



CENTRAL YORK FIRE SERVICES

January 21, 2015

JOINT CENTRAL YORK FIRE SERVICES AND CORPORATE SERVICES REPORT - FINANCIAL SERVICES 2015-04

TO: Joint Council Committee

SUBJECT: Draft 2015 Central York Fire Services Operating and Capital Budgets

ORIGIN: Central York Fire Services – Fire Chief
Director, Financial Services/Treasurer

RECOMMENDATION

THAT Joint CYFS / Corporate Services Report – Financial Services – 2015-04 dated January 21, 2015 regarding the Draft 2015 Central York Fire Services Operating and Capital Budgets be received and the following recommendation be adopted:

THAT the draft 2015 operating and capital budgets be submitted to the Municipal Council of Aurora for comment.

COMMENTS

Purpose

This report is to provide the JCC with the draft 2015 CYFS operating and capital budgets for consideration to make a recommendation to Council.

The last 5 years' CYFS budget and actual, 10-year CYFS operating budget forecast and 10-year Asset Replacement Fund (ARF) forecast are also attached to this report for information purposes.

Budget Impact

The 2015 net proposed operating budget, including all additional requests for CYFS, is \$23,576,763, an increase of \$1,527,741 or 6.9% over the 2014 budget.

The 2015 capital requests total \$1,194,000 and will be fully funded from ARF.

Summary

The major driver for the draft 2015 CYFS base operating budget is a \$512,325 increase in salaries and benefits. The additional \$982,583 in budget requests is for a new wellness and fitness program and the first phase of the implementation of the 2014 Fire Department Master Plan Update (FDMPU).

This report provides information to the JCC about the operating and capital needs of CYFS for 2015. Detailed 2015 draft operating and capital budget information, budget versus actual information for the previous 5 years, the 10-year CYFS Asset Replacement Funds forecast, and 10-year operating budget forecast are attached to this report.

Base Operating Budget

The Draft 2015 Operating Budget has a base budget request of \$22,594,180 in net expenditures. This is a \$545,158 (2.48%) increase over the 2014 budget. The major driver that will affect the 2015 CYFS operating budget is the increase in salaries and benefits.

Additional Operating Budget Request

The additional operating budget request is for the implementation of first phase of the FDMPU and an effective wellness and fitness program. According to the plan, it is recommended that CYFS hire 20 additional fire fighters and a number of support positions. CYFS is proposing to phase in the plan evenly over the period of 2015-2017 to avoid the fluctuation in tax increases. The estimated cost for the first phase implementation totals \$852,083. CYFS report 2015-01 on the FDMPU outlines options for implementation. This report reflects the recommended option. The new wellness and fitness program has an estimated cost of \$130,500.

Capital Budget

2015 capital requests total \$1,194,000 and will be fully funded from the Asset Replacement Fund (ARF). These requests are:

1. Replacement of four light vehicles at a total cost of \$200,000
2. Replacement of bunker gear at a total cost of \$44,000
3. Replacement of a 1996 Telesquirt at a cost of \$900,000; and
4. Replacement of fire fighter equipment at a cost of \$50,000

Reserve Funds

The draft CYFS 2015 Reserve Funds budget is based on the draft operating and capital budget. The beginning balance of these reserve funds is the actual amount as of December 31, 2014 at this point in time, which will change after all the 2014 transactions are finalized. The budget details are as follows:

Description	Beginning Balance	Contributions	Transfer from/(to) Operating	Transfer to Capital	Ending Balance
CYFS Reserve Fund	834,471		43,000		877,471
Asset Replacement Fund*	274,256	195,760	850,000	-1,982,634	-662,618
Development Charges Aurora	829,349	150,000	-16,000		963,349
Development Charges Newmarket	380,553	100,000	-24,000		456,553

**Note: 2015 contributions to the ARF include the transfer of the balance of each Municipality's Fire Training Reserve. Aurora Council has approved the transfer, pending Newmarket's approval to do the same.*

IMPACT ON THE FIRE MASTER PLAN

This report is consistent with the budget methodology set out in the Fire Department Master Plan Update.

CONSULTATION

This report has been reviewed by the Finance staff of both Aurora and Newmarket.

BUDGET IMPACT

Operating Budget

The 2015 net proposed operating budget, including all additional requests for CYFS, is \$23,576,763, an increase of \$1,527,741 or 6.9% over the 2014 budget.

The cost allocation for 2015 will be 59.77% Newmarket (2014 = 60.05%) and 40.23% Aurora (2014 = 39.95%). This change will result in a shift in the share of the budget costs of \$66,015.

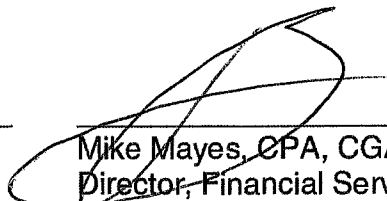
Capital Budget

2015 capital requests total \$1,194,000 and will be fully funded from ARF.

CONTACT

For more information on this report, contact: Mike Mayes at 905-953-5300, ext. 2102 or via e-mail at mmayes@newmarket.ca



Ian Laing, Fire Chief
Central York Fire Services

Mike Mayes, CPA, CGA
Director, Financial Services/Treasurer
Town of Newmarket

Reviewed by:



Dan Elliott, Director of Finance/Treasurer
Town of Aurora

MM:FW/nh

Attachments Preliminary Operating Results-for the 12 months ending December 31/14 (1 pg.)
2015 Growth & Enhancement Summary (1 pg.)
Operating Budget versus Actual 2009-2013 (1 pg.)
Forecast (1 pg.)
2015 Capital Budget (1 pg.)
10 Year Forecast – Capital Request vs. ARF Contribution (1 pg.)

**CENTRAL YORK FIRE SERVICES
2015 DRAFT OPERATING BUDGET**

Updated: 01/21/2016

OBJECT ACCOUNTS	2013		2014	2015 Budget			Increase/(Decrease)	
	Budget	Actual	Budget	Base	G & E	Total	\$	%
Expenses								
4011 Management Salaries	423,459	424,794	427,694	471,619		471,619	43,925	10.3%
4021 Regular Salaries & Wages	12,095,224	12,275,263	13,073,114	13,411,624	679,648	14,091,272	1,018,158	7.8%
4024 Standby/Callback	86,000	31,177	86,000	86,000		86,000	-	0.0%
4025 Overtime	222,653	137,187	220,000	220,000		220,000	-	0.0%
4026 Lieu Time Paid	617,000	566,942	617,000	617,000		617,000	-	0.0%
4031 Casual/Seasonal Wage	10,724	42,550	12,000	12,000		12,000	-	0.0%
4035 Regular Part-Time Wages	36,024	20,649	35,671	52,543	(51,512)	1,031	(34,640)	-97.1%
4106 Workers' Compensation	93,500	93,504	93,500	93,500		93,500	-	0.0%
4109 Direct Payroll Benefits	3,899,652	3,897,598	4,183,671	4,296,689	186,290	4,482,979	299,308	7.2%
Sub Total Salaries and Benefits	17,484,236	17,484,236	18,748,650	19,260,975	814,426	20,075,401	1,326,751	7.1%
4216 Stationery & Office Supplies	15,000	11,117	15,000	15,000		15,000	-	0.0%
4217 Photocopier Lease & Supplies	5,601	5,961	5,000	5,000		5,000	-	0.0%
4219 Emergency Mgmt. Materials	5,000	1,884	4,000	4,000		4,000	-	0.0%
4229 Janitorial Supplies	30,000	16,390	20,000	20,000		20,000	-	0.0%
4232 Fuel for Vehicles	110,000	109,474	110,000	120,000		120,000	10,000	9.1%
4261 Uniforms, Clothing	130,000	83,325	130,000	115,000		115,000	(15,000)	-11.5%
4269 Misc.	3,950	7,338	4,000	8,000	12,657	20,657	16,657	416.4%
4272 Vehicle Repairs & Maintenance	339,021	223,353	349,366	304,656		304,656	(44,710)	-12.8%
4273 Building Repairs & Maintenance	91,700	76,587	101,700	101,700		101,700	-	0.0%
4278 Equipment Repairs & Maintenance	95,376	115,450	102,000	140,000		140,000	38,000	37.3%
4299 Capital Acquisitions	50,000	48,632	67,000	67,000		67,000	-	0.0%
4303 Cell Phone	19,253	18,436	20,000	20,000		20,000	-	0.0%
4311 Hydro	73,066	74,684	70,000	90,000		90,000	20,000	28.6%
4321 Heat	55,000	43,455	53,000	53,000		53,000	-	0.0%
4331 Water	12,958	10,550	15,000	17,000		17,000	2,000	13.3%
4404 Consulting Services	60,000	20,263	60,000	60,000		60,000	-	0.0%
4425 Education/Corporate Tuition Assist.	11,000	1,240	11,000	11,000		11,000	-	0.0%
4462 Fire Prevention	20,000	22,538	21,000	23,000		23,000	2,000	9.5%
4463 Fire Investigation	4,500	111	4,500	4,500		4,500	-	0.0%
4464 Association Allowance	2,500	2,500	2,500	3,000		3,000	500	20.0%
4465 Dispatch Service	455,000	409,337	505,000	505,000		505,000	-	0.0%
4466 Wellness Program	14,000	7,776	14,500	14,500	130,500	145,000	130,500	900.0%
4471 Mileage/Parking/Tolls	1,212	3,685	2,600	2,600		2,600	-	0.0%
4472 Memberships & Subscriptions	-	5,386	1,500	4,500		4,500	3,000	200.0%
4474 Training	65,000	112,404	70,000	70,000	25,000	95,000	25,000	35.7%
4478 Conferences & Seminar Fees	9,000	12,651	12,000	15,000		15,000	3,000	25.0%
4511 Street Snowploughing Contract	11,275	9,712	11,275	11,275		11,275	-	0.0%
4662 Contingency Account	45,000	116,610	45,000	45,000		45,000	-	0.0%
5151- 5162 Support Cost Allocation	816,447	816,447	832,431	857,404		857,404	24,973	3.0%
4911 Transfer to Capital	-	6,600	14,000	6,600		6,600	(7,400)	-52.9%
4936 Asset Replacement Fund	600,000	600,000	850,000	850,000		850,000	-	0.0%
Total Expenses	20,644,045	20,478,616	22,272,022	22,824,710	982,583	23,807,293	1,535,271	6.9%
Revenues								
7431 Fire Dept. Recoveries	245,251	238,805	251,000	258,530		258,530	7,530	3.0%
7471 Misc. Charges	14,000	13,246	15,000	15,000		15,000	-	0.0%
Total Revenues	259,251	252,051	266,000	273,530	-	273,530	7,530	2.8%
Net Expenditure Before Transfers	20,384,794	20,226,564	22,006,022	22,551,180	982,583	23,533,763	1,527,741	6.9%
Transfers to/(from) Reserve Fund								
4922 Transfer to Reserve Fund	55,000	213,230	55,000	55,000		55,000	-	0.0%
7542 From Reserve Fund	-	-	(12,000)	(12,000)		(12,000)	-	0.0%
Net Expenditure	20,439,794	20,439,794	22,049,022	22,594,180	982,583	23,576,763	1,527,741	6.9%
Newmarket's share(2014-60.05%; 2015-59.77%)	12,212,777	12,212,777	13,240,438	13,504,542	587,290	14,091,831	851,394	6.4%
Aurora's share(2014-39.95%; 2015-40.23%)	8,227,017	8,227,017	8,808,584	9,089,639	395,293	9,484,932	676,348	7.7%
	20,439,794	20,439,794	22,049,022	22,594,180	982,583	23,576,763	1,527,741	6.9%

2015 CYFS Growth & Enhancement Summary

Initiative	Mandatory	Growth	Enhancement	Business Unit	One Timer (Y/N)
Assistant Deputy Chief		\$167,700		21221	N
Fire Prevention Inspector		119,998		21221	N
Admin Assistant from Part-Time to Full-Time		15,413		21221	N
Fire Prevention Life Safety Educator		119,998		21221	N
Full-Time Human Resource Consultant		126,659		21221	N
Network and Communications Coordinator		126,659		21221	N
Training Officer		137,998		21221	N
Training Initiative		25,000		21221	N
Support Cost for Fire Master Plan Phase 1 Implementation		12,657		21221	N
Wellness and Fitness			130,500	21221	N
TOTAL		\$852,083	\$130,500		
Aurora's Share		\$342,793	\$52,500		
Newmarket's Share		\$509,290	\$78,000		

Central York Fire Service Operating Budget Versus Actual 2009-2013

Description	Actual 2009	Budget 2009	Actual 2010	Budget 2010	Actual 2011	Budget 2011	Actual 2012	Budget 2012	Actual 2013	Budget 2013
Expenses										
4011 Management Salaries	398,442	392,913	395,730	398,520	403,672	407,513	415,251	416,757	424,794	423,459
4021 Regular Salaries & Wages	9,565,293	9,587,099	9,691,958	9,726,805	11,010,299	11,042,095	11,655,378	11,703,406	12,275,263	12,095,224
4024 Standby/Callback	118,526	105,000	105,166	110,000	68,432	122,406	75,227	84,832	31,177	86,000
4025 Overtime	543,237	503,557	534,936	509,596	354,401	443,732	161,787	443,882	137,187	222,653
4026 Lieu Time Paid	444,707	414,190	459,257	410,992	556,212	483,387	581,037	497,405	566,942	617,000
4028 WSIB Reimbursements	-11,670	0	-20,723	0	-23,952	0	-30,503	0	-5,428	0
4031 Casual/Seasonal Wage	43,638	8,600	11,606	0	9,634	10,218	11,911	10,514	42,550	10,724
4035 Regular Part-Time Wages	118	0	41,388	8,729	77,449	22,000	33,816	35,318	20,649	36,024
4081 - Payroll Allocations	0	0	0	0	0	0	0	0	0	0
4106 Workers' Compensation	85,000	85,000	93,504	93,500	93,504	93,500	93,500	93,500	93,504	93,500
4109 Direct Payroll Benefits	2,876,347	2,861,405	2,914,713	2,903,353	3,357,833	3,394,905	3,606,390	3,650,889	3,897,598	3,899,652
Sub Total Salaries and Benefits	14,063,638	13,957,764	14,227,534	14,161,495	15,907,484	16,019,756	16,603,794	16,936,504	17,484,236	17,484,236
4213 Licences	0	0	0	0	0	0	746	0	485	0
4216 Stationery & Office Supplies	12,637	14,056	24,346	14,056	9,025	16,753	14,991	16,753	11,117	15,000
4217 Photocopier Lease & Supplies	4,390	4,200	5,865	4,700	5,192	5,601	4,621	5,601	5,961	5,601
4219 Emergency Mgmt. Materials	3,288	5,200	1,486	5,200	1,217	5,200	1,430	15,200	1,884	5,000
4229 Janitorial Supplies	16,231	14,958	16,780	17,300	17,605	20,914	15,428	44,814	16,390	30,000
4232 Fuel for Vehicles	63,836	86,000	67,443	86,000	87,089	90,000	99,436	90,000	109,474	110,000
4261 Uniforms, Clothing	126,938	122,000	125,850	122,000	113,024	146,509	122,343	150,171	83,325	130,000
4269 Misc.	3,797	3,201	5,109	3,800	5,111	3,950	6,604	3,950	7,338	3,950
4272 Vehicle Repairs & Maintenance	229,878	176,600	253,608	191,826	378,960	228,601	294,900	246,913	223,353	339,021
4273 Building Repairs & Maintenance	33,025	27,500	34,181	32,000	107,255	65,050	92,590	86,700	76,587	91,700
4278 Equipment Repairs & Maintenance	113,258	117,300	112,279	113,700	98,733	93,052	125,348	95,376	115,450	95,376
4282 - Property & Liability Insurance	49,644	49,642	49,642	49,642	0	0	0	0	0	0
4299 Capital Acquisitions	15,867	35,984	32,808	36,000	42,581	56,360	53,754	56,360	48,632	50,000
4302 - Telephone	0	0	0	0	10,840	0	0	0	0	0
4303 Cell Phone	12,659	14,400	21,877	14,832	24,576	19,253	16,186	19,253	18,436	19,253
4311 Hydro	65,691	73,000	66,437	75,550	68,916	62,650	64,517	73,066	74,684	73,066
4321 Heat	42,290	68,454	28,860	70,777	21,278	56,650	18,702	68,650	43,455	55,000
4331 Water	10,032	11,580	12,539	10,958	8,815	8,958	13,407	12,958	10,550	12,958
4404 Consulting Services	0	0	43,803	70,000	201	40,400	51,437	70,000	20,263	60,000
4423 Insurance Claim Costs	2,010	8,950	-183	8,950	0	8,950	0	8,950	0	8,950
4425 Education/Corporate Tuition Assist.	21,577	9,650	15,384	9,650	3,379	11,589	1,200	11,589	1,240	11,000
4462 Fire Prevention	22,088	23,160	19,451	23,160	23,417	23,392	23,625	23,392	22,538	20,000
4463 Fire Investigation	167	4,825	0	4,825	0	4,873	0	4,873	111	4,500
4464 Association Allowance	0	2,500	5,000	2,500	0	2,500	10,300	2,500	2,500	2,500
4465 Dispatch Service	349,876	345,313	357,650	380,000	400,077	438,000	410,884	448,950	409,337	455,000
4466 Wellness Program	11,930	15,054	5,273	15,054	6,450	15,054	12,748	15,054	7,776	14,000
4471 Mileage/Parking/Tolls	1,021	1,004	5,925	1,200	2,535	1,212	2,592	1,212	3,685	1,212
4472 Memberships & Subscriptions	0	0	9	0	127	0	1,277	0	5,386	0
4474 Training	9,117	30,275	31,499	32,638	72,572	54,195	88,330	79,000	112,404	65,000
4478 Conferences & Seminar Fees	3,852	4,603	11,187	6,801	10,787	9,180	11,281	9,180	12,651	9,000
4511 Street Snowploughing Contract	0	0	0	0	2,315	0	9,260	11,275	9,712	11,275
4662 Contingency Account	57,043	50,000	33,271	50,000	113,834	50,000	27,221	50,000	116,610	45,000
4666 Vehicle Lease	55,645	55,000	39,748	55,000	15,314	12,000	412	2,000	0	0
4791 - Clerical & Administrative Supp	3,696	3,696	3,696	3,696	0	0	0	0	0	0
5151- 5162 Support Cost Allocation	588,745	588,744	627,907	608,147	743,636	743,636	768,351	768,351	816,447	816,447
4911 Transfer to Capital	6,600	6,600	36,600	30,000	26,687	25,000	6,600	0	6,600	0
4936 Asset Replacement Fund	370,285	370,859	355,499	355,499	355,499	355,499	355,499	355,499	600,000	600,000
Total Expenses	2,307,113	2,344,308	2,450,828	2,505,461	2,777,046	2,674,981	2,726,018	2,847,590	2,994,380	3,159,809
Revenues										
7431 Fire Dept. Recoveries	-212,950	-220,664	-197,316	-230,000	-232,263	-232,300	-246,371	-239,269	-238,805	-245,251
7471 Msc. Charges	-15,952	-9,688	-19,882	-14,000	-11,496	-14,000	-16,382	-14,000	-13,246	-14,000
Total Revenues	-228,902	-230,352	-217,199	-244,000	-243,759	-246,300	-262,753	-253,269	-252,052	-259,251
Net Expenditure Before Transfers	16,141,849	16,071,720	16,461,164	16,422,956	18,440,771	18,448,437	19,067,060	19,530,825	20,226,564	20,384,794
Transfers to/(from) Reserve Fund										
4922 Transfer to Reserve Fund	0	60,000	200,000	200,000	50,665	43,000	508,765	55,000	213,230	55,000
7542 From Reserve Fund	-21,163	0	-54,265	0	-90,574	-90,574	0	-10,000	0	0
Net Expenditure	16,120,686	16,131,720	16,606,899	16,622,956	18,400,863	18,400,863	19,575,825	19,575,825	20,439,794	20,439,794
Newmarket's share	9,797,329	9,809,507	10,109,268	10,125,325	11,136,034	11,136,034	11,602,673	11,602,673	12,212,777	12,212,777
Aurora's share	6,323,357	6,322,213	6,497,631	6,497,631	7,264,829	7,264,829	7,973,152	7,973,152	8,227,017	8,227,017