,052,900	1,180,300	1,452,000	819,900	4,134,800	17,558,000
Body Armour	PS0080	55,100	63,600	89,800	60,600	98,200	77,000	50,100	77,100	88,500	121,600	781,600
Furniture	PS0081	26,300	27,600	28,900	30,400	31,900	42,700	63,400	39,100	38,800	57,800	386,900
NS Patrol & Field Support Equipment	PS0082	98,000	37,100	87,600	115,000	143,500	121,600	113,500	89,000	130,100	295,600	1,231,000
Executive/Administration Equipment	PS0083	21,400	7,200	3,000	14,000	1,200	25,600	22,200	4,800	36,800	14,900	151,100
Investigative Services Equipment	PS0084	71,600	111,300	47,100	186,200	85,100	93,700	303,000	66,400	237,800	119,200	1,321,400
Fleet & Fleet Equipment Replacement	PS0085	1,465,500	1,038,800	1,859,700	2,004,300	1,222,400	2,022,800	2,872,400	1,432,200	2,710,200	2,335,800	18,964,100
PDRU	PS0088	69,300	17,900	23,600	49,300	5,400	175,100	96,100	16,400	45,200	63,700	562,000
EV/Alternative Fuel Consultant	PS0107	50,000										50,000
Indoor Range Update	PS0110	-	200,000									200,000
CCTV	PS0111	295,000	-	-	-	-	-	-	-	-	-	295,000
Lifecycle Capital		3,882,800	3,096,900	4,153,200	6,724,400	5,201,300	4,444,600	6,043,500	4,163,900	5,249,500	8,369,500	51,329,600
DC Study												
Facilities Upgrades-4th Floor Outfit	PS0091	217,500	14,324,700	-	-	-	-	-	-	-	-	14,542,200
Police Training Facility - Indoor Firing Range	PS0092	-	-	-	-	-	-	7,387,300	-	-	-	7,387,300
Police Officer Equipment (1 per officer)6 per year	PS0093	81,800	85,900	90,300	94,700	99,600	104,500	109,800	115,200	121,000	127,000	1,029,800
Uniform Patrol Vehicles (1 every year)	PS0095	106,900	112,600	118,100	124,000	130,000	136,900	143,600	150,700	158,300	166,400	1,347,500
Portable Radios (1 per officer)	PS0097	28,600	30,000	31,500	33,100	34,700	36,500	38,300	40,200	42,200	44,300	359,400
In Car Mobile Radios(1 per new vehicle)	PS0099	15,800	16,500	17,400	18,200	19,100	20,100	21,100	22,200	23,300	24,400	198,100
Drone	PS0103	27,300	-	-	-	-	-	-	-	-	-	27,300
Black Cat Speed Monitoring	PS0104	5,800	-	-	-	-	-	-	-	-	-	5,800
Communications Equipment 911 Dispatch	PS0109	2,703,800	-	-	-	-	-	-	-	-	-	2,703,800
Total DC Study Projects		\$ 3,187,500	\$ 14,569,700	\$ 257,300	\$ 270,000	\$ 283,400	\$ 298,000	\$ 7,700,100	\$ 328,300	\$ 344,800	\$ 362,100	\$ 27,601,200
Total Capital Expenditures		\$ 7,070,300	\$ 17,666,600	\$ 4,410,500	\$ 6,994,400	\$ 5,484,700	\$ 4,742,600	\$ 13,743,600	\$ 4,492,200	\$ 5,594,300	\$ 8,731,600	\$ 78,930,800

Appendix B: Vehicle Replacement Summary

By Department	Fleet #	2024		2025		2026		2027		2028		2029		2030		2031		2032		2033	
		\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#	\$	#
Vehicle For Replacement	55	1,024,700	20	744,900	14	1,322,900	23	1,487,000	19	783,300	14	1,185,600	18	1,987,100	23	894,900	13	1,665,200	22	1,282,500	16
Uniform Hybrid	26	526,500	9	307,000	5	774,000	12	609,300	9	355,500	5	896,400	12	705,600	9	411,500	5	1,038,000	12	817,200	9
Canine Hybrid	2	-	-	122,800	2	-	-	-	-	-	-	-	-	156,800	2	-	-	-	-	-	-
Traffic Hybrid	5	117,000	2	61,400	1	64,500	1	67,700	1	142,200	2	74,700	1	78,400	1	82,300	1	173,000	2	90,800	1
Drugs	6	100,800	3	105,900	3	111,000	3	116,700	3	122,400	3	128,700	3	135,000	3	141,900	3	148,800	3	156,300	3
Intel	6	134,400	4	70,600	2	148,000	4	77,800	2	163,200	4	85,800	2	180,000	4	94,600	2	198,400	4	104,200	2
IS-Ident	1	73,500	1	-	-	-	-	-	-	-	-	-	-	98,500	1	-	-	-	-	-	-
Court	1	-	-	-	-	81,000	1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Command Centre	1	-	-	-	-	-	-	395,000	1	-	-	-	-	457,300	1	-	-	-	-	-	-
Chief / Deputy Chief's	3	-	-	-	-	64,500	1	135,400	2	-	-	-	-	78,400	1	164,600	2	-	-	-	-
Tactical	4	72,500	1	77,200	1	79,900	1	85,100	1	-	-	-	-	97,100	1	-	-	107,000	1	114,000	1
Vehicle Holdbacks	33	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Grand Total	88	1,024,700	20	744,900	14	1,322,900	23	1,487,000	19	783,300	14	1,185,600	18	1,987,100	23	894,900	13	1,665,200	22	1,282,500	16

*Amounts are for vehicle purchase only and do not include any equipment outfitting costs.