



AGENDA
COMMITTEE-OF-THE-WHOLE MEETING OF COUNCIL
CITY HALL COUNCIL CHAMBERS
TUESDAY, FEBRUARY 17, 2015
4:00 P.M.

(1) CALL TO ORDER

(2) RECESS TO IN-CAMERA COMMITTEE-OF-THE-WHOLE MEETING

That the Committee-of-the-Whole Meeting recess to an In-Camera Meeting of the Committee-of-the-Whole pursuant Section 90(1)(c) – Labour Relations of the *Community Charter*.

(3) RECONVENE OF COMMITTEE-OF-THE-WHOLE MEETING

(4) PUBLIC INPUT PERIOD

(5) ADOPTION OF AGENDA

(6) BUSINESS

(7) OPERATIONAL DISCUSSIONS & PRESENTATIONS BY STAFF

a) Committee-of-the-Whole discussion regarding the 2015-2019 Draft Financial Plan Regarding General Local Government.

Topics of Discussion:

- General Government
(All areas which have not been covered in previous Committee-of-the-Whole Meetings)
- Reserve Transfers in 2014 & Proposed Reserve Transfers for 2015

(8) CLOSE OF MEETING

RESOLVED that the February 17, 2015 Committee-of-the-Whole Meeting be adjourned.



General Government & Reserves



Topics

- Government & Management Expenses
- Protective Services
 - Building Inspector
 - Bylaw Enforcement
 - Emergency Services Program
- Planning
- Engineering
- All other Misc.
- Debt Repayments
- Reserves



City Hall

- 2015 Budget Expenditure exc. capital

- Wages

- 80 hours of Public Works \$4.2k
- 10 hours of Student Labour \$0.2k

Wages Total \$4.4k



City Hall

- 2015 Budget Expenditure exc. capital

- Other Items

- City Equipment \$0.6k
- Materials and Supplies \$1k
- Contract Services \$2k
- Fortis Electricity \$5k
- Fortis Gas \$3.6k
- CoR Utility Charge \$0.6k
- Security Contract \$1.2k
- Janitorial Contract \$13.2k

Total Other Items \$27.2k

Total City Costs \$31.6k



Legislative Services

- 2015 Budget Expenditure exc. capital

- Mayor

- Mayor Remuneration \$12.6k
- Mayor Discretionary Expenses \$9.9k
 - \$1,500 Discretionary
 - \$2,500 Council Newsletters ***
 - \$400 Hosting Town Hall Meetings ***
 - \$500 Hosting Small Casual Gatherings ***
 - ??? Online Video Series ***
 - \$5,000 AKBLG 2016 Event Coordinator???

Total Mayor Costs \$22.5k

*** As per Communication Strategy



Legislative Services

- 2015 Budget Expenditure exc. capital
 - Councilors
 - Council Remuneration \$39k
 - Council Expenses \$2.5k
 - Council Workshops \$11.4k
 - \$3,301 Council Orientation Workshop at Grand Forks***
 - \$1,710 AKBLG Registration at Kimberly ***
 - \$1,440 Estimated AKBLG travel costs
 - \$?? Murdy & Macallister
 - \$5,000 Misc.
 - Council Strategic Planning Sessions \$6k
 - If Council is planning to have a strategic planning session in 2015?
 - What about 2016?
 - Total Council Costs (exc. Mayor) \$58.9k

*** Year to date spending



Legislative Services

- 2015 Budget Expenditure exc. capital
 - Legislative Support
 - 70% of the Acting CAO \$108.6k
 - Legislative Support Total \$108.6k
- Total Legislative Services \$190k



Administration & Customer Service

- 2015 Budget Expenditure exc. capital

- Wages & Benefits

- 50% of CAO \$94.2k
- Administrative Clerk II \$80.7k
- Deputy CO \$86k
- Training Expenses \$10k
- Union Bargaining & Grievance \$0.9k
- Staff Appreciation \$1.8k
- Staff Recruitment \$2k

Wages & Benefits Total \$275.6k



Administration & Customer Service

- 2015 Budget Expenditure exc. capital

- Other Items

- Legal Services \$178k
 - 2014 Actual \$98.6k
 - 2015 \$103k plus \$75k - \$103 could be funded from surplus
- Legal – Statutory Advertising \$4.5k
- Contract Services – BC SS Procurement \$5k
- Xerox Contract \$11.8
- Postage, Couriers & Pitney Contract \$13.3
- Materials and Supplies \$8k
- Telus - Telephone, Fax and Internet \$14.6
- Misc. \$5.1

Total City Costs \$240.3k



Financial Services

- 2015 Budget Expenditure exc. capital

- Wages

- 50% of CAO \$94.2k
- Acting CFO \$113.2k
- Accounting Clerk I \$80.1k
- Accounting Clerk I \$89.3k

Wages Total \$376.8k



Financial Services

- 2015 Budget Expenditure exc. capital
 - Finance Other Items
 - External Audit \$33k
 - 2012 \$58k
 - 2013 \$36.7k
 - Aim for 2014 \$33k
 - Do Council wish for the scope of the audit to be extended?
 - Total External Auditor Costs \$33k
 - Tax Sale Expenses \$1.4k



Information Systems

- 2015 Budget Expenditure exc. capital
 - Wages and Other Items
 - 30% of Planning Officer \$31.8k
 - Vadim Support \$13.1k
 - Arcview – GIS Software license Fees \$1.3k
 - Pozitive – General Service Contract \$14.9k
 - ESRI – Web Mapping Support Contract \$1.9k
 - Other Licenses \$0.8k
 - Hardware & Software Maintenance \$7k
 - City Website Hosting \$0.8k

 - Wages and Other Items Total \$71.6k



Information Systems Special Projects

- 2015 Budget Expenditure exc. capital
 - Special Projects
 - Asset Management in association with Grant
 - Cost \$15k
 - » One GIS Contract/employee
 - » 16 Weeks at \$22/hr
 - » 40 Hours per Week
 - » \$920 for City Costs (EI, CPP) plus other expenses
 - Funded via Infrastructure Planning Grant Program \$10k
- Total Cost to City \$5k

Information Systems

- 2015 Budget Expenditure exc. capital
 - Special Projects
 - Orthophotos for GIS
 - Cost \$18k
 - » Photos behind GIS/Online Mapping
 - » Used by Public, Staff and Public Works
 - » The current pictures are from 2008
 - » Redstone picture has 12 houses but in reality there is now 29
 - » Process flow improvement – accurate pictures, no reference to google street maps (which is also out of date)
 - » Potential to cost share with Trail and Castlegar

- Total Cost to City \$18k

Elections

- 2015 Budget Expenditure exc. capital
 - Other Items
 - 2015 budget - \$Nil
 - Assuming no by-election in 2015
 - 2014 election cost \$9.3k
 - A reserve could be setup incase of a by-election.
 - \$2,500 could be transferred into the reserve each year.
 - Hence in election year, assuming no by-election, the funding is already in place.
 - This assists the stabilization of property taxes.



Insurance Premiums

- 2015 Budget Expenditure exc. capital

- Insurance

- Property \$48.5k
- Claim Deductible \$5k
- Crime, Accident & Legal \$1.6k
- Accident for Councilors' \$0.4k
- Legal Expenses \$0.4k
- MIA Liability Insurance \$31.5k

Insurance Total \$87.4k



Misc. General Expenses

- 2015 Budget Expenditure exc. capital
 - Other Items
 - UBCM Convention Sept 21-25 Vancouver \$16k
 - Registration \$650x7 = \$4,550
 - Flights \$350x7 = \$2,450
 - Hotel \$120x7x5 = \$4,200
 - Expenses \$685*7 = \$4,795
 - Cost in 2014 for 4 to attend = \$14.1k
 - Staff Conventions/Workshops \$10k
 - LGMA Chapter Meeting – Nelson
 - LGMA CAO Forum
 - LGMA Corporate Officer
 - GFOABC Conference or PD Week
 - RMI Conference
 - LGMA Effective Fire Service Administration
 - Memberships – UBCM, LGMA \$6.3k
 - Management of Development – RDKB \$1.7k
 - Other Public Relations \$1.8k
 - AKBLG Convention \$3.5k
 - Misc. \$4.5k
- Total Other General Government Costs \$43.8k



Garbage Sales and Expenses

- 2015 Budget Expenditure exc. capital
 - Revenue
 - 1407 Properties @ \$79.14/yr \$111.3k
 - Late Payment Penalties \$2.2k
 - Expenditure
 - Garbage Collection Contract \$80k
 - Clean Up Program Staff & Equip. \$19.3k
 - Internal Recharges \$7k
 - Misc. \$5k
 - Total Revenue after Expenditure \$2.2k



Protective Services

- 2015 Budget Expenditure exc. capital

- Revenues

• Business Licenses	\$34.3k
• Misc. Licenses	\$0.9k
• Dog, Parking & misc. Fines	\$7.2k
• Building Permits	\$56.5k
– 2013 Actual \$57.9k	
– 2014 Actual \$56.5k plus	
» \$32 for New Hotel plus	
» \$18k for Hardware Store	
• Development Permits	\$9.2k
Total protective Services Revenue	\$108.1k



Protective Services

- 2015 Budget Expenditure exc. capital
 - Bylaw Enforcement Expenditures
 - 10% of Acting CAO \$15.5k
 - 200 hours of Public Works Labour \$10.4k
 - 5 hours of Public Works Overtime \$0.3k
 - City Equipment \$1.8k
 - Bylaw Enforcement Total \$28k



Protective Services

- 2015 Budget Expenditure exc. capital
 - Animal Control Expenditure
 - 5% of Acting CAO \$7.7k
 - 20 hours of Public Works Labour \$1k
 - City Equipment \$0.1k
 - Dog Tags \$0.4k
 - SPCA – Impound Fees \$6.4k
 - SPCA – Commission \$0.2k
 - Fines & Licenses
 - Animal Control Total \$15.8k



Protective Services

- 2015 Budget Expenditure exc. capital
 - Building Inspection Expenditure
 - 1660 hours of Building Inspector \$90.9k
 - Remaining hours is in snow removal/plowing/sanding
 - Training, Exams & Conferences \$5.2k
 - City equipment \$10k
 - Cell Phone Charges \$1.3k
 - Annual License for Noratek Solutions \$1.3k
 - Misc. \$1.6k

 - Building Inspection Total \$110.3k



Protective Services

- 2015 Budget Expenditure exc. capital
 - Emergency Service Program Expenditure

- 5% of Acting CAO \$7.7k

Emergency Service Program Total \$7.7k



Planning

- 2015 Budget Expenditure exc. capital
 - General Town Planning Expenditure
 - Statutory Advertising – Bylaws \$3.5k
 - Advertising – Zoning & Planning \$1.5k
 - Contract Services \$1k
 - Design Review Consultant \$0.9k

 - General Town Planning Total \$6.9k



Planning

- 2015 Budget Expenditure exc. capital
 - Planning Administration Expenditure
 - 70% of the Planning Officer \$74.3k
 - Conventions/Workshops \$3.5k
 - Materials and Supplies \$1k
 - Misc. \$1.6k

 - Planning Total \$80.4k



Planning

- 2015 Budget Expenditure exc. capital
 - Plans, Studies & Bylaws
 - Subdivision Servicing Bylaw Rewrite \$20k
 - Old Bylaw (1999)
 - To bring in line with the Strategic Sustainability plan and the Official Community plan



Engineering

- 2015 Budget Expenditure exc. capital
 - Engineering Consultant
 - As and When Contract \$40k
 - Carry over from 2014 \$24k
 - Council resolution COW Meeting December 15, 2014

- Engineering Total \$64k



Strategic Wildfire Prevention Initiative

- 2015 Budget Expenditure exc. capital

- SWPI

- Grant Revenue \$100k
 - 75% of Contractor Fees
- Contract Services Expenditure \$145.3k
 - 25% of Contractor Fees
 - \$12k Contract with Consultant

SWPI Total \$45.3k



Cemetery Maintenance

- 2015 Budget Expenditure exc. capital
 - Cemetery Maintenance

- Grant Revenue \$3.8k
 - Pending RDKB Approval

- Expenditure
 - 80 hours of Public Works \$4.1k
 - 130 hours of Student Labour \$2.6k
 - City Equipment \$0.7k
 - Contract Services \$4.3k

Cemetery Total \$7.9k

Unspent funds from 2014 will be transferred into 2015 of \$7.9k



General Property Maintenance

- 2015 Budget Expenditure exc. capital
 - General Property

- Rental Revenue

- 3rd Avenue Property \$6.8k
- Golden Bear Daycare \$4.2k

- Expenditure

- 7 hours of Public Works \$0.4k
- Equipment & Materials and Supplies \$0.2k
- CoR Utility Charges \$0.2k

General Property Maintenance \$10.2k

Income after Costs



Misc. Revenue

- 2015 Budget Expenditure exc. capital
 - Misc. Operating Revenue
 - Tax Certificates \$2.3k
 - Misc. \$0.6k

 - Total Operating Misc. Revenue \$2.9k

 - Misc. Capital Revenue
 - Loan Interest on Senior Housing Loan \$5.9k



Financing Services

- 2015 Budget Expenditure exc. capital
 - Operating
 - Interest Received
 - MIA Dividends \$4.3k
 - Interest Paid
 - Bank Charges & Other Interest Charges \$8.8k
 - Interest on Prepaid Property Tax \$5.8k
 - » As per the Municipal Tax Regulation

- Total Interest Costs after Income \$10.3k



Financing Services

- 2015 Budget Expenditure exc. capital

- Capital

- Debt Proceeds re Broadband \$186.6

- Assuming it is funded via a loan

- Debt Repayments

- Broadband Loan \$40.4k

- Columbia Loan \$203.3k

Repayments after Debt Proceeds \$57.1k



Misc. Items

- 2015 Budget Expenditure exc. capital
 - Misc. Items

- Internal Administration Charge \$125.9k
 - Internal Charge as follows
 - » Recreation \$5.5k
 - » Garbage Collection \$7k
 - » Water Fund \$75.6k
 - » Sewer Fund \$37.8k



Reserves

See Reserve Summary



Any Questions?

Reserves Summary as at Feb 13, 2015

Reserve	Opening Balance	Cash Received	Transfer as per Budget	Closing Balance	Opening Balance	Cash Received	Interest Allocation	Transfer as per Actuals	Closing Balance	A As per Policy 03-09		Proposed Plan					A+B+C+D+E+F
										Minimum Level	Optimum Level	2015	2016	2017	2018	2019	
Operating Reserves																	
Financial Stabilization	168,464			168,464	168,464		2,322		170,786	325,000	651,000	31,307	31,308	31,308	31,308	31,308	327,325
Insurance	15,000			15,000	15,000		207	(5,000)	10,207	10,000	20,000	2,000	2,000	2,000	2,000	2,000	20,207
Legal	60,000			60,000	60,000		827		60,827	45,000	90,000	6,000	6,000	6,000	6,000	6,000	90,827
Forest Fire / SWPI			12,000	12,000	0		165	12,000	12,165				0	0	0	0	12,165
Snow	100,000			100,000	100,000		1,378	49,000	150,378	100,000	200,000	5,000	5,000	5,000	5,000	5,000	175,378
General	412,880		(150,000)	262,880	412,880		3,623	(150,000)	266,503			20,000	20,000	20,000	20,000	20,000	366,503
Capital Reserves																	
Equipment Replacement	473,223		(186,028)	287,195	473,223		6,334	(78,000)	401,557	200,000			0	0	0	0	401,557
General Capital	1,369,045		105,683	1,474,728	1,369,045		24,280	145,000	1,538,325	150,000	2,250,000	60,000	60,000	60,000	60,000	60,000	1,838,325
Miners Hall	245,000		55,000	300,000	245,000			55,000	300,000			55,000					355,000
Debt Retirement			108,699	108,699	0		1,856	121,699	123,555			38,000	38,000	38,000	38,000	38,000	313,555
Staff Retirement	75,000		5,000	80,000	75,000		1,202	69,000	145,202			2,000	2,000	2,000	2,000	2,000	155,202
Major Capital				0				91,000	91,000				55,000	55,000	55,000	55,000	311,000
Information Systems	75,000			75,000	75,000		1,004	6,500	82,504			2,000	2,000	2,000	2,000	2,000	92,504
Cemetery Perpetual Care				0				8,000	8,000			(8,000)	0	0	0	0	0
Total	2,993,612	0	(49,646)	2,943,966	2,993,612	0	43,198	324,199	3,361,009	830,000	3,211,000	213,307	221,308	221,308	221,308	221,308	4,459,548
Surplus / (Deficit)																	
General Surplus	1,184,750			1,184,750	1,184,750				1,184,750	350,000	690,000	(103,000)		0	0	0	1,081,750
Deferred Revenue																	
Gas Tax	469,004	195,911		664,915	469,004	195,911	9,408		674,323				0	0	0	0	674,323

City of Rossland

**Surplus to Reserves Proposal as at Feb 13, 2015
General Fund**

DRAFT

Category	Under / (Over) Budget	Transfer to Reserves Fund	Notes
General Over Budget Capital	1,000 90,000	General Capital Major Capital Reserve	Was budget to transfer \$39,317 from General Capital Propose to Transfer \$91,000 to Major Capital
Insurance Deductible Budget for 1, paid for 2	(5,000)	Insurance	New Proposal
CAO Absence	64,000	Staff Retirement Reserve	New Proposal
Information Systems	6,500	Information Systems Reserve	New Proposal
Staff Training/Conventions	7,000	Fund 2015 Training	New Proposal
Snow Removal, Sanding, Plowing	49,000	Snow Reserve	New Proposal
Engineering	24,000	Transfer to 2015 Budget	New Proposal
Cemetery - Unspent Grant Money	8,000	Transfer to 2015 Budget	New Proposal
Vehicle Replacement	(78,000)	Equipment Replacement Program	Was budget to tranfer \$186,028 from Equipment Replacement Propose to transfer \$78,000 from Equipment Replacement
Debt Repayments	(17,000)	Debt Retirement	Was budget to tranfer \$30,000 from Debt Retirement Propose to transfer \$17,000 from Debt Retirement
Special Projects	65,000	Fund 2015 Special Projects	New Proposal

Estimated Surplus for 2014	214,500
Of which shall increase reserves	110,500
Of which shall fund 2015 budget	72,000
Of which shall transfer to 2015 budget	32,000

Rossland 2015 Budget

DRAFT

	General Fund	Water Fund	Sewer Fund	
City Operating Revenues				
Taxes	3,990,037			Includes 2% increase from 2014
Utilities & Grant in Lieu	119,205			Includes 2% increase from 2014
Sale of Service		529,655	514,187	
Parcel Taxes		434,652	123,536	
Grants - Small Communities Grant	455,000			
Tax Penalties & Interest	61,333			
Other Revenue	12,737	23,227	5,500	
Total	4,638,311	987,534	643,223	
City Operating Expenses				
General Operating	(1,255,686)	(516,717)	(523,557)	(Non CUPE PW Wages & Benefits \$830.1k)
Community Support Grants	(274,771)			
Community Operating Support	(57,065)			
Public Works General Operating	(1,143,095)			(Non CUPE PW Wages & Benefits \$128.6k)
Protective Services, Planning & Engineer	(225,184)			(Non CUPE PW Wages & Benefits \$191.8k)
Recreation	(383,898)			(Non CUPE PW Wages & Benefits \$141.6k)
Wildfire/Emergency	(45,333)			
Miners Hall, Parks, Downtown etc	(168,909)			(Non CUPE PW Wages & Benefits \$7k)
Total	(3,553,941)	(516,717)	(523,557)	
Other Expenses				
Transfer to Reserves	(221,308)			
Funded from Surplus	103,000			
Debt Servicing	(315,018)	(253,212)	(20,746)	
Debt Proceeds regarding Broadband	186,624			
Capital Projects	(1,752,673)	(179,500)	(72,500)	Including Broadband - financed via debt
Special Projects	(119,684)	(59,000)	(67,000)	
	(2,119,058)	(491,712)	(160,246)	
Forecast Surplus / (Deficit)	(1,034,688)	(20,895)	(40,580)	
Estimated Surplus from 2014	210,744			

Please note, there is no grant funding for capital expenditure available in 2015