

February 6, 2017

2017-2021 Financial Plan



2017-2021 Financial Plan Presentation

1. Chief Administrative Officer - Welcome
2. Chief Financial Officer
 - Budget Schedule Review
4. Management
 - Operating Budget Presentations
 - 2016 Review
 - 2017 Goals



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 operating 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 14 –1:00 PM
 - Operations Budgets - continued
 - Review operating expenses and revenue requirements

February 6, 2017

2017-2021 Financial Plan

Operating Budgets - Draft



2017-2021 Financial Plan

- ASSET MANAGEMENT POLICY STATEMENTS

- 1.1 The City will strive to ensure that property tax increases remain as stable as possible over time and within 2 percent of inflation year to year after the initial 3 year correction period has been completed
-
- 1.3 Beginning in 2017, The City's utility rates will increase consistently over time between 3 and 4 percent year to year, or balanced with additional revenues that have not yet been allocated or identified, to fund the asset management capital reserves.

OPERATIONS BUDGETS

- Information Technology
- Building Inspection
- Bylaw Enforcement
- Finance
- Fire Rescue



OPERATIONS BUDGETS

- Corporate Services
- Outside Services
- Utilities



Information Technology



Building Inspection & Bylaw Enforcement





Building Inspection

- In 2016 the City's Building Inspection Services Office has been able to complete and close 47 Building Permit Files.
- The City still has 87 files currently open, many of which had been transferred from the RDKB in 2013 that are still active and in various stages of completion.



Building Inspection

The City issued 48 new Building Permits in 2016

- 9 Single Family Dwellings
- 18 Home additions & Sundecks
- 6 Accessory Buildings
- 5 Commercial Alterations
- 1 Commercial New
- 2 Institutional Alterations
- 3 Demolition Permits
- 3 Permit renewals
- 1 Cancelled Single Family Dwelling

Building Inspection

The total building permit construction value for 2016 is just over of 2.5 million dollars to the end of December





Building Inspection

BUILDING PERMIT STATISTICS FOR 2016

	Permits	Permit Fee	Const. Value
SINGLE FAMILY DWELLINGS	9	14293.20	1735574.00
ADD/ ALTER / SUNDECKS	18	1693.00	159740.00
ACCESSORY BUILDINGS	7	840.00	78200.00
COMMERCIAL	6	2027.00	237500.00
INST. ADD/ALTER	2	2373.00	290000.00
DEMOLITIONS	3	266.00	35760.00
PERMIT RENEWALS	2	326.00	0.00
CANCELLED PERMITS SFD	1	0.00	0.00
Totals 2016	48	21818.20	2536774.00

Building Inspection





Building Inspection





Building Inspection



Building Inspection



Building Inspection

2017 DRAFT BUDGET

BUILDING INSPECTION	2015 ACTUAL	2016 BUDGET	2016 PRELIM	2017 BUDGET
Personnel	\$ 60,146	\$ 99,059	\$ 60,603	\$ 69,273
General Services	1,298	5,041	21,887	13,000
Contractual Services	259	600	6,128	1,100
Goods & Supplies	463	1,400	150	2,900
Utilities & Communication Services	326	800	315	800
Internal Allocations	2,170	2,100	1,729	500
	<u>\$ 64,662</u>	<u>\$ 109,000</u>	<u>\$ 90,812</u>	<u>\$ 87,573</u>



Bylaw Enforcement

- In 2016 the Bylaw Office dealt with:
 - 56 Unsightly Properties





Bylaw Enforcement

➤ 72 Watering Restriction Offences



Bylaw Enforcement

➤ 11 Transient 'Camps'





Bylaw Enforcement

27 Miscellaneous Complaints

- Noise Complaints
- Garbage Complaints
- Idling Complaints
- Large Vehicle Complaints
- Campground complaints & Issues



Bylaw Enforcement

Special Events

Numerous special events were attended in order ensure compliance with the terms of permit granted they included;

The Old Fashioned Drive in Theatre

BMX Provincial Qualifiers

Canafest

The Ultimate Frisbee Challenge

Park in the Park

Fire Department Ladder-a-thon

Taps and Tapas

Fall Fair

All of the events were highly successful

2017 Major Plans



- Continued Bylaw Development
- Explore Enhanced Facility Management Support
- Proactively Educate Code and Bylaw Concerns
- Consistent Bylaw Enforcement

Bylaw Enforcement

2017 DRAFT BUDGET

BYLAW ENFORCEMENT	2015 ACTUAL	2016 BUDGET	2016 PRELIM	2017 BUDGET
Personnel	\$ 63,189	\$ 99,059	\$ 81,631	\$ 69,273
General Services	919	2,041	2,621	9,200
Contractual Services	15,370	31,100	42,098	73,600
Goods & Supplies	397	900	4,234	1,500
Utilities & Communication Services	326	800	1,119	800
Internal Allocations	2,170	2,100	1,979	2,100
	<u>\$ 82,370</u>	<u>\$ 136,000</u>	<u>\$ 133,681</u>	<u>\$ 156,473</u>

QUESTIONS



Financial Administration





_MG_5640.CR2

Financial Administration

Key Functions:

- Legislative and Internal Financial Reporting
- Financial Plan & Budget Preparation
- Revenue Billing & Collection
 - Property taxes; homeowner grants
 - Utility Charges
 - Business Licences
 - Lease and Rental Income
- Payroll
- Accounts Payable
- Reception Services



Financial Administration

Staff Complement:

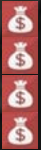
- Chief Financial Officer – **Juliette Rhodes**
- Accountant/Comptroller – **Hunter Wey**
- Accounting Clerk II – **Charlene Euerby**
- Payments Clerk – **Dianna Darling**
- Revenue Clerk – **TBA**
- Administrative Assistant II – **Nina Decaire**



Financial Administration

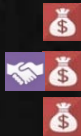
2016 Accomplishments:

- Completed Vadim iCity (E3) software update
- Created reserves for new Asset Management Policy
- Implemented parcel tax for fire truck
- Completed payroll component of Asset Management software integration
- Ongoing restructuring of Chart of Accounts
- Formalized process for month-end accounting



2017 Goals:

- Continue restructuring of Vadim accounts for more efficient reporting
- Second phase of Worktech (Asset Management) software implementation
- Develop Permissive Tax Exemption Policy
- Document finance procedures and processes
- Enhance financial and performance reporting
- Revise the Tangible Capital Asset Policy
- Initiate public education campaign to promote e-billing and payment
- Continue implementing operational efficiencies



Financial Administration

2017 DRAFT BUDGET

FINANCE	2015 ACTUAL	2016 BUDGET	2016 PRELIM	2017 BUDGET
Personnel	\$ 171,068	\$ 180,000	\$ 154,302	\$ 192,000
General Services	54,221	54,643	70,957	68,170
Contractual Services	42,848	65,200	58,805	51,000
Goods & Supplies	4,789	11,500	3,502	6,000
Utilities & Communication Services	918	800	675	700
	<u>\$ 273,843</u>	<u>\$ 312,143</u>	<u>\$ 288,241</u>	<u>\$ 317,870</u>

QUESTIONS



Fire and Emergency Services



Fire and Emergency Services

Staff Complement

- Fire Chief / Manager of Emergency Services
- Deputy Fire Chief
- 48 Volunteer Firefighters



Fire and Emergency Services

- Grand Forks Fire/Rescue provides emergency services to the City of Grand Forks and rural Grand Forks (Area D) through a contract for service agreement with the Regional District of Kootenay Boundary.
- Fire Suppression



Fire and Emergency Services

- Highway Rescue
- Low and High Angle Rope Rescue
- First Responder Medical



Fire and Emergency Services

- Confined Space Rescue
- Swift water Rescue
- Hazardous Materials Response
- Wildland Fire Response



Fire and Emergency Services

Other Services provided include:

- Fire Inspection
- Fire Investigation
- Prevention and Safety Education
- Municipal Emergency Coordinator assisting the Regional District in executing the emergency plan for the City and Boundary areas during major events



Fire and Emergency Services

Fire Department Responses in 2016:

148 Fire Related

58 Rescue

236 First Responder

442 Total Responses

Over 10,000 Total Volunteer Hours



Fire and Emergency Services

2016 Objectives and Major Plans Completed

- Complete phase 1 of fire training ground (fire burn building) construction.
- Begin phase 2 of fire training ground (fire props) construction.
- Replace Assistant Chief Command vehicle.
- Begin planning to host 2017 Spring Volunteer Training Weekend.
- Continue working on long range fire protection plans for rural area with Regional District of Kootenay Boundary.
- Continue Junior Firefighter Program with Grand Forks Senior Secondary, started year two in 2016.
- Continue recruitment/retention efforts with a focus on volunteer roster at North Fork hall.
- Increase Fire Prevention inspection and awareness activities.



Fire and Emergency Services

2017 Objectives and Major Plans

- Organize and host BC Volunteer Firefighters Spring Training Weekend.
- Continue Public Consultation and plans for consolidating down to two fire halls in the lower Grand Forks valley in accordance with Asset Management objectives.
- Complete phase two of Fire Training Ground.
- Review and renew fire services contract with Regional District of Kootenay Boundary, as in line with council's strategic plan on encouraging regional relationships
- Complete Asset Management data collection and initiate program.
- Continue volunteer firefighter recruitment/retention efforts.
- Referendum and RFP process for replacing RDKB fire truck.
- Complete NFPA 1001 certification for first and second group of firefighters.



Fire and Emergency Services

2017 DRAFT BUDGET

FIRE RESCUE SERVICES	2015 ACTUAL	2016 BUDGET	2016 PRELIM	2017 BUDGET
Personnel	\$ 224,743	\$ 266,000	\$ 252,624	\$ 284,500
General Services	42,865	78,254	58,431	67,165
Contractual Services	98,814	99,800	95,857	104,000
Goods & Supplies	42,410	42,500	31,881	44,500
Utilities & Communication Services	28,367	31,000	28,049	31,400
Grants & fee for service	-	-	-	-
Insurance	11,959	11,600	12,134	12,800
Purchased for resale	-	-	-	-
Internal Allocations	40,421	6,000	40,196	50,800
	<u>\$ 489,580</u>	<u>\$ 535,154</u>	<u>\$ 519,172</u>	<u>\$ 595,165</u>
Regional District Recovery	<u>\$ (207,811)</u>	<u>\$ (240,800)</u>	<u>\$ (240,800)</u>	<u>\$ (270,182)</u>
Net Cost to City	<u>\$ 281,769</u>	<u>\$ 294,354</u>	<u>\$ 278,372</u>	<u>\$ 324,983</u>

QUESTIONS



Corporate, Legislative, Administrative & Community Services



Corporate Services Overview

Corporate and Legislative Services

Events/Community Services

Communications

Economic Development

Human Resources

Corporate Services

Staff Complement:

Chief Administrative Officer,
Doug Allin

Corporate Officer/Human Resources,
Diane Heinrich

Deputy Corporate Officer /
Communications, **Vacant**

Corporate Administrative Assistant,
Daphne Popoff



continued...

Corporate Services

Corporate & Legislative Obligations:

- Provides administrative support for the legislative branch – Mayor and Council
- Produces agendas & minutes for Council Meetings
- Assists in the development of Policies, Bylaws and Contracts
- Manages record-keeping and retention of documents
- Manages and Directs In-Coming Mail And Outgoing Correspondence

THE CORPORATION OF THE CITY OF GRAND FORKS AGENDA - COMMITTEE OF THE WHOLE MEETING Monday, December 14, 2015, at 9:00 am 7217 - 4th Street, Council Chambers City Hall		
ITEM	SUBJECT MATTER	RECOMMENDATION
1.	<u>CALL TO ORDER</u>	
2.	<u>COMMITTEE OF THE WHOLE AGENDA</u>	
	a) Adopt agenda	December 14th, 2015, COTW Adopt agenda as presented
	b) Reminder	In-Camera Meeting directly following COTW Meeting
3.	<u>REGISTERED PETITIONS AND DELEGATIONS</u>	

THE CORPORATION OF THE CITY OF GRAND FORKS AGENDA - REGULAR MEETING Monday, December 14, 2015, at 7:00 pm Council Chambers City Hall		
ITEM	SUBJECT MATTER	RECOMMENDATION
1.	<u>CALL TO ORDER</u>	
2.	<u>ADOPTION OF AGENDA</u>	
	a) Adopt agenda	December 14th, 2015, Regular Meeting agenda THAT Council adopt the December 14th, 2015, Regular Meeting agenda as presented.
3.	<u>MINUTES</u>	

THE CORPORATION OF THE CITY OF GRAND FORKS <u>REGULAR MEETING OF COUNCIL</u> <u>MONDAY, DECEMBER 14, 2015</u>	
<u>PRESENT:</u>	MAYOR FRANK KONRAD COUNCILLOR JULIA BUTLER COUNCILLOR CHRIS HAMMETT COUNCILLOR NEIL KROG COUNCILLOR COLLEEN ROSS COUNCILLOR CHRISTINE THOMPSON



continued...

Corporate Services

Community Services Obligations:

- Coordination and leadership role of events that are City initiatives
 - Provide support for other community events led by community stakeholders and organizations
 - Works alongside public works for in-kind support and liaisons with sports organizations and events as it pertains to City owned parks and facilities
- Family Day
 - Grand Forks International
 - Canada Day
 - Cannafest
 - Car Show
 - Fall Fair
 - Robb's Ride
 - Volunteer Appreciation
 - Remembrance Day
 - Christmas Light Up
- Just to name a few.



continued...

Administrative and Community Services

Accomplishments in 2016:



continued...

Corporate Services

Accomplishments in 2016, cont'd:

- City and Community Events
- Increased requests for community events
- Increased support to community groups



Corporate Services

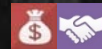
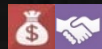
Human Resources Obligations:

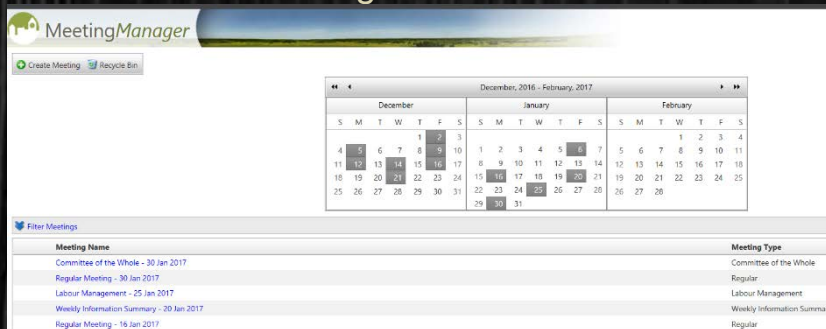
- Corporate Services heads Human Resources for the organization and provides support for all departments in managing their human resources requirements.
- The role involves the keeping of personnel files, developing correspondence templates and assisting the departments with processes outlined in the Collective Agreement, hiring processes and Labour Relations practices.
- This role has proved to be an ongoing benefit of the organization.
- In 2017, Human Resources will have in the anticipated Collective Bargaining negotiations



Corporate Services

2017 Priorities and Goals:

- Continuation of the next level of Records Management- multi -year project (Digitization of relevant bylaws for public and staff access, retention schedule, searchable) 
- Launch of the I-Compass Portal for City's information and webpage, co-ordinate with Records Management Initiative. 



Meeting Name		Meeting Type
Committee of the Whole - 30 Jan 2017	Committee of the Whole	
Regular Meeting - 30 Jan 2017	Regular	
Labour Management - 25 Jan 2017	Labour Management	
Weekly Information Summary - 20 Jan 2017	Weekly Information Summary	
Regular Meeting - 16 Jan 2017	Regular	



Fiscal
Accountability



Economic Growth



Community
Engagement



Community
Liveability



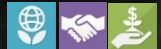
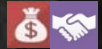
continued...

2017 Priorities, cont'd

- Assistance in Policy and Bylaw review and updates
- Continued relationship development with the provincial and federal governments

Communications:

- Community Survey
- Annual Report
- Social Media management and programming
- Marketing and Advertising
- Development and Implementation of Corporate Communications Strategy



Fiscal
Accountability



Economic Growth



Community
Engagement

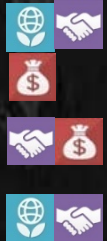


Community
Liveability

2017 Priorities, cont'd

Community Services

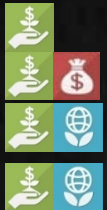
- Continued coordination support for events
- Improve cost effectiveness of community events
- Review policy and procedures for events and facilities use,
- Continued and Increased support for City and community events



Economic Development

- BEDC
- Marketing and Advertising to external audience
- BCRCC
- Increase Economic Development Strategies that promote Open for Business philosophy

OPEN FOR BUSINESS



Fiscal
Accountability



Economic Growth



Community
Engagement



Community
Liveability

Financials

2016 Notes

Administration 2016 Notes on Budget

Overall, the total Corporate Budget for 2016 was within budget. In 2016 the Corporate Administration department notes the following variances:

Item 1 – IT budget re-allocations impact on budget, and new laptops for 2 Councillors	~\$ 9,500
Item 2 – Legislative – Professional Fees	~\$30,000
Item 3 – Administration – Postage	~\$ 3,500
Item 4 – Administration – MIA Insurance Deductible	~\$ 5,000
Item 5 – Elections – By-Election costs	~\$ 4,000

Financials

2017 Variances

Administration (Total Variance for 2017) -\$47,420

(Itemize what makes up variance)

The Corporate Budget for 2017 is within the planned overall increase within the rate of inflation and as per Policy 808

Item 1 – Overall reduction in Corporate Administration budget by >3%	-\$47,420
Item 2 – Events – Snowbirds – one-time event	+\$15,000
Item 3 – Events – Music in the Park	+\$ 1,450
Item 4 – Election – RFP Process for 2018 Election (2-year plan, \$20,000 per year)	+\$20,000
Item 5 – Community Support – Donations in/out – Flow Through	+\$40,000

Corporate Services

2017 DRAFT BUDGET

CORPORATE SERVICES	2015 ACTUAL	2016 BUDGET	2016 PRELIM	2017 BUDGET
Legislative Committees	\$ 14,581	\$ 15,000	\$ 1,591	\$ 2,500
Legislative	238,355	233,700	253,796	256,240
Administrative	517,128	650,500	616,695	551,480
Elections	-	8,200	12,413	20,000
Communications	17,804	33,390	23,570	34,500
Economic Development	30,147	79,000	59,036	48,500
Fee for Service	271,000	241,000	283,119	281,000
Events	11,057	10,900	7,937	30,050
	<u>\$ 1,100,071</u>	<u>\$ 1,271,690</u>	<u>\$ 1,258,156</u>	<u>\$ 1,224,270</u>

QUESTIONS

