

2018 Budget – Workshop #2

December 4, 2017

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Outline

- Review Nov 27 meeting
- Additional information requested
- Decisions on the Higher Level Service Requests
- Details of the 2018 Water Operating Budget
- Details of the 2018 Sewer Operating Budget
- Introduction of the 2018 Capital Plan
- Next meeting



Review of the November 27, 2017 meeting

Review

	2018 Proposed Budget
2018 Approved Financial Plan (2017-2022)	8,043,395
2018 Approved additional services	<u>6,400</u>
	8,049,795
Reduction in Capital Funding to 8%	- 131,214
Draft Budget Amount for 2018	7,918,581

Review – General Fund

	<u>2018 Proposed Budget</u>	<u>2017 Budget</u>	<u>Difference</u>
Taxes - municipal	6,848,554	6,719,702	128,852
Taxes - police	1,235,904	1,173,166	62,738
Corporate Administration	1,489,768	1,473,880	15,888
Protective Services	1,591,044	1,548,196	42,848
Infrastructure Services	1,956,367	1,902,625	53,742
Development Services	489,262	494,265	-5,003
Rec., Facility & Cultural Services	1,705,129	1,617,263	87,866
Capital	524,854	525,396	- 542
Reserve	328,034	331,243	-3,209

Impact on \$336,000 house

	2018 Proposed	2017	Difference
Taxes - municipal	1,684	1,655	+ 29
Water Parcel Tax	384	309	+ 75
Sewer Parcel Tax	<u>299</u>	<u>299</u>	<u>0</u>
	2,367	2,263	104

Does not include taxes for other agencies



Additional Information Requested

Devices for Electronic Agendas

iPads for Electronic Agenda	\$ 8,400
Software (Year 1)	<u>7,700</u>
	\$ 16,100

Information Technology - details

Internet	3,000
Recreation Software	12,000
Network Assessment	10,000
Tech Services	104,000
Enterprise Software	24,000
Adobe Acrobat licencing	7,500
Antivirus software	3,000
Antimalware software	7,500
Backup software	1,100
Cascade, Website, Cisco, Remote, Warranties	7,900
Email content filtre	2,100
Microsoft licencing	45,000
Hardware replacements	19,000
Memory upgrade for servers	3,500
New backup server	7,500
Server Room improvements - 3 sites	5,000
Server relocation	5,000
Port switch for VOIP	1,500
UPS Battery Replacement	1,000

Fire Servicing Agreements

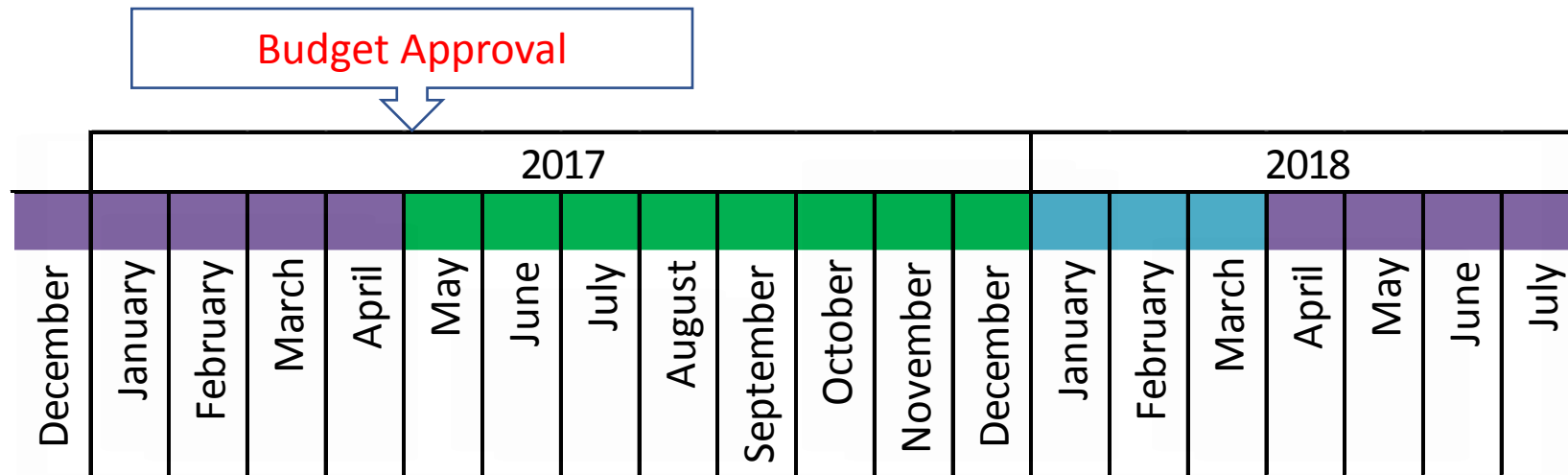
In 2017:

Diamond	\$ 34,927
Saltair	\$ 38,595

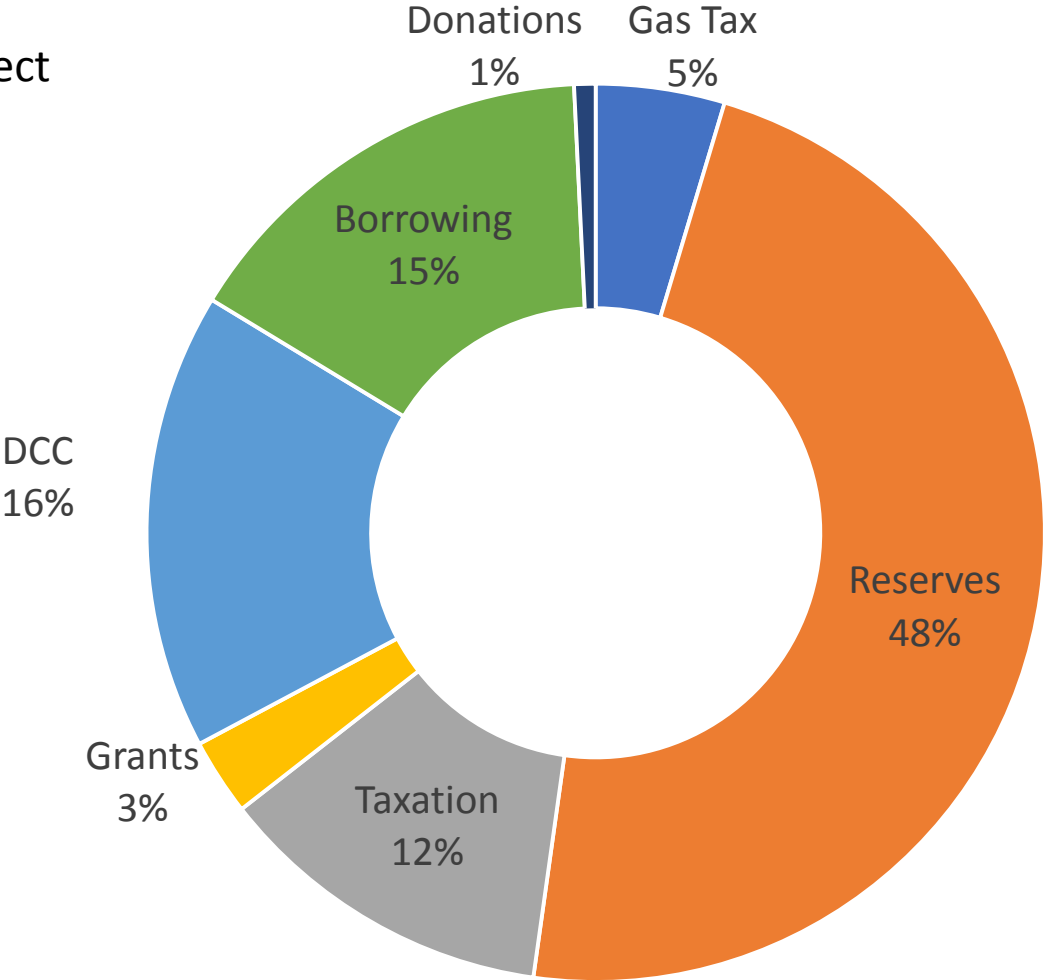
Town of Ladysmith Fire Department	\$ 408,617
North Cowichan – Chemainus Fire Department	407,733

Additional Information - Capital Projects (previously approved)

Historical Capital Budget Timelines



2017 General Capital Project Funding



2017 Additional Projects added

Derelict Vessels	100,000
Clarke Rd Storm	50,000
Waterfront Lands Preparation	140,000
Canada 150 - Grant	46,000
FJCC Leased Space/Fitness Expansion	12,000
Rotary Picnic Shelter	20,300
FJCC Admin HVAC	10,000
FJCC Electrical	11,000
FJCC Water Main Valve	40,000

2017 - Capital Projects

Blue Paper – Completed Projects

Green Paper – Continuing Projects

2016

- 4th Ave improvements
 - Davis Rd dog park
 - Fire hall roof upgrade
- Machine shop improvements
 - Recreation software
- Arbutus reservoir access ladder
- Esplanade sentinel upgrades
 - Composting facility

2015

- Chlorination Conversion
 - Signage
 - WWTP



Higher Service Level Request

Higher Level Service Request

Waterfront Area Plan Implementation

Justification

The implementation of the Waterfront Area Plan is a priority for Council. Focus – SFN partnership, marketing, securing funding, investment. Includes Capital and Operating work

Aligns with Strategic Priority

Employment & Tax Diversity

Consequence of not funding:

The implementation of the WAP will occur less quickly

Estimated Cost

\$400,000 for each of the next 5 years

Funding

reserves, surplus

Estimate Tax increase

0%



Council Resolution Required

That Council include in the 2018- 2022 Financial Plan funds for the Waterfront Area Plan Implementation which includes contracted services, consulting fees and an additional temporary exempt position to project manage the approved Waterfront Area Plan project with the funding to come from Real Property Reserves and Surplus.

Higher Level Service Request

Annual Broadcasting Fee & Electronic Agenda

Justification

Reliable video is a Council priority; this system is cost-effective and has the added benefit of creating efficiency and saving staff resources through automated agenda/minutes production

Aligns with Strategic Priority

Communications & Engagement

Consequence of not funding:

Continue unreliability of current meeting broadcast/archive system

**Estimated Cost
Funding**

**\$ 16,100 for the software & iPads + 5,000 annually
taxation**

Estimate Tax increase

0.20%





Council Resolution Required

That Council include new funding for additional software and electronic devices for electronic agendas in the 2018 – 2022 Financial Plan.

Higher Level Service Request

Development Services Technician (Planning Technician)

Justification

To assist applicants with process navigation, in-take files, assist with process improvements, respond to customer inquiries.

Aligns with Strategic Priority

Employment & Tax Diversity

Consequence of not funding:

Other department staff will continue to provide these functions which takes time from high-level work.

Estimated Cost

\$ 74,245 annually + CUPE increase

Funding

taxation

Estimate Tax increase

1.13%



Council Resolution Required

That Council include new funding for an additional position of Development Services Technician in the 2018 - 2022 Financial Plan.

Higher Level Service Request

Swim to Survive – Ladysmith Grade 3 & Grade 7 Students

Justification

Grant funding no longer available from Lifesaving Society.

Aligns with Strategic Priority

Partnerships

Consequence of not funding:

Ladysmith students not participating in program or being bussed to City of Nanaimo facilities.

Estimated Cost

\$ 3,000

Funding

taxation

Estimate Tax increase

0.04%



Council Resolution Required

That Council include new funding in the amount of \$3,000 to run the Swim to Survive program at FJCC in 2018.

Higher Level Service Request

Temporary Building Inspector - 540 hours

Justification

Building permit applications are on the rise and this trend is expected to continue for 2018. Additional support is requested to meet 3-week processing timelines for building permits. Additional revenues would help to off-set the cost.

Aligns with Strategic Priority

Employment & Tax Diversity

Consequence of not funding:

Building permit application processing timelines could be affected. Other responsibilities in the Department may be affected.

Estimated Cost

\$22,691

Funding

surplus – carry over from 2017

Estimate Tax increase

0%



Council Resolution Required

That Council include funds for an additional 540 hours for a Temporary Building Inspector for the year 2018 in the 2018 – 2022 Financial Plan.

Higher Level Service Request

Bylaw Compliance Officer – 1 additional day/week

Justification

Additional work load has been created from new bylaw being created including the nuisance property, property maintenance and parks bylaw. Additional bylaw time may be needed.

Aligns with Strategic Priority

Employment & Tax Diversity

Consequence of not funding:

Service Expectations may not be met – re timeliness of response and achieving compliance

Estimated Cost

\$18,124

Funding

taxation

Estimate Tax increase

0.28%



Council Resolution Required

That Council include funds for 400 additional hours per year of Bylaw Service in the 2018 - 2022 Financial Plan.



Water Operating Budget

Water Services Budget - detail

	2018 Proposed Budget	2017 Budget	Difference (\$)
Parcel Taxes	- 1,461,478	- 1,172,964	- 288,514
Sale of Services	- 1,036,753	- 901,318	- 135,435
Other	216,894	214,495	2,399
Wages & Benefits	646,452	508,759	137,693
contracted service	98,595	92,470	6,125
Insurance	11,201	11,201	-
Leases & Debt	433,612	433,612	-
Materials & Supplies	122,400	125,150	- 2,750
Transfer to Capital/Reserves	959,377	681,895	277,482
Utilities	9,700	6,700	3,000
Grand Total	-	-	-

Changes in Water Rates

	Per Billing Period	Current	Proposed
	Base Rate up to 25m ³	29.65	31.13
Single Unit Dwelling	26m ³ to 50m ³	0.7321	0.7687
	51m ³ to 75m ³	0.8652	0.9085
	76m ³ to 100m ³	1.0648	1.1180
	101m ³ to 125m ³	1.3976	1.4675
	125m ³ +	1.8634	1.9566
All others	25m ³ +	0.6655	0.6988

Water Service Connections

Currently: \$2,400 per connection

Proposed: at cost per connection



Council Resolution Required

That Council:

- (1) Approve the 2018 Water Operating Budget as presented; and
- (2) Direct staff to prepare the amendment to the Waterworks Bylaw #1298 to include :
 - (1) a five percent increase to each rate.
 - (2) each water connection fee to be “at cost”.



Sewer Operating Budget

Sewer Services Budget - detail

	2018 Proposed Budget	2017 Budget	Difference (\$)
Parcel Tax	- 1,091,350	- 1,081,483	- 9,867
Sale of Services	- 1,278,993	- 1,063,992	- 215,001
Other	231,061	218,017	13,044
Wages & Benefits	637,803	556,188	81,615
Contracted service	355,640	486,105	- 130,465
DCC Funding	- 43,000	-	- 43,000
Insurance	15,703	15,396	307
Leases & Debt	687,500	697,500	- 10,000
Materials & Supplies	161,825	124,025	37,800
Surplus & reserves	- 200,000	- 290,000	90,000
Transfer to Capital/Reserves	396,000	264,494	131,506
Grand Total	-	-	-

Changes in Sewer Rates

Per Billing Period	Current	Proposed
Each Dwelling Unit	67.50	74.25
Beer Parlours, Pubs, Lounges	140.70	154.77
Laundry	223.59	245.95
Carwash	150.39	165.43
Church	52.32	57.55

Sewer Service Connections

Currently: \$1,800 per connection for sewer

Proposed: at cost per connection for sewer
at cost per connection for storm

Council Resolution Required

That Council:

- (1) Approve the 2018 Sewer Operating Budget as presented; and
- (2) Direct staff to prepare the amendment to the Sanitary Sewer Rates Bylaw #1299 to reflect a ten percent increase to each rate.
- (3) Direct staff to prepare the amendment to the Sewer Connection Bylaw #1988 to reflect the change in the **sewer** connection fee to be “at cost”.
- (4) Direct staff to prepare the amendment to the Sewer Connection Bylaw #1988 to reflect the change in the **storm** connection fee to be “at cost”.



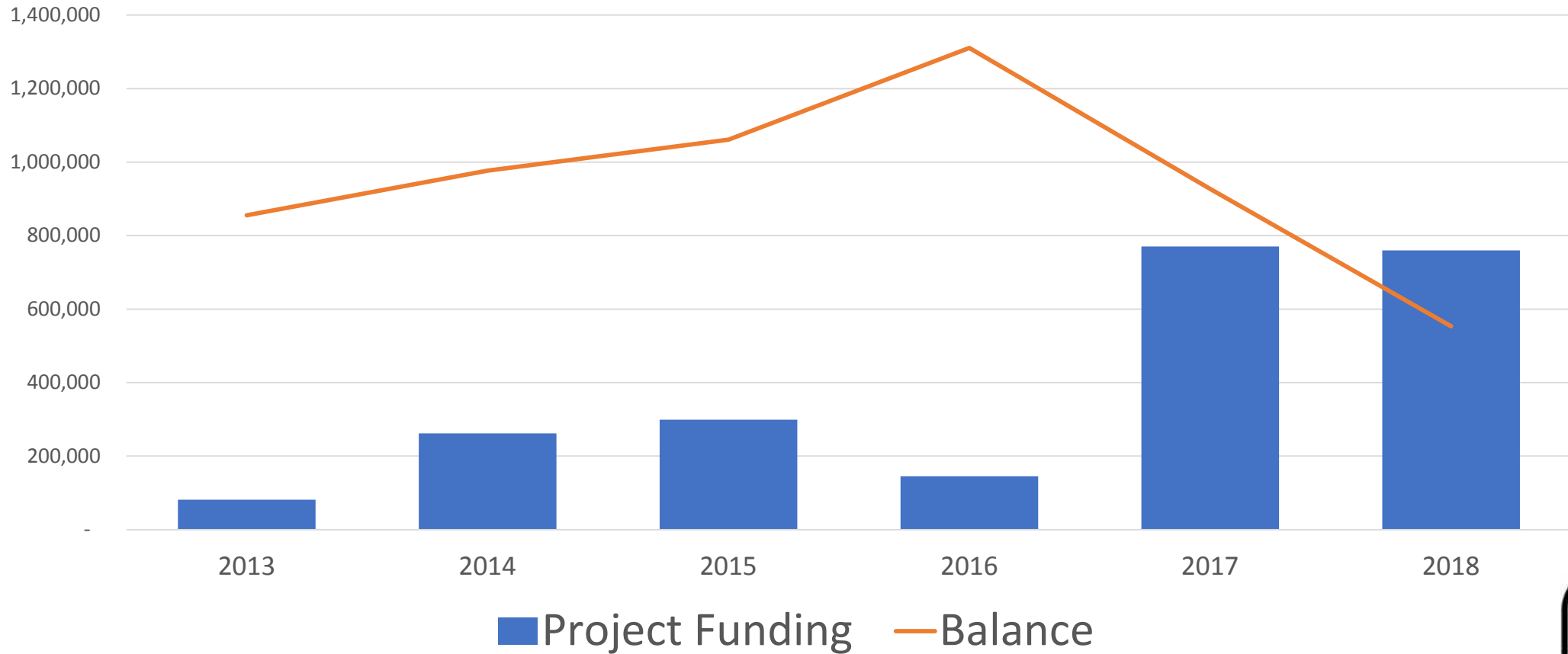


Capital Budget - 2018

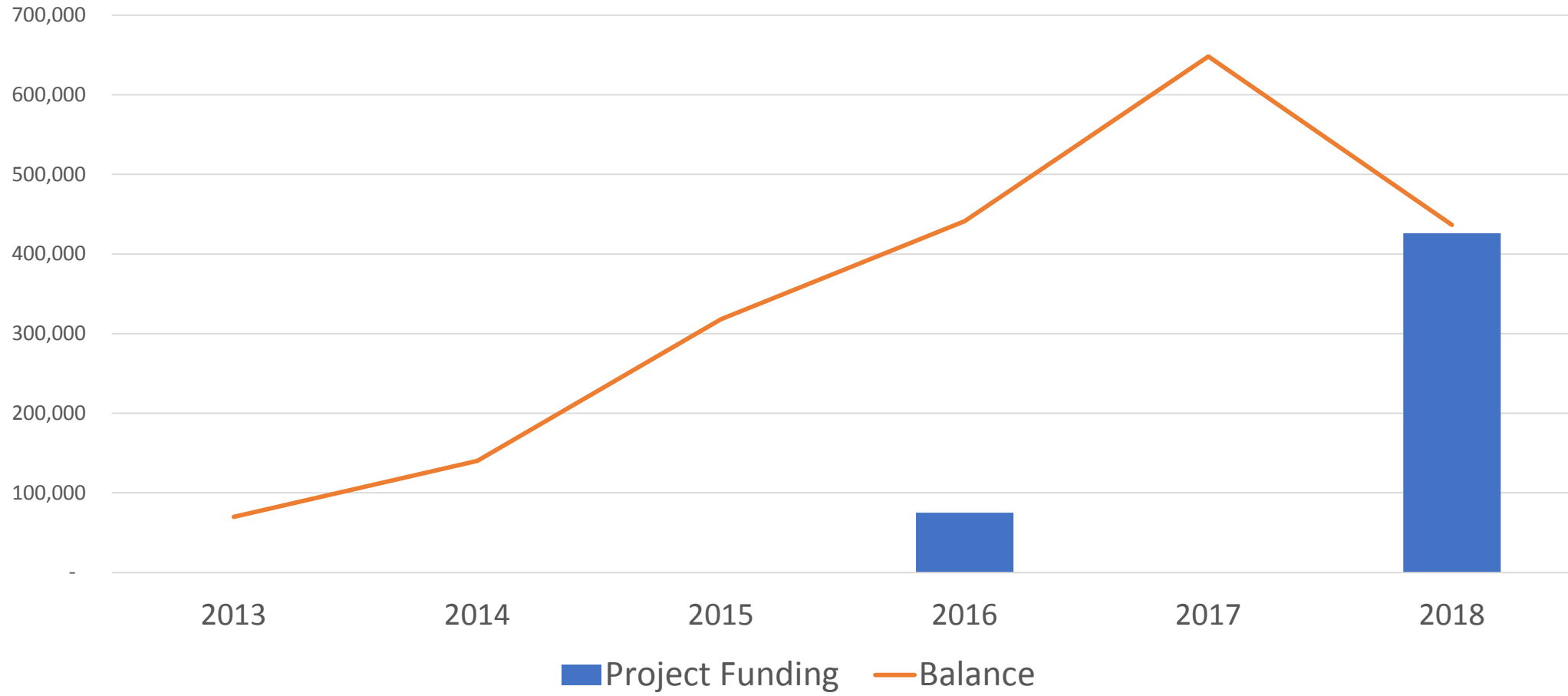
2018 – Draft Capital Projects

- Pink Paper - Details of new projects to include in 2018 Plan
- White Paper – Summary of all proposed projects for 2018
 - Includes continuing/carry forward
 - Includes projects approved in 2017 for 2018
 - Includes all new projects
- Yellow Paper - Projects not being funded in 2018

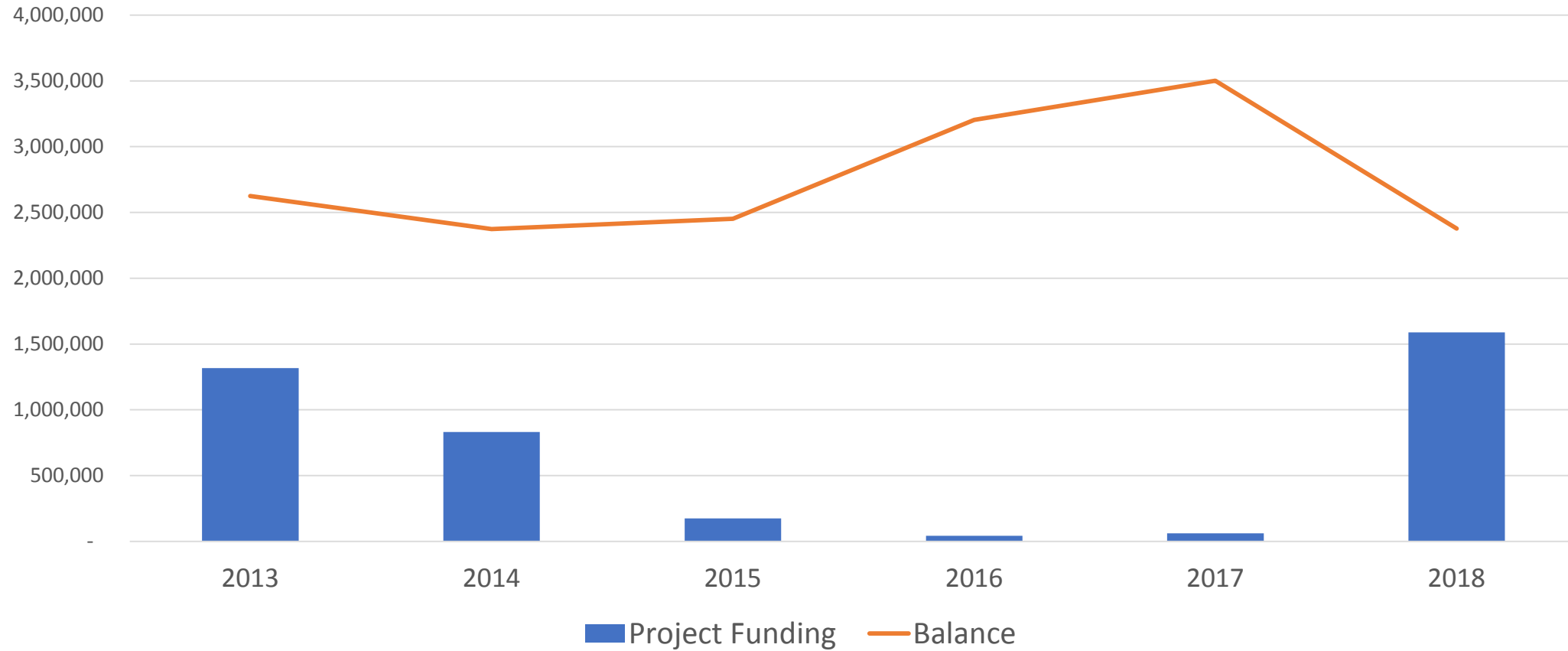
Gas Tax



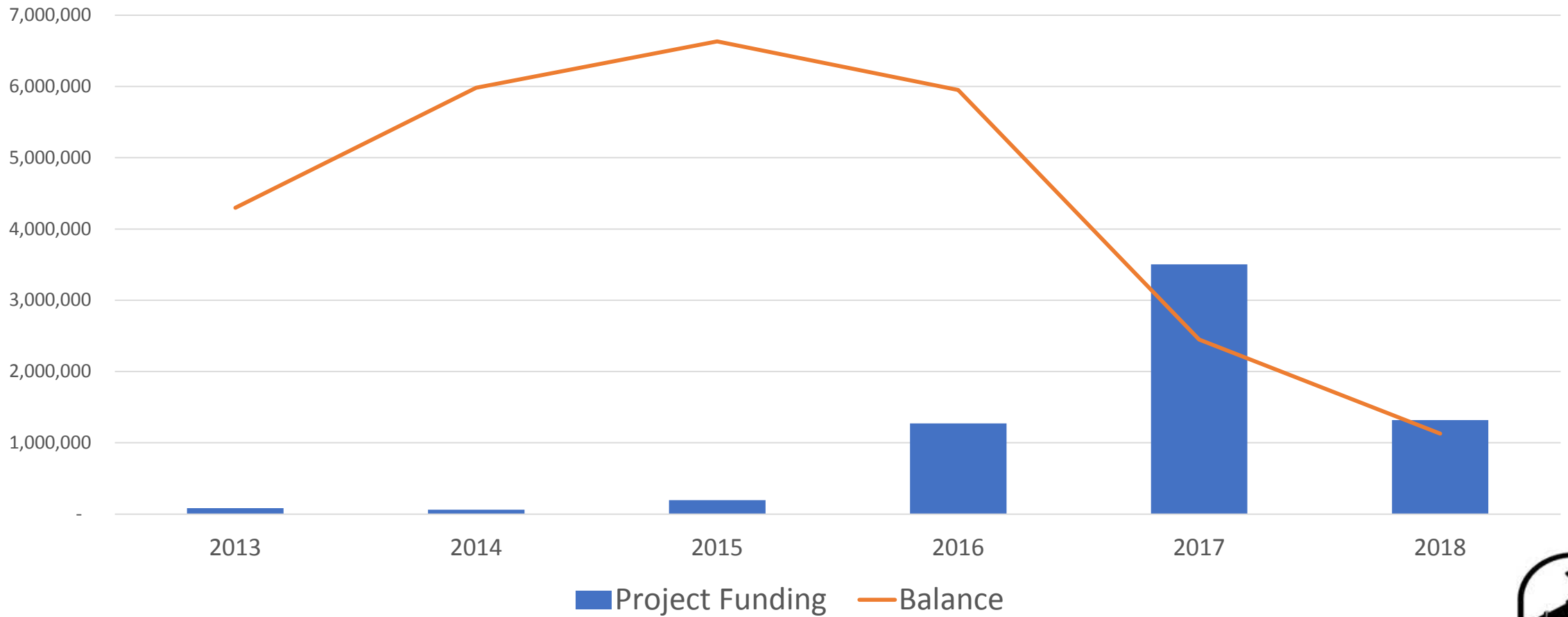
Infrastructure Reserve



Water Reserves



Sewer Reserves



Next Meeting

- Continue the Capital Plan Review
- Provide first, second and third readings to the Water and Sewer rates amendment bylaws

WE VALUE YOUR FEEDBACK

If you have any comments, questions or suggestions, we want to hear from you. Send us an e-mail to info@ladysmith.ca or by call City Hall at **250.245.6400**.

WE WANT TO HEAR WHAT YOU HAVE TO SAY. CONNECT WITH US:

-  Send an E-mail to info@ladysmith.ca
-  Mail a Note to Town of Ladysmith City Hall, 410 Esplanade, Box 220, Ladysmith, B.C. V9G 1A2
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