

**Finance Committee Meeting
February 5, 2019**

On Table Items

Item Type	Date	Item No.	Item Name	Reason For On-Table Distribution
Presentation	February 5, 2019	4.2	Draft 2019-2023 Five-Year Financial Plan – Department Summaries	Received after agenda publication

This Page Intentionally Left Blank



City of Port Moody
DRAFT 2019 - 2023 Financial Plan
Finance Committee
Tuesday, February 5th, 2019

Department Presentations

EDMS#456782 prepared by Financial Services Division

PORT MOODY
CITY OF THE ARTS

DRAFT 2019 – 2023 Financial Plan

Agenda

1. Introduction
2. Budget Overview
3. Impact to Average Household
4. Department Summaries
 - City Administration
 - Finance and Technology
 - Corporate Services
 - Community Services
 - Fire Rescue
 - Port Moody Police

What's in the Budget Proposal?

2019 Operating Budget Summary

Item	Amount (\$)	Tax (%)	Comment
2019 Growth (new construction)	-262,500	-0.64%	New construction
Revenue Changes	-1,292,000	-3.17%	Development, Permits, Sale of Services
Salaries and Wages	940,000	2.31%	2% CUPE; 2.5% IAFF
Operating Expenses	409,000	1.00%	Equipment, Contracted Services, Hydro, Professional Services
Utility Shift	-109,000	-0.27%	Year 5 of 5 year phase in
Reserve Changes	1,016,000	2.50%	Primarily Development Process Reserve
Sub Total - City	701,500	1.73%	
Police	287,859	0.71%	Submitted by the Port Moody Police Board – Adjusted for growth
Sub Total - Operations	989,859	2.44%	Budget Guidelines mandates 2.00%

3

EDMS#456782 prepared by Financial Services Division

PORT MOODY
 CITY OF THE ARTS

What's in the Budget Proposal?

2019 Operating Budget Summary

Item	Amount (\$)	Tax (%)	Comment
Sub Total - Operations	989,859	2.44%	
Asset Renewal Levy	407,000	1.00%	As per the Budget Guidelines
Prior Year Approved New Services	567,000	1.39%	Items approved as part of 2018 Financial Plan
Imposed increases from Senior Gov't	661,000	1.62%	Employer health tax, tax free Council allowance
EHT – Accumulated Surplus Funding	-407,000	-1.00%	One time funding to ease transition to EHT (2/3)
Sub Total City	2,217,359	5.45%	
Proposed New Services	42,500	0.10%	Subject to Council Approval – see attached list
TOTAL Including 2019 New Services	2,259,859	5.55%	Budget Guidelines mandates 5.70%

4

EDMS#456782 prepared by Financial Services Division

PORT MOODY
 CITY OF THE ARTS

2019 Budget Deliberations

Proposed Total Charges Increase Over 2018 – Average Household

	2018 Budget	2019 Budget	\$ Change	User Fee/ Tax Impact
General Government	\$ 1,471	\$ 1,551	\$ 80	3.57%
Port Moody Police	\$ 570	\$ 592	\$ 22	0.98%
Subtotal - Operating	\$ 2,041	\$ 2,143	\$ 102	4.55%
Asset Renewal Levy - Capital	\$ 134	\$ 156	\$ 22	1.00%
MTP Levy - Capital	\$ 21	\$ 21	\$ -	0.00%
Fire Hall #1 Replacement Levy - Capital	\$ 25	\$ 25	\$ -	0.00%
Subtotal – Operating & Asset Renewal	\$ 2,221	\$ 2,345	\$ 124	5.55%
Storm Drainage	\$ 71	\$ 75	\$ 4	5.63%
User Fee Utilities (Water, Sewer, Garbage & Recycling)	\$ 1,124	\$ 1,170	\$ 46	4.09%
Total “Blended” Property Charge Increase	\$ 3,416	\$ 3,590	\$ 174	5.08%

Based on 2019 Average Assessed Household of \$1,006,000

DRAFT 2019 – 2023 Financial Plan

Department Summaries

- Summaries scheduled over 2 meetings
- Detailed information in Binder Tab D
- Each slide will have 2 page references
- Digital version of Financial Plan has been updated to 5.55% (Page #)
<http://staff.portmoody.ca/docs/454674.PDF>
- Binders include figures from original budget proposal (Binder #)



DRAFT 2019 – 2023 Financial Plan

Department Summaries

Summary by Department

DRAFT 2019 – 2023 Financial Plan

Department Summary – City Administration



City Administration	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
City Manager	620,006	630,198	642,695	808,243	810,706	813,223	815,822	820,090
Mayor & Council	433,439	457,666	466,983	538,390	538,355	539,284	544,842	542,191
City Administration Total	1,053,445	1,087,864	1,109,678	1,346,633	1,349,061	1,352,507	1,360,664	1,362,281

City Administration

- **City Manager**
 - Executive Assistant to City Manager
 - Executive Assistant to Mayor and Council
 - Manager of Economic Development
 - Corporate Planning Advisor (Budget to be transferred from IS)
- **Mayor and Council**

DRAFT 2019 – 2023 Financial Plan

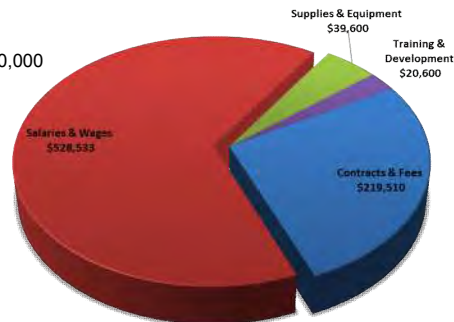
Division Summary – City Manager



City Administration	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
City Manager	620,006	630,198	642,695	808,243	810,706	813,223	815,822	820,090

Increase over 2018 budget: \$165,500

- New Services (Prior Year) Economic Development - Increase \$120,000
- Salaries & Benefits - Increase \$32,600
- Personnel Services - Increase \$6,500
- Consulting and Prof Services - Increase \$4,500
- Supplies & Materials - Increase \$3,000
- Utility Shift - Increase -\$1,100



DRAFT 2019 – 2023 Financial Plan

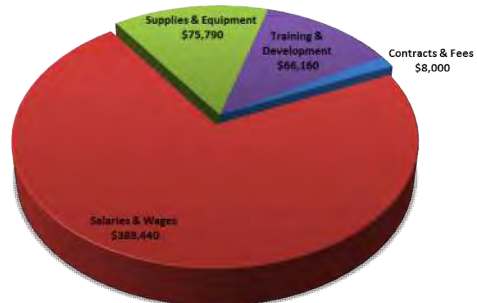
Division Summary – Mayor & Council



City Administration	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Mayor & Council	433,439	457,666	466,983	538,390	538,355	539,284	544,842	542,191

Increase over 2018 budget: \$71,400

- Non-taxable allowance change by Federal Government - Increase \$50,000
- Personnel Services (Conferences) - Increase \$14,200
- Salaries & Benefits - Increase \$11,100
- Miscellaneous - Decrease -\$3,900



DRAFT 2019 – 2023 Financial Plan

Department Summary – Finance & Technology



Finance & Technology	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Finance	1,375,529	1,399,508	1,492,836	1,523,963	1,521,897	1,522,878	1,523,133	1,522,059
Information Services	1,016,839	1,032,629	1,254,315	1,340,669	1,512,603	1,530,484	1,544,015	1,705,218
Finance & Technology Total	2,392,368	2,432,138	2,747,150	2,864,632	3,034,500	3,053,362	3,067,148	3,227,277

Finance and Technology – G.M. Paul Rockwood

- **Finance**
Accounting, Financial Reporting, Payroll, Financial Planning, Property Taxation, Utility billings, Debt, Treasury (cash management)
- **Purchasing**
RFP's, Tenders, Contracts, Purchase cards, disposals
- **Land Management**
Real Estate, Leases, Encroachments
- **Information Services**
Systems, Applications, Software, GIS, Infrastructure, Fibre, Open Data, Personal Devices

DRAFT 2019 – 2023 Financial Plan

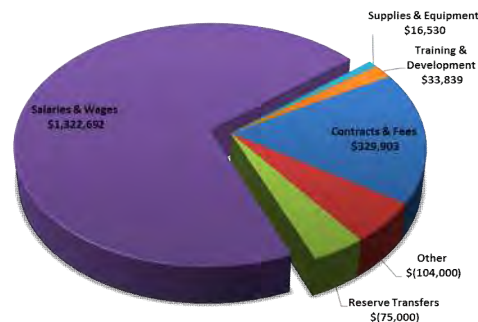
Division Summary – Finance



Finance & Technology	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Finance	1,375,529	1,399,508	1,492,836	1,523,963	1,521,897	1,522,878	1,523,133	1,522,059

Increase over 2018 budget: \$31,100

- Salaries & Benefits - Increase \$37,300
- Miscellaneous - Increase \$2,800
- Utility Shift - Increase -\$4,000
- Sale of Services - Increase -\$5,000



DRAFT 2019 – 2023 Financial Plan

Division Summary – Information Services

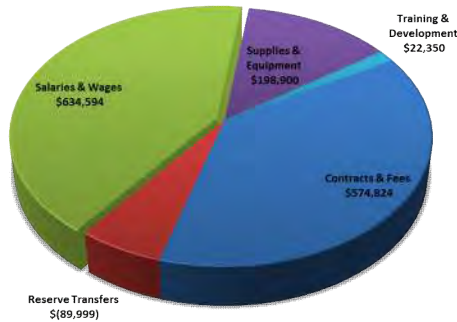


Finance & Technology	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Information Services	1,016,839	1,032,629	1,254,315	1,340,669	1,512,603	1,530,484	1,544,015	1,705,218

Increase over 2018 budget: \$86,400

(\$14,000 Interdepartmental Transfers/adjustments in 2019)

- Consulting and Prof Services - Increase \$43,100
- Salaries & Benefits - Increase \$32,000
- Equipment - Increase \$5,000
- Miscellaneous - Increase \$4,000
- Communications - Increase \$2,000
- Personnel Services - Increase \$600
- Utility Shift - Increase -\$14,300



DRAFT 2019 – 2023 Financial Plan

Department Summary – Corporate Services



Corporate Services	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Communications and Engagement	500,469	507,740	540,239	547,276	547,675	548,192	548,823	549,469
Corporate Services Admin	176,084	171,194	177,681	193,283	192,804	192,437	191,961	191,554
Human Resources	819,438	823,422	847,555	879,031	882,020	885,249	888,715	892,255
Legislative Services	702,019	724,567	726,049	769,643	770,001	777,453	777,852	780,964
Corporate Services Total	2,198,009	2,226,923	2,291,524	2,389,235	2,392,499	2,403,331	2,407,352	2,414,243

Corporate Services – G.M. Angela Parnell

- **Human Resources**
Labour Relations, Employee Relations, Occupational Health and Safety, Compensation and Benefits, Recruitment and Selection, Learning and Development, Organizational Development
- **Legislative Services**
Council Meetings, Records Management, Freedom of Information and Privacy Protection, Committee Support, Reception
- **Communications and Engagement**
Media Relations, Public Consultations, Communications Planning, Publications, Events, Website, Social Media, Internal and External Communications Planning

DRAFT 2019 – 2023 Financial Plan

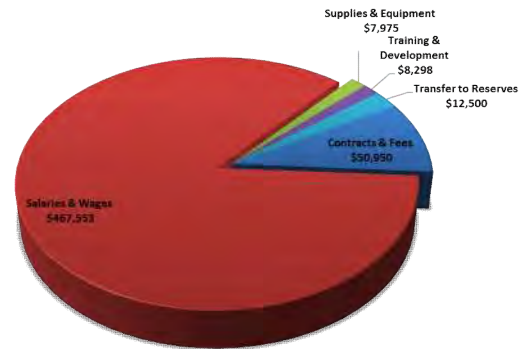
Division Summary – Communications and Engagement



Corporate Services	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Communications and Engagement	500,469	507,740	540,239	547,276	547,675	548,192	548,823	549,469

Increase over 2018 budget: \$33,000*

- New Services (Prior Year) - Increase \$22,900
- Communications - Increase \$4,500
- Salaries & Benefits - Increase \$3,300
- Utility Shift - Increase \$2,200
- Contracted Services - Increase \$300
- Personnel Services - Decrease -\$200



* -\$26,000 Interdepartmental Transfers/adjustments in 2019

DRAFT 2019 – 2023 Financial Plan

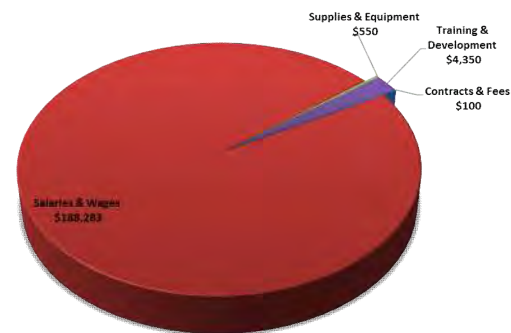
Division Summary – Corporate Services Admin



Corporate Services	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Corporate Services Admin	176,084	171,194	177,681	193,283	192,804	192,437	191,961	191,554

Increase over 2018 budget: \$15,600

- Salaries & Benefits - Increase \$16,100
- Utility Shift - Increase -\$500



DRAFT 2019 – 2023 Financial Plan

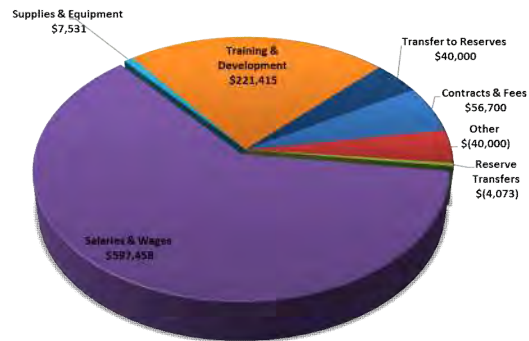
Division Summary – Human Resources



Corporate Services	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Human Resources	819,438	823,422	847,555	879,031	882,020	885,249	888,715	892,255

Increase over 2018 budget: \$31,500

- New Services (2019) - Increase \$15,000
- Salaries & Benefits - Increase \$10,300
- Transfer (from)/to Reserve - Increase \$3,900
- Personnel Services - Increase \$2,900
- Consulting and Prof Services - Increase \$400
- Supplies & Materials - Increase \$100
- Utility Shift - Increase -\$1,100



DRAFT 2019 – 2023 Financial Plan

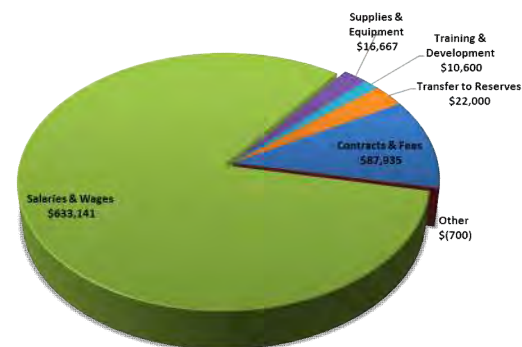
Division Summary – Legislative Services



Corporate Services	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Legislative Services	702,019	724,567	726,049	769,643	770,001	777,453	777,852	780,964

Increase over 2018 budget: \$31,600*

- New Services (Prior Year) - Increase \$18,000
- Salaries & Benefits - Increase \$15,200
- Personnel Services - Increase \$1,500
- Consulting and Prof Services - Increase \$600
- Utility Shift - Increase -\$700
- Communications - Decrease -\$3,000



* \$12,000 Interdepartmental Transfers/adjustments in 2019

DRAFT 2019 – 2023 Financial Plan

Department Summary – Community Services



Community Services	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Comm Serv Admin	232,379	237,294	241,625	245,985	245,900	245,861	245,867	245,875
Cultural Services	838,784	865,250	894,769	1,156,399	1,170,555	1,189,547	1,208,996	1,230,401
Facilities	3,642,919	3,552,777	3,611,767	3,800,426	3,870,381	3,939,513	4,004,033	4,078,789
Recreation	336,425	407,524	466,305	514,810	531,755	568,455	593,618	595,063
Community Services Total	5,050,508	5,062,846	5,214,465	5,717,620	5,818,591	5,943,376	6,052,513	6,150,128

Community Services – G.M. Kate Zanon

- **Cultural Services**
Art in public places, community events, Inlet theatre management, filming, artist’s spaces and community organization support and partnerships
- **Facilities**
Maintenance, operations, capital work for all municipal facilities
- **Recreation**
Child, youth, adult, seniors and sports groups active living programming, neighbourhood recreation centres, arenas and pools, SD43 partnerships
- **ESS**
Emergency social services as required for more than 12 people

DRAFT 2019 – 2023 Financial Plan

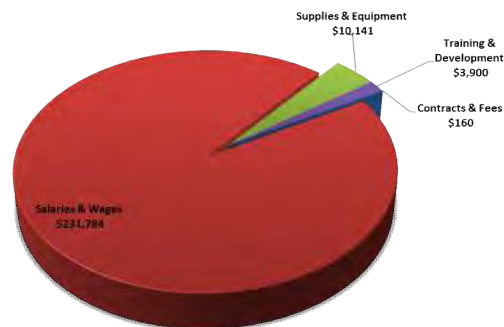
Division Summary – Comm Serv Admin



Community Services	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Comm Serv Admin	232,379	237,294	241,625	245,985	245,900	245,861	245,867	245,875

Increase over 2018 budget: \$4,400

- Salaries & Benefits - Increase \$4,700
- Operating expenses – Decrease \$300



DRAFT 2019 – 2023 Financial Plan

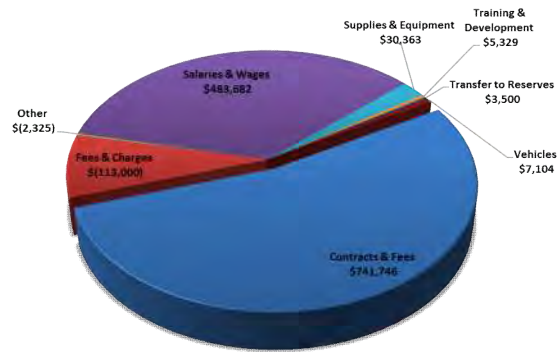
Division Summary - Cultural Services



Community Services	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Cultural Services	838,784	865,250	894,769	1,156,399	1,170,555	1,189,547	1,208,996	1,230,401

Increase over 2018 budget: \$261,600

- New Services (Prior Year) - Increase \$239,300
- Contracted Services - Increase \$16,600
- Salaries & Benefits - Increase \$10,800
- Insurance & Claims - Increase \$3,100
- Miscellaneous - Decrease -\$8,200



DRAFT 2019 – 2023 Financial Plan

Division Summary - Facilities

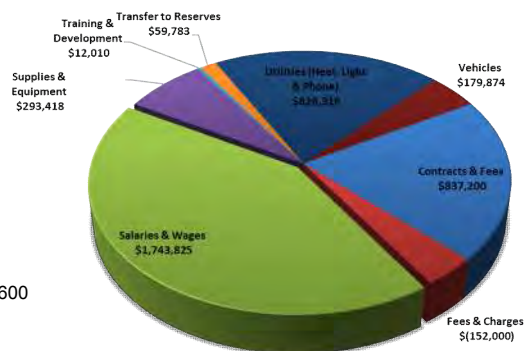


Community Services	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Facilities	3,642,919	3,552,777	3,611,767	3,800,426	3,870,381	3,939,513	4,004,033	4,078,789

Increase over 2018 budget: \$188,700

- Contracted Services - Increase \$70,300*
- Utilities(i.e. Hydro) - Increase \$26,800*
- Salaries & Benefits - Increase \$89,000*
- Insurance & Claims - Increase \$25,800*
- Miscellaneous - Decrease -\$4,200*
- Equipment - Decrease -\$9,500
- Misc/Other Revenues - Increase -\$12,500

*Net of Interdepartmental Facilities Maintenance (recoveries) \$271,600



DRAFT 2019 – 2023 Financial Plan

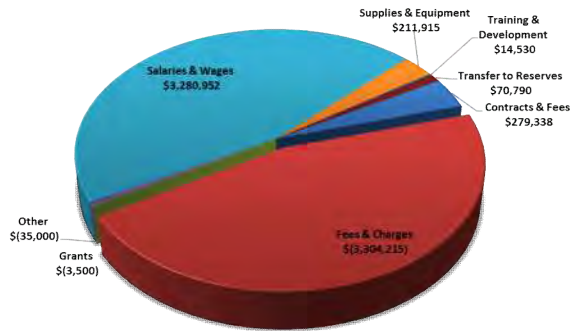
Division Summary - Recreation



Community Services	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Recreation	336,425	407,524	466,305	514,810	531,755	568,455	593,618	595,063

Increase over 2018 budget: \$48,500

- Salaries & Benefits - Increase \$253,300
- Supplies & Materials - Increase \$1,600
- Miscellaneous and Other - Increase \$1,500
- Contracted Services - Decrease -\$5,000
- Rental Revenues - Increase -\$89,000
- Sale of Services - Increase -\$113,900



DRAFT 2019 – 2023 Financial Plan

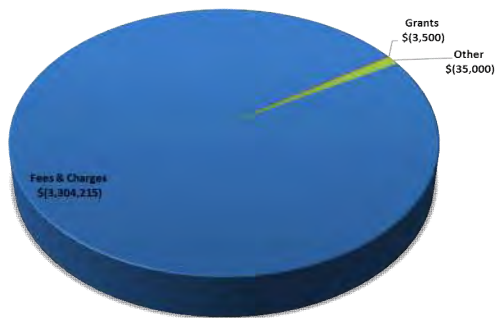
Division Summary – Recreation - Revenues



Community Services - Revenues	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Recreation	-3,416,019	-3,027,663	-3,139,798	-3,342,715	-3,335,546	-3,334,546	-3,335,546	-3,355,351

Increase over 2018 budget: -\$202,900

- Rental Revenues - Increase -\$89,000
- Sale of Services - Increase -\$113,900



DRAFT 2019 – 2023 Financial Plan

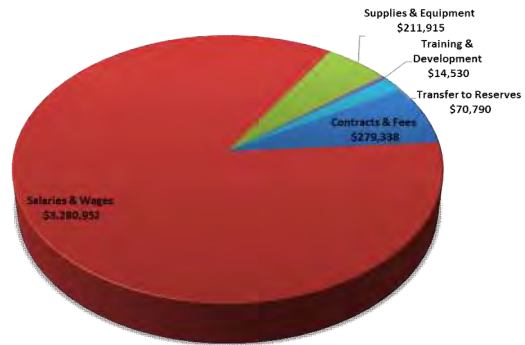
Division Summary – Recreation - Expenses



Community Services - Expenses	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Recreation	3,752,444	3,435,187	3,606,103	3,857,525	3,867,301	3,903,001	3,929,164	3,950,413

Increase over 2018 budget: \$251,400

- Salaries & Benefits - Increase \$253,300
- Supplies & Materials - Increase \$1,600
- Miscellaneous/ Other - Increase \$1,500
- Contracted Services - Decrease -\$5,000



DRAFT 2019 – 2023 Financial Plan

Department Summary – Fire Rescue



Fire Rescue	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Fire Rescue	7,747,815	7,744,721	8,172,696	8,366,905	8,518,575	8,660,357	8,775,950	8,897,567
Fire Rescue Total	7,747,815	7,744,721	8,172,696	8,366,905	8,518,575	8,660,357	8,775,950	8,897,567

Port Moody Fire Rescue – Chief Ron Coulson

- **Operations**
The Operations Division is responsible for fire suppression services, first responder medical services, rescue services, and life-safety response services.
- **Community Safety**
The Community Safety Division is responsible for all fire prevention services, life-safety educational programming, and community outreach initiatives.
- **Training**
The PMFR Training Division is responsible for the planning, development, delivery and evaluation of all training of Department.
- **Emergency Management**
Planning for and managing a major emergency response, managing the City's Emergency Operations Centre, and managing a complete post-disaster recovery.

DRAFT 2019 – 2023 Financial Plan

Division Summary – Fire Rescue



Fire Rescue	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Fire Rescue	7,747,815	7,744,721	8,172,696	8,366,905	8,518,575	8,660,357	8,775,950	8,897,567
Fire Rescue Total	7,747,815	7,744,721	8,172,696	8,366,905	8,518,575	8,660,357	8,775,950	8,897,567

Increase over 2018 budget: \$194,200

- Salaries & Benefits - Increase \$95,500
- Interdepartmental Facilities Maintenance - Increase \$38,400
- Equipment - Increase \$24,300
- Gov't Payments - Increase \$10,300
- Transfer (from)/to Reserve - Increase \$8,200
- Insurance & Claims - Increase \$8,000
- New Services (2019) - Increase \$5,000
- Supplies & Materials - Increase \$4,500



DRAFT 2019 – 2023 Financial Plan

Department Summary – Police



Police	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Police	9,863,041	10,191,160	10,480,969	10,894,384	11,302,256	11,620,722	11,952,750	12,285,937
Police Total	9,863,041	10,191,160	10,480,969	10,894,384	11,302,256	11,620,722	11,952,750	12,285,937

Port Moody Police – Chief Dave Fleugel

- Crime Prevention
- Community Engagement
- Crime Reduction
- Public Safety
- Victim Services

DRAFT 2019 – 2023 Financial Plan

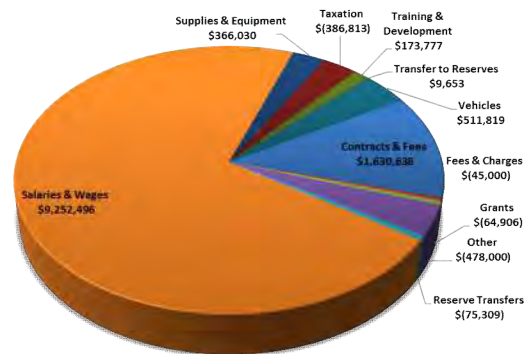
Division Summary – Police



Police	Actual 2017	Budget 2017	Budget 2018	Plan 2019	Plan 2020	Plan 2021	Plan 2022	Plan 2023
Police	9,863,041	10,191,160	10,480,969	10,894,384	11,302,256	11,620,722	11,952,750	12,285,937
Police Total	9,863,041	10,191,160	10,480,969	10,894,384	11,302,256	11,620,722	11,952,750	12,285,937

Increase over 2018 budget: \$413,400

- Revenue (excluding Traffic Fine Revenue) – Increase -\$98,015
- Traffic Fine Revenues (Provincial) – Decrease \$23,500
- Cannabis Tax Revenue (Federal/Provincial) - nil
- Labour Costs – Increase \$292,975
- DVO resource (approved in 2018) – Increase \$65,770
- Operating Expenses – Increase \$129,183



DRAFT 2018 – 2022 Financial Plan

Next Steps

1. Department Summaries

- Engineering, Operations, MRN
- Environment and Parks
- Planning and Development
- Library
- Fiscal Services

2. Capital Summaries

- Department Summaries
- Round II Pre-Approvals
- Changes – Additions/Deletions

3. Public Budget Consultation Results

DRAFT 2018 – 2022 Financial Plan

Council discussions

Questions, concerns, clarifications of staff

