

February 14, 2017

2017-2021 Financial Plan



2017-2021 Financial Plan Presentation

1. Chief Administrative Officer - Welcome
2. Chief Financial Officer
 - Budget Schedule Review
3. Manager of Engineering
 - Draft Operating Budgets
4. Chief Financial Officer
 - Draft Operating Expenses Summary
 - Capital Budget Overview
 - Grant Revenue



2017-2021 FINANCIAL PLAN SCHEDULE - UPDATE

January 16, 2017 1:00 pm	Council Workshop	Budget Process Overview - Capital Budget Presentation
January 16, 2017	Regular Council Meeting	Early Budget Approvals for Capital Projects from 1:00 pm presentation
January 30, 2017 1:00 pm	Council Workshop	Capital budget presentations - continued
February 6, 2017 11:00 am	Council Workshop	Operations budget presentations by management
		Operations budgets - continued
February 14, 2017 1:00 pm	Council Workshop	Review 2016 Capital Projects and 2017 Capital Budget
		Review expenses and revenue requirements
February 27, 2017 1:00 pm	Council Workshop	Review & finalize tax and utility rates
March 13, 2017	COTW	Introduction of the 2017-2021 Financial Plan Bylaw
March 20, 2017	Potential Workshop	Potential Workshop – possibly amend 20 year cap plan due to grant announcements
March 27, 2017	Regular Council Meeting	1 st , 2 nd and 3 rd reading 2017-2021 Financial Plan Bylaw
April 10, 2017	COTW	Introduce 2017 Tax Rates Bylaw
April 10, 2017	Regular Council Meeting	Adopt 2017-2021 Financial Plan Bylaw
April 24 2017	Regular Council Meeting	1 st , 2 nd and 3 rd readings 2017 Tax Rates Bylaw
Early May 2017 TBA	Special Meeting	Adopt 2017 Tax rates
May 15, 2017		Deadline to adopt 2017-2021 Financial Plan Bylaw and Tax Rates Bylaw

2017-2021 FINANCIAL PLAN SCHEDULE

- NEXT COUNCIL WORKSHOP
- FEBRUARY 27 –1:00 PM
 - Review expenses and revenue requirements
 - Review and finalize tax and utility rates

February 14, 2017

2017-2021 Financial Plan

Draft Operating Budgets – Continued



DRAFT OPERATIONS BUDGETS

- Engineering
- Zoning and Planning
- Environment



Development, Engineering & Planning

Current & Future Projects



Primary Development, Engineering & Planning Functions

- Provide engineering services to facilities, parks, roads, water and electrical projects encompassing the City's asset renewal, repair or replacement program – both operational & capital.
- Provide development services support for subdivision and development.
- Ensure compliance with zoning, land use and the visions/guiding principles of the Sustainable Community Plan.
- Development of contemporary long-range plans, neighbourhood and environmental plans and policies
- Identify corporate sustainability/asset management goals pertaining to economic, social and environmental matters.



Primary Development, Engineering & Planning Functions

The department provides integrated planning and support services to enable environmental, social and economic well-being and sustainability in the community. Our functions include current and long-term planning, building and bylaw services, asset management and infrastructure planning, and environmental protection and enhancement.



Projects Completed in 2016

1. Asset Management Implementation – long term strategies and policies
2. Grant submissions for Westside Fire Protection – Well 2A, Waste Water Treatment System Upgrades, Canada 150, WildSafeBC
3. Completed environmental impact study and commenced design/tendering on WWTP – UV disinfection
4. Facilitated major west end project land sale and development permit requirements
5. Completed two land sales and facilitated inquiries regarding development
6. Continued asset management/GIS software integration including acquisition of LIDAR
7. Completed mineral reserve designation & initiated process for review of mineral tenure holdings



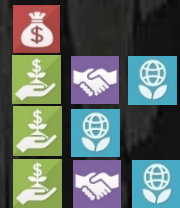
Projects Completed in 2016

8. Implemented WildSafeBC program
9. Commenced Sustainable Community Plan/Zoning Bylaw review and update
10. Open Houses & Workshops– Sustainable Community Plan Theme 1 (Environment), Realtor Round Table, Contractor's Round Table, Strategic Community Energy and Emissions Plan
11. Climate Action Revenue Incentive Program Reporting
12. Commenced 5th Street/Priede Bridge water main project: contracting, inspections and review
13. Continued Research and Planning for Zoning Bylaw, Tax Exemption and Heritage Guidelines
14. Business licencing & bylaw administration
15. Implemented municipal natural assets/floodplain/climate change initiatives



2017 Objectives and Major Plans

1. Asset Management – GIS and data integration
2. Tax incentive & heritage bylaw development
3. Business licencing and bylaw administration
4. OCP, Zoning and DCC bylaws revisions and implementation



PART VI ZONES SECTION 33 R-1 (Rehabilitation - Single & Two Family) Zone

Permitted Uses

1. The following uses and activities are permitted in an R-1 zone:

- (a) dwelling units;
- (b) day care centres;
- (c) food and small-scale commercial uses;
- (d) home occupations.

Permitted accessory uses are buildings or structures on any lot, including the following:

- (a) any necessary buildings or structures on any of the above sites.

Regulations

2. On a partial lot, no more than a 10% lot area.

Minimum lot size for subdivision purposes

- (a) The minimum parcel size is 10,120 square metres (125,917 sq. ft.) or 2.6 acres, unless there is no community damage or safety hazard;
- (b) The minimum parcel size is 2,302.6 square metres (26,889 sq. ft.) when the parcel is either a residential or a commercial use, or a water system, but not both;
- (c) No minimum parcel size is 100 square metres (1,100 sq. ft.) when the parcel is a residential or a commercial use, or a water system, but not both.

Number of lots per subdivision

- (a) One of the following: one of dwelling units is based on a parcel of size of an R-1 zone;
- (b) One single-family dwelling or one low-density dwelling.

Notes

- (a) No proposed building or structure shall exceed 9.15 metres (29 ft.) in height. No accessory building or structure shall exceed 4.5 metres (14 ft.) in height.

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Category	Item	Unit	Rate	Notes
Subdivision	Single Family	Lot	\$4,812	
	Two Family/Semi-detached	Lot	\$7,699	
	Multiple Family	Unit	\$3,850	
	Mobile Home Park	Pad	\$3,850	
	Commercial Building	Sq. m.	\$9.04	
	Industrial Building	Sq. m.	\$6.73	
	Institutional Building	Sq. m.	\$8.96	
	Other	Sq. m.		
	Other	Sq. m.		
	Other	Sq. m.		
Building	Single Family	Lot	\$4,812	
	Two Family/Semi-detached	Lot	\$7,699	
	Multiple Family	Unit	\$3,850	
	Mobile Home Park	Pad	\$3,850	
	Commercial Building	Sq. m.	\$9.04	
	Industrial Building	Sq. m.	\$6.73	
	Institutional Building	Sq. m.	\$8.96	
	Other	Sq. m.		
	Other	Sq. m.		
	Other	Sq. m.		

Development Cost Charges (Water and Sewer)

Subdivision

- Single Family
\$4,812 / lot
- Two Family/Semi-detached
\$7,699 / lot

Building

- Multiple Family
\$3,850 / unit
- Mobile Home Park
\$3,850 / pad
- Commercial Building
\$9.04 / sq. m.
- Industrial Building
\$6.73 / sq. m.
- Institutional Building
\$8.96 / sq. m.



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Accountability



Economic
Growth



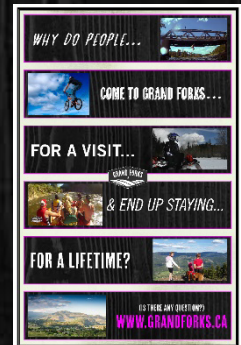
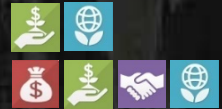
Community
Engagement



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Liveability

2017 Objectives and Major Plans

5. Pending development and construction activity
6. Long term planning & design criteria policies for development
7. Implementation/co-ordination of strategic local and regional projects
8. Promotion of Grand Forks – Development Showcase, Economic Profile and “Open for Business” Initiatives



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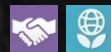
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2017 Objectives and Major Plans

9. Continue to build GIS mapping and asset inventory to streamline day-to-day operations and identify priority projects through risk management analysis
10. Manage capital projects & continue to apply for grants to secure funding for infrastructure repair, replacement and renewal
11. Continue to support the initiatives of local user groups






NEW BUILDING CANADA FUND
SMALL COMMUNITIES FUND
CERTIFICATION FORM

To complete the application process you must complete, print, sign and mail or e-mail this Certification Form.

Applicants should be aware that information collected is subject to provincial freedom of information legislation.

Applicant Certification

I/we certify that the information contained in the Application Form for The City of Grand Forks Wastewater Treatment Plant Ultra-Violet (UV) Disinfection project, submitted on _____ is to the best of my/our knowledge, correct and complete and has been submitted with council/board concurrence, as authorized by a resolution dated December 15, 2014.

Project Manager Signature:
(e.g. Engineer, Planner)

Date: _____



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2017 Budget

ENGINEERING	2015 ACTUAL	2016 BUDGET	2016 PRELIM	2017 BUDGET
Personnel	\$ 114,870	\$ 129,000	\$ 152,992	\$ 127,830
General Services	3,920	14,300	13,431	25,500
Contractual Services	3,426	17,500	3,643	19,000
Goods & Supplies	2,759	14,800	3,233	13,050
Utilities & Communication Services	581	400	1,102	700
Internal Allocations	-	2,000	-	-
	<u>\$ 125,557</u>	<u>\$ 178,000</u>	<u>\$ 174,402</u>	<u>\$ 186,080</u>
ENVIRONMENTAL	2015 ACTUAL	2016 BUDGET	2016 PRELIM	2017 BUDGET
Environmental	\$ 6,226	\$ 7,500	\$ -	\$ 37,500
Slag	\$ 18,287	\$ -	\$ 14,824	\$ 10,000
Contaminated Sites	\$ 1,885	\$ 10,000	\$ 9,640	\$ 10,000
Wildlife Management	\$ -	\$ 30,000	\$ 8,000	\$ 50,000



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2017 Budget

ZONING & PLANNING	2015 ACTUAL	2016 BUDGET	2016 PRELIM	2017 BUDGET
Personnel	\$ 92,526	\$ 115,000	\$ 88,281	\$ 116,423
General Services	3,578	9,600	5,295	19,020
Contractual Services	29,915	42,000	25,811	32,500
Goods & Supplies	661	600	230	600
Utilities & Communication Services	597	1,160	1,275	860
	<u>\$ 127,277</u>	<u>\$ 168,360</u>	<u>\$ 120,893</u>	<u>\$ 169,403</u>

PROPERTY HOLDING & MANAGEMENT	2015 ACTUAL	2016 BUDGET	2016 PRELIM	2017 BUDGET
General Services	-	-	214	500
Contractual Services	3,257	20,500	6,774	102,350
	<u>\$ 3,257</u>	<u>\$ 20,500</u>	<u>\$ 6,987</u>	<u>\$ 102,850</u>

Total Variance (2016 Budget to 2017 Budget) +\$151,473

Item 1	Grants	<u>\$ 139,325</u>
Item 2	Remaining variance	\$ 12,148



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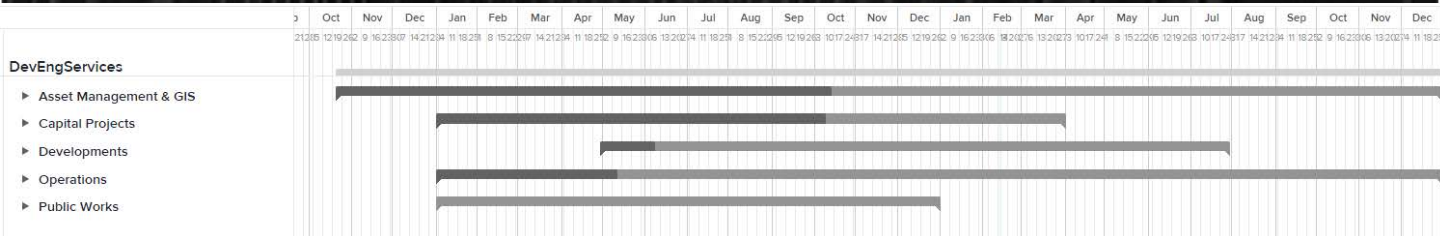
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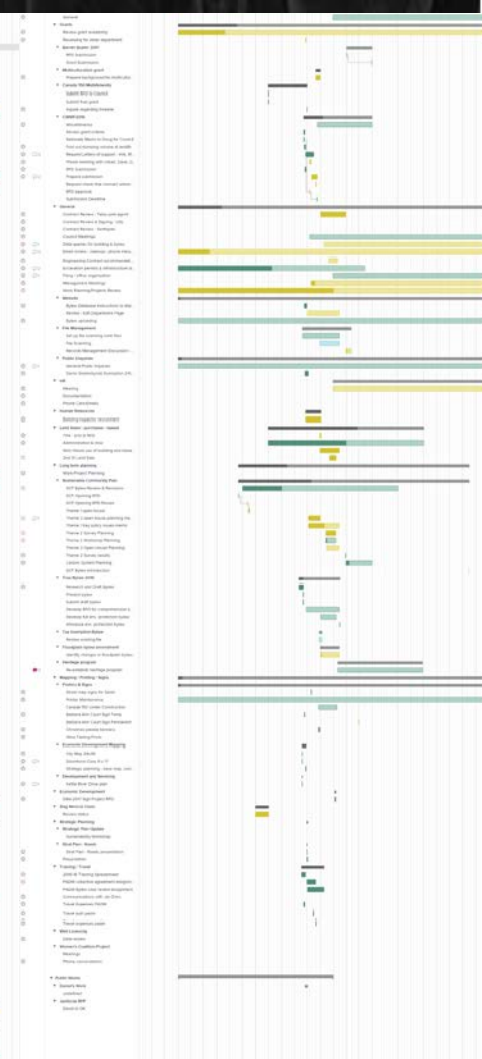


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February 14, 2017

2017-2021 Financial Plan

Operating Expenses - Summary



**CITY OF GRAND FORKS
OPERATING EXPENSE SUMMARY**

	2015 ACTUAL	2016 BUDGET	2016 ACTUAL PRELIM	2017 BUDGET DRAFT
General Fund				
General Government				
Legislative Committees	14,581	15,000	1,591	2,500
Legislative	238,355	233,700	255,326	256,240
Administrative	517,128	650,500	625,173	551,480
Finance	273,843	312,143	287,932	317,870
Information Technology	38,647	-	-	-
Elections	-	8,200	12,413	20,000
Communications	17,804	33,390	18,070	34,500
Protective Services				
Fire & Emergency	493,554	535,154	522,178	595,165
Victim Services	57,809	38,760	34,909	38,900
Bylaw Enforcement	82,370	136,000	133,681	156,473
Building Inspection Services	64,662	109,000	90,878	87,573
Wildlife Management	-	30,000	8,000	50,000
Transportation Services				
Airport	115,781	114,100	98,688	118,200
Airport Cost of Sales	111,064	45,900	38,625	45,000
Roads	617,056	832,122	624,896	848,764
Public Works Admin	220,113	225,000	274,816	229,500
Asset Management	8,285	-	9,608	-
Development Services				
Zoning & Planning	127,277	168,360	120,893	169,403
Engineering	125,557	178,000	174,402	186,080
Economic Development	30,147	79,000	60,046	48,500
Property Management	3,257	20,500	6,987	102,850
Environmental Health Services				
Solid Waste	184,449	186,000	170,029	190,000
Environment	6,226	7,500	-	37,500
Slag Remediation	18,287	-	14,824	10,000
Gravel Pit Remediation	164,946	-	-	-
Contaminated Sites	1,885	10,000	9,640	10,000
Public Health Services				
Cemetery	77,883	92,355	60,408	94,202
Parks, Recreation and Cultural Services				
Parks	524,227	588,341	529,805	678,950
Campground	35,490	39,747	38,316	36,200
Fee For Service	271,000	241,000	284,219	281,000
City Events	11,057	10,900	6,837	30,050
Public Real Estate				
Facilities	251,685	280,000	200,457	227,532
Parcel taxes for City property	-	29,000	28,263	28,300
Total General Fund	4,704,423	5,249,672	4,741,910	5,482,732
Water Utility	717,750	791,590	803,050	814,413
Electrical Utility	3,815,375	4,097,670	3,867,579	4,162,066
Waste Water Utility	678,166	699,946	643,961	720,547

February 14, 2017

2017-2021 Financial Plan

Capital Budget - Review



CAPITAL BUDGET REVIEW

- Review 2016 Capital Expenditures
- Review 2017 Capital Budget – with scoring



2016 CAPITAL PROJECTS – YEAR-END REVIEW

CAPITAL PROJECT	STATUS	2016 BUDGET	2016 SPEND	2017 CARRY FORWARD
2015 CARRY FORWARD PROJECTS				
GENERAL OPERATIONS				
Works Yard Fuel Pump Replacement	Complete	1,190	-	-
Spray Park	Complete	53,876	52,306	-
Generator 525 Central	Complete	5,232	3,962	-
Airport Beacons	Complete	60,000	59,410	-
Playground Equipment	Complete	45,000	44,125	-
1995 Ford Pick-up Replacement	Complete	45,000	39,056	-
Silver Kettle Sidewalk	Carry Forward	212,500	-	150,000
ENGINEERING				
West Side Fire Protection	Carry Forward	928,784	-	928,784
Eastside Reservoir Structure Study	Complete	1,210	710	-
Wastewater Treatment Plant UV	Carry Forward	495,900	38,225	457,675
Multi Utility - 3rd St & 22nd St		3,324,130	-	750,000
ELECTRICAL				
System & Voltage Conversion	Complete	20,666	17,642	-
Electrical - Recloser controls	Complete	23,522	23,035	-
Electrical System Upgrades	Complete	5,759		-
Riverside Reconductor	Carry Forward	30,096	22,701	7,395
WASTE WATER				
Headworks Grinder	Carry Forward	50,446	16,103	34,343
Water/Sewer Scada	Carry Forward	11,150	-	11,149
WATER				
Residential Water Meter Project	Carry Forward	393,702	371,164	22,538

2016 CAPITAL PROJECTS – YEAR-END REVIEW

CAPITAL PROJECT	STATUS	2016 BUDGET	2016 SPEND	2017 CARRY FORWARD
2016 NEW CAPITAL PROJECTS				
Well #3 Pump and Motor	Carry Forward	100,000	86,019	13,981
3rd Street Sewer Main Repair	Carry Forward	100,000	64,691	35,309
5th Street Watermain Replacement	Carry Forward	575,000	362,572	212,428
				100,000
Electrical Substation Engineering	Carry Forward	50,000	1,291	48,709
Annual Emergency Repair Fund	Carry Forward	200,000	-	-
Public Works Fuel Tanks	Carry Forward	75,000	-	75,000
Whispers of Hope Roof	Carry Forward	50,000	1,265	15,000
5 tonne Dump Truck	Carry Forward	250,000	-	250,000
T-Tech trailer	Carry Forward	25,000	11,321	13,679
Vadim Software E3 upgrade	Complete	7,857	7,857	-
GIS Phase 2	Carry Forward	15,000	12,241	2,759
Pickelball Courts - Barbara Ann Park	Complete	34,556	34,358	-
Electrical Upgrade- JD Park	Complete	36,000	35,518	-
TOTAL CAPITAL		7,226,576	1,305,571	3,128,750

2017 CAPITAL BUDGET REVIEW

2016 Carry-Over Projects

2016 Carry-over Projects	Amount	Reserves	Funded From		
			Debt	Grants	Other
Silver Kettle Sidewalk	150,000	150,000			
West Side Fire Protection	928,784	0	928,784		
Wastewater Treatment Plant UV	457,675	151,009		306,666	
Riverside Reconductor	7,395	7,395			
Headworks Grinder	34,343	34,343			
Water/Sewer Scada	11,149	11,149			
Residential Water Meter Project	22,538	22,538			
Well #3 Pump and Motor	13,981	13,981			
3rd Street Sewer Main Repair	35,309	35,309			
5th Street Watermain Replacement	312,428	312,428			
Electrical Substation Engineering	48,709	48,709			
Public Works Fuel Tanks	75,000	75,000			
Whispers of Hope Roof	15,000	15,000			
5 tonne Dump Truck	250,000	250,000			
T-Tech trailer	13,679	13,679			
GIS Phase 2	2,759	2,759			
Subtotal Carry-over Projects	2,378,750	1,143,300	928,784	306,666	

2017 CAPITAL BUDGET REVIEW

Early Budget Approval Projects – Scored Max 30 Points

2017 Early Budget Approval Projects	Score	Amount	Funded From			
			Reserves	Debt	Grants	Other
Emergency Repair Fund	28	50,000	50,000			
Water Supply & Conservation	28	11,500	11,500			
Flood Plain Mapping & Dike Restoration	27	50,000	50,000			
LED Lighting	27	50,000	50,000			
Holder Replacement	26	200,000	200,000			
Electrical System Upgrades	25	80,000	80,000			
Sewer Lift Station Pumps	25	15,000	15,000			
Airport AWOS Upgrade	23	220,000	55,000		165,000	
Public Works - 22nd Street	20	750,000	250,000	500,000		
Substation Engineering	19	500,000	500,000			
Wayfaring Signs	18	65,000	65,000			
Subtotal - Early Budget Approval Projects		1,991,500	1,326,500	500,000	165,000	

2017 CAPITAL BUDGET REVIEW

Remaining Projects – Scored

2017 Remaining Projects	Score	Amount	Funded From			
			Reserves	Debt	Grants	Other
Bio-Solids Land Application Plan	30	25,000	25,000			
Sewer Main Relining	25	25,000	25,000			
Wastewater Treatment Plant Upgrades	24	4,010,000	682,000		3,328,000	
Sewer Phasing Plan	22	100,000	17,000		83,000	
PW Photocopier	22	15,000	15,000			
JD Park Stadium Padding	21	15,000	15,000			
Expo Sign changes	20	35,000	35,000			
Library HRV	19	12,000				12,000
Public Works Upgrades	19	20,000	20,000			
Service Truck Replacement	16	60,000	60,000			
City Park Lift Station Upgrade	16	15,000	15,000			
Subtotal - Remaining Projects		4,332,000	909,000		3,411,000	12,000
GRAND TOTALS		8,702,250	3,378,800	1,428,784	3,882,666	12,000

2017 REVENUES - GRANTS

- OPERATING GRANTS

• Small Communities Protection	~ \$485,000 (?)
• Performance Measures	100,000
• Rural Dividend Fund	76,850
• Provincial Wildlife Management	16,000
• Municipal Insurance Association	8,975
• Climate Action (CARIP)	~ 7,000

- CAPITAL GRANTS – APPROVED

• Community Works Gas Tax	\$220,606
• Wastewater Treatment Plant UV	\$306,666

- CAPITAL GRANTS – PENDING APPLICATION

• Wastewater Treatment Plant	\$3,328,000
• Sewer Phasing Plan	83,000
• Well 2A	654,850
• Automated Weather Observation System (Airport AWOS)	165,000