



ROTHESAY
SPECIAL COUNCIL MEETING
Rothesay Town Hall
Tuesday, November 26, 2019
7:00 pm



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- 1. APPROVAL OF AGENDA**
 - 2. New Business – DRAFT 2020 Rothesay Budgets**
 - 2.1 2020 Utility Fund Capital Budget
 - 2.2 2020 Utility Fund Operating Budget
 - 2.3 2020 General Fund Capital Budget
 - 2.4 2020 General Fund Operating Budget
 - 3. NEXT MEETING**

Monday, December 9, 2019
 - 4. ADJOURNMENT**



UTILITY CAPITAL FUND BUDGET 2020 – HIGHLIGHTS

1. Capital Budget totals \$3.675 million;
2. The water budget of \$900,000 includes annual water supply development, replacement water line on Station Road and a tentative project on Shadowhill Court. The water projects are dependent upon obtaining appropriate funding.
3. The sewer budget of \$2,775,000 includes preliminary design of the treatment facility (subject to external funding), and replacement of sewer lines in the area of Turnbull Court.

Rothesay

UTILITY CAPITAL PLAN - 2020

WATER CAPITAL PLAN - 2020

	2020	Capital Reserves	Grants	Gas Tax Infrastructure	Operating	Borrow
Production wells	\$ 250,000				250,000	
Station Road cast iron water line replacement	250,000			250,000		
ShadowHill Court water line repalcement	400,000	200,000				200,000
	\$ 900,000	200,000	-	250,000	250,000	200,000

SEWER CAPITAL PLAN - 2020

Asphalt related sewer work, same as 2019	\$ 100,000				100,000	
Turnbull Ct sewer replacement -Taylor Brook sewer drill	1,000,000			325,000	175,000	500,000
Conversion to digital radio	65,000				65,000	
Turnbull Court design/engineering	110,000				110,000	
WWTF Phase 2 design	1,500,000		1,000,000			500,000
	\$ 2,775,000	-	1,000,000	325,000	450,000	1,000,000
TOTAL CAPITAL 2020	\$ 3,675,000	200,000	1,000,000	575,000	700,000	1,200,000



UTILITY OPERATING FUND BUDGET 2020 HIGHLIGHTS

1. Total Revenue \$3,2400,000
2. Revenue from sale of water of \$1,100,000; 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 \$1,650,000; no change to sewer rates of \$370 per equivalent unit
4. Total operating expenses, including debt service charges increased by 3.1% to \$2,630,000

- **Expenses:**

Water Supply	\$ 955,250
Sewer Collection and Disposal	868,000
Fiscal Services	<u>806,750</u>
Total	<u>\$ 2,630,000</u>

- **Revenue:**

Sale of Water	\$ 1,100,000
Sewerage services	1,650,000
Other Revenue	<u>650,000</u>
	<u>\$ 3,400,000</u>

Town of Rothesay

2019 November 26 Special Budget Meeting FINAL_005

2020 UTILITY OPERATING FUND BUDGET

	YE Outlook	2019 Budget	2020 Budget
REVENUE			
1 Sale of Water	\$ 1,130,000	\$ 1,050,000	\$ 1,100,000
2 Water Connection Fees	88,000	45,000	45,000
Development infrastructure-Water			
3 Meter and Non-Hookup Fees	51,164	42,100	47,200
4 Water Supply for Fire Protection	325,000	325,000	325,000
5 Sewerage Services	1,647,000	1,610,000	1,650,000
6 Sewer Connection Fees	30,000	25,000	25,000
7 Infrastructure grants	169,000		
8 Interest Earned	90,000	50,000	65,000
9 Transfer from operating reserve			
10 Prior Years surplus	11,713	11,713	80,211
11 Local improvement levy	61,743	59,000	62,000
12 Misc Revenue	5,380	2,187	589
TOTAL REVENUE	\$ 3,609,000	\$ 3,220,000	\$ 3,400,000

EXPENDITURES

WATER SUPPLY			
13 Share of Overhead Expenses	400,000	400,000	400,000
14 Profess. Fees/Legal/Training	11,500	11,500	11,500
15 Purification/Treatment	400,000	357,000	360,000
16 Water Purchased	750	600	750
17 Trans/Distribution	112,000	112,000	112,000
18 Power & Pumping	50,000	42,000	50,000
19 Billing and Collections	3,000	4,000	3,000
20 Other Expenses	14,000	12,000	18,000
TOTAL WATER SUPPLY	\$ 991,250	\$ 939,100	\$ 955,250

SEWERAGE COLLECTION AND DISPOSAL			
21 Share of Overhead Expenses	600,000	600,000	600,000
22 Profess. Fees/Legal/Training	19,000	19,000	13,000
23 Collection System	84,000	84,000	84,000
24 Lift Stations	60,000	42,000	65,000
25 Treatment/Disposal	92,000	92,000	92,000
26 Other Expenses (study)	35,000	7,502	14,000
TOTAL SEWERAGE COLL & DISP	890,000	844,502	868,000

\$ 1,881,250 \$ 1,783,602 \$ 1,823,250

FISCAL SERVICES			
27 Interest on Short Term Loans		-	
28 Interest on Long Term Debt- Water	217,958	217,958	175,224
29 Interest on Long Term Debt- Sewer	89,494	89,494	124,152
30 Principal Repayment- Water	327,357	327,357	304,060
31 Principal Repayment- Sewer	108,780	108,780	179,075
32 New Debenture	36,411	22,809	24,238
33	780,000	766,398	806,750
34			
35 Trf to Reserves - connect fees	118,000	70,000	70,000
36 Trf to Reserves-Dev infrastruc.			
37 Trsfr to Reserve Accts - other			
38 Capital Fund	700,000	600,000	700,000
39 Prev Yrs Deficits			
TOTAL FISCAL SERVICES	\$ 1,598,000	\$ 1,436,398	\$ 1,576,750

TOTAL EXPENSES	\$ 3,479,250	\$ 3,220,000	\$ 3,400,000
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NET INCOME (LOSS)	\$ 129,750	\$ (0)	\$ 0
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GENERAL CAPITAL FUND BUDGET 2020 – HIGHLIGHTS

1. Total Capital Budget of \$6.075 million
2. Projects funded by operating revenue, Gas Tax and reserves, grants, and debt.
3. **Transportation**
 - Street surfacing of \$1.2 million (includes asphalt and micro-sealing)
 - Storm water management plan (\$300,000)
 - Sidewalk/curb projects (\$305,000)
 - Designated Highway and related sidewalk of \$1,130,000 contingent upon Provincial funding
 - Fleet replacement plan includes \$615,000 to replace equipment
4. **Recreation**
 - Scribner Field replacement \$550,000 (subject to further planning)
 - Arena renovation (first phase) - \$1,000,000 (subject to further planning)
5. **Protective Services**
 - Rothesay share of fire equipment, including vehicles and building, of \$480,000
6. **General Government**
 - Town Hall elevator (\$140,000)

Town of Rothesay

Capital Plan Summary
General Fund

2020

Services

	Total	Operating	Reserves	Gas Tax	Grants	Borrow
GENERAL GOVERNMENT						
Building (Town Hall)	170,000	170,000	-	-	-	-
IT (MS Office/Server/Laptops)	45,000	45,000	-	-	-	-
	215,000	215,000	-	-	-	-
PROTECTIVE (Fire Dept)	480,000	112,500	-	-	-	367,500
	480,000	112,500	-	-	-	367,500
TRANSPORTATION						
Street surfacing (per approved list)	1,200,000	800,000	-	400,000	-	-
Curb & Sidewalks	305,500	145,000	-	160,500	-	-
Drainage	-	-	-	-	-	-
Designated Highways	1,130,000	282,500	-	-	847,500	-
Design / Studies	400,000	400,000	-	-	-	-
Fleet / Equipment	615,000	615,000	-	-	-	-
	3,650,500	2,242,500	-	560,500	847,500	-
RECREATION						
Scribner Ball Field Replacement	550,000					550,000
Parks Equipment	50,000	50,000				
Trails	50,000	50,000				
Fleet Replacement	60,000	60,000				
Arena Compressor & Condenser Overhaul	20,000	20,000				
Arena Renovations	1,000,000			1,000,000		
	1,730,000	180,000	-	1,000,000	-	550,000
Total Capital Expenditures	\$ 6,075,500	\$ 2,750,000	\$ -	\$ 1,560,500	\$ 847,500	\$ 917,500



GENERAL OPERATING FUND BUDGET 2020 – HIGHLIGHTS

1. Total Operating Budget \$18.325 million an increase of 2.7% over the 2019 budget
2. 2.8% increase in aggregate property tax assessments
3. No change to the tax rate (**remains at** \$1.24 per \$100 of assessment)
4. **General Government** includes the administrative costs, insurance and other overhead expenditures and has an increase of approximately 2.2%
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 2019 budget of 4.7% to reflect 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	\$ 2,309,000	12.6%
Protective Services	\$ 5,331,000	29.1%
Transportation Services	\$ 3,607,000	19.7%
Environmental Health Services	\$ 658,000	3.6%
Environmental Development (planning)	\$ 606,000	3.3%
Recreation and Cultural Services	\$ 2,113,000	11.5%
Fiscal Services (P&I)	\$ 951,000	5.2%
Capital Expenditures	\$ 2,750,000	15.0%

Town of Rothesay

General Fund Master Budget 2020

	Year End Outlook	Budget 2019	Budget 2020	
REVENUE				
Warrant of Assessment	\$ 16,043,021	\$ 16,043,020	\$ 16,492,464	2.80%
Sale of Services	419,508	403,043	410,300	
Services to Province of New Brunswick	60,000	60,000	60,000	
Other Revenue from Own Sources	348,422	184,240	108,150	
Unconditional Grant	122,190	122,190	128,335	
Conditional Transfers	41,373	26,500	26,500	
Other Transfers	1,001,006	1,001,006	1,099,251	
	<u>\$ 18,035,521</u>	<u>\$ 17,840,000</u>	<u>\$ 18,325,000</u>	
EXPENSES				
General Government Services	2,223,380	2,260,215	2,308,843	2.15%
Protective Services	5,146,938	5,038,809	5,331,346	5.81%
Transportation Services	3,575,295	3,444,029	3,606,766	4.73%
Environmental Health Services	619,271	645,000	658,000	2.02%
Environmental Development	564,974	649,680	605,940	-6.73%
Recreation & Cultural Services	2,033,012	2,049,911	2,112,991	3.08%
	<u>14,162,869</u>	<u>14,087,643</u>	<u>14,623,887</u>	
Fiscal Services	3,741,641	3,752,357	3,701,113	
	<u>\$ 17,904,510</u>	<u>\$ 17,840,000</u>	<u>\$ 18,325,000</u>	
Surplus (Deficit) for the Year	\$ 131,011	-\$ 0	\$ 0	

2019November26SpecialBudgetMeetingFINAL_010

	Year End Outlook	Budget 2019	Budget 2020
REVENUE			
Sale of Services			
Bill McGuire Memorial Centre	25,000	30,000	20,000
Town Hall Rent	60,467	50,000	73,000
Boat Club & Soccer Building Rent	12,351	8,565	12,000
Fox Farm Rent	4,900	-	10,200
Arena Revenue	229,245	245,678	220,800
Community Garden	820	1,300	1,000
Recreation Programs	86,726	67,500	73,300
	\$ 419,508	\$ 403,043	\$ 410,300
Other Revenue from Own Sources			
Licenses & Permits	86,010	95,000	75,000
Special Payment	-	-	-
Fire Department Administration	12,000	-	12,000
Interest	49,697	5,000	10,000
Miscellaneous	200,000	8,540	10,150
Sale of Assets	-	-	-
Recycling Dollies, & Lids	700	-	1,000
History Book Sales	15	-	-
Transfer from operating reserve	-	75,700	-
	\$ 348,422	\$ 184,240	\$ 108,150
Conditional Transfers			
Canada Day Grant	2,000	1,500	1,500
Grant - Other	39,373	25,000	25,000
	\$ 41,373	\$ 26,500	\$ 26,500
Other Transfers			
Surplus of 2nd Previous Year	1,006	1,006	99,251
Utility Fund Transfer	1,000,000	1,000,000	1,000,000
	\$ 1,001,006	\$ 1,001,006	\$ 1,099,251

2019November26SpecialBudgetMeetingFINAL_011

	Year End Outlook	Budget 2019	Budget 2020
EXPENSES			
General Government Services			
Legislative			
Mayor	42,500	42,500	47,000
Councillors	120,600	121,100	136,100
Regional Service Commission 9	6,683	7,000	7,000
UMNB-FCM Local Gov'ts for Sustainability	-	-	-
Other	4,500	8,500	13,500
	<u>\$ 174,283</u>	<u>\$ 179,100</u>	<u>\$ 203,600</u>
Administrative			
Office Building	151,041	136,500	155,000
Solicitor	20,000	50,000	50,000
Administration - Wages & Benefits	1,018,400	1,063,300	1,081,656
Supplies	126,000	114,000	109,700
Professional Fees	28,000	55,000	30,000
Other	188,521	159,319	159,729
	<u>\$ 1,531,962</u>	<u>\$ 1,578,119</u>	<u>\$ 1,586,085</u>
Other General Government Services			
Community Communications	10,000	10,000	10,000
Civic Relations	500	4,000	2,000
Insurance	185,839	190,000	195,131
Donations	40,000	40,000	35,000
Cost of Assessment	250,996	250,996	258,027
Property Taxes - L.P.P.	11,800	8,000	15,000
Fox Farm Rental Expenses	18,000	-	4,000
	<u>\$ 517,135</u>	<u>\$ 502,996</u>	<u>\$ 519,158</u>
	<u>\$ 2,223,380</u>	<u>\$ 2,260,215</u>	<u>\$ 2,308,843</u>

2019November26SpecialBudgetMeetingFINAL_012

	Year End Outlook	Budget 2019	Budget 2020
Protective Services			
Police			
Police Protection	2,545,120	2,427,120	2,581,645
Crime Stoppers	2,800	2,800	2,800
	<u>\$ 2,547,920</u>	<u>\$ 2,429,920</u>	<u>\$ 2,584,445</u>
 Fire			
Fire Protection	2,107,018	2,105,864	2,225,646
Water Costs Fire Protection	325,000	325,000	325,000
	<u>\$ 2,432,018</u>	<u>\$ 2,430,864</u>	<u>\$ 2,550,646</u>
 Emergency Measures			
911 Communications Centre	148,525	148,525	156,755
EMO Director/Committee	1,000	10,000	20,000
	<u>\$ 149,525</u>	<u>\$ 158,525</u>	<u>\$ 176,755</u>
 Other			
Animal & Pest Control	7,474	9,500	9,500
Other	10,000	10,000	10,000
	<u>\$ 17,474</u>	<u>\$ 19,500</u>	<u>\$ 19,500</u>
 Total Protective Services	<u>\$ 5,146,938</u>	<u>\$ 5,038,809</u>	<u>\$ 5,331,346</u>

2019November26SpecialBudgetMeetingFINAL_013

	Year End Outlook	Budget 2019	Budget 2020
Transportation Services			
Common Services			
Administration (Wages & Benefits)	1,701,629	1,776,862	1,810,279
Workshops, Yards & Equipment	589,499	594,104	693,723
Engineering	10,000	7,500	7,500
	<u>\$ 2,301,128</u>	<u>\$ 2,378,466</u>	<u>\$ 2,511,502</u>
Street Cleaning & Flushing	30,000	40,000	40,000
Roads & Streets	60,000	65,000	55,000
Crosswalks & Sidewalks	20,300	20,563	21,063
Culverts & Drainage Ditches	70,000	65,000	67,500
Snow & Ice Removal	594,435	554,000	602,000
	<u>\$ 774,735</u>	<u>\$ 744,563</u>	<u>\$ 785,563</u>
Street Lighting	139,950	145,000	130,000
2018 Flood Costs	62,306	-	-
2019 Flood Costs	152,409	-	-
Traffic Services			
Street Signs	5,000	12,000	8,000
Traffic Lanemarking	26,000	30,000	30,000
Traffic Signals	15,000	40,000	40,000
Railway Crossing	20,619	20,000	24,000
	<u>\$ 66,619</u>	<u>\$ 102,000</u>	<u>\$ 102,000</u>
Public Transit			
Public Transit - Comex Service	70,149	66,000	71,201
KV Committee for the Disabled	5,500	5,500	4,000
Public Transit - Other	2,500	2,500	2,500
	<u>\$ 78,149</u>	<u>\$ 74,000</u>	<u>\$ 77,701</u>
Total Transportation Services	<u>\$ 3,575,295</u>	<u>\$ 3,444,029</u>	<u>\$ 3,606,766</u>

2019November26SpecialBudgetMeetingFINAL_014

	Year End Outlook	Budget 2019	Budget 2020
Environmental Health Services			
Solid Waste Disposal Land Fill	177,191	195,000	195,000
Solid Waste Disposal Compost	27,520	25,000	36,000
Solid Waste Collection	278,233	290,000	290,000
Clean Up Campaign	40,000	40,000	40,000
Curbside Recycling	96,328	95,000	97,000
	\$ 619,271	\$ 645,000	\$ 658,000
Environmental Development Services			
Planning & Zoning			
Administration	413,066	460,200	456,460
Planning Projects	50,000	85,000	45,000
Heritage Committee	-	2,500	2,500
	\$ 463,066	\$ 547,700	\$ 503,960
Economic Development Comm.			
Tourism	98,780	98,780	98,780
	3,129	3,200	3,200
	\$ 101,909	\$ 101,980	\$ 101,980
	\$ 564,974	\$ 649,680	\$ 605,940

2019November26SpecialBudgetMeetingFINAL_015

	Year End Outlook	Budget 2019	Budget 2020
Recreation & Cultural Services			
Administration	268,824	259,500	263,960
Beaches	45,883	39,000	45,500
Rothsay Arena	308,929	332,680	335,434
Memorial Centre	56,068	57,000	61,000
Summer Programs	64,207	61,000	62,000
Parks & Gardens	590,566	585,700	586,554
Playgrounds and Fields	97,000	110,000	115,000
Common operations	51,729	48,335	57,672
Special Events	29,642	36,000	39,500
PRO Kids	7,500	7,500	7,500
sub total	1,520,348	1,536,715	1,574,119
Kennebecasis Public Library	85,068	85,065	86,144
Regional Facilities Commission	427,096	427,095	451,692
Rothsay Living Museum	500	1,035	1,035
	<u>\$ 2,033,012</u>	<u>\$ 2,049,910</u>	<u>\$ 2,112,991</u>

2019November26SpecialBudgetMeetingFINAL_016

	Year End Outlook	Budget 2019	Budget 2020
Fiscal Services			
Debt Charges			
Interest	198,641	198,857	173,113
Debenture Payments	1,033,000	1,033,000	778,000
	<u>\$ 1,231,641</u>	<u>\$ 1,231,857</u>	<u>\$ 951,113</u>
 Transfers To:			
Capital Fund for Capital Expenditures	2,500,000	2,390,500	2,750,000
Reserve Funds	-	120,000	-
Town Hall Reserve Transfer	10,000	10,000	-
	<u>\$ 2,510,000</u>	<u>\$ 2,520,500</u>	<u>\$ 2,750,000</u>
	<u>\$ 3,741,641</u>	<u>\$ 3,752,357</u>	<u>\$ 3,701,113</u>