

# **THE CITY OF PRINCE ALBERT**



## **GENERAL FUND**

### **2017 SUPPLEMENTARY BUDGET**

# 2017 General Fund Supplementary Budget Report

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## SECTION ONE – EXECUTIVE SUMMARY



City of  
**Prince  
Albert**

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**Executive Summary**

As a result of cuts to municipal funding in the 2017-2018 Provincial Government budget estimated at \$2,109,690, the City of Prince Albert must reevaluate the 2017 General Fund Budget to accommodate the reductions in funding. The impact of the reduced provincial funding to the City is as follows:

1. SaskPower Grant in Lieu funding of \$1,638,400 annually, with the net impact to the 2017 Budget anticipated at \$1,233,400.
2. SaskEnergy and TransGas Surcharge funding of \$844,550 annually, with a net impact to the 2017 Budget anticipated at \$488,290.
3. Provincial Revenue Sharing funding of \$6,769,895, with a net impact to the 2017 Budget of \$388,000 as a result of the 2016 Census. The PST revenue generated for 2016-2017 is anticipated to decrease further, which will negatively affect the City's 2018 Budget.

The reduced funding from the Provincial Government only affects the General Fund as all funding cut was recorded in General Government revenue. The funding reductions have little impact on the City's Utility, Sanitation and Airport budgets.

A Summary of the Proposed 2017 General Fund Budget Changes can be found below:

<b>Net Changes for the 2017 Budget</b>	<b>Proposed Revision</b>	<b>Further Detail</b>
General Government (Includes Provincial Revenue Reduction)	\$ 1,956,090	Page 8
Corporate Services	(28,060)	Page 9
Financial Services	(101,450)	Page 10
City Manager	(60,900)	Page 11
Fire Department	(43,820)	Page 12
Community Services	(168,280)	Page 13
Public Works	(80,020)	Page 15
Planning and Development Services	(30,180)	Page 16
Police Department	(200,000)	Page 17
	1,243,380	
<b>Other Balancing Adjustments</b>		
Transfer from 2016 Fiscal Surplus	(1,000,000)	
Reduction in Reserve Transfers	(308,740)	
	\$ (65,360)	
Balanced Budget - (Surplus) Deficit	\$ (65,360)	



During the City of Prince Albert 2017 Budget deliberations, a number of areas were examined for both revenue and expense improvements. For example, the Public Works department 2017 Budget decreased by \$242,000 when compared to the 2016 Budget. With respect to costs per property for City operation, they are as follows:

Description	Police Services	Fire Services	Public Works	Community Services
Net Deficit <sup>1</sup>	(\$14,812,000)	(\$6,788,800)	(\$8,876,100)	(\$8,850,800)
Total Properties	12,984	12,984	12,984	12,984
Average Cost per Property	(\$1,141) <sup>2</sup>	(\$523) <sup>3</sup>	(\$684)	(\$682)

Notes:

1. Numbers presented are based on the 2016 unaudited financial numbers.
2. Comparable cost per property for Police in Saskatoon is \$911 per property and \$592 per property in Moose Jaw.
3. Comparable cost per property for Fire Services in Saskatoon is \$500 and \$425 per property in Moose Jaw.

With respect to revenues received from the Provincial Government over the last five years, the summary is as follows:

2012	2013	2014	2015	2016
\$17,510,520	\$19,021,510	\$19,467,800	\$19,721,240	\$19,618,330

Summary of proposed changes to the 2017 Budget area as follows:

- Increased Parking Fees and Tickets – 50 percent of parking revenue received from the City comes from non-City residents. Estimated revenue increase for 2017 is \$83,430, effective July 1st. The proposed increases are:
  - Metered parking rate increase from \$1.00 to \$1.25, municipal comparators are Moose Jaw - \$1.50 and Saskatoon at \$2.00. Revenue would increase \$112,500 annually.
  - Early Pay Parking Ticket increase from \$10 to \$15, Saskatoon is at \$20. Revenue would increase \$54,180 annually.
  - SIAST Polytechnic Parking Lot fee increase from \$60 to \$65 per month would generate an additional \$5,000 more per year.
- Reduce budgeted wage increase to 1 percent for 2017 for Out-of-Scope and Union increases, which is a \$133,600 reduction to the original 2017 Budget.
- Operational savings of \$125,000 through increased competition for City business on janitorial services, supplies, utility costs and improved partnerships.
- \$1,000,000 in reserve transfer from the 2016 Surplus into the 2017 Budget to reduce the funding reduction on the 2017 Budget. This is a one-time transfer.

Further improvement opportunities in 2017 are as follows:

1. City Cell Phones – a request for proposal has been issued whereby the City is participating with other cities and towns to determine if improvements in cell phone and mobility costs can be obtained.
2. LED Lighting Investments – as a result of the LED lighting investment in City Hall of \$6,000 and the Emergency Communication Centre moving out, an estimated \$10,000 will be removed from power expenses for City Hall or 27 percent. Most City facilities are utilizing older technology for lighting and a strategic investment in lighting for City facilities could yield savings which would reduce negative fiscal impacts anticipated for 2018 and 2019. For example, a \$60,000 investment in lighting at the Alfred Jenkins Field House would yield approximately \$16,000 savings in power annually plus materials and labor savings for existing lights.



3. Fuel Tank Investment – installing fuel tank(s) at the Municipal Service center at a cost of \$127,000 would generate approximately \$50,000 in annualized savings and improve labor productivity. Fuel distributors offer a 3 to 4 cent discount per liter for tanks installed at a customer’s location versus a standard cardlock. The appropriate control measures are included in the \$127,000 investment.

**Note:** These further improvement opportunities are not included in the revised 2017 Budget Document.

New permanent employment positions requested in the 2017 General Fund Budget were:

- a. 2 - Police Constable Positions -**\$110,310** (Full impact in 2018)
- b. 1 - Police IT Staff Position - **\$61,450**
- c. 1 - Bylaw Community Safety Officer -**\$71,870**
- d. 1 – Communication Strategist Position (Split between PA Police and City Hall) -**\$101,160**
- e. 1 – GIS Supervisor Position (City Hall) - **\$85,200**
- f. 1 – Taxation Assessment Assessor (City Hall) - **\$77,260**
- g. 1 - Recreation Programmer (Alfred Jenkins Field House) - **\$34,220**
- h. 1 – Maintenance Position (Community Clubs) - **\$12,430**



## SECTION TWO – CONSOLIDATED OPERATING BUDGET



City of  
**Prince  
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**CONSOLIDATED OPERATING BUDGET**

	<b>2017 Approved Budget</b>	<b>Proposed Revision</b>	<b>2017 Final Budget</b>
<b>REVENUES</b>			
Taxation	\$ (35,713,020)	\$ (20,000)	\$ (35,733,020)
User Charges and Fees	(11,918,730)	(86,430)	(12,005,160)
Operating Grants and Donations	(11,256,710)	388,000	(10,868,710)
Grants in Lieu of Taxes	(9,691,890)	1,721,690	(7,970,200)
Interest and Penalties	(718,600)	-	(718,600)
Sundry	(623,740)	-	(623,740)
<b>Total Revenues</b>	<b>(69,922,690)</b>	<b>2,003,260</b>	<b>(67,919,430)</b>
<b>EXPENSES</b>			
Council Remuneration	398,070	-	398,070
Salaries Wages and Benefits	42,655,530	(389,040)	42,266,490
Contracted and General Services	6,814,000	(180,000)	6,634,000
Financial Charges	113,840	-	113,840
Grants and Donations	968,460	-	968,460
Utilities	2,483,600	(10,000)	2,473,600
Interest on Long Term Debt	12,930	-	12,930
Fleet Expenses	2,728,770	(34,200)	2,694,570
Maintenance Materials and Supplies	6,097,060	(146,640)	5,950,420
Insurance	434,330	-	434,330
Bad Debt Expense	220,500	-	220,500
<b>Total Expenses</b>	<b>62,927,090</b>	<b>(759,880)</b>	<b>62,167,210</b>
<b>Operating (Surplus) Deficit</b>	<b>(6,995,600)</b>	<b>1,243,380</b>	<b>(5,752,220)</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
Capital Revenues	(10,000)	-	(10,000)
Interfund Transfers	(2,662,290)	-	(2,662,290)
<b>Capital and Interfund Transactions</b>	<b>(2,672,290)</b>	<b>-</b>	<b>(2,672,290)</b>
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>(9,667,890)</b>	<b>1,243,380</b>	<b>(8,424,510)</b>
Capital Budget	5,582,000	-	5,582,000
Reserve Allocations including Police Reserves	4,479,660	(308,740)	4,170,920
Transfer from 2016 Fiscal Year Surplus	(435,000)	(1,000,000)	(1,435,000)
Loan Principal	41,230	-	41,230
<b>Total Allocations</b>	<b>9,667,890</b>	<b>(1,308,740)</b>	<b>8,359,150</b>
<b>Balanced Budget - (Surplus) Deficit</b>	<b>-</b>	<b>(65,360)</b>	<b>(65,360)</b>



## SECTION THREE – DEPARTMENT OPERATING BUDGETS



City of  
**Prince  
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**Department: GENERAL GOVERNMENT**  
**Fund: General Fund**

	2017 Approved Budget	Proposed Revision	2017 Final Budget
<b>REVENUES</b>			
Taxation	\$(35,713,020)	\$ (20,000)	\$(35,733,020)
Operating Grants and Donations	(7,158,300)	388,000	(6,770,300)
Grants in Lieu of Taxes	(9,691,890)	1,721,690	(7,970,200)
Interest and Penalties	(328,600)	-	(328,600)
Sundry	(102,000)	-	(102,000)
<b>Total Revenues</b>	<b>(52,993,810)</b>	<b>2,089,690</b>	<b>(50,904,120)</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	268,380	(133,600)	134,780
Financial Charges	40,200	-	40,200
Interest on Long Term Debt	7,330	-	7,330
Maintenance Materials and Supplies	33,360	-	33,360
Insurance	210,870	-	210,870
Bad Debt Expense	220,000	-	220,000
<b>Total Expenses</b>	<b>780,140</b>	<b>(133,600)</b>	<b>646,540</b>
<b>Operating (Surplus) Deficit</b>	<b>(52,213,670)</b>	<b>1,956,090</b>	<b>(50,257,580)</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
Interfund Transfers	(2,662,290)	-	(2,662,290)
Capital and Interfund Transactions	(2,662,290)	-	(2,662,290)
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>(54,875,960)</b>	<b>1,956,090</b>	<b>(52,919,870)</b>

- **(\$20,000)** increase in Taxation Revenue related to assessment corrections for various properties.
- **\$388,000** decrease in Operating Grants and Donations related a decrease in Provincial Revenue Sharing. The PST revenue generated for 2016-2017 is anticipated to decrease further, which will negatively affect the City's 2018 Budget.
- **\$1,721,690** decrease to Grants in Lieu of Taxes:
  - \$1,233,400 decrease in SaskPower Grant in Lieu funding.
  - \$483,650 decrease in SaskEnergy Surcharge funding.
  - \$4,640 decrease in TransGas Surcharge funding.
- **\$133,600** decrease in Salaries Wages and Benefits as a result of reducing the budgeted wage increase for out-of-scope and union staff to 1 percent for 2017.

**Note:** For the 2017 revised budget, Administration is also recommending **that an additional \$1 million be allocated from the 2016 Fiscal Surplus and the reserve allocation to the Future Infrastructure Reserve be reduced by \$258,740 in order to balance the budget.**



Department: Corporate Services  
Fund: General Fund

	2017 Approved Budget	Proposed Revision	2017 Final Budget
<b>REVENUES</b>			
<b>EXPENSES</b>			
Salaries Wages and Benefits	\$ 746,850	\$ -	\$ 746,850
Contracted and General Services	55,000	-	55,000
Financial Charges	-	-	-
Maintenance Materials and Supplies	146,800	(28,060)	118,740
Total Expenses	948,650	(28,060)	920,590
Operating (Surplus) Deficit	948,650	(28,060)	920,590
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
TOTAL (SURPLUS) DEFICIT	948,650	(28,060)	920,590

- **(\$28,060)** decrease in Maintenance Materials and Supplies:
  - **(\$22,000)** decrease in budgeted advertising costs to be achieved as follows.
    - **(\$10,000)** anticipated savings from moving the entire City Page publication to the Rural Roots.
    - **(\$9,500)** anticipated savings from eliminating City Council meeting notices from the Daily Herald City Page.
    - **(\$2,500)** in additional savings from reducing the budget for promotional products.
  - **(\$2,500)** decrease in the budget for training, travel and accommodation.
  - **(\$2,000)** decrease in the budget for operating supplies from eliminating the Summer BBQ for staff.
  - **(\$1,000)** decrease in the budget for publications and subscriptions.
  - **(\$500)** decrease in the budget for memberships and dues.
  - **(\$60)** decrease in the budget for telephone due to a reduction in the subsidy paid to employees for using their own cell phone from \$40 to \$30 per month.



**Department: Financial Services**  
**Fund: General Fund**

	<b>2017 Approved Budget</b>	<b>Proposed Revision</b>	<b>2017 Final Budget</b>
<b>REVENUES</b>			
User Charges and Fees	\$ (620,000)	\$ (83,430)	\$ (703,430)
Interest and Penalties	(390,000)	-	(390,000)
Sundry	(84,000)	-	(84,000)
<b>Total Revenues</b>	<b>(1,094,000)</b>	<b>(83,430)</b>	<b>(1,177,430)</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	3,660,620	-	3,660,620
Contracted and General Services	6,700	-	6,700
Financial Charges	9,450	-	9,450
Interest on Long Term Debt	-	-	-
Fleet Expenses	33,660	-	33,660
Maintenance Materials and Supplies	643,050	(18,020)	625,030
<b>Total Expenses</b>	<b>4,353,480</b>	<b>(18,020)</b>	<b>4,335,460</b>
<b>Operating (Surplus) Deficit</b>	<b>3,259,480</b>	<b>(101,450)</b>	<b>3,158,030</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>3,259,480</b>	<b>(101,450)</b>	<b>3,158,030</b>

- **(\$83,430)** increase in User Charges and Fees related to parking revenue improvements. The proposed changes would come into effect July 1, 2017.
  - An increase in the per hour charge from \$1.00 to \$1.25. As a comparison, Saskatoon’s hourly meter rate is \$2 per hour.
  - An increase in the Saskatchewan Polytechnic monthly parking rate from \$60 to \$65.
  - An increase in the early pay parking ticket fine from \$10 to \$15. As a comparison, Saskatoon’s early pay parking ticket fine is \$20. In addition, 50 percent of the tickets written by the City are to non-residents.
- **(\$18,020)** decrease in Maintenance Materials and Supplies:
  - **(\$12,000)** decrease in the budget for training related to Asset Management and other areas.
  - **(\$4,000)** decrease in the budget for travel related to reduced training.
  - **(\$1,000)** decrease in the budget for office supplies.
  - **(\$1,020)** decrease in the budget for telephone due to a reduction in the subsidy paid to employees for using their own cell phone from \$40 to \$30 per month.



**Department:** City Manager, City Solicitor, City Clerk, Mayor & Council  
**Fund:** General Fund

	<b>2017 Approved Budget</b>	<b>Proposed Revision</b>	<b>2017 Final Budget</b>
<b>REVENUES</b>			
User Charges and Fees	\$ (1,800)	\$ -	\$ (1,800)
Sundry	(300)	-	(300)
<b>Total Revenues</b>	<b>(2,100)</b>	<b>-</b>	<b>(2,100)</b>
<b>EXPENSES</b>			
Council Remuneration	398,070	-	398,070
Salaries Wages and Benefits	1,248,540	-	1,248,540
Contracted and General Services	163,500	(50,000)	113,500
Financial Charges	-	-	-
Maintenance Materials and Supplies	125,070	(10,900)	114,170
<b>Total Expenses</b>	<b>1,935,180</b>	<b>(60,900)</b>	<b>1,874,280</b>
<b>Operating (Surplus) Deficit</b>	<b>1,933,080</b>	<b>(60,900)</b>	<b>1,872,180</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>1,933,080</b>	<b>(60,900)</b>	<b>1,872,180</b>

- **(\$50,000)** decrease in Contracted and General Services related to a reduction in the budget for outside legal services.
- **(\$10,900)** decrease in Maintenance Materials and Supplies:
  - **(\$10,540)** in the amount budgeted for the allocation of the 2016 net election costs over a four year period. Administration expensed the net cost of the election in 2016 and therefore the annual allocation is not required.
  - **(\$360)** decrease in the budget for telephone due to a reduction in the subsidy paid to employees for using their own cell phone from \$40 to \$30 per month.



**Department: Fire Department**  
**Fund: General Fund**

	<b>2017 Approved Budget</b>	<b>Proposed Revision</b>	<b>2017 Final Budget</b>
<b>REVENUES</b>			
User Charges and Fees	\$ (249,000)	\$ -	\$ (249,000)
Sundry	(47,300)	-	(47,300)
<b>Total Revenues</b>	<b>(296,300)</b>	<b>-</b>	<b>(296,300)</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	6,350,310	-	6,350,310
Contracted and General Services	50,400	-	50,400
Financial Charges	-	-	-
Utilities	39,860	-	39,860
Fleet Expenses	453,850	-	453,850
Maintenance Materials and Supplies	403,230	(43,820)	359,410
Insurance	2,970	-	2,970
<b>Total Expenses</b>	<b>7,300,620</b>	<b>(43,820)</b>	<b>7,256,800</b>
<b>Operating (Surplus) Deficit</b>	<b>7,004,320</b>	<b>(43,820)</b>	<b>6,960,500</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>7,004,320</b>	<b>(43,820)</b>	<b>6,960,500</b>

- **(\$43,820)** decrease in Maintenance Materials and Supplies:
  - **(\$10,000)** decrease in the budget for training as a result of a reduction in courses from third party providers.
  - **(\$9,600)** decrease as a result of postponing the hose and nozzle replacement program.
  - **(\$6,500)** decrease as a result of postponing the appliance and SCBA storage replacement program.
  - **(\$5,000)** decrease related to the reduction in the promotion of PA Alert.
  - **(\$4,000)** decrease as a result of postponing improvements to the Emergency Operations Centre.
  - **(\$2,540)** decrease in advertising related to a reduction in Fire Prevention materials.
  - **(\$2,440)** decrease in the budget for other equipment replacements.
  - **(\$2,000)** decrease in the budget for travel related to reduced training.
  - **(\$1,500)** decrease in the budget for Fire Recruitment as a result of postponing the recruiting session.
  - **(\$240)** decrease in the budget for telephone due to a reduction in the subsidy paid to employees for using their own cell phone from \$40 to \$30 per month.



**Department: Community Services**  
**Fund: General Fund**

	<b>2017 Approved Budget</b>	<b>Proposed Revision</b>	<b>2017 Final Budget</b>
<b>REVENUES</b>			
User Charges and Fees	\$ (4,292,680)	\$ (3,000)	\$ (4,295,680)
Operating Grants and Donations	(563,550)	-	(563,550)
Sundry	(390,140)	-	(390,140)
<b>Total Revenues</b>	<b>(5,246,370)</b>	<b>(3,000)</b>	<b>(5,249,370)</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	5,708,000	(34,220)	5,673,780
Contracted and General Services	1,573,460	(100,000)	1,473,460
Financial Charges	63,690	-	63,690
Grants and Donations	419,880	-	419,880
Utilities	1,222,760	(10,000)	1,212,760
Interest on Long Term Debt	-	-	-
Fleet Expenses	792,370	-	792,370
Maintenance Materials and Supplies	2,200,860	(21,060)	2,179,800
Insurance	187,110	-	187,110
<b>Total Expenses</b>	<b>12,168,130</b>	<b>(165,280)</b>	<b>12,002,850</b>
<b>Operating (Surplus) Deficit</b>	<b>6,921,760</b>	<b>(168,280)</b>	<b>6,753,480</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>6,921,760</b>	<b>(168,280)</b>	<b>6,753,480</b>

- **(\$3,000)** increase in User Charges and Fees related to an increase in the fees charged for Noxious Weeds from \$250 to \$400 per treatment. This fine is intended to be a deterrent more than a revenue generator.
- **(\$34,220)** decrease to Salaries Wages and Benefits from a decision to put the hiring of a new Recreation Programmer for the Alfred Jenkins Field House on hold until further notice. This was a new position approved by City Council for 2017.
- **(\$100,000)** decrease in Contracted and General Services for janitorial services related to the new contracts approved and effective for 2017.
- **(\$10,000)** decrease to Utilities due to updated forecasts which considered savings from the investment in LED lighting, the Emergency Communications Centre moving out of City Hall, and cost saving initiatives by the City.
- **(\$21,060)** decrease in Maintenance Materials and Supplies:
  - **(\$11,500)** decrease related to canceling spraying for tent caterpillars in 2017. The province has advised that spraying is usually ineffective as the source needs to ingest the chemical within 24 hours which there is no guarantee. Any amount of rainfall also causes the treatment to be ineffective.
  - **(\$5,000)** decrease in savings related to training, and operating expenses.
  - **(\$3,000)** decrease related to improved alarm monitoring costs.



- **(\$1,560)** decrease in the budget for telephone due to a reduction in the subsidy paid to employees for using their own cell phone from \$40 to \$30 per month.

**Note:** For the 2017 revised budget, Administration is also **recommending that the \$50,000 allocation** originally budgeted to be transferred to the Community Services Special Events Marketing Reserve be eliminated for 2017 due to fiscal restraints.

Department: **Public Works**  
Fund: **General Fund**

	2017 Approved Budget	Proposed Revision	2017 Final Budget
<b>REVENUES</b>			
User Charges and Fees	\$ (713,150)	\$ -	\$ (713,150)
Operating Grants and Donations	(524,200)	-	(524,200)
<b>Total Revenues</b>	<b>(1,237,350)</b>	<b>-</b>	<b>(1,237,350)</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	2,320,300	(20,700)	2,299,600
Contracted and General Services	1,886,190	(13,000)	1,873,190
Financial Charges	-	-	-
Utilities	1,094,420	-	1,094,420
Fleet Expenses	796,270	(34,200)	762,070
Maintenance Materials and Supplies	327,820	(12,120)	315,700
Insurance	17,540	-	17,540
<b>Total Expenses</b>	<b>6,442,540</b>	<b>(80,020)</b>	<b>6,362,520</b>
<b>Operating (Surplus) Deficit</b>	<b>5,205,190</b>	<b>(80,020)</b>	<b>5,125,170</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
Capital Revenues	(10,000)	-	(10,000)
Capital and Interfund Transactions	(10,000)	-	(10,000)
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>5,195,190</b>	<b>(80,020)</b>	<b>5,115,170</b>

- **(\$20,700)** decrease in Salaries Wages and Benefits:
  - **(\$19,200)** decrease related to the removal of the second street sweep in 2017.
  - **(\$1,500)** decrease in overtime budgeted for 2017 related to traffic lights
- **(\$13,000)** decrease in Contracted and General Services related to the budget for Sidewalks after a review of required funding for 2017.
- **(\$34,200)** decrease In Fleet Expenses related to the removal of the second street sweep in 2017.
- **(\$12,120)** decrease to Maintenance Materials and Supplies:
  - **(\$8,500)** decrease in granular materials as result of using gravel from Lily Plain, the expectation of fewer potholes to repair in 2017, and the expectation of less watermain breaks in 2017.
  - **(\$3,500)** decrease in the budget for operating supplies for traffic lanes and traffic signs due to the utilization of inventory left over from 2016.
  - **(\$120)** decrease in the budget for telephone due to a reduction in the subsidy paid to employees for using their own cell phone from \$40 to \$30 per month.

**Note:** Subsequent to the 2017 General Fund Budget being approved in December 2016, City Council made a decision to reduce the transit fees for certain groups. The impact of the reduction in transit fees is estimated to be approximately \$64,880. The loss of this revenue has not been included in this revised budget.



**Department: Planning and Development Services**  
**Fund: General Fund**

	<b>2017 Approved Budget</b>	<b>Proposed Revision</b>	<b>2017 Final Budget</b>
<b>REVENUES</b>			
User Charges and Fees	\$ (612,500)	\$ -	\$ (612,500)
Operating Grants and Donations	-	-	-
<b>Total Revenues</b>	<b>(612,500)</b>	<b>-</b>	<b>(612,500)</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	1,052,520	(520)	1,052,000
Contracted and General Services	31,500	(17,000)	14,500
Financial Charges	-	-	-
Fleet Expenses	13,990	-	13,990
Maintenance Materials and Supplies	74,220	(12,660)	61,560
Bad Debt Expense	500	-	500
<b>Total Expenses</b>	<b>1,172,730</b>	<b>(30,180)</b>	<b>1,142,550</b>
<b>Operating (Surplus) Deficit</b>	<b>560,230</b>	<b>(30,180)</b>	<b>530,050</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>560,230</b>	<b>(30,180)</b>	<b>530,050</b>

- **(\$520)** decrease in Salaries Wages and Benefits
- **(\$17,000)** decrease in Contracted and General Serves related to consulting services.
- **(\$12,660)** decrease in Maintenance Materials and Supplies:
  - **(\$12,480)** decrease related to savings in training, travel, materials and supplies.
  - **(\$180)** decrease in Maintenance Materials and Supplies due to a reduction in the subsidy paid to employees for using their own cell phone from \$40 to \$30 per month.



**Department:** Police Department  
**Fund:** General Fund

	<b>2017 Approved Budget</b>	<b>Proposed Revision</b>	<b>2017 Final Budget</b>
<b>REVENUES</b>			
User Charges and Fees	\$ (1,035,690)	\$ -	\$ (1,035,690)
Operating Grants and Donations	(3,010,660)	-	(3,010,660)
<b>Total Revenues</b>	<b>(4,046,350)</b>	<b>-</b>	<b>(4,046,350)</b>
<b>EXPENSES</b>			
Salaries Wages and Benefits	17,676,070	(200,000)	17,476,070
Contracted and General Services	282,000	-	282,000
Financial Charges	500	-	500
Utilities	126,560	-	126,560
Interest on Long Term Debt	5,600	-	5,600
Fleet Expenses	638,630	-	638,630
Maintenance Materials and Supplies	1,380,590	-	1,380,590
Insurance	15,840	-	15,840
<b>Total Expenses</b>	<b>20,125,790</b>	<b>(200,000)</b>	<b>19,925,790</b>
<b>Operating (Surplus) Deficit</b>	<b>16,079,440</b>	<b>(200,000)</b>	<b>15,879,440</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>16,079,440</b>	<b>(200,000)</b>	<b>15,879,440</b>

**Note:** The Police department has been requested to reduce its operating budget by \$200,000. For purposes of this 2017 Supplementary Budget Report this reduction has been reflected in Salaries Wages and Benefits but it will be up to the Police Department to determine where reductions will be made.



**Department:** External Agencies  
**Fund:** General Fund

	<b>2017 Approved Budget</b>	<b>Proposed Revision</b>	<b>2017 Final Budget</b>
<b>REVENUES</b>			
<b>EXPENSES</b>			
Contracted and General Services	\$ 2,757,340	\$ -	\$ 2,757,340
Grants and Donations	548,580	-	548,580
<b>Total Expenses</b>	<b>3,305,920</b>	<b>-</b>	<b>3,305,920</b>
<b>Operating (Surplus) Deficit</b>	<b>3,305,920</b>	<b>-</b>	<b>3,305,920</b>
<b>CAPITAL AND INTERFUND TRANSACTIONS</b>			
<b>TOTAL (SURPLUS) DEFICIT</b>	<b>3,305,920</b>	<b>-</b>	<b>3,305,920</b>

