



QUISPAMIS TOWN COUNCIL

SPECIAL MEETING

MINUTES

November 25, 2017, 9:00 am

Council Chambers

Quispamsis Town Hall

Present:

Mayor Gary Clark
Deputy Mayor Libby O'Hara
Councillor Lisa Loughery
Councillor Sean Luck
Councillor Kirk Miller
Councillor Emil T. Olsen
Councillor Pierre Rioux
Councillor Beth Thompson
Deville, Susan; CAO
Kennedy, Aaron; Communications Manager
Losier, Gary; Director of Engineering & Works
McGraw, Jo-Anne; Town Treasurer
Purton Dickson, Dana; Director of Community Services
Snow, Catherine; Town Clerk

1. **Proposed 2018 Budget (See Staff's Attached Budget Presentations)**

1.1 Motion to Resolve into Committee of the Whole

Moved By Deputy Mayor O'Hara

Seconded By Councillor Thompson

Council resolve into Committee of the Whole to allow for a more informal Budget Discussion.

Motion Carried

1.2 CAO Susan Deville - Opening Remarks – External vs Internal Sources

Ms. Deville presented the 2017 Year In Review, and highlights of the proposed 2018 Budget. She noted this is the first time for Quispamsis to have a negative tax assessment base, (-0.33), which totals \$1,678,350,247. Operating costs continue to

escalate, and there is only \$970,804 remaining in the Town's Gas Tax Funding allotment. Initially, she said, the proposed 2018 budget was calculated with a 3.03 cent increase to the tax rate due to the \$566,266 increase in budget expenses from external sources. However, the Province just announced an increase in the Town's Community Funding and Equalization Grant of \$348,640 from last year for a total grant amount of \$453,656. This can reduce the proposed tax rate increase from 3.03 cents to .96 cents, for a tax rate of 1.2896, which would reflect a 0.75% increase from 2017.

Ms. Deuille informed Council a new approach was taken in presenting the 2018 budget that separated the External Source expenditures from the Internal Source expenditures. Further, Staff followed the Finance Committee's direction to hold the line on the internal source items of which it has some control vs the external, which is outside Staff's jurisdiction, (regional services, waste management, and Comex). A graph of the internal vs external spending indicated internal spending has increased since 2011 by 16%, while external spending in this same timeframe, has increased by 49%. While Staff have realized savings and efficiencies in the 2018 Internal Source Budget of \$60,863; the External Source expenditures have increased by \$566,266 over 2017.

Ms. Deuille presented the following items as the larger Internal Source items included in the proposed 2018 budget—

• Investment in Asset Management Plan	\$50,000
• Facilities Fire Safety Project	\$78,000
• New Servers	\$15,000
• Increase of Worksafe & Health Benefits	\$37,000
• Union Collective Agreement	\$53,000
• Succession Planning	\$80,000

Ms. Deuille was thanked for her presentation.

1.3 Proposed 2018 Community Services Budget - General & Capital - Dana Purton Dickson, Director (See Attached)

Ms. Purton Dickson presented the Community Services 2018 Budget, proposing the following 2018 Capital Fund Expenditures, which, she noted are mainly maintenance items:

• QR Trail Connection to Rothesay	\$ 70,000
• Town Hall Water Infiltration Ph1	\$102,750
• Works Dept. Flooring	\$ 73,500
• Works Dept. Alarm Modifications	\$ 31,314
• QMA – Roof purlins	\$ 75,000

• QMA – low E ceiling	\$ 47,500
• QMA – Alarm Modifications	\$ 18,268
• qplex – concrete floor opening repairs	\$ 10,000
• qplex – pool thermal blanket –Jr. Olympic Pool	\$ 18,000
• qplex pool–men, ladies, hall floor replacement	\$ 74,000
• qplex – ice structural steel refinishing Ph1 of 3	<u>\$ 14,000</u>
	<u>\$ 534,330</u>

A discussion ensued on the proposed purchase of a thermal blanket for the Olympic Jr. section of the qplex pool to address the cool water issue. It was noted when the qplex was being built, value engineering was done that resulted in reducing the number of BTUs in the current heat exchanger which is the cause for the cooler water temperatures. Concerns were expressed that any heat recovery from the thermal blanket would be loss through the exposed portion of the pool, which would be difficult to cover due to its unusual design. Some questions arose whether it might be better to allocate the \$18,000 towards a new heat exchanger, which would cost approximately \$70,000. It was the consensus of those in attendance to proceed, at this time, with the purchase of the thermal blanket.

Ms. Purton Dickson was thanked for her presentation.

Moved By Councillor Olsen

Seconded By Councillor Thompson

Council break for a 5 minute recess.

Motion Carried

Moved By Deputy Mayor O'Hara

Seconded By Councillor Olsen

Committee of the Whole.resume.

Motion Carried

1.4 Proposed 2018 Engineering & Works Budget - General & Capital - Gary Losier, Director (Copy Attached)

Mr. Losier informed Council his total operating budget, which encompasses Transportation, portions of Environment Health and Protective Services totals \$4,792,504, and reflects an increase of 0.3% or \$14,304. Proposed capital expenditures include:

• Equipment Striping Unit	\$ 15,000
• Works Department 1 Ton Asphalt Dump	\$ 75,000
• Misc. Storm Sewer	\$125,000
• Local Improvement Program	\$ 15,000
• Traffic Calming Equipment	<u>\$ 20,000</u>
Total	<u>\$250,000</u>

Street Capital -

• Gondola Blvd Corridor – Ph 2	\$ 340,000
• French Village Rd, Ph. 5 (Elliot to Kallars)	\$ 300,000
• Parkside Rd., Ph 2 – Redwood to end	\$ 205,000
• Colton Br Rd & Culvert	\$ 270,000
• Phinney Lane - .15 km	\$ 36,000
• Lionel Dr. 0.6 km	\$ 169,000
• Charity Lane St. & Storm Upgrade	\$ 80,000
• Clyde Dr. .6 km	\$ 86,000
• Foal Dr. - .2 km	\$ 36,000
• Scarlett Dr. .5 km	<u>\$ 65,000</u>
Total Roads	<u>\$1,587,000</u>

Mr. Losier informed Council once the Town's Asset Management Plan is developed over the coming year, it will provide an integrated process for managing the Town's infrastructure based on the age, condition and priority of the infrastructure. The AM Plan will prove beneficial in helping the Town make informed and proactive budget decisions as well as developing long term financial planning goals, service needs and levels.

Councillor Olsen and Councillor Rioux both expressed their desire to see more monies allocated towards street upgrades, including bumping up the continuation of the Quispamsis Road Phase 2 to Cambridge entrance from 2019 to 2018, (\$300,000).

1.5 Proposed 2018 Utility Budget - General & Capital - Gary Losier, Director (Copy Attached)

Mr. Losier provided an overview of the proposed 2018 Utility Budget, highlighted as follows:

- The Gondola Point Waste Water Pump Stations Study will be completed in April 2018, and will provide options to address the 40 year old pump stations.

- The Water Distribution and Planning Study will be completed in 2018 and will provide recommendations for upgrades and future expansion. Mr. Losier advised Council the Hydrogeological Modelling study done in 2012 indicated there is plenty of potable water in Quispamsis, and if managed properly, there is nothing wrong with a groundwater community particularly in the more rural areas. The study will indicate opportunities that make most sense to expand the Municipal Water System, like the Hampton Road.
- Proposed \$12 annual increase (1.94%) to the Sewer User Fee;
- Proposed \$4 annual increase (1.88%) to the Water User Fixed Charge and
- 2% Increase in Water Consumption Rates

Utility Capital –

- Truck replacement \$ 35,000

Mr. Losier was thanked for his presentation.

Moved By Councillor Olsen

Seconded By Councillor Luck

Council recess for a 40 minute lunch break.

Motion Carried

Moved By Councillor Olsen

Seconded By Deputy Mayor O'Hara

Committee of the Whole resume. (12:30 p.m.)

Motion Carried

1.6 Proposed 2018 External Sources' Budgets – Regional Services and ESJ Partnership

CAO Deuville highlighted the Town's prorated share of the following External Sources Budgets –

- Regional Services Commission \$ 8,885 (increase by \$2,827)
- Regional Facilities Commission \$507,140 (decrease of \$23,049)
- Enterprise Saint John \$ 112,133 (100% in 2018)
- Protective Services
 - Kennebecasis Regional Police Force - \$3,491,212 (4.5% increase)
 - 911 Service \$ 221,950 (6.1% increase)

○ KV Fire Dept. (Operating)	\$3,118,815(11.03% increase)
○ Kennebecasis Public Library	\$133,420 (0.7% decrease)
○ Waste Management	\$983,000 (increase \$41,500)
○ Comex	\$163,230 (6% increase)
○ Civic Relations	\$70,360 (increase \$13,225)

1.7 Deputy Mayor O'Hara - Proposed Funding and Donations Requests' Policy for Future Budget Asks

Moved By Deputy Mayor O'Hara

Staff be directed to draft a new Donations & Grants Policy to be in place for the 2019 Budget Deliberation Process, establishing criteria that must be met in order for applications to go before Council for consideration.

Motion Carried

1.8 Town Treasurer's Final Budget Summary & Comments

The Town Treasurer provided Council with the following options:

- The total budget as it now stands with \$23,577,550 expenditures, reflects a proposed tax rate of 1.2896;
- To increase the tax rate taking into account every cent on the tax rate equates to another \$168,000;
- Borrowing options –
 - Borrowing \$750,000 at 3% for 10 years would cost .52 on tax rate, with annual principal interest costs of \$87,923;
 - Borrowing \$1m at 3% for 10 years would cost .70 on tax rate, with \$117,231 annual principal interest costs.
 - Longer terms would decrease annual debt costs but would increase total cost of debt over the long term.
 - The Town Treasurer confirmed Council can decide to borrow funding at any point in time, not just at budget time.
- 2018 Debt Ratio projected at 9.5%

A discussion of Council ensued on the various budget options, with comments concerning the need for more funding towards roads, the Town's high subsidization of the Comex Public Transit service with low ridership, the upcoming Asset Management Plan that will help determine municipal infrastructure priorities, the

construction of a new fire station 2 to be built by year end 2020, the future upgrades to the Gondola Point sewerage lift pumps and the extension of municipal water system.

Moved By Councillor Rioux

The Town of Quispamsis discontinue the COMEX Service for 2018.

Motion Defeated

Nay: Deputy Mayor O'Hara, Councillor Loughery, Councillor Luck, Councillor Miller, Councillor Olsen, Councillor Thompson

CAO Deuille noted the Transportation Committee has been tasked with looking at route design based on actual 2017 ridership data with the view towards cost saving opportunities.

Moved By Councillor Loughery

Based on CAO Deuille's comments on the COMEX Public Transit Service, the Transportation Committee be given the opportunities to review the ridership data and review opportunities for cost savings, following which Council can revisit this matter after the first quarter, to determine if it wishes to continue paying for this service.

Motion Carried

Nay: Councillor Rioux

Moved By Deputy Mayor O'Hara

Staff be directed to prepare the proposed 2018 budget with inclusion of the items presented by Staff, with the tax rate being increased by one cent to an even 1.29.

Motion Carried

Nay: Councillor Olsen and Councillor Rioux

Moved By Councillor Miller

Funding in the amount of \$340,000 be reallocated from the Reserve Fund and applied to the completion of Phase 2 of the Quispamsis Road upgrade, rather than borrowing.

Motion Defeated

Nay: Deputy Mayor O'Hara, Councillor Loughery, Councillor Luck
Councillor Rioux, Councillor Thompson

Moved By Councillor Rioux

Council accept the Town Treasurer's proposed increases to the Utility Fund Budget 2018 –

- Proposed \$12 annual increase (1.94%) to the Sewer User Fee;
- Proposed \$4 annual increase (1.88%) to the Water User Fixed Charge and
- 2% Increase in Water Consumption Rates

Motion Carried

1.9 Motion to adjourn from Committee of the Whole

Moved By Councillor Olsen

Council adjourn from Committee of the Whole to the Special Meeting.

Motion Carried

2. Adjournment

Moved By Deputy Mayor O'Hara

Seconded By Councillor Thompson

Meeting adjourn. Meeting adjourned at 3:10 p.m.

Motion Carried

X

Gary Clark
Mayor

X

Catherine P. Snow
Clerk

Attachment – Proposed 2018 Staff Budget Presentations

BUDGET 2018



A group of people, mostly wearing blue shirts, are standing in a line on a gravel path. The image is partially covered by a blue overlay that contains white text. The background shows a wooded area with trees and a concrete path.

VISION

Quispamsis is a forward-thinking community where families enjoy a friendly and active lifestyle surrounded by a beautiful, natural environment.

A group of people, mostly wearing blue shirts, are standing outdoors. A large blue semi-transparent rectangle is overlaid on the right side of the image, containing white text. The background shows a gravel path, a wooden fence, and some greenery.

VISION & MISSION

New for 2018

2017 YEAR IN REVIEW



Paperless PAC



Largest dollar investment in paving project in town history



Opening of the Great Trail



Electronic Voting Council Meetings



Shared IT Services Hamilton



Successful bid U17 Worlds Hockey



Eliminated culvert backlog



Mandatory Helmet Policy



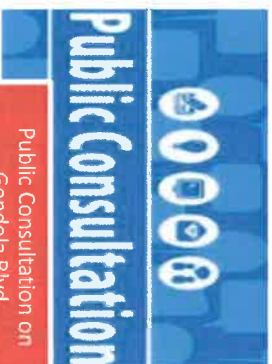
New Animal Control Bylaw



Works Department Cityworks



NB Sports Hall of Fame



Public Consultation on Gondola Blvd



Opening of the QRR Trail



New EMO Director



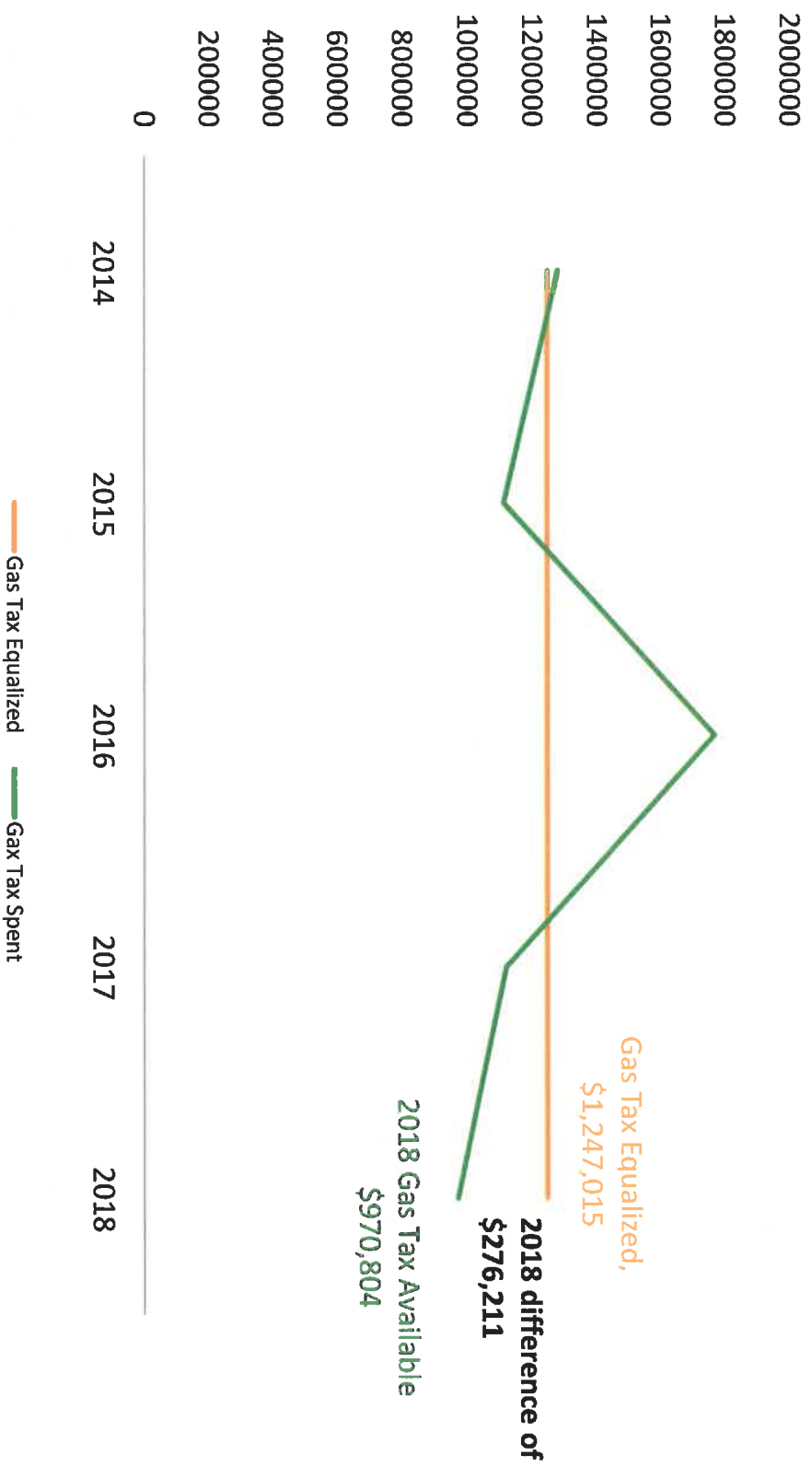
New Trails Queue

2018 BUDGET CHALLENGES

- Finance Committee requests to “hold the line”
 - No increase on internal source budgets over 2017
- Growth Projections
 - Negative return from Assessments
 - First time ever to have a negative tax assessment base change - \$70,000 (-0.33%)
- Costs of Operating
 - Everything costs more!! Eg, power, wages, insurance, benefits, outside contracts
- Last year of Gas Tax Funding
 - Pre-spent on first 4 years
 - Only \$970,804 remaining vs. 5 year average of \$1,247,015 (\$276,211)

GAS TAX FUNDING

Gas Tax



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A NEW APPROACH

- Finance Committee Recommendation
- Separation of budget expenditures from Internal Source task town staff with “holding the line”
- Breakdown as follows:

INTERNAL SOURCES



General
Government



Internal Protective
Services



Environmental
Health and
Development



Transporta
Service:



Community
Services



Debt Servicing



Capital and
Reserves

EXTERNAL SOURCES



Police



Fire



911



Kennebecasis
Library



Regional Services
and ESJ



Waste
Management



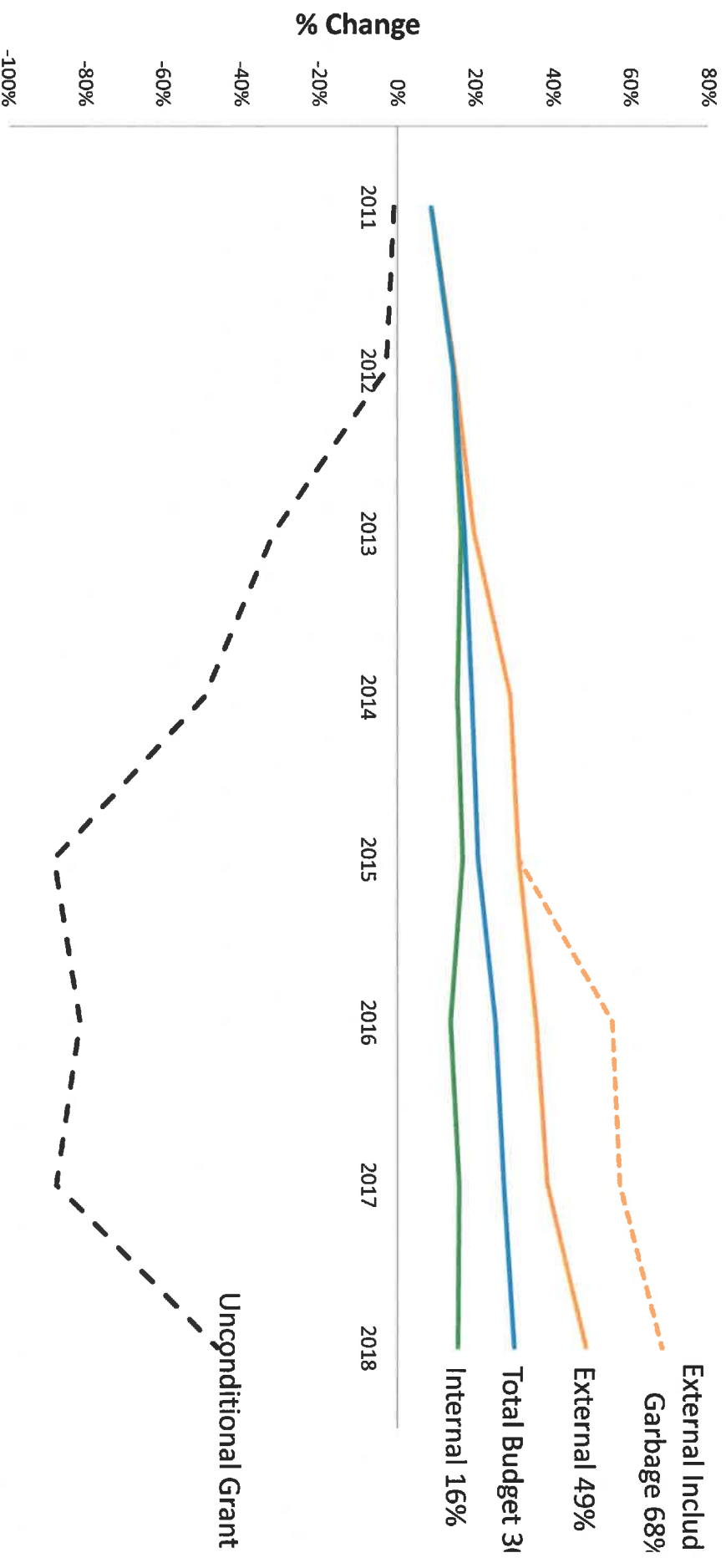
Comex



Council Donatio
and Support

INTERNAL VS. EXTERNAL SPENDING INCREASES

Internal vs External Spending Increases



SUMMARY OF 2018 DRAFT BUDGET

[Source of Cost Increases 2018.xlsx](#)

Refer to Page 1 of Budget Package

HOW WE HELD THE LINE

- Prioritized Capital Spending requests for 2018 knowing we have less gas tax funds available
- Focus for Capital was Paving
 - Request from Finance was to maintain level at 1.4-1.5 M per ye
 - 2018 \$1,587,000
- Limited fleet capital to one vehicle
- Maintained transfer to reserves at the 2017 level
- Other projects and efficiencies (in further presentations)
- Resulting in savings of **\$60,863** over 2017 budget

INTERNAL SOURCES

SAVINGS AND EFFICIENCIES

Savings/Efficiencies

- Changes to Landline and Internet
- Copying and Printing
- Fewer summer students
- Postage
- Debt Servicing has gone down
- Completion of 2017 projects
- Prioritizing what we really need to do this year

INTERNAL SOURCES

CHALLENGES

Increased Costs Large Items (313k)

- Investment in Asset Management (50k)
- Facilities Fire Safety Project (78k)
- New Servers (15k)
- Increase of Worksafe/health benefits (37k)
- Union Collective Agreement (53k)
- Succession Planning (80k)



COMMUNITY SERVICES

GENERAL OPERATING AND CAPITAL BUDG



COMMUNITY SERVICES

GENERAL OPERATING

Savings

- \$10,000 summer students – AT position, beach volleyball coordinator
- \$7,500 festive decorations
- \$1,400 beautification
- \$1,000 Christmas tree mulch

COMMUNITY SERVICES

GENERAL OPERATING

Increases

- Plowing Ritchie Lake and Matthew's Cove \$6,000
- Beach Volleyball Courts - \$14,000 to replace nets and posts
- Tennis Courts - \$8,000 for windscreens on North side
- Replacement of ride on mower \$9,500
- Parks vehicle lease \$5,000
- Trails Maintenance - \$5,000

COMMUNITY SERVICES

GENERAL OPERATING

Facility M & R budgets – intrusion and fire alarm installation for safety & security

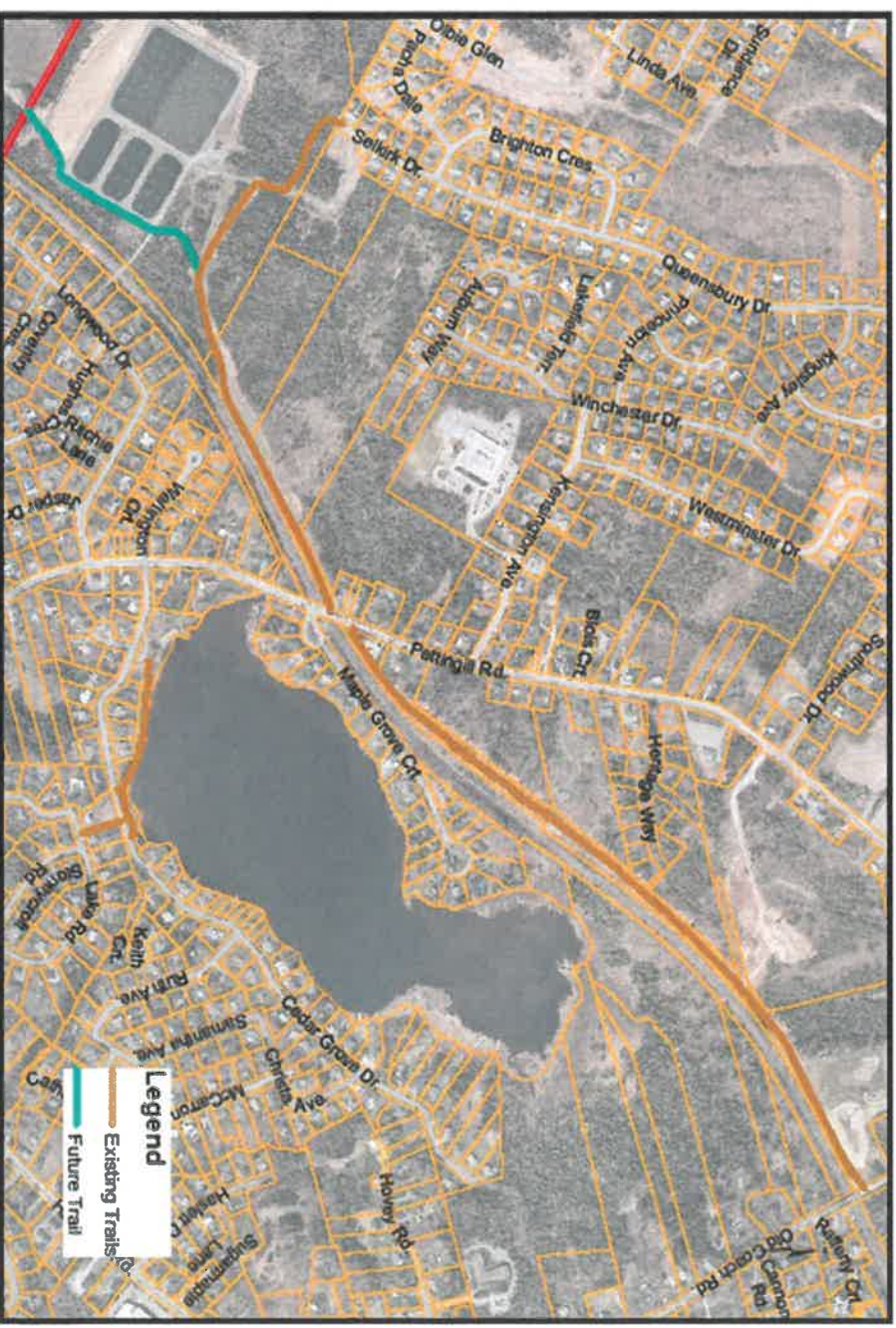
\$78,110 total project

\$49,580 Capital & \$28,530 M&R

- \$5,219 qplex
- \$3,218 Town Hall
- \$4,262 Parks
- \$9,568 Beach house
- \$6,005 Warehouse

COMMUNITY SERVICES CAPITAL

QR Trail Connection to Rothestay \$70,000



Sources:
SRA Property Fabric: September 2017
Queprens: Cityplanning by 2016

QR Trail
Ortho

0 100 200
feet
Date: 11/20/2017

COMMUNITY SERVICES CAPITAL

Town Hall Water Infiltration Remediation Phase 1

\$17,500 – drain pipe investigation and redirection

\$4,000- water leak interior remediation

\$70,000 – water leak remediation exterior



COMMUNITY SERVICES CAPITAL

Works Department Flooring \$73,500



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COMMUNITY SERVICES CAPITAL



COMMUNITY SERVICES CAPITAL

QMA Roof Purlins – \$75,000
\$37,000 budgeted in 2017 capital
2.5 bays completed
6.5 bays remaining



COMMUNITY SERVICES CAPITAL

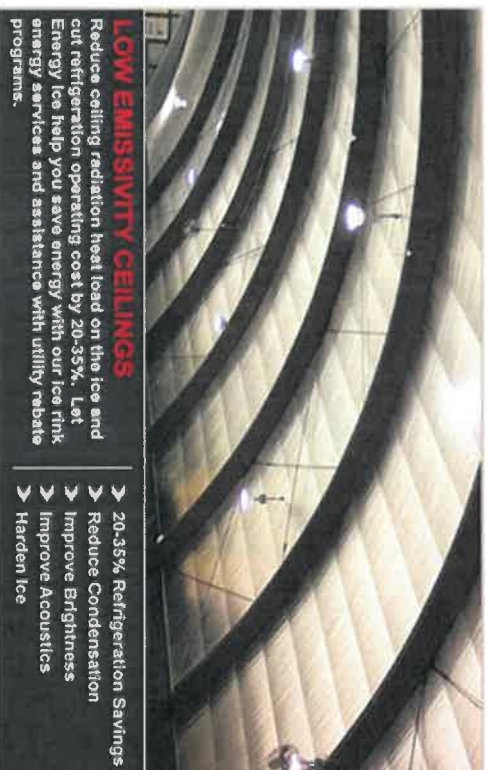


COMMUNITY SERVICES CAPITAL



COMMUNITY SERVICES CAPITAL

- QMA – Low E ceiling \$47,500
- includes ceiling protection that extends 30 ft from each end of the ice
- 20 % savings in refrigeration costs



COMMUNITY SERVICES CAPITAL



COMMUNITY SERVICES CAPITAL

QMA – modifications to intrusion and fire alarm system
\$18,266

- current ammonia monitoring system is a local alarm
- tie in fire alarm to intrusion panel to reduce the cost of monitoring contracts

COMMUNITY SERVICES CAPITAL

plex – preventative sprinkler pump replacement
hatch \$10,000



COMMUNITY SERVICES CAPITAL

- qplex pool – thermal blanket junior Olympic pool
- pool heat loss occurs over night
- current pool heater exchanger will increase water temperature 6.5 degrees F above ambient
- estimating saving in chemicals
- 5 year warranty

COMMUNITY SERVICES CAPITAL

plex pool – floor replacement in men's and women's locker rooms and hallway \$74,000



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COMMUNITY SERVICES CAPITAL



COMMUNITY SERVICES DEPARTMENT

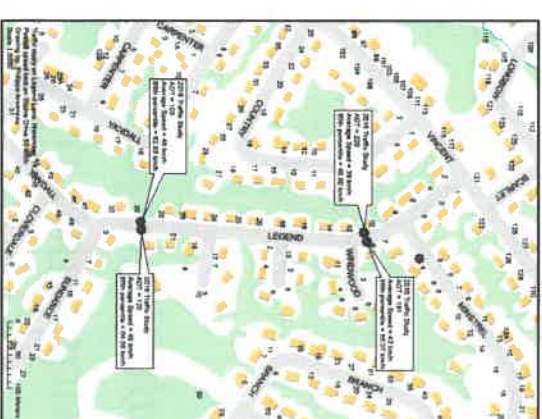
plex – structural steel refinishing phase 1 of 3 \$1.



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QUESTIONS





ENGINEERING & WORKS

GENERAL OPERATING AND CAPITAL BUDG

ENG & WORKS BUDGET 2018 – OVERVIEW

Proposed Operating Budget 2018

Transportation	\$4,250,613	
Environmental Health	\$269,469	
Protective Services		
Building Inspection	\$195,006	
Animal Control	\$77,356	This represents total municipal
Total Budget	\$4,792,504	

It should be noted that it is a decrease in overall percentage share by 0.5%
In actual dollars, this year represents an increase of \$14, 304 (or 0.3%) over 2017

ENG & WORKS BUDGET 2018 – COMPARISON

Operating Budget category	2017	2018	\$ diff from 2017	% diff from 2017
Transportation	\$4,232,766	\$4,250,613	\$17,847	0.42%
Environmental Health	\$278,376	\$269,469	(\$8,907)	-3.20%
Protective Services				
Building Inspection	\$191,834	\$195,006	\$3,172	1.65%
Animal Control	\$75,224	\$77,356	\$2,132	2.83%
Total Budget	\$4,778,200	\$4,792,504	\$14,304	0.29%
% of Municipal Expenses	20.83%	20.33%	0.5%	

ENG & WORKS BUDGET 2018 – CONSIDER

Service Considerations

- New Streets 2017 - approximately 0.962 km (Now 180.851 km)
- New residential construction 41 units (32 in 2016)
- Sidewalks and walking lanes
- Updated Animal Control Bylaw
- Traffic Monitoring and Pedestrian safety
- Extended Pothole program

Benchmark

- 53 Significant winter storm events 2017 (300 hrs of snow fighting per man)
- 134 culvert work order (new/replace/repair) - (carried over 19 to 2018)
- Roughly 718 tons Asphalt placed by crews -potholes, road and driveway repairs
- Approx 40 Animal Control calls per month
- Approx 36 traffic volume/speed studies annually

ENG & WORKS BUDGET 2018 – HIGHLIGHT

Transportation/Env Health/Bldg Insp/Animal Cont

- In \$4.79 Million Budget, no significant line item changes
- Based on similar Service level goals
- Will not find 100K saving item
- Largest single line drop -\$12K - Summer asphalt
- Largest single line increase +\$40K winter snow contracts

ENG & WORKS BUDGET 2018 – HIGHLIGHT

Transportation (Includes Engineering)

- Enhanced GIS Capacity and licensing (+\$1800)
- Slight reduction overall fleet costs (various lines -\$14k)
- Adjusted training budgets to train to needs (Various Dep.
- Driveway Culvert Budget set to 2017 level of \$86,000
 - Trial SOP for 2018 once budget hit - new work order requests c
- * Please Note in this cost center Public Transportation ((
- Considered an external source but impacts change by +\$7800

ENG & WORKS BUDGET 2018 – HIGHLIGHT

Environmental Health

- **Focus on Environmental Development Services**
 - (i.e. Garbage, Regional Facilities, ESJ, Regional Library – discuss elsewhere)
- **Main EDS item reduction (- \$12,500) as Municipal Plan completion**
- **Shift to Zoning Bylaw update**
 - And other supporting legislation – Building Bylaw, PAC etc

ENG & WORKS BUDGET 2018 – HIGHLIGHT

Building Inspection

- No significant line item changes
- Main item will be a shift in Building permit fee calculator
- Shift to a service fee based cost rather than cost of constr
- Potential to increase revenue by 15 %
 - (e.g. 2016 change would have been +\$12K)

• Will require some change to Building Bylaw as post Mun I review

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Starts

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Fees

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ENG & WORKS BUDGET 2018 – HIGHLIGHT

Animal Control

- No significant line item changes
- Contractual increase for salary, services and secondary su
 - Current contract through 2021
- New focus on owner responsibilities

PROPOSED TRANSPORTATION CAPITAL

Class	Item	Value
Equipment	Striping unit (Traffic arrows, crosswalks, parking)	\$ 15,000.00
Vehicles	Works Dept 1 ton Asphalt crew Dump (unit 306)	\$ 75,000.00
Storm	Miscellaneous Storm Sewer Local Improvement Program	\$ 125,000.00 \$ 15,000.00
Traffic Calming	Equipment for Various areas (Ped beacons, Radar speed signs)	\$ 20,000.00
Roads	Gondola Blvd Corridor Phase 2 French Village Road Phase 5 - (Reconstruct 1.2)km Parkside Road Ph 2 Redwood Lane to end (.75km) Colton Brook Road and Culvert (1km) Phinney Lane (0.15km) Lionel Drive (0.6km) Charity Lane Street and Storm upgrade Clyde Drive (0.6km) Foal Dr (0.2 km) Scarlett Drive (0.5km) Bernard Ct	\$ 340,000.00 \$ 300,000.00 \$ 205,000.00 \$ 270,000.00 \$ 36,000.00 \$ 169,000.00 \$ 80,000.00 \$ 86,000.00 \$ 36,000.00 \$ 65,000.00 \$ -
		\$ 1,837,00

STREET CAPITAL OVERVIEW

	Resurfaced Distance (km)	Asphalt (\$/tons)
2012	6.55	\$90
2013	6.78	\$82
2014	3.26	\$82
2015	6.54	\$75
2016	5.68	\$94
2017	5.92	\$103
2018	6.00 (est)	\$110 (Budget)

[I:\8 Eng Public Works 2200-2399\Streets and Sidewalks 2335\GIS\PDF\2017and 2018 Street Upgrading.pdf](#)

CAPITAL OVERVIEW – EQUIPMENT



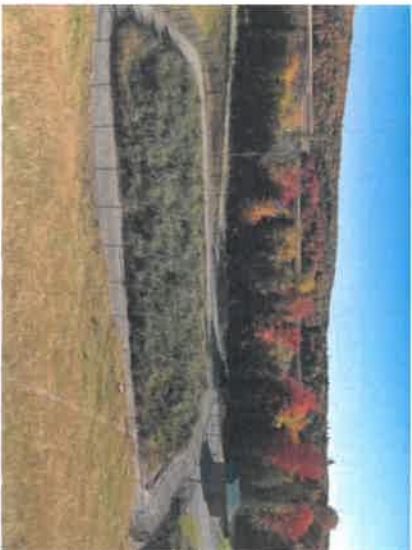
Traffic Marking unit - \$15,000



One ton equipped with Asphalt Dump



Misc Traffic Control – Pedestrian safety - \$20,000



UTILITY

GENERAL OPERATING AND CAPITAL BUDG

UTILITY BUDGET 2018 – COMPARISON

	2017	2018	\$ difference from 2017	% difference from 2017
Sewer Infrastructure	\$ 147,692.00	\$ 142,146.00	\$ (5,546.00)	-3.8%
Sewer Lift Stations	\$ 280,138.00	\$ 271,383.00	\$ (8,755.00)	-3.1%
Sewer Treatment	\$ 205,717.00	\$ 237,640.00	\$ 31,923.00	15.5%
sub-Total	\$ 633,547.00	\$ 651,169.00	\$ 17,622.00	2.8%
Water Wellfields	\$ 3,300.00	\$ 3,750.00	\$ 450.00	13.6%
Water Treatment	\$ 68,101.00	\$ 67,784.00	\$ (317.00)	-0.5%
Water Pumping	\$ 7,700.00	\$ 6,650.00	\$ (1,050.00)	-13.6%
Water System	\$ 157,861.00	\$ 151,202.00	\$ (6,659.00)	-4.2%
sub-Total	\$ 236,962.00	\$ 229,386.00	\$ (7,576.00)	-3.2%
TOTAL	\$ 870,509.00	\$ 880,555.00	\$ 10,046.00	1.2%

UTILITY BUDGET 2018 – HIGHLIGHTS +/-

Sewer Department

- No significant line item changes most divisions
- Treatment increase approx +\$34,000 for new primary treatment
 - Mainly electricity, chemical and solids disposal costs
 - First year will be baseline for future budgets
- Awaiting Gondola Point Rd WWPS study (due April 30, 2018)

UTILITY BUDGET 2018 – HIGHLIGHTS +/-

Water Department

- No significant line item changes most divisions
 - Maintaining service levels
- Awaiting Water Distribution and Planning Study (due Spr
 - Will provide roadmap for upgrades and future expansion

UTILITY BUDGET 2018 – PROPOSED CAPITAL

Sewer Department

- No new capital projects for 2018

Water Department

- No new capital projects for 2018

Utility Dept

- Fleet replacement one truck \$35,000

FOCUS FOR 2018

Development of Quispamsis Asset Management Pla

- Assess current readiness
- Identify goals/level for 2018
- Application to FCM for grant funding
 - Identified \$50,000 in 2018 budget (General Gov't Services)
- Assemble Asset Management initiative team

WHAT IS ASSET MANAGEMENT PLA

- An integrated process for managing municipal infrastructure
- Ensures delivery of quality and fiscally-responsible services.
- Considers the maintenance, rehabilitation and replacement municipal infrastructure
- Assists in managing risks and minimizing costs
- AM plan helps municipalities make informed, proactive infra and budget decisions according to priorities and needs.



ASSET MANAGEMENT SCOPE

Municipal assets include:

- Buildings and facilities
- Recreational facilities
- wastewater systems
- water distribution networks
- roads, sidewalks and paths
- bridges
- culverts
- equipment

GENERAL APPROACH - NEXT STEPS

- Engage Council and staff
- Develop asset inventory
- Assess condition of assets
- Determine value /worth
- Determine Service Needs and levels
- Determine Risk levels
- Develop long term Financial Plan
- Communicate plan
- Monitor and revise

-
-
-

QUESTIONS



EXTERNAL SOURCES



Police



Fire



911



Kennebecasis
Library



Regional Services
and ESJ



Waste
Management



Comex



Council Donatio
and Support

REGIONAL SERVICES AND ESJ PARTNERSHIP



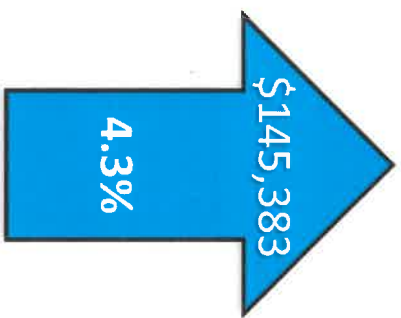
**Increase
by \$2,827**

**Decrease of
\$23,049**

**100% included
in 2018
only 50% in 2017**

PROTECTIVE SERVICES - POLICE

Town Budget \$3,491,212

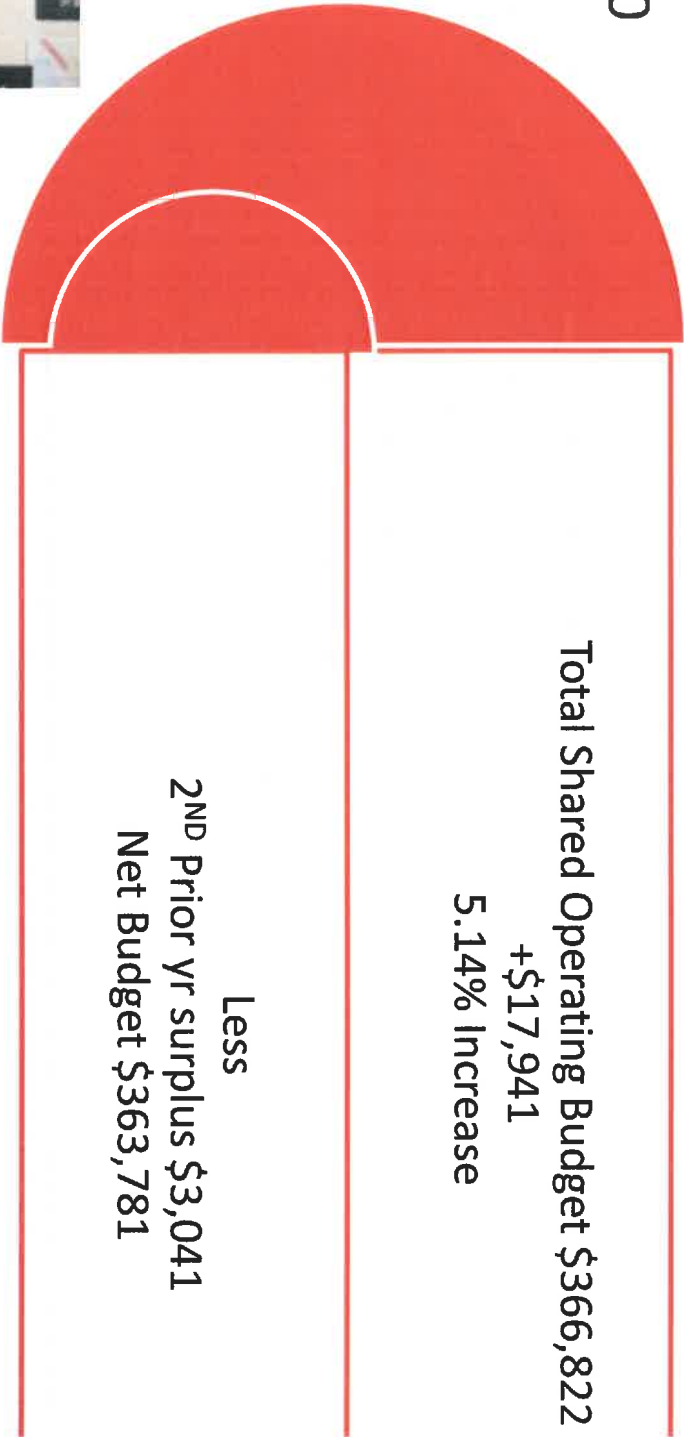
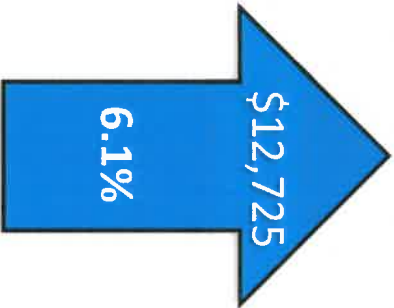


Total Shared Operating Budget \$5,849,160	
+ \$145,631	
2.6% Increase	
Less	
2 ND Prior yr surplus \$74,632	
Net Budget \$5,774,529	

59.76% Town Share based on
Population and Road Kilometres

PROTECTIVE SERVICES - 911

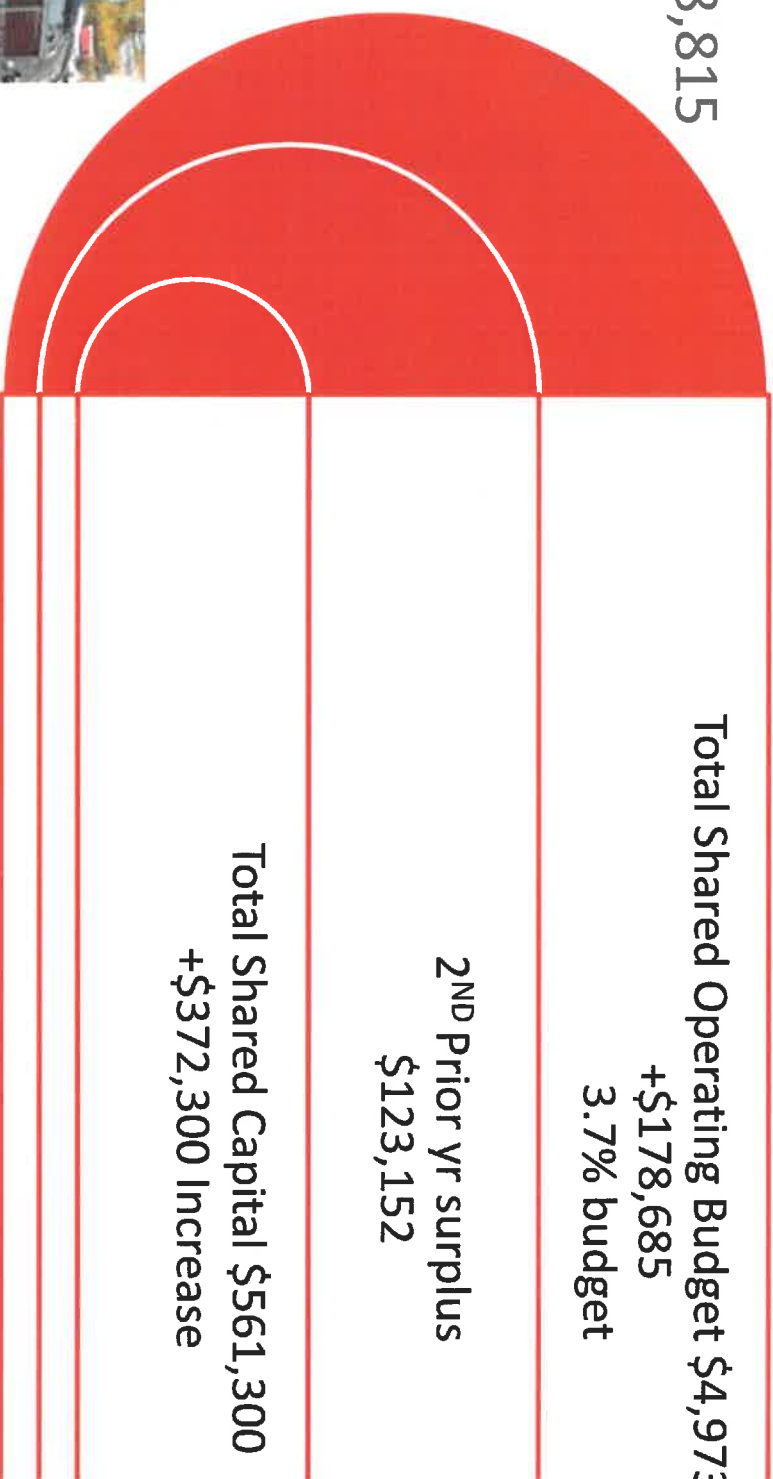
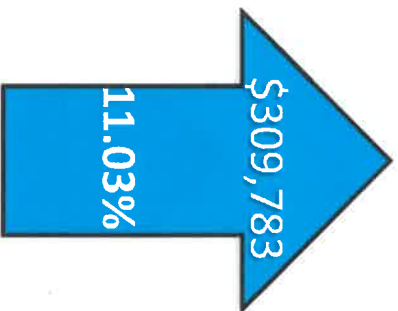
Town Budget \$221,950



61.012% Town Share based on Population

PROTECTIVE SERVICES - FIRE

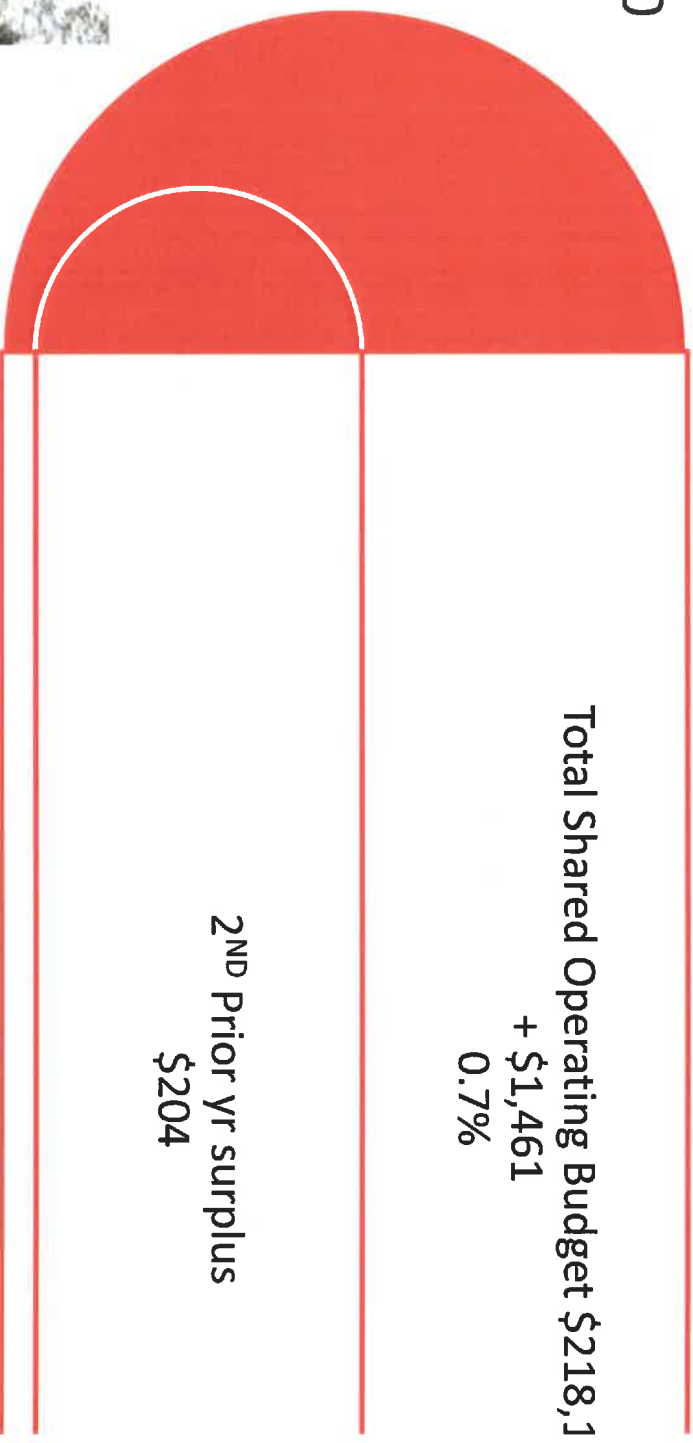
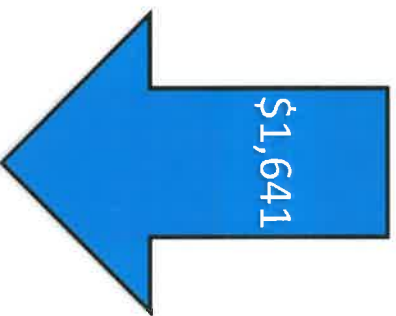
Town Budget \$3,118,815



59.14% Town Share based and Population and Tax Assessment

KENNEBECASIS PUBLIC LIBRARY

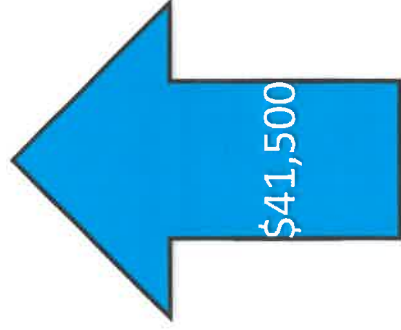
Town Budget \$133,420



61.22% Town Share based on Population

WASTE MANAGEMENT

Budget \$983,000



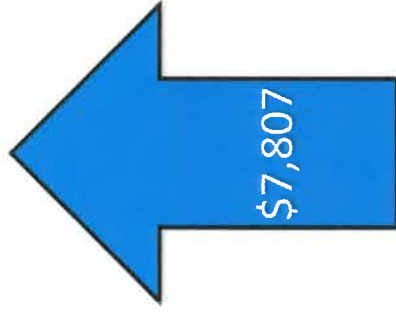
- Garbage Collection \$ 570,600
- Tipping Fees \$ 396,200
- Town Dumpsters \$ 16,200

Increase due to Tipping Fee costs. 2017 ton expected. Budgeted based on 2017 number of tons. \$14,500 increase to collection cost from 2% and new homes



PUBLIC TRANSIT - COMEX

Budget \$163,230



Increase to Saint John Transit of 6% (\$7,807)





COMEX

- Buses are important to an inclusive and environmentally responsible community
- Reduction in ridership
- Transportation Committee is tasked with looking at route design and 2017 ridership data

CIVIC RELATIONS

ORGANIZATION	REQUEST	COUNCIL DECISION NOV. 21/17
Crimestoppers	3,000	1,500
PRO Kids	7,135	7,135
Key Industries	5,000	5,000
Dalhousie Medicine NB	5,000	5,000
Greater Saint John Fieldhouse	7,500	7,500
Cherry Brook Zoo	5,000	5,000
Hammond River Angling Assoc.	300	300
Saint John Theatre Company	1,500	1,500
Elementary Literacy Friends	1,500	1,500
Oasis Youth Centre	25,000	7,500
KV Committee for Disabled Persons	7,000	5,000
Acadian Games	3,333	-
Saint John Hospital Foundation	10,000	-
YMCA - Camp Glenburn	10,000	-
World U17 Hockey	10,000	10,000
Saint Joseph's Hospital Foundation	No specific Amount	-
KV Players	1,500	1,500
Bullying Canada	5,000	-
International Women's Day	350	350
Various Other Donations	1,850	1,850
55 + Games	in Kind	9,725
TOTAL	\$ 109,968	\$ 70,360

Increase
over 201
budget -



What Does all this Mean?

QUESTIONS



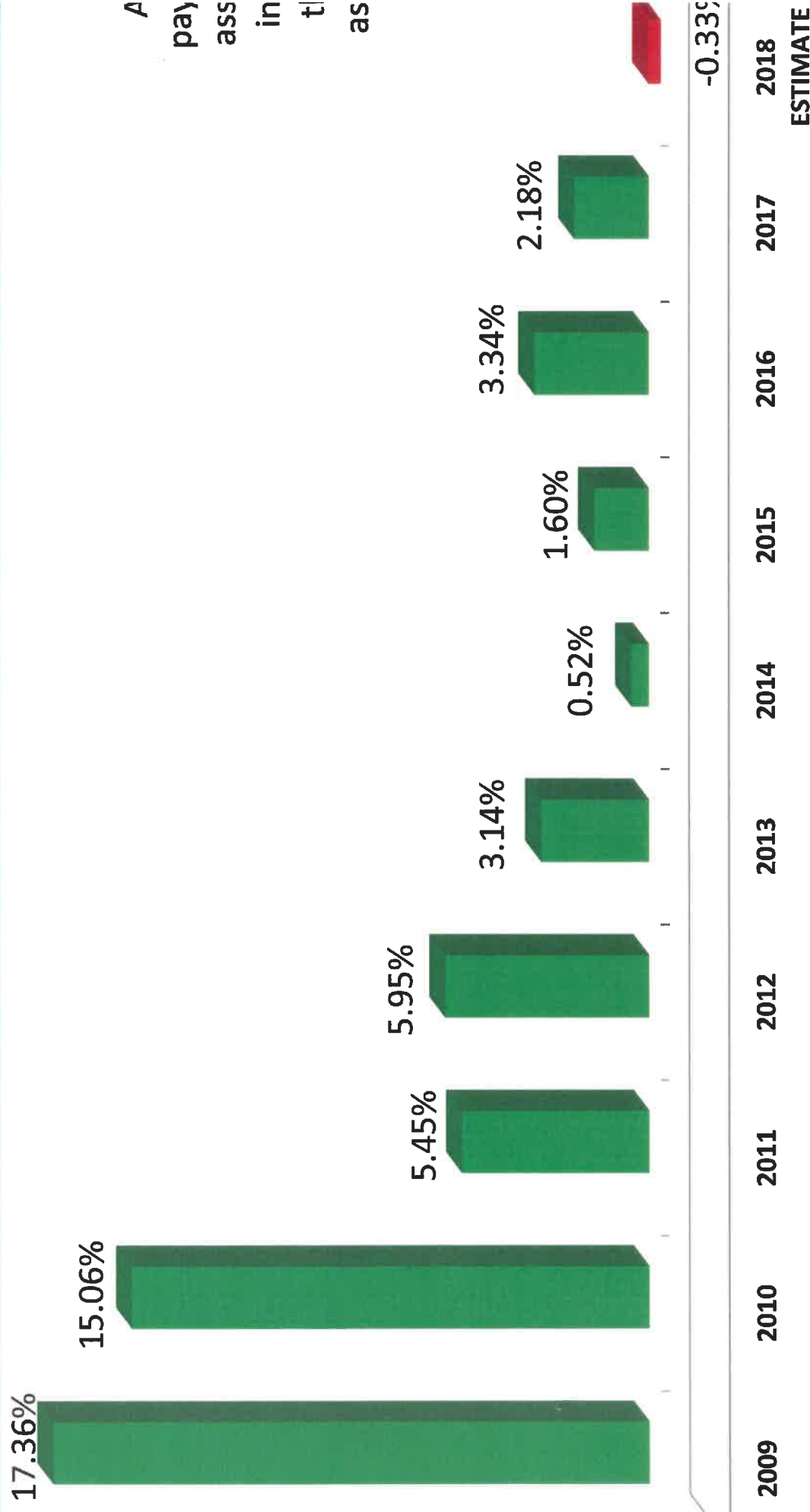
BUDGET SUMMARY

	2018	2017	2018 \$ Change	Tax Rate Effect 2018	2018 Change
EXTERNAL SOURCES					
Sub-Total All External Sources	8,652,024	8,085,758	566,266	3.3700	
INTERNAL SOURCES					
Sub-Total Internal before Capital	13,524,196	13,383,905	140,291	0.8400	
Proposed Capital Projects from Operating	1,401,330	1,602,500	(201,170)	-1.2000	
Sub-Total Internal Expenditures	14,925,526	14,986,405	(60,879)	-0.3600	
Total Expenditures	23,577,550	23,072,163	505,387	3.0100	
Unconditional Grant	453,656	105,016	348,640	2.0800	33
Other Revenue	1,480,530	1,413,116	67,414	0.4000	
Property Tax Warrant	21,643,364	21,554,031	89,333	0.5300	
Total Revenue	23,577,550	23,072,163	505,387	3.0100	
TAX BASE	1,678,350,247	1,683,952,600	(5,602,353)		
TAX RATE CALCULATED	1.2896	1.2800	0.9600		75

ASSESSMENTS

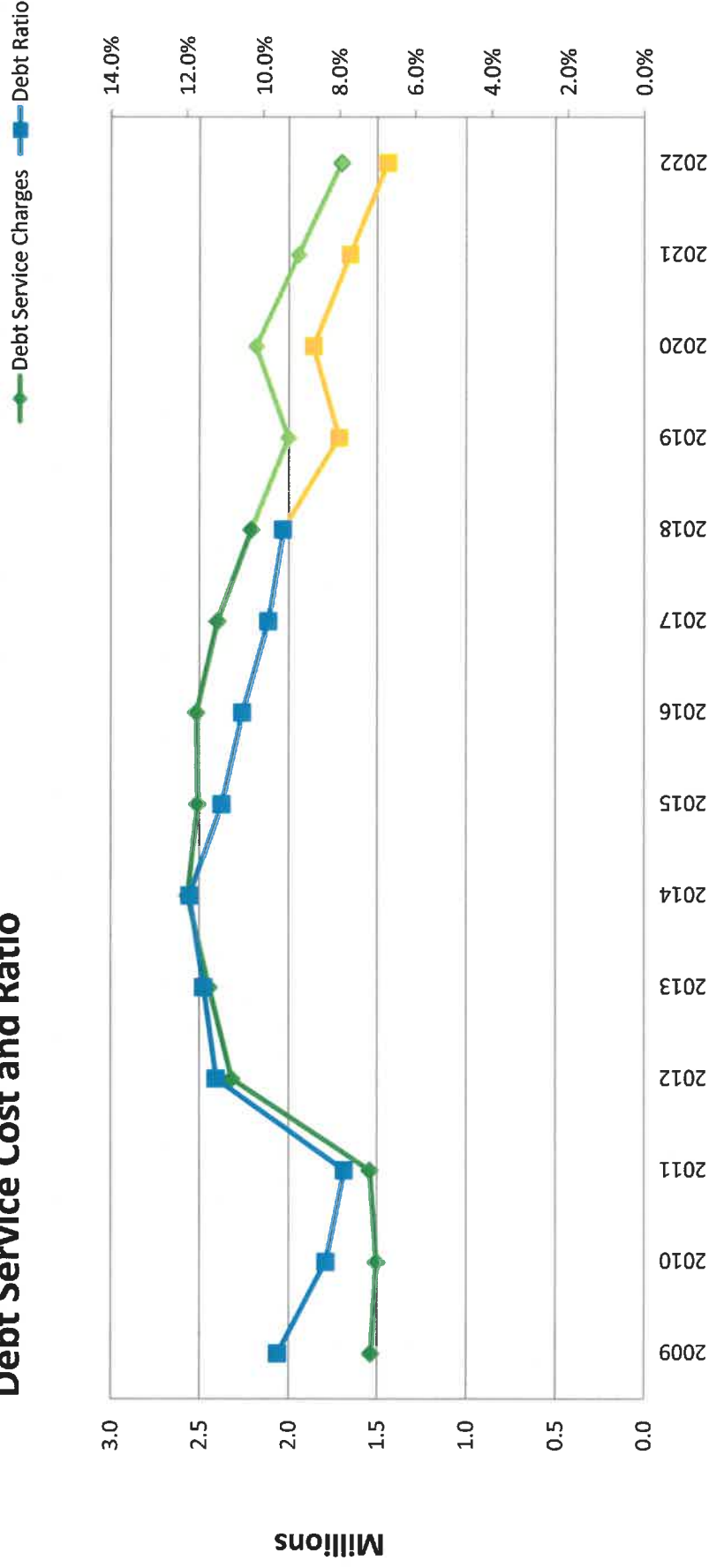
BUDGET ITEM	2009	2010	2011	2012	2013	2014	2015	2016
Property Tax Rates	1.2290	1.2070	1.2070	1.2070	1.2200	1.2385	1.2485	1.2700
Tax Assessment Base	1,177,838,700	1,355,243,950	1,429,112,450	1,514,101,400	1,561,715,100	1,569,798,200	1,594,839,859	1,648,073,250
Total Revenue	14,475,638	16,357,794	17,249,387	18,275,204	19,052,924	19,441,951	19,911,576	20,930,530
Assessment Base Growth	17.36%	15.06%	5.45%	5.95%	3.14%	0.52%	1.60%	3.34%
Total Budget	16,042,098	18,119,406	19,693,098	20,733,731	21,249,214	21,603,147	21,885,257	22,687,026
Budget Growth	12.63%	12.95%	8.69%	5.28%	2.49%	1.67%	1.31%	3.66%

ASSESSMENT BASE GROWTH



FISCAL SERVICES

Debt Service Cost and Ratio



FISCAL SERVICES

	2018 Budget	2017 Budget	\$ Change	% Change
Principal Installments	1,676,177	1,688,132	(11,955)	-
Interest on Long Term Debt	531,338	563,720	(32,382)	-
Other charges and discounts	26,748	23,358	3,390	1
TOTAL DEBT SERVICE COST	2,234,263	2,275,210	(40,947)	
Transfers To Operating Reserve Funds	116,000	116,000	-	
Transfers To General Capital Fund	1,401,330	1,602,500	(201,170)	-1
TOTAL FISCAL SERVICES	\$ 3,751,593	\$ 3,993,710	\$ (242,117)	

FISCAL SERVICES – LONG TERM DEB

OUTSTANDING DEBENTURES	ORIGINAL AMT	2018	2019	2020	2021	2022
AY14-08 May 16 2018 (\$500,000) 10 yrs	500,000	61,088	paid	paid	paid	paid
BB23-09 Nov 6, 2014 (\$305,000) 5 years	555,000	paid	paid	paid	paid	paid
BD20 Nov 19, 2020 (\$955,000) 10 yrs	955,000	61,002	61,107	61,004	paid	paid
BE14 May 27, 2021 (\$12,240,000) 15 yrs	12,240,000	1,093,632	1,092,092	1,092,665	955,426	950,585
BF19 Nov 22, 2026 (2,600,000) 15 yrs	2,600,000	285,805	285,704	285,773	270,000	38,709
FCM 10092 May 28, 2027 (\$2M) 15 yrs	2,000,000	154,469	154,120	154,490	153,810	154,080
BJ21 Nov 20, 2033 (\$3564,000) 20 yrs	3,564,000	284,416	283,942	284,829	285,080	283,679
BL23 Dec 8, 2034 (\$402,000) 20 yrs	402,000	27,286	27,978	27,610	28,198	27,727
BP18 Dec 7 2023 (\$428,000) 7yrs	428,000	65,932	66,156	66,244	66,165	65,913
Capital leases	131,466	28,954	28,955	28,955	3,227	paid
Road Construction Transfer to Utility	809,320	91,923	91,923	91,923	91,923	91,923
New 15 YRs 2017 (\$750,000) debenture	750,000	61,955	61,463	51,870	61,217	61,474
Contribution from Utility (20 yrs)		-8,947	-8,947	paid	paid	paid
Total Present Long -Term Debt Cost		2,207,515	2,000,053	2,001,570	1,761,906	1,520,693
Fire Station -Potential New Debt 25 yrs	3,100,000			180,301	180,301	180,301
Potential New Debt						
Present Debt Service Cost		2,207,515	2,000,053	2,181,870	1,942,207	1,700,994

RESERVE FUNDS

2017 Transactions	General Capital	General Operating	Utility Capital	Utility Operating	Utility Capital Repl. & FC	LPP
Opening Balance	607,796	471,272	130,340	94,844	385,404	112
Budget Contributions per 2017 budget		116,000			44,686	
Sub-Total	607,796	587,272	130,340	94,844	430,090	112
Civic Centre Painting (Planned)		(17,000)				
Qplex Ice Floor Covering March 21/17 Mtg	(144,985)					
Contribution of 2017 Surplus						
Closing Balance December 31, 2017	462,811	570,272	130,340	94,844	430,090	112
2018 Transactions						
Budget Contributions per 2018 budget		116,000	131,575		44,872	
Closing Balance December 31, 2018	462,811	686,272	261,915	94,844	474,962	112

TAX RATE PROJECTIONS

[General Borrowing Power 2018 Budget.xlsx](#)



OPTIONS

DECREASE
EXPENDITURES
– Operating

DECREASE
CAPITAL
EXPENDITURES
– Cuts

BORROW TO
FINANCE
CAPTIAL

INCREASE
PROPERTY TAX
RATE 1 Cent
= \$168,000

QUESTIONS



UTILITY OPERATING BUDGET

Revenue	2018	2017	\$ change	% change
Total Water Revenue	215,266	210,830	4,436	2.1
Total Sewer Revenue	2,268,673	2,212,791	55,882	2.5
2nd Prior Year Surplus	685	12,397	-11,712	-94.5
Transfer from General Operating	91,923	131,923	40,000	-30.3
Water Transfer Costs	111,529	111,529	0	0.0
Other Revenue	69,978	66,463	3,515	5.3
Total Other	274,115	322,122	-48,197	-15.0
GRAND TOTAL REVENUE	2,758,054	2,745,934	12,120	0.4

UTILITY OPERATING BUDGET

Expenditures	2018	2017	\$ change	% change
Water	229,385	236,962	-7,577	-3.2%
Sewage	651,169	633,547	17,622	2.8%
Administration	550,161	511,115	39,046	7.6%
Fiscal Services				
Total	1,115,891	1,179,624	-63,732	-5.4%
Reserve Funds	176,447	44,686	131,761	294.9%
Capital	35,000	140,000	-105,000	-75.0
Total Utility Expenditures	2,758,055	2,745,934	30,954	1.2%

FISCAL SERVICES

Fiscal Services	2018 Budget	2017 Budget	\$ change	% change
Principal Installments	664,000	729,000	-65,000	
Interest on Long-Term Debt	390,766	377,540	13,226	
Utility contribution to GRF LTD	8,947	8,947	0	
Other Charges and Discounts	52,178	64,137	-11,958	
TOTAL DEBT SERVICE COST	1,115,891	1,179,624	-63,732	
Capital from Operating	35,000	140,000	-105,000	
Transfer to Equip Mtce. Reserve	44,872	44,686	186	
Transfers To Capital Reserve	131,575	0	131,575	
TOTAL FISCAL SERVICES	1,327,338	1,364,310	-36,972	

RATE PROJECTIONS

[Borrowing Power UTILITY 2018 Budget.xlsx](#)



QUESTIONS

