



ROTHESAY
SPECIAL COUNCIL MEETING
Rothesay Town Hall
Monday, November 27, 2017
7:00 pm



-
- 1. APPROVAL OF AGENDA**
 - 2. New Business – DRAFT 2018 Rothesay Budget**
 - 2.1 2018 General Fund Operating Budget
 - 2.2 2018 General Fund Capital Budget
 - 2.3 2018 Utility Fund Operating Budget
 - 2.4 2018 Utility Fund Capital Budget
 - 3. NEXT MEETING**
Monday, December 11, 2017
 - 4. ADJOURNMENT**



ROTHESAY

GENERAL OPERATING FUND BUDGET 2018 – HIGHLIGHTS

1. Total Operating Budget \$17.275 million an increase of 0.8% over the 2017 budget
2. No increase in aggregate property tax assessments
3. Tax rate **increase of 2 cents to \$1.24** per \$100 of assessment
4. **General Government** includes the administrative costs, insurance and other overhead expenditures and has an increase of approximately 4.4%
5. **Protective Services** budgets reflect the submissions from the Fire and Police Boards as well as EMO expenditures
6. **Transportation Services** reflect an increase from the 2017 budget of 2.2% to reflect higher costs of snow removal contracts, salt expenditures and wages.
7. **Environmental Health Services** includes garbage collection and disposal
8. **Environmental Development Services** includes anticipated expenditures associated with the completion of the Municipal Plan review
9. **Recreation & Cultural Services** includes the maintenance of trail infrastructure, regional facilities, parks, etc.
10. **Fiscal Services** includes debt service costs and an increase in the funding of capital projects

Total proposed expenditures by category are as follows:

General Government Services	\$ 2,129,000	12.3%
Protective Services	\$ 4,860,000	28.1%
Transportation Services	\$ 3,405,000	19.7%
Environmental Health Services	\$ 613,000	3.5%
Environmental Development (planning)	\$ 638,000	3.7%
Recreation and Cultural Services	\$ 2,000,000	11.6%
Fiscal Services (P&I)	\$ 1,236,000	7.1%
Capital Expenditures	\$ 2,394,000	13.9%

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Town of Rothesay

General Fund Master Budget 2018

	Year End Outlook	Budget 2017	Budget 2018
REVENUE			
Warrant of Assessment	\$ 15,331,620	\$ 15,331,622	\$ 15,582,960
Sale of Services	382,449	339,700	391,055
Services to Province of New Brunswick	65,000	60,000	60,000
Other Revenue from Own Sources	148,262	92,180	116,300
Unconditional Grant	119,969	119,968	119,968
Conditional Transfers	36,460	21,500	21,500
Other Transfers	930,030	930,030	983,217
	<u>\$ 17,013,790</u>	<u>\$ 16,895,000</u>	<u>\$ 17,275,000</u>
EXPENSES			
General Government Services	1,999,679	2,039,246	2,129,347
Protective Services	4,763,782	4,785,048	4,859,907
Transportation Services	3,234,626	3,329,876	3,405,473
Environmental Health Services	611,442	620,000	613,000
Environmental Development	490,428	633,947	638,122
Recreation & Cultural Services	1,917,505	1,991,932	1,999,347
	<u>13,017,463</u>	<u>13,400,049</u>	<u>13,645,197</u>
Fiscal Services	3,994,751	3,494,951	3,629,803
	<u>\$ 17,012,214</u>	<u>\$ 16,895,000</u>	<u>\$ 17,275,000</u>
Surplus (Deficit) for the Year	\$ 1,576	\$ -	-\$ 0

	Year End Outlook	Budget 2017	Budget 2018
REVENUE			
Sale of Services			
Bill McGuire Memorial Centre	33,000	30,000	30,000
Town Hall Rent	27,629	10,000	50,000
Rental Revenue	11,728	10,000	8,555
Arena Revenue	233,129	236,200	238,200
Community Garden	1,120	1,500	1,300
Recreation Programs	75,843	52,000	63,000
	<u>\$ 382,449</u>	<u>\$ 339,700</u>	<u>\$ 391,055</u>
Other Revenue from Own Sources			
Licenses & Permits	101,140	85,000	95,000
Police Fines	-	-	-
Interest	10,745	5,000	13,000
Miscellaneous	36,000	1,680	8,000
Sale of Assets	-	-	-
Recycling Dollies, & Lids	325	500	300
History Book Sales	52	-	-
	<u>\$ 148,262</u>	<u>\$ 92,180</u>	<u>\$ 116,300</u>
Conditional Transfers			
Canada Day Grant	2,500	1,500	1,500
Grant - Other	33,960	20,000	20,000
	<u>\$ 36,460</u>	<u>\$ 21,500</u>	<u>\$ 21,500</u>
Other Transfers			
Surplus of 2nd Previous Year	10,030	10,030	43,217
Utility Fund Transfer	920,000	920,000	940,000
	<u>\$ 930,030</u>	<u>\$ 930,030</u>	<u>\$ 983,217</u>

	Year End Outlook	Budget 2017	Budget 2018
EXPENSES			
General Government Services			
Legislative			
Mayor	35,600	37,100	37,100
Councillors	104,201	106,343	106,343
Regional Service Commission 9	4,291	4,291	6,138
UMNB-FCM Local Gov'ts for Sustainability	9,000	9,000	-
Other	7,700	13,000	8,500
	<u>\$ 160,792</u>	<u>\$ 169,734</u>	<u>\$ 158,081</u>
Administrative			
Office Building	134,935	142,700	140,000
Solicitor	50,000	50,000	50,000
Administration - Wages & Benefits	967,643	955,300	1,013,400
Supplies	102,000	133,900	116,000
Professional Fees	25,000	30,000	50,000
Other	92,500	84,724	108,196
	<u>\$ 1,372,078</u>	<u>\$ 1,396,624</u>	<u>\$ 1,477,596</u>
Other General Government Services			
Community Communications	7,200	8,000	33,000
Civic Relations	2,000	4,000	4,000
Insurance	162,011	167,090	166,871
Donations	44,000	42,000	38,000
Cost of Assessment	243,798	243,798	243,798
Property Taxes - L.P.P.	7,799	8,000	8,000
	<u>\$ 466,808</u>	<u>\$ 472,888</u>	<u>\$ 493,669</u>
	<u>\$ 1,999,679</u>	<u>\$ 2,039,246</u>	<u>\$ 2,129,347</u>
Protective Services			
Police			
Police Protection	2,281,831	2,281,831	2,323,566
Crime Stoppers	2,800	2,800	2,800
	<u>\$ 2,284,631</u>	<u>\$ 2,284,631</u>	<u>\$ 2,326,366</u>
Fire			
Fire Protection	1,948,898	1,951,164	1,977,210
Water Costs Fire Protection	375,000	375,000	380,000
	<u>\$ 2,323,898</u>	<u>\$ 2,326,164</u>	<u>\$ 2,357,210</u>
Emergency Measures			
911 Communications Centre	139,753	139,753	141,831
EMO Director/Committee	1,000	15,000	15,000
	<u>\$ 140,753</u>	<u>\$ 154,753</u>	<u>\$ 156,831</u>
Other			
Animal & Pest Control	7,000	9,500	9,500
Other	7,500	10,000	10,000
	<u>\$ 14,500</u>	<u>\$ 19,500</u>	<u>\$ 19,500</u>
Total Protective Services	<u>\$ 4,763,782</u>	<u>\$ 4,785,048</u>	<u>\$ 4,859,907</u>

	Year End Outlook	Budget 2017	Budget 2018
Transportation Services			
Common Services			
Administration (Wages & Benefits)	1,796,928	1,834,278	1,860,563
Workshops, Yards & Equipment	494,611	535,245	537,500
Engineering	3,000	7,500	7,500
	<u>\$ 2,294,539</u>	<u>\$ 2,377,023</u>	<u>\$ 2,405,563</u>
Street Cleaning & Flushing	20,000	40,000	40,000
Roads & Streets	65,000	75,000	68,000
Crosswalks & Sidewalks	28,147	14,353	19,410
Culverts & Drainage Ditches	65,000	60,000	75,000
Snow & Ice Removal	466,000	470,000	500,000
	<u>\$ 644,147</u>	<u>\$ 659,353</u>	<u>\$ 702,410</u>
Street Lighting	143,908	146,000	146,000
Traffic Services			
Street Signs	18,000	15,000	15,000
Traffic Lanemarking	25,657	20,000	25,000
Traffic Signals	22,000	25,000	20,000
Railway Crossing	17,000	20,000	18,000
	<u>\$ 82,657</u>	<u>\$ 80,000</u>	<u>\$ 78,000</u>
Public Transit			
Public Transit - Comex Service	64,376	62,000	64,000
KV Committee for the Disabled	3,000	3,000	7,000
Public Transit - Other	2,000	2,500	2,500
	<u>\$ 69,376</u>	<u>\$ 67,500</u>	<u>\$ 73,500</u>
Total Transportation Services	<u>\$ 3,234,626</u>	<u>\$ 3,329,876</u>	<u>\$ 3,405,473</u>
Environmental Health Services			
Solid Waste Disposal Land Fill	191,967	190,000	193,000
Solid Waste Disposal Compost	23,372	25,000	25,000
Solid Waste Collection	262,636	260,000	260,000
Clean Up Campaign	40,000	55,000	40,000
Curbside Recycling	93,467	90,000	95,000
	<u>\$ 611,442</u>	<u>\$ 620,000</u>	<u>\$ 613,000</u>

	Year End Outlook	Budget 2017	Budget 2018
Environmental Development Services			
Planning & Zoning			
Administration	375,876	441,825	401,000
Planning Projects	25,000	100,000	145,000
Heritage Committee	-	2,500	2,500
	\$ 400,876	\$ 544,325	\$ 548,500
Economic Development Comm.			
Tourism	86,423	86,422	86,422
	3,129	3,200	3,200
	\$ 89,552	\$ 89,622	\$ 89,622
	\$ 490,428	\$ 633,947	\$ 638,122
Recreation & Cultural Services			
Administration	246,617	243,246	253,717
Beaches	40,702	53,400	53,419
Rothsay Arena	307,234	313,080	329,680
Memorial Centre	53,650	65,000	57,000
Summer Programs	54,552	58,944	60,862
Parks & Gardens	541,603	568,400	581,700
Playgrounds and Fields	93,000	110,000	110,000
Common operations	46,611	48,401	45,005
Big Rothsay Read	-	300	-
Special Events	39,882	37,000	36,000
PRO Kids	7,500	7,500	7,500
sub total	1,431,352	1,505,271	1,534,882
Regional Facilities Commission			
Kennebecasis Public Library	397,780	397,780	378,465
Rothsay Living Museum	86,374	86,381	84,500
	2,000	2,500	1,500
	\$ 1,917,505	\$ 1,991,932	\$ 1,999,347
Fiscal Services			
Debt Charges			
Interest	252,751	252,951	227,303
Debenture Payments	985,000	985,000	1,009,000
	\$ 1,237,751	\$ 1,237,951	\$ 1,236,303
Transfers To:			
Capital Fund for Capital Expenditures	2,247,000	2,247,000	2,383,500
Reserve Funds	500,000	-	-
Town Hall Reserve Transfer	10,000	10,000	10,000
	\$ 2,757,000	\$ 2,257,000	\$ 2,393,500
	\$ 3,994,751	\$ 3,494,951	\$ 3,629,803

GENERAL CAPITAL FUND BUDGET 2018 – HIGHLIGHTS

1. Total Capital Budget of \$4.933 million
2. Projects funded by operating revenue, Gas Tax and reserves, grants, no new debt incurred.
3. **Transportation**
 - Street surfacing of \$2 million (includes asphalt and micro-sealing)
 - Eriskay/Iona sidewalk/curb and drainage estimated as \$400,000
 - Designated Highway and related sidewalk of \$400,000, contingent upon Provincial funding
 - Fleet replacement plan includes \$540,000 to replace old equipment
4. **Recreation**
 - Wells Trail connector to Grove Ave project of \$1,050,000 contingent upon external funding
 - Trail expansion projects of \$140,000
 - Equipment replacement plan of \$80,000
5. **General Government**
 - Computer equipment and server upgrades of \$90,000

Town of Rothesay

Capital Plan Summary
General Fund

	2017	2018					
Services	Total	Total	Operating	Reserves	Gas Tax	Grants	Borrow
GENERAL GOVERNMENT							
Building (Town Hall)	40,000	47,000	47,000	-	-	-	-
IT (MS Office/Server/Laptops)	55,000	90,000	90,000	-	-	-	-
	<u>95,000</u>	<u>137,000</u>	<u>137,000</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
PROTECTIVE (Fire Dept)	78,500	81,500	81,500	-	-	-	-
	<u>78,500</u>	<u>81,500</u>	<u>81,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
TRANSPORTATION							
Street surfacing (per approved list)	1,325,000	2,005,000	1,305,000	-	700,000	-	-
Curb & Sidewalks	1,262,000	260,000	-	-	260,000	-	-
Drainage	-	140,000	140,000	-	-	-	-
Designated Highways	1,140,000	400,000	-	100,000	-	300,000	-
Design / Studies	60,000	60,000	60,000	-	-	-	-
Buildings	90,000	40,000	40,000	-	-	-	-
Fleet / Equipment	1,050,000	540,000	540,000	-	-	-	-
	<u>4,927,000</u>	<u>3,445,000</u>	<u>2,085,000</u>	<u>100,000</u>	<u>960,000</u>	<u>300,000</u>	<u>-</u>
RECREATION							
Trails	40,000	140,000	-	140,000	-	-	-
Connector trail		1,050,000	-	350,000		700,000	-
Equipment	7,500	80,000	80,000				-
	<u>47,500</u>	<u>1,270,000</u>	<u>80,000</u>	<u>490,000</u>	<u>-</u>	<u>700,000</u>	<u>-</u>
Total Capital Expenditures	<u>\$ 5,148,000</u>	<u>\$ 4,933,500</u>	<u>\$ 2,383,500</u>	<u>\$ 590,000</u>	<u>\$ 960,000</u>	<u>\$ 1,000,000</u>	<u>\$ -</u>
		\$ 4,933,500					



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UTILITY OPERATING FUND BUDGET 2018 HIGHLIGHTS

1. Total Revenue \$3,220,000
2. Revenue from sale of water of \$1,000,000; no change to water rates (base rate remains at \$1.15 per cubic metre and \$200 per annum fixed fee)
3. Revenue from sewerage services \$1,610,000; no change to sewer rates of \$370 per equivalent unit
4. Total operating expenses, including debt service charges increased by 2.9% to \$2,523,000

- Expenses:

Water Supply	\$ 886,000
Sewer Collection and Disposal	778,500
Fiscal Services	858,500
Total	<u>\$ 2,523,000</u>

- Revenue:

Sale of Water	\$ 1,000,000
Sewerage services	1,610,000
Other Revenue	610,000
	<u>\$ 3,220,000</u>

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Town of Rothesay

2017 November 27 Open Session FINAL_011

2018 UTILITY OPERATING FUND BUDGET

	2017 Outlook	2017 Budget	2018 Budget
REVENUE			
1 Sale of Water	\$ 1,000,000	\$ 980,000	\$ 1,000,000
2 Water Connection Fees	40,000	35,000	35,000
3 Meter and Non-Hookup Fees	37,500	37,500	35,000
4 Water Supply for Fire Protection	375,000	375,000	380,000
5 Sewerage Services	1,615,578	1,600,000	1,610,000
6 Sewer Connection Fees	30,000	25,000	25,000
7 Development infrastructure-			
8 Interest Earned	67,500	47,500	50,000
9 Transfer from operating reserve			
10 Prior Years surplus	28,535	28,535	21,125
11 Local improvement levy	59,073	59,000	59,000
12 Misc Revenue	6,814	2,465	4,875
TOTAL REVENUE	\$ 3,260,000	\$ 3,190,000	\$ 3,220,000

EXPENDITURES

WATER SUPPLY			
13 Share of Overhead Expenses	\$ 368,000	\$ 368,000	374,000
14 Profess. Fees/Legal/Training	15,000	15,000	13,000
15 Purification/Treatment	310,000	310,000	336,000
16			
17 Water Purchased	500	1,000	500
18 Trans/Distribution	92,000	92,300	96,000
19 Power & Pumping	40,000	48,000	43,000
20 Billing and Collections	5,000	3,000	5,000
21 Other Expenses	10,000	18,000	18,500
TOTAL WATER SUPPLY	\$ 840,500	\$ 855,300	886,000

SEWERAGE COLLECTION AND DISPOSAL			
22 Share of Overhead Expenses	\$ 552,000	\$ 552,000	566,000
23 Profess. Fees/Legal/Training	29,000	29,000	25,000
24 Collection System	80,000	87,800	84,000
25 Lift Stations	27,500	29,000	40,000
26 Treatment/Disposal	55,000	65,450	56,000
27 Other Expenses	10,000	5,500	7,431
TOTAL SEWERAGE COLL & DISP	\$ 753,500	\$ 768,750	778,431

\$ 1,594,000 \$ 1,624,050 \$ 1,664,431

FISCAL SERVICES			
28 Interest on Short Term Loans	\$ 10,000	\$ 65,000	25,000
29 Interest on Long Term Debt- Water	218,994	218,994	202,773
30 Interest on Long Term Debt- Sewer	55,182	55,182	83,445
31 Principal Repayment- Water	410,213	410,213	424,532
32 Principal Repayment- Sewer	76,560	76,560	122,820
	770,949	825,949	858,569
33 Trf to Reserves - connect fees	70,000	60,000	60,000
34 Trf to Reserves-Dev infrastruc.			
35 Trsfr to Reserve Accts - other	-	80,000	
36 Capital Fund	750,000	600,000	637,000
37 Prev Yrs Deficits			
TOTAL FISCAL SERVICES	\$ 1,590,949	\$ 1,565,949	\$ 1,555,569

TOTAL EXPENSES	\$ 3,184,949	\$ 3,189,999	\$ 3,220,000
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NET INCOME (LOSS)	\$ 75,051	\$ 0	\$ 0
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UTILITY CAPITAL FUND BUDGET 2018 – HIGHLIGHTS

1. Capital Budget totals \$5.1 million;
2. The water budget of \$852,000 includes annual water supply development, water plant treatment membranes and tentative projects on Hillview Crescent, Shadowhill Court and Hampton Road. The water projects are dependent upon obtaining appropriate funding.
3. The sewer budget of \$4,235,000 includes completion of the first phase of the waste water treatment facility upgrades which includes improvements to sewer lines and lift stations. preliminary design of the treatment facility (subject to external funding), and replacement of sewer lines in the area of Iona Ave and Eriskay Drive.

Town of Rothesay

UTILITY CAPITAL PLAN - 2018

WATER CAPITAL PLAN - 2018

	2018	Capital Reserves	Grants	Gas Tax Infrastructure	Operating	Borrow
New treatment membranes	200,000				200,000	
water quantity	100,000				100,000	
SCBA equipment for Treatment room	15,000				15,000	
Hampton Road (DH)	75,000				75,000	
Backup power at plant -emergency panels	12,000				12,000	
Hillsview/Shadow Hill Watermain	450,000	250,000			200,000	
	852,000	250,000	-	-	602,000	-

SEWER CAPITAL PLAN - 2018

Iona Eriskay sewer	300,000			300,000	-	
RF SCADA changeover	35,000				35,000	
WWTF completion of Phase 1	2,500,000		1,666,667			833,333
WWTF Phase 2 design	1,400,000		933,333			466,667
	4,235,000	-	2,600,000	300,000	35,000	1,300,000
TOTAL CAPITAL 2018	5,087,000	250,000	2,600,000	300,000	637,000	1,300,000