



FINANCIAL PLAN

2019-2023



VERNON, BRITISH COLUMBIA, CANADA

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VERNON CITY COUNCIL



Backrow: Councillor Scott Anderson, Councillor Brian Quiring, Councillor Akbal Mund, Councillor Kelly Fehr
Front Row: Councillor Kari Gares, Mayor Victor Cumming, Councillor Dalvir Nahal

Victor Cumming
Scott Anderson
Kelly Fehr
Kari Gares
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CHIEF ADMINISTRATIVE OFFICER'S REPORT



November 5, 2018

The 2019 Budget, as proposed, deals with a broad range of challenges, while essentially clearing the stage for the new Council. The proposed Budget takes a balanced and carefully considered approach to protecting the integrity of municipal infrastructure; delivering recreation and parks services highly valued by residents; focusing on public safety through Police, Bylaw and Fire Services personnel; supporting and working with local agencies and Provincial ministries to help those in need, particularly in the pursuit of housing; while continuing an emphasis on economic development, new investment, business retention and local job creation.

In 2018 the community faced a significant municipal tax rate increase with the addition of 6 new RCMP officers and taxation funding for one RCMP position previously established in the 2016 Budget. This required new tax revenues in the order of \$1.2 million and saw the RCMP Budget increase approximately 14%+ year-over-year. To decrease the spike in tax rates, Council transferred \$534,924 from reserves to revenues. While this had the effect of reducing required taxation in 2018, it does move those challenges to 2019. The proposed 2019 Budget deals with this.

During 2018, on Council's authorization, Fire Rescue Services moved from in-house dispatch to contracting out these services. The City of Kelowna was the successful proponent. This significantly reduced the City's potential liability position as the contracted services better meet NFPA standards and are far more robust. This change released four dispatch positions which were filled late in 2018 by fire fighters, increasing the Departments' ability to better respond to incidents while decreasing the likelihood of call-ins and overtime. The contracted dispatch services and four fire fighters are fully funded in the proposed 2019 Budget. These changes are in accordance with the Council approved 8 Year Strategic Plan for Fire Rescue Services.

The proposed 2019 Budget moves the seasonal Bylaw Enforcement program (\$85,952) from one time funding, where it has been for three years, to base funding. This will stabilize the service in 2019 and beyond.

There are a number of modest increases to Operations costs as capital upgrades initiated in 2018 come to completion and operational obligations are realized. These include: Hurlburt Park, Lakeshore Park, Foothills Ravine Trail, Beachcomber Lake Access, Becker Park – Bike Skills Park, numerous streets projects, and the relocation of Bylaw Services to downtown offices.

There is an array of one-time projects requiring one-time support, not an annual taxation commitment. It is proposed that the one-time support is a draw down of the 2017 unspent budget. There is a modest draw (\$56,000) on the RCMP Reserve (current balance \$2,194,000) to fund three pilot projects for downtown cleanup, sharps response and disposal and an anti-tag team.

Included within the proposed 2019 Budget are two vandal resistant, lower maintenance, public washroom facilities. One to replace the existing washroom at the transit exchange, and one intended for a location west of Highway 97, towards Linear Park. These are \$165,000 each.

The proposed NET Operating Budget increase is 1.2%. To compensate for the 2018 use of one-time reserve monies a taxation increase of 1.41% is required. All proposed and required service level investments amount to a taxation increase of 1.06%. In total, the proposed 2019 Budget recommends 3.67% increase to tax generated revenues to support all existing programs and services, provide operational resources to new services coming on-line in 2019, and to fill in the significant revenue "hole" created by a draw on one-time reserve monies.

The proposed 2019 Budget strongly recommends the continuation of the 1.9% cumulative Infrastructure Levy. This is a 10-year program and is now in Year 7. In 2019 the Levy will generate an increase of approximately \$722,000, and \$4.4 million overall. These monies are immediately allocated to projects within the 4 Year Rolling Capital Plan. There is no intent to create a reserve. This is a "tax and benefit" approach.

During 2019, and following the 2018 year-end audit, Administration anticipates a strong contribution from 2018 unspent budget from vacant but funded positions in the RCMP and other areas. This will give Council some flexibility during 2019. Following the development of the 2019-2022 Strategic Plan, Council will be able to pursue additional projects and services of interest.

The City of Vernon operates under exceptionally tight budgets and has held Operating Budget increases to less than 1.8% for eight consecutive years. The proposed 2019 Budget maintains this restraint approach.



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CHIEF FINANCIAL OFFICER'S EXECUTIVE SUMMARY



November 1, 2018

In accordance with requirements of the Community Charter, Section 165 and 166, the Proposed 2019 Budget is presented to Council for consideration and deliberation on November 28, 29 and 30, 2018. It represents Council direction to Administration at the June 7, 2018 Special Regular meeting, understanding the incoming Council will have full approval authority. Information provided to Council at that time included: an update on Council's 4 Year Strategic Plan, results from the Budget Allocation website survey conducted May 4 – 28, 2018, and a report on some of the challenges Council will see during 2019 – 2023 budget deliberations.

Division and department managers started the budgeting process the first week of July and completed their work at the end of August. During the month of September all submitted budgets were reviewed with the Chief Financial Officer (CFO) and Chief Administrative Officer (CAO). In October Administration created a strategy for Council to consider at the November budget meetings that focuses on funding ongoing operational costs with ongoing revenues and one-time project costs with one-time funding from grants or reserves.

Overall the Proposed 2019 Budget has a net operating increase of 1.2% prior to consideration of service level change requests. This was accomplished by Division Managers examining all opportunities to increase revenues and reduce operating costs while still maintaining a similar level of service as in prior years. Challenges noted below were discussed with the CFO and CAO in order to come up with a proposed strategy for Council's consideration. Additional Taxation in 2019 that wasn't present in 2018 (called Non-Market Growth – NMG) has been estimated at \$400,000 and has been used to address some of 2019's anticipated operating challenges as outlined below.

For 2019 only, the Province is requiring organizations to pay both the cost of Medical Services Plan (MSP) and its new Employer Health Tax (EHT) at 1.9% of gross payroll. As a result the proposed budget has incorporated the EHT in its costs for labour and proposes funding the cost of MSP (approximately \$212,000) from the 2017 unspent budget since this cost is eliminated after 2019.

Transit expansion of approximately 7000 hours in the City occurred April 1, 2018. The first nine months of this expansion were funded from the Transit Expansion reserve. In 2019 Administration is proposing a graduated increase to Taxation to fund the additional cost of \$311,000. Partial funding from the Transit Expansion reserve will be \$131,000 in 2019 and \$74,142 in 2020.

In 2018 the RCMP Municipal Support services function began a "decentralization" process that will result in some net cost savings for the municipality. The net savings has been estimated at \$230,000 for 2019 and has been included as part of the net increase in operating costs.

The final challenge for Council's consideration is the 2018 one-time funding of \$534,924 for ongoing operational costs (representing a 1.41% Taxation increase). Transfers from reserves are one-time monies that are not available from year to year. It is Administration's recommendation that this amount be funded from Taxation in 2019 to align this ongoing cost with an ongoing funding source, taxation

There are \$162,812 of new on-going expenditures in 2019 (Change Requests) as a result of 2018 completed projects. Additional Change Requests resulting in increases to services levels total \$244,336, for a total of \$407,148. Administration recommends including all of the Change Requests funded by Taxation in the 2019 budget. These include the commitment to the Bylaw Seasonal Enforcement program, an increase to the DVA downtown maintenance grant, and a progressive commitment to safety for the City's workforce.

Administration is also requesting Council endorse several initiatives funded by reserves. These are one-time costs and do not affect 2019 tax revenues. They total \$487,764 in fourteen (14) initiatives. The 2017 unspent budget has been identified to fund five (5) of the initiatives proposed and there will be approximately \$20,000 left if all are approved. It is proposed that three (3) Pilot projects to address downtown safety concerns be funded by the RCMP reserve in 2019. Each program will be evaluated for consideration for future years. The MFA Refund Reserve was partially created from monies refunded for the debt on the Police Building. Administration recommends this reserve fund the new downtown washroom facility to be located on the west side of Highway 97. There is one (1) Parks project that Administration recommends funding from the Fortis BC LILO Reserve. The last four (4) initiatives proposed are for the replacement of various parts and equipment related to the City's Spray Irrigation system totaling \$130,000. It is recommended that these four initiatives be funded by Sewer reserves.



The Infrastructure tax levy will generate \$4,396,872 in 2019. The most significant project proposed for 2019 is the final phase of the 30th Street corridor which connects 30th Street to 29th Street from 37th Avenue to 41st Avenue (estimate \$5,824,956). Almost \$2.4 million of this cost is grant funded (Strategic Priorities fund) and \$2.5 million is funded through developer cost charges. Sewer funded projects total \$4,653,574, of which \$2,984,000 is the next phase of the Okanagan Landing Sewer extension strategy (Cameo and Claremont subdivisions), contingent upon a successful petition process.

The Proposed 2019 – 2023 Financial Plan will see an overall drop in non-statutory reserves in both the General and Sewer funds. Total General Reserves are estimated at \$16.9 million, a drop of \$1.4 million. Total Sewer reserves are estimated to be \$6.0 million, a drop of \$1.5 million. It is anticipated there will be some 2018 unspent budget available in 2019. This amount is determined at the end of March each year once the financial statements have been prepared. These funds, as well as other reserves, provide Council with some flexibility when considering strategic initiatives after the adoption of the 2019-2023 Financial Plan.

This Financial Plan is presented in a format similar to prior years, with some minor enhancements to improve readability and understanding. As always, the Financial Services management group is happy to respond to any questions Council or citizens have about this document.



Debra Law, CPA, CMA
Director of Financial Services
Chief Financial Officer



OUR STORY



Photo Credit: Shane Melenko

Let our story become a part of your story. We have so much bounty here, and we're happy to share it with you. In the spring, you'll find fields and valleys bursting with blooms. Summer is a time to enjoy our warm and inviting lakes. In the fall, experience a harvest season like no other. In the winter, take home tales of a mountain with champagne powder snow and horse drawn sleighs.

Hike, bike, snowshoe or cross country ski on our trails. Explore by car, or start walking and see what you can discover. The rolling hills, majestic mountains, beaches and sunshine are the perfect backdrop for your Vernon visit.

Our history is rich with tales of the Interior Salish First Nation, fur traders, miners, Oblate Missionaries, the Hudson's Bay Company, ranchers, politicians and farmers. Take a walk and watch our story unfold in front of you on the 29 murals that grace our downtown buildings. These larger than life paintings depict our history, culture, folklore and scenery.

Choose your adventure in Vernon. We have world-class resorts, boutique shopping, theatre, music, championship golf courses, wineries, cideries, meaderies, distilleries, and terrific markets and restaurants. Come in any season and you'll find there are plenty of ways to relax, recharge and energize yourself. We invite you to immerse yourself in an Okanagan holiday, Vernon style.



Photo Credit: Shane Melenko

We celebrate a lot of things here. We have events year-round, so come visit anytime and take in an event or two.

In the warmer months, enjoy some live music, outdoor theatre, sports tournaments, and wine festivals. There's plenty of hiking and biking on our world-class trails too. Soak up summer on our sun-drenched beaches then come back in the winter and enjoy a winter wonderland sought after by visitors from around the world. The cooler weather just means a change to warmer clothes. Watch hot air balloons rise over the city, then head up to SilverStar to take in the cool snow sculptures.

This is Vernon. It is a place where tall tales are created. Whether it's a morning on our world-class links, an afternoon on the champagne powdered slopes, or a day on the lake, this is the place where you become the hero of your own story.

Explore our endless mountain and lakeside trails, where raptors soar over ancient grasslands.

Taste the flavour of our region at boutique wineries to the north and south, the craft cidery, craft brewery, meadery and award-winning distillery.

We invite you to make our home your home away from home as you enjoy everything Vernon has to offer.



Spring:

Take a deep breath and delight in the sweet smells of spring. Enjoy stunning views as you explore our grassland and lake trails by foot or on a bike. Take an easy hike around the city or a cycle through Ellison Provincial Park or Kalamalka Lake Provincial Park.

Get pedalling during the Vernon Bike Fest May 3 to 6. Come have fun and celebrate everything mountain biking in our region. If you love bikes you'll love the show and shine and the social night, as well as a bike film at the Towne Cinema. This is the best way to experience Vernon's vibrant mountain bike culture.

Hiking is a great way to see the natural wonders in and around Vernon. We have trails that start in the city and head along the route of the historical Grey Canal irrigation channel. Take a stroll down the cedar-lined trails that border BX Creek and Falls Trail. Hear the roar of the water as it rushes down from the mountains during spring thaw.

Get your pars on one of the Vernon area's five golf courses that range from a quick nine-hole to a 36-hole championship course.

Spend time with the kids at the Okanagan Science Centre. Get hands on and meet the critters or take a spin on the gyro chair. Come hear the stories about the night sky at the Planetarium Show.

Celebrate the wonderful women in your life with the Mother's May Special package at Sparkling Hill Resort. Mom will love being pampered at this premiere wellness resort.

Art is alive and well in Vernon in the spring. Head over to the Centre Gallery of the Vernon Community Arts Centre. Spring is a great time to discover what Vernon has to offer.



ACTIVATE LIFE

Summer: Being outdoors is where it's at in Vernon in the summer. Beaches, lakes, outdoor adventure, fishing,

mountains, orchards full of fruit, fresh vegetables and farmers' markets are all here for you to discover. Vernon in the summer is a cornucopia of things to do, places to go, and soaking up the sun. Whatever you decide, make sure you pack sunscreen and a hat. Check out our local festivities and be prepared to have fun!

Bask in the sun and have some water fun at one of the many area beaches. There's even a beach for pets at both Kalamalka Lake Provincial Park and Ellison Provincial Park.

It may be hot out, but you'll keep cool as you wake surf, waterski, kneeboard, stand-up paddleboard, kayak and snorkel the day away. You can rent boats and equipment or hire someone to teach and guide you.

Smell that? It's fresh pies and pastries. That's how you know you've arrived at Davison Orchards. Explore the farm and discover acres and acres of fresh produce, fresh baked goods, apple juice and more. Hang out with the farm animals and then take a fun and educational tour on the Johnny Popper Train.

Summer is the perfect time to head up to the Allan Brooks Nature Centre. Experience the Raptor Flight Demonstrations and hands-on encounter courses.

Mondays and Thursdays, be sure to explore the Vernon Farmers' Market. Over 140 growers and artisans offer up fresh picked fruit, preserves, gourmet food, vegetables, eggs, dairy products, meats, seafood, crafts, art, plants, flowers, gifts and baking.

Head up to SilverStar Mountain Resort where you'll find one of BC's best mountain bike parks with trails ranging from novice to expert. While there, take a scenic gondola ride so you can enjoy a hike and a bird's eye view of the beauty of our mountains.





Winter: The Okanagan is known for its

champagne powder. There's plenty to do on the slopes when it comes to Nordic (cross country) and downhill skiing as well as snowboarding. Come and enjoy the 105 km (65 mi) of Nordic and daily groomed trails at Sovereign Lake Nordic Centre and SilverStar Mountain Resort. When you visit in early February, be sure to take part in our Moonlit Lantern Ski, part of our Vernon Winter Carnival.

While you're here, try your hand at snowshoeing. If you can walk, you can snowshoe. The trail system at Sovereign Lake Nordic Centre is perfect for novices and experts.

Snowmobiling is huge here. There are over 200 km (124 mi) of snowmobile trails in the area.

Blast across frozen lakes, through open meadows and up and around snowy trails at Silver Star Provincial Park on a snowmobile tour. For something different, try fat biking or go snow riding with Monashee Adventure Group on the Yeti SnowMX – the most powerful snow-bike out there.

ACTIVATE LIFE

Fall: Our parks are like no other. Discover the high country where waterfalls, lookouts and abandoned cabins will fill you with

delight. Explore on a bike or by foot and connect with the natural beauty of our area. Pick a trail that suits you – cool walks lined with birch trees, hikes up to spectacular views or dips down to marshlands and wildlife preserves.

Cooler weather means it's time to harvest! From September to mid-October you can stock up on pears, apples, pumpkins, plums and other fall harvest goodies.

There are plenty of fall festivals to take in. The Vernon Fall Festival happens throughout October with special events and seasonal activities. Take part in the Pumpkin Festival at Davison Orchards and get your fright on at the Field of Screams at Historic O'Keefe Ranch. Tempt your palate with table d'hôte (fixed priced) menus during Dine Around #DowntownVernon.

Walk, wheel, push or pull your way along Kalamalka Lake Lookout Trail. You'll be rewarded with the magnificent turquoise, blue and green colours of Kalamalka Lake, sweeping grasslands, welcoming beaches and trails. With temperatures that range from 10 to 20°C (50 to 68°F) in September and 5 to 10°C (41 to 50°F) in October, you can still get in a few rounds of golf.

Fall is the perfect time to focus on your well-being. Like a crystal gem overlooking Lake Okanagan, Sparkling Hill Resort is one of Canada's premiere wellness resorts. Rejuvenate your soul with a multitude of healing treatments and a full complement of amenities in the most breathtaking of settings.



VERNON DEMOGRAPHICS

2015 Income Demographics

	Total	Male	Female
Total income in 2015 of population aged 15 years and over	33,155	15,540	17,615
Without income	8,880	425	455
With income	32,280	15,115	17,165
Under \$10,000	3,805	1,445	2,360
\$10,000 to \$19,999	6,280	2,340	3,940
\$20,000 to \$29,999	5,380	2,095	3,285
\$30,000 to \$39,999	4,175	1,745	2,435
\$40,000 to \$49,999	3,530	1,685	1,845
\$50,000 to \$59,999	2,430	1,310	1,120
\$60,000 to \$69,999	1,800	1,095	710
\$70,000 to \$79,999	1,360	890	475
\$80,000 to \$89,999	1,015	645	375
\$90,000 to \$99,999	645	465	180
\$100,000 and over	1,850	1,410	440
\$100,000 to \$149,999	1,275	965	310
\$150,000 and over	580	450	125
Median income (\$)	31,455	39,643	26,461

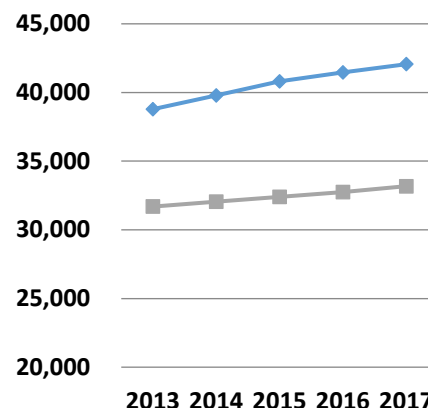
Selected Statistics

Taxable Area (hectares)	7,657
Total Area (hectares)	11,764
Paved Roads (kilometers)	300
Number of Fire Hydrants	1,256
Storm Sewer Pipes (kilometers)	195
Sanitary Sewer Pipes (kilometers)	269
Residential Sewer Connections	9,632
Residential Sewer Billing Units	17,654
Commercial & Other Sewer Connections	1,080
Commercial & Other Sewer Billing Units	1,062
Sewer System Average Daily Flow (cubic metres/day)	12,570

Annual Estimated Population & Eligible Voters

2016 and 2011 Census (Source: Statistics Canada)

	Total	0 - 14	15 - 24	25 - 44	45 - 64	65+
2016	40,116	5,670	4,040	8,760	11,420	10,226
2011	38,155	5,370	4,430	8,505	11,050	8,800
Total Net Growth	1,961	300	(390)	255	370	1,426
Percent Growth	5.1%	5.6%	-8.8%	3.0%	3.3%	16.2%



Annual Estimated Population

(Source: BC Statistics)

	2013	2014	2015	2016	2017
Population Growth Rates	0.4%	2.6%	2.6%	1.6%	1.4%
Annual Estimated Eligible Voters (based on population estimate)	31,693	32,045	32,397	32,749	33,180

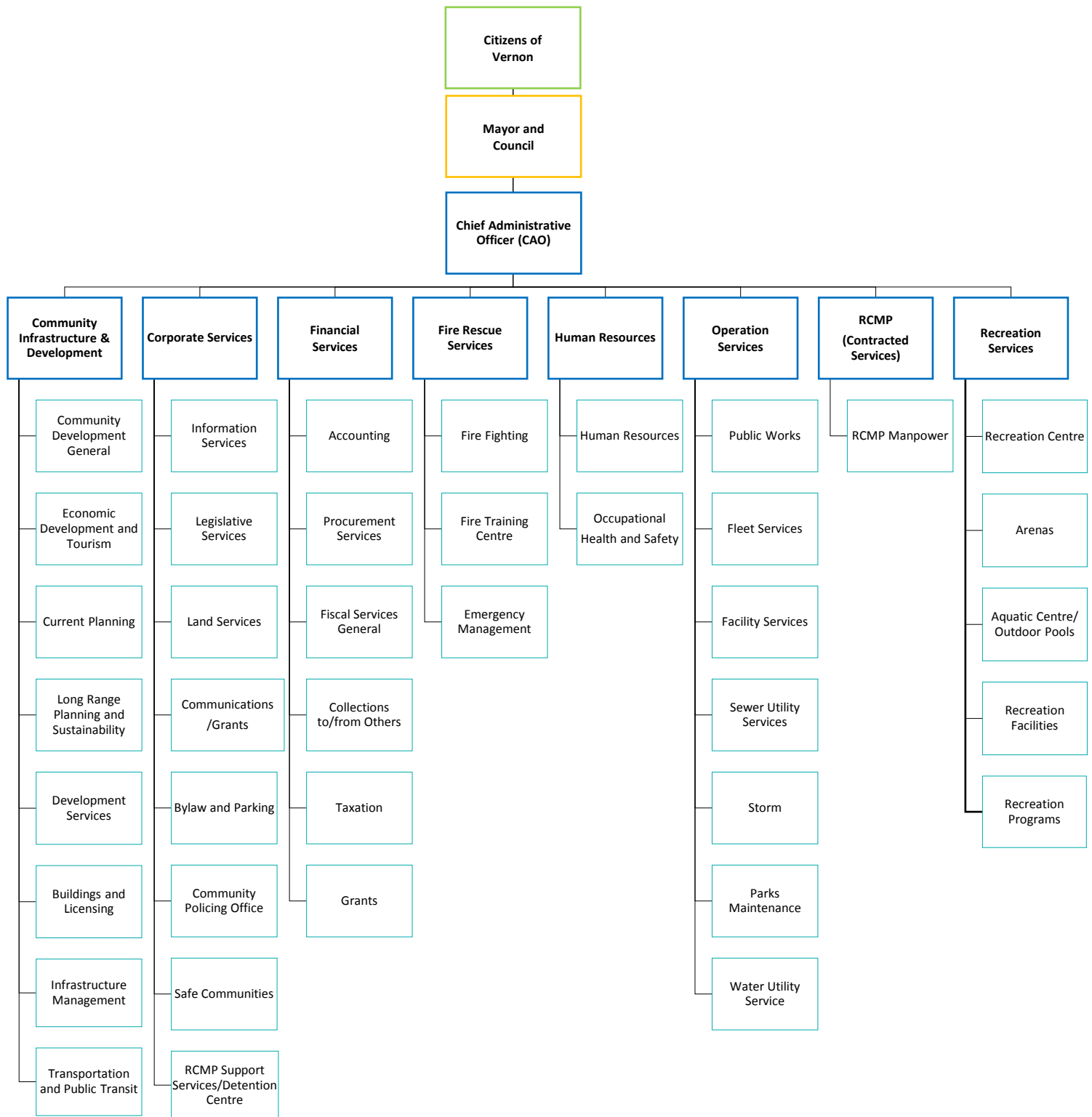
—◆— Population —■— Eligible Voters

Education Selected Statistics (2016)

	Total	Male	Female
Total population aged 15 years and over by highest certificate, diploma or degree	39,575	18,660	20,910
Secondary (high) school diploma or equivalent	12,360	5,795	6,565
Postsecondary certificate, diploma or degree	20,025	9,385	10,645
Apprenticeship or trades certificate or diploma	4,455	3,315	1,140
College, CEGEP or other non-university certificate or diploma	8,500	2,960	5,540
University certificate or diploma below bachelor level	1,200	455	740
University certificate, diploma or degree at bachelor level or above	5,875	2,650	3,225
Bachelor's degree	3,950	1,705	2,245
University certificate, diploma or degree at bachelor level or above	445	190	255



ORGANIZATIONAL STRUCTURE



OUR MISSION STATEMENT

“To deliver effective and efficient local government services that benefit our citizens, our businesses, our environment and our future.”



SERVICES PROVIDED TO THE CITY OF VERNON

- Acting as collection authority for other taxing jurisdictions
- Airport operation
- Boulevard and other landscape maintenance
- Building approval and inspection
- Bylaw enforcement
- Cemetery operation
- Drainage system maintenance
- Economic development
- Emergency preparedness planning and co-ordination
- Engineering services
- Environmental protection services
- Fire/Rescue protection
- Garbage and yard recycling services
- Legislative (adoption of bylaws; approval of development permits; adoption of corporate policies and procedures)



- Parking control and parkade operation
- Parks maintenance and operation
- Planning services
- Policing
- Public transit, including HandiDart operation
- Recreation programs and facilities operation and maintenance
- Safeguarding of assets
- Sanitary sewer collection system operation, maintenance and construction
- Street lighting
- Street, sidewalk, and lane maintenance, construction and reconstruction
- Tourism
- Traffic signal operation
- Water systems operation on behalf of the Regional District of North Okanagan



BEST BUDGET PRACTISES

The Government Finance Officers Association of the United States and Canada (GFOA) presented a Distinguished Budget Presentation Award to City of Vernon, British Columbia for the Annual Budget beginning January 01, 2018. In order to receive this award, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan, and as a communications device.

This award is valid for a period of one year only. We believe our current budget continues to conform to program requirements, and we are submitting it to GFOA to determine its eligibility for another award.



GOVERNMENT FINANCE OFFICERS ASSOCIATION

Distinguished Budget Presentation Award

PRESENTED TO

City of Vernon

British Columbia

For the Fiscal Year Beginning

January 1, 2018

Christopher P. Morill

Executive Director



READER'S GUIDE

INTRODUCTION:

A Financial Plan is a tool to enhance local government accountability and service delivery, and sets out the City's legal expenditure authority. Various parts of legislation establishes the requirements of the Financial Plan and the deadlines for adoption.

The Financial Plan must be adopted in accordance with the *Community Charter* and must include:

The planning period must include the current fiscal year and the next four fiscal years (five year plan). For a municipality the fiscal year equals the calendar year. The financial plan must include:

- Current fiscal year and the next four fiscal years (five year plan)
- Proposed expenditures such as operating, capital, interest and principal on debt,
- Funding sources such as taxes, fees, grants, new borrowing from debt, and
- Transfers to and from reserve funds and surplus.
- Objectives and policies regarding the distribution of funding sources, property taxes and the use of permissive tax exemptions.

A municipality must not budget for a deficit where planned expenditures and transfers to funds exceed planned revenues, transfers from funds and other cash contributions.

The Financial Plan must be adopted before the adoption of the annual tax rate bylaw which is due before May 15 annually.

Prior to adopting the financial plan a local government must undergo public consultation. This may include opportunities for citizens to review, comment and pose questions regarding the financial plan at a local government meeting.

The Financial Plan establishes a local government's expense authority. A local government cannot make an expenditure that is not included in the financial plan. If an unexpected expenditure arises in the year, the financial plan must be amended prior to the expenditure taking place.

USING THIS DOCUMENT:

The Financial Plan document is grouped into five sections:

1. OVERVIEW

This section is intended to give readers an overview about the community and summary information about its financial profile. It includes the Chief Administrative Officer's report, Chief Financial Officer's executive summary, community profile, population demographics, organizational structure, mission statement, services provided by the City, the department structure and segmentation, the planning timeline as approved by Council, legislation as well as budget guidelines.

2. FINANCIAL REPORTS

The financial reporting section provides information about the City's debt, impact of Taxation on residents, summaries of revenues and expenses by category and by division, authorized positions (full time equivalents – FTE's), and reserve summary information.

3. DEPARTMENT SUMMARIES

This section provides complete division overviews including a division organization chart, FTE's, overall budget impact, comparisons to previous year, strategic priorities as well as detailed departmental budgets.

4. CHANGE REQUESTS

This section contains summary and detailed information about all service level change requests for approval. For the proposed budget all of the requests are in addition to the proposed budgets presented in each department to Council.

5. CAPITAL

The Capital section starts with asset condition assessments called Infrastructure Report Card. Then a summary of the proposed projects and the funding sources is provided. For each proposed project there is a detailed summary page including a map and/or photo and detailed description.



BUDGET PROCESS

The City has a comprehensive budget process that includes strategic planning sessions with Council and senior management, public participation opportunities and discussions with department managers. Each new budget cycle is a year long process ending with the approval of the Tax Rate bylaw prior to May 15 each year.

Following the completion of one budget cycle, the next budget cycle starts with a review of the previous year's process and consideration for changes in the next budget cycle.

During the month of May a website survey is open to citizen's to provide feedback on their priorities for the next year's budget. The survey results are provided to Council at its Budget Workshop meeting in June.

At the start of June Council and senior management meet to discuss the strategic priorities of Council and determine the budget objectives for the next budget cycle.

Finance staff start the budget cycle by updating salaries based on related collective agreements and preparing training documentation for managers.

At the end of June managers are required to attend budget training prior to working on their budgets. The purpose of the training is to update managers on Council's priorities and the "budget process" improvements prior to working on their next year budgets.

The first working day in July managers who have completed the required budget training begin updating their departments for the upcoming budget year.

During the month of September managers meet with the Chief Administrative Officer (CAO) and the Chief Financial Officer (CFO) to review the updated Department summaries, Change Requests and proposed Capital Infrastructure Program. Any adjustments required by managers resulting from these meetings are to be completed by the end of September.

Directors are asked to do a final review of their divisional budgets at the end of October. During this time Finance staff are summarizing the detailed department information and creating the Overview and Financial Reporting sections. As well, summaries of the Change Requests and Capital Infrastructure Program are completed for easy reference for the reader.

The first Council meeting in November is when the budget binder is provided to Council for their review in preparation for budget deliberations during the last week of November.

Once budget deliberations are complete, Finance staff insure the budget is updated with any changes, approved change requests and approved Capital Infrastructure Projects so that total Taxation can be finalized.

All this information is required to prepare the Financial Plan Bylaw which is presented to Council for first, second and third readings the first meeting in December, with fourth and final reading potentially the first meeting in January.

The Completed Roll of Assessed property values are provided to the City in March from BC Assessment. These values form part of the calculation of the tax mill rates for each property. Once the other taxing jurisdictions (Regional District of North Okanagan, Municipal Finance Authority, BC Assessment, Province of BC, Regional Hospital District) provide their requisition amounts at the beginning of April then the Tax Rates Bylaw can be completed and presented to Council. This bylaw is required to be passed before May 15 each year, but after the Financial Plan Bylaw.



2019 BUDGET PLANNING TIMELINE

Photo Credit: Steve Austin

May 1 – 31	Public Submission through website survey
June 7	Special Committee of the Whole meeting and Council
	Budget Workshop and Strategic Planning Review
June 25 – 29	Budget training
July 3	Budget opens to managers
July 9 – August 30	Manager Meetings with Financial Services
August 31	Budgets due to Financial Services
September 1 – 27	CAO/CFO review with Directors
September 28	Last day for changes to 2019 – 2023 budgets
October 17 – 19	Director review of budget packages
November 7-9	Budget & Taxation workshop training (1 day)
November 13	Presentation of proposed budget packages to Council
November 28 – 30	Council deliberations of proposed budget
December 10	Financial Plan Bylaw – Initial readings



BASIS OF ACCOUNTING/ BUDGETING

UNIQUE CHARACTERISTICS OF GOVERNMENT (PSAS 1100 Appendix A)

Governments are inherently different from businesses. The Financial Plan is one tool available to Council to assess accountability to its citizens. Some of the unique characteristics of government that have financial reporting implications include:

- Government's goal is to provide services and redistribute resources, not make a profit.
- Most government tangible capital assets are different in nature than those held by a business.
- Government capital spending may not focus on maximizing financial return because government objectives are broader.
- The principal source of revenue for governments is taxation.
- Governments operate in a non-competitive environment.
- Government budgets portray public policy, establish estimates of revenue, expense, expenditure and financing requirements and is an important part of the government accountability cycle.
- Governments are held to a higher standard of accountability than a business or a not-for-profit organization.

BASIS OF ACCOUNTING

The basis of accounting refers to when revenue and expenditures are recognized (recorded) in the financial accounts and reported in the financial statements. The City of Vernon's financial statements are prepared on an accrual basis:

- Revenues and related accounts receivable are recognized in the period in which they become earned and measurable.
- Expenditures are recognized in the accounting period in which the liability is incurred.
- Inventory is valued at the lower of cost or replacement cost.
- Temporary investments are recorded at cost.
- Tangible capital assets on the balance sheet are shown at cost less amortization.
- Tangible capital assets are written down when non-contributing.
- Amortization and write-downs of tangible capital assets are charged against annual income.

BASIS OF BUDGETING

The basis of budgeting is similar to the basis of accounting. However, the acquisition of capital assets and the repayment of long term debt are considered as expenditures in the Financial Plan. Revenues are budget in the year they will become measurable and available to finance expenditures. Proceeds from borrowing are considered revenues. Proceeds from the sale of assets are considered revenues whereas the related gain or loss is not. These transactions are recorded, for budget purposes, on a cash basis as they represent actual inflows and outflows of cash.



COMMUNITY CHARTER

COMMUNITY CHARTER

The City is required to prepare a five-year Financial Plan each year based on the following legislation:

Section 165 – Financial plan

- (1) A municipality must have a financial plan that is adopted annually, by bylaw, before the annual property tax bylaw is adopted.
- (2) For certainty, the financial plan may be amended by bylaw at any time.
- (3) The planning period for a financial plan is 5 years, that period being the year in which the plan is specified to come into force and the following 4 years.
- (3.1) The financial plan must set out the objectives and policies of the municipality for the planning period in relation to the following:
 - (a) for each of the funding sources described in subsection (7), the proportion of total revenue that is proposed to come from that funding source;
 - (b) the distribution of property value taxes among the property classes that may be subject to the taxes;
 - (c) the use of permissive tax exemptions.
- (4) The financial plan must set out the following for each year of the planning period:
 - (a) the proposed expenditures by the municipality;
 - (b) the proposed funding sources;
 - (c) the proposed transfers to or between funds.
- (5) The total of the proposed expenditures and transfers to other funds for a year must not exceed the total of the proposed funding sources and transfers from other funds for the year.
- (6) The proposed expenditures must set out separate amounts for each of the following as applicable:
 - (a) the amount required to pay interest and principal on municipal debt;
 - (b) the amount required for capital purposes;
 - (c) the amount required for a deficiency referred to in subsection (9);
 - (d) the amount required for other municipal purposes.
- (7) The proposed funding sources must set out separate amounts for each of the following as applicable:
 - (a) revenue from property value taxes;
 - (b) revenue from parcel taxes;
 - (c) revenue from fees;
 - (d) revenue from other sources;
 - (e) proceeds from borrowing, other than borrowing under section 177 [revenue anticipation borrowing].
- (8) The proposed transfers to or between funds must set out separate amounts for
 - (a) each reserve fund under Division 4 of this Part, and
 - (b) accumulated surplus.

Section 166 – Public process for development of financial plan

A council must undertake a process of public consultation regarding the proposed financial plan before it is adopted.

Section 197(1) – Annual property tax bylaw

- (1) Each year, after adoption of the financial plan but before May 15, a council must, by bylaw, impose property value taxes for the year by establishing tax rates for
 - (a) the municipal revenue proposed to be raised for the year from property value taxes, as provided in the financial plan, and
 - (b) the amounts to be collected for the year by means of rates established by the municipality to meet its taxing obligations in relation to another local government or other public body.



DEPARTMENT STRUCTURE & SEGMENTATION

Administration Services:

Administrative Services is comprised of the Chief Administrative Officer (CAO) and Council.

- The CAO directs and coordinates the general management of business affairs of the corporation in accordance with the bylaws, policies and plans approved by Council to insure delivery of effective and efficient local government services that benefit our citizens, businesses, environment and future.
- The CAO is responsible for innovative programs and services that are developed and implemented to meet the ever changing needs of the community while insuring fiscal responsibility.
- The organizational purpose of an elected Council is to provide leadership through policy and bylaws for delivery of City services. City Council consists of six Councilors and one Mayor elected for a four year term.

Community Infrastructure and Development:

Community Infrastructure and Development is comprised of those departments primarily engaged in the planning and development process, infrastructure renewal, transportation and implementation of the City's growth strategy as outlined in the Official Community Plan (OCP).

- Building and Licensing is responsible for the administration and enforcement of the BC Building Regulations and other applicable development regulations plus the assessment and collection of building licenses.
- Economic Development is responsible for managing, coordinating and promoting economic development activities within the City. This department also oversees the Tourism function.
- Tourism is responsible for the external promotion of the community, and creating awareness of Vernon as a four season destination. This department oversees the operation of the Visitor Information Centre.
- Current Planning is responsible for the implementation of municipal bylaws and policies related to the planning and sustainable growth of the community including residential land use planning, subdivision, rezoning and development permit applications, variance applications, affordable housing, heritage planning and community outreach.
- Long Range Planning & Sustainability is responsible for the development of the OCP, neighborhood plans, parks planning, environmental management, sustainability programs and events and other growth management initiatives. It also manages OCP amendments, Agricultural Land Reserve exclusions and boundary extensions.
- Development Services is responsible for the implementation of municipal services, bylaws and policies related to offsite infrastructure required as a condition of development approval.
- Infrastructure Management is responsible for identifying the highest priority Capital Infrastructure projects and completing them through the implementation of the 4 Year Capital Plan, as endorsed by Council. The majority of the City's asset information is housed in the City's Geographical Information Service (GIS) that is maintained and updated by staff based on routine condition assessments and risk analysis.
- Transportation is responsible for the management and development of the road, transit, pedestrian and cycle networks. The department responds to requests for traffic management, parking management and road safety improvements from the community. This department oversees the contract with BC Transit.

Corporate Services:

Corporate Services provides the communication link between Council, Division managers and the general public. This Division is responsible for Legislative Services, Communications and Grants, Land Services, Information Services, Protective Services and RCMP Support Services.

- Legislative Services is responsible for the preparation and preservation of all minute books and records of Council and its committees, preparation of agendas, management of corporate records, processing Freedom of Information requests and conducting local government elections or referendums.
- Communications and Grants coordinates all aspects of media and public relations and engagement, crisis communications, internal communications and grant coordination.
- Land Services manages City owned lands, assists Infrastructure and Development in securing statutory right of ways and road dedications, assists with encroachments and provides recommendations to Council regarding legal ramifications involving land issues.
- Information Services technical and administrative support for the City's network infrastructure. It also provides support for mobile devices.
- Protective Services encompasses Bylaw Compliance and on street parking, Community Safety Office and Crime Prevention. Bylaw Compliance oversees the administration and compliance for regulatory bylaws plus Council directives and policies with a priority on education and voluntary compliance. They also assist other City departments for issues related to business licensing, sign bylaws and zoning bylaws.
- The Community Safety Office is staffed with community volunteers working on core programs such as Citizens on Patrol, Speed Watch, Block Watch plus they provide referrals to community agencies.



DEPARTMENT STRUCTURE & SEGMENTATION

- Crime Prevention is responsible for programs and people that help create and promote, through education and active community participation, a safer environment for City residents.
- RCMP Municipal Services provides clerical and administrative support to the City of Vernon funded members of the Vernon RCMP Detachment. This includes client services, court liaison, exhibits security and records management throughout the life cycle of all police records. This functions also oversees the operation of the RCMP Detention Centre.

Financial Services:

Financial Services is responsible for all financial administrative matters of the City. This includes billing and collection, payment for goods and services, cemetery administration, financial reporting, investment management, debt administration, risk management, financial planning and procurement services.

- Accounting is responsible for the day-to-day operations of all financial transactions within the City. It also includes the financial planning and reporting requirements under the Community Charter.
- Procurement Services provides centralized, cost effective procurement services to the entire City for the acquisition of goods and services, logistics.
- Fiscal Services records transactions related to debt financing, Utility taxes, Local Area Service taxes, Grants in Lieu of Taxes, Community Works Gas Tax grant, Gaming grant and Fortis BC Gas revenues.
- The Grants department records the donation of monies to the City and grants paid to other organizations.
- Collections To/From Others tracks the collection and remittance of taxes for other taxing authorities including the Province, Regional District, Regional Hospital District, Regional Library, Municipal Finance and BC Assessment.
- Taxation represents the amount of property taxes required to fund City services authorized by Council per the annual Tax Bylaw.

Fire Rescue Services:

Vernon Fire Rescue is responsible for the delivery of emergency services such as rescue, fire suppression, fire prevention, hazardous materials response, public education, first medical response, administration of the regional fire training centre, management of the City's emergency program and emergency support services.

- Fire Department General represents transactions relating to administrative resources, professional development and fire hydrant maintenance.
- Fire Fighting represents the direct cost of providing fire and rescue services. This departments records the cost for all full time and paid-per-call staff, their training, equipment and other service delivery costs for all three fire stations.
- The Fire Training Centre is a regional function owned by the Regional District and supported by its member municipalities. It is responsible for providing standardized training that meets the requirements of the Office of the Fire Commissioner.
- Emergency Management for the City is a provincially legislated requirement. Its focus is understanding local hazards and risks and then creating a plan of preparedness, and developing community capacity for responses and recovery from emergency events.

Human Resources:

Human Resources Division provides strategic leadership, programs for continuous improvement plus human resources services and guidance to other Divisions in the City. It is also responsible for the Occupational Health and Safety function at the City.

- Human Resources General includes costs for staff resources focused on policy development, labour relations, payroll, learning and development, and talent acquisition and retention.
- Human Resources Corporate focusses on corporate-wide programs related to building corporate capacity, union bargaining, staff awards and any legal fees required.
- Occupational Health and Safety is focused on compliance with WorkSafe BC regulations and best practices. It is responsible for developing, maintaining, and improving the City Safety Management System. This department manages occupational injury claims and non-occupational injuries related to Return-to-Work programs.

Operations Services:

Operations is comprised of activities related to Public Works, Airport, Parks, Utilities (including Sewer, Storm and Water Operations), Fleet Services, Facility Services, Water Reclamation Centre and Spray Irrigation.

- Public Works oversees the operation and maintenance of works relating to roads including pavement, sidewalks, street lights, traffic signals, traffic signs, boulevard landscaping, street trees, parking lots, snow and ice control, ditching and drainage plus garbage collection and cemetery maintenance.
- The Vernon Regional Airport helps support business and industry in the community by providing for runway maintenance, snow clearing, vegetation control, wildlife control, airport lighting, safety beacons, security and fueling services.
- Parks is responsible for the care, control and maintenance of local parks, subregional parks and sports fields in the City.



DEPARTMENT STRUCTURE & SEGMENTATION

- Sewer Operations is responsible for the daily operation, maintenance and repair of the sanitary collection infrastructure (gravity mains, force mains, manholes and residential and commercial connections) and the sanitary lift stations (including flush chambers, meter vaults and odor control injection sites).
- Storm operations include, maintenance and repair of storm infrastructure including storm mains, manholes, culverts, catch basins, creek channels, ditches and storm retention facilities.
- Water Operations is a contracted service provided to the Regional District of North Okanagan (RDNO). It is responsible for the maintenance and repair of the water infrastructure (transmission, distribution and storage) owned by the RDNO.
- Fleet Services is responsible for the life cycle management (acquisition, maintenance, and disposal) of city owned vehicles and equipment for the City including Fire Rescue and Recreation vehicles and equipment.
- Facility Services is responsible for the operation and maintenance of all city owned facilities and attached grounds. It is also responsible for overseeing energy management including educating staff, promoting energy conservation and insuring City facilities are operated as efficiently as possible.
- Water Reclamation Centre provides waste water treatment for the City and parts of Coldstream and disposal through the Regional Composting facility in partnership with the City of Kelowna.
- The Spray Irrigation program is an alternative to lake discharge. It provides beneficial reuse of reclaimed water to four seed orchards, three golf courses, grazing land and pastures, soccer fields and baseball diamonds.

RCMP Contract:

The RCMP Detachment provides policing services to six policing jurisdictions in the region. The RCMP Contract represents the City's costs for its share of RCMP members including costs for vehicles and equipment.

- The City of Vernon funded fifty-six RCMP members in 2018.
- The District of Coldstream also operates at the RCMP Detachment in Vernon with the related costs paid by Coldstream.
- Other RCMP resources are funded by the federal and provincial governments.

Recreation Services:

Recreation Services is responsible for the management, programming and operation of the recreation facilities located in the City and Lavington including gymnasiums, indoor arenas, outdoor rinks, aquatic facilities, outdoor pools, multi-use facilities, recreation grounds and concessions.

- The Arena Department provides for the day-to-day maintenance and operation of the Multi-Use Facility (including the parking lot), Priest Valley Arena, Centennial Outdoor Rink and the new Kal Tire Place North facility. It also oversees the Concession function.
- The Recreation Centre Office provides support for program registrations, collection of fees, public inquiries, facility bookings and clerical support to other Recreation Services staff.
- Recreation Programming is responsible for the delivery of a variety of recreation programs for all age groups and abilities. The goal is to develop positive and productive relationships in the community.
- The Aquatics Department is responsible for the management, maintenance and operation of the facility which includes a 25 metre lane lap pool, leisure pool, hot tub, steam room, sauna and fitness gym. Visitors enjoy public swimming, lane swimming, public swim lessons, school swim lessons, aquatic fitness classes, swim club training and spectating. The manager of this function also oversees the operation of the Lakeview and Lavington Outdoor pools in the summer.
- Recreation Centre Facilities and Major Maintenance Projects are provided based on a commitment by the City to its regional partners to insure the appropriate level of maintenance required to operate the facilities in a sustainable manner.



LEVELS OF SERVICE

The annual budget preparation will be undertaken based upon the following levels of service:

A) PERSONNEL

- A1 The City staffing level should be maintained at a consistent level; special projects and most capital works are to be undertaken using an appropriate amount of internal funding (1.9% Infrastructure Levy) and external grants.
- A2 Overall City wage levels should be reflective of the community wage levels, but sufficiently competitive to attract and retain properly qualified and motivated personnel.
- A3 The City should institute personnel policies and procedures to provide consistent and acceptable personnel practices.
- A4 The personnel level should be maintained to provide for a pro-active approach to the delivery of services and planning for the community and the organization.
- A5 The City should invest in on-going training and development of its staff in order to provide the best service possible.

B) REGULATORY AND PROTECTION OF PERSONS AND PROPERTY

- B1 Infractions of bylaws are to be handled on a “complaints only” basis, except as directed by Council.
- B2 Building inspection services will be retained by the City of Vernon except for the MAP program, which is an initiative of the Canadian Homebuilders’ Association.
- B3 Police Protection for the City is to be provided utilizing volunteer services and civilian staff wherever possible to allow the trained police officers to concentrate on operational duties.
- B4 Fire protection is to be provided by the paid staff, supplemented by volunteer firefighters.

C) OPERATIONAL

- C1 The City is financially responsible for the maintenance and replacement of existing infrastructure.
- C2 The cost of any new works, in an existing area are the responsibility of the benefiting landowners, either through a local improvement project or as a specified area project. Council may provide for new works in existing areas through the annual budget process.
- C3 The City is responsible for the extension and overseeing of all services to support new development (exclusive of on-site works). However, if funds are not available, the development will not be allowed to proceed unless the developer provides or pays for these services. In most cases, the developer will be eligible to recover a portion of these costs through a Latecomer Bylaw.
- C4 If the new works constructed by development are included in the City’s current Development Cost Charge (DCC) Bylaw, the development will be subject to a credit of the appropriate DCC levy up to the lesser of the value of this work, or to the value of the DCC levy.
- C5 The City may consider infrastructure works (overseeing) which provide a benefit to the community as funding becomes available through the annual budget process.
- C6 The City will maintain the necessary means to respond to emergency situations on a 24 hours a day basis for both the utility operation and Public Works.
- C7 Newly annexed areas will be serviced through the use of existing staff and/or contractors. The utilities and other services may be maintained by City staff only as they are integrated with the City system.
- C8 The water, wastewater, drainage and transportation systems shall be operated to consistently meet or exceed the minimum acceptable limits to ensure public safety. This includes the treatment of wastewater and the use of reclaimed water in accordance with Provincial regulations; the management of storm water in accordance with recognized practice and the operation of a transportation system in accordance with recognized standards.
- C9 The City will maintain its fleet of equipment and machinery in a safe and efficient state to minimize down time. The equipment is to be maintained in a clean and presentable manner in order to provide a good image to the community.
- C1 The City will attempt to maintain a 100% land-based reclaimed water system.

D) PLANNING

- D1 The City will adopt and regularly review an Official Community Plan (OCP) in order to provide the basis for the enactment of regulatory bylaws that implement the community’s land use goals and objectives.
- D2 The City will prepare structure plans for major growth areas in order to provide greater detail than contained within the OCP on items such as area characteristics, environmental considerations, development potential, access, services, fire protection and public land requirements.
- D3 The City will establish the basic format and criteria for neighborhood plans and subdivision pre-plans that applicants are required to provide as part of the development approval process.



LEVELS OF SERVICE

- D4 The City will process land use applications, such as zoning bylaw amendments, OCP amendments, road closures, road exchanges, subdivision applications, development permits, development variance permits, heritage alteration permits, heritage revitalization agreements, heritage covenants and land use contract amendments in a timely manner.
- D5 The City will review, on an as needed and reasonable time basis, bylaws related to land use and regulations related to planning in order to ensure that such regulations meet current public, industry and government standards and objectives.
- D6 The City will provide guidelines and processes to encourage new development and redevelopment projects to be of a high quality that integrate attractively and functionally into the community.
- D7 The City shall provide community planning services, respond to land use inquiries, assign civic addresses and road names, maintain accurate zoning, property and subdivision records, respond to citizens' concerns and complaints, and other related services expected by the public.

E) SUPPORT SERVICES

- E1 Provide Council with recommendations based on complete information and analysis in a timely manner to allow it to make an informed and knowledgeable decision.
- E2 Provide the operational departments with the technical and administrative support to provide services to taxpayers in a consistent, efficient and effective manner.
- E3 Dedicate the necessary resources to update the required City records, and ensure that they are maintained in an efficient, effective and timely manner.
- E4 Ensure that all actions of the City conform to legal requirements.
- E5 Ensure that all legal requirements, including the acquisition of rights-of-way, are met before any City works are undertaken.
- E6 Ensure that all reporting deadlines to senior levels of government are met.
- E7 Provide the necessary administrative resources to promote and develop the airport lands; to provide expansion capability for existing businesses; and to provide opportunities for new airport-related businesses.
- E8 Ensure that the City develops risk management policies in its various areas of operation to minimize its liability exposure from an insurance point of view.

F) FINANCIAL

- F1 Equipment and machinery are to be replaced only when warranted, based on an evaluation conducted by the user departments. A recommendation for replacement will be based on its mechanical condition, anticipated future repairs, anticipated future usage, anticipated future downtime, and its general efficiency.
- F2 Any grants or other funds received from other sources for capital purposes will be used only to increase the capital works program.
- F3 Developer Cost Charges should be established to ensure that new development does not impose an undue financial burden on existing taxpayers.
- F4 Reserve funds should be adequately funded to ensure that major equipment and infrastructure can be properly maintained and replaced as necessary.
- F5 Major facilities costing several millions of dollars (i.e. new sewage treatment plant), should be financed from DCC reserve funds and possible borrowing (new debt), with a period appropriate to the project nature.
- F6 Fees for services provided to the public should be set to recover the cost of providing that service.
- F7 Ensure billings to customers are timely and accurate.
- F8 The annual budget should be set to provide for certainty and continuity in the rate structure for both the utility rates and the taxation rates.
- F9 The utilities are to remain as self-liquidating operations, with an overall goal of the user rates being set to result in the charge being proportionate to the use made of the system.
- F10 The utilities are to maintain sufficient unallocated reserves to meet expected unexpected, major expenditures.
- F11 The provision of services to other organization should be based on a contract with the price reflecting the full cost, including administration and all overhead costs of providing that service.



FINANCIAL REPORTING



THE CORPORATION OF THE CITY OF VERNON

BYLAW NUMBER 5732

A bylaw to adopt the "Financial Plan"
for the Years 2019 – 2023

WHEREAS Section 165 of the *Community Charter* requires the Council to prepare and adopt a Financial Plan for a five year period for the years 2019 to 2023.

NOW THEREFORE as the Council of The Corporation of the City of Vernon desires to adopt the 2019 Financial Plan, Council, in open meeting assembled, enacts as follows:

1. This bylaw may be cited for all purposes as the "**City of Vernon 2019 Financial Plan Bylaw Number 5732, 2018**".
2. That Schedule "A" attached hereto and forming part of this bylaw is hereby adopted and shall be the 2019 Financial Plan for The Corporation of the City of Vernon.
3. That Schedule "B" attached hereto and forming part of this bylaw is hereby adopted and shall be the 2019 - 2023 Financial Plan Revenue Policy.

Public Consultation was held the 28th and 29th day of November 2018, pursuant to Section 166 of the *Community Charter*.

READ A FIRST TIME this 10th day of December, 2018.

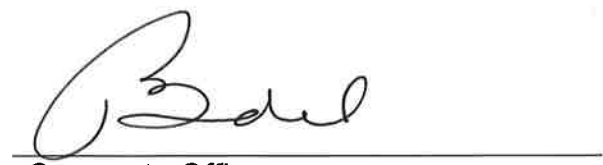
READ A SECOND TIME this 10th day of December, 2018.

READ A THIRD TIME this 10th day of December, 2018.

ADOPTED this 7th day of January, 2019.



Mayor



Corporate Officer

THE CORPORATION OF THE CITY OF
VERNON 2019 - 2023 FINANCIAL
PLAN (CONSOLIDATED)

SCHEDULE A BYLAW 5732

December 10, 2018

For Year Ended December 31st	Budget 2019	Provisional Budget 2020	Provisional Budget 2021	Provisional Budget 2022	Provisional Budget 2023
Revenue					
Taxation	42,579,671	43,716,106	45,194,046	47,424,521	49,430,450
Sanitary Sewer User Fees	9,661,056	9,758,964	9,863,073	9,968,397	10,074,955
Sale of Goods and Services	18,644,568	18,553,592	18,815,699	19,098,230	18,916,512
Fiscal Services	1,399,364	1,403,893	1,423,947	1,423,947	1,423,947
Natural Gas System Lease & Franchise	2,316,000	2,316,000	2,316,000	2,316,000	2,316,000
Government Transfers	12,688,260	8,462,264	8,574,525	8,687,346	8,834,745
Developer Contributions	4,879,554	4,163,762	4,508,343	3,800,772	3,353,284
Total Revenue	92,168,473	88,374,581	90,695,633	92,719,213	94,349,893
Expenses					
Communications, Insurance & Utilities	4,379,945	4,453,255	4,414,686	4,609,428	4,692,338
Cost of Goods Sold	685,707	697,141	711,290	724,689	726,604
Amortization	12,115,656	12,333,737	12,555,745	12,781,749	12,909,564
Supplies, Materials & Contracts	33,656,589	31,388,588	31,542,606	32,682,869	33,344,780
Salaries, Wages, & Benefits	31,797,990	32,329,017	33,107,214	33,857,539	34,536,814
Interest and Fiscal Services	1,180,241	700,688	582,849	580,610	578,121
Total Expenses	83,816,128	81,902,426	82,914,390	85,236,884	86,788,221
Net Revenues for the Year	8,352,345	6,472,155	7,781,243	7,482,329	7,561,672
Principal Payments on Long Term Debt	(1,800,420)	(854,405)	(509,797)	(512,348)	(515,150)
Change in Fund Balance	6,551,925	5,617,750	7,271,446	6,969,981	7,046,522
Estimated Closing Fund Balance	601,643,043	607,260,793	614,532,239	621,502,220	628,548,742
Reconciliation to Cash Basis:					
Change in Fund Balance (see above)	6,551,925	5,617,750	7,271,446	6,969,981	7,046,522
Plus: Amortization	12,115,656	12,333,737	12,555,745	12,781,749	12,909,564
Plus: Transfers from Reserves	11,850,393	11,771,891	7,907,847	8,689,163	9,238,265
Less: Transfers to reserves	(8,616,276)	(10,130,648)	(10,490,798)	(10,351,033)	(10,323,121)
Less: Approved capital asset additions	(21,901,698)	(19,592,730)	(17,244,240)	(18,089,860)	(18,871,230)
Reconciled Surplus (Deficit)	0	0	0	0	0

2019-2023 FINANCIAL PLAN DRAFT REVENUE

“Under the requirements of the Community Charter Sec 165 (3.1) the Financial Plan must set out the objectives and policies of the municipality.”

Property Value taxes

Taxation Revenue will be determined by Council each year according to the operating and capital needs of the community, as part of the annual budget process.

Taxation will be based on the service level delivery priorities of Council, in balance with preserving and enhancing the financial health and sustainability of the City.

Taxes will be allocated to the various classes as follows, to preserve and maintain the existing equity between assessment classes;

- The utility class will be taxed at the maximum combined rate per thousand dollars of value permitted by legislation.
- All remaining classes of property will receive an equal allocation of the percent change in the annual tax levy.
- The City will strive to maintain a business to residential multiplier range not exceeding 3.2 to 1 under optimal conditions.

Vernon recognizes the benefits accruing to the community through the efforts and activities of volunteer organizations and community groups. Permissive tax exemptions extend a financial benefit to such groups. The exemptions must be renewed each year and new applications will be reviewed each year under a process and committee, as defined by existing City policy.

Taxation

- The proportion of revenues to be raised from taxation in 2019 is 45.8% of total revenue.

Municipal Fees

- Service fee recovery should reflect the full costs of program delivery.
- The proportion of revenues to be raised from fees and charges in 2019 is 35.7% of total revenue.

Other Revenue

- Investment income will be based on prudent investments of taxpayer funds.
- Other revenue flows should be developed and enhanced to maximize the value derived for the benefit of Vernon residents.
- The proportion of revenues to be raised from other revenue in 2019 is 18.5% of total revenue.

Parcel Taxes

- Specified areas will bear the net cost of all debt incurred to finance the local improvements.
- The proportion of revenues to be raised from parcel taxes in 2019 is less than 1.0% of total revenue.

Infrastructure

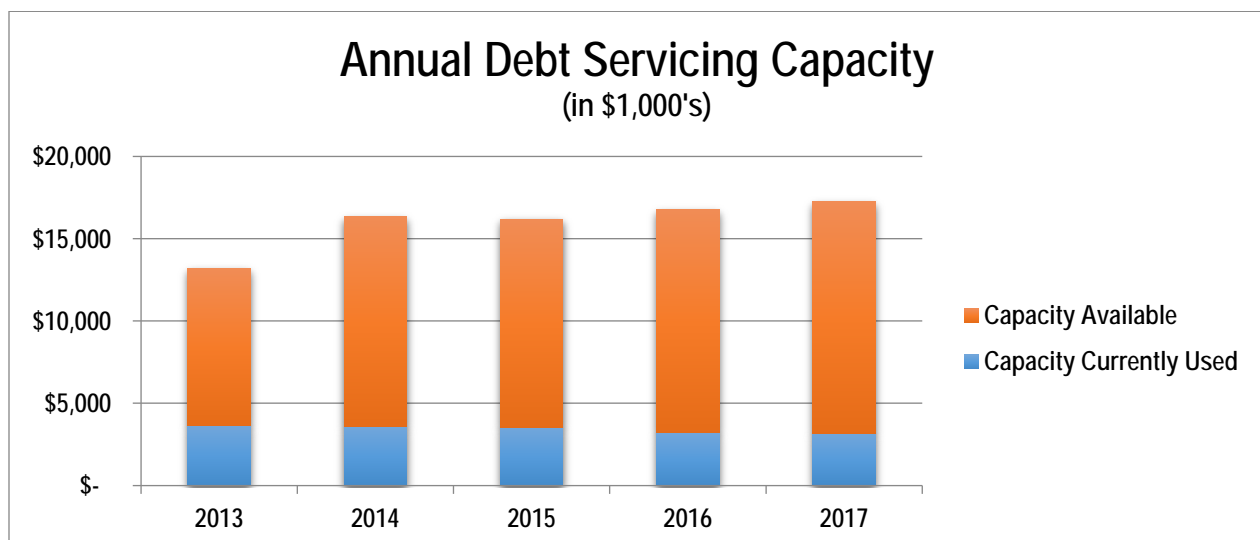
- Commencing for 2013, Council committed to rebuilding the capacity of Vernon to fund its capital infrastructure obligations. To this end 1.9% annual taxation increase is to be levied cumulatively for infrastructure funding.



LONG TERM DEBT

A municipality's ability to borrow funds (debt capacity) is based on their ability to make principal and interest payments (liability servicing). The liability servicing limit, the maximum allowable principal and interest payments a municipality can make in a year, is based on a percentage of applicable Municipal Revenues and determines how much debt a Municipality can service.

MUNICIPAL REVENUES (in 000's)	2013	2014	2015	2016	2017
Municipal portion of Property Tax revenue	\$28,175	\$28,533	\$35,572	\$36,013	\$37,730
Sale of Services	17,061	20,711	21,423	21,034	21,268
Other Revenue	4,609	12,865	6,505	9,888	9,420
Investment Income	1,463	1,779	1,719	720	952
Unconditional Government Transfers	2,393	2,452	632	608	987
Less:					
Actuarial adjustments on long term debt	(928)	(1,005)	(1,137)	(1,233)	(1,369)
TOTAL MUNICIPAL REVENUES	\$52,773	\$65,335	\$64,714	\$67,030	\$68,988
Liability Servicing factor	25%	25%	25%	25%	25%
LIABILITY SERVICING LIMIT	\$13,193	\$16,334	\$16,179	\$16,758	\$17,247
LIABILITY SERVICING COST					
Debt Servicing for Authorized and Issued Debt	3,442	3,359	3,322	3,004	2,905
Estimated Debt Servicing for Unissued Debt	219	219	219	219	270
TOTAL LIABILITY SERVICING COST	\$3,661	\$3,578	\$3,541	\$3,223	\$3,175
LIABILITY SERVICING CAPACITY AVAILABLE	\$9,532	\$12,756	\$12,638	\$13,535	\$14,072



ISSUED AND OUTSTANDING DEBT

All long term debt outstanding is bond debt issued by the Municipal Finance Authority (MFA). Bond borrowing differs from conventional consumer debt in that the principal payments made to extinguish the debt are not paid to the debt holder until the bond is due at expiry. In the period of time between the issuance of the bond and its expiry the principal payments made to satisfy the debt are invested by the MFA. The earnings are held by and applied to the payment of the bond at expiry. Those earnings are referred to as actuarial payments.

GENERAL FUND BOND DEBT

Year	Principal	Interest	Total
2018	1,295,059	594,079	1,889,138
2019	1,295,059	594,079	1,889,138
2020	346,930	116,329	463,259
2021	0	0	0

GENERAL FUND LONG TERM LEASE

Year	Principal	Interest	Total
2018	19,540	108,344	127,884
2019	21,464	106,420	127,884
2020	23,070	104,814	127,884
2021	24,796	103,088	127,884
2022	28,451	99,433	127,884
2023	31,253	96,631	127,884

To Maturity 2037

SEWER FUND BOND DEBT

Year	Principal	Interest	Total
2018	540,830	381,512	922,342
2019	540,830	381,512	922,342
2020	540,830	381,512	922,342
2021	483,897	362,422	846,319
2022	483,897	362,422	846,319
2023	483,897	362,422	846,319

To Maturity 2030

THE STRUCTURE OF OUTSTANDING DEBT

Description of Purpose	Bylaw	Amount Borrowed	Term	Rate of Interest	Expiry
Downtown Revitalization	4624	\$388,328	15 Years	1.8%	2020
Downtown Revitalization	4625	128,399	15 Years	1.8%	2020
Downtown Revitalization	4628	216,710	15 Years	1.8%	2020
BC Gas LILO Prepayment	4717	24,500,000	17 Years	2.10%	2019
Anderson Subdivision	4739	3,994,481	15 Years	1.8%	2020
Cultural Centre Land	4739	680,136	15 Years	1.8%	2020
BC Gas Lease LILO Lease	4718	1,250,000		9.85%	2037

Sewer Debt

Sewage Treatment Plant Draw #1	4680	2,037,900	25 Years	1.75%	2027
Sewage Treatment Plant Draw #2	4680	5,000,000	25 Years	2.40%	2027
Water Reclamation Plant	4791	12,556,250	25 Years	1.8%	2030
Reclaimed Water Line extension to service golf course	4889	1,060,570	15 Years	4.15%	2020

OPERATING FUND SUMMARY

OPERATING FUND SUMMARY

	Amended Budget 2018	Approved Budget 2019
Total Operating Revenues (in \$1000's)		
General Fund	\$80,618	\$81,970
Sewer Fund	11,175	10,963
	\$91,793	\$92,933
	Amended Budget 2018	Approved Budget 2019
Total Operating Expenses (in \$1,000's)		
General Fund	\$96,556	\$74,680
Sewer Fund	10,389	9,901
	106,945	84,581
Net Operating Surplus (Deficit)	\$(15,152)	\$8,352

TOTAL OPERATING FUND REVENUES BY CATEGORY

Consolidated (in \$1,000's)	Amended Budget 2018	Approved Budget 2019
Description		
Taxation	\$39,958	\$42,580
Services to other Governments	2,980	3,112
Government Transfers	10,868	12,688
Sales of Services	23,945	25,193
Fiscal Services	8,903	2,164
Natural Gas System Lease and Franchise Agreement	2,357	2,316
Transfers of Capital Assets from Developers	2,782	4,880
	\$91,793	\$92,933

TOTAL OPERATING FUND EXPENDITURES BY CATEGORY

Consolidated (in \$1,000's)	Amended Budget 2018	Approved Budget 2019
Description		
Salaries & Wages	\$30,611	\$31,798
Contracts & Supplies, Materials & Other	58,849	35,107
Amortization of Capital Assets	11,901	12,116
Bank Charges, Interest & Loss on Capital Assets	1,268	1,180
Utilities, Telephone & Insurance	4,316	4,380
	\$106,945	\$84,581

IMPACT ON RESIDENTAL TAXPAYER

Estimated Cumulative Impact of Vernon Tax Increase

AVERAGE HOME Assessment Value

	2018	2019*
LAND	\$ 180,354	\$ 180,354
IMPROVEMENTS	223,205	223,205
TOTAL	\$ 403,559	\$ 403,559

* 2019 Assessments not available, 2018 Assessments used for comparative purposes.

TAX LEVY CHANGE City of Vernon Changes Only

	2018	2019 ESTIMATE
ESTIMATED CHARGE TO AVERAGE HOME	\$ 1,373	\$ 1,446

ILLUSTRATION OF TAX LEVY DISTRIBUTION City of Vernon Changes Only

	2018	2019 ESTIMATE	DIFFERENCE
OPERATING LEVY	\$ 1,241	\$ 1,306	\$ 66
CAPITAL LEVY	133	140	7
TOTAL	\$ 1,373	\$ 1,446	\$ 73

BUDGETED REVENUES & EXPENSES CASH BASIS

Excludes Tax Payments To/From Other Governments

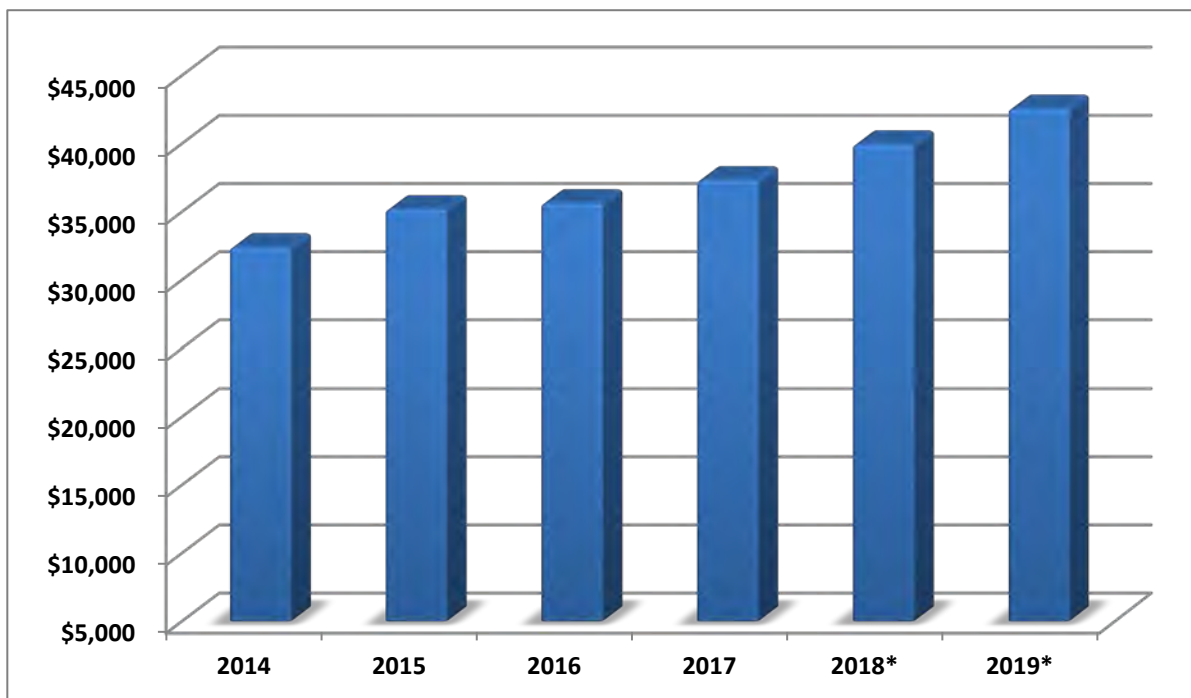
	2018 AMENDED BUDGET	2019 APPROVED BUDGET	GENERAL FUND ONLY	SEWER FUND ONLY
REVENUE				
Taxation revenues	\$ 39,958,120	\$ 42,579,671	\$ 42,484,521	\$ 95,150
Sale of services	13,120,614	14,206,326	14,206,326	-
Sewer fees & charges	9,565,623	9,661,056	-	9,661,056
Government transfers	10,867,860	12,688,260	12,597,508	90,752
Services to other governments	2,980,144	3,112,041	2,530,746	581,295
Natural gas system	2,356,900	2,316,000	2,316,000	-
Sale of goods	1,258,619	1,326,201	1,326,201	-
Interest, penalties & gains	8,903,178	2,163,941	2,141,941	22,000
Developer contributions	2,782,021	4,879,554	4,366,334	513,220
TOTAL REVENUE	91,793,079	92,933,050	81,969,577	10,963,473
EXPENSES				
Salaries, wages & benefits	30,611,144	31,797,990	29,545,954	2,252,036
Contracts for services	47,782,741	26,867,090	26,023,913	843,177
Amortization	11,901,431	12,115,656	9,443,447	2,672,209
Goods, materials & supplies	10,403,455	7,554,076	4,917,398	2,636,678
Communications, insurance & utilities	4,316,431	4,379,945	3,264,448	1,115,497
Interest, charges & losses	1,268,225	1,180,241	798,729	381,512
Cost of goods sold	661,273	685,707	685,707	-
TOTAL EXPENSES	106,944,700	84,580,705	74,679,596	9,901,109
SURPLUS(DEFICIT)	-15,151,621	8,352,345	7,289,981	1,062,364
RECONCILIATION TO CASH BASIS:				
BUDGETED SURPLUS (DEFICIT)	-15,151,621	8,352,345	7,289,981	1,062,364
Add: Amortization	11,901,431	12,115,656	9,443,447	2,672,209
Add: Transfers from reserves	39,503,447	11,850,393	7,446,393	4,404,000
Less: Approved capital asset additions	-24,315,927	-21,901,698	-17,248,124	-4,653,574
Debt principal payments	-1,795,149	-1,800,420	-1,259,590	-540,830
Transfers to reserves	-10,142,181	-8,616,276	-5,672,107	-2,944,169
SURPLUS (DEFICIT)	\$ -	\$ -	\$ -	\$ -

REVENUE REPORTING PROPERTY TAXATION

Property Taxation is the single largest revenue source for the City of Vernon, similar to almost all Canadian Municipalities. Taxation represents 46.0% of total revenues as reported on a consolidated basis.

1.9% of the increase in Taxation relates to the Infrastructure Levy which now totals \$4,396,872. For 2019, \$400,000 has been estimated as the amount of extra taxation that will be received from non-market growth in assessed property values. Non-market growth represents the addition of tax paying properties recently developed that will be paying Property Taxes in 2019 but did not in 2018.

Year	2014	2015	2016	2017	2018*	2019*
(in \$1,000's)						
Taxes	\$ 32,413	\$ 35,195	\$ 35,642	\$ 37,333	\$ 39,958	\$ 42,580
Total Revenue	78,331	80,733	77,044	90,233	91,793	92,933
Percentage	41.4%	43.6%	46.3%	41.4%	43.5%	45.8%



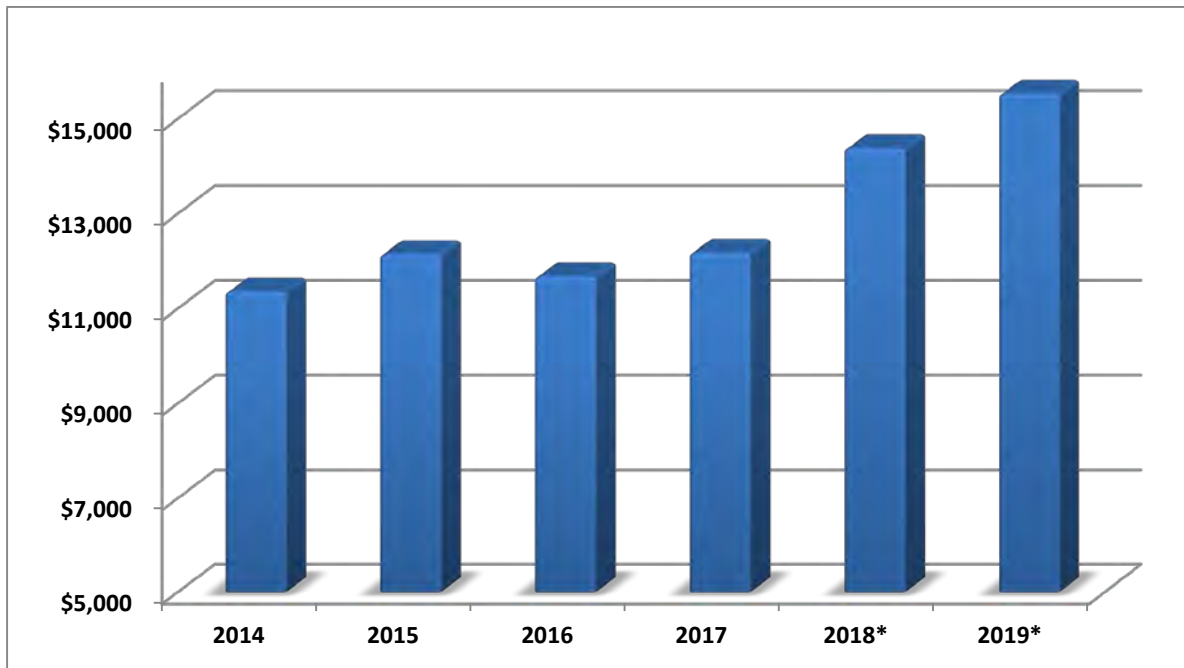
*2018 amended budget & 2019 approved budget represented.

REVENUE REPORTING

SALE OF GOODS & SERVICES

Sales of Goods & Services reflects the fee and service revenues collected by the City, exclusive of Sewer Utility revenues. Most fees have remained relatively stable with minimal increases. These revenues are expected to increase for 2019 related to increases in fees for Transit due to expansion of service, Licenses and Permit fees related to developments and rental and concession sale increases at the Multi-Use Facility from the expansion which added a second ice sheet at the north end of the facility.

Year (in 1,000's)		2014		2015		2016		2017		2018*		2019*
Sale of Goods & Services	\$	11,354	\$	12,145	\$	11,674	\$	12,177	\$	14,379	\$	15,532
Total Revenue		78,331		80,733		77,044		90,233		91,793		92,933
Percentage		14.5%		15.0%		15.2%		13.5%		15.7%		16.7%



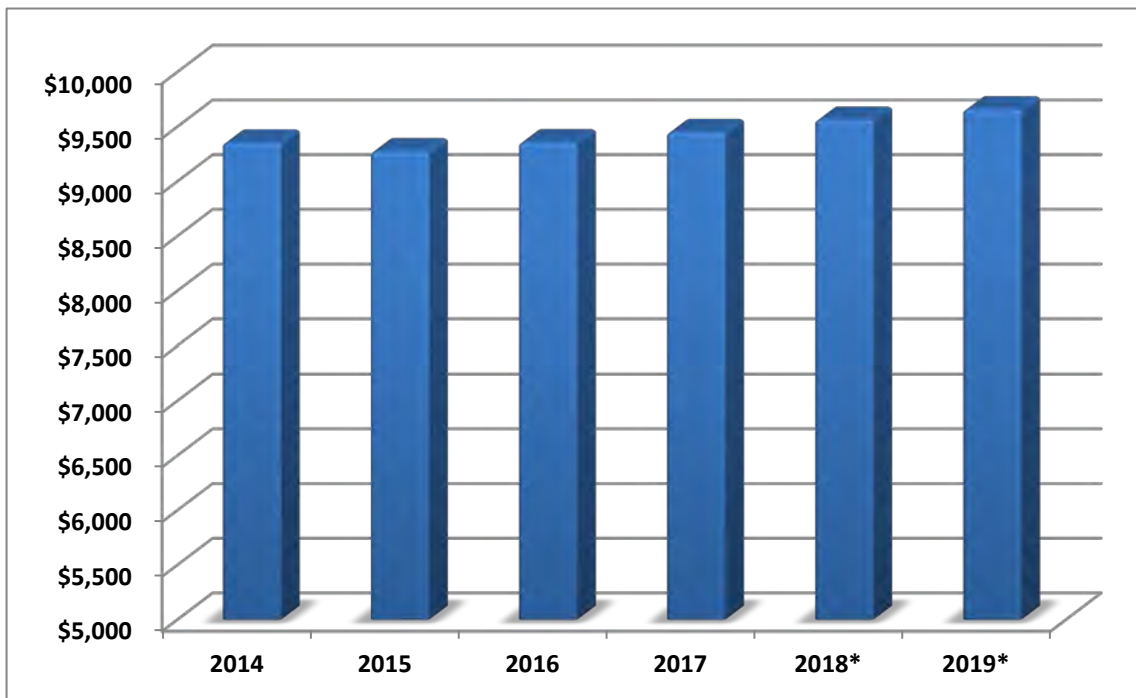
*2018 amended budget & 2019 approved budget represented.

REVENUE REPORTING

SANITARY SEWER FEES

Sewer Utility revenue includes usage charges, base fees, flat fees, connection charges, and reclaimed water spray irrigation charges. Steady overall utility revenue over the last few years is due to stable rates and is based largely on water consumption which is metered to encourage water conservation. The Regional District of North Okanagan is responsible for the water provided to the City.

Year (in 1,000's)	2014	2015	2016	2017	2018*	2019*
Sanitary Sewer Fees	\$ 9,357	\$ 9,278	\$ 9,360	\$ 9,453	\$ 9,566	\$ 9,661
Total Revenue	78,331	80,733	77,044	90,233	91,793	92,933
Percentage	11.9%	11.5%	12.1%	10.5%	10.4%	10.4%

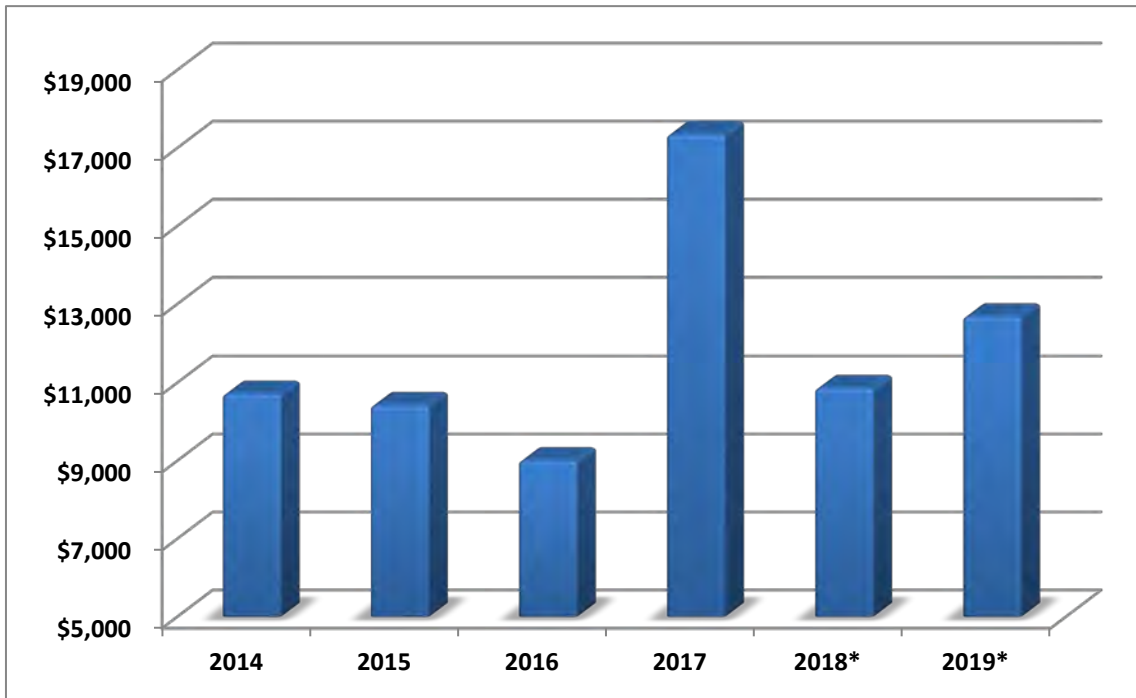


*2018 amended budget & 2019 approved budget represented.

REVENUE REPORTING GOVERNMENT GRANTS

Grants include Federal, Provincial and Regional grants. Federal government grant funding is mostly grant payments for capital projects. Provincial grant funding includes amounts received for Traffic Fine revenue sharing, gas tax, gaming grant and hotel tax. 2017 included borrowed funds transferred to the City from the Regional District of the North Okanagan for the construction of an ice sheet as an extension of the Multi-Use Facility to replace the Civic Arena. For Financial Reporting purposes these funds are reported as Government Transfers/Grants; however, for internal City of Vernon budgeting purposes these funds are reported under Fiscal Services. This is why there are two separate revenue items that are impacted by this transaction, 2017 under Government Transfers/Grants as reported in the financial statements and in 2018 under Fiscal Services as reported in the amended budgeted.

Year (in \$1,000)	2014	2015	2016	2017	2018*	2019*
Grants	\$ 10,721	\$ 10,431	\$ 9,015	\$ 17,357	\$ 10,868	\$ 12,688
Total Revenue	78,331	80,733	77,044	90,233	91,793	92,933
Percentage	13.7%	12.9%	11.7%	19.2%	11.8%	13.7%



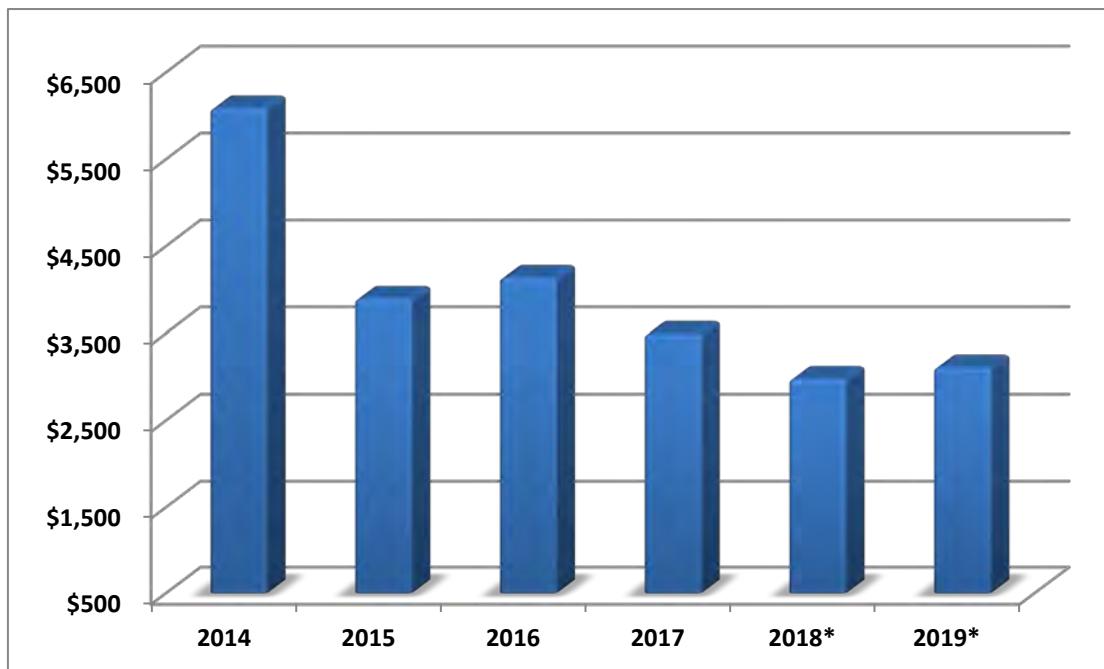
*2018 amended budget & 2019 approved budget represented.

REVENUE REPORTING

SERVICES PROVIDED TO OTHER GOVERNMENTS

Services to Other Governments include inter-municipal recoveries for all services exchanged between Vernon and surrounding jurisdictions. It includes fees for bylaw services, shared transit costs, revenue for other government access to the City sewer system. Other items include fees for emergency services such as confined space rescue, and hazardous materials response capability. The large increase in 2014 was the result of the City taking over responsibility of Parks and Recreation Services from the Regional District of North Okanagan at the beginning of that year.

Year (in \$1,000)		2014	2015	2016	2017	2018*	2019*
Services to other Government	\$	6,088	\$ 3,896	\$ 4,137	\$ 3,495	\$ 2,980	\$ 3,112
Total Revenue		78,331	80,733	77,044	90,233	91,793	92,933
Percentage		7.8%	4.8%	5.4%	3.9%	3.2%	3.3%

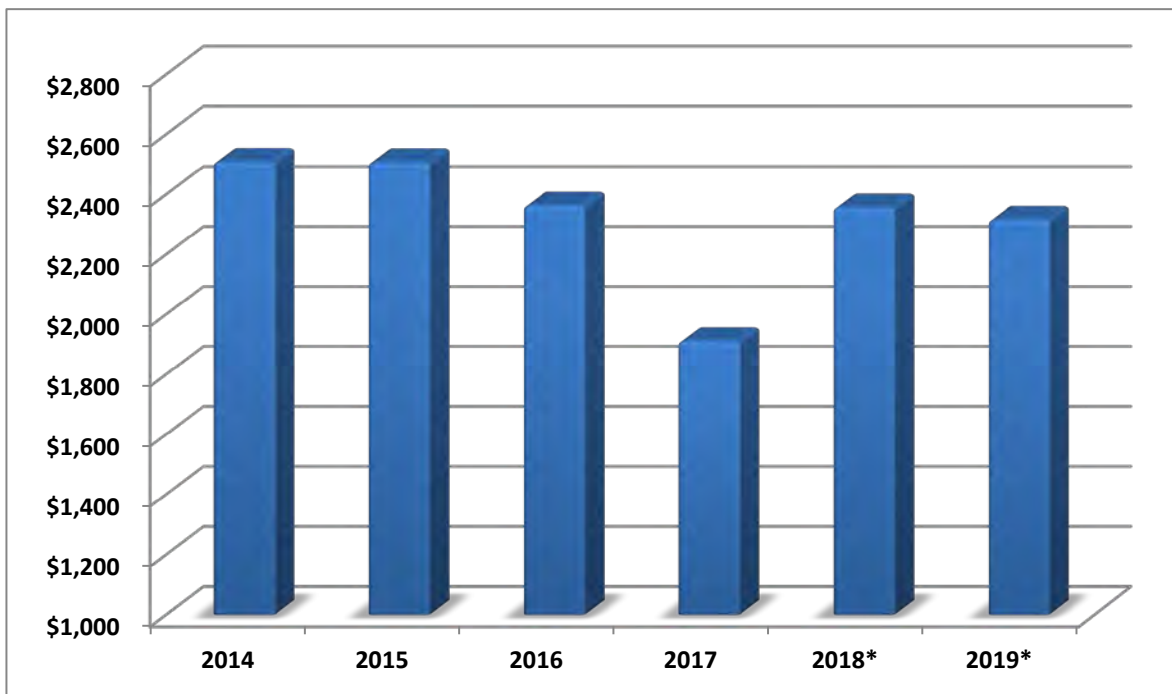


*2018 amended budget & 2019 approved budget represented.

REVENUE REPORTING
NATURAL GAS REVENUE (LILO)

The City of Vernon entered into an agreement with BC Gas Utility, now known as Fortis BC Gas Inc in 2002. The agreement took the form of a sale and leaseback of the natural gas distribution system in Vernon. There is a long term debt obligation and an operating lease. Funding comes from Fortis BC Gas Inc. as lease revenue. At the conclusion of the agreement, a payment will be made to the City of Vernon to repurchase the natural gas distribution system.

Year (in \$1,000)	2014	2015	2016	2017	2018*	2019*
Natural Gas System	\$ 2,509	\$ 2,508	\$ 2,363	\$ 1,911	\$ 2,357	\$ 2,316
Total Revenue	78,331	80,733	77,044	90,233	91,793	92,933
Percentage	3.2%	3.1%	3.1%	2.1%	2.6%	2.5%



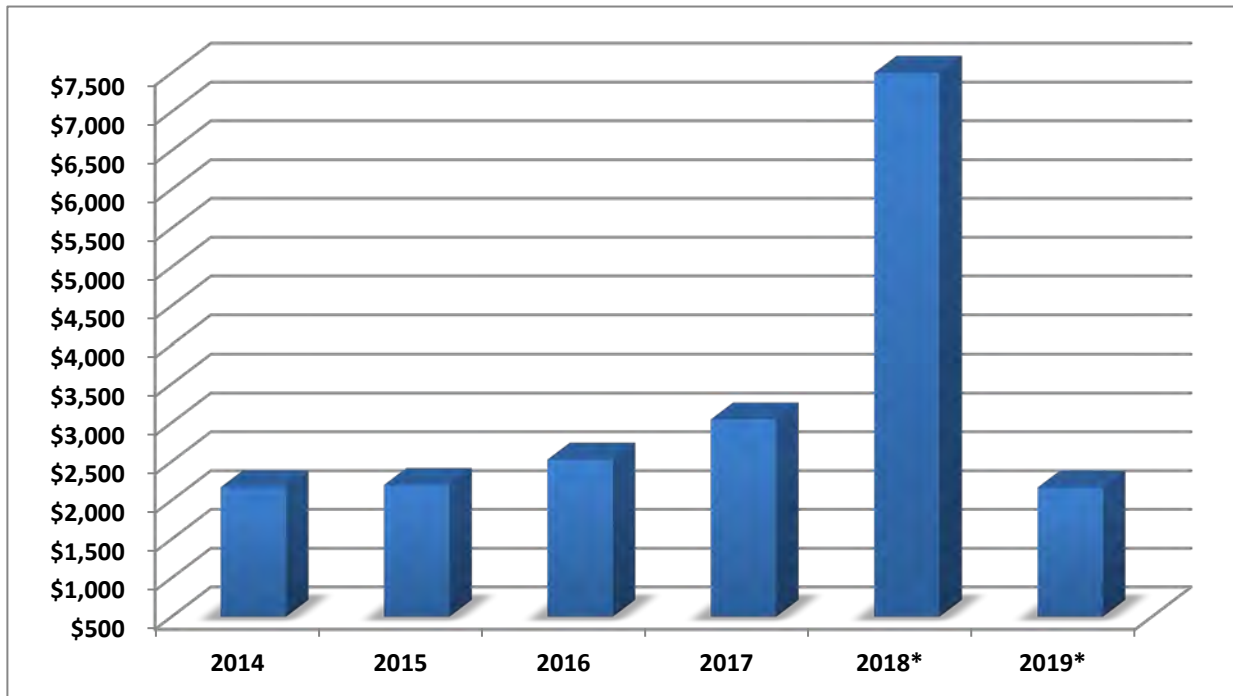
*2018 amended budget & 2019 approved budget represented.

REVENUE REPORTING

FISCAL SERVICES

Fiscal Services revenue encompasses interest revenue on overdue receivables, investment income, interest and penalties on outstanding taxes and overdue utilities. Increases in Fiscal Services Revenue in 2017 and 2018 are due to borrowed funds transferred to the City from the Regional District of the North Okanagan (RDNO). After a successful referendum RDNO borrowed approximately \$13 million to build a new ice sheet to replace the Civic Arena. Since the Recreation function for the Greater Vernon area was transferred to the City in 2014, RDNO contracted the City to build the new facility which is an extension of the Multi-Use Facility (Kal Tire Place). Since the borrowed funds had restrictions, amounts were recognized over 2017 and 2018 as revenue as the construction of the new facility was being completed. Construction was completed in September 2018.

Year (in \$1,000)	2014	2015	2016	2017	2018*	2019*
Fiscal Services Revenue	\$ 2,167	\$ 2,197	\$ 2,523	\$ 3,041	\$ 8,903	\$ 2,163
Total Revenue	78,331	80,733	77,044	90,233	91,793	92,933
Percentage	2.8%	2.7%	3.3%	3.4%	9.7%	2.3%



*2018 amended budget & 2019 approved budget represented.

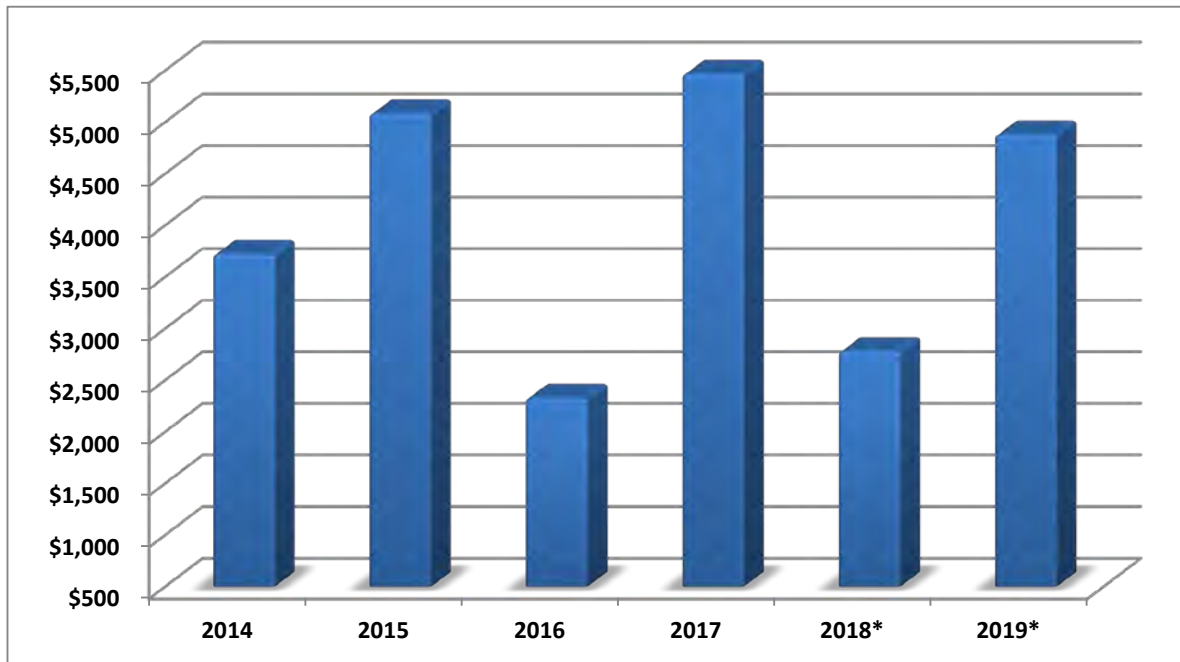
REVENUE REPORTING

CONTRIBUTIONS FROM DEVELOPERS

Contributions from Developers is the draw down of deferred revenue for the completion of Capital projects. The funds are levied through Development Cost Charges (DCC's) on new development.

Subsequent years also include revenue amounts equal to the value of assets contributed to the City where developers constructed the required infrastructure in lieu of paying DCC's. When constructed, these assets are then contributed to the City for maintenance and eventual replacement (eg. roads, sidewalks, storm and sanitary mains, etc.).

Year (in \$1000's)	2014	2015	2016	2017	2018*	2019*
Contributions from Developers	\$ 3,722	\$ 5,083	\$ 2,330	\$ 5,466	\$ 2,782	\$ 4,880
Total Revenue	78,331	80,733	77,044	90,233	91,793	92,933
Percentage	4.8%	6.3%	3.0%	6.1%	3.0%	5.3%



*2018 amended budget & 2019 approved budget represented.

REVENUE AND EXPENDITURES BY DIVISION RECONCILED TO CASH BASIS

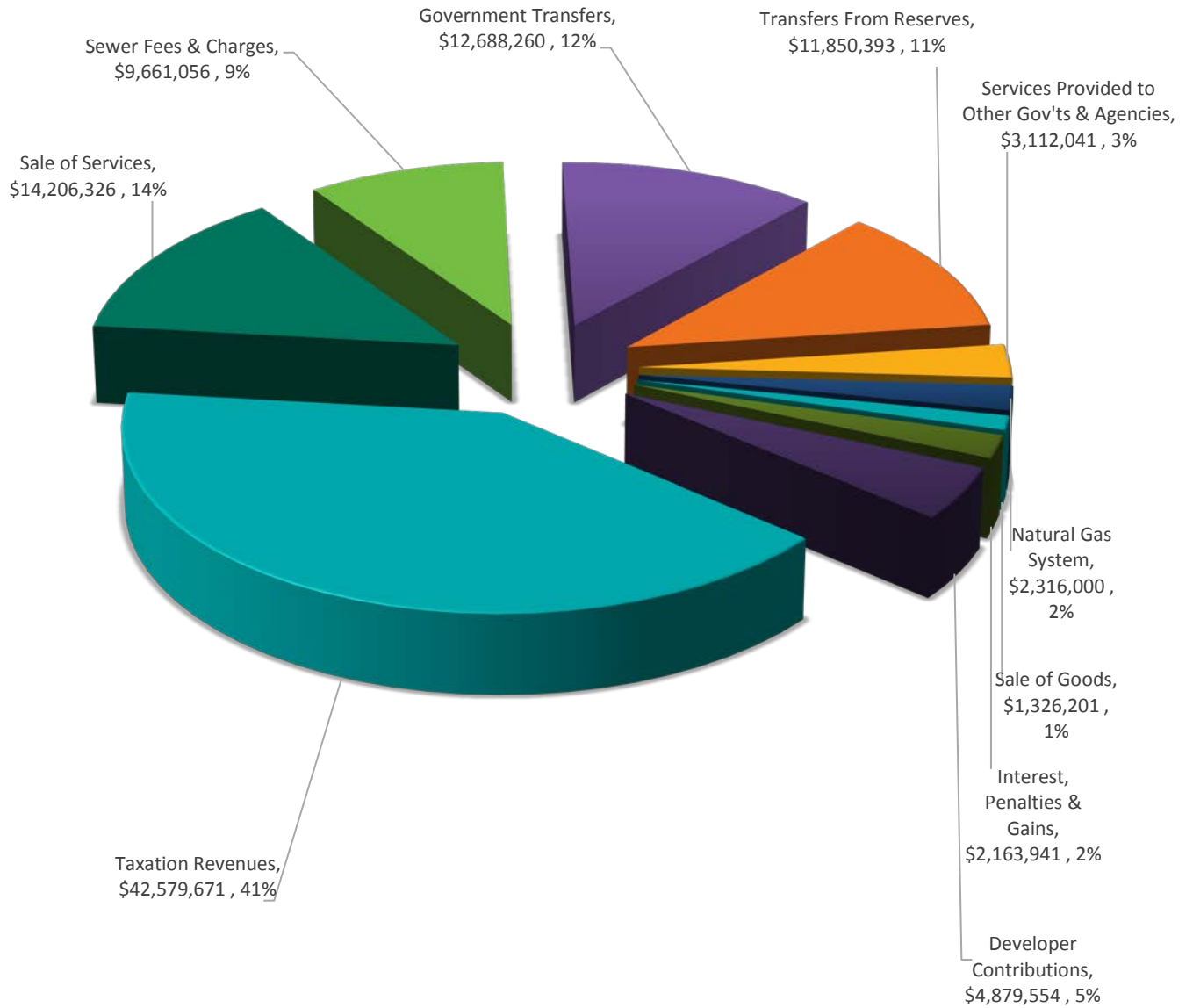
	2019 Approved Budget	Transfers To/ From Reserves	Note	2019 Approved Budget
Division Costing Center				
Revenues				
Administration	\$ 100			\$ 100
Community Infrastructure & Development Services	7,328,003	(425,477)		6,902,526
Corporate Services	3,128,258	(736,450)		2,391,808
Facilities	182,500	(165,000)		17,500
Fleet	985,000	(983,000)		2,000
Financial Services	10,361,590	(158,296)		10,203,294
Finance - Collections for Other Governments	33,033,029		a) (33,033,029)	0
Finance - Taxation	40,540,808			40,540,808
Fire Rescue	543,949	(68,469)		475,480
Human Resources	277,000	(212,000)		65,000
Operations General	262,157			262,157
Parks Maintenance	152,701	(6,500)		146,201
Public Works	3,950,683	(150,000)		3,800,683
Capital Projects Budget	17,504,828	(8,744,837)		8,759,991
RCMP Contract	489,790			489,790
Recreation (includes Laker's Clubhouse)	5,043,885	(70,364)		4,973,521
Sewer	10,843,899	(130,000)		10,713,899
Storm	45,000			45,000
Water	3,143,292			3,143,292
Total Revenues	137,816,472	(11,850,393)	(33,033,029)	92,933,050
Expenditures				
Administration	890,220	(4,014)		886,206
Amortization	12,115,656			12,115,656
Community Infrastructure & Development Services	11,903,804	(2,540)		11,901,264
Corporate Services	7,460,145	(405,205)		7,054,940
Facilities	1,633,315			1,633,315
Financial Services	8,221,726	(4,443,623)	b) (1,259,590)	2,518,513
Finance - Collections for Other Governments	33,033,029		a) (33,033,029)	0
Fire Rescue	6,418,431	(144,715)		6,273,716
Fleet	985,000	(491,812)		493,188
Human Resources	1,846,180	(1,626)		1,844,554
Operations General	(249,543)	(4,246)		(253,789)
Parks Maintenance	2,252,377			2,252,377
Public Works	9,744,770	(20,000)		9,724,770
Capital Projects Budget	21,901,698		c) (21,901,698)	0
RCMP Contract	9,935,878			9,935,878
Recreation (includes Laker's Clubhouse)	7,510,109	(153,335)		7,356,774
Sewer	10,843,899	(2,944,169)	b) (540,830)	7,358,900
Storm	342,142			342,142
Water	3,143,292	(991)		3,142,301
Total Expenditures	149,932,128	(8,616,276)	(56,735,147)	84,580,705
Net Surplus (Deficit), including Amortization	(12,115,656)	(3,234,117)	23,702,118	8,352,345
Add: Amortization				12,115,656
Add: Transfers from reserves				11,850,393
Less: Infrastructure Projects				(21,901,698)
Less: Debt principal payments				(1,800,420)
Less: Transfers to Reserves				(8,616,276)
Net Surplus (Deficit)				\$ -
a) Collections to/from other governments			\$ 33,033,029	
b) Debt principal payments			\$ 1,800,420	
c) Infrastructure Projects			\$ 21,901,698	

REVENUE & EXPENSES BY CATEGORY : BUDGET YEAR 2019

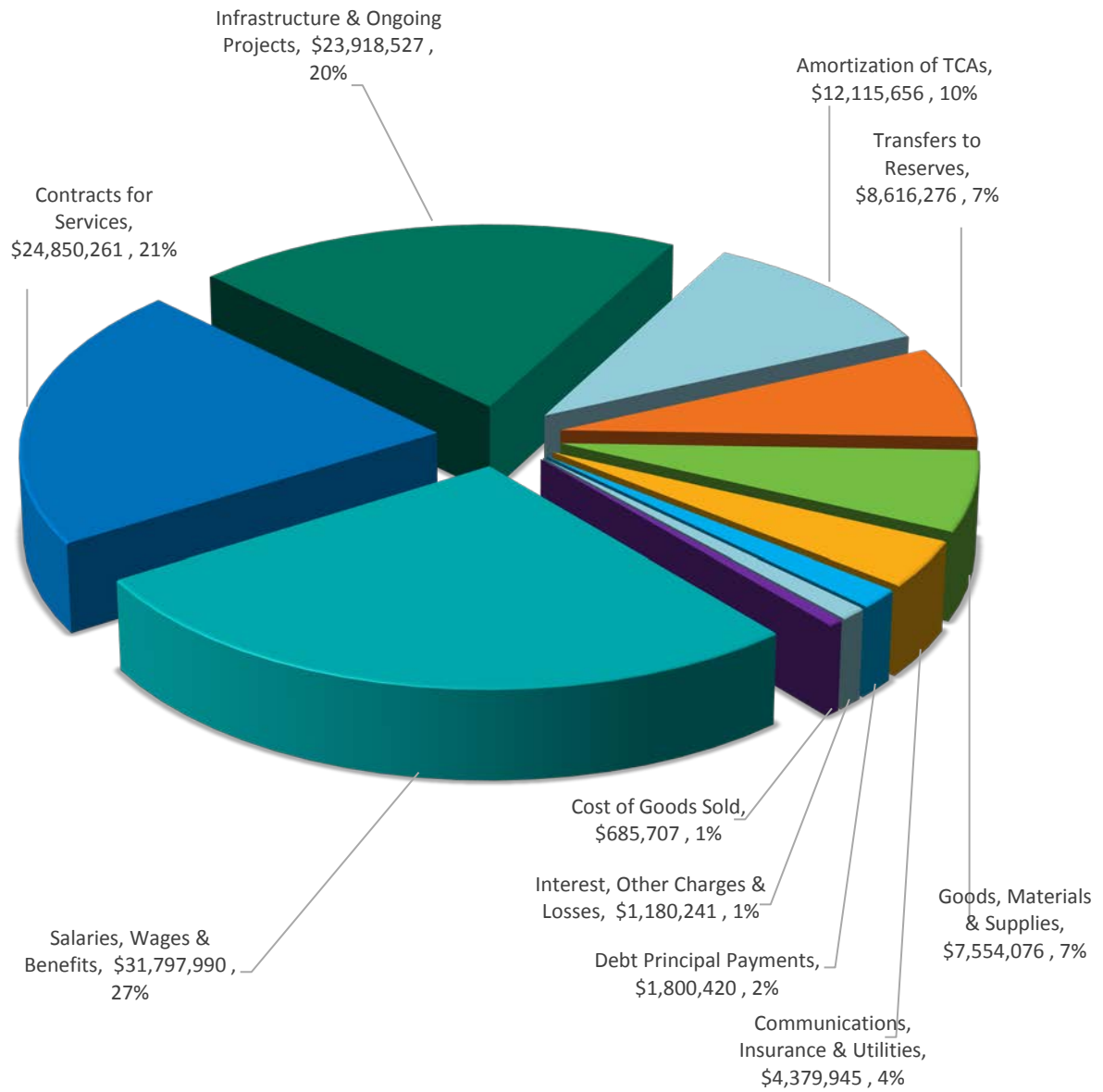
Includes Transfers To/From Reserves; Excludes Collections To/For Other Governments

	2018 AMENDED BUDGET	2019 APPROVED BUDGET
REVENUE		
Taxation Revenues	\$ 39,958,120	\$ 42,579,671
Sale of Services	13,120,614	14,206,326
Sewer Fees & Charges	9,565,623	9,661,056
Government Transfers	10,867,860	12,688,260
Transfers From Reserves	39,503,447	11,850,393
Services Provided to Other Gov'ts & Agencies	2,980,144	3,112,041
Natural Gas System	2,356,900	2,316,000
Sale of Goods	1,258,619	1,326,201
Interest, Penalties & Gains	8,903,178	2,163,941
Developer Contributions	2,782,021	4,879,554
Total Revenue	131,296,526	104,783,443
EXPENDITURES		
Salaries, Wages & Benefits	30,611,144	31,797,990
Contracts for Services	25,186,328	24,850,261
Infrastructure & Ongoing Projects	46,912,340	23,918,527
Amortization of TCAs	11,901,431	12,115,656
Transfers to Reserves	10,142,181	8,616,276
Goods, Materials & Supplies	10,403,455	7,554,076
Communications, Insurance & Utilities	4,316,431	4,379,945
Debt Principal Payments	1,795,149	1,800,420
Interest, Other Charges & Losses	1,268,225	1,180,241
Cost of Goods Sold	661,273	685,707
Total Expenditures	143,197,957	116,899,099
Net Cost, Including Amortization	(11,901,431)	(12,115,656)
Net Cost, Excluding Amortization	\$ -	\$ -

REVENUE BY CATEGORY



EXPENSE BY CATEGORY

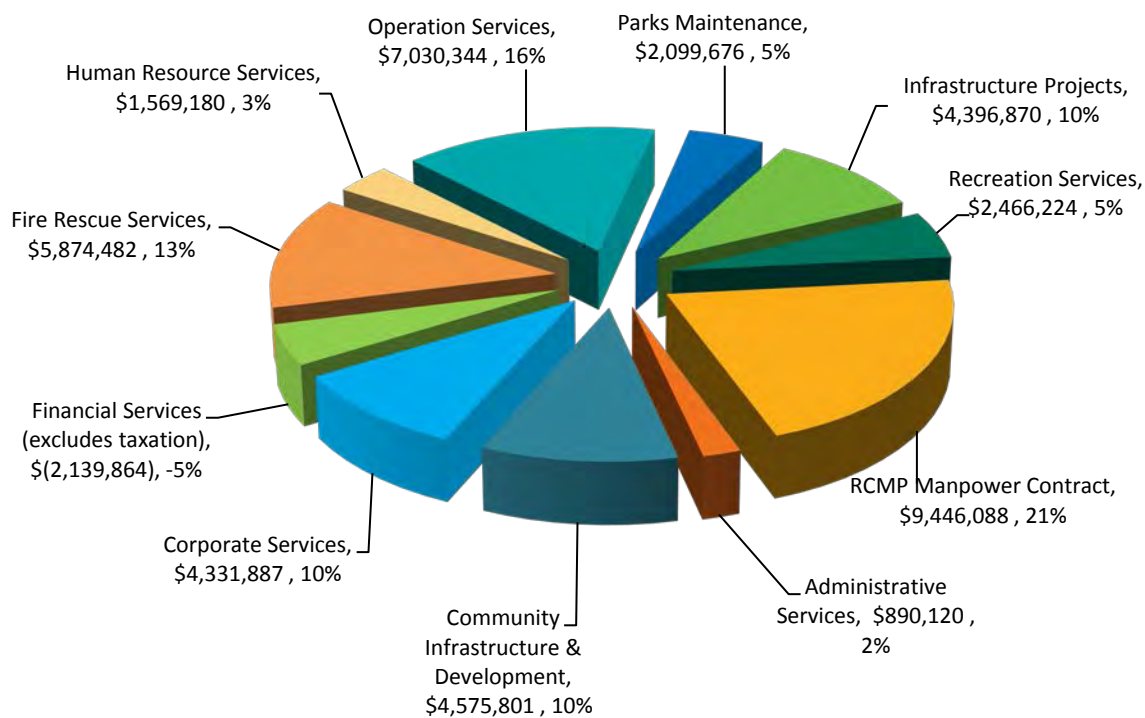


GENERAL DIVISION: NET TAX REQUIREMENT BY DIVISION

(excludes Amortization)

DIVISION	2018 NET TAX REQUIREMENT	2019 NET TAX REQUIREMENT
Administrative Services	\$ 780,101	\$ 890,120
Community Infrastructure & Development	4,340,723	4,575,801
Corporate Services	4,409,016	4,331,887
Financial Services (excludes taxation)	(2,516,396)	(2,139,864)
Fire Rescue Services	5,564,924	5,874,482
Human Resource Services	1,426,680	1,569,180
Operation Services	6,756,519	7,030,344
Parks Maintenance	1,982,556	2,099,676
Infrastructure Projects	3,674,461	4,396,870
Recreation Services	2,387,397	2,466,224
RCMP Manpower Contract	9,215,750	9,446,088
TOTAL	\$ 38,021,731	\$ 40,540,808

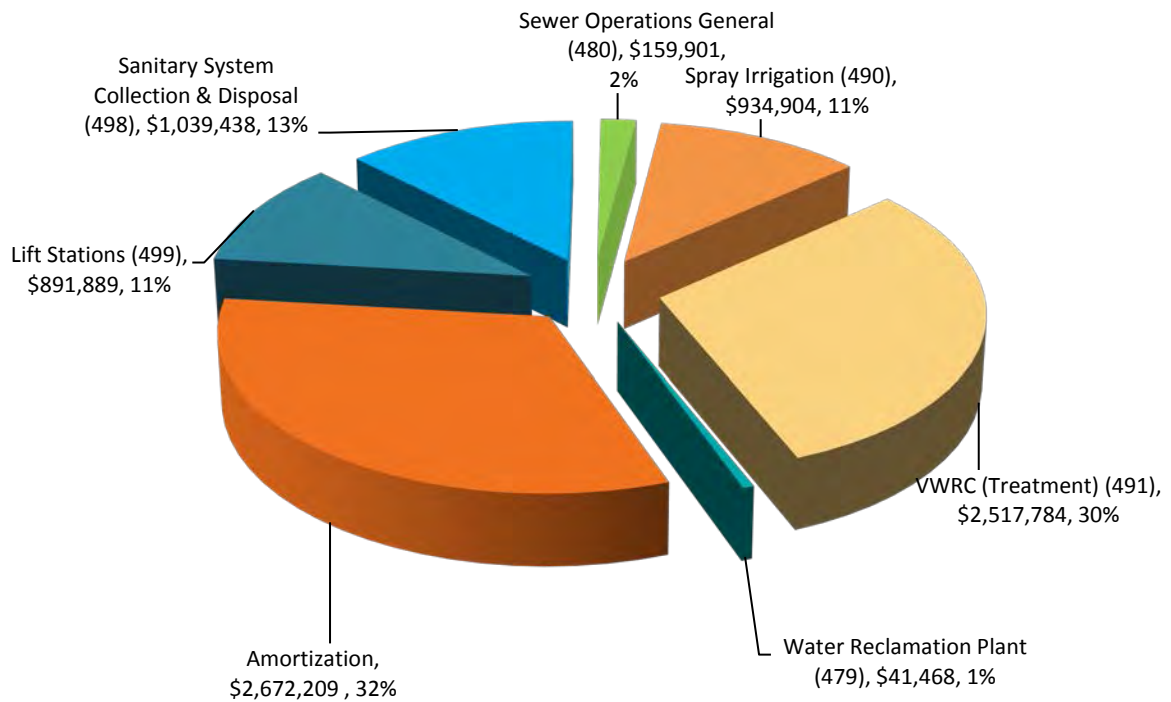
GENERAL DIVISION: NET TAX REQUIREMENT



SEWER DIVISION: 2018 TO 2019 COMPARISON

	2018 AMENDED BUDGET	2019 APPROVED BUDGET	\$ INCREASE (DECREASE) IN BUDGET	% INCREASE (DECREASE) IN BUDGET
DEPARTMENT				
Amortization	\$ 2,624,959	\$ 2,672,209	\$ 47,250	1.80 %
Fiscal Services - Sewer (481)	(5,316,476)	(5,585,384)	(268,908)	5.06 %
Lift Stations (499)	805,341	891,889	86,548	10.75 %
Sanitary System Collection & Disposal (498)	927,183	1,039,438	112,255	12.11 %
Sewer Operations General (480)	153,475	159,901	6,426	4.19 %
Spray Irrigation (490)	967,733	934,904	(32,829)	-3.39 %
VWRC (Treatment) (491)	2,422,549	2,517,784	95,235	3.93 %
Water Reclamation Plant (479)	40,195	41,468	1,273	3.17 %
SUB TOTAL	2,624,959	2,672,209	47,250	1.80 %
AMORTIZATION	2,624,959	2,672,209	47,250	1.80 %
NET	\$ -	\$ -	\$ -	

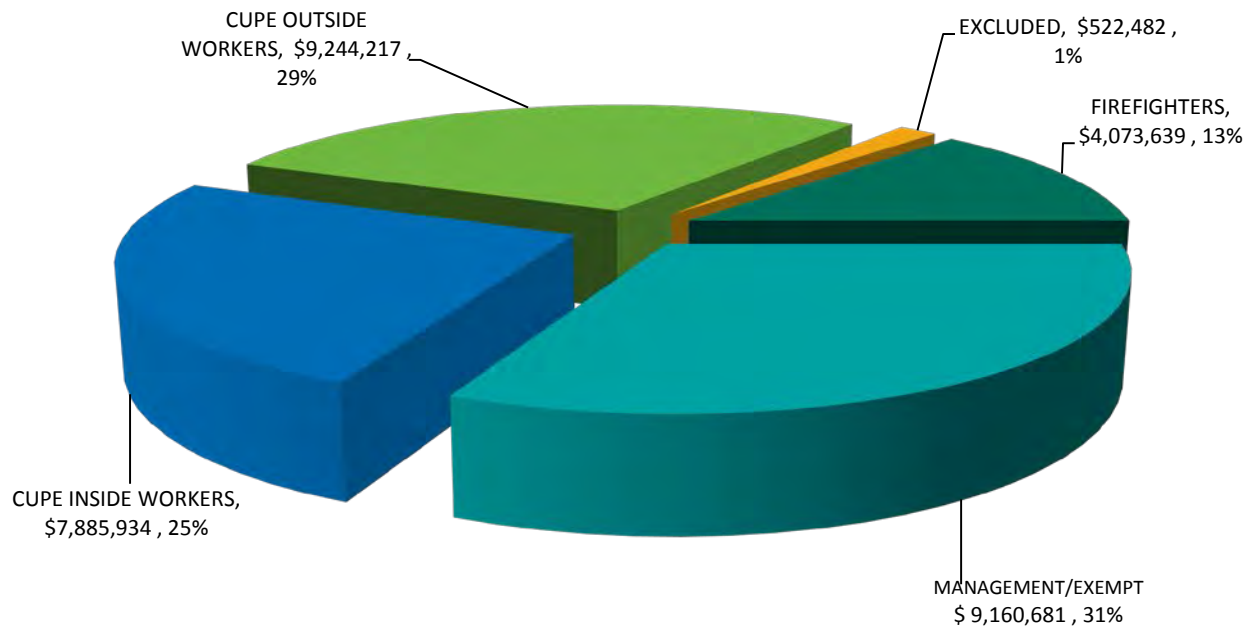
SEWER DIVISION DEPARTMENT (excluding Fiscal Services)



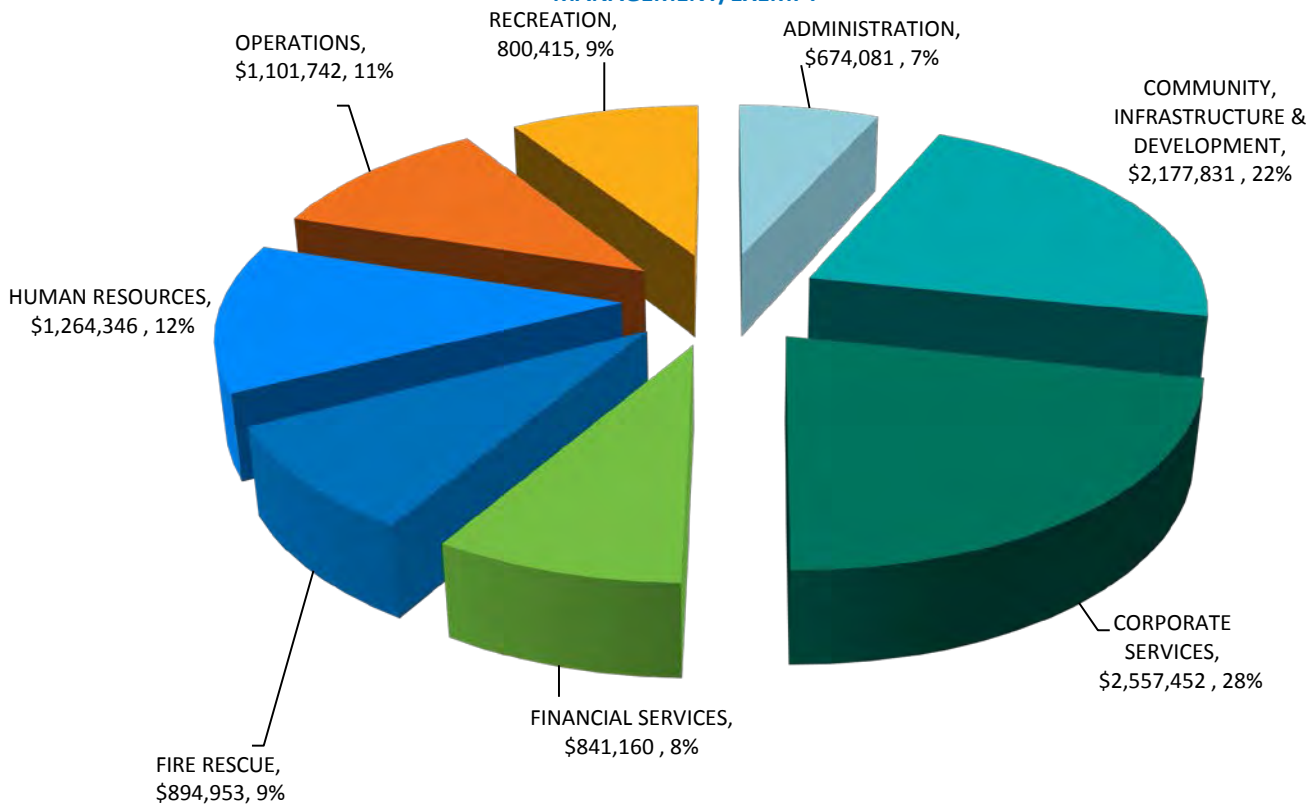
SALARIES, WAGES & BENEFITS - BY DIVISION

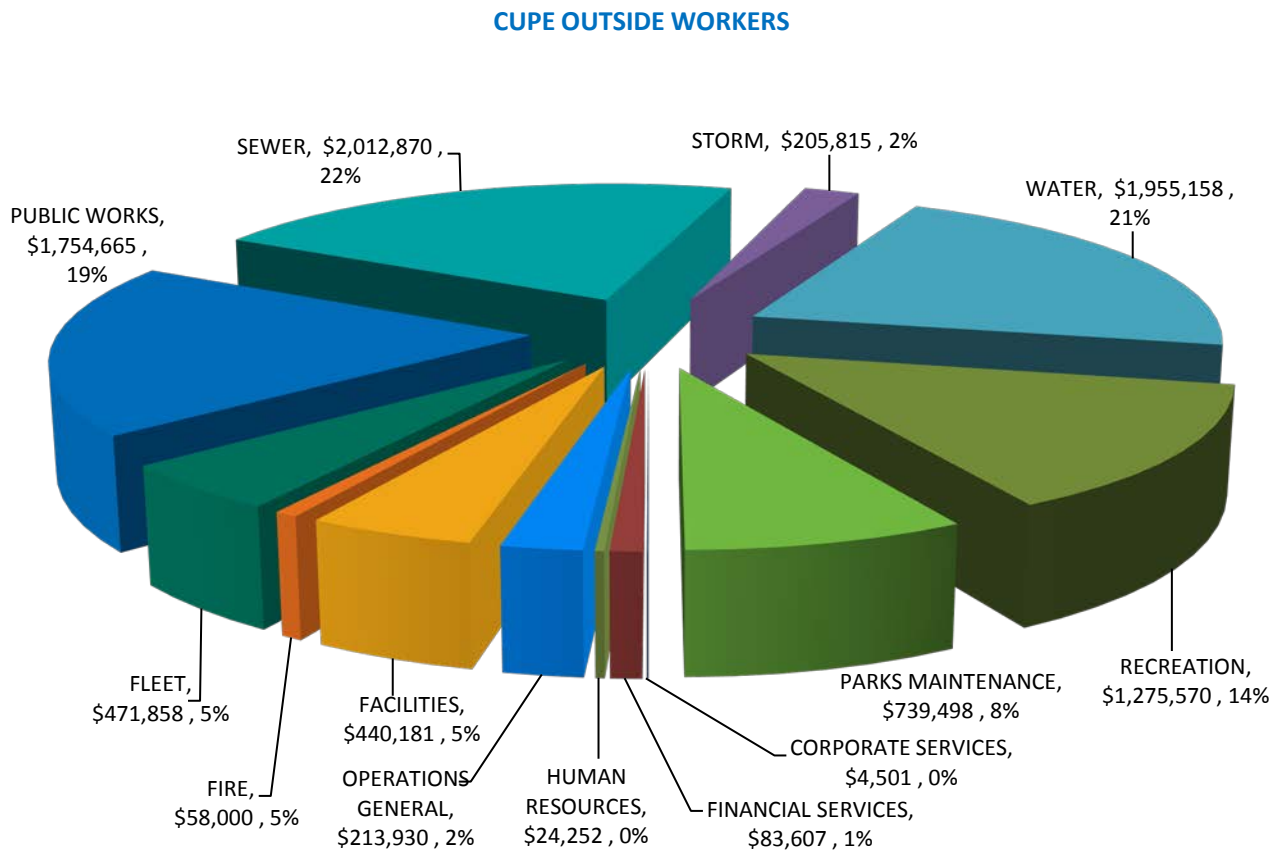
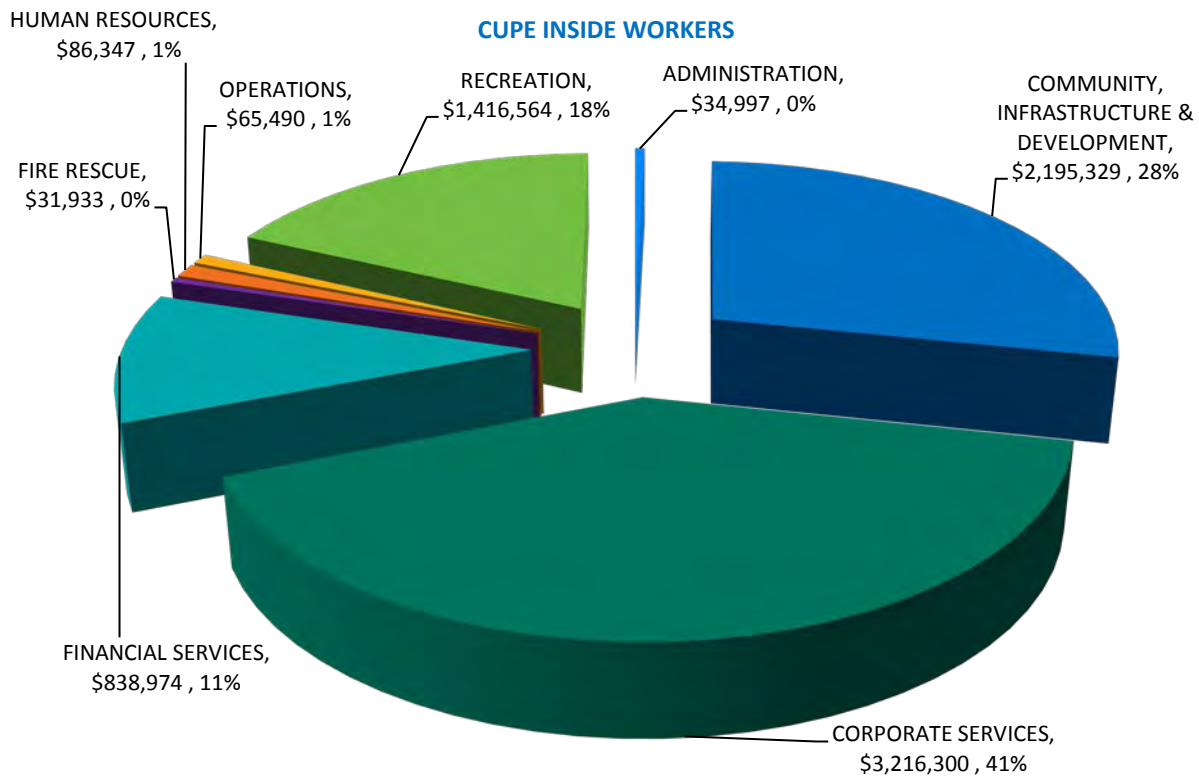
			CUPE					\$ INCREASE (DECREASE)	% INCREASE (DECREASE)
	MGMT/ EXEMPT	CUPE INSIDE WORKERS	OUTSIDE WORKERS	EXCLUDED STAFF	FIREFIGHTERS	TOTAL FOR 2019	TOTAL FOR 2018	OVER PRIOR YEAR)	OVER PRIOR YEAR)
DIVISION									
Administrative Services	\$ 674,081	\$ 34,997				\$ 709,078	\$ 615,334	\$ 93,744	15.23%
Community Infrastructure & Development	2,177,831	2,195,329	430			4,373,590	4,331,788	41,802	0.97%
Corporate Services	2,207,787	3,216,300	4,501			5,428,588	5,449,518	(20,930)	-0.38%
Financial Services	841,160	838,974	83,607			1,763,741	1,582,331	181,410	11.46%
Fire Rescue Services	894,953	31,933	61,882		4,073,639	5,062,407	5,305,063	(242,656)	-4.57%
Human Resources Services	1,264,346	86,347	24,252			1,374,945	1,091,515	283,430	25.97%
Recreation Services	909,820	1,416,564	1,275,570	522,482		4,124,436	3,750,562	373,874	9.97%
OPERATIONS:									
Operations General	196,638	-	213,930			410,568	556,802	(146,234)	-26.26%
Facility Services	117,910	-	440,181			558,091	510,431	47,660	9.34%
Fleet Services	125,956	-	471,858			597,814	581,668	16,146	2.78%
Parks Maintenance	97,936	1,624	739,498			839,058	837,455	1,603	0.19%
Public Works	312,020	-	1,754,665			2,066,685	1,925,621	141,064	7.33%
Sewer Services	175,300	63,866	2,012,870			2,252,036	2,034,651	217,385	10.68%
Storm Services	25,327	-	205,815			231,142	242,927	(11,785)	-4.85%
Water Services	50,655	-	1,955,158			2,005,813	1,795,478	210,335	11.71%
OPERATIONS Total	1,101,742	65,490	7,793,975	-	-	8,961,207	8,485,033	476,174	5.61%
GRAND TOTAL	\$ 10,071,720	\$ 7,885,934	\$ 9,244,217	\$ 522,482	\$ 4,073,639	\$ 31,797,992	\$ 30,611,144	\$ 1,186,848	3.88%

TOTAL LABOUR



MANAGEMENT/EXEMPT





2019 FULL TIME EQUIVALENT POSITIONS (FTE)

	2018 FULL-TIME EQUIVALENT	POSITION CHANGES	NOTES	2019 FULL-TIME EQUIVALENT
DIVISION				
Administrative Services	2.6			2.6
Community Infrastructure & Development Services	41.9	0.8	a)	42.7
Corporate Services	65.9	(1.6)	b)	64.3
Financial Services	18.5	1.0	c)	19.5
Fire Services	37.1			37.1
Human Resources Services	8.0	1.0	d)	9.0
Recreation Services	54.2	4.3	e)	58.5
Infrastructure Projects	-	10.7	f)	10.7
OPERATIONS				
Operations General	3.7	(0.2)	f)	3.5
Facility Services	6.6	(0.6)	f)	6.0
Fleet Services	6.5	(0.8)	f)	5.7
Parks Maintenance	14.2	(3.5)	f)	10.7
Public Work Services	27.6	(4.1)	f)	23.5
Sewer Services	30.5	(5.6)	f)	24.9
Storm Services	0.4	2.3	f)	2.7
Water Services	21.7	1.4	f)	23.1
GRAND TOTAL	339.4	5.1		344.5

Notes:

- a) New Record Coordinator position offset by reduction in expected overtime for the division.
- b) Reduction in RCMP Support Staff as Vernon was subsidizing all support services for all regions. These reductions are offset by a new Bylaw secretary and part-time seasonal enforcement hours.
- c) New Manager position to assist with increasing workloads.
- d) New Advisor position to assist with increasing workloads.
- e) New staff for recently constructed Ice Sheet on the north side of the Multi-Use Facility, and additional Arena staff for increased arena events expected for 2019.
- f) Allocation of Operations staff that work in some Infrastructure Projects and additional changes as outlined below:

	2018 FTE	Infrastructure Projects reallocation	Other Increase/ (Decrease)	2019 FTE
OPERATIONS				
Operations General	3.7		(0.2)	3.5
Facility Services	6.6	(0.6)		6.0
Fleet Services	6.5	(0.9)	0.1	5.7
Parks Maintenance	14.2	(1.3)	(2.2)	10.7
Public Work Services	27.6	(2.9)	(1.2)	23.5
Sewer Services	30.5	(2.0)	(3.6)	24.9
Storm Services	0.4		2.3	2.7
Water Services	21.7	(3.0)	4.4	23.1
GRAND TOTAL	111.2	(10.7)	(0.4)	100.1

Other Increase/(Decrease)

Operations General	Reduction of relief and summer student hours.
Fleet Services	Adjustment of part-time hours to reflect actual hours worked.
Parks Maintenance	Reduction of seasonal and part time hours.
Public Work Services	Reduction of labourer hours.
Sewer Services	Reallocation of some Sewer staff hours to Storm and Water to better reflect actual wage costs offset by the addition of 2 new labourer positions and a Utility Technician shared with Water.
Storm Services	Increased hours from Sewer staff to focus on storm drainage issues.
Water Services	Increased hours from Sewer staff to reflect actual wage costs and a portion of the new Utilities Technician Position.

RESERVE ACCOUNTS CONTINUITY PROJECTIONS

DECEMBER 31, 2019 APPROVED

	2018 FINANCIAL PLAN				2018		2019 APPROVED BUDGET				
	BALANCE JAN 01/18	TRANSFERS		CARRYOVER	AMENDMENTS	OPERATING		CAPITAL			
		OUT	IN			TRANSFERS	OUT	TRANSFERS	OUT		
OPERATING GROUP											
Abandoned Camp Reserve	60,000		25,000			85,000					85,000
Emergency Planning	24,004					24,004					24,004
Mural Maintenance	76,658		10,000			86,658		10,000			96,658
Arts and Culture	35,982			(15,000)		20,982					20,982
FTC Operating (Vernon)	16,769					16,769	(16,769)				-
	213,413	-	35,000	(15,000)	-	233,413	(16,769)	10,000	-		226,644
TAX EQUALIZATION GROUP											
Insurance Deductible	742,273			(4,745)		737,528					737,528
Snow Removal	13,370					13,370					13,370
Development Excess Revenue	1,700,285	(225,000)		(176,256)	(105,000)	1,194,029	(169,477)				1,024,552
RCMP Contingency	2,194,122					2,194,122	(48,000)				2,146,122
Election	60,187	(85,000)	25,000			187		25,000			25,187
Salary	541,784				(301,230)	240,554					240,554
Rate Stabilization	948,879	(534,924)		(418,091)		(4,136)					(4,136)
	6,200,899	(844,924)	25,000	(599,092)	(406,230)	4,375,653	(217,477)	25,000	-		4,183,176
CAPITAL GROUP											
Data Processing	548,223	(27,000)	290,000			811,223		211,000			1,022,223
Civic Buildings	307,983		10,850		(77,500)	241,333		18,700			260,033
Casino Grant	2,446,468	(2,000,000)	2,000,000	(1,299,818)		1,146,650		2,000,000	(2,300,000)		846,650
Vehicles & Equipment	1,239,521	(465,000)	487,912			1,262,433	(983,000)	491,812			771,245
Fire Equipment Reserve	1,361,114	(750,000)	90,000	(600,000)		101,114	(22,000)	92,700			171,814
Infrastructure Reserve	845,239	(180,000)		(380,700)	(192,600)	91,939					91,939
IT Equipment Reserve	492,818	(274,100)	353,815	(136,573)		435,960	(676,550)	393,439			152,849
MFA Refund Res - General	634,545					634,545	(165,000)				469,545
Fortis BC Gas LULO Bylaw	273,311					273,311	(38,364)				234,947
RCMP Building Reserve	171,504					171,504					171,504
Ice Plant Equipment	43,200		10,800			54,000	(32,000)	10,800			32,800
FTC Fac Improvement	73,748	(18,000)	10,000		(49,126)	16,622	(27,500)	50,000			39,122
Hesperia Landfill Reserve	291,558	(75,000)	20,665		(45,000)	192,223	(120,000)	20,000			92,223
Recreation IT Equipment	73,688		23,900		(36,858)	60,730		25,000			85,730
Rec Vehicle & Equipment	403,000	(53,487)	34,000			383,513		34,000			417,513
CWF Gas Tax	3,989,682	(2,221,843)	1,740,819	(1,527,334)		1,981,324		1,740,819	(2,040,837)		1,681,306
	13,195,603	(6,064,430)	5,072,761	(3,944,425)	(401,084)	7,858,425	(2,064,414)	5,088,270	(4,340,837)		6,541,444
SPECIAL PURPOSE & LEGACY GROUP											
Library Furnishings	51,329	(21,950)				29,379	(25,296)				4,083
Affordable Housing	401,942		75,000		(129,000)	347,942		75,000			422,942
Emergency Response	27,526					27,526					27,526
Transit Expansion	670,504	(314,277)	67,139		(40,522)	382,844	(131,000)				251,844
Hotel Tax	494,173				(15,000)	479,173	(200,000)				279,173
Climate Action Revolving Fund	959,204		85,000	(155,116)	(25,000)	864,088		85,000			949,088
Ammonia Chloride Reserve	65,671	(1,200)		(1,000)		63,471	(2,200)				61,271
Fortis BC Gas Lease Legacy	3,418,052	(1,900,000)	339,487		(900,000)	957,539		320,525			1,278,064
Parks Reserve	463,627	(220,000)		(72,730)		170,897					170,897
LAS Tax Reserve	1,544,775					1,544,775					1,544,775
Prior Year Unexpended Uncommitted	1,492,632	(267,815)		(218,410)	(675,478)	330,929	(318,400)				12,529
	9,589,435	(2,725,242)	566,626	(447,256)	(1,785,000)	5,198,563	(676,896)	480,525	-		5,002,192

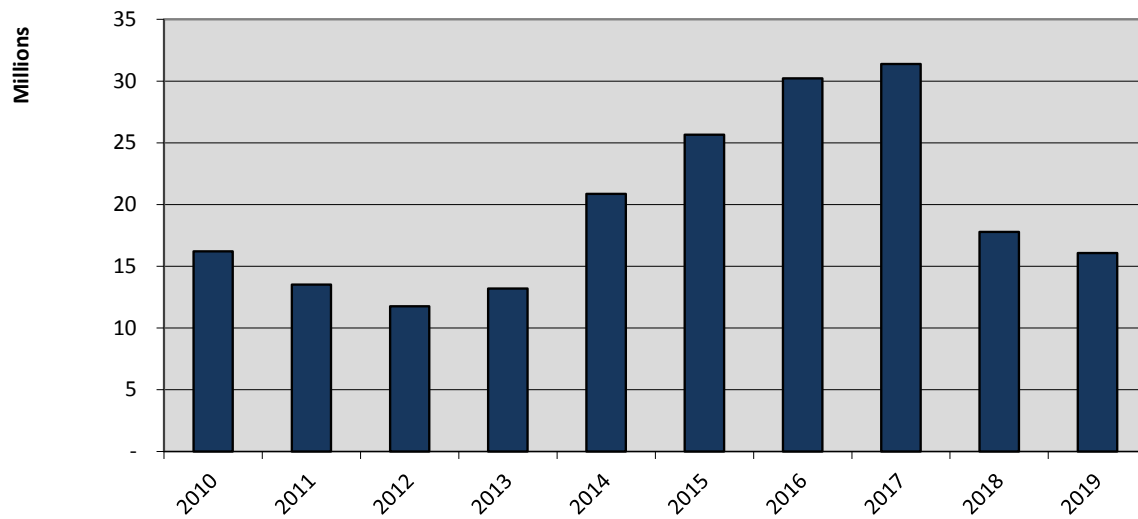
RESERVE ACCOUNTS CONTINUITY PROJECTIONS

DECEMBER 31, 2019 APPROVED

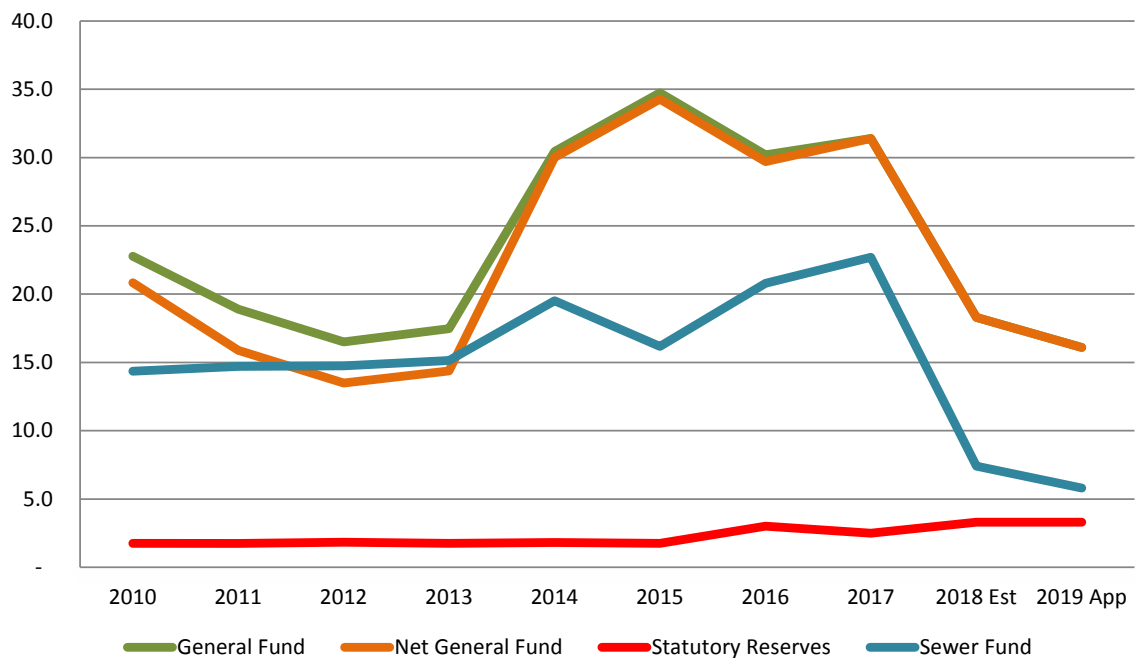
	2018 FINANCIAL PLAN				2018 AMENDMENTS				2019 APPROVED BUDGET			
	TRANSFERS		CARRYOVER		TRANSFERS		OUT		OPERATING		CAPITAL	
	BALANCE JAN 01/18	OUT	IN	TRANSFERS	OUT	TRANSFERS	OUT	OUT	OUT	IN	OUT	PROJECTED BALANCE DEC 31/19
BUDGET CARRYOVERS												
Budget Carry-Over General	2,084,094			(2,030,756)								53,338
Heritage Program	54,653					(5,615)						49,038
Special Projects	53,028					(30,000)						23,028
	2,191,775	-	-	(2,030,756)		(35,615)			-	-	-	125,404
TOTAL GENERAL RESERVES	31,391,125	(9,634,596)	5,699,387	(7,036,529)		(2,627,929)		17,791,459	(2,975,556)	5,603,795	(4,340,837)	16,078,861
SEWER												
MFA Refund Reserve - Sewer	1,420,650					-		1,420,650				1,420,650
Sewer General	19,550,931	(3,435,936)	2,962,794	(2,661,193)		(12,119,000)		4,297,596	(130,000)	2,928,946	(4,404,000)	2,692,542
LAS Tax Reserve	859,290							859,290				859,290
RDNO Dump Site	50,133							50,133				50,133
Reclaimed Water Bylaw 4889	20,984							20,984				20,984
Septage Facility	790,538							790,538				790,538
	22,692,526	(3,435,936)	2,962,794	(2,661,193)		(12,119,000)		7,439,191	(130,000)	2,928,946	(4,404,000)	5,834,137
TOTAL GENERAL & SEWER RESERVES	54,083,652	(13,070,532)	8,662,181	(9,697,722)		(14,746,929)		25,230,650	(3,105,556)	8,532,741	(8,744,837)	21,912,998
STATUTORY RESERVES												
Highway Access to Water	619,232							619,232				619,232
Land Sale	841,242			(597,716)		(39,050)		204,476				204,476
Local Improvement	850,196							850,196				850,196
Parkland	220,779							220,779				220,779
Recreation Facility Operating	838,832		580,000					1,418,832				1,418,832
	3,370,281	-	580,000	(597,716)		(39,050)		3,313,515	-	-	-	3,313,515
DEFERRED REVENUE (INCLUDING DCCs)												
Works Contribution/Sidewalk Gifting	1,986,663							1,986,663				1,986,663
Rec Facility Major Maint	1,745,306					(50,000)		1,695,306		83,535		1,778,841
Rec Facility Operating	100,037					(100,000)		37				37
Rec Facility Replace (Civic)	301,498					(301,498)		0				0
DCC Roads	5,097,501	(1,263,878)		(1,183,797)		604,481		3,254,307			(3,282,841)	(28,534)
DCC Storm	1,776,307			(14,000)		48,536		1,810,843			(410,085)	1,400,758
DCC Sewer Collection	976,853					160,196		1,137,049			(249,574)	887,475
DCC Sewer Treatment	1,776,394	(263,646)				121,679		1,634,427	(263,646)			1,370,781
DCC Sewer Disposal	1,553,132					242,586		1,795,718				1,795,718
	15,313,691	(1,527,524)	-	(1,197,797)		725,980		13,314,350	(263,646)	83,535	(3,942,500)	9,191,739
TOTAL RESERVES & DEFERRED REVENUES	72,767,624	(14,598,056)	9,242,181	(11,493,235)		(14,059,999)		41,858,515	(3,369,202)	8,616,276	(12,687,337)	34,418,252

RESERVE HISTORY - GENERAL FUND

YEAR ENDED	RESERVE BALANCES	
		PROJECTED/PROPOSED
2009	Actual	\$ 15,917,233
2010	Actual	16,206,895
2011	Actual	13,510,938
2012	Actual	11,762,105
2013	Actual	13,188,116
2014	Actual	20,874,452
2015	Actual	25,662,152
2016	Actual	30,224,842
2017	Actual	31,391,125
2018	Estimated	17,791,459
2019	Approved	16,078,861



Reserves and Deferred Revenue (millions)



DEPARTMENT SUMMARIES



Photo Credit: Robb Thompson

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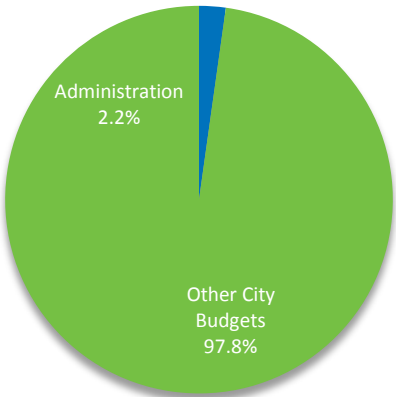
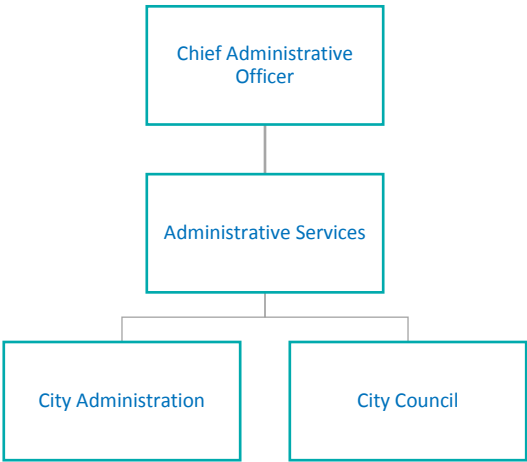
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THE 2018 ACTUALS INCLUDED IN THESE REPORTS ARE PRELIMINARY (I.E. UNAUDITED) AT THE TIME OF PUBLICATION



ADMINISTRATIVE SERVICES

Will Pearce
Chief Administrative Officer
Wpearce@vernon.ca



DIVISIONAL BUDGET SUMMARY

2019 Approved Net Cost	\$890,120
2018 Amended Net Cost	\$780,101
Budget Change	\$110,019
Change By %	14.10%
2019 FTE	2.6
2018 FTE	2.6
FTE Change	0
FTE Change By %	0%



DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

Costing Center Name	2019 BUDGET	2018 BUDGET	\$ INCREASE	% INCREASE
Administration				
CITY ADMINISTRATION (110)	423,898	415,170	8,728	2.102%
COUNCIL (111)	466,222	364,931	101,291	27.756%
Total Administration	890,120	780,101	110,019	14.103%
GRAND TOTAL	890,120	780,101	110,019	14.103%

Administration Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Revenues				
SALE OF SERVICES	100	100	0	0.00%
Total	100	100	0	0.00 %

Administration 2019 - Revenues by Category



Administration Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Expenditures				
COMMUNICATIONS, INSURANCE & UTILITIES	7,632	7,632	0	0.00%
CONTRACTS FOR SERVICES	79,040	83,040	4,000	5.06%
GOODS, MATERIALS & SUPPLIES	68,195	76,456	8,261	12.11%
PROJECTS	10,000	10,000	0	0.00%
SALARIES, WAGES & BENEFITS	615,334	709,078	93,744	15.23%
TRANSFERS TO RESERVES	0	4,014	4,014	100.00%
Total	780,201	890,220	110,019	14.10 %

Administration 2019 - Expenditures by Category



Council's Strategic Plan 2015-2018 – Administration

Facilitate Regional Collaboration	Target Date	Lead	Status	Notes
Referendum to twin Kal Tire Place	November 2015	Recreation Services	Complete	Successful referendum was held on November 28, 2015 with approval for borrowing to twin arena
Resolve specific funding and cost sharing arrangements with RDNO (including the Library, Transit, Fire Services and gateway signage)	December 2015	As Required	Complete	<p>Discussions regarding joint fire service purchasing occurs on an on-going basis through the North Okanagan Emergency Services Advisory Group and the Fire Training Centre (FTC) operations. In May 2016, the FTC acquired a retired apparatus from West Kelowna Fire, which will be utilized by all regional firefighters. Fire Training Centre 5-Year Extension has been implemented as of January 1, 2018.</p> <p>A full review of the Emergency Program occurred at the end of 2015, specifically to ensure the funding model protected Vernon's rate payers. 2016 was a transition year for the program. Emergency Services Agreement/Bylaw terminated December 2016.</p> <p>As of January 1, 2017 the City has operated a stand-alone emergency program. In 2017, the Emergency Operations Center was activated several times to address flooding in the City and to support Emergency Social Services in the management of reception centers and group lodging facilities for evacuee's from other communities.</p> <p>To date, in 2018 the Emergency Program has supported efforts to manage the flood threats within the City of Vernon.</p> <p>A mutual aid agreement for fire department emergency resources with the RDNO, Armstrong, Enderby, Coldstream, Spallumcheen and Vernon has been renewed. This agreement helps to leverage emergency resources available in the region for large or multiple events.</p> <p>A fee for service agreement has been renewed with the Town of Lumby for fire inspection and investigation through to June of 2020.</p> <p>Fee for service agreements are in place with Armstrong, Enderby to provide response to ammonia/chlorine/sulphur dioxide at identified facilities.</p> <p>Sub Regional Parks responsibility and funding agreement completed through GVAC in May 2017, effective January 1, 2018. This concludes the comprehensive divestiture (from RDNO to the City) of the local parks system.</p> <p>Gateway signage undertaken in entirety by City of Vernon. Gateway signage demolition and removal May 2017. Replacement "Welcome to Vernon" signs completed in the Fall 2017.</p> <p>Recreation Services Agreement in place January 2013. Renewal Agreement (5 year, effective January 1, 2019) endorsed by all "Parties".</p>



Council's Strategic Plan 2015-2018 – Administration

				<p>Core funding for the Okanagan Regional Library is provided by Vernon, Coldstream and Electoral Areas B & C; with Vernon and Coldstream funding additional Sunday hours of operation.</p> <p>Arena Agreement (twin Kal Tire Place) including funding and responsibilities executed.</p> <p>Comprehensive transit service funding review undertaken in 2017 with BC Transit and regional partners. The issues associated with the historical funding arrangements for Transit have been resolved. Two Memoranda of Understanding have been signed by all the transit funding partners regarding Revenue sharing and Custom Transit Cost Allocation.</p> <p>GVAC reviewing "Pay to Play" and SIR program funding/participation (current).</p>
Determine future locations of the Art Gallery and Museum, with consideration of a combined facility	2017	Administration	Underway	<p>The Greater Vernon Cultural Implementation Advisory Team (IAT) is reviewing the new facility development plan for the Vernon Public Art Gallery and the Greater Vernon Museum and Archives and is exploring various options. The Arts and Culture Facility Committee has narrowed the site selection to the Vernon Block and the Civic Arena site. Administration will provide Council with a recommendation at its June 11, 2018 In Camera Meeting.</p> <p>At the June 25, 2018 meeting, Council chose the Vernon Block as the preferred site for the combined Museum/Art Gallery Cultural Facility. RDNO will have a referendum on the October 20, 2018 Ballot to borrow \$25 million of the \$40 million estimated cost.</p>
Operational budget not to rise faster than 1.8% per annum for the period 2016 – 2018 inclusive	Annually	All	Complete	<p>Achieved in 2013, 2014, 2015, 2016, 2017, 2018 budgets</p> <p>Note: Council responded to community concerns and increased RCMP contract services by 6 positions. RCMP Budget adjusted by 14% 2018 over 2017.</p>

Create a Vibrant Parks and Recreation System	Target Date	Lead	Status	Notes
Find resolution to Kin Race Track issues	December 2015	CAO	Complete	Judgement released May 2018 in favour of City. Judgement has been appealed by Equestrian Society. If the appeal proceeds the lands will be tied up thru mid-2019.

Deliver Efficient, Effective and Proactive Municipal Services	Target Date	Lead	Status	Notes
Celebrate 125 Anniversary	2017	As Required	Complete	<p>Various community groups developed plans for the 125 anniversary celebrations (Allan Brooks Nature Centre; Canada Day Society – enhanced celebration). Vernon 125 logo developed and used throughout 2017 on various City of Vernon communication materials, including website, banners and letterhead. Manager of Facilities created decals that were applied to all facility entrances. A Community BBQ led by Mayor and Council was held August 10 in conjunction with DVA "Music In the Park" event and was very successful.</p>



Council's Strategic Plan 2015-2018 – Administration

Facilitate Regional Collaboration	Target Date	Lead	Status	Notes
Commence GVW contract renegotiation January 31, 2016 as per the terms of the contract (contract expires January 31, 2018)	January 2018	Operation Services	Complete	Internal meetings have occurred to identify potential issues; negotiations planned for completion in Fall 2017. Contract and Protocols reviewed by internal team in spring and summer of 2017. Meetings with Coldstream/RDNO occurred throughout 2017. Final documents presented to GVAC. Agreement complete and executed.
Begin contract negotiations prior to June 30, 2016 for sub regional parks and trails service agreement (contract expires Dec 31, 2016)	June 2016	Operation Services	Complete	One year contract extension was in place until the end of 2017. Terms for a five year agreement effective January 1, 2018 have been completed.



Department Summary

Department Summary: CITY ADMINISTRATION (110)

Budget Year: 2019

Manager: Will Pearce

Division: Administration

Accounting Reference: 110

Stage: Approved

Approved: Yes

Purpose:

The Chief Administrative Officer (CAO) directs and coordinates the general management of business affairs of the corporation, in accordance with the bylaws, policies and plans approved by Council; to ensure the delivery of high quality services and facilities which preserve or enhance the social, economic and physical well being of the community. The CAO is responsible to ensure that innovative programs and services are developed and implemented to meet the ever changing needs of the community, while ensuring fiscal responsibility.

Budget Summary

2019 Approved Net Budget	\$423,898
Prior Year Approved Net Budget	\$415,170
Budget Change	\$8,728
Budget Change by %	2.10%
2019 FTE	1.6
2018 FTE	1.6
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

The immediate focus of the 2019 Budget remains operating costs restraint and reinvestment into public municipal infrastructure in accordance with the Council endorsed Strategic Infrastructure Investment Plan. The Corporation continues to focus on investment attraction, supporting growth of existing businesses, continual improvement of the business environment and facilitating Council endorsed development. Administration operates under Council's policy direction through Council's four year Strategic Plan. The Strategic Plan cites Council's priority deliverables. Administration will assist Council early in 2019 to develop and subsequently implement the 2019-2022 Four Year Strategic Plan.

Highlights of Current Year:

Administration focused on completing deliverables in Council's 2015-2018 Strategic Plan. Achievements through 2015, 2016, 2017 and 2018 have been reported in open public meetings of Council approximately every six months. The final report card was released September 2018. Key deliverables in 2018 include: securing 6 additional RCMP regular member positions, complete construction of arena, achieved GFOA International Awards for 2017 Annual Report and 2018 Financial Plan, continue aggressive recapitalization program to protect integrity of municipal infrastructure (roads, storm and sewer systems, buildings, fleet), prioritized capital projects in downtown, position the City to attract investment and desirable development, fastest growing accommodation room revenue in the Thompson Okanagan for five years running, secured 3% MRDT and continue implementation of key elements in the Tourism Vernon – Business Strategic Plan, complete and initiate implementation of Vernon Fire Rescue Services Eight Year Strategic Plan, including contracting out dispatch services and hiring additional fire fighters, capacity building within the Administration through learning and development including Diversity and Inclusion, Project Management, Intentional Leadership.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: CITY ADMINISTRATION (110)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-200	ADMINISTRATION FEES	0	0	100	100	0	0.00%
1-395	COST RECOVERIES	600	0	0	0	0	0.00%
Total		600	0	100	100	0	0.00%
Expenditures							
2-140	LABOUR NON-UNION	289,832	316,652	308,952	312,659	3,707	1.20%
2-150	LABOUR EXCLUDED	0	71	0	0	0	0.00%
2-200	GENERAL SUPPLIES	714	924	500	800	300	60.00%
2-204	OFFICE SUPPLIES	33	825	579	400	(179)	(30.92%)
2-231	FOOD & COFFEE	325	359	700	600	(100)	(14.29%)
2-320	MEMBERSHIPS/DUES	2,096	3,236	3,182	3,182	0	0.00%
2-322	CAR ALLOWANCE	4,800	4,800	4,800	4,800	0	0.00%
2-329	TRANSPORTATION	1,501	1,695	2,000	2,000	0	0.00%
2-332	CONFERENCE & COURSE FEES	2,645	1,718	3,000	3,000	0	0.00%
2-333	ACCOMMODATION	3,200	2,409	2,500	2,500	0	0.00%
2-334	MEAL PER DIEMS	186	214	505	505	0	0.00%
2-400	CONSULTANT FEES	4,170	0	0	0	0	0.00%
2-403	LEGAL FEES	161,551	74,105	75,000	80,000	5,000	6.67%
2-450	ADVERTISING/PROMOTION CON	0	163	0	0	0	0.00%
2-610	CELLS/MOBILITY	800	673	1,234	1,234	0	0.00%
2-633	INSURANCE - OTHER	2,250	2,250	2,318	2,318	0	0.00%
2-998	PROJECTS - ANNUAL	0	0	10,000	10,000	0	0.00%
Total		474,103	410,094	415,270	423,998	8,728	2.10%
Net		473,503	410,094	415,170	423,898	8,728	2.10%

2018 - 2019 Budget Changes:

No data at this time.

Department Summary

Department Summary: COUNCIL (111)

Budget Year: 2019

Manager: Will Pearce

Division: Administration

Accounting Reference: 111

Stage: Approved

Approved: Yes

Purpose:

City Council consists of six Councillors and one Mayor elected for a term of four years. The organizational purpose of an elected Councillor is to provide leadership through policy and bylaws for delivery of City services.

Budget Summary

2019 Approved Net Budget	\$466,222
Prior Year Approved Net Budget	\$364,931
Budget Change	\$101,291
Budget Change by %	27.76%
2019 FTE	8.0
2018 FTE	8.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

The community will look to Council for overall budget policy direction and strategic deliverables for the 2019-2022 term.

Highlights of Current Year:

Council focused on fiscal restraint while protecting the scope and levels of municipal services historically enjoyed by residents and visitors to the community. Council pushed towards completion of its 2015-2018 Strategic Plan. Final report on 2015-2018 Council Strategic Plan submitted to open public meeting September 2018. There were 170+ deliverables.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: COUNCIL (111)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-395	COST RECOVERIES	0	487	0	0	0	0.00%
1-572	GRANTS - OTHER	752	0	0	0	0	0.00%
Total		752	487	0	0	0	0.00%
Expenditures							
2-120	LABOUR CUPE A	33,530	34,081	34,306	34,997	691	2.01%
2-140	LABOUR NON-UNION	273,959	289,103	272,076	361,422	89,346	32.84%
2-200	GENERAL SUPPLIES	2,274	1,713	2,000	2,000	0	0.00%
2-204	OFFICE SUPPLIES	198	1,938	900	700	(200)	(22.22%)
2-231	FOOD & COFFEE	4,526	2,935	1,818	1,818	0	0.00%
2-288	FACILITY RENTALS	225	100	606	606	0	0.00%
2-320	MEMBERSHIPS/DUES	22,905	22,943	23,025	23,025	0	0.00%
2-329	TRANSPORTATION	4,800	5,215	5,000	5,000	0	0.00%
2-332	CONFERENCE & COURSE FEES	9,856	9,059	6,500	9,500	3,000	46.15%
2-333	ACCOMMODATION	11,696	6,520	6,000	11,000	5,000	83.33%
2-334	MEAL PER DIEMS	1,476	835	1,010	2,000	990	98.02%
2-350	GRANTS IN AID	0	0	1,020	1,020	0	0.00%
2-352	SPONSORSHIPS	25	1,600	2,550	2,000	(550)	(21.57%)
2-403	LEGAL FEES	37	0	0	0	0	0.00%
2-450	ADVERTISING/PROMOTION CON	2,128	407	4,040	3,040	(1,000)	(24.75%)
2-610	CELLS/MOBILITY	4,005	4,464	4,080	4,080	0	0.00%
2-811	TO IT EQUIPMENT RESERVE	0	0	0	4,014	4,014	100.00%
2-911	INTERNAL CHARGES	224	637	0	0	0	0.00%
Total		371,863	381,549	364,931	466,222	101,291	27.76%
Net		371,112	381,062	364,931	466,222	101,291	27.76%

2018 - 2019 Budget Changes:

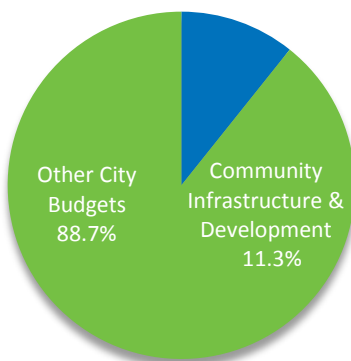
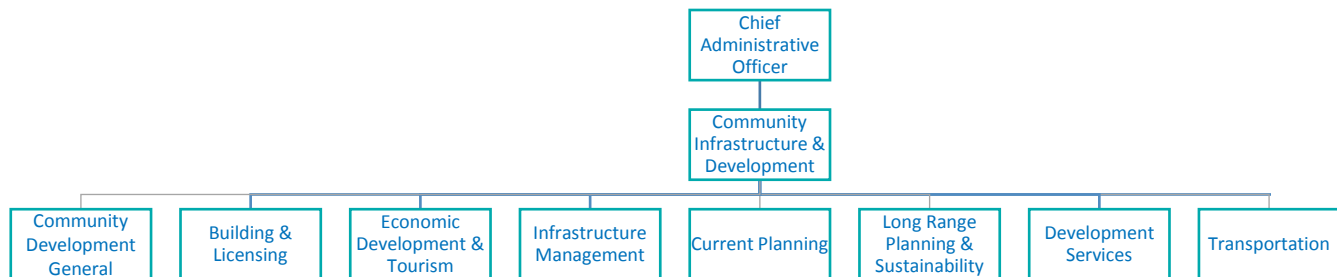
2-140 Council remuneration has been adjusted to reflect changes to the Council Remuneration policy on August 13, 2018.

2-811 Transfer to IS Equipment reserve will fund the replacement of IT equipment issued to Council November, 2018.

2-332, 333, 334 Increases to conference and course fees, accommodation, meal per diems to fund anticipated 4 members attending UBCM and SILGA annual conferences.

COMMUNITY INFRASTRUCTURE & DEVELOPMENT SERVICES

Kim Flick
Director
kflick@vernon.ca



DIVISIONAL BUDGET SUMMARY

2019 Approved Net Cost	\$4,575,801
2018 Amended Net Cost	\$4,340,723
Budget Change	\$235,078
Change By %	5.416%
2019 FTE	42.7
2018 FTE	41.9
FTE Change	.8
FTE Change By %	1.9%



DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

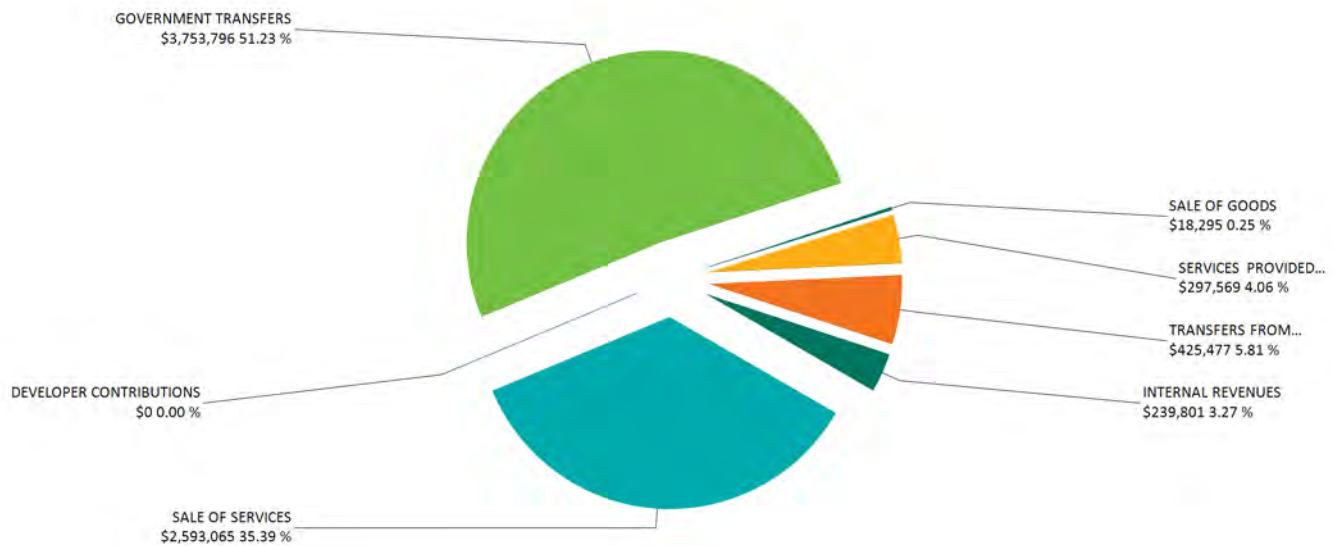
Costing Center Name	2019 BUDGET	2018 BUDGET	\$ INCREASE	% INCREASE
Community Infrastructure & Development				
COMMUNITY INFRASTRUCTURE AND DEVELOPMENT- GENERAL (210)	703,817	699,553	4,264	0.61%
BUILDING & LICENSING (212)	(755,029)	(735,130)	(19,899)	2.707%
ECONOMIC DEVELOPMENT (213)	368,120	359,283	8,837	2.46%
TOURISM - COMBINED (216)	0	0	0	0.00%
CURRENT PLANNING (218)	288,362	176,546	111,816	63.335%
LONG RANGE PLANNING & SUSTAINABILITY (219)	632,367	597,168	35,199	5.894%
DEVELOPMENT SERVICES (220)	303,730	369,995	(66,265)	-17.91%
INFRASTRUCTURE MANAGEMENT (221)	575,093	604,746	(29,653)	-4.903%
TRANSPORTATION (222)	513,676	503,006	10,670	2.121%
PUBLIC TRANSIT CONVENTIONAL (148)	1,490,870	1,351,688	139,182	10.297%
PUBLIC TRANSIT - CUSTOM (HandyDART) (149)	454,795	413,868	40,927	9.889%
PROJECTS - COMMUNITY DEVELOPMENT (962)	0	0	0	0.00%
PROJECTS - ENGINEERING - GENERAL (963)	0	0	0	0.00%
Total Community Infrastructure & Development	4,575,801	4,340,723	235,078	5.416%
GRAND TOTAL	4,575,801	4,340,723	235,078	5.416%

Community Infrastructure & Development Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Revenues				
DEVELOPER CONTRIBUTIONS	70,700	0	(70,700)	-100.00%
GOVERNMENT TRANSFERS	3,099,684	3,753,796	654,112	21.10%
INTERNAL REVENUES	232,471	239,801	7,330	3.15%
SALE OF GOODS	17,785	18,295	510	2.87%
SALE OF SERVICES	2,380,130	2,593,065	212,935	8.95%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	354,123	297,569	(56,554)	-15.97%
TRANSFERS FROM RESERVES	1,268,352	425,477	(842,875)	-66.45%
Total	7,423,245	7,328,003	(95,242)	(1.28) %

Community Infrastructure & Development 2019 - Revenues by Category

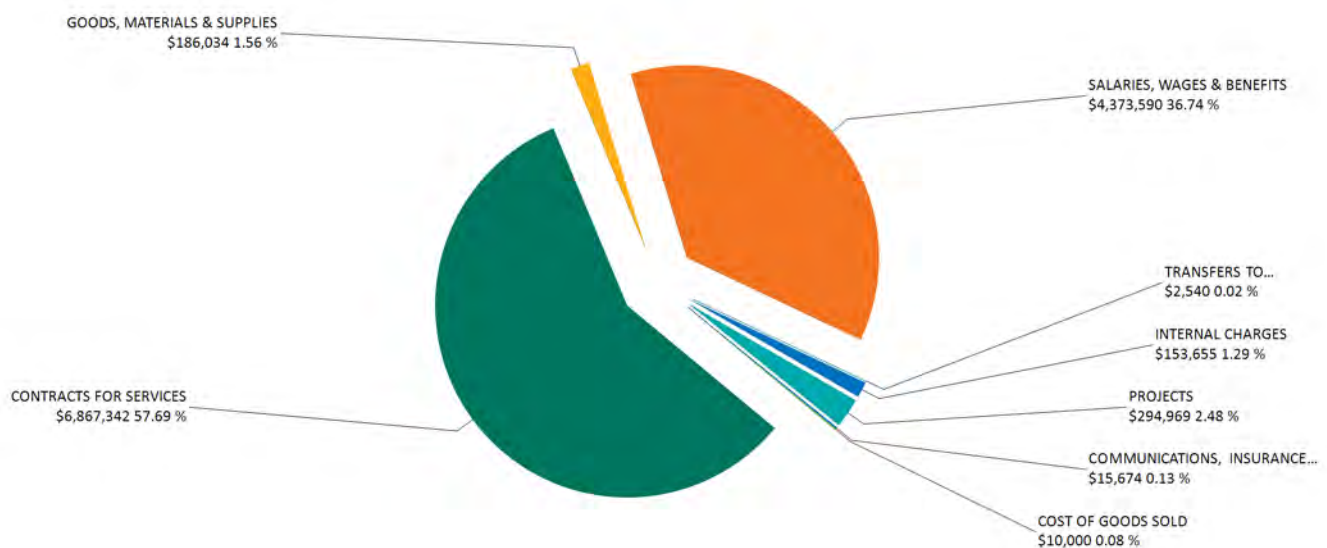


Community Infrastructure & Development Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Expenditures				
COMMUNICATIONS, INSURANCE & UTILITIES	17,807	15,674	(2,133)	-11.98%
CONTRACTS FOR SERVICES	6,275,974	6,867,342	591,368	9.42%
COST OF GOODS SOLD	10,000	10,000	0	0.00%
GOODS, MATERIALS & SUPPLIES	240,179	186,034	(54,145)	-22.54%
INTERNAL CHARGES	147,603	153,655	6,052	4.10%
PROJECTS	446,938	294,969	(151,969)	-34.00%
SALARIES, WAGES & BENEFITS	4,331,788	4,373,590	41,802	0.97%
TRANSFERS TO RESERVES	68,679	2,540	(66,139)	-96.30%
Total	11,538,968	11,903,804	364,836	3.16 %

Community Infrastructure & Development 2019 - Expenditures by Category



Council's Strategic Plan 2015-2018 – Community Infrastructure & Development

Facilitate Regional Collaboration	Target Date	Lead	Status	Notes
Resolve specific funding and cost sharing arrangements with RDNO (including the Library, Transit, Fire Services and gateway signage)	December 2015	As Required	Complete Complete Complete	Gateway signage resolved. The issues associated with the historical funding arrangements for Transit have been resolved. Two Memoranda of Understanding have been signed by all the transit funding partners regarding Revenue Sharing and Custom Transit Cost Allocation. Sub Regional Parks responsibility and funding agreement completed through GVAC in May 2017. All remaining parks within the City municipal limits came under the City's jurisdiction as of January 1, 2018. The new Transit fare structure developed in partnership with Coldstream and RDNO Was implemented on April 1, 2018.
Establish a working group with the Okanagan Indian Band to develop a servicing plan for IR#6 (with grant funding)	June 2016	As Required	Complete	Joint application for Community Economic Development Initiative (CEDI) federal program to explore mutually agreed upon projects was submitted in May 2016. Received letter on April 28, 2017 notifying that OKIB and Vernon have been tentatively selected for the program. Joint CEDI workshop #1 with Okanagan Indian Band was held December 20, 2017. On February 26, 2018 Council declassified their January 22, 2018 resolution agreeing to participate in the CEDI program to March 31, 2020. CEDI workshop #2 with Okanagan Indian Band was held April 12 and 13, 2018. Several priorities, including a collaborative approach to waterfront planning, have emerged from the partnership. Both OKIB and City of Vernon Councils endorsed the CEDI Working Group Terms of Reference and a Relationship Accord at their respective meetings in August 2018.
Develop a boundary extension and servicing plan for the Swan Lake Corridor to facilitate development and redevelopment	2016	As Required		This goal was driven by a desire to provide sewer services to support more intensive development leading to additional employment along the Swan Lake Corridor as per the Regional Growth Strategy. Currently RDNO is exploring servicing Swan Lake in partnership with Spallumcheen and OKIB; this was an identified item in the Employment Lands Action Plan but there is no anticipated action by the City at this time.
Review the Master Water Plan and associated DCC Bylaw and working agreements with RDNO/GVW, with due consideration for equitable rates for agricultural, residential and commercial users	2017	As Required	Underway	The 2017 Master Water Plan was adopted by the RDNO Board on November 15, 2017. As the Master Water Plan has been completed, a comprehensive DCC bylaw update can be undertaken.

Be a Leader in Economic Development	Target Date	Lead	Status	Notes
Bring forward a resolution to increase the business tax exemption from \$10,000 to \$50,000 to SILGA/UBCM	March 2015	Community Infrastructure & Development	Complete	Resolution endorsed by SILGA on April 30, 2015; forwarded to UBCM for consideration at its 2015 convention, where it was not endorsed.

Council's Strategic Plan 2015-2018 – Community Infrastructure & Development

Develop and promote inventories of vacant commercial properties to reduce the downtown vacancy rate to 10% or less	December 2015	Community Infrastructure & Development	Complete	November 2015 vacancy rate in the downtown was 7.9%. Staff to work with Downtown Vernon Association to update the vacancy rate in Fall 2018. Vacancies over 5,000 sq ft are being promoted on City of Vernon website.
Engage realtors in the promotion of economic opportunities	December 2015	Community Infrastructure & Development	Complete	Attend annual ICSC Tradeshow in Whistler in January for realtors and developers. Information sessions held with local real estate offices in 2016 (Century 21, Sutton Realty and Royal LePage). Offered has been made to all local real estate firms. Annual presentation to Okanagan Mainline Real Estate Board (2016 & 2017). Sponsored UDI luncheon in Kelowna on October 26, 2017.
Endorse and implement the Industrial Lands Action Plan	June 2016	Community Infrastructure & Development	Complete	Regional Employment Lands Action Plan adopted by Regional District on May 18, 2016. A regional workshop was held on October 12, 2016 to discuss next steps. Focus has been on the potential creation of a Rural Economic Development function that would be complementary to the City of Vernon. Subsequent regional session was held on October 12, 2017 and a funding application was submitted by the staff of RDNO to the Rural Dividend Fund. Funding application was unsuccessful. Rural communities and electoral areas are exploring options and next steps.
Support sustainable urban development by reducing off site costs and reviewing parking requirements for infill development and undergrounding of overhead utilities in the City Centre to increase development potential	Annually	Community Infrastructure & Development	Underway	Report regarding parking in-lieu endorsed by Council in 2015. Further investigations to be taken to the DVA and Chamber of Commerce in August with proposed bylaw amendments to Council for consideration in September 2018. Council supported undergrounding of overhead utilities as part of 30 th Street capital project and Bennet lot redevelopment. BC Hydro beautification funding received for undergrounding of services on the Vernon Block in conjunction with capital projects in the area. A report to Council to establish a Municipal Fee Bylaw to collect funds from benefitting properties adjacent to the works is scheduled for the September 4, 2018 Regular Meeting of Council. At its Regular Meeting of February 27, 2017, Council adopted bylaw amendments to facilitate overhead wiring retention in small scale residential infill. In April 2018, Council supported amendments to the SDSB #3843 Sched A in principle to enable overhead servicing for RSL infill re-development. At its Regular Meeting of August 13, 2018, Council gave Third Reading to Schedule A amendments. Council has supported numerous parking variances to facilitate redevelopment in the City Centre. DVPs supported and presented to Council that are consistent with intent of ITF. Required offsite (road) works limited to provision of sustainable infrastructure necessary to support proposed development and site



Council's Strategic Plan 2015-2018 – Community Infrastructure & Development

				<p>specific conditions. Council supported the reduction of the number of off-street parking spaces for the following projects:</p> <ul style="list-style-type: none"> ○ five storey 119 unit seniors assisted housing facility with some commercial ground floor space at 5500 24th Street ○ 4,844m² expansion of the Kal Tire Place multi-use facility at 3445 43rd Avenue ○ conversion of a single family dwelling into five dwelling units and a small commercial area at 3503 27th Street ○ conversion of a single family dwelling into a rooming house with eight sleeping units at 3214 35th Street ○ conversion of a single family dwelling into five dwelling units at 3911 29th Avenue ○ four storey 42 unit rental apartment at 3802A 27th Avenue ○ four storey 32 unit rental apartment at 3800 27th Avenue ○ four storey 39 unit rental apartment at 3802 27th Avenue ○ nine unit non-profit rental townhouse project at 3304 Alexis Park Drive ○ phased multi-storey seniors residential care, seniors supportive housing and apartment facility with some commercial ground floor space at 3050 29th Avenue ○ 43 unit purpose built rental project at 1803 31A Street ○ 38 unit non-profit rental project at 5545 27th Avenue (to be considered June 25, 2018) <p>The Rolling 4 Year Capital Plan has many of the projects focused on downtown, thus reducing off site costs in key redevelopment areas.</p>
Prioritize implementation of the Airport Master Plan once complete in 2016, including necessary capital improvements or upgrades	January 2017	Community Infrastructure & Development / Operation Services	Complete	The Airport Master Plan has been adopted. Staff will explore designating lands to the north for Light Industrial/Service Commercial uses and the redesignation of adjacent properties no longer identified for acquisition from Airport Industrial to Light Industrial / Service Commercial. BCAAP grant funding utilized for runway overlay, construction of turning D on Runway 23 and visual indicator relocation.
Be a technology friendly and supportive community, and undertake initiatives to promote and support the technology sector	Annually	As Identified	Complete	Attended BC Tech Show in Vancouver (January 2016); working with Co-Work Vernon, Start-up Vernon, Okanagan Innovation Institute and other partners to further promote and foster growth in the technology sector.
Cut red tape by ensuring we have a competitive development review process	Annually	Community Infrastructure & Development	Underway	Continue to improve application process, internal procedures and access to information where feasible and as opportunities arise. A joint Housing Forum was held with Big Red in the fall of 2016 to discuss potential improvements in the development approval process. Administration will provide follow up in 2018.
Support sustainable neighbourhoods by implementing and updating neighbourhood plans and the OCP	Annually	As Identified	Complete	<p>Since 2015, the following has been undertaken:</p> <ul style="list-style-type: none"> ● Predator Ridge Neighbourhood Plan Update ● OCP Update – Transportation Master Plan, Parks Master Plan, Community Wildfire Protection Plan



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				<ul style="list-style-type: none"> • Airport Master Plan completed • Parks Master Plan completed • City Centre Neighbourhood Plan implementation: <ul style="list-style-type: none"> ○ Capital projects prioritization ○ Wayfinding signage ○ Public art projects – Respectfest Mosaic ○ Mobile vendor policy review initiated ○ Cash-in-lieu of parking program development initiated • Rezoning of Commonage Properties to conform to OCP land use designations completed. • Waterfront Neighbourhood Centre Plan implementation to be undertaken. This will focus on the following: <ul style="list-style-type: none"> ○ Refining the proposed road network ○ Initiating Local Area Service (LAS) ○ Exploring new zoning options ○ Lakeshore Park design and construction tendered • The North Vernon Neighbourhood Plan is being investigated to expand servicing concepts necessary to address development demand and the recent Boundary extension in that area • McMechan Reservoir Lands development applications underway to create a 173 small lot residential neighbourhood
Prioritize capital projects in the Downtown	Annually	As Identified	Complete	<p>Rolling 4 Year Capital Plan has been presented to Council in both 2015 and 2016 focusing on capital improvements in the Downtown including projects that focus on the continuation of the transportation and utility improvements on 30th Street from Polson Park to the Civic Area, 35th Avenue from Pleasant Valley Road to 34th Street, and 32nd Avenue from 31st street to 35th Avenue as well as road and utility reconstruction on 28th Avenue, 29th Avenue, and 31st Avenue. The plan will be updated annually to add an additional year to the plan. The next update will be presented to Council in September 2018.</p>
Work with community partners and the Affordable Housing Advisory Committee to create more affordable housing	Annually	As Identified	Underway	<p>Journey Inn conversion to assisted units complete.</p> <p>Rental Housing Incentive Grant Program policy was adopted by Council on May 25, 2015.</p> <p>City assisted with the Housing Forum in 2016.</p> <p>A grant of \$31,346.79 in lieu of City DCCs was approved for a nine unit non-profit rental housing complex at 3304 Alexis Park Drive.</p> <p>A grant of \$15,244.00 in lieu of City DCCs was approved for three rental units in a 47 unit apartment complex at 3010 – 35th Street. The three rental units are owned by a non-profit housing society and the other 44 units are life lease ownership.</p> <p>A grant of \$129,000 was approved for a private sector 86 unit rental apartment and commercial unit complex at 2501 – 48th Avenue.</p>



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				<p>A grant of \$63,000 was approved for a private sector 42 unit rental apartment complex at 3802A – 27th Avenue.</p> <p>Rezoning bylaw and development variance permit approval granted to allow for a single private sector single family dwelling at 3214 – 35th Street to be converted into a rooming house with eight rental sleeping units.</p> <p>Rezoning bylaw and development variance permit approval granted to allow for a private sector single family dwelling at 3503 – 27th Street to be converted into five rental dwelling units and a commercial area.</p> <p>Rezoning bylaw and development variance permit approval granted to allow for a private sector single family dwelling at 3911 – 29th Avenue to be converted into five rental dwelling units.</p> <p>Rezoning bylaw approval granted to allow for 218 dwelling units at 6468 Okanagan Landing Road with 82 units governed by an attainable ownership housing agreement covenant.</p> <p>OCP amendment bylaw and rezoning bylaw approvals granted for a strata titled apartment to be constructed at 3900 – 30th Avenue. The approvals required a tenant displacement compensation covenant be registered on the title. The associated tenant compensation agreement would be implemented prior to apartment construction commencing.</p> <p>Rezoning initiated for City owned site on Pleasant Valley Road to facilitate an affordable housing project comprised of duplexes.</p> <p>Social Planning Council successfully applied for grant funding to undertake a review of the Affordable Housing Strategy and the Homelessness Strategy. A consultant has been retained and the work is underway. The study is expected to be completed by April 2019.</p> <p>Administration currently working with local service providers and BC Housing on a number of shelter units/beds and affordable housing options, as follows:</p> <ul style="list-style-type: none"> • Construction of 52 unit affordable housing project at 27th Avenue and 35th Street • Replacement shelter units at John Howard Facility at 2307 43rd Street • Purchase of two affordable housing apartments at 3800/3802 27th Avenue and construction of an additional 41 unit purpose built affordable rental housing project. <p>McMechan Reservoir Lands development proposal includes seven to ten perpetually attainable rental units for families with households income levels below the median annual household income for Vernon.</p>
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Create a Vibrant Parks and Recreation System	Target Date	Lead	Status	Notes
Update lake access plan, including implementation schedule and budget	August 2016	Community Infrastructure & Development	Underway	A draft Lake Access Plan was presented to Council in late 2016 and the P2 process was completed in February 2017. Following Council direction in January 2018, Administration will be bringing a revised plan to Council for its consideration in September 2018. Council resolved to have ten lake accesses constructed in 2017 and 2018. This has since been reduced by Council to four, and preparation for construction in 2018 is underway.
Develop plan for Kin Park	Unknown	Community Infrastructure & Development	On Hold	Legal issues have yet to be resolved. Therefore, no work has been undertaken to date to develop a plan for this park.
Develop plan for Civic Arena Block Park once ice surface is removed (consider repurposing the Arena building)	June 2018	Community Infrastructure & Development	Underway	Council has resolved to undertake demolition of the Civic Arena and has directed Administration to provide a process for determining future use of the site to Council in December 2018.
Update draft Polson Park Plan and undertake improvements	2018	Community Infrastructure & Development	Underway	The process for the development of the Polson Park Master Plan was endorsed by Council in 2016, with the first P2 sessions held that year. However, given the increased concerns regarding homelessness, drug activity and safety in the park, Administration will be exploring new approaches to undertaking this project to address those concerns. A proposed process will be presented to Council in Fall 2018.
Develop plan for Lakeshore Park and undertake improvements	2018	Community Infrastructure & Development	Underway	Construction of the park is underway.

Deliver Efficient, Effective and Proactive Municipal Services	Target Date	Lead	Status	Notes
Develop a plan to expand sewer services in Okanagan Landing through the investment of \$2 million per year for the next ten years	June 2017	Community Infrastructure & Development	Complete	Council endorsed the Okanagan Landing Sewer extension strategy at the May 8, 2017 Regular Council Meeting. Properties adjacent to the CWWF project being completed in the 2017 and 2018 will have option to connect via the municipal fee process. The remaining unserved neighborhoods in the Okanagan Landing will go through the Local Area Service process (Council Initiated subject to counter petition). If the LAS process is successful (less than 50% of residents and property value petition against the project) then the participation and payment is mandatory, although actual connection is not. Council endorsed the phasing plan that prioritizes high risk onsite septic areas at the August 14, 2017 Regular Council Meeting. The LAS areas and project estimates will be brought forward as part of the Rolling 4 Year Capital Plan and more detailed costs and petition details in future reports as each project goes to petition. The first project in the Dallas/Willow area is not proceeding. The next area planned to be petitioned is the Cameo Road area in Fall 2018.
Support the continued 1.9% infrastructure tax increase to support the Sustainable Infrastructure Plan (SIIP)	Annually	Community Infrastructure & Development	Complete	Council continues to support the cumulative 1.9% Infrastructure Levy through the support of the annual capital budget and annual updates to the 4 Year Rolling Capital Plan. The 1.9% Infrastructure Levy funding is follows for Council's term: 2015 –\$1,749,422



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				<p>2016 - \$2,346,305 2017 - \$2,995,266 2018 - \$3,710,891</p> <p>The City is now five years into the cumulative 1.9% Infrastructure Levy that started in 2013. In 2012, the City was funding \$154,000 of tax dollars in Capital Program. After 10 years of the cumulative 1.9% Infrastructure Levy the City is projecting to spend around \$7million of tax funding on infrastructure renewal. Council endorsed the Rolling 4 Year Capital Plan at its Committee of the Whole Meeting of December 12, 2016. A revised Rolling 4 Year Capital Plan will be brought forward in September 2018 for Council's consideration.</p>
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Create a Safe, Efficient and Sustainable Transportation Network	Target Date	Lead	Status	Notes
Update Master Transportation Plan (MTP) including a review of truck and hazardous materials routes and a time frame to consider the option of a highway bypass	April 2015	Community Infrastructure & Development	Complete	MTP update completed and endorsed by Council at its Regular Meeting of August 10, 2015. A Transport of Dangerous Goods Bylaw is being drafted and after consultation was sent to the Ministry of Transportation & Infrastructure for approval in December 2017.
Amend bylaws to implement the Integrated Transportation Framework (ITF)	December 2017	Community Infrastructure & Development	Complete Underway	The updated Traffic Bylaw was presented to Council on August 13, 2018 and was endorsed and received First, Second and Third Readings. It will be brought forward for adoption following legal review. Amendments to SDSB#3843 Sched F supported in principle by Council on February 26, 2018. At its Regular Meeting of May 14, 2018, Council supported amendments to SDSB #3842 Sched A and B in principle. At its Regular Meeting of August 13, 2018 Council gave First, Second and Third Readings to the Schedule A amendments.
Support transit oriented and mixed use development	As identified	As Identified	Complete	<p>Recent redevelopment in key areas of the city that support transit oriented and/or mixed use development include:</p> <ul style="list-style-type: none"> • five storey 119 unit seniors assisted housing facility with some commercial ground floor space at 5500 – 24th Street (on hold) • five storey 57 unit strata title apartment with strata title commercial ground floor space at 3407 – 28th Avenue (under construction) • four storey 86 unit rental apartment with some commercial ground floor space at 2455 – 48th Avenue (under construction) • four storey 56 unit apartment at 3010 – 35th Street (completed) • two storey 9 unit non-profit rental townhouse project at 3304 Alexis Park Drive (completed) • The Hamlets mixed use supportive care project on 29 Avenue in City Centre (completed) • Continued implementation of the Revitalization Tax Exemption Program in the City Centre and Waterfront Neighbourhood Centre. • Development of new ground oriented multifamily infill development along the future 29th/30th Street transit corridor and throughout the core area. <p>60 rental apartments located at 3400 Centennial Drive (under construction)</p>



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Foster Community Development through Social Planning	Target Date	Lead	Status	Notes
Work with agencies and senior governments to develop and maintain comprehensive, accessible and affordable childcare	Sept 2016	As Identified	Underway	Resolution in support of comprehensive affordable, accessible childcare endorsed at the 2016 UBCM Convention.
Continue to support the Social Planning Council in the provision of social planning services to the City, including programs and initiatives to address homelessness, childcare, attainable housing, food security and neighbourhood safety	Annually	As Identified	Underway	<p>The Social Planning Council and Partners in Action have been involved in many projects, including, but not limited to:</p> <p>Homelessness and Housing</p> <ul style="list-style-type: none"> Green Valley Motel closure and subsequent BC Housing acquisition of the Journey Inn property. COOL Team, working with homeless campers to monitor safety, health and connect them to services Organized Housing Forum in 2016. Social Planning Council is working closely with the City and other key stakeholders in addressing the challenges of homeless camps in the city, including implementation of the City's new bylaw regulating sheltering in parks. Social Planning Council successfully applied for grant funding to undertake a review of the Affordable Housing Strategy and the Homelessness Strategy in 2018 and 2019. Administration currently working with local service providers and BC Housing on a number of shelter units/beds and affordable housing options, as follows: construction of 52 unit affordable housing project at 27th Avenue and 35th Street; replacement shelter units at John Howard Facility at 2307 43rd Street; purchase of two affordable housing apartments at 3800/3802 27th Avenue and construction of an additional 41 unit purpose built affordable rental housing project. Arising from the Activate Safety Task Force recommendations, investigating service agreement for weekly downtown cleanup programs and an appropriate washroom facility available 24/7/365. <p>Harm Reduction</p> <ul style="list-style-type: none"> Sharps Action Team working to prevent the spread of disease and to prevent sharps from ending up in public spaces. Community clean ups organized to collect used needles. Public Spaces Action Team developing strategies for working with street population to provide information and resources to assist with challenging behaviors. Arising from the Activate Safety Task Force recommendations, placement of four new sharps containers and investigating potential partners for a needle refund program <p>Accessibility, Inclusiveness and Multiculturalism</p> <ul style="list-style-type: none"> RespectFest successfully implemented in September 2017. Continuing the Understanding Reconciliation Journey Team to learn more about First Nations history and culture. Facilitated the Respect Lives Here program.



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				<ul style="list-style-type: none"> In partnership with the Local Immigration Partnerships Council, developed an Immigration and Settlement Strategy for Vernon. Developing a communication plan in partnership with the City following a high profile incident of racism or hate. <p>Poverty and Food Security</p> <ul style="list-style-type: none"> Working with Upper Room Mission to develop a program to distribute food to housebound clients. <p>At its Regular Meeting of April 9, 2018, Council resolved to extend the contract with the Social Planning Council for five years.</p>
Work with community groups and agencies to support youth and senior oriented initiatives	Annually	As Identified	Complete	<p>Assisted in the successful delivery of the Cities Fit for Children conference. RespectFest undertaken in 2017.</p> <p>Draft Youthful Vernon Strategy presented to Council at its Meeting of April 23, 2018.</p>
Actively engage youth in stewardship opportunities	Annually	Community Infrastructure & Development	Complete	<p>Engaged youth in sustainability outreach and stewardship programs and events such as the Yellow Fish Road stormwater conservation program, supporting educational opportunities for youth and students through the Planet Protector program (a BC curriculum-linked educational resource that focuses on climate change, energy conservation and sustainability), and engaging youth to demonstrate sustainability leadership during events such as Earth Day and Environment Week.</p> <p>Built upon the Sustainability Awards program to further engage and encourage new participation for sustainable action through the Sustainability Grants Program. Several projects supported by the program are directly related to sustainability initiatives in Vernon Schools.</p> <p>Included active and voting youth membership opportunities as part of the Climate Action Task Force.</p> <p>Hosted events at schools as part of Bike to Work/ School Week.</p>
Identify opportunities to include youth in consultation processes	As needed	As Identified	Complete	<p>Youth were specifically included in numerous consultation events in the development of the Parks Master Plan.</p> <p>Youth provided input in the design process for playground replacements at Mission Hill, Heritage and Alexis Park and the Becker Bike Skills Park.</p> <p>Youth were meaningfully engaged in the planning and coordination of the Cities Fit for Children (CF4C) Summit hosted in Vernon in 2015, including setting the Summit agenda and speaker topics.</p> <p>Youth helped create a number of the "I AM" art boards project installed downtown. The Respectfest Public Art project includes specific engagement sessions where youth will help design the art piece.</p> <p>A PlanH Healthy Communities Capacity Building Fund application has been submitted to support the work of the Child, Youth and Family Friendly Vernon working</p>



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				<p>committee. Council also supported this committee with a \$5,000 Discretionary Grant. The committee intends to engage children and youth in furthering these efforts.</p> <p>Youth were involved in the development of the Youthful Vernon Strategy, which outlines proposed policies and plans to make Vernon a more youth friendly city.</p>
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Facilitate Regional Collaboration	Target Date	Lead	Status	Notes
Establish a working group with the Okanagan Indian Band to develop a servicing plan for IR#6 (with grant funding)	June 2016	As Required	Complete	<p>Joint application for Community Economic Development Initiative (CEDI) federal program to explore mutually agreed upon projects was submitted in May, 2016. Received letter on April 28, 2017 notifying that OKIB and Vernon have been tentatively selected for the program. Joint CEDI workshop #1 with Okanagan Indian Band was held December 20, 2017. On February 26, 2018 Council declassified its January 22, 2018 In Camera resolution agreeing to participate in the CEDI program to March 31, 2020.</p> <p>CEDI workshop #2 with Okanagan Indian Band was held April 12 and 13, 2018. Several priorities, including a collaborative approach to waterfront planning, have emerged from the partnership. Both OKIB and City of Vernon Councils endorsed the CEDI Working Group Terms of Reference and a Relationship Accord at their respective meetings in August 2018.</p>
Participate in the review of Master Water Plan options with regional partners	2017	Community Infrastructure & Development	Complete	The 2017 Master Water Plan was adopted by the RDNO Board on November 15, 2017.
Develop a boundary extension and servicing plan for the Swan Lake Corridor with regional partners to facilitate development	2019	As Required		This goal was driven by a desire to provide sewer services to support more intensive development leading to additional employment along the Swan Lake Corridor as per the Regional Growth Strategy. RDNO has initiated a planning process for the Swan Lake Corridor that includes a sewer servicing strategy separate from the Vernon system. This process is expected to be concluded in Fall 2018.

Be a Leader in Economic Development	Target Date	Lead	Status	Notes
Pursue renewal of industrial Lands MOU	February 2015	Community Infrastructure & Development	Complete	<p>Endorsed by Council at its Regular Meeting of January 26, 2015.</p> <p>RDNO currently exploring Rural Economic Development Function to be complementary to current City of Vernon service. Should a function be endorsed, staff recommend a MOU between the City of Vernon and the Region be created to ensure service is complementary to that of City of Vernon</p>
Develop and implement Wayfinding strategy phase one for the City Centre (parking directional signage)	April 2015	Community Infrastructure & Development	Complete	Phase one of the Wayfinding Strategy, which included parking directional signage that reflects the City's colours and logo, was completed in Spring 2015.
Report to Council with proposed approach to community branding	June 2015	Community Infrastructure & Development	Complete	New community branding endorsed by Council at its Regular Meeting of June 22, 2015



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Report to Council identifying the proposed four year capital project list	Annually	Community Infrastructure & Development	Complete	Rolling 4 Year Capital Plan has been presented to Council in both 2015 and 2016 focusing on capital improvements in the Downtown including projects that focus on the continuation of the transportation and utility improvements on 30 th Street from Polson Park to the Civic Area, 35 th Avenue from Pleasant Valley Road to 34 th Street, and 32 nd Avenue from 31 st street to 35 th Avenue as well as road and utility reconstruction on 28 th Avenue, 29 th Avenue, and 31 st Avenue. The plan will be updated annually to add an additional year to the plan. The next update will be presented to Council in September 2018 for its consideration.
In conjunction with the Downtown Vernon Association, create an inventory of available space in the downtown	September 2015	Community Infrastructure & Development	Complete	Endorsed by Council at its Regular Meeting of December 14, 2015. Vacant space over 5,000 sq ft complete being promoted on City of Vernon website.
In conjunction with property owners, identify lands available for redevelopment in the downtown	Annually	Community Infrastructure & Development	Complete	To be done annually in June in conjunction with Employment Lands Inventory Update.
Undertake an inventory of technology companies and related resources in Vernon to be featured on the InvestVernon website	September 2015	Community Infrastructure & Development	Complete	Complete and uploaded to website in 2016 including seven company profiles.
Implement Wayfinding strategy phase two for the City Centre (amenities and key destinations)	September 2015	Community Infrastructure & Development	Complete	Phase Two of the Wayfinding Strategy, which included directional signs for the amenities and key destinations, was completed in July 2015.
Report to Council with results of the Expression of Interest process for the rear portion of the Visitor Information Centre	September 2015	Community Infrastructure & Development	Complete	Received by Council at its Regular Meeting of May 25, 2015. Back space was utilized by the 55+ Games Committee and is currently used for storage. Staff to report back to Council with additional options for long term use of back space once Council endorses plan for Civic Arena site.
Consultation, technical review and development of draft Airport Master Plan	September 2015	Community Infrastructure & Development	Complete	Council endorsed the final Airport Master Plan at its Regular Meeting of November 14, 2016.
Undertake an inventory of underutilized industrial and commercial lands within the City of Vernon	Annually	Community Infrastructure & Development	Complete	Administration has completed the vacant lands inventory as part of the Employment Lands Inventory and updates this on an annual basis (June). Administration is currently reviewing underutilized industrial and commercial lands that may be available for redevelopment. The inventory is anticipated to be completed in Winter 2018.
Create an inventory of available building space in the City of Vernon for large industrial or commercial clients	November 2015	Community Infrastructure & Development	Complete	Completed in May 2017 and promoted through City of Vernon website.
Create business profiles of five technology companies to be featured on InvestVernon website	November 2015	Community Infrastructure & Development	Complete	Seven profiles completed (AVS, Beacon Studios, Epicor, Flex Dealer, Meyer Sound, Protocol Technologies and Sproing Creative).
Report to Council with proposed parking in lieu strategy and Zoning Bylaw amendments	December 2015	Community Infrastructure & Development	Complete	Report endorsed by Council at its Committee of the Whole Meeting of December 14, 2015; implementation of identified initiatives to take place in 2018/2019.
Project design, tendering and administration of 2015 Capital program	December 2015	Community Infrastructure & Development	Complete	Regular updates have been provided to Council throughout 2016 and 2017 through Administration Updates on the Regular Meeting agendas. The capital budget also now includes both parks, airport and civic building projects that include increased maintenance, renewal and improvements.



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Design capital projects for 2016	December 2015	Community Infrastructure & Development	Complete	Projects are typically designed in the year prior to construction in an effort to tender projects as early as possible. This strategy has successfully attracted competitive tender pricing.
Actively promote City owned properties to the development community	2015-2016	Community Infrastructure & Development	Ongoing	Bennet Lot – Sold for development on January 7, 2016. The McMechan Reservoir lands are currently being explored for rezoning and a phased development agreement. If successful, the development will achieve approximately 173 small lot units.
Explore possible LAS for the Waterfront (report to Council on results of preliminary consultation with property owners)	2019	Community Infrastructure & Development	Underway	Engineering update of 2013 servicing and road preplan design complete. Options to reduce costs and encourage development will be explored as time permits.
Develop and adopt the 2016 – 2020 Tourism Strategy	February 2016	Community Infrastructure & Development	Complete	Completed. Strategy endorsed by Council at its Committee of the Whole Meeting of June 27, 2016. Document identifies 23 strategies for Tourism Vernon. Priority has been implementing a 3% hotel tax for the City of Vernon, which was approved by Cabinet on September 29, 2017 and began on January 1, 2018.
In conjunction with the Downtown Vernon Association, create an online map of the downtown highlighting recent developments, capital projects and redevelopment opportunities	March 2016	Community Infrastructure & Development	Underway	Draft complete. Launch Winter 2018.
Report to Council to review parking requirements in the City Centre	December 2018	Community Infrastructure & Development	Underway	Council endorsed proposed approach to parking requirements in December 2015. Draft bylaw amendments will be presented to Council September 2018.
Finalize standard operating procedures for all planning and development applications	May 2017	Community Infrastructure & Development	Complete	Completed July 2017
Report to Council to amend the Sign Bylaw to conform with City Centre Neighbourhood Plan		Community Infrastructure & Development	Underway	The Sign Bylaw was amended August 14, 2017 to permit the installation of Low Profile Freestanding Signs. The Sign Bylaw overall requires an update with regard to modern sign standards, specifications, design and regulations. The Bylaw will also be brought into consistency with the OCP and specifically the City Centre Neighbourhood Plan. This is being undertaken as time permits.
Promote land and building inventory on the Invest Vernon website	June 2016	Community Infrastructure & Development	Complete	Vacant building space complete in May 2017 and promoted through City of Vernon website. Land inventory updated and added in June 2017.
Working with industry, government agencies, industry associations and service providers, explore opportunities for a technology incubator in Vernon	June 2016	Community Infrastructure & Development	Underway	Working with Start-Up Vernon, Co-Work Vernon, Okanagan Innovation Institute and Community Futures on a variety of opportunities.
Adoption of rezoning amendments by Council to bring non conforming Commonage properties into compliance with the Official Community Plan	June 2017	Community Infrastructure & Development	Complete	Rezoning bylaw adopted at Council's Regular Meeting of September 5, 2017.



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Adoption of Airport Master Plan	August 2016	Community Infrastructure & Development	Complete	The Airport Master Plan has been adopted. Staff will explore designating lands to the north for Light Industrial / Service Commercial uses and the redesignation of adjacent properties no longer identified for acquisition from Airport Industrial to Light Industrial / Service Commercial.
Develop marketing materials for the City Centre (printed brochure and online distribution)	October 2016	Community Infrastructure & Development	Underway	To be included in the online map projected to be completed to be launched in the Summer 2018.
Adoption of an Integrated Community Sustainability Plan	2018	Community Infrastructure & Development	Underway	An ISCP is no longer required as part of the renewed Gas Tax Agreement. Efforts are focused on the development of specific, targeted policies and programs as part of next OCP Review. At its Regular Meeting of May 23, 2017, Council endorsed developing a process to update the City's GHG emission reduction targets – a part of this process. The City's new Climate Action Task Force will be a part of that process.
Explore additional incentives to increase redevelopment in the City Centre	Annually	Community Infrastructure & Development	Underway	The Rolling 4 Year Capital Plan has many of the projects focused on downtown, thus reducing off site costs in key redevelopment areas. The Revitalization Tax Exemption remains in effect. Additional incentives to be explored. Annual review of potential locations for BC Hydro Beautification funding projects in coordination with capital projects to minimize costs for redevelopment and maximize development potential.
Report on results of customer satisfaction survey for building and development	Annually	Community Infrastructure & Development	Complete	Council received the 2017 survey information at its Regular Meeting of February 13, 2018.
Host annual seminar with real estate companies on promotional opportunities beyond commercial listing service	Annually	Community Infrastructure & Development	Complete	Information sessions held with local real estate offices in 2016 (Century 21, Sutton Realty and Royal LePage). Offer has been made to all local real estate firms to do additional presentations in future. Annual presentation to Okanagan Mainline Real Estate Board (2016 & 2017).
Through the Economic Development Advisory Committee's task force on Technology, continue to promote, facilitate and enhance Vernon's growing technology sector	Annually	Community Infrastructure & Development	Complete	Administration works with Co-Work Vernon, Start-up Vernon, the Okanagan Innovation Institute and other partners to further promote and foster growth in the technology sector. Seven company profiles have been completed and uploaded to the website along with an overview of the technology sector in Vernon.
Meet with a minimum of four major or emerging employers each year to discuss locating or expanding in the downtown	Annually	Community Infrastructure & Development	Complete	Several successes to date including the relocation of SQM Group to the Silver Rock Professional Building downtown in April 2017, the Cap-it store at 220-2801 35 Ave, Okanagan Innovation Institute at 101-3306 32 Ave and Enterprize Challenge Winner, Jolly Good Spuds opening at 2908 31 Ave.
Target specific companies that may be interested in locating in Vernon	Annually	Community Infrastructure & Development	Complete	Staff are constantly working with a variety of companies that are exploring Vernon and researching our current economic conditions. These become public at issuance of a business licence.
In conjunction with industry, identify and attend technology related trade shows and events	Annually	Community Infrastructure & Development	Complete	2016 BC Technology Summit. Staff were unable to attend 2017 and 2018 BC Technology Summit due to other commitments.



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Create a Vibrant Parks and Recreation System	Target Date	Lead	Status	Notes
Complete public consultation and revise draft parks plan, as appropriate	October 2015	Community Infrastructure & Development	Complete	Parks Master Plan endorsed by Council at its Regular Meeting of September 14, 2015. The Parks Master Plan is to be revised following the completion of the subregional parks agreement transferring the responsibility of selected fields and beaches to City.
Complete parks project list for the creation of the Parks DCC Bylaw	April 2016	Community Infrastructure & Development	Complete	Parks project list is complete and includes projects being planned for Kin Beach, Marshall Fields, DND, and Paddlewheel Park. Council endorsed the Parks Development Cost Charge Program and the bylaw has received First, Second and Third Readings and is with the Province for review.
Update lake access plan, including implementation schedule and associated budget	July 2018	Community Infrastructure & Development	Underway	A draft Lake Access Plan was presented to Council in late 2016 and the P2 process was completed in February 2017. Following Council direction in January 2018, Administration will be bringing a revised plan to Council for its consideration in September 2018. Council resolved to have ten lake accesses constructed in 2017 and 2018. This has since been reduced by four, and preparation for construction is underway.
Develop plan for Civic Arena Block Park once ice surface is removed (consider repurposing the Arena building)	June 2018	Community Infrastructure & Development	Underway	Council has resolved to undertake demolition of the Civic Arena and directed Administration to provide a process for determining future use of the site to Council in December 2018. Consideration will be given to salvaging and reusing the building's wood trusses.
Update and adopt the Polson Park Master Plan	December 2018	Community Infrastructure & Development	Underway	The process for the development of the Polson Park Master Plan was endorsed by Council in 2016, with the first P2 sessions held that year. However, given the increased concerns regarding homelessness, drug activity and safety in the park, Administration will be exploring new approaches to undertaking this project to address those concerns. A proposed process will be presented to Council in Fall 2018.
Develop plan for Kin Park (on the Kin Race Track lands)	2018	Community Infrastructure & Development	On Hold	Following resolution of outstanding legal issues, a proposed process for developing the lands as parkland will be presented to Council.
Develop a plan for Lakeshore Park	2017	Community Infrastructure & Development	Complete	Phase 1 of Lakeshore Park is under construction.

Provide Effective Protective Services	Target Date	Lead	Status	Notes
Complete public consultation on the Community Wildfire Protection Plan (CWPP) and prepare amendments for the OCP, Rezoning and Fire Prevention Bylaws	June 2015	Community Infrastructure & Development	Complete	OCP Amended on November 14, 2016 to incorporate direction of the CWPP.



Council's Strategic Plan 2015-2018 – Community Infrastructure & Development

Deliver Efficient, Effective and Proactive Municipal Services	Target Date	Lead	Status	Notes
Report to Council with proposed amendments for the Subdivision and Development Servicing Bylaw	December 2017	Community Infrastructure & Development	Complete	Amendments to Schedules A, B, F and O of the SDSB #3843 in progress. Update of Schedule G street lighting was presented to Council in Fall 2017 and adopted on November 14, 2017. Amendments to SDSB#3843 Sched F supported in principle by Council on Feb 26 2018. Report to Council in spring 2018 with amendments to SDSB #3842 Sched A, B and O. At its Regular Meeting of August 13, 2018 Council supported proposed amendments to Schedule F, A and B. and gave First, Second and Third Readings to the Schedule A amendments.
Initiate/tender inflow and infiltration program study (Liquid Waste Management Plan)	June 2018	Community Infrastructure & Development	On Hold	RFP is in draft state but this project is on hold until other strategic priorities are complete.
Prioritize high risk onsite septic areas and work with residents to initiate LAS projects (Liquid Waste Management Plan)	Fall 2017	Community Infrastructure & Development	Complete	Council endorsed the Okanagan Landing Sewer extension strategy at the May 8, 2017 Regular Council Meeting. The remaining unserved neighbourhoods in the Okanagan Landing will go through the Local Area Service process (Council initiated subject to counter petition). Properties to the east of Okanagan Lake (referred to as Area 1 in the Council Report) have been given priority for the Council initiated LAS process. Council endorsed the phasing plan that prioritizes high risk onsite septic areas at the August 14, 2017 Regular Council Meeting. The LAS areas and project estimates will be brought forward as part of the Rolling 4 Year Capital Plan and more detailed costs and petition details in future reports as each project goes to petition. The first project in the Dallas/Willow area is not proceeding due to a lack of resident support. The next area planned to be petitioned is the Cameo Road area in fall 2018.
Report to Council with proposed policy extending City sanitary sewer system into the unserved areas of the City (Liquid Waste Management Plan)	June 2017	Community Infrastructure & Development	Complete	Council endorsed the Okanagan Landing Sewer extension strategy at the May 8, 2017 Regular Council Meeting. Properties adjacent to the CWWF project being completed in the 2017 and 2018 will have option to connect via the municipal fee process. The remaining unserved neighbourhoods in the Okanagan Landing will go through the Local Area Service process (Council Initiated subject to counter petition). If the LAS process is successful (less than 50% of residents and property value petition against the project) then the participation and payment is mandatory, although actual connection is not. Council endorsed the phasing plan that prioritizes high risk onsite septic areas at the August 14, 2017 Regular Council Meeting.
Identify corporate goals and initiatives regarding economic, environmental and social responsibility and prepare Corporate Sustainability Plan	2019	Community Infrastructure & Development	On Hold	Target date pushed back from original goal of June 2016 due to workloads.
Report to Council with proposed amendments for the Soil Removal and Deposition Bylaw	November 2017	Community Infrastructure & Development	Complete	Amendments adopted by Council on Feb 26, 2018.
Report to Council with proposed Erosion and Sediment Control Bylaw	November 2017	Community Infrastructure & Development	Complete	Amendments to SDSB#3843 Sched F supported in principle by Council on February 26, 2018.



Council's Strategic Plan 2015-2018 – Community Infrastructure & Development

Initiate/tender DCC stormwater cost share analysis (Liquid Waste Master Plan)	Spring 2018	Community Infrastructure & Development		This project is on hold until other strategic priorities are complete. It will be completed as part of the DCC Bylaw update. Amendments to DCC Bylaw projects currently being reviewed by Administration. Internal review of DCC Bylaw projects is near completion and a report on amendments to the Bylaw is anticipated in September 2018.
Continue with detailed infrastructure assessment and develop replacement priority criteria based on ancillary benefit, risk assessment and risk management	Annually	Community Infrastructure & Development	Complete	In 2016 a Pipe Video Inspection system was purchased to provide internal City capacity for assessing underground sanitary and storm infrastructure. The road condition assessments were also updated in 2016 for Arterial and Collector Roads. Prioritization of sanitary collection infrastructure projects was completed in 2016. The updated Asset Management Policy was endorsed by Council at the April 23, 2018 Council Meeting.

Create a Safe, Efficient and Sustainable Transportation Network	Target Date	Lead	Status	Notes
Report to Council with updated Master Transportation Plan and related OCP amendments	April 2015	Community Infrastructure & Development	Complete	Plan endorsed by Council at its Regular Meeting of August 10, 2015; OCP amendments adopted by Council in 2016.
Report to Council with proposed amendments to the Traffic Bylaw	November 2017	Community Infrastructure & Development	Complete	The updated Traffic Bylaw was approved in principle by Council on February 26, 2018 and was reviewed by the Transportation Advisory Committee on April 5, 2018. The final bylaw will be presented to Council for adoption in September 2018 following the legal review. Access requirements are being relocated to SDSB #3843.
Information report to Council about the staff travel plan	November 2018	Community Infrastructure & Development	Underway	Staff travel surveys will be undertaken to be used in the development of the Staff (workplace) Travel Plan options. Report to Council in late 2018.
Complete DCC Bylaw review of transportation projects	July 2018	Community Infrastructure & Development	Underway	Review of projects is near completion and a consultant has initiated review of the proposed amendments. Anticipated to have feedback from the consultant in time to report to Council in September 2018 with proposed amendments to the DCC Bylaw.
Amend bylaws to implement the Integrated Transportation Framework (ITF)	July 2018	Community Infrastructure & Development	Underway	At its Regular Meeting of August 13, 2018 Council supported amendments to SDSB #3843 Schedules A and B, with amendments to Schedule A given First, Second and Third Readings at the Regular Meeting of August 13, 2018. Zoning Bylaw Schedule B is under review and anticipated to be updated in the fall of 2018. The final Traffic Bylaw will be presented to Council for adoption in September 2018.

Foster Community Development through Social Planning	Target Date	Lead	Status	Notes
Submit resolution to SILGA and UBCM regarding the need to develop and maintain comprehensive, accessible and affordable childcare	September 2016	Community Infrastructure & Development	Complete	Resolution in support of comprehensive affordable, accessible childcare endorsed at the 2016 UBCM Convention.



Council's Strategic Plan 2015-2018 – Community Infrastructure & Development

Where possible, support community groups and agencies in the provision of youth and senior oriented initiatives	Annually	Community Infrastructure & Development	Complete	<p>Assisted in the successful delivery of the Cities Fit for Children Conference.</p> <p>Recreation Services took a leadership role in assisting the Halina Senior Citizens Society in the operation of the Halina Centre, the updating and development of policies, procedures, bylaws and their constitution as well as assisting them with Board development and elections.</p> <p>Collaborated with RDNO to obtain a \$19,400 age friendly grant to improve accessibility to the Vernon Community Garden and develop new programming to engage seniors and encourage them to use the space. Grant was announced on March 12, 2017.</p> <p>Staff have regular involvement in the North Okanagan Early Years Council and the Child, Youth and Family Friendly Vernon working committee.</p> <p>The Seniors Action Network and North Okanagan Childcare Society were specifically consulted in the development of the Park Master Plan.</p> <p>Youth were involved in the development of the Youthful Vernon Strategy, which outlines proposed policies and plans to make Vernon a more youth friendly city.</p>
Ensure City events, such as sustainability and Active Transportation events, actively engage youth	Annually	Community Infrastructure & Development	Complete	Sustainability and Active Transportation programs continue to actively engage youth through a diversity of communications and programs. For example, the City has expanded digital media engagement to better reach youth, and sponsored sustainability related materials through the Planet Protectors education program directly within local schools.
Consider the needs of youth and seniors when prioritizing sidewalk and multi-use trail connections	Annually	Community Infrastructure & Development	Complete	The adoption of the Master Transportation Plan on November 14, 2016 lead to the start of the curb let down program in 2017. This will upgrade existing let down ramps to improve accessibility of the sidewalks.



Council's Strategic Plan 2015-2018 – Community Infrastructure & Development

Support the Social Planning Council in the provision of social planning services to the City, including programs and initiatives to address homelessness, childcare, attainable housing, food security and neighbourhood safety	As needed	Community Infrastructure & Development	Underway	<p>The Social Planning Council and Partners in Action have been involved in many projects, including, but not limited to:</p> <p>Homelessness and Housing</p> <ul style="list-style-type: none"> - Green Valley Motel closure and subsequent BC Housing acquisition of the Journey Inn property. - COOL Team, working with homeless campers to monitor safety, health and connect them to services - Organized Housing Forum in 2016. - Social Planning Council is working closely with the City and other key stakeholders in addressing the challenges of homeless camps in the city, including implementation of the City's new bylaw regulating sheltering in parks. Social Planning Council is applying for grant funding to undertake a review of the Affordable Housing Strategy and the Homelessness Strategy in 2018 and 2019. - Administration currently working with local service providers and BC Housing on a number of shelter units/beds and affordable housing options, as follows: construction of 52 unit affordable housing project at 27th Avenue and 35th Street; replacement shelter units at John Howard Facility at 2307 43rd Street; purchase of two affordable housing apartments at 3800/3802 27th Avenue and construction of an additional 41 unit purpose built affordable rental housing project. - Supported the City in the provision of attainable rental housing units on the McMechan Lands and helped facilitate a partnership with Vernon and District Community Land Trust for the management of the housing program. - Social Planning Council successfully applied for grant funding to undertake a review of the Affordable Housing Strategy and the Homelessness Strategy. A consultant has been retained and the work is underway. The study is expected to be completed by April 2019. - Arising from the Activate Safety Task Force recommendations, investigating service agreement for weekly downtown cleanup programs and an appropriate washroom facility available 24/7/365. <p>Harm Reduction</p> <ul style="list-style-type: none"> - Sharps Action Team working to prevent the spread of disease and to prevent sharps from ending up in public spaces. Community clean ups organized to collect used needles. - Public Spaces Action Team developing strategies for working with street population to provide information and resources to assist with challenging behaviors. - Arising from the Activate Safety Task Force recommendations, placement of four new sharps containers and investigating potential partners for a needle refund program
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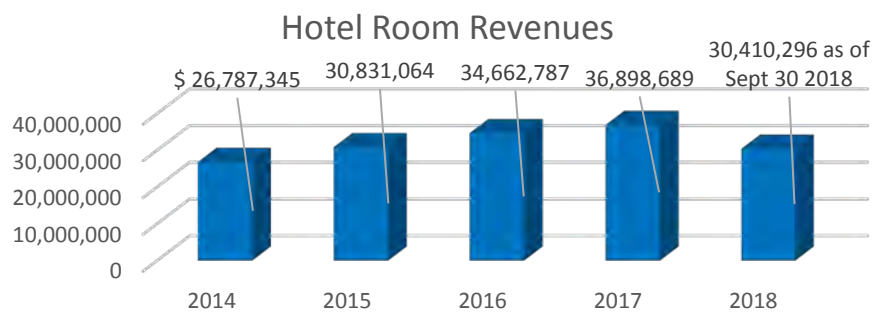
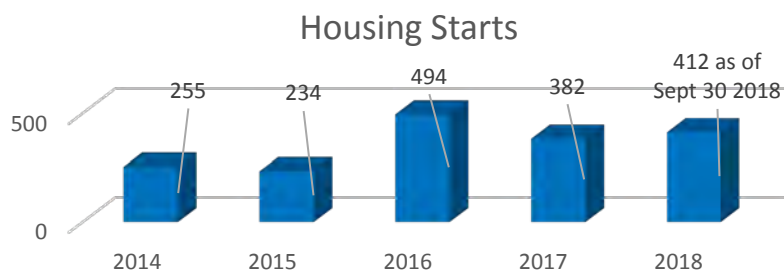
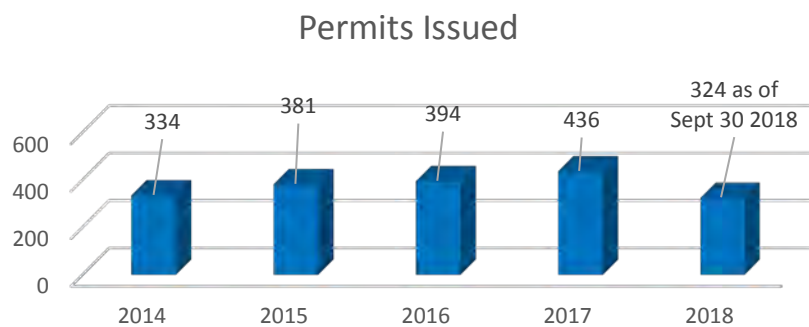
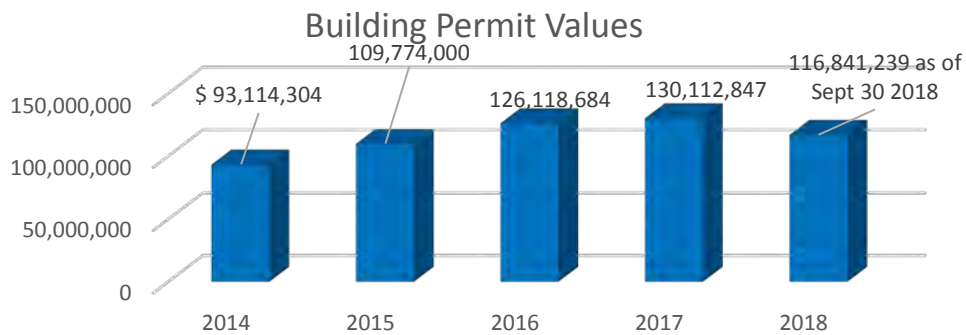


Council's Strategic Plan 2015-2018 – Community Infrastructure & Development

				<p>Accessibility, Inclusiveness and Multiculturalism</p> <ul style="list-style-type: none"> - RespectFest successfully implemented in September 2017. - Continuing the Understanding Reconciliation Journey Team to learn more about First Nations history and culture. - Facilitated the Respect Lives Here program. - In partnership with the Local Immigration Partnerships Council, developed an Immigration and Settlement Strategy for Vernon. - Developing a communication plan in partnership with the City following a high profile incident of racism or hate. - Poverty and Food Security - Working with Upper Room Mission to develop a program to distribute food to housebound clients. <p>At its Regular Meeting of April 9, 2018, Council resolved to extend the contract with the Social Planning Council for five years.</p>
Specifically identify opportunities to include youth in consultation processes	As needed	As needed	Complete	<ul style="list-style-type: none"> • Human Resources: hosted three practicum students from Okanagan College in June 2015; presentations to various organizations, as requested • Community Infrastructure & Development: ongoing implementation of School Travel Plans Community Infrastructure & Development: youth were specifically included in the Parks Master Plan consultation process and subsequent planning for specific parks and playgrounds, the Sustainability Awards Review consultation process and the development of the Youthful Vernon Strategy.



Performance Indicators - Community Infrastructure and Development Services



Department Summary

Department Summary: COMMUNITY INFRASTRUCTURE AND DEVELOPMENT- GENERAL (210)

Budget Year: 2019

Manager: Kim Flick

Division: Community Infrastructure &
Development

Accounting Reference: 210

Stage: Approved

Approved: Yes

Purpose:

Community Infrastructure and Development - General is the umbrella for those departments primarily engaged in the development process, infrastructure, transportation and implementation of the City's growth strategy as outlined in the Official Community Plan. These departments include Building and Licensing, Current Planning, Economic Development and Tourism (including the Municipal and Regional District Tax funds), Development Services, Infrastructure Management, Long Range Planning and Sustainability, and Transportation. Costs that are common to the Division (software, fleet, mailing, legal and some memberships) are covered in Community Infrastructure and Development - General (210).

Budget Summary

2019 Approved Net Budget	\$703,817
Prior Year Approved Net Budget	\$699,553
Budget Change	\$4,264
Budget Change by %	0.61%
2019 FTE	4.5
2018 FTE	4.7
FTE Change	(0.2)
FTE Change by %	(4.26%)

Outlook for Upcoming Budget:

Growth and development in the City Centre Neighbourhood Plan area, adopted neighbourhood plans and neighbourhood centres are the priority for the City, as embodied in Council's Strategic Plan 2015 - 2018 and the Official Community Plan. This growth strategy supports the City's approach to Asset Management, as contained in the Sustainable Infrastructure Investment Program and Integrated Transportation Framework. The 4 Year Capital Plan, as endorsed by Council, soundly balances maintenance, renewal and development priorities.

Economic Development continues to be a key priority for the entire division. Economic Development and Tourism is being bolstered with new staff resources in order to keep pace with strong MRDT growth (also referred to as the Hotel Tax). Efforts will continue to improve the development approval process and reduce costs. Development was very strong in 2018, with 411 units and \$116.2m in building permit revenue as of September 30, 2018.

Long range planning efforts in 2019 are expected to focus on climate action task force, Polson Park and the Civic Arena block.

Highlights of Current Year:

Community Infrastructure and Development - General staff provide all reporting, reception and support services, overall project coordination and ensure the successful integration of all departments within the division. The specific project highlights for 2018 are contained within each Department's description.

Overall, 2018 was one of the busiest years of development in the City's history. Investment in infrastructure included major projects in the City Centre and the expansion of sanitary sewer service to unserved areas in Okanagan Landing. Significant investment in improving public access to Okanagan Lake included the construction of Lakeshore Park (first phase), design and tendering of Hurlburt Park and the development of lake access points. 7,000 additional hours of service were added to the transit system.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: COMMUNITY INFRASTRUCTURE AND DEVELOPMENT- GENERAL (210)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-395	COST RECOVERIES	123	0	0	0	0	0.00%
1-399	RDNO RECOVERIES	0	10,000	10,000	10,000	0	0.00%
Total		123	10,000	10,000	10,000	0	0.00%
Expenditures							
2-120	LABOUR CUPE A	128,301	131,334	177,159	160,641	(16,518)	(9.32%)
2-140	LABOUR NON-UNION	255,964	263,468	249,307	275,047	25,740	10.32%
2-200	GENERAL SUPPLIES	6	735	800	800	0	0.00%
2-204	OFFICE SUPPLIES	1,312	1,564	909	1,300	391	43.01%
2-224	MAILING COSTS	9,982	6,339	10,500	10,500	0	0.00%
2-231	FOOD & COFFEE	533	258	0	0	0	0.00%
2-270	NETWORK HARDWARE - REPLACE	0	4,344	0	0	0	0.00%
2-271	COMPUTER SOFTWARE PURCHAS	10,335	18,197	0	0	0	0.00%
2-273	FURNITURE PURCHASES	(503)	747	0	0	0	0.00%
2-320	MEMBERSHIPS/DUES	741	871	675	871	196	29.04%
2-322	CAR ALLOWANCE	3,600	3,600	3,600	3,600	0	0.00%
2-329	TRANSPORTATION	1,877	302	1,530	1,530	0	0.00%
2-332	CONFERENCE & COURSE FEES	4,223	2,477	4,085	4,085	0	0.00%
2-333	ACCOMMODATION	2,274	2,711	650	1,650	1,000	153.85%
2-334	MEAL PER DIEMS	257	86	330	330	0	0.00%
2-403	LEGAL FEES	43,718	112,898	45,350	45,350	0	0.00%
2-451	SOFTWARE MAINTENANCE CONT	50,481	40,308	69,355	59,355	(10,000)	(14.42%)
2-499	GENERAL CONTRACTS	35	125	0	0	0	0.00%
2-610	CELLS/MOBILITY	542	582	960	565	(395)	(41.15%)
2-612	WIFI & FIBRE	86	0	0	0	0	0.00%
2-811	TO IT EQUIPMENT RESERVE	0	0	1,540	2,540	1,000	64.94%
2-832	TO DEVELOPMENT EXCESS REVE	631,398	0	0	0	0	0.00%
2-911	INTERNAL CHARGES	113,357	0	115,428	118,278	2,850	2.47%
2-920	FLEET CHARGE	13,760	16,898	27,375	27,375	0	0.00%
Total		1,272,279	607,844	709,553	713,817	4,264	0.60%
Net		1,272,156	597,844	699,553	703,817	4,264	0.61%

2018 - 2019 Budget Changes:

2-120, 2-140 Staff in this department include the Division Director, Receptionist, Secretary and Administrative Assistant (4.0 FTE).

2-451 Software maintenance costs continue to increase. Fleet charges transferred to General (210) from Building and Licensing (212).

2-224, 2-403, 2-920 Funding related to software, mailing, legal fees, fleet, over time and co-op student funding for the Division is included in this budget.

2-911 The City's contribution to the Tourism function is recorded as an Internal Charge (\$118,278), with the same amount added as revenue to the Tourism - Combined (216) budget.

1-399 RDNO Recoveries have been added to reflect the recent agreement as to the overhead charge permitted for senior management staff.

Department Summary

Department Summary: BUILDING & LICENSING (212)

Budget Year: 2019

Manager: Shawn Knuhtsen

Division: Community Infrastructure &
Development

Accounting Reference: 212

Stage: Approved

Approved: Yes

Purpose:

Building and Licensing is a department of the Community Infrastructure and Development Services Division and is responsible for the administration and enforcement of the B.C. Building Regulations and other applicable development regulations. The Department is primarily responsible for the review and issuance of building permits, field reviews and inspections of construction projects, and general assistance to the citizens of Vernon. The regulatory framework is contained in Building and Plumbing Bylaw #4900. This Department is also responsible for Business Licensing.

Budget Summary

2019 Approved Net Budget	\$(755,029)
Prior Year Approved Net Budget	\$(735,130)
Budget Change	\$(19,899)
Budget Change by %	(2.71%)
2019 FTE	8.2
2018 FTE	7.2
FTE Change	1.0
FTE Change by %	13.89%

Outlook for Upcoming Budget:

Administration anticipates that the current development trend may begin to wane in 2019. Business Licenses revenue has been adjusted closer to the past five year actual results. A CID Records Coordinator/Screening Officer has been added to support CID staff and administer the Municipal Ticketing appeals. The MTI Screening Officer duties are occupying increasing amounts of the Counter Clerk's time, detracting from development support. In addition, increasing FOI, routine release and filing have gradually eroded staff time. Additional resources are required to permit technical staff to focus on their primary duties.

Highlights of Current Year:

Construction activity was strong in 2018, exceeding forecasted projections of 2017. Building permit revenues have been boosted with the substantial increase in the number of purpose built rental apartments such as the Ironclad Development projects located at 31A Street (43 units) and Centennial Dr (60 units) totaling \$21.2 million. Other large projects include the addition to the School Board Office at \$7.5 million and the Vernon Jubilee Hospital renovation to the MRI suite at \$2.5 million. Construction of single family dwellings has remained steady.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: BUILDING & LICENSING (212)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-300	BUSINESS LICENSES	531,600	639,640	565,600	586,000	20,400	3.61%
1-301	BUILDING PERMITS	1,248,623	1,339,189	774,500	864,370	89,870	11.60%
1-302	PLUMBING PERMITS	54,849	58,998	36,783	50,000	13,217	35.93%
1-304	OTHER PERMITS	7,680	12,590	6,101	10,900	4,799	78.66%
Total		1,842,752	2,050,416	1,382,984	1,511,270	128,286	9.28%
Expenditures							
2-100	LABOUR CUPE B	117	0	0	0	0	0.00%
2-120	LABOUR CUPE A	405,133	460,402	506,722	598,579	91,857	18.13%
2-140	LABOUR NON-UNION	113,178	126,079	117,512	131,126	13,614	11.59%
2-204	OFFICE SUPPLIES	3,132	6,646	2,552	2,552	0	0.00%
2-224	MAILING COSTS	3,702	4,947	0	2,500	2,500	100.00%
2-271	COMPUTER SOFTWARE PURCHAS	0	606	0	0	0	0.00%
2-273	FURNITURE PURCHASES	785	976	0	0	0	0.00%
2-320	MEMBERSHIPS/DUES	2,561	1,292	3,385	3,200	(185)	(5.47%)
2-322	CAR ALLOWANCE	3,300	3,600	3,600	3,600	0	0.00%
2-325	BOOT ALLOWANCE	0	100	0	0	0	0.00%
2-329	TRANSPORTATION	973	1,411	2,576	2,576	0	0.00%
2-332	CONFERENCE & COURSE FEES	6,301	4,767	5,117	5,718	601	11.75%
2-333	ACCOMMODATION	2,129	1,243	2,535	2,535	0	0.00%
2-334	MEAL PER DIEMS	200	314	660	660	0	0.00%
2-450	ADVERTISING/PROMOTION CON	290	177	0	0	0	0.00%
2-499	GENERAL CONTRACTS	0	3,137	0	0	0	0.00%
2-610	CELLS/MOBILITY	1,800	3,202	3,195	3,195	0	0.00%
2-920	FLEET CHARGE	13,024	11,138	0	0	0	0.00%
Total		556,625	630,039	647,854	756,241	108,387	16.73%
Net		(1,286,127)	(1,420,377)	(735,130)	(755,029)	(19,899)	(2.71%)

2018 - 2019 Budget Changes:

There are no significant changes in the operating costs for the department in 2018 aside from additional staff referred to in the Outlook for Upcoming Budget.

2-120 Addition of 1.0 FTE Records Coordinator/MTI Screening Officer position.

2-332 Training costs have been updated to reflect actual costs.

2-920 The fleet budget is included in 210 (General), where all the fleet costs for the Division are administered.

Department Summary

Department Summary: ECONOMIC DEVELOPMENT (213)**Budget Year:** 2019**Manager:** Kevin Poole**Division:** Community Infrastructure & Development**Accounting Reference:** 213**Stage:** Approved**Approved:** Yes

Purpose:

Economic Development is responsible for managing, coordinating and promoting economic development activities within the City of Vernon. The Economic Development Department also oversees the Tourism function for the City of Vernon.

Strategic direction is provided by the Council Strategic Plan with the assistance of the Economic Development Advisory Committee, which includes representatives from business support agencies within the Vernon area and provides insight into Vernon's economic conditions and opportunities.

Budget Summary

2019 Approved Net Budget	\$368,120
Prior Year Approved Net Budget	\$359,283
Budget Change	\$8,837
Budget Change by %	2.46%
2019 FTE	3.0
2018 FTE	3.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

After robust growth in BC of 3.9% in 2017, the latest economic reports (August 2018) forecast BC's growth will moderate through 2018 and finish between 2.4% and 2.9%. BC's economy, which has been one of the strongest in Canada over the past four years, is expected to continue to ease throughout 2019. As much of the anticipated slowdown is connected to a slowing housing market, Vernon is likely to see an easing in residential building permit activity.

Vernon has experienced significant growth over the past few years. This growth has translated into sustained building permit activity in Vernon, with YTD (August 2018) building permits surpassing \$100 million. Although it is difficult to predict if this trend will continue through 2019, the Economic Development Department has a goal of ensuring Vernon capitalizes on continued interest from developers, investors and new residents. The Department has a variety of strategies to target investors, from attending sector specific tradeshows such as the International Council of Shopping Centres tradeshow to the BC Technology Summit. The Department continues to work with local partners on programs such as the Welcome to Vernon project, while exploring others like an Ambassador Program. This three pronged approach would welcome new business to the community, leverage key business professionals travelling abroad and assist with investors in the exploratory stage of the community.

Staff will continue to implement the Economic Development deliverables within Council's Strategic Plan, while continuing core services such as facilitating commercial, industrial and institutional development applications, coordinating the Business Retention and Expansion Program, providing statistical information to investors and leveraging partnerships to attract new businesses and skilled labour to the community.

Highlights of Current Year:

One of the key priorities within the Council Strategic Plan 2015-18 is to be a leader in economic development. As such, the staff priority for Economic Development was to concentrate on processing current development applications and implement the many Economic Development deliverables identified within Council's Strategic Plan. Many of the Council projects are either underway, ongoing or have been completed. These include completion of the Employment Lands Action Plan, profiles of technology companies, the vacancy inventory for the downtown, inventory of underutilized industrial and commercial lands, identification of key redevelopment sites throughout the community and leading the Community Economic Development Initiative (CEDI) in partnership with the Okanagan Indian Band.

Additional projects for 2018 included a survey of "hidden professionals", further support for the Moving to Vernon webpage and the continued implementation of the Business Walks Program taking place in October 2018. In 2017, the Economic Development Department led 26 volunteers to undertake the Business Walks Program that interviewed 132 businesses in Vernon. The program provides an excellent opportunity to gain insight from local businesses on challenges and opportunities pertaining specifically to their business.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: ECONOMIC DEVELOPMENT (213)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-391	MISCELLANEOUS REVENUE	5,841	0	0	0	0	0.00%
1-501	ECONOMIC DEVELOPMENT GRA	0	500	0	0	0	0.00%
1-832	FROM DEVELOPMENT EXCESS RE	0	0	35,000	30,000	(5,000)	(14.29%)
Total		5,841	500	35,000	30,000	(5,000)	(14.29%)
Expenditures							
2-100	LABOUR CUPE B	0	767	0	0	0	0.00%
2-120	LABOUR CUPE A	46,865	35,556	81,220	47,148	(34,072)	(41.95%)
2-140	LABOUR NON-UNION	211,524	161,046	245,933	289,747	43,814	17.82%
2-204	OFFICE SUPPLIES	115	174	200	200	0	0.00%
2-224	MAILING COSTS	0	0	250	200	(50)	(20.00%)
2-231	FOOD & COFFEE	1,880	1,059	1,500	1,500	0	0.00%
2-270	NETWORK HARDWARE - REPLACE	0	800	0	0	0	0.00%
2-271	COMPUTER SOFTWARE PURCHAS	0	1,062	0	0	0	0.00%
2-320	MEMBERSHIPS/DUES	3,024	2,854	2,880	2,575	(305)	(10.59%)
2-322	CAR ALLOWANCE	7,200	7,200	7,200	7,200	0	0.00%
2-329	TRANSPORTATION	3,840	2,534	6,200	6,150	(50)	(0.81%)
2-332	CONFERENCE & COURSE FEES	3,154	2,628	2,550	2,500	(50)	(1.96%)
2-333	ACCOMMODATION	716	1,890	2,700	3,900	1,200	44.44%
2-334	MEAL PER DIEMS	586	552	900	1,000	100	11.11%
2-450	ADVERTISING/PROMOTION CON	12,443	9,399	8,000	8,500	500	6.25%
2-499	GENERAL CONTRACTS	12,333	12,472	33,250	26,000	(7,250)	(21.80%)
2-610	CELLS/MOBILITY	1,235	1,199	1,500	1,500	0	0.00%
2-911	INTERNAL CHARGES	322	0	0	0	0	0.00%
Total		305,235	241,194	394,283	398,120	3,837	0.97%
Net		299,395	240,694	359,283	368,120	8,837	2.46%

2018 - 2019 Budget Changes:

The Administrative Assistant (50% funded by Economic Development) was originally budgeted in 2018 as a CUPE position. Once the job description was finalized, it was determined the position was required to be exempt. As such, approximately \$40,000 was moved from Labour CUPE A (120) to Labour Non Union (140). The Department is comprised of a Manager, Economic Development Planner, 0.5 FTE Planning Assistant and 0.5 FTE Administrative Assistant.

Anticipated projects for 2019 include the implementation of the Ambassador Program, Business Retention and Expansion activities, Business Attraction activities, an update of the Vernon Community Profile along with continued implementation of the Moving to Vernon initiative.

During budget deliberations in January 2015, Council passed a motion to carry forward \$50,000 of unexpended funds due to a vacant staff position to the 2015 Budget. In order to bridge the gap this created from taxation funding, Council approved a transfer of \$45,000 from the development excess reserve account in 2016, \$40,000 in 2017 and \$35,000 in 2018. Staff had recommend decreasing the amount by \$5,000 per year, until the funding has been restored, however this is creating significant challenges within the Department moving beyond 2019 as it has translated into a cumulative reduction of \$20,000 over the past four years. The general contracts budget (499) was decreased in 2019 in order to assist in meeting budget targets. The Development Excess reserve contribution will only occur should the department need the funding to remain in line with the department's net budget.

Department Summary

Department Summary: TOURISM - COMBINED (216)

Budget Year: 2019

Manager: Kevin Poole, Angeline Chew

Division: Community Infrastructure & Development

Accounting Reference: 216

Stage: Approved

Approved: Yes

Purpose:

The Tourism Department (Tourism Vernon) is responsible for the external promotion of the community, driving traffic to tourism stakeholders and creating awareness for Vernon as a four season destination. The function oversees the operation of the year round Visitor Information Centre (VIC) that was centralized in the City Centre in 2014. Tourism Vernon is part of the Economic Development Department and falls within the Community Infrastructure and Development Division.

The majority of the revenue for the Tourism function is derived from accommodation providers in the city through the 3% Municipal Regional District Tax (MRDT), otherwise known as the Hotel Tax. As such, one of the primary goals for the function is to increase overnight stays in the community by promoting activities, attractions, events and the natural surroundings of the Vernon area.

The newly formed Tourism Commission plays an active role in ensuring the success of the function with the ability to approve campaigns/initiatives that are within the Council approved annual marketing plan and budget. The Tourism Commission also provides insight into emerging market trends and long term strategic direction as set out in the 2018-22 Tourism Vernon Business Strategic Plan.

Outlook for Upcoming Budget:

In January 2018, accommodators in Vernon began collecting a 3% MRDT, up from the previous 2% that had been in place since 2010. Of this, Vernon receives 2.8% with the remaining 0.2% going to the Provincial Events Program. The five year agreement with Destination BC and the Province of BC is in place until December 31, 2022 providing stability for the Tourism function in Vernon for the next several years.

Tourism in BC continues to grow with increased visitorship from international travellers, especially from the Asia Pacific region which has increased by 7.4% YTD (May). Other indicators, such as room revenue and passenger volume at airports remain positive, with Kelowna International Airport continuing to experience a record number of passengers and is up 9.5% over 2017 (July).

The challenge for communities throughout BC is mitigating two years of record wildfires, which has negatively impacted travel plans for many tourists looking to explore the province. This, coupled with flooding in many regions including the Okanagan, has created challenges in promoting Vernon attractions. Tourism Vernon continues to engage with stakeholders and support agencies to assist in joint marketing efforts where possible.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2019 FTE	2.5
2018 FTE	2.5
FTE Change	0.0
FTE Change by %	0.00%

Department Summary

Highlights of Current Year:

One of the key highlights for 2018 was Tourism Vernon's participation in several Destination BC open pool and sector funding programs. Tourism Vernon was able to participate in seven projects with 17 partners in three sectors (mountain biking, golf and BC Ale Trail) and four open pool programs (#OkanaganExploring, Trails promotion with the Shuswap and Kamloops, Visual Content and Influencer Campaign and a Circle Mural Cities Tour). Tourism Vernon has contributed \$75,000 while leveraging \$271,000 worth of marketing efforts.

Staff continue to implement the five year Tourism Vernon Business Strategic Plan, which involved participation from our Tourism partners for product and destination development and identified Vernon's unique selling points. Tourism Vernon hosted their first open house for stakeholder engagement which include presentations on Vernon's DNA, how Visitor Services can help your business, marketing programs along with governance structure and the economic impact of tourism for Vernon. In addition, staff have been participating in regional strategy sessions with Destination BC and the Thompson Okanagan Tourism Association for destination and product development, travel trade, media collaboration and marketing campaigns.

Other projects include increased media relations that have leveraged over 350 stories for over \$11 million in equivalent advertising value with a total reach of 2.5 billion since the program began back in 2015. Highlights in 2018 include an episode of Seeing Canada which will be filmed in Vernon and broadcast on PBS in Canada and the US with an audience of 46 million. The media relations program continues to increase partnerships with major stakeholders and attractions such as Predator Ridge Resort, Sparkling Hill Resort, Silver Star Mountain Resort, Davison Orchards, Okanagan Spirits, Kalavida Surf Shop, North Okanagan Cycling Society, Sovereign Lake Nordic Centre and BX Press Cider and Orchard.

The Visitor Information Centre continues to be key to front line services for tourists visiting the area, and is evolving to engage visitors digitally and with our mobile outreach initiatives. The Visitor Services team provides day to day support for digital and social media programs that drive awareness for events, local tourism businesses and support marketing campaigns.

2018 continues to see challenges as we attempt to collect pertinent data from our accommodators through the accommodation survey. With the continued growth in revenues from May to October, hotel partners have been met with resource challenges and have had a difficult time participating in the survey. The survey, done in partnership with Destination BC, assists Tourism in identifying priority markets, trends and overall occupancy rates, while providing accommodators benchmarking information.

Room revenue generated by accommodators in Vernon continues to remain strong. Year to date room revenue (end of June) is pacing at 5.6% growth over 2017. This equates to approximately \$850,000 in increased hotel room revenue generated in Vernon. With the move from a 2% MRDT to a 3% MRDT in January 2018, revenue for Tourism Vernon has grown by approximately \$150,000 in the first half of the year. Despite a strong start to the year, smoke from forest fires could significantly impact revenues for August, which is the peak season for accommodators and typically accounts for approximately 15% of yearly room revenue.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: TOURISM - COMBINED (216)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-232	MARKETING REVENUE	69,656	93,463	30,000	50,000	20,000	66.67%
1-360	SALES OF GOODS & SERVICES	17,508	21,019	12,000	13,000	1,000	8.33%
1-366	COMMISSIONS	0	0	250	0	(250)	(100.00%)
1-377	RACKING FEES (TOURISM)	5,696	4,905	4,500	4,250	(250)	(5.56%)
1-391	MISCELLANEOUS REVENUE	38	0	0	0	0	0.00%
1-395	COST RECOVERIES	1,255	0	0	0	0	0.00%
1-523	HOTEL TAX (MRDT)	737,974	909,960	930,408	1,165,720	235,312	25.29%
1-526	TOURISM BC GRANT	25,000	25,000	25,000	25,000	0	0.00%
1-792	INTERNAL REVENUE	113,550	0	115,428	118,278	2,850	2.47%
1-839	FROM PY UNEXPENDED BUDGET	2,500	0	0	0	0	0.00%
1-875	FROM HOTEL TAX RESERVE	54,560	15,000	15,000	200,000	185,000	1,233.33%
Total		1,027,737	1,069,347	1,132,586	1,576,248	443,662	39.17%
Expenditures							
2-100	LABOUR CUPE B	4,247	424	0	0	0	0.00%
2-120	LABOUR CUPE A	10,093	144	120,000	0	(120,000)	(100.00%)
2-140	LABOUR NON-UNION	108,978	142,845	112,195	249,051	136,856	121.98%
2-200	GENERAL SUPPLIES	1,893	4,128	3,650	1,275	(2,375)	(65.07%)
2-204	OFFICE SUPPLIES	1,481	2,255	3,000	3,000	0	0.00%
2-208	JANITORIAL SUPPLIES	312	0	0	0	0	0.00%
2-224	MAILING COSTS	4,976	5,889	7,500	7,500	0	0.00%
2-231	FOOD & COFFEE	12,599	21,157	36,000	27,313	(8,687)	(24.13%)
2-270	NETWORK HARDWARE - REPLACE	1,070	3,174	0	0	0	0.00%
2-271	COMPUTER SOFTWARE PURCHAS	49	506	0	0	0	0.00%
2-272	EQUIPMENT PURCHASES	0	448	0	0	0	0.00%
2-273	FURNITURE PURCHASES	0	3,950	0	0	0	0.00%
2-276	CELLULAR DEVICES & PERIPHERA	0	251	0	0	0	0.00%
2-283	VEHICLE RENTALS	853	937	10,500	3,500	(7,000)	(66.67%)
2-320	MEMBERSHIPS/DUES	3,792	3,140	0	0	0	0.00%
2-322	CAR ALLOWANCE	0	200	0	0	0	0.00%
2-326	UNIFORMS & CLOTHING	0	2,766	3,000	6,000	3,000	100.00%
2-329	TRANSPORTATION	17,855	27,595	19,300	14,770	(4,530)	(23.47%)
2-332	CONFERENCE & COURSE FEES	3,374	6,185	27,750	21,165	(6,585)	(23.73%)
2-333	ACCOMMODATION	16,932	25,400	23,000	14,820	(8,180)	(35.57%)
2-334	MEAL PER DIEMS	2,276	424	5,560	5,125	(435)	(7.82%)
2-350	GRANTS IN AID	0	15,000	15,000	0	(15,000)	(100.00%)
2-450	ADVERTISING/PROMOTION CON	639,305	757,603	501,831	961,084	459,253	91.52%
2-499	GENERAL CONTRACTS	174,624	224,260	227,000	241,345	14,345	6.32%
2-610	CELLS/MOBILITY	1,629	1,577	2,500	2,500	0	0.00%
2-700	COST OF GOODS SOLD	13,385	17,392	10,000	10,000	0	0.00%

Department Summary

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
2-911	INTERNAL CHARGES	782	5,272	0	0	0	0.00%
2-920	FLEET CHARGE	7,230	7,525	4,800	7,800	3,000	62.50%
Total		1,027,737	1,280,449	1,132,586	1,576,248	443,662	39.17%
Net		0	211,101	0	0	0	0.00%

2018 - 2019 Budget Changes:

The proposed budget increase for the Tourism department is 2.5%. Earlier in 2018, the Provincial Government announced that MRDT will be collected from Air BnB and other similar online platforms that are not registered in British Columbia starting on October 1, 2018. It is unknown at this time how much revenue this would generate in Vernon.

The Administrative Assistant position (50% funded by Tourism) was originally budgeted in 2018 as a CUPE position. Once the job description was finalized, it was determined the position was required to be exempt. As such, approximately \$40,000 was moved from Labour CUPE A (120) to Labour Non Union (140). The advertising budget (450) has been significantly increased in 2019. There are several reasons for this including the planned utilization of \$200,000 from the Hotel Tax Reserve, an increase in cooperative marketing funds, and increased marketing efforts for additional tourism sectors (i.e. travel trade, sports, events, etc.). The annual Marketing Plan provides greater detail on these activities, is planned to be brought forward for Council's consideration later in 2018 once endorsed by the Tourism Commission. The food and coffee budget, which includes hosting media, is anticipated to decrease in 2019. The vehicle rentals budget has decreased as the Tourism Vernon vehicle was purchased, thereby ending the lease. Administration has also lowered conference and associated travel costs to better reflect actuals experienced through 2018.

The MRDT has grown by 6.4% (2017), 12.4% (2016), 15.1% (2015), 22.2% (2014), 7.8% (2013) and 16.8% (2012). However, there are many factors that could impact revenue, such as flooding and wildfires, which the region has experienced in 2018. As such, Administration has estimated room revenue growth to be closer to 6% in 2019. Administration will continue to monitor and adjust associated spending accordingly.

It should be noted that the guidelines for communities collecting the MRDT state that the funds generated from the Hotel Tax are not intended to replace existing sources of funding. They also state that any excess funds within the account at the remainder of the year are to be transferred to an MRDT Reserve Account to be utilized for future tourism initiatives. As of December 31, 2017 there is \$494,173 in the MRDT reserve.

Department Summary

Department Summary: CURRENT PLANNING (218)

Budget Year: 2019

Manager: Craig Broderick

Division: Community Infrastructure &
Development

Accounting Reference: 218

Stage: Approved

Approved: Yes

Purpose:

Current Planning is responsible for the implementation of municipal bylaws and policies related to development, planning and sustainable growth of the community. The primary responsibilities of the Department include residential land use planning and related policy development, subdivision, rezoning and development permit applications, variance applications, affordable housing, heritage planning and community outreach. The Department works with all City divisions and regional partners in the delivery of these services.

Budget Summary

2019 Approved Net Budget	\$288,362
Prior Year Approved Net Budget	\$176,546
Budget Change	\$111,816
Budget Change by %	63.34%
2019 FTE	3.5
2018 FTE	2.5
FTE Change	1.0
FTE Change by %	40.00%

Outlook for Upcoming Budget:

Efforts continue to streamline the development approval process and to reduce costs and time for approvals to the developer, particularly for infill and development in the City's target redevelopment areas, as well as development in the adopted neighbourhood plan areas in the Hillside Residential and Agricultural District. Current Planning works closely with Economic Development to ensure application processing occurs as efficiently as possible. Reallocation of 1.0 FTE from within the division will result in a Subdivision Control Officer position within Current Planning. The role of the Subdivision Control Technician is to focus on subdivisions from application through to registration. This will allow applicants to have one point of contact while allowing other staff to focus on other planning duties. A Planner has been retained on contract for 2- 3 days as needed per week to assist with workload.

Highlights of Current Year:

The Current Planning Department has seen significant development activity in 2018 with overall year to date figures showing a substantial increase over 2017. Single family detached starts remain steady but not as strong as 2017. Multi-family development, especially purpose built rental, has been significantly stronger than 2017, with increasing redevelopment in the City Centre and surrounding area. Several multi-family projects were started in 2018 and others are expected to start in 2019. Similarly, commercial investment in the community is expected to be strong in 2019 with several projects progressing through the approval process - mostly in Vernon's north end. Overall volume of development related applications (i.e. rezoning, Development Variances, Development Permits, subdivision) continues to trend higher year over year with 2018 looking to exceed 2017.

In conjunction with the Social Planning Council, BC Housing and a number of community partners, several affordable and attainable housing units are underway, including:

- 46 beds - Our Place Shelter, Turning Point Collaborative
- 52 units - My Place Apartment, Turning Point Collaborative
- 38 units - Vernon Native Housing Society
- 41 units - Vancouver Resource Society

In addition, at least three local non-profit housing organizations will be applying for the upcoming BC Housing Request for Proposals in the Fall of 2018. Social Planning Council has also been assisting with the two City owned properties targeting moderate income earners, the Pleasant Valley Road project as well as the Highlands of East Hill development.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: CURRENT PLANNING (218)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-241	SUBDIVISION APPLICATION FEES	29,795	46,400	28,461	32,200	3,739	13.14%
1-244	ALR PROCESSING FEES	0	3,000	750	750	0	0.00%
1-245	LAND USE APPLICATION FEES	61,475	87,625	65,000	65,000	0	0.00%
1-246	ENCROACHMENT/EASEMENT FEE	818	0	1,500	1,500	0	0.00%
1-304	OTHER PERMITS	0	0	1,500	1,500	0	0.00%
1-361	MAP & PLATE SALES	1,186	1,326	1,035	1,045	10	0.97%
1-383	PROPERTY INFORMATION REQUE	11,325	12,450	9,000	11,000	2,000	22.22%
1-572	GRANTS - OTHER	850	0	0	0	0	0.00%
1-832	FROM DEVELOPMENT EXCESS RE	32,965	0	105,000	0	(105,000)	(100.00%)
Total		138,413	150,801	212,246	112,995	(99,251)	(46.76%)
Expenditures							
2-120	LABOUR CUPE A	139,799	128,665	243,657	235,740	(7,917)	(3.25%)
2-140	LABOUR NON-UNION	157,994	154,156	118,668	131,056	12,388	10.44%
2-200	GENERAL SUPPLIES	1,262	233	2,000	2,000	0	0.00%
2-204	OFFICE SUPPLIES	1,646	1,842	600	600	0	0.00%
2-231	FOOD & COFFEE	10	127	0	0	0	0.00%
2-270	NETWORK HARDWARE - REPLACE	(39)	200	0	0	0	0.00%
2-271	COMPUTER SOFTWARE PURCHAS	0	143	0	0	0	0.00%
2-273	FURNITURE PURCHASES	0	214	0	0	0	0.00%
2-320	MEMBERSHIPS/DUES	1,068	2,186	1,755	2,981	1,226	69.86%
2-322	CAR ALLOWANCE	1,750	3,600	3,000	3,000	0	0.00%
2-329	TRANSPORTATION	433	2,359	1,602	2,400	798	49.81%
2-332	CONFERENCE & COURSE FEES	5,782	4,939	3,180	7,000	3,820	120.13%
2-333	ACCOMMODATION	0	941	1,050	3,000	1,950	185.71%
2-334	MEAL PER DIEMS	0	729	260	560	300	115.38%
2-450	ADVERTISING/PROMOTION CON	13,821	16,076	12,000	12,000	0	0.00%
2-499	GENERAL CONTRACTS	0	3,065	0	0	0	0.00%
2-610	CELLS/MOBILITY	741	1,169	1,020	1,020	0	0.00%
2-920	FLEET CHARGE	400	0	0	0	0	0.00%
Total		324,666	320,644	388,792	401,357	12,565	3.23%
Net		186,253	169,843	176,546	288,362	111,816	63.34%

2018 - 2019 Budget Changes:

2-120 , 2-140 The department is comprised of the Approving Officer/Manager and 1.5 FTE planning assistants (full time permanent) for a 2018 staff complement of 2.5 FTE. In 2019, a Subdivision Control Officer position will be reallocated from within the division. The role of the Subdivision Control Officer is to focus on subdivisions from application through to registration. This will allow applicants to have one point of contact while allowing other staff to focus on other planning duties. A Planner has been retained on contract for 2-3 days as needed per week to assist with workload.

Department Summary

Department Summary: LONG RANGE PLANNING & SUSTAINABILITY (219)

Budget Year: 2019

Manager: Kim Flick

Division: Community Infrastructure & Development

Accounting Reference: 219

Stage: Approved

Approved: Yes

Purpose:

Long Range Planning and Sustainability is responsible for the development of the Official Community Plan (OCP), neighbourhood plans, parks planning, environmental management, sustainability programs and events and other growth management initiatives. The Department actively engages all sectors of the community in the development of these plans and policies. The Department also manages OCP amendment, ALR exclusion and boundary extension applications. The City's contract with the Social Planning Council is administered through this Department.

Budget Summary

2019 Approved Net Budget	\$632,367
Prior Year Approved Net Budget	\$597,168
Budget Change	\$35,199
Budget Change by %	5.89%
2019 FTE	5.0
2018 FTE	5.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Implementation of the Parks Master Plan will continue in 2019, including the completion of the Polson Park Master Plan under a new approach and development of the Civic Arena Park Master Plan. Work on updating the City's greenhouse gas (GHG) targets and developing climate change mitigation and adaptation strategies will be underway, driven by the creation of the new Climate Action Task Force in 2018. The Sustainability Program, as endorsed by Council in 2017, will continue to be implemented.

Highlights of Current Year:

Responding to the high rate of development activity, a significant amount of time from this Department has been spent managing and/or assisting with development applications to reduce processing times. A key initiative of the Department was developing the comprehensive zoning and phased development agreement for the McMechan Reservoir lands. Other significant policy work included development of a Climate Action Revolving Fund policy for Council's consideration and initiation of consultation for the BC Energy Step Code in conjunction with the Building Department and other jurisdictions throughout the Okanagan Valley.

The Department undertook an Asset Management Strategy for the parks system, which was identified as a key deliverable of the Parks Master Plan. 2018 saw the construction of the first phase of Lakeshore Park, trails in the Foothills and the design and tendering completed for Hurlburt Park. Work continued on developing lake access points along Okanagan Lake and the Bike Skills Park at Becker Park was completed. The City's first Parks DCC Bylaw was developed.

Arising from Canada's 150th anniversary celebrations, the Respectfest mosaic was installed in Cenotaph Park. The City's Youthful Vernon Strategy was developed with community partner organizations, youth, UBCO and public participation, and endorsed by Council. Stewardship events in 2018 included yellow fish road stormwater protection and workshops for pollinators, waste reduction, composting and water sustainability through the Sustainability grants program.

The Social Planning Council is contracted by the City to provide social planning services. A key ongoing initiative for that service is coordination of the Partners in Action group and its many action teams to address issues in the community as they arise. Several of the recommendations of the Activate Safety Task Force are being actioned by Social Planning, including looking at increased community cleanups and a 24/7 washroom facility in the downtown.

The Moving to Vernon Website was developed under the Local Immigration Partnership Council In conjunction with the City's Economic Development Department to meet a marketing gap identified by major employers in the community. In order to attract workers and their families to the area, local HR recruiters requested a "one stop" information portal to help promote the community. The Social Planning Council assisted the City of Vernon to design and develop the webpage and continues to assist with marketing the web tool to local employers.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: LONG RANGE PLANNING & SUSTAINABILITY (219)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-542	PROVINCIAL GRANTS - OTHER	8,000	4,475	0	0	0	0.00%
1-832	FROM DEVELOPMENT EXCESS RE	113,176	0	291,256	64,477	(226,779)	(77.86%)
1-839	FROM PY UNEXPENDED BUDGET	0	0	37,200	0	(37,200)	(100.00%)
1-849	FROM CARRYOVER RESERVE	136,662	0	173,797	0	(173,797)	(100.00%)
1-852	FROM ARTS & CULTURE RESERVE	0	0	15,000	0	(15,000)	(100.00%)
Total		257,838	4,475	517,253	64,477	(452,776)	(87.53%)
Expenditures							
2-100	LABOUR CUPE B	451	695	0	0	0	0.00%
2-120	LABOUR CUPE A	90,434	93,698	92,438	94,296	1,858	2.01%
2-140	LABOUR NON-UNION	389,130	444,900	535,430	440,996	(94,434)	(17.64%)
2-200	GENERAL SUPPLIES	2,104	2,226	0	0	0	0.00%
2-204	OFFICE SUPPLIES	791	259	600	600	0	0.00%
2-224	MAILING COSTS	20	0	0	0	0	0.00%
2-231	FOOD & COFFEE	632	1,911	0	0	0	0.00%
2-234	VOLUNTEER RECOGNITION	0	143	0	0	0	0.00%
2-272	EQUIPMENT PURCHASES	444	0	0	0	0	0.00%
2-273	FURNITURE PURCHASES	1,346	0	0	0	0	0.00%
2-288	FACILITY RENTALS	388	0	0	0	0	0.00%
2-320	MEMBERSHIPS/DUES	1,855	1,622	3,630	3,292	(338)	(9.31%)
2-322	CAR ALLOWANCE	3,000	2,000	3,300	3,300	0	0.00%
2-329	TRANSPORTATION	2,585	1,435	1,318	1,318	0	0.00%
2-332	CONFERENCE & COURSE FEES	8,439	10,301	2,600	2,600	0	0.00%
2-333	ACCOMMODATION	2,668	2,757	1,200	1,200	0	0.00%
2-334	MEAL PER DIEMS	400	278	560	560	0	0.00%
2-350	GRANTS IN AID	5,000	17,500	17,500	2,500	(15,000)	(85.71%)
2-400	CONSULTANT FEES	15,300	2,365	37,200	0	(37,200)	(100.00%)
2-450	ADVERTISING/PROMOTION CON	13,694	5,913	0	0	0	0.00%
2-499	GENERAL CONTRACTS	82,387	151,220	174,098	68,182	(105,916)	(60.84%)
2-610	CELLS/MOBILITY	2,443	2,928	2,500	2,500	0	0.00%
2-849	TO CARRYOVER RESERVE	173,797	0	0	0	0	0.00%
2-911	INTERNAL CHARGES	2,723	2,487	0	0	0	0.00%
2-920	FLEET CHARGE	2,512	0	0	0	0	0.00%
2-998	PROJECTS - ANNUAL	0	0	242,047	75,500	(166,547)	(68.81%)
Total		802,543	744,638	1,114,421	696,844	(417,577)	(37.47%)
Net		544,705	740,163	597,168	632,367	35,199	5.89%

Department Summary

2018 - 2019 Budget Changes:

2-120, 2-140 This Department is comprised of a Planner/Manager, Long Range Planner, Parks Planner, temporary Parks Planner (two year term from mid 2017 to mid 2019) and Environmental Planning Assistant.

2019 projects include implementation and coordination of the Climate Action Task Force, completion of the Parks Asset Management Strategy and development of the master plans for the Civic Arena block and Polson Park. The Sustainability Program includes the Sustainability Grants Program, funding for the WildSafe BC Coordinator position, the Boulevard Tree Program and education and outreach initiatives.

Please note that Projects - Ongoing is budgeted as 2-998, but is expended according to actual use (Advertising/Promotion, General Supplies, etc.). As such, these budget items appear to be over the budgeted amounts in the "actual" column, but they are covered by 2-998. The Social Planning Council contract is administered through 2-499.

Department Summary

Department Summary: DEVELOPMENT SERVICES (220)

Budget Year: 2019

Manager: Ed Stranks

Division: Community Infrastructure &
Development

Accounting Reference: 220

Stage: Approved

Approved: Yes

Purpose:

The Development Services Department is responsible for the implementation of municipal services, bylaws and policies related to offsite infrastructure required as a condition of development approval. The Department works closely with the Regional District of North Okanagan (RDNO), other City Departments and various agencies to provide these services in an efficient and timely manner. The mandate of this Department is to hold paramount the safety, welfare and quality of life of the public and the protection of the environment through fiscally responsible management of public infrastructure.

Budget Summary

2019 Approved Net Budget	\$303,730
Prior Year Approved Net Budget	\$369,995
Budget Change	\$(66,265)
Budget Change by %	(17.91%)
2019 FTE	4.0
2018 FTE	5.0
FTE Change	(1.0)
FTE Change by %	(20.00%)

Outlook for Upcoming Budget:

The Department supports Council's Strategic Plan and the Official Community Plan through implementation of the Strategic Infrastructure Investment Plan (SIIP), Integrated Transportation Framework (ITF), Liquid Waste Management Plan (LWMP) and Master Transportation Plan (MTP). Subdivision and Servicing Bylaw (SDSB) #3843 is maintained by this Department. The Department will monitor the implementation of SDSB amendments completed in 2018, including minor amendments if required. The Department will continue to work with RDNO regarding potential amendments to Bylaw #2650 to promote water system sustainability and improvements in application processing. The Department is returning to previous staffing levels with a reduction of one FTE in 2019. Larger projects anticipated for 2019 include construction of the 20th Street extension works by the Ministry of Transportation and Infrastructure (including the ultimate creek crossing of BX Creek) and significant offsite works in the Foothills, Tavistock and The Rise.

Highlights of Current Year:

In 2018 the Department undertook several amendments to SDSB #3843 to address sustainability concerns raised as part of SIIP and ITF, including Schedule A (Overhead and Underground servicing), Schedule A and B (Highways), Schedule F (Drainage) and Schedule O (Standard Drawings associated with other noted bylaw amendments). Bylaw amendments to the Soil Removal and Deposition Bylaw #5259 were also provided to address issues such as protecting sensitive areas, erosion and sedimentation practices and blasting. Major offsite infrastructure projects processed by the Department include: 20th Street extension as part of the Stickle Road Intersection Upgrade by MoTI, Silver Star Road Development Cost Charge (DCC) improvements in the Foothills, new lots and roads in Foothills, Predator Ridge and Middleton.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: DEVELOPMENT SERVICES (220)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-240	SUBDIVISION INSPECTION FEES	42,322	57,653	51,515	51,515	0	0.00%
1-607	RDNO - GVWU - ENGINEERING	84,025	131,838	127,000	110,000	(17,000)	(13.39%)
Total		126,347	189,491	178,515	161,515	(17,000)	(9.52%)
Expenditures							
2-120	LABOUR CUPE A	396,784	353,135	396,719	310,407	(86,312)	(21.76%)
2-140	LABOUR NON-UNION	105,761	136,194	134,245	140,413	6,168	4.59%
2-200	GENERAL SUPPLIES	680	729	1,342	1,000	(342)	(25.48%)
2-204	OFFICE SUPPLIES	121	0	0	0	0	0.00%
2-273	FURNITURE PURCHASES	1,148	279	0	0	0	0.00%
2-320	MEMBERSHIPS/DUES	1,832	1,625	1,611	923	(688)	(42.71%)
2-322	CAR ALLOWANCE	3,600	3,600	3,600	3,600	0	0.00%
2-325	BOOT ALLOWANCE	0	100	0	0	0	0.00%
2-329	TRANSPORTATION	206	1,161	3,108	1,762	(1,346)	(43.31%)
2-332	CONFERENCE & COURSE FEES	1,823	2,038	3,180	3,180	0	0.00%
2-333	ACCOMMODATION	290	1,189	750	1,000	250	33.33%
2-334	MEAL PER DIEMS	0	200	560	300	(260)	(46.43%)
2-499	GENERAL CONTRACTS	0	5,176	2,095	2,095	0	0.00%
2-610	CELLS/MOBILITY	1,451	1,111	1,300	565	(735)	(56.54%)
Total		513,695	506,536	548,510	465,245	(83,265)	(15.18%)
Net		387,348	317,045	369,995	303,730	(66,265)	(17.91%)

2018 - 2019 Budget Changes:

In 2019, the department has one manager and three development technicians (4.0 FTE). Reduction of one FTE budget from 2018 (position allocated to Current Planning).

Department Summary

Department Summary: INFRASTRUCTURE MANAGEMENT (221)**Budget Year:** 2019**Manager:** Mark Dowhaniuk**Division:** Community Infrastructure &
Development**Accounting Reference:** 221**Stage:** Approved**Approved:** Yes

Purpose:

The Infrastructure Management Department is responsible for identifying the highest priority projects and completing them through the implementation of the 4 Year Capital Plan, as endorsed by Council. Based on the City's Asset Management Plan, the Department plans reconstruction projects that renew the City's aging infrastructure. The selected projects are reflected in updates to the rolling 4 Year Capital Plan and the annual capital projects managed by this Department. The Department further advances the development of the City's Asset Management Plan through additional condition assessments and risk analysis that better inform and prioritize the City's projects. The majority of the City's asset information is housed in the City's Geographical Information Service (GIS) that is maintained and refined by Department staff. The Infrastructure Management Department provides support to both internal staff, partner utilities, senior levels of government and the public for support related to infrastructure planning, drainage, sanitary sewer, roads, maintenance management, service extensions, grant applications and asset management.

Budget Summary

2019 Approved Net Budget	\$575,093
Prior Year Approved Net Budget	\$604,746
Budget Change	\$(29,653)
Budget Change by %	(4.90%)
2019 FTE	8.0
2018 FTE	8.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

For the Infrastructure Management Department, staff will look to align the Infrastructure Management deliverables with Council's new Strategic Plan in 2019. Completing projects carried over from 2018, delivering 2019 capital projects, completing the design for 2020 projects and continuing to refine the City's Asset Management program are other priorities for 2019. The largest capital projects planned for 2019 include:

- the 30th Street, 29th Street and 39th Avenue Improvement and Utility Rehabilitation project that will complete over a decade of work to create the north/south transportation connection of 30th Street and 29th Street for pedestrians, cyclist, transit and vehicles;
 - advancement of sewer extension to Okanagan Landing through the Cameo and Aquarius neighborhoods should the petitioning process favor sewer extension;
 - the 48th Avenue Road Improvement and Utility Reconstruction (29th to Highway 97) that will rehabilitate the drainage infrastructure in 48th Avenue and add a multi-use path on 48th Avenue from 29th Street to Highway 97 and commercial and hotels in the Anderson way subdivision; and
 - the Upper BX Creek Sedimentation Basin provides resiliency to seasonal sediment transport and flooding in the Upper BX Creek.
- Further projects will include the continued refinement of the City's Asset Management Plan as Infrastructure Management staff complete the Drainage Infrastructure Prioritization Study funded by the Federal Gas Tax Strategic Priorities Asset Management Fund and continue to work cooperatively with Operations on CCTV video inspections and further implementing City Works and GIS for collecting and accessing asset information.

Highlights of Current Year:

The 2018 highlights for the Infrastructure Management Department included several successful capital projects, as follows:

- Completion of the road improvements and utility reconstruction on 30th Street (34th Avenue to 37th Avenue) and 35th Avenue (27th Street to 30th Street).
- Successfully securing over \$2.3 million of Federal Gas Tax Strategic Priorities Capital Infrastructure Funding to partially fund the 30th Street, 29th Street and 39th Avenue Improvement and Utility Rehabilitation project which is the final phase of the 29th Street and 30th Street corridor project.

Further advancements in the City's Asset Management program in 2018 continue to better inform the annual capital program and the Rolling 4 Year Capital Plan through the advancement of the following work:

- Delivered an updated Asset Management Policy.
- Secured funding from the Federal Gas Tax Strategic Priorities Asset Management Fund for Drainage Infrastructure Prioritization Study.
- Working cooperatively with Operations for the implementation of the pipe Video Inspection System.
- Working cooperatively with Operations to implement a mobile (paperless) work order process through CityWorks.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: INFRASTRUCTURE MANAGEMENT (221)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-395	COST RECOVERIES	0	10,000	0	0	0	0.00%
1-504	FEDERAL GAS TAX - NON CWF	0	0	0	179,469	179,469	100.00%
1-607	RDNO - GVWU - ENGINEERING	30,323	56,851	49,750	50,500	750	1.51%
1-792	INTERNAL REVENUE	0	0	117,043	121,523	4,480	3.83%
Total		30,323	66,851	166,793	351,492	184,699	110.74%
Expenditures							
2-120	LABOUR CUPE A	525,618	525,329	536,926	553,870	16,944	3.16%
2-140	LABOUR NON-UNION	129,161	140,864	242,188	262,273	20,085	8.29%
2-200	GENERAL SUPPLIES	0	427	3,602	1,602	(2,000)	(55.52%)
2-204	OFFICE SUPPLIES	1,269	50	0	0	0	0.00%
2-231	FOOD & COFFEE	139	0	0	0	0	0.00%
2-270	NETWORK HARDWARE - REPLACE	14,629	0	0	0	0	0.00%
2-273	FURNITURE PURCHASES	3,000	0	0	0	0	0.00%
2-320	MEMBERSHIPS/DUES	2,533	3,351	2,775	2,817	42	1.51%
2-322	CAR ALLOWANCE	3,000	3,000	6,000	6,000	0	0.00%
2-325	BOOT ALLOWANCE	0	200	0	0	0	0.00%
2-329	TRANSPORTATION	2,488	2,865	5,800	5,887	87	1.50%
2-332	CONFERENCE & COURSE FEES	9,177	7,247	6,685	6,685	0	0.00%
2-333	ACCOMMODATION	2,568	4,011	6,200	6,293	93	1.50%
2-334	MEAL PER DIEMS	643	619	1,520	1,520	0	0.00%
2-400	CONSULTANT FEES	0	4,000	5,000	5,000	0	0.00%
2-499	GENERAL CONTRACTS	62,257	61,010	2,095	2,095	0	0.00%
2-610	CELLS/MOBILITY	3,628	1,728	2,700	2,700	0	0.00%
2-910	COMMON SERVICE ALLOCATIONS	(103,113)	0	(106,952)	(109,626)	(2,674)	2.50%
2-998	PROJECTS - ANNUAL	0	0	57,000	179,469	122,469	214.86%
Total		656,996	754,702	771,539	926,585	155,046	20.10%
Net		626,673	687,850	604,746	575,093	(29,653)	(4.90%)

2018 - 2019 Budget Changes:

1-504 Gas Tax Strategic Priorities Funding \$76,000 for the Drainage Infrastructure Prioritization Project and \$103,469 for a temporary Municipal Technician III position.

1-792 Internal Revenue increase of 3.83% based on forecasted salary increase and membership due increase, transportation increases and conference and course fee increases.

2-320, 2-329, 2-332 and 2-333 forecasted increases of 1.5%.

2-998 Increase due to funding from Gas Tax Strategic Priorities Funding fund from revenue in 1-504. \$76,000 for the Drainage Infrastructure Prioritization Project and \$103,469 for a temporary Municipal Technician III position.

Please note that the Projects - Ongoing is budgeted as (2-998), but is expended according to actual use (Advertising/Promotion, General Supplies, etc.). As such, these budget items appear to be over the budgeted amounts in the "actual" column, but they are covered by (2-998).

Department Summary

Department Summary: TRANSPORTATION (222)

Budget Year: 2019

Manager: Amanda Watson

Division: Community Infrastructure &
Development

Accounting Reference: 222

Stage: Approved

Approved: Yes

Purpose:

The Transportation Department is responsible for the management and development of the road, transit, pedestrian and cycle networks to enable people and goods to be moved in a safe, efficient and sustainable manner. Having a multi-modal transportation system allows all the networks to grow while functioning in a convenient, attractive and safe manner for all users of all ages, income levels and mobility levels in a financially sustainable manner. The Department is the primary contact and liaison with the Ministry of Transportation and Infrastructure, and responds to requests for traffic and parking management and road safety improvements from the community. The Department has four FTEs: Manager, Transportation Planner, Transportation Technician and Active Transportation Coordinator.

Budget Summary

2019 Approved Net Budget	\$513,676
Prior Year Approved Net Budget	\$503,006
Budget Change	\$10,670
Budget Change by %	2.12%
2019 FTE	4.0
2018 FTE	4.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

2019 is expected to see the continuation of annual capital projects to make crosswalk ramps more accessible, construct new sidewalks and missing short sections of sidewalk to create complete routes so walking becomes an increasingly viable travel option. The final connection of the northern section of the Transportation Corridor on 29th Street to its southern section on 30th Street through the Civic Arena site will create a key north-south spine through the City for pedestrians, cyclists, transit and vehicles between Polson Park and the Village Green Centre. To further enhance the connections between tourist accommodation in Vernon and the Okanagan Rail Trail, new cycle and pedestrian facilities will be constructed on 48th Avenue (Highway 97 to 29th Street) and improvements will be made to the paths through Polson Park to Kalamalka Lake Road.

Highlights of Current Year:

On April 1, 2018 a new higher frequency Core Transit Route #9 – North End route started service and is seeing good ridership levels. Two other routes also had changes to make them more efficient. The second phase of the Kalamalka Lake Road Multi-use Path was completed between Polson Park and the City boundary with the District of Coldstream. Active Transportation initiatives in 2018 included city-wide events related to Bike to Work and School Week, Walk to School Month and Carpool Month. After eight years, the City once again participated in the Commuter Challenge, placing first for communities across Canada with populations between 25,000 and 50,000. Partnering with the Regional District of Central Okanagan, the residents of Vernon will take part in the Household Travel Survey that will show their travel patterns and behaviours compared to 2013.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: TRANSPORTATION (222)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-390	DONATIONS	515	1,000	0	0	0	0.00%
1-395	COST RECOVERIES	805	(805)	0	0	0	0.00%
1-572	GRANTS - OTHER	2,500	2,300	0	0	0	0.00%
Total		3,820	2,495	0	0	0	0.00%
Expenditures							
2-100	LABOUR CUPE B	791	0	0	0	0	0.00%
2-120	LABOUR CUPE A	176,925	157,454	190,806	194,648	3,842	2.01%
2-140	LABOUR NON-UNION	213,349	244,074	230,239	258,122	27,883	12.11%
2-200	GENERAL SUPPLIES	4,285	4,909	1,178	1,178	0	0.00%
2-204	OFFICE SUPPLIES	1,051	970	0	0	0	0.00%
2-224	MAILING COSTS	39	0	0	0	0	0.00%
2-231	FOOD & COFFEE	894	321	0	0	0	0.00%
2-271	COMPUTER SOFTWARE PURCHAS	302	0	0	0	0	0.00%
2-273	FURNITURE PURCHASES	272	0	0	0	0	0.00%
2-320	MEMBERSHIPS/DUES	2,593	3,274	3,904	2,539	(1,365)	(34.96%)
2-322	CAR ALLOWANCE	3,600	3,600	3,600	3,600	0	0.00%
2-325	BOOT ALLOWANCE	100	0	0	0	0	0.00%
2-329	TRANSPORTATION	1,974	1,441	1,978	2,605	627	31.70%
2-332	CONFERENCE & COURSE FEES	5,676	3,952	4,253	3,390	(863)	(20.29%)
2-333	ACCOMMODATION	3,920	2,407	1,690	4,190	2,500	147.93%
2-334	MEAL PER DIEMS	62	219	240	180	(60)	(25.00%)
2-352	SPONSORSHIPS	250	0	0	0	0	0.00%
2-400	CONSULTANT FEES	2,850	0	0	0	0	0.00%
2-450	ADVERTISING/PROMOTION CON	7,697	14,067	0	0	0	0.00%
2-499	GENERAL CONTRACTS	8,110	33,393	2,095	2,095	0	0.00%
2-610	CELLS/MOBILITY	1,118	584	2,132	1,129	(1,003)	(47.05%)
2-911	INTERNAL CHARGES	1,050	1,575	0	0	0	0.00%
2-920	FLEET CHARGE	14	0	0	0	0	0.00%
2-998	PROJECTS - ANNUAL	0	0	60,891	40,000	(20,891)	(34.31%)
Total		436,923	472,240	503,006	513,676	10,670	2.12%
Net		433,103	469,745	503,006	513,676	10,670	2.12%

2018 - 2019 Budget Changes:

2-998 Projects in 2019 include Transportation Impact Assessments (TIAs) for City lead projects and joint studies with Development, including traffic counts on City roads for investigations and before and after studies for various projects. 2019 Active Transportation events include school travel plans, transit promotions, Bike to Work and School Week, Commuter Challenge, International Walk to School Month, Carpool Month and road safety initiatives.

Please note that the Projects - Ongoing is budgeted in 2-998, but is expended according to actual use (Advertising/Promotion, General Supplies, etc.). As such, these budget items appear to be over the budgeted amounts in the "actual" column, but they are funded through 2-998.

Department Summary

Department Summary: PUBLIC TRANSIT CONVENTIONAL (148)

Budget Year: 2019

Manager: Amanda Watson

Division: Community Infrastructure &
Development

Accounting Reference: 148

Stage: Approved

Approved: Yes

Purpose:

The conventional transit system operates 12 conventional buses within Vernon and Coldstream. The conventional transit system continues to contribute to more economically vibrant, liveable, and sustainable community. Having efficient attractive transit is increasingly important due to factors such as climate change, population growth, an aging demographic, and availability of affordable transportation choices for all. Future growth of the city will place increasing pressure on the existing transportation system and transit will play a key role in addressing this challenge. The conventional transit system is managed by the Transportation Department.

Budget Summary

2019 Approved Net Budget	\$1,490,870
Prior Year Approved Net Budget	\$1,351,688
Budget Change	\$139,182
Budget Change by %	10.30%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Proposed budget reflects Conventional Transit system levels of service as at 2018 following the service changes and expansion implemented on April 1, 2018. The transit reserve funds will be utilized to partially cover the increased service costs in 2019.

Highlights of Current Year:

The service changes and expansion included two new buses and an additional 7,000 service hours. Starting on April 1, 2018 a new higher frequency Core Transit Route #9 - North End operates connecting the Downtown Exchange to the commercial and retail areas to the north. The service changes included changes to the existing Routes #2 and #3 to remove service overlaps and improve efficiency. Routes #7 and #8 had minor alterations to improve frequency on Heritage Drive and Allenby Way. The Service change and expansion was designed to increase the transit service area making transit a more attractive, realistic travel option. The transit reserve funds were utilized to partially cover the increased service costs. Reflecting these improvements the fares were increased, the first time since 2004, and simplified by removing fare zones and reducing the number of fare products from fourteen to five. All designed to make it more convenient to use transit.

The conventional service operates nine routes using twelve 9 metre (30 foot) two door Vicinity diesel buses. Having two doors enables passengers to board and alight at the same time thereby improving efficiency. The on-line Trip Planner is available enabling anyone to use the map based tool to plan their trip using transit.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PUBLIC TRANSIT CONVENTIONAL (148)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-200	ADMINISTRATION FEES	38,871	35,637	39,640	40,812	1,172	2.96%
1-213	FAREBOX REVENUE	49,456	251,211	193,416	220,805	27,389	14.16%
1-214	TICKET SALES	219,750	271,111	194,753	216,841	22,088	11.34%
1-230	TRANSIT ADVERTISING	19,342	41,035	26,375	25,447	(928)	(3.52%)
1-231	BENCH ADVERTISING	25,200	30,239	25,000	25,250	250	1.00%
1-233	BUS PASS PROGRAM	251,237	224,905	221,485	200,257	(21,228)	(9.58%)
1-504	FEDERAL GAS TAX - NON CWF	77,977	16,416	44,560	44,560	0	0.00%
1-520	PROVINCIAL TRANSIT SUBSIDY	1,286,967	1,487,844	1,290,212	1,523,472	233,260	18.08%
1-615	RDNO/COLDSTREAM SHARE OF T	(50,629)	0	0	0	0	0.00%
1-616	LAKE COUNTRY SHARE OF TRANSI	(5,333)	0	0	0	0	0.00%
1-873	FROM TRANSIT EXPANSION RESE	84,802	0	314,277	131,000	(183,277)	(58.32%)
Total		1,997,639	2,358,397	2,349,718	2,428,444	78,726	3.35%
Expenditures							
2-100	LABOUR CUPE B	0	0	424	430	6	1.42%
2-200	GENERAL SUPPLIES	5,444	2,756	8,256	8,798	542	6.56%
2-355	DONATIONS OF SERVICE	10,500	7,075	9,000	12,000	3,000	33.33%
2-499	GENERAL CONTRACTS	3,278,132	3,720,543	3,616,587	3,897,884	281,297	7.78%
2-873	TO TRANSIT EXPANSION RESERVE	68,450	0	67,139	0	(67,139)	(100.00%)
2-920	FLEET CHARGE	113	0	0	202	202	100.00%
Total		3,362,639	3,730,374	3,701,406	3,919,314	217,908	5.89%
Net		1,365,000	1,371,977	1,351,688	1,490,870	139,182	10.30%

2018 - 2019 Budget Changes:

The service changes and expansion costs will be supplemented with a request to draw on the transit reserve (\$131,000) to partially fund the service expansion. Provincial Transit subsidy accounts for approximately 47% of the total operating cost of Conventional Transit.

1-213 and 1-214 Revenues increased as per BC Transit projected revenue as per 2018/2019 Annual Operating Agreement and in accordance with revenue sharing Memorandum of Understanding with funding partners following introduction of unified fare products

1-233 Decreased in line with BC Transit projected annual Bus Pass revenues

1-520 Increased in line with BC Transit projected subsidy amounts as per the 2018/2019 Annual Operating Agreement

2-355 Increased as per Council resolution to increase annual donations of service

2-499 Increased in line with BC Transit projected costs as per 2018/2019 Annual Operating Agreement

Department Summary

Department Summary: PUBLIC TRANSIT - CUSTOM (HandyDART) (149)

Budget Year: 2019

Manager: Amanda Watson

Division: Community Infrastructure &
Development

Accounting Reference: 149

Stage: Approved

Approved: Yes

Purpose:

Custom Transit is part of the family of transit services and includes HandyDART, Taxi Saver and Taxi Supplement. The Custom Transit service contract is held by the City of Vernon and, through funding partnerships, provides service to residents within the Service Area in Vernon, Coldstream and Electoral Areas B & C in the Regional District of North Okanagan. The application registration process for all new applicants includes an in-person assessment with a mobility coordinator in order to match the applicant's needs with the most appropriate type of transit service available. The process takes into account each individual's travel needs in addition to their abilities with regard to using the conventional bus. BC Transit is continuing its roll out of the new process across the province for all new applicants following the success of the pilot project in Vernon. The custom transit system is managed by the Transportation Department.

Budget Summary

2019 Approved Net Budget	\$454,795
Prior Year Approved Net Budget	\$413,868
Budget Change	\$40,927
Budget Change by %	9.89%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

The 2018 fare review included a phased increase over two years for the Custom Transit fares. On April 1, 2019 the fare will increase from \$2.00 to \$2.50. There are no planned expansions for this service in 2019.

Highlights of Current Year:

The fare review was completed and implemented on April 1, 2018 and included a increase phased over two years of the Custom Fare (last increase was 1996). On April 1, 2018 it rose from \$1.75 to \$2.00. To extend the benefits achieved to date the possibility of extending the new registration process to all existing users remains under investigation. This would require all existing registrants who have not completed the new application process to undertake the new in-person assessment. While this was originally planned to be the final phase of the BC Transit pilot project, BC Transit is still focusing on implementing the new registration process for all new applicants in all communities.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PUBLIC TRANSIT - CUSTOM (HandyDART) (149)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-200	ADMINISTRATION FEES	19,878	18,036	20,392	20,869	477	2.34%
1-213	FAREBOX REVENUE	76,289	81,123	78,359	108,049	29,690	37.89%
1-520	PROVINCIAL TRANSIT SUBSIDY	808,202	816,579	809,504	815,575	6,071	0.75%
1-615	RDNO/COLDSTREAM SHARE OF T	162,001	26,711	177,373	137,069	(40,304)	(22.72%)
1-873	FROM TRANSIT EXPANSION RESE	4,924	0	40,522	0	(40,522)	(100.00%)
Total		1,071,295	942,449	1,126,150	1,081,562	(44,588)	(3.96%)
Expenditures							
2-499	GENERAL CONTRACTS	1,438,931	1,429,658	1,540,018	1,536,357	(3,661)	(0.24%)
Total		1,438,931	1,429,658	1,540,018	1,536,357	(3,661)	(0.24%)
Net		367,636	487,210	413,868	454,795	40,927	9.89%

2018 - 2019 Budget Changes:

Total - Proposed budget reflects the 2019 levels of service and agreements with Coldstream and RDNO.

1-615 Changes resulting from allocating costs of the service between all funding partners based upon ridership are included in this budget.

1-520 All budget changes accurately reflect the BC Transit Annual Operating Agreement for 2019 levels of service and fare increases. Provincial Transit subsidy accounts for approximately 66% of the total operating cost of Custom Transit.

Department Summary

Department Summary: PROJECTS - COMMUNITY DEVELOPMENT (962)

Budget Year: 2019

Manager: Kim Flick

Division: Community Infrastructure &
Development

Accounting Reference: 962

Stage: Approved

Approved: Yes

Purpose:

No data at this time.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

No data at this time.

Highlights of Current Year:

\$12,000 was transferred from reserves by Council at its Regular Meeting of August 14, 2017 for completion of the gateway signage.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PROJECTS - COMMUNITY DEVELOPMENT (962)

Changes to Department:

						<u>2018-2019 Budget Change</u>	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-800	FROM DATA PROCESSING RESERV	0	0	12,000	0	(12,000)	(100.00%)
1-876	FROM CARBON TAX RESERVE	0	0	25,000	0	(25,000)	(100.00%)
Total		0	0	37,000	0	(37,000)	(100.00%)
Expenditures							
2-273	FURNITURE PURCHASES	0	481	0	0	0	0.00%
2-999	PROJECTS - ONE-TIME	0	0	37,000	0	(37,000)	(100.00%)
Total		0	481	37,000	0	(37,000)	(100.00%)
Net		0	481	0	0	0	0.00%

2018 - 2019 Budget Changes:

1-800 \$12,000 was transferred from the Data Processing Reserve by Council Resolution at its Regular Meeting of August 14, 2017 for completion of the Gateway Signage.

Department Summary

Department Summary: PROJECTS - ENGINEERING - GENERAL (963)

Budget Year: 2019

Manager: Kim Flick

Division: Community Infrastructure &
Development

Accounting Reference: 963

Stage: Approved

Approved: Yes

Purpose:

This budget accommodates those projects approved by Council outside of the operating budget process.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

All anticipated 2019 projects have been accommodated in the budgets of the appropriate departments. If new projects arise in 2019, they will be forwarded to Council for consideration.

Highlights of Current Year:

Negotiated agreement with Ministry of Transportation and Infrastructure (MoTI) for 20th Street Extension works related to the Provincial Stickle Road/Hwy 97 Intersection project. Completed negotiation to secure road corridor for extension of 20th Street MoTI project.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PROJECTS - ENGINEERING - GENERAL (963)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-809	FROM INFRASTRUCTURE RESERV	0	0	168,300	0	(168,300)	(100.00%)
1-839	FROM PY UNEXPENDED BUDGET	0	0	36,000	0	(36,000)	(100.00%)
1-900	ROAD DCC'S APPLIED	54,494	0	0	0	0	0.00%
1-901	STORM DCC'S APPLIED	0	0	70,700	0	(70,700)	(100.00%)
Total		54,494	0	275,000	0	(275,000)	(100.00%)
Expenditures							
2-403	LEGAL FEES	15,966	70	0	0	0	0.00%
2-407	SURVEY FEES	8,528	0	0	0	0	0.00%
2-499	GENERAL CONTRACTS	30,000	11,674	0	0	0	0.00%
2-999	PROJECTS - ONE-TIME	0	0	275,000	0	(275,000)	(100.00%)
Total		54,494	11,744	275,000	0	(275,000)	(100.00%)
Net		0	11,744	0	0	0	0.00%

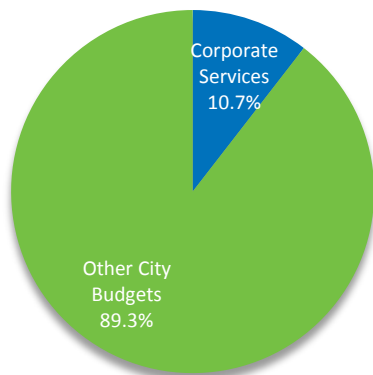
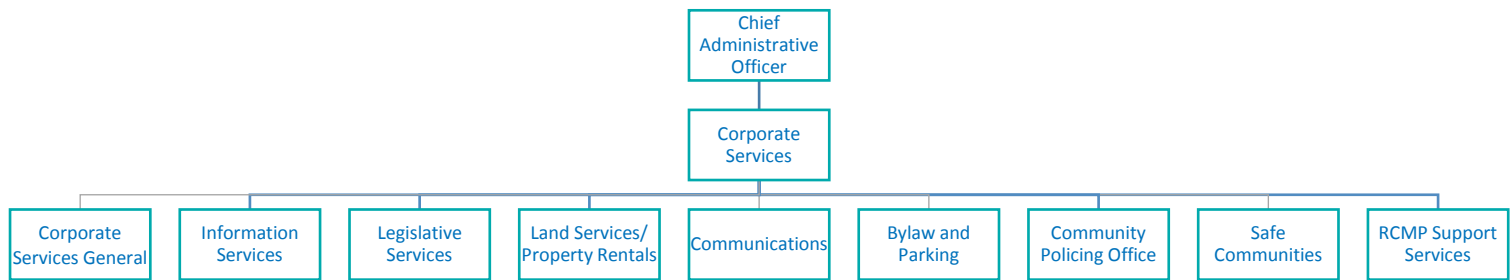
2018 - 2019 Budget Changes:

In 2017, \$83,000 was allocated for works related to the 20th Street Upgrade (Road DCC project TR27). This included the Ministry of Transportation and Infrastructure (MoTI) Stickle Road/Hwy 97 Intersection Upgrade project. On March 13, 2017, Council authorized use of up to \$83,000 DCC reserves to meet the terms of the MoTI agreement.

In 2017, \$50,000 was allocated for the Tassie Creek Drainage Study, as approved by Council at its Regular Meeting of October 10, 2017 (\$36,000 from the unexpended and uncommitted 2016 year end balance and \$14,000 from the Storm Development Cost Charge reserve).

CORPORATE SERVICES

Patti Bridal
Deputy Chief Administrative Officer, Director
pbridal@vernon.ca



DIVISIONAL BUDGET SUMMARY

2019 Approved Net Cost	\$4,331,887
2018 Amended Net Cost	\$4,409,016
Budget Change	\$(77,129)
Change By %	-1.75%
2019 FTE	64.3
2018 FTE	65.9
FTE Change	-1.6
FTE Change By %	-5.46%



DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

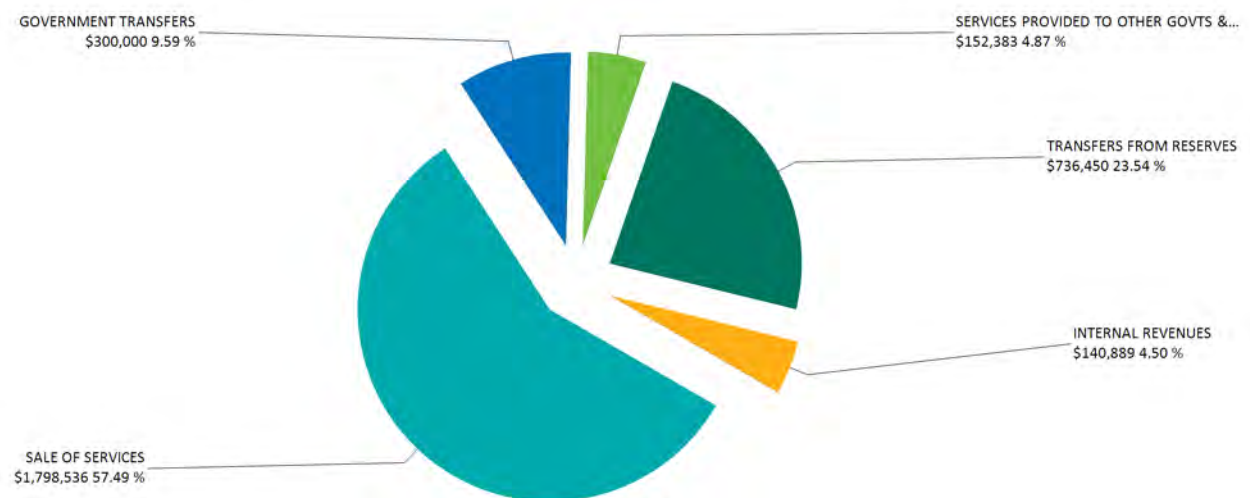
Costing Center Name	2019 BUDGET	2018 BUDGET	\$ INCREASE	% INCREASE
Corporate Services				
CORPORATE SERVICES - GENERAL (120)	354,419	328,036	26,383	8.043%
INFORMATION SERVICES (122)	1,387,303	1,514,928	(127,625)	-8.424%
LEGISLATIVE SERVICES (126)	457,760	426,076	31,684	7.436%
LAND SERVICES (130)	(3,649)	4,872	(8,521)	-174.897%
LAND SERVICES - PROPERTY RENTALS (131)	0	0	0	0.00%
COMMUNICATIONS/GRANTS (132)	257,770	135,467	122,303	90.283%
RCMP SUPPORT SERVICES (311)	1,545,713	1,765,598	(219,885)	-12.454%
RCMP DETENTION CENTRE (312)	209,912	240,633	(30,721)	-12.767%
BYLAW COMPLIANCE (345)	(150,320)	(276,557)	126,237	-45.646%
COMMUNITY SAFETY (350)	154,814	147,999	6,815	4.605%
COMMUNITY SAFETY AND CRIME PREVENTION (351)	118,165	112,270	5,895	5.251%
PROJECTS - INFORMATION SERVICES (960)	0	9,694	(9,694)	-100.00%
PROJECTS - CORPORATE SERVICES (972)	0	0	0	0.00%
PROJECTS - BYLAW COMPLIANCE (977)	0	0	0	0.00%
Total Corporate Services	4,331,887	4,409,016	(77,129)	-1.749%
GRAND TOTAL	4,331,887	4,409,016	(77,129)	-1.749%

Corporate Services Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Revenues				
GOVERNMENT TRANSFERS	275,000	300,000	25,000	9.09%
INTERNAL REVENUES	6,610,926	140,889	(6,470,037)	-97.87%
SALE OF SERVICES	1,776,864	1,798,536	21,672	1.22%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	73,129	152,383	79,254	108.38%
TRANSFERS FROM RESERVES	1,405,592	736,450	(669,142)	-47.61%
Total	10,141,511	3,128,258	(7,013,253)	(69.15) %

Corporate Services 2019 - Revenues by Category

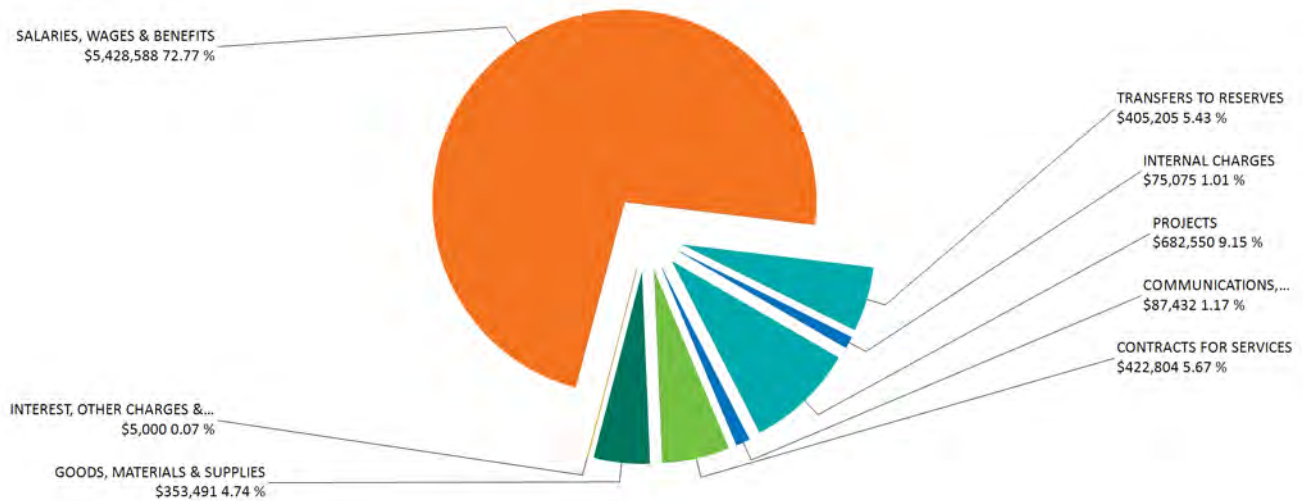


Corporate Services Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Expenditures				
COMMUNICATIONS, INSURANCE & UTILITIES	125,690	87,432	(38,258)	-30.44%
CONTRACTS FOR SERVICES	539,981	422,804	(117,177)	-21.70%
GOODS, MATERIALS & SUPPLIES	505,769	353,491	(152,278)	-30.11%
INTEREST, OTHER CHARGES & LOSSES	0	5,000	5,000	100.00%
INTERNAL CHARGES	72,424	75,075	2,651	3.66%
PROJECTS	996,702	682,550	(314,152)	-31.52%
SALARIES, WAGES & BENEFITS	5,449,518	5,428,588	(20,930)	-0.38%
TRANSFERS TO RESERVES	6,860,443	405,205	(6,455,238)	-94.09%
Total	14,550,527	7,460,145	(7,090,382)	(48.73) %

Corporate Services 2019 - Expenditures by Category



Council's Strategic Plan 2015-2018 – Corporate Services

Facilitate Regional Collaboration	Target Date	Lead	Status	Notes
If Electoral Area B, Electoral Area C and/or Coldstream requests an amalgamation study, agree to support	If required	As Required		

Be a Leader in Economic Development	Target Date	Lead	Status	Notes
Be a technology friendly and supportive community, and undertake initiatives to promote and support the technology sector	Annually	As Identified	Completed	Information Services has worked with local telecommunication carriers to facilitate significant upgrades in the area. The TELUS Optik project has seen 100% Vernon buildout completed (except West Side road expansion). 29% of Vernon homes have signed on where Purefibre is offered 36% of businesses have signed on where Purefibre is offered. This project is completed in the Vernon area.

Create a Vibrant Parks and Recreation System	Target Date	Lead	Status	Notes
Find resolution to Kin Race Track issues	December 2015	As Identified	Underway	Judgement in favor of City and RDNO on May 15, 2018, may be appealed until June 15, 2018
Purchase lakeshore properties for future park	As available	Corporate Services	Underway	2602 Lakeshore Road purchased June 2015. Contacted three remaining property owners (not ready to sell). By Council resolution, encouraged RDNO to purchase property north of Kin Beach (sub-regional).
Remove existing encroachments in lake accesses	As identified	Corporate Services	Underway	Have resolved encroachments at Lake Access #39 (Delcliffe) and #6 (between 8392 – 8402 Tronson Rd). Working with legal counsel to develop a strategy regarding encroachments in lake access sites, including license agreements, where appropriate.

Provide Effective Protective Services	Target Date	Lead	Status	Notes
Plan and finance new RCMP building (forecast, plan, funding, grants)	2017	As Required		

Deliver Efficient, Effective and Proactive Municipal Services	Target Date	Lead	Status	Notes
Develop public engagement protocols to increase public (and youth) engagement (webtools, surveys, social media, resident feedback, etc.)	December 2015	Corporate Services	Complete	<p>Public Participation (P2) Strategy completed with adoption by Council in July 2016.</p> <p>Training for Council, staff and external consultants and contractors on P2 practices and techniques. Completed in February 2017. 2017 projects assessed for appropriate P2 engagement.</p> <p>RFP for public engagement webtools completed with contract awarded to Bang the Table in April 2017.</p> <p>City of Vernon engagement site (www.engagevernon.ca) launched May 1, 2017.</p> <p>Second participatory budget for City open May 1 – 31, 2017.</p> <p>Third participatory budget for City open May 4 -28, 2018</p>
Celebrate 125 Anniversary	2017	As Required	Complete	Various community groups developed plans for the 125 anniversary celebrations (Allan Brooks Nature Centre; Canada Day Society – enhanced celebration). Vernon 125 logo developed and in use on various City of Vernon



Council's Strategic Plan 2015-2018 – Corporate Services

				communication materials, including website, banners and letterhead. Manager of Facilities created decals that were applied to all facility entrances. A Community BBQ led by Mayor and Council was held August 10 in conjunction with DVA "Music In the Park" event and was very successful.
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Facilitate Regional Collaboration	Target Date	Lead	Status	Notes
Explore additional regional partnerships in information technology	As required	Corporate Services	Complete	<p>Completed-Discussion on shared phone service with City of Enderby: Enderby has not responded further; we are assuming they are considering other options.</p> <p>Completed-Internet replacement (TELUS/Shaw), partnership for redundancy with RDNO: Both jurisdictions have moved to separate internet services. Redundancy in case of failure should be possible, and will be reviewed further this winter.</p> <p>Completed-North Okanagan Map: this sharing of data sets from each of the host municipalities has reduced duplication of information and improved the quality of data available to the public.</p> <p>Completed - Cityworks: Upon further review, Administration did not pursue any further sharing of the City's Cityworks product, as it would result in a decrease of service levels to the City of Vernon and an initial capital cost with increased ongoing costs. Benefits would have been access to more licensing, however those licenses are not required at this time.</p> <p>Completed- Research into a Joint RDNO/COV WAN replacement: LOU for the use of Silver Star Foothills for the City's last mile wireless test is signed and in place. Infrastructure has been purchased and installed and is being tested.</p> <p>Completed -City phone system: City invited RDNO to continue to partner on the Cisco IP Phone solution. RDNO declined deciding to move in another direction. COV Cisco phone solution has been upgraded, and RDNO is now on a separate product.</p> <p>Completed - Reached an agreement with RDNO on the upgrade of our Fractional PRI system; upgrade will provide both parties with 100% increase in capacity, and reduce costs by 5.6%.</p> <p>Completed Working with RDNO on the development of an App, that will provide subscribers access to notifications based on their preferences.</p> <ul style="list-style-type: none"> • Cancellation of Telus/RDNO WAN contract, RDNO has approved in principle, will await signed confirmation, redundancy will be achieved through a RDNO installed pure fibre internet connection.



Council's Strategic Plan 2015-2018 – Corporate Services

Create a Vibrant Parks and Recreation System	Target Date	Lead	Status	Notes
Purchase lakeshore properties for future park	As available	Corporate Services	Underway	2602 Lakeshore Rd purchased June 2015. Contacted three remaining property owners on Lakeshore (not ready to sell). Will pursue as available and identified in the Parks Master Plan. By Council resolution, encouraged RDNO to purchase property north of Kin Beach (sub-regional).
Remove existing encroachments in lake accesses	As identified	Corporate Services	Underway	Have resolved encroachments at Lake Access #39 (Delcliffe) and #6 (between 8392 – 8402 Tronson Rd). Working with legal counsel to develop a strategy regarding encroachments in lake access sites, including license agreements, where appropriate.

Provide Effective Protective Services	Target Date	Lead	Status	Notes
Complete restructure of the RCMP ME Department	2015	Corporate Services	Underway	Organizational Chart completed, minor reporting modification completed. New Manager of Records and Client Services position approved by Council has been filled and funded in 2016 through existing operational budget. Job descriptions are under review in consultation with Human Resources Learning and Development. 25% of the job description reviews are completed and approved by the Job Evaluation Committee and 50% have been reviewed and are pending a final review in consultation with Human Resources.
			Complete	Workflow modification business case approved and Reader/Analyst position job description updated Staffed. Job Descriptions X2 blended and approved by Job Evaluation Committee. Business case prepared and pending Labour Management Approval for extended hours to accommodate workflow modifications. 90% of internal cross-training has been successfully implemented. Succession planning continuing and 75% complete. <ul style="list-style-type: none"> Integration of the Vernon/North Okanagan RCMP Court Liaison support services function - bringing all court services for the integrated detachment into the Vernon office.
			Complete	
Restructure Bylaw Compliance, Safe Communities and Community Policing into a Protective Services Department	2015 – 2016	Corporate Services	Complete	Organizational Chart Successful Implementation of a Senior Bylaw Compliance Officer through existing positions Community Policing and Safe Communities reporting to Manager, Bylaw Compliance RCMP Volunteers (Citizens On Patrol) working cooperatively with Bylaw Compliance Officers to patrol areas of concern and respond to special event requests



Council's Strategic Plan 2015-2018 – Corporate Services

				<p>such as Funtastic, Winter Carnival (Parade) and Canada Day celebrations.</p> <p>Bylaw/Combined Events radio channel developed with Fire - Emergency Services, RCMP Volunteers, Safety Ambassadors and Bylaw Compliance Officers to allow improved communication between these groups. MOU with RCMP has been completed. RCMP radio techs have added this channel to RCMP vehicle and portable radios which allows better communication and safety.</p> <ul style="list-style-type: none"> Rebranding of Community Policing to Community Safety will take place with the move and grand opening at the Toppers site by the Community Policing Office. It is estimated that this will occur in October 2017.
Increase community safety and awareness programs through new Protective Services Department	2015 – Ongoing	Corporate Services	Complete	<p>Develop an ongoing stronger education presence in the media related to Community Safety initiatives and bylaw regulations</p> <p>Continue to seek grant funding to allow new and improved programs such as the graffiti prevention program. Grant obtained for 2015/2016 program. Several grant opportunities reviewed as they become available. CPTED training done for 5 staff through RCMP grant obtained in a similar manner.</p> <p>Increased presence in schools and other community organizations by Community Safety and Crime Prevention components have increased Bylaw Compliance Officer participation. Bylaw Officers assist Community Policing in provision of bicycle and scooter safety programs. Officers also assist with Crime Free Multi Housing Tenant sessions, Block Watch Captain sessions and training of new RCMP Volunteers. In addition, the WITS (Walk away, Ignore, Talk it out, Seek help) program has been rolled out at Beairsto Elementary and involves Protective Services staff (both Community Safety and Bylaw Compliance).</p> <p>The Community Safety Coordinator, with participation from Bylaw Compliance Officers, are providing a graffiti education and prevention program in schools as part of a grant program. Completed and very successful. May be looked at as an ongoing curriculum item by the schools without grant funding.</p> <p>Panhandling Strategy and Kindness meters developed and rolled out in 2016. Continued education of public and media regarding use. PayByPhone implementation has been successful as a donation method.</p> <p>Seasonal Enforcement programs have provided an increased Officer presence in public areas and increased opportunities for public education and awareness around homelessness.</p> <p>Collaboration with service providers like John Howard Society and the Upper Room Mission is ongoing to</p>



Council's Strategic Plan 2015-2018 – Corporate Services

				<p>determine the availability of shelter beds to move some of the homeless out of temporary shelters.</p> <p>Ongoing involvement with the Sharps Action Team and the COOL Team as well as the Social Planning Council of the North Okanagan to address homelessness</p> <p>The development of relationships with main media personalities have allowed increased opportunities for educational opportunities. An example would be Castanet and a noxious weed public service announcement that they conducted on our behalf last year.</p> <ul style="list-style-type: none"> Bylaw Compliance Division to relocate to the vacant office space on the ground floor of the Parkade to provide greater visibility and presence for pro-active enforcement in BIA to the west side of Hwy 97. Expected to be conducted 01 October 2018.
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Deliver Efficient, Effective and Proactive Municipal Services	Target Date	Lead	Status	Notes
Develop public engagement protocols, including identification of new resources	December 2015	Corporate Services	Complete	<p>Public Participation (P2) Strategy completed with adoption by Council in July 2016.</p> <p>Training for staff and external consultants and contractors on P2 practices and techniques completed in February 2017.</p> <p>Engage Vernon webpage (www.engagevernon.ca) launched May 1, 2017.</p>
Update City of Vernon Mission Statement	December 2015	Corporate Services	Complete	Mission Statement adopted by Council at its Regular meeting of November 23, 2015. Education, awareness and signage are ongoing. Mission statement signs installed in City meeting rooms.
Redesign City of Vernon website	2015 – 2016	Corporate Services	Complete	New website went live December 22, 2015
Electronic Records Management System conversion of all City records	2015 – Ongoing	Corporate Services	Underway	<p>Finance Division launch is complete. New repository is open for Finance Division Use.</p> <p>Community Infrastructure and Development Division repository and templates are built and training is underway with small groups in this division to implement use. Training should be complete by end of September 2018.</p> <p>Corporate Services repository and templates are now built. Training is taking place with small groups (in between CIDS training) and should be complete by October 2019.</p> <p>Operations Laserfiche 'discovery' is now complete.. A 'Statement of Work' to build templates and repository is currently being prepared</p> <p>Recreation Services 'Discovery' is complete and will be included in the 'Statement of Work' to build Operations and Fire Services repository and templates</p>

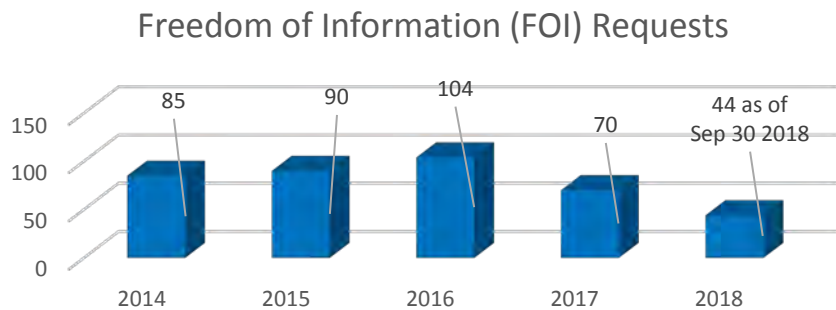
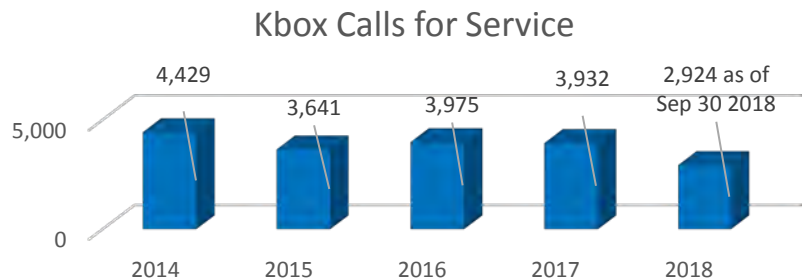
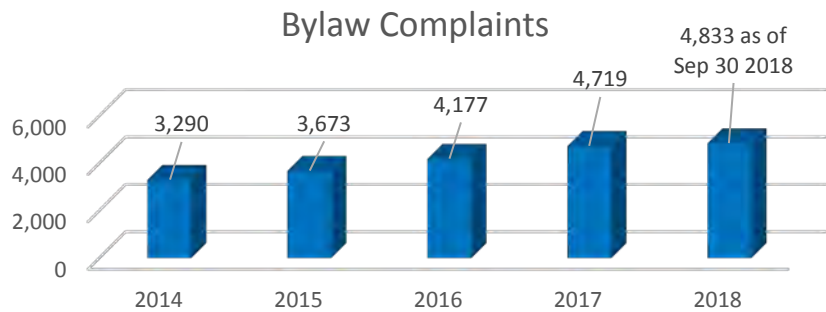
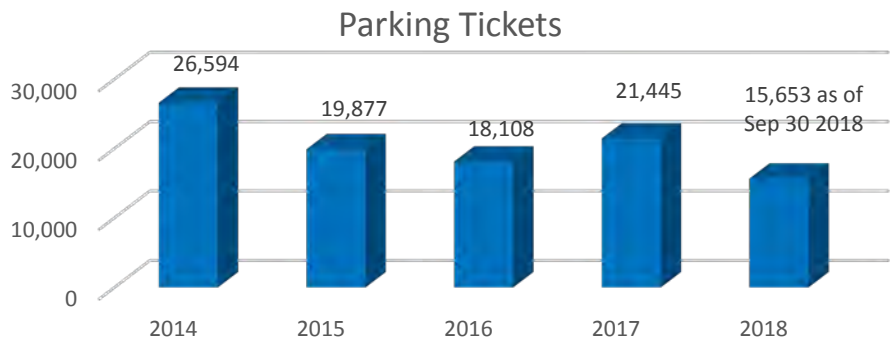


Council's Strategic Plan 2015-2018 – Corporate Services

				<p>Fire Services Laserfiche 'discovery' is now complete and will be included in the 'Statement of Work' to build Operations and Recreation repository and templates. Human Resources will be the last division to launch. Due to the confidential nature of HR records and the availability of Laserfiche workflow products that may be able to streamline their processes, the discovery for HR will be more complex and require more involvement from the service provider. Preliminary meeting have begun to review requirements for HR repository and templates, with projected completion in 2019. Currently investigating a method to OCR documents during the evening hours to speed filing time for all Divisions during the day.</p> <p>Program Upgrade is needed and will be completed once IS has full staff complement.</p>
Increase resources to grants program to increase City's access to grants	2015 – 2016	Corporate Services	Underway	City grants process refined to improve application process. All staff receive regular updates on potential grants as identified COV may qualify for.
Update internal and external communications plan	2015 – Ongoing	Corporate Services	Complete	Council adopted the updated 2016-2018 Strategic Communications Plan on October 10, 2016; Strategic Communication Plan to be updated as required. Continuing to work with City managers for consistent branding and messaging. Internal Communication Plan updated in 2016



Performance Indicators - Corporate Services



Department Summary

Department Summary: CORPORATE SERVICES - GENERAL (120)

Budget Year: 2019

Manager: Patti Bridal

Division: Corporate Services

Accounting Reference: 120

Stage: Approved

Approved: Yes

Purpose:

Corporate Services provides the communication link between Council, City Divisions and the general public. Responsible for Legislative Services, Communications and Grants, Real Estate & Land, Information Services, , RCMP Municipal Staff, Detention Facility, and the Protective Services Department (Bylaw Compliance, Crime Prevention and Community Safety)

Budget Summary

2019 Approved Net Budget	\$354,419
Prior Year Approved Net Budget	\$328,036
Budget Change	\$26,383
Budget Change by %	8.04%
2019 FTE	1.9
2018 FTE	1.9
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Electronic Records Management (ERMS) implementation continues with anticipated completion 2019/2020. The focus on providing each Department within the Division guidance and support as we continue to review services and structure to gain efficiency in our delivery of service to staff and the citizens of our community. Continue to migrate through the realignment of organizational chart for continued delivery of for the Municipal Staff at Vernon/North Okanagan Detachment (VNOD) providing services to City of Vernon members. Municipal elections in October 2018 which will trigger the Council Orientation Workshops in November and a Strategic Planning Session, in early 2019, for Council to determine their strategic goals and priorities for Administration for the term 2018 - 2022.

Highlights of Current Year:

As provided in the highlights of each department within Corporate Services. Continued support to Chief Administrative Officer in role as Deputy.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: CORPORATE SERVICES - GENERAL (120)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-140	LABOUR NON-UNION	250,440	275,784	247,118	273,101	25,983	10.51%
2-200	GENERAL SUPPLIES	161	0	0	0	0	0.00%
2-204	OFFICE SUPPLIES	460	445	505	505	0	0.00%
2-224	MAILING COSTS	9,169	13,346	10,000	10,000	0	0.00%
2-231	FOOD & COFFEE	292	35	0	0	0	0.00%
2-320	MEMBERSHIPS/DUES	321	296	455	455	0	0.00%
2-329	TRANSPORTATION	1,467	1,159	1,000	1,000	0	0.00%
2-332	CONFERENCE & COURSE FEES	3,396	3,325	4,000	4,000	0	0.00%
2-333	ACCOMMODATION	3,493	3,667	3,000	3,000	0	0.00%
2-334	MEAL PER DIEMS	186	229	200	200	0	0.00%
2-451	SOFTWARE MAINTENANCE CONT	14,927	14,124	16,000	16,400	400	2.50%
2-499	GENERAL CONTRACTS	44,858	44,858	44,858	44,858	0	0.00%
2-610	CELLS/MOBILITY	674	944	900	900	0	0.00%
Total		329,843	358,210	328,036	354,419	26,383	8.04%
Net		329,843	358,210	328,036	354,419	26,383	8.04%

2018 - 2019 Budget Changes:

2-140 Increase in Salary represents recording of actual remuneration for Deputy CAO position and Executive Assistant in addition to the remuneration review approved by Council in 2018.

2-451 Negotiated Software Maintenance for JOSTLE

Department Summary

Department Summary: INFORMATION SERVICES (122)

Budget Year: 2019

Manager: Wayne Ikesaka

Division: Corporate Services

Accounting Reference: 122

Stage: Approved

Approved: Yes

Purpose:

Information Services (IS) provides strategic planning, management, technical and administrative support for the City of Vernon's network infrastructure and websites. The City's IS Department supports 49 Servers, 29 Enterprise software products, 410 work stations, 250 mobile devices, Cisco IP based telephony solution with 292 sets, 2 PBX systems, 49 switches, and manages 44 contracts with a value of over \$400,000 annually.

Budget Summary

2019 Approved Net Budget	\$1,387,303
Prior Year Approved Net Budget	\$1,514,928
Budget Change	\$(127,625)
Budget Change by %	(8.42%)
2019 FTE	9.8
2018 FTE	10.8
FTE Change	(1.0)
FTE Change by %	(9.26%)

Outlook for Upcoming Budget:

Information Services will continue to explore cost saving initiatives with infrastructure changes, partnerships and licensing reviews, while ensuring the digital infrastructure continues to be redundant and secure.

In August of 2018 the City transferred the responsibility of Web management along with the Web developer from Information Services to the Communications Department. In 2019 the City will complete the transfer of Web related responsibilities with the transfer of all costs associated with the website from Information Services to the Communication Department.

Highlights of Current Year:

Information Services primary focus of 2018 was the completion of the last mile wireless connection, that will successfully replace the City's dependence on TELUS WAN points, lowering our overall fibre costs by approximately \$45,000 annually.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: INFORMATION SERVICES (122)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-391	MISCELLANEOUS REVENUE	0	18	0	0	0	0.00%
1-626	RCMP COMPUTER MAINTENANC	45,750	54,795	45,748	66,300	20,552	44.92%
1-792	INTERNAL REVENUE	44,074	273	32,575	33,227	652	2.00%
1-839	FROM PY UNEXPENDED BUDGET	9,000	0	9,000	0	(9,000)	(100.00%)
1-849	FROM CARRYOVER RESERVE	26,000	0	0	0	0	0.00%
Total		124,824	55,086	87,323	99,527	12,204	13.98%
Expenditures							
2-100	LABOUR CUPE B	6,826	0	0	0	0	0.00%
2-120	LABOUR CUPE A	474,014	458,194	515,702	453,858	(61,844)	(11.99%)
2-140	LABOUR NON-UNION	476,354	456,327	487,265	472,329	(14,936)	(3.07%)
2-200	GENERAL SUPPLIES	1,630	1,967	1,000	1,000	0	0.00%
2-204	OFFICE SUPPLIES	0	39	0	0	0	0.00%
2-224	MAILING COSTS	945	12,481	12,000	14,000	2,000	16.67%
2-225	PHOTOCOPIER COSTS	43,352	43,808	46,000	43,000	(3,000)	(6.52%)
2-231	FOOD & COFFEE	635	522	0	0	0	0.00%
2-270	NETWORK HARDWARE - REPLACE	10	0	0	0	0	0.00%
2-271	COMPUTER SOFTWARE PURCHAS	2,659	2,814	3,000	3,000	0	0.00%
2-272	EQUIPMENT PURCHASES	0	22	0	0	0	0.00%
2-276	CELLULAR DEVICES & PERIPHERA	0	86	0	0	0	0.00%
2-277	NETWORK HARDWARE - NEW	23,415	19,875	13,792	7,000	(6,792)	(49.25%)
2-320	MEMBERSHIPS/DUES	789	1,106	800	1,150	350	43.75%
2-329	TRANSPORTATION	4,117	2,823	4,500	4,100	(400)	(8.89%)
2-332	CONFERENCE & COURSE FEES	9,237	18,822	12,000	11,000	(1,000)	(8.33%)
2-333	ACCOMMODATION	4,002	1,700	4,500	4,000	(500)	(11.11%)
2-334	MEAL PER DIEMS	1,052	603	1,100	1,000	(100)	(9.09%)
2-451	SOFTWARE MAINTENANCE CONT	58,429	48,861	65,000	34,200	(30,800)	(47.38%)
2-499	GENERAL CONTRACTS	0	863	0	5,000	5,000	100.00%
2-590	LOSS ON DISPOSAL OF ASSETS	63,381	0	0	0	0	0.00%
2-610	CELLS/MOBILITY	6,807	7,587	7,100	6,535	(565)	(7.96%)
2-612	WIFI & FIBRE	41,002	40,918	40,000	11,500	(28,500)	(71.25%)
2-613	TELEPHONES (LAND LINES)	49,108	38,070	50,000	46,000	(4,000)	(8.00%)
2-633	INSURANCE - OTHER	1,751	1,749	1,812	1,812	0	0.00%
2-811	TO IT EQUIPMENT RESERVE	357,870	0	331,537	361,203	29,666	8.95%
2-849	TO CARRYOVER RESERVE	52,756	0	0	0	0	0.00%
2-920	FLEET CHARGE	6,064	5,508	5,143	5,143	0	0.00%
Total		1,686,203	1,164,745	1,602,251	1,486,830	(115,421)	(7.20%)
Net		1,561,379	1,109,660	1,514,928	1,387,303	(127,625)	(8.42%)

Department Summary

2018 - 2019 Budget Changes:

1-626 - Funding from Coldstream - The City has negotiate an annual charge to Coldstream of \$17,550 to provide IS support its members/staff within the City RCMP detachment. SE Div RCMP services has determined for all its facilities that an annual charge of \$1950 represents the amount of IS labour to service each member/staff person within a detachment each year, the City utilized the same figure in its negotiations with Coldstream for its members/staff.

2-120 (Labour Cupe A), 2-329 (Transportation), 2-332 (Conference & Course Fees), 2-333 (Accommodation), 2-334 (Meals Per diems), 2-451 (Software maintenance Contracts) and 2-610 (Cells/Mobility)- Transfer of Website and Developer position costs from Information Services to the Communications Department.

2-499 – General contracts- New for 2019, IS wishes to have a separate budget for when contractors are utilized for installations of new infrastructure, in prior years this has been captured in various areas such as Network Hardware - New, computer software, and Software maintenance. In the past this has been used for the Cityhall Wireless tower repair, consulting on wireless viability in the area or consulting on pressing external security matters and investigations.

2-612 – Wifi & Fibre- this budget has been reduced significantly due to the success of the last mile wireless project, where the City does not need to have the TELUS leased fibre solution for Operations and Cityhall.

2-811- TSF to IT equipment Reserve- In the 2018 budget there was a planned decrease in Transfers to the IT Equipment reserves, originally \$348,537 in 2017 it went down to \$331,537 for 2018, this \$14,333 decrease was to accommodate Council's 2018 budget direction.

-It was further identified that this planned reduction to reserves would be made up in 2019 due to a predicted reduction in the 2019 Wifi & Fibre budget due to the removal of the TELUS leased fibre solution.

-After the TSF to IT equipment Reserve 2019 "catchup" the annual transfer will go back to the planned \$345,870. With this planned schedule the IS reserve over a 5 year period will have an approximate funding level of \$2,317,401, with expenses estimated at \$2,226,855.

Department Summary

Department Summary: LEGISLATIVE SERVICES (126)

Budget Year: 2019

Manager: Sue Blakely

Division: Corporate Services

Accounting Reference: 126

Stage: Approved

Approved: Yes

Purpose:

The Legislative Services Department is responsible for the statutory duties of the Corporate Officer (Director of Corporate Services) including the preparation and preservation of all minute books and records of Council business, custody of City bylaws, administrative support to Council and its Committees, preparation of Council and Committee agendas, management of the City's Records Management Systems, including the Electronic Records Management System, Management of Freedom of Information (FOI) requests, and conducting local government elections or referendums. The primary function of the Legislative Services Department is supporting the legislative matters and decisions of Council, retention of agreements, Land Title documents, records management, FOI management, and items requiring secure storage in the vault.

The Legislative Services Department is the communications link between Council, other City Departments and the general public, providing assistance and advice to citizens with respect to Council/Committee processes, reporting procedures and decisions. Legislative Services consists of the Deputy Corporate Officer, Legislative Committee Clerk, Records Coordinator, Receptionist and Secretary/Receptionist.

Outlook for Upcoming Budget:

A major focus for Legislative Services in 2019 will be assisting the newly elected Council through their first year in office. Continued support of Director of Corporate Services in the legislative requirements as outlined in the Community Charter and implementing updated efficient processes as they arise. The implementation of the Electronic Records Management System (ERMS) with all Divisions should be completed in 2019, per our launch schedule. Management of increasingly complex FOI Requests, an increasing number of Privacy Impact Assessments, and maintaining the Personal Information Bank as required by Provincial legislation are also priorities.

Highlights of Current Year:

Discovery process, template build, and launch of Electronic Records Management System (ERMS) completed in Finance and Community Infrastructure and Development Divisions. Discoveries and template builds for Corporate Services, Recreation Services, Fire Services and Operations was also completed. Staff began the Discovery process for Human Resources Division. The 2018 Local Government Election preparation and process was completed. Continual review of processes to move to electronic communications in order to reduce postage costs and save staff time is ongoing. Much time and effort has been directed toward working closely with all Divisions to organize existing electronic records into approved records management filing system and to apply approved retention schedules. Continual effort directed at training and educating all staff in the importance of records keeping and freedom of information / protection of privacy issues. With the launch of laserfiche almost complete Leg Services is now considering a migration plan for the scanning and storing of historic paper records into Laserfiche. This migration will take several years to complete.

Change Request for 2019:

No change requests at this time.

Budget Summary

2019 Approved Net Budget	\$457,760
Prior Year Approved Net Budget	\$426,076
Budget Change	\$31,684
Budget Change by %	7.44%
2019 FTE	4.8
2018 FTE	4.8
FTE Change	0.0
FTE Change by %	0.00%

Department Summary

Department Summary: LEGISLATIVE SERVICES (126)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-381	FOI FEES	2,437	351	2,000	2,020	20	1.00%
1-539	MIA RISK MGMT GRANT	0	7,000	0	0	0	0.00%
1-600	INTERMUNICIPAL RECOVERIES	0	2,463	0	0	0	0.00%
1-621	SCHOOL DISTRICT SHARE OF ELEC	0	0	10,000	0	(10,000)	(100.00%)
1-834	FROM ELECTION RESERVE	0	0	85,000	0	(85,000)	(100.00%)
1-849	FROM CARRYOVER RESERVE	37,056	0	63,788	0	(63,788)	(100.00%)
Total		39,493	9,814	160,788	2,020	(158,768)	(98.74%)
Expenditures							
2-120	LABOUR CUPE A	218,533	234,537	244,694	252,188	7,494	3.06%
2-140	LABOUR NON-UNION	105,199	117,658	108,682	125,942	17,260	15.88%
2-200	GENERAL SUPPLIES	(377)	6,323	6,000	5,000	(1,000)	(16.67%)
2-204	OFFICE SUPPLIES	230	2,168	700	700	0	0.00%
2-224	MAILING COSTS	0	19	0	0	0	0.00%
2-231	FOOD & COFFEE	0	5,705	8,000	0	(8,000)	(100.00%)
2-320	MEMBERSHIPS/DUES	416	296	450	450	0	0.00%
2-328	STIPEND/HONORARIUM	0	38,887	42,500	0	(42,500)	(100.00%)
2-329	TRANSPORTATION	823	45	1,000	900	(100)	(10.00%)
2-332	CONFERENCE & COURSE FEES	2,688	7,562	4,000	4,000	0	0.00%
2-333	ACCOMMODATION	856	0	950	1,000	50	5.26%
2-334	MEAL PER DIEMS	57	71	100	100	0	0.00%
2-400	CONSULTANT FEES	14,250	0	0	0	0	0.00%
2-450	ADVERTISING/PROMOTION CON	16,785	29,849	37,500	12,000	(25,500)	(68.00%)
2-451	SOFTWARE MAINTENANCE CONT	31,588	32,064	36,000	32,500	(3,500)	(9.72%)
2-499	GENERAL CONTRACTS	26	18,547	71,288	0	(71,288)	(100.00%)
2-834	TO ELECTION RESERVE	20,000	0	25,000	25,000	0	0.00%
2-849	TO CARRYOVER RESERVE	11,033	0	0	0	0	0.00%
2-911	INTERNAL CHARGES	315	1,439	0	0	0	0.00%
Total		422,422	495,170	586,864	459,780	(127,084)	(21.65%)
Net		382,929	485,357	426,076	457,760	31,684	7.44%

2018 - 2019 Budget Changes:

1-621 School District Share of 2018 Election Costs - contribution reduced to facility use only
 1-834 2018 Election Reserve offset by Election Expense Items (2-231, 2-328, 2-450, 2-499)
 1-849 One time funding for Laserfiche Launch
 2-140 Salary Increase due to 5 Year Market Review per COV Policy
 2-451 Software costs continue to be unpredictable due to US dollar exchange rate.

Department Summary

Department Summary: LAND SERVICES (130)

Budget Year: 2019

Manager: Brett Bandy

Division: Corporate Services

Accounting Reference: 130

Stage: Approved

Approved: Yes

Purpose:

Land Services provides management of City owned lands, including: commercial leases, residential property rentals, leases of spray irrigation lands, crown leases, airport land leases and tie-downs, and responsibility for negotiating the acquisition and sale of property on behalf of the City. Land Services assists Planning and Engineering in securing Statutory Right of Ways and Road Dedications. Land Services assists numerous City Departments with encroachments on City lands and roads. In addition, Land Services provides recommendations for Council and other City Departments, regarding legal considerations involving real estate.

Budget Summary

2019 Approved Net Budget	\$(3,649)
Prior Year Approved Net Budget	\$4,872
Budget Change	\$(8,521)
Budget Change by %	(174.90%)
2019 FTE	0.9
2018 FTE	0.9
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Land Services will continue to provide revenue to the City through the management of City owned lands, including: commercial land and building leases, parks and facilities properties that currently have residential or commercial tenants, airport land and hangar leases and tie-down rentals, leases of spray irrigation lands, new parking lot installations and license fees for use of City lands. Land Services will continue responsibility for negotiating the acquisition and sale of property on behalf of the City. Land Services will continue to evaluate encroachments on City lands - including lake access sites scheduled for capital improvements and facilitate removal and remediation. In addition, recommendations will be provided and negotiations facilitated at the request of Council, and on an on-going basis for: Operations, Engineering, Planning, Facilities, Parks, Economic Development, and Administration. Targeted projects for Land Services in 2019 include: recommendations to Council regarding the development potential and interim use of the City owned Vernon Block and the Hesperia Lands. Revenues and expenses generated relating to Surface Parking Lots have been reallocated to Operations. Future direct costs for Land Services relating to capital projects will be reflected in the capital budgets.

Highlights of Current Year:

In 2018, Land Services facilitated the proposed sale of the McMechan Reservoir Lands as directed by Council in late 2017. Land Services provided revenue to the City through management of City owned lands and buildings including: commercial lands and buildings, the airport – commercial, infield, and tie-down lands, undeveloped park lands, and spray irrigation lands. Land Services facilitated the demolition of the building 2900 32nd Ave. (Old CSB Bldg.) and public parking to be installed and the demolition of 2606 Lakeshore Rd. for the first phase of Lakeshore Park. Land Services facilitated the transfer of sub-regional parks from RDNO to the City including: the DND sports fields and Paddlewheel Park including the City tenure on those lands and licensed user groups. In conjunction with the Director of Recreation Services and the Facilities Manager the Pursuit of Excellence Hockey Academy and the Training House committed to use agreements at Kal Tire Place North including non prime time summer ice. Cash-in-lieu payments for parkland were facilitated. Land Services provided assistance to Engineering, Planning, Operations, Facilities, Economic Development, and Administration - providing valuations, acquiring land for roads and sidewalks, and negotiating Statutory Right of Ways to protect infrastructure. Encroachments on City Lake Access Sites have been removed in conjunction with capital improvements. The purchase of the Scout Hut for Operations was facilitated.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: LAND SERVICES (130)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-340	PARKADE - STORE RENTAL	100,979	74,673	116,579	84,767	(31,812)	(27.29%)
1-342	PROPERTY RENTALS	96,930	66,621	83,522	81,339	(2,183)	(2.61%)
1-391	MISCELLANEOUS REVENUE	3,893	940	0	0	0	0.00%
1-792	INTERNAL REVENUE	0	0	0	20,000	20,000	100.00%
Total		201,803	142,233	200,101	186,106	(13,995)	(6.99%)
Expenditures							
2-100	LABOUR CUPE B	8,713	563	4,000	4,001	1	0.03%
2-140	LABOUR NON-UNION	92,105	92,945	101,533	106,217	4,684	4.61%
2-200	GENERAL SUPPLIES	3,157	118	0	0	0	0.00%
2-204	OFFICE SUPPLIES	65	90	204	204	0	0.00%
2-205	LICENCES, PERMITS & FEES	7,250	299	1,530	1,530	0	0.00%
2-224	MAILING COSTS	36	40	0	0	0	0.00%
2-231	FOOD & COFFEE	25	29	0	0	0	0.00%
2-280	BUILDING RENT/LEASE	0	22	0	0	0	0.00%
2-282	LAND LEASES	11,685	11,128	0	0	0	0.00%
2-320	MEMBERSHIPS/DUES	36	36	0	0	0	0.00%
2-322	CAR ALLOWANCE	3,600	3,600	3,672	3,672	0	0.00%
2-329	TRANSPORTATION	0	241	816	816	0	0.00%
2-332	CONFERENCE & COURSE FEES	131	0	1,530	1,530	0	0.00%
2-333	ACCOMMODATION	0	359	408	408	0	0.00%
2-334	MEAL PER DIEMS	0	0	306	306	0	0.00%
2-354	PROPERTY TAX EXPENSES	808	6,380	2,000	0	(2,000)	(100.00%)
2-400	CONSULTANT FEES	5,095	0	25,000	10,000	(15,000)	(60.00%)
2-402	ENGINEERING FEES	0	0	10,201	5,000	(5,201)	(50.99%)
2-403	LEGAL FEES	15,078	5,275	14,281	14,281	0	0.00%
2-407	SURVEY FEES	12,419	20,963	13,282	13,282	0	0.00%
2-409	APPRAISAL FEES	13,074	7,627	9,191	9,191	0	0.00%
2-450	ADVERTISING/PROMOTION CON	4,159	6,932	5,101	5,101	0	0.00%
2-499	GENERAL CONTRACTS	6,056	6,395	10,000	5,000	(5,000)	(50.00%)
2-601	NATURAL GAS	2,597	0	0	0	0	0.00%
2-602	ELECTRICITY	2,452	0	0	0	0	0.00%
2-604	WATER SEWER	8,231	0	0	0	0	0.00%
2-610	CELLS/MOBILITY	668	584	918	918	0	0.00%
2-632	PROPERTY INSURANCE PREMIUM	936	0	0	0	0	0.00%
2-920	FLEET CHARGE	1,303	10	1,000	1,000	0	0.00%
Total		199,675	163,636	204,973	182,457	(22,516)	(10.98%)
Net		(2,127)	21,403	4,872	(3,649)	(8,521)	(174.90%)

Department Summary

2018 - 2019 Budget Changes:

There is a budgeted decrease in revenue for Land Services of \$33,995 in 2019, due to the loss of income from tenant in the Parkade at 3005 33rd Street - Parkade-Store Rental (1-340), as the space will be occupied by Bylaw Compliance and Crime Prevention and the loss of licence fee for the Vernon Veterinary Clinic - Property Rentals (1-342), as the Kal Lake Road Transportation project is using this area for road. Offsetting the decreases in revenue identified above, \$20,000 of revenue has been added (1-792) to compensate Land Services from the 1.9% Infrastructure Levy for services provided to the Infrastructure projects relating to encroachments, land acquisitions, statutory right of ways and other land services.

There is a budgeted total decrease of Land Services Expenditures of \$22,516, allocated to Consultant Fees (2-400), Engineering Fees (2-402), General Contracts (2-499) and Property Taxes (2-354), due to winding up of McMechan Reservoir sale, Community Safety Office being statutorily exempt from taxes and lower maintenance costs related to buildings that have been demolished; offset by an increase to Labour Non-Union (2-140) of \$4,684.

Department Summary

Department Summary: LAND SERVICES - PROPERTY RENTALS (131)

Budget Year: 2019

Manager: Brett Bandy

Division: Corporate Services

Accounting Reference: 131

Stage: Approved

Approved: Yes

Purpose:

A reserve has been set up to receive net income from park lands where there currently is a residential or commercial tenant. The reserves will help fund demolition of the houses, or buildings, at a future date, as directed by Council.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Land Services will manage the following parks properties that currently have residential tenants, with the assistance of a property management contractor: 2807 39 St, 2901 39 St and 2903 39 St and Land Services will manage the commercial building at 3005 31 St.

Highlights of Current Year:

Land Services facilitated the demolition of the house at 2606 Lakeshore Rd. in conjunction with Parks and Buildings Services, in preparation for Phase 1 of Lakeshore Park.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: LAND SERVICES - PROPERTY RENTALS (131)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-342	PROPERTY RENTALS	43,051	40,268	39,550	38,850	(700)	(1.77%)
Total		43,051	40,268	39,550	38,850	(700)	(1.77%)
Expenditures							
2-100	LABOUR CUPE B	57	0	0	0	0	0.00%
2-200	GENERAL SUPPLIES	0	2,679	0	0	0	0.00%
2-354	PROPERTY TAX EXPENSES	11,233	14,045	14,300	9,000	(5,300)	(37.06%)
2-403	LEGAL FEES	0	0	1,500	1,500	0	0.00%
2-450	ADVERTISING/PROMOTION CON	0	529	0	0	0	0.00%
2-499	GENERAL CONTRACTS	6,083	10,301	5,000	5,000	0	0.00%
2-601	NATURAL GAS	0	320	0	0	0	0.00%
2-602	ELECTRICITY	558	444	0	0	0	0.00%
2-604	WATER SEWER	1,358	3,353	4,900	2,150	(2,750)	(56.12%)
2-632	PROPERTY INSURANCE PREMIUM	3,424	13,189	3,000	2,500	(500)	(16.67%)
2-802	TO CIVIC BUILDINGS RESERVE	20,323	0	10,850	18,700	7,850	72.35%
2-891	TO LAND SALE RESERVE	0	2,500	0	0	0	0.00%
2-920	FLEET CHARGE	14	0	0	0	0	0.00%
Total		43,051	47,361	39,550	38,850	(700)	(1.77%)
Net		0	7,093	0	0	0	0.00%

2018 - 2019 Budget Changes:

Property Rental Revenue (1-342) is budgeted to decrease marginally with the full year loss of income from 2606 Lakeshore Rd. The transfer to Civic Buildings Reserve (2-802) has a budgeted increase of \$7,850 because of full year savings of costs related to 2606 Lakeshore Rd. including: property taxes (2-354), water/sewer (2-604) and insurance (2-632). 2018 actuals are higher than budget for 2-632 relating to insurance policy deductible for water damage at 3005 31 Street.

Department Summary

Department Summary: COMMUNICATIONS/GRANTS (132)**Budget Year:** 2019**Manager:** Nick Nilsen**Division:** Corporate Services**Accounting Reference:** 132**Stage:** Approved**Approved:** Yes

Purpose:

This area coordinates all aspects of media and public relations and engagement, crisis communications, internal communications, online communications tools, grant coordination and program research. The Manager, Communications & Grants works with Administration and elected officials to enhance and maintain the Corporate image. Responsible for grant monitoring in consultation with staff. Responsible for maintaining positive relationships with Provincial and Federal local elected officials and ministry grant program staff.

Budget Summary

2019 Approved Net Budget	\$257,770
Prior Year Approved Net Budget	\$135,467
Budget Change	\$122,303
Budget Change by %	90.28%
2019 FTE	2.0
2018 FTE	1.0
FTE Change	1.0
FTE Change by %	100.00%

Outlook for Upcoming Budget:

The City will continue to develop capacity in public participation (P2) skills and strategies to effectively engage members of the public using various in-person and web tools, such as EngageVernon website and other P2 techniques, to provide a deep and broad spectrum of opinions from Vernon residents. These efforts will enhance Council's ability to gauge public interest when deciding important matters.

Continued application of organizational communication strategy to guide staff and council on effective engagement and communication strategies. These protocols are part of Council's Strategic Plan (2015-2018) to develop consistent communications and public consultation processes and procedures that increase public engagement.

Development of a City of Vernon brand book will help support and maintain the City's established branding guidelines, ensuring continuity, consistency and standardized application of all elements of the City's brand, including logos, fonts, colour palette, corporate clothing, internal documents, signage, taglines and all graphic representations.

The section will continue to actively pursue grants through the Management Team with a focus on large-scale projects and funding programs.

The Communications section's scope expanded with the additional responsibility of the City's websites and app being transferred to Communications from IS, along with one FTE and accompanying budget.

Highlights of Current Year:

In 2018, Communications focused on enhancing emergency communication preparedness on several fronts. Staff have successfully completed the BC Emergency Management EOC Essentials and Information Officer courses. Online emergency notifications were enhanced through a campaign to increase the number of email subscribers to our Emergency Alert function (from under 300 to over 860 subscribers); building our audience on Facebook and Twitter (25% increase); and introducing the VernonConnect app, which allows the City to "push" emergency alerts to subscribers. The new app provides citizens with a regional calendar of events, meetings, news releases and an option to report a concern to the City. VFRS team rolled out new values, vision and mission, which had been developed with assistance from Communications staff.

Training of City staff in the use of the EngageVernon website continues, with six learners attending training events so far in 2018. EngageVernon was developed in early 2017 and is used by City staff to engage residents on numerous City initiatives. These efforts will enhance Council's ability to gauge public interest when deciding important matters. For example, the third Citizen Budget exercise was completed in May 2018 and helped provide Council with information regarding the 2019 budget.

A staff profile initiative is underway to increase internal engagement on Jostle, along with upcoming initiatives to enhance the user experience, and to drive more users to Jostle. Ongoing Jostle ambassador meetings support the breakdown of organizational silos and smooth the flow of information.

Use of the centralized grants database that tracks, advises and reports available grants and grants-in-process, continues.

The section was without staff for approximately six months.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: COMMUNICATIONS/GRANTS (132)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-542	PROVINCIAL GRANTS - OTHER	0	5,829	0	0	0	0.00%
1-849	FROM CARRYOVER RESERVE	0	0	6,200	0	(6,200)	(100.00%)
Total		0	5,829	6,200	0	(6,200)	(100.00%)
Expenditures							
2-100	LABOUR CUPE B	219	0	0	0	0	0.00%
2-120	LABOUR CUPE A	0	0	0	79,046	79,046	100.00%
2-140	LABOUR NON-UNION	76,566	98,899	99,067	110,968	11,901	12.01%
2-204	OFFICE SUPPLIES	62	680	100	100	0	0.00%
2-205	LICENCES, PERMITS & FEES	22,065	7,069	22,500	22,500	0	0.00%
2-231	FOOD & COFFEE	1,448	74	50	50	0	0.00%
2-320	MEMBERSHIPS/DUES	178	36	200	200	0	0.00%
2-329	TRANSPORTATION	431	222	500	909	409	81.80%
2-332	CONFERENCE & COURSE FEES	1,695	276	2,300	3,091	791	34.39%
2-333	ACCOMMODATION	0	278	1,000	1,409	409	40.90%
2-334	MEAL PER DIEMS	86	48	750	850	100	13.33%
2-350	GRANTS IN AID	0	5,829	0	0	0	0.00%
2-450	ADVERTISING/PROMOTION CON	2,138	3,832	3,500	3,500	0	0.00%
2-451	SOFTWARE MAINTENANCE CONT	0	0	0	27,882	27,882	100.00%
2-499	GENERAL CONTRACTS	650	0	0	0	0	0.00%
2-610	CELLS/MOBILITY	599	645	700	1,265	565	80.71%
2-849	TO CARRYOVER RESERVE	6,200	0	0	0	0	0.00%
2-911	INTERNAL CHARGES	0	137	0	0	0	0.00%
2-998	PROJECTS - ANNUAL	0	0	11,000	6,000	(5,000)	(45.45%)
Total		112,337	118,023	141,667	257,770	116,103	81.95%
Net		112,337	112,194	135,467	257,770	122,303	90.28%

2018 - 2019 Budget Changes:

2-120, 2-329, 2-332, 2-333, 2-334, 2-451, 2-610 - Transfer of Web Developer position costs from Information Services to the Communications department.

2-205 Costs associated with website maintenance transferred to IS.

Department Summary

Department Summary: RCMP SUPPORT SERVICES (311)

Budget Year: 2019

Manager: Anne Marie Foster

Division: Corporate Services

Accounting Reference: 311

Stage: Approved

Approved: Yes

Purpose:

The RCMP Support Services Department provides clerical and administrative support to the employees of the Vernon/Coldstream component of the North Okanagan RCMP Detachment. The support services include client services, court liaison, exhibits, administrative support and records management throughout the life cycle of all police records. The support services are provided in a respectful workplace, working as a team focused on client services in support of police and public safety for our community.

Budget Summary

2019 Approved Net Budget	\$1,545,713
Prior Year Approved Net Budget	\$1,765,598
Budget Change	\$(219,885)
Budget Change by %	(12.45%)
2019 FTE	21.6
2018 FTE	25.5
FTE Change	(3.8)
FTE Change by %	(15.29%)

Outlook for Upcoming Budget:

The restructuring and reorganization of the Municipal Support Services Employees at the RCMP Detachment continues with updated Standard Operating Procedures and a continued focus of superior, effective and efficient support service delivery to the Vernon and Coldstream RCMP regular members and the citizens of these communities.

Highlights of Current Year:

The Vernon/North Okanagan RCMP Detachment is undergoing decentralization of the support services while maintaining an integrated policing model. The RCMP Auxiliary Program remains on hiatus pending the RCMP's review of the program.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: RCMP SUPPORT SERVICES (311)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-342	PROPERTY RENTALS	131,378	44,523	140,713	142,284	1,571	1.12%
1-382	RCMP SEARCH FEES	69,725	63,659	78,000	80,000	2,000	2.56%
1-384	RCMP DISCLOSURE FEES	7,069	4,827	7,500	5,000	(2,500)	(33.33%)
1-391	MISCELLANEOUS REVENUE	5,375	16,650	12,700	15,000	2,300	18.11%
1-395	COST RECOVERIES	0	2,902	0	0	0	0.00%
1-534	REVENUE SHARING GRANT	0	35,268	0	0	0	0.00%
1-600	INTERMUNICIPAL RECOVERIES	0	0	0	68,933	68,933	100.00%
1-617	OTHER SERVICES PROVIDED TO O	1,627	18,316	2,500	1,500	(1,000)	(40.00%)
1-849	FROM CARRYOVER RESERVE	16,317	0	46,600	0	(46,600)	(100.00%)
Total		231,491	186,146	288,013	312,717	24,704	8.58%
Expenditures							
2-120	LABOUR CUPE A	1,080,629	1,020,053	1,163,356	1,054,938	(108,418)	(9.32%)
2-140	LABOUR NON-UNION	656,651	735,813	748,255	676,247	(72,008)	(9.62%)
2-200	GENERAL SUPPLIES	605	57	250	250	0	0.00%
2-231	FOOD & COFFEE	1,100	237	1,200	1,200	0	0.00%
2-232	VOLUNTEER TRAINING	50	0	500	500	0	0.00%
2-273	FURNITURE PURCHASES	6,641	1,414	3,500	3,500	0	0.00%
2-280	BUILDING RENT/LEASE	5,900	0	0	0	0	0.00%
2-320	MEMBERSHIPS/DUES	72	0	900	800	(100)	(11.11%)
2-329	TRANSPORTATION	152	64	700	700	0	0.00%
2-331	RELOCATION EXPENSES	4,158	0	0	0	0	0.00%
2-332	CONFERENCE & COURSE FEES	3,346	2,976	5,000	5,000	0	0.00%
2-333	ACCOMMODATION	779	374	300	300	0	0.00%
2-334	MEAL PER DIEMS	210	15	500	500	0	0.00%
2-350	GRANTS IN AID	6,000	6,000	6,000	6,000	0	0.00%
2-451	SOFTWARE MAINTENANCE CONT	(25,174)	0	0	0	0	0.00%
2-499	GENERAL CONTRACTS	26,638	103,013	104,200	106,395	2,195	2.11%
2-610	CELLS/MOBILITY	277	278	600	300	(300)	(50.00%)
2-612	WIFI & FIBRE	2,451	1,801	1,750	1,800	50	2.86%
2-849	TO CARRYOVER RESERVE	46,600	0	0	0	0	0.00%
2-920	FLEET CHARGE	3,000	3,257	0	0	0	0.00%
2-998	PROJECTS - ANNUAL	0	0	16,600	0	(16,600)	(100.00%)
Total		1,820,082	1,875,351	2,053,611	1,858,430	(195,181)	(9.50%)
Net		1,588,591	1,689,205	1,765,598	1,545,713	(219,885)	(12.45%)

2018 - 2019 Budget Changes:

The Vernon/North Okanagan RCMP Detachment's decentralization of support services resulted in restructuring and a 2.8 FTE decrease as reflected in the \$241,000 reduction of Cupe A and Non-Union labour costs and revenue of \$68,933 for Coldstream shared support. An additional 1 FTE reduction is reflected for the Media Relations position which is staffed by an RCMP Constable and subsidized from the City of Vernon RCMP Support Services budget in accordance with the Letter of Agreement of July 31st, 2017 between the City of Vernon and SouthEast District RCMP.

Department Summary

Department Summary: RCMP DETENTION CENTRE (312)

Budget Year: 2019

Manager: Anne Marie Foster

Division: Corporate Services

Accounting Reference: 312

Stage: Approved

Approved: Yes

Purpose:

The RCMP Detention Center Department ensures the safety and security of all incarcerated individuals brought into the Vernon RCMP Detachment Detention Facility. This includes persons arrested and detained by the Vernon RCMP, the court system, and municipal, provincial and federal inmates. The Detention Facility staff are responsible for the routine facility maintenance, assisting with booking, fingerprinting and photographing of charged individuals and for the processing of subjects required for court and escort.

-Projected number of prisoners for 2019: 2000-2250

-Daily average of prisoners: 5/6

-Criminal fingerprints processed: 950-1050 per year.

-Civilian fingerprints processed: 1500 -1900 per year.

Budget Summary

2019 Approved Net Budget	\$209,912
Prior Year Approved Net Budget	\$240,633
Budget Change	\$(30,721)
Budget Change by %	(12.77%)
2019 FTE	6.3
2018 FTE	6.1
FTE Change	0.2
FTE Change by %	3.28%

Outlook for Upcoming Budget:

Prisoner laundry contract expires December 31st, 2018 and is going to market as a request for quotes in October. Guard salary to be determined by job evaluation. Detention cost recovery proposal for inclusion with the District of Coldstream's Lease Agreement renewal includes \$8,750 (1.9%) based on 2017 data.

Highlights of Current Year:

Prisoner meal contract expired and negotiations resulted in reduced menus and 20% increased cost, process modified to frozen food effective November 1st, 2018. Vernon prisoner numbers have increased 17% from 2017, including the Provincial intermittent prisoners. (The total intermittent visits have increased 125%). The Keep of Prisoner Revenue for 2018 Quarter 2 reflects a 25% increase. On June 21st, 2018 the Labour Relations Board notified the City of Vernon of the Vernon Detention jail guard certification, the guard salaries are currently reflected in accordance with the existing exempt contracts and are subject to job evaluation.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: RCMP DETENTION CENTRE (312)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-500	PRISONER KEEP RECOVERIES	272,215	253,124	275,000	300,000	25,000	9.09%
1-617	OTHER SERVICES PROVIDED TO O	0	0	8,000	8,750	750	9.38%
1-849	FROM CARRYOVER RESERVE	0	0	3,000	0	(3,000)	(100.00%)
Total		272,215	253,124	286,000	308,750	22,750	7.95%
Expenditures							
2-100	LABOUR CUPE B	0	767	0	0	0	0.00%
2-120	LABOUR CUPE A	0	0	0	382,855	382,855	100.00%
2-140	LABOUR NON-UNION	449,626	454,163	465,383	88,557	(376,826)	(80.97%)
2-200	GENERAL SUPPLIES	4,000	1,053	2,500	2,500	0	0.00%
2-210	PRISONER EXPENSES	45,249	50,057	50,000	40,000	(10,000)	(20.00%)
2-225	PHOTOCOPIER COSTS	751	644	1,500	500	(1,000)	(66.67%)
2-231	FOOD & COFFEE	61	91	250	250	0	0.00%
2-273	FURNITURE PURCHASES	0	500	500	500	0	0.00%
2-326	UNIFORMS & CLOTHING	237	274	500	500	0	0.00%
2-329	TRANSPORTATION	4	152	0	0	0	0.00%
2-331	RELOCATION EXPENSES	0	5,397	0	0	0	0.00%
2-332	CONFERENCE & COURSE FEES	0	523	6,000	3,000	(3,000)	(50.00%)
2-333	ACCOMMODATION	146	0	0	0	0	0.00%
2-334	MEAL PER DIEMS	105	0	0	0	0	0.00%
2-849	TO CARRYOVER RESERVE	3,000	0	0	0	0	0.00%
Total		503,178	513,620	526,633	518,662	(7,971)	(1.51%)
Net		230,963	260,497	240,633	209,912	(30,721)	(12.77%)

2018 - 2019 Budget Changes:

Reorganization to address the high risk environment: Decreased Detention Manager to Coordinator, transferring responsibilities to General Manager, used salary reduction to increase Part Time (PT) hours to accommodate regularly scheduled fingerprinting days/times, resulting in .1% FTE increase. Additional 156 PT hours annually for intermittent prisoners, resulting in an additional .1% FTE

Department Summary

Department Summary: BYLAW & PARKING (345)

Budget Year: 2019

Manager: Geoff Gaucher

Division: Corporate Services

Accounting Reference: 345

Stage: Approved

Approved: Yes

Purpose:

This Department oversees the administration and compliance for approximately 40 Regulatory Bylaws, Council directives and policies within the City of Vernon. Education encouraging voluntary compliance is a Department priority. Bylaw staff provide services to other City Divisions in the area of business licensing, sign bylaw, zoning bylaw, etc. Staff patrol and maintain approximately 930 parking meters located along 19 kilometers of sidewalk, 6 City owned parking lots, the Parkade and signed restricted parking areas. In addition staff provide security and compliance services to the downtown core, City Parks, facilities and the City's lake access sites. The Division also provides a community safety initiative through education and compliance related to the Parks and Public Places bylaw, the Motor Vehicle Act which include restricted parking, abandoned vehicles, and enforcement of the City's Safe Premises bylaw.

Budget Summary

2019 Approved Net Budget	\$(150,320)
Prior Year Approved Net Budget	\$(276,557)
Budget Change	\$126,237
Budget Change by %	45.65%
2019 FTE	13.4
2018 FTE	11.8
FTE Change	1.5
FTE Change by %	13.56%

Outlook for Upcoming Budget:

Revenues from on street parking remain stable. Ticketing revenues continue to reflect Council's customer service initiatives for free parking, extended grace periods and warning tickets. Officer presence and response in relation to Parks and Public Places bylaw enforcement (alcohol, hazardous activities, and improper behavior) both in Parks, City Facilities and the City Centre continues to be important to the residential customer and business community. Substantially increased file volumes and additional need for safety and security services related to homelessness, transient populations, temporary overnight shelters and substance abuse have necessitated a request to continue 2017's provisional funding for seasonal additions to staffing. Seasonal Enforcement staff providing additional coverage starting at 7:30 am throughout the downtown core, mission area and Polson Park is proving to be effective to reduce the impact of homelessness on business owners and users of the parks. Shift start and end times vary as the seasons change in order to deal with temporary overnight shelters. Seasonal enforcement officers were provided with a vehicle for use in 2018 and again in 2019 as displacement of the street entrenched to locations throughout the community made it impossible to patrol on foot.

Highlights of Current Year:

High levels of cooperation with community partners such as the RCMP, Gateway Shelter, Turning Points Collaborative Society, Partners for a Safe Community, Ministry of Forests Land and Natural Resource Management continue and relationships strengthened. Joint patrols daily with DEU and "E" Watch continues to increase the presence of the Bylaw Division and police in the community, particularly in the west side of the BIA. Staff continue to work with social agencies to ensure that transient clientele are awarded every opportunity to avail themselves of local services. Increased transient populations, lack of shelter and affordable housing spaces and increased use of intravenous drugs continue to provide challenges to staff in dealing with the higher volumes of public complaints and City staff concerns. The relocation of Bylaw Division to the Parkade will increase the profile and visibility of Bylaw Compliance Division in the downtown core and in the high call volume hot spot areas around the Upper Room Mission, old Legion property and Linear Park.

Change Request for 2019:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2019	Net Tax Rqmt for 2020
AUTO - 2608	Seasonal Enforcement Program	Approved	\$85,952	\$0	\$85,952	\$85,952	\$87,671
AUTO - 2610	Portable Radio Replacement	Approved	\$6,900	\$0	\$6,900	\$0	\$0
AUTO - 2662	Bylaw Compliance Cold Weather Jacket Systems	Approved	\$5,000	\$0	\$5,000	\$0	\$0
AUTO - 2666	Secretary I - Protective Services	Approved	\$34,500	\$34,500	\$0	\$34,500	\$35,194
Total Change Request			\$132,352	\$34,500	\$97,852	\$120,452	\$122,865

Department Summary

Department Summary: BYLAW & PARKING (345)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-280	FALSE ALARM FEES	2,825	2,075	5,000	4,000	(1,000)	(20.00%)
1-282	PARKING METER FINES	179,020	161,077	200,000	200,000	0	0.00%
1-283	PARKING METER FINES FROM CO	12,097	9,404	15,970	15,970	0	0.00%
1-284	TRAFFIC FINES	19,847	29,360	14,000	17,000	3,000	21.43%
1-286	MTI TICKET REVENUE	5,166	5,240	7,000	7,000	0	0.00%
1-287	RDNO - PARKS TICKET REVENUE	495	50	2,020	0	(2,020)	(100.00%)
1-288	PARKING LOT FINES	2,878	24,762	10,000	0	(10,000)	(100.00%)
1-303	COMMERCIAL VEHICLE LICENSES	13,494	13,049	12,241	12,363	122	1.00%
1-320	PARKADE - DAILY PARKING FEES	48,758	55,929	43,272	43,705	433	1.00%
1-321	PARKADE - MONTHLY PASSES	72,785	68,046	55,000	71,550	16,550	30.09%
1-322	PARKING METER FEES - AREA 1	702,958	693,495	660,037	685,037	25,000	3.79%
1-323	PARKING METER FEES - AREA 2	296,124	290,472	248,066	248,066	0	0.00%
1-324	PARKING OUTSIDE DOWNTOWN	4,344	7,643	25,957	10,000	(15,957)	(61.47%)
1-325	PARKING LOT RENTALS	2,570	(50)	0	0	0	0.00%
1-326	PARKING GST OFFSET	(52,303)	(48,013)	(57,654)	(46,250)	11,404	(19.78%)
1-327	LIBRARY PARKADE PERMITS	8,689	12,502	9,500	9,500	0	0.00%
1-329	PARKING OUTSIDE DAILY	25,488	25,075	0	25,000	25,000	100.00%
1-390	DONATIONS	1,993	672	1,500	1,500	0	0.00%
1-391	MISCELLANEOUS REVENUE	21,929	37,947	44,391	44,835	444	1.00%
1-620	RDNO - BYLAW/SECURITY SERVIC	1,767	0	0	0	0	0.00%
1-624	COLDSTREAM - BYLAW SERVICES	2,200	0	0	0	0	0.00%
1-792	INTERNAL REVENUE	67,827	0	85,597	87,662	2,065	2.41%
1-839	FROM PY UNEXPENDED BUDGET	58,828	0	99,481	11,900	(87,581)	(88.04%)
1-849	FROM CARRYOVER RESERVE	2,679	0	8,957	0	(8,957)	(100.00%)
Total		1,502,458	1,388,736	1,490,335	1,448,838	(41,497)	(2.78%)
Expenditures							
2-100	LABOUR CUPE B	3,614	6,102	0	0	0	0.00%
2-120	LABOUR CUPE A	911,662	985,465	933,964	978,415	44,451	4.76%
2-140	LABOUR NON-UNION	106,699	109,483	106,740	117,366	10,626	9.96%
2-200	GENERAL SUPPLIES	14,387	5,283	9,400	9,300	(100)	(1.06%)
2-203	EQUIPMENT PARTS	2,264	2,057	4,050	4,050	0	0.00%
2-204	OFFICE SUPPLIES	3,153	2,850	3,550	3,500	(50)	(1.41%)
2-205	LICENCES, PERMITS & FEES	1,467	0	3,300	3,300	0	0.00%
2-231	FOOD & COFFEE	0	80	0	0	0	0.00%
2-266	TOOL PURCHASES	412	337	500	500	0	0.00%
2-272	EQUIPMENT PURCHASES	0	0	0	6,900	6,900	100.00%
2-282	LAND LEASES	180	0	0	0	0	0.00%
2-283	VEHICLE RENTALS	7,437	18,249	6,500	6,500	0	0.00%
2-300	FUEL	163	0	650	650	0	0.00%

Department Summary

						2018-2019 Budget Change	
GL							
Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
2-320	MEMBERSHIPS/DUES	0	436	0	500	500	100.00%
2-326	UNIFORMS & CLOTHING	10,925	37,132	33,350	22,000	(11,350)	(34.03%)
2-329	TRANSPORTATION	433	170	600	600	0	0.00%
2-332	CONFERENCE & COURSE FEES	2,697	1,825	4,000	4,000	0	0.00%
2-333	ACCOMMODATION	684	857	1,000	1,500	500	50.00%
2-334	MEAL PER DIEMS	92	248	500	500	0	0.00%
2-350	GRANTS IN AID	1,799	0	0	0	0	0.00%
2-403	LEGAL FEES	3	647	5,000	5,000	0	0.00%
2-450	ADVERTISING/PROMOTION CON	998	4,053	5,000	5,000	0	0.00%
2-451	SOFTWARE MAINTENANCE CONT	2,128	2,135	2,226	2,226	0	0.00%
2-455	SERVICE CONTRACTS	8,929	33,802	0	27,000	27,000	100.00%
2-499	GENERAL CONTRACTS	31,090	32,098	26,700	26,700	0	0.00%
2-512	MONERIS SERVICE FEES	10,207	3,592	0	5,000	5,000	100.00%
2-610	CELLS/MOBILITY	8,337	8,323	10,000	9,000	(1,000)	(10.00%)
2-811	TO IT EQUIPMENT RESERVE	0	0	167	167	0	0.00%
2-849	TO CARRYOVER RESERVE	8,957	0	0	0	0	0.00%
2-920	FLEET CHARGE	49,325	51,800	56,581	58,844	2,263	4.00%
Total		1,188,041	1,307,022	1,213,778	1,298,518	84,740	6.98%
Net		(314,417)	(81,714)	(276,557)	(150,320)	126,237	45.65%

2018 - 2019 Budget Changes:

1-287 RDNO - Parks ticket revenue. Tickets are no longer written under the RDNO parks bylaw.

1-288 Parking Lot Fines - Moved to Facilities GL.

1-325 Parking Lot Rentals - Moved to Facilities for 2018.

1-321 Expected increase in use of the Parkade for 2019

1-324 Some surface parking lot revenue now reflected in Operations

1-329 Metered parking at Hospital hill

2-455 New parking meter service fees and Pay by Phone fees

Department Summary

Department Summary: COMMUNITY SAFETY OFFICE (350)

Budget Year: 2019

Manager: Rachael Zubick

Division: Corporate Services

Accounting Reference: 350

Stage: Approved

Approved: Yes

Purpose:

The Community Safety Office (CSO) is a storefront operation that provides information for multiple crime prevention programs, projects and community initiatives. Staffed by volunteers, the purpose of the CSO is to allow community members a place to access information on core Protective Services programs such as the Citizens on Patrol, Speed Watch, Block Watch, Bylaws as well as access information on drug & drug house awareness and reporting, how to safely handle and dispose of improperly discarded sharps, bully awareness, cyber bullying prevention, personal, home and business safety and frauds, cons and scams. Citizens can also be directed to community agencies that meet their immediate needs. The CSO assists the RCMP with delivering community policing programs and the distribution of completed Police Information Checks.

Budget Summary

2019 Approved Net Budget	\$154,814
Prior Year Approved Net Budget	\$147,999
Budget Change	\$6,815
Budget Change by %	4.60%
2019 FTE	2.6
2018 FTE	2.2
FTE Change	0.4
FTE Change by %	18.18%

Outlook for Upcoming Budget:

The CSO will continue to offer programming to meet the challenges of our diverse community. Topics such as the safe handling and disposal of sharps and other drug paraphernalia, cyber citizenry, bullying and internet safety; personal & home safety; fraud, cons and scam awareness education; situational awareness and crime prevention for businesses and other community members; pedestrian, bike and scooter safety for all ages are always available. The office will continue to assist the RCMP delivering community safety programs and the distribution of completed Police Information Checks. With the recent recommendations of the Activate Safety Task force the CSO anticipates restoring the Anti-Tag Team to address unwanted graffiti and tagging in the community. The CPO is budgeting \$80.00 per volunteer for volunteer appreciation

Highlights of Current Year:

The CSO continues to be a hub of safety education information. Cyber bullying; drug awareness; frauds, cons and scams; personal safety for all ages, and bike skill/ and scooter safety presentations continue to be in high demand. Participation in community and City initiatives such as Partners in Action, the COOL Team and Sharps Action Team have become vital as we continue to experience difficult socioeconomic challenges in our community. The visibility and effectiveness of added street and parks uniformed presence of the Safety Ambassador Program, at a time when some in our community have felt that there has been an increase in social disorder, has successfully provided a heightened feeling of safety. Neighborhood Councils such as the Centreville are collaboratively addressing difficult issues in the area; the Homelessness Strategy and Harm Reduction Evaluation Action Teams and the Public Spaces Action team are ongoing as needed. The location move has increased the visibility and vitality of the CSO.

Change Request for 2019:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2019	Net Tax Rqmt for 2020
AUTO - 2671	PILOT PROJECT: Anti-Tag Team	Approved	\$15,000	\$0	\$15,000	\$0	\$0
AUTO - 2681	PILOT PROJECT: Folks on Spokes and Sharps Hotline	Approved	\$33,000	\$0	\$33,000	\$0	\$0
Total Change Request			\$48,000	\$0	\$48,000	\$0	\$0

Department Summary

Department Summary: COMMUNITY SAFETY OFFICE (350)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-833	FROM RCMP RESERVE	0	0	0	48,000	48,000	100.00%
1-839	FROM PY UNEXPENDED BUDGET	0	0	2,200	0	(2,200)	(100.00%)
1-849	FROM CARRYOVER RESERVE	0	0	4,280	0	(4,280)	(100.00%)
Total		0	0	6,480	48,000	41,520	640.74%
Expenditures							
2-120	LABOUR CUPE A	0	0	0	15,000	15,000	100.00%
2-140	LABOUR NON-UNION	118,106	126,367	131,068	138,108	7,040	5.37%
2-200	GENERAL SUPPLIES	648	800	572	572	0	0.00%
2-204	OFFICE SUPPLIES	1,122	353	1,050	1,050	0	0.00%
2-208	JANITORIAL SUPPLIES	106	198	520	520	0	0.00%
2-224	MAILING COSTS	306	0	0	0	0	0.00%
2-231	FOOD & COFFEE	425	513	2,466	1,402	(1,064)	(43.15%)
2-234	VOLUNTEER RECOGNITION	1,177	2,924	3,847	2,400	(1,447)	(37.61%)
2-272	EQUIPMENT PURCHASES	704	2,113	562	6,562	6,000	1,067.62%
2-320	MEMBERSHIPS/DUES	90	0	45	45	0	0.00%
2-326	UNIFORMS & CLOTHING	648	1,072	1,000	2,775	1,775	177.50%
2-328	STIPEND/HONORARIUM	0	0	0	25,000	25,000	100.00%
2-329	TRANSPORTATION	945	0	500	500	0	0.00%
2-332	CONFERENCE & COURSE FEES	805	825	1,100	1,100	0	0.00%
2-333	ACCOMMODATION	694	0	530	530	0	0.00%
2-334	MEAL PER DIEMS	157	0	200	200	0	0.00%
2-450	ADVERTISING/PROMOTION CON	1,349	3,082	2,123	1,736	(387)	(18.23%)
2-452	JANITORIAL CONTRACTS	2,227	0	2,652	2,652	0	0.00%
2-499	GENERAL CONTRACTS	468	1,146	2,782	1,400	(1,382)	(49.68%)
2-610	CELLS/MOBILITY	1,081	1,141	1,112	1,112	0	0.00%
2-631	LIABILITY INSURANCE PREMIUMS	88	88	100	100	0	0.00%
2-811	TO IT EQUIPMENT RESERVE	0	0	50	50	0	0.00%
2-849	TO CARRYOVER RESERVE	4,280	0	0	0	0	0.00%
2-999	PROJECTS - ONE-TIME	0	0	2,200	0	(2,200)	(100.00%)
Total		135,424	140,622	154,479	202,814	48,335	31.29%
Net		135,424	140,622	147,999	154,814	6,815	4.60%

2018 - 2019 Budget Changes:

The addition of \$15,000 to reinstate the Anti Tag Team to address the matter of unwanted graffiti and tagging as a result of concerns raised by the Activate Safety Task Force.

Department Summary

Department Summary: COMMUNITY SAFETY AND CRIME PREVENTION (351)

Budget Year: 2019

Manager: Regan Borisenko

Division: Corporate Services

Accounting Reference: 351

Stage: Approved

Approved: Yes

Purpose:

Community Safety and Crime Prevention is responsible for programs and people that help create and promote, through education and active community participation, a safer environment for the residents of Vernon.

Responsibilities include:

Coordinate Crime Free MultiHousing Program

Coordinate over 65 Block Watch Neighbourhoods, whose residents act as "eyes and ears" for each other and the RCMP

Crime Prevention through Environmental Design "CPTED" reviews of existing complexes and submitted development permits

Work with Emergency Management Services to maintain a state of readiness and current training for any emergency

Hire, train and coordinate 60 RCMP Volunteers conducting:

- City Mobile Patrols
- Speed Watch Operations
- Theft from Vehicle Crime Prevention
- Special Event Foot Patrols
- Urban Searches/evacuation w/ Vernon Search and Rescue
- Emergency Quick Deployment Response Teams
- Vessel Safety equipment checks
- Invasive mussel inspections of both boat hulls and trailers
- Distracted Driving Operations

Manage, on contract, the Citizens Patrol Program for the Village of Lumby .

Outlook for Upcoming Budget:

2019 will see a marked increase in Vernon Block Watch neighbourhoods. There is an increasing need for neighbourhoods to feel they have some control over their environment and believe the Block Watch Program helps to bring their neighbours together in being part of the solution to observing and reporting suspected suspicious behavior to the RCMP.

We are continuing to expand and strengthen the Vernon RCMP Volunteer Program by introducing new structure to the training which is resulting in better prepared new Volunteers patrolling our streets. This ensures the value and productivity they bring to the City and the RCMP. With the additional and innovative ways we engage our Volunteers we have established a high level of Professionalism setting the goal for Communities across BC. As one of our key partners, ICBC, remains steadfast in promoting and assisting the Vernon RCMP Volunteers with training and updated equipment.

2019 will also see an increase in calls for service as the crime prevention role of the Coordinator becomes higher profile due to community needs.

Goals for the upcoming year are to shift the time spent managing volunteers and continuous reporting occupying 66% of my time to 33% which will allow more time to spend in the Community educating and activating people and groups to be proactive in Crime Prevention.

Highlights of Current Year:

Budget Summary

2019 Approved Net Budget	\$118,165
Prior Year Approved Net Budget	\$112,270
Budget Change	\$5,895
Budget Change by %	5.25%
2019 FTE	1.0
2018 FTE	1.0
FTE Change	0.0
FTE Change by %	0.00%

Department Summary

2018 has been the year of Block Watch. There has been an increase in the demand for this Program which shows a healthy proactive community interested in doing something about thefts from vehicles and target hardening their homes from B & E's. The value in this Program is everlasting as they are trained on what to look for and how to deal with criminal activity. Our RCMP Volunteer Program was hit with quite a few retirements this year, not unexpected, but causing a four month reduction in services until the last intake of Candidates obtains their enhanced security clearance. We will be holding one more Core Training class in early fall to bring our Group up to full strength. This group has been engaged in additional training with Vernon Search and Rescue to assist in Urban Searches and in the case of emergencies, evacuation assistance on behalf of the RCMP.

In addition to the Marine Vessel Safety Check program, Volunteers are investigating each vessel and trailer for possible invasive mussels and provide public education around this environmental concern to keep our lakes protected and safe.

The Block Watch Program increased by 8 Groups this past year. I also became the President of the Block Watch Society of British Columbia and have moved the Block Watch Administration and office to the City of Vernon.

The Crime Free Multi-Housing program continues to be a valuable source of interaction with participating apartment complexes. Both this Group and the Block Watch Groups are now calling in incidences of crime in their neighborhoods allowing the RCMP to better respond. They truly work as the "eyes and ears" for the RCMP in the City of Vernon.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: COMMUNITY SAFETY AND CRIME PREVENTION (351)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-395	COST RECOVERIES	1,631	0	0	0	0	0.00%
1-541	ICBC GRANTS	1,304	0	0	0	0	0.00%
1-572	GRANTS - OTHER	75	0	0	0	0	0.00%
1-600	INTERMUNICIPAL RECOVERIES	6,512	1,776	6,881	6,900	19	0.28%
Total		9,522	1,776	6,881	6,900	19	0.28%
Expenditures							
2-100	LABOUR CUPE B	477	334	350	500	150	42.86%
2-140	LABOUR NON-UNION	89,059	97,278	92,341	98,952	6,611	7.16%
2-200	GENERAL SUPPLIES	3,037	2,334	3,575	3,200	(375)	(10.49%)
2-231	FOOD & COFFEE	914	1,079	650	700	50	7.69%
2-233	VOLUNTEER SUPPLIES	3,063	3,161	4,000	1,500	(2,500)	(62.50%)
2-234	VOLUNTEER RECOGNITION	2,754	3,375	2,800	3,000	200	7.14%
2-320	MEMBERSHIPS/DUES	307	543	300	800	500	166.67%
2-326	UNIFORMS & CLOTHING	2,370	973	1,800	1,700	(100)	(5.56%)
2-329	TRANSPORTATION	719	290	600	400	(200)	(33.33%)
2-332	CONFERENCE & COURSE FEES	305	1,096	500	1,000	500	100.00%
2-333	ACCOMMODATION	1,003	1,143	800	1,000	200	25.00%
2-334	MEAL PER DIEMS	471	571	200	600	400	200.00%
2-610	CELLS/MOBILITY	1,166	1,141	1,200	1,300	100	8.33%
2-631	LIABILITY INSURANCE PREMIUMS	0	0	250	240	(10)	(4.00%)
2-811	TO IT EQUIPMENT RESERVE	0	0	85	85	0	0.00%
2-920	FLEET CHARGE	8,775	8,945	9,700	10,088	388	4.00%
Total		114,420	122,263	119,151	125,065	5,914	4.96%
Net		104,898	120,487	112,270	118,165	5,895	5.25%

2018 - 2019 Budget Changes:

2-140 As part of the Protective Services Division, reductions or maintenance of 2018 budget levels in a number of areas have been made, in order to meet overall budget restrictions.

2-233 This budget is in excess of the 1.9% increase due to the continued demands of increased numbers of communities wanting to become Block Watch neighborhoods as well as maintaining the standard of service of the RCMP Volunteers.

Department Summary

Department Summary: PROJECTS - INFORMATION SERVICES (960)

Budget Year: 2019

Manager: Wayne Ikesaka

Division: Corporate Services

Accounting Reference: 960

Stage: Approved

Approved: Yes

Purpose:

This budget is to fund the ongoing replacement/upgrades of Information Services Enterprise infrastructure

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	\$9,694
Budget Change	\$(9,694)
Budget Change by %	(100.00%)
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

To continue to facilitate the use of the IS reserves to reduce costs and provide a balanced and predictable annual funding for software and equipment replacement.

Draws on 2019 IS Reserves for Infrastructure/Enterprise upgrades and replacements

- 1) Cellular device replacements \$ 8,000
- 2) Enterprise Applications Upgrades \$ 76,550
- 3) Facility Security Upgrades \$ 2,250
- 4) Infrastructure Equipment Upgrades \$ 27,200
- 5) Multi Year Software \$ 10,050
- 6) Network Hardware Replacements \$ 22,500
- 7) PC/Laptop/Thin Client Replacements \$ 130,000
- 8) Printing Hardware Replacements \$ 160,000
- 9) VmWare/Terminal Server Replacements \$ 240,000

Over the next 5 years we estimate a draw \$2,226,855 from IS reserves, with a total funding of \$2,317,401.

Highlights of Current Year:

2018 PC and Laptop replacements completed, Firewall replacement completed, 2018 photocopiers and plotters were replaced, Cyber Security review will be completed and Cisco phones set replacements will be done.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PROJECTS - INFORMATION SERVICES (960)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-811	FROM IT EQUIPMENT RESERVE	374,684	0	410,673	676,550	265,877	64.74%
1-826	FROM RECREATION IT EQUIPMEN	10,251	0	0	0	0	0.00%
1-839	FROM PY UNEXPENDED BUDGET	2,720	0	7,000	0	(7,000)	(100.00%)
Total		387,654	0	417,673	676,550	258,877	61.98%
Expenditures							
2-200	GENERAL SUPPLIES	65	849	0	0	0	0.00%
2-270	NETWORK HARDWARE - REPLACE	224,264	89,947	0	0	0	0.00%
2-271	COMPUTER SOFTWARE PURCHAS	0	8,666	0	0	0	0.00%
2-272	EQUIPMENT PURCHASES	2,655	2,203	3,000	0	(3,000)	(100.00%)
2-276	CELLULAR DEVICES & PERIPHERA	15,243	6,537	0	0	0	0.00%
2-277	NETWORK HARDWARE - NEW	117,131	14,875	0	0	0	0.00%
2-451	SOFTWARE MAINTENANCE CONT	28,211	66,852	8,346	0	(8,346)	(100.00%)
2-499	GENERAL CONTRACTS	0	23,086	4,000	0	(4,000)	(100.00%)
2-610	CELLS/MOBILITY	86	0	0	0	0	0.00%
2-612	WIFI & FIBRE	0	0	1,348	0	(1,348)	(100.00%)
2-999	PROJECTS - ONE-TIME	0	0	410,673	676,550	265,877	64.74%
Total		387,655	213,014	427,367	676,550	249,183	58.31%
Net		0	213,014	9,694	0	(9,694)	(100.00%)

2018 - 2019 Budget Changes:

No data at this time.

Department Summary

Department Summary: PROJECTS - CORPORATE SERVICES (972)

Budget Year: 2019

Manager: Patti Bridal

Division: Corporate Services

Accounting Reference: 972

Stage: Approved

Approved: Yes

Purpose:

No data at this time.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

No data at this time.

Highlights of Current Year:

No data at this time.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PROJECTS - CORPORATE SERVICES (972)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-796	PROCEEDS ON DISPOSITION OF T	0	0	6,492,754	0	(6,492,754)	(100.00%)
1-802	FROM CIVIC BUILDINGS RESERVE	0	0	77,500	0	(77,500)	(100.00%)
1-809	FROM INFRASTRUCTURE RESERV	0	0	24,300	0	(24,300)	(100.00%)
1-891	FROM LAND SALE RESERVE	0	0	39,050	0	(39,050)	(100.00%)
Total		0	0	6,633,604	0	(6,633,604)	(100.00%)
Expenditures							
2-100	LABOUR CUPE B	0	5,751	0	0	0	0.00%
2-200	GENERAL SUPPLIES	0	530	0	0	0	0.00%
2-260	LAND PURCHASES	0	34,800	34,800	0	(34,800)	(100.00%)
2-262	BUILDING PURCHASES	0	27,500	27,500	0	(27,500)	(100.00%)
2-263	SROW PURCHASES	0	0	19,300	0	(19,300)	(100.00%)
2-403	LEGAL FEES	0	740	2,250	0	(2,250)	(100.00%)
2-407	SURVEY FEES	0	2,450	7,000	0	(7,000)	(100.00%)
2-499	GENERAL CONTRACTS	0	10,796	0	0	0	0.00%
2-891	TO LAND SALE RESERVE	0	0	6,492,754	0	(6,492,754)	(100.00%)
2-920	FLEET CHARGE	0	845	0	0	0	0.00%
2-999	PROJECTS - ONE-TIME	0	0	50,000	0	(50,000)	(100.00%)
Total		0	83,411	6,633,604	0	(6,633,604)	(100.00%)
Net		0	83,411	0	0	0	0.00%

2018 - 2019 Budget Changes:

No data at this time.

Department Summary

Department Summary: PROJECTS - BYLAW & PARKING (977)

Budget Year: 2019

Manager: Geoff Gaucher

Division: Corporate Services

Accounting Reference: 977

Stage: Approved

Approved: Yes

Purpose:

This budget accommodates those projects approved by Council outside of the regular operating budget.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

All anticipated 2018 projects have been accommodated in the budgets of the appropriate departments. If new projects arise in 2018, they will be forwarded to Council for consideration.

Highlights of Current Year:

- 29th Street & 30th Avenue Parking lot project costs to date are for the design and RFP preparation. This project will be completed in the Spring 2018.
- Parkade Camera Replacement should be awarded prior to the end the year.
- Parking Lot Permit Dispenser project is anticipated to be complete by year end, awaiting shipping mid-November.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PROJECTS - BYLAW & PARKING (977)

Changes to Department:

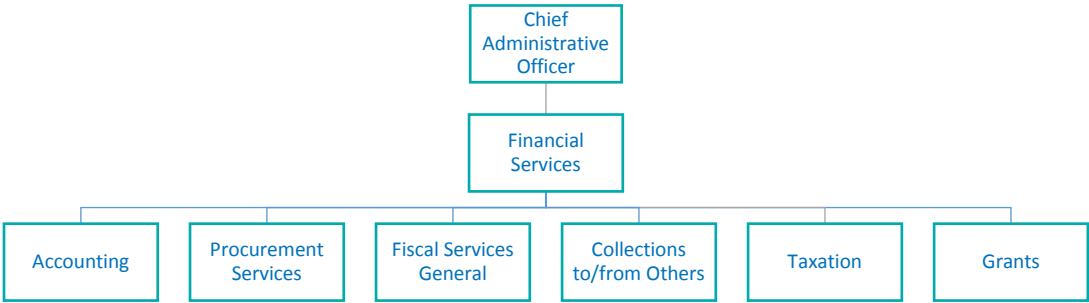
						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-395	COST RECOVERIES	8,014	0	0	0	0	0.00%
1-837	FROM RATE STABILIZATION RESE	25,711	0	397,425	0	(397,425)	(100.00%)
1-839	FROM PY UNEXPENDED BUDGET	32,057	0	27,334	0	(27,334)	(100.00%)
1-849	FROM CARRYOVER RESERVE	30,000	0	30,000	0	(30,000)	(100.00%)
1-891	FROM LAND SALE RESERVE	0	0	63,804	0	(63,804)	(100.00%)
Total		95,783	0	518,563	0	(518,563)	(100.00%)
Expenditures							
2-100	LABOUR CUPE B	5,425	61,430	0	0	0	0.00%
2-200	GENERAL SUPPLIES	7,144	190,003	0	0	0	0.00%
2-272	EQUIPMENT PURCHASES	40,072	0	0	0	0	0.00%
2-277	NETWORK HARDWARE - NEW	0	7,521	12,334	0	(12,334)	(100.00%)
2-400	CONSULTANT FEES	7,867	0	0	0	0	0.00%
2-450	ADVERTISING/PROMOTION CON	0	750	0	0	0	0.00%
2-499	GENERAL CONTRACTS	563	191,133	0	0	0	0.00%
2-849	TO CARRYOVER RESERVE	30,000	0	0	0	0	0.00%
2-920	FLEET CHARGE	4,713	47,336	0	0	0	0.00%
2-999	PROJECTS - ONE-TIME	0	3,000	506,229	0	(506,229)	(100.00%)
Total		95,783	501,172	518,563	0	(518,563)	(100.00%)
Net		0	501,172	0	0	0	0.00%

2018 - 2019 Budget Changes:

There are no additional projects in this department at this time.

FINANCIAL SERVICES

Debra Law
Director
dlaw@vernon.ca



DIVISIONAL BUDGET SUMMARY

2019 Approved Net Cost	\$(2,139,864)
2018 Amended Net Cost	\$(2,516,396)
Budget Change	\$376,532
Change By %	-14.96%
2019 FTE	19.5
2018 FTE	18.5
FTE Change	1
FTE Change By %	5.41%



DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

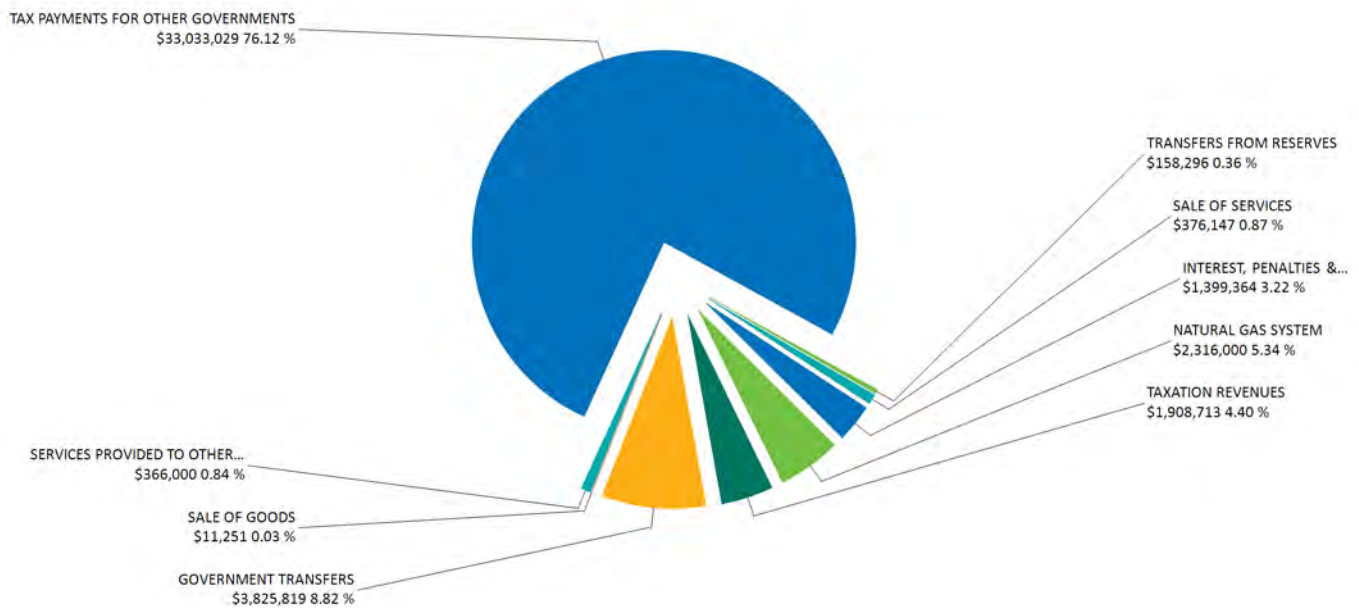
Costing Center Name	2019 BUDGET	2018 BUDGET	\$ INCREASE	% INCREASE
Financial Services - General				
FINANCE - ACCOUNTING (140)	63,090	75,574	(12,484)	-16.519%
FINANCE - PROCUREMENT SERVICES (141)	430,365	412,187	18,178	4.41%
FISCAL SERVICES - GENERAL (142)	(2,855,819)	(3,263,657)	407,838	-12.496%
COLLECTIONS TO/FROM OTHERS (143)	0	0	0	0.00%
GRANTS (145)	180,500	217,500	(37,000)	-17.011%
PROJECTS - FINANCIAL SERVICES (971)	42,000	42,000	0	-100.00%
Total Financial Services - General	(2,139,864)	(2,516,396)	376,532	-14.963%
Financial Services - Taxation				
TAXATION (144)	(40,540,808)	(38,021,731)	(2,519,077)	6.625%
Total Financial Services - Taxation	(40,540,808)	(38,021,731)	(2,519,077)	6.625%
GRAND TOTAL	(42,680,672)	(40,538,127)	(2,142,545)	5.285%

Financial Services - General Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Revenues				
GOVERNMENT TRANSFERS	3,825,819	3,825,819	0	0.00%
INTEREST, PENALTIES & GAINS	1,239,215	1,399,364	160,149	12.92%
NATURAL GAS SYSTEM	2,356,900	2,316,000	(40,900)	-1.74%
SALE OF GOODS	1,249	11,251	10,002	800.80%
SALE OF SERVICES	374,933	376,147	1,214	0.32%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	366,000	366,000	0	0.00%
TAX PAYMENTS FOR OTHER GOVERNMENTS	31,335,568	33,033,029	1,697,461	5.42%
TAXATION REVENUES	1,806,239	1,908,713	102,474	5.67%
TRANSFERS FROM RESERVES	818,164	158,296	(659,868)	-80.65%
Total	42,124,087	43,394,619	1,270,532	3.02 %

Financial Services - General 2019 - Revenues by Category

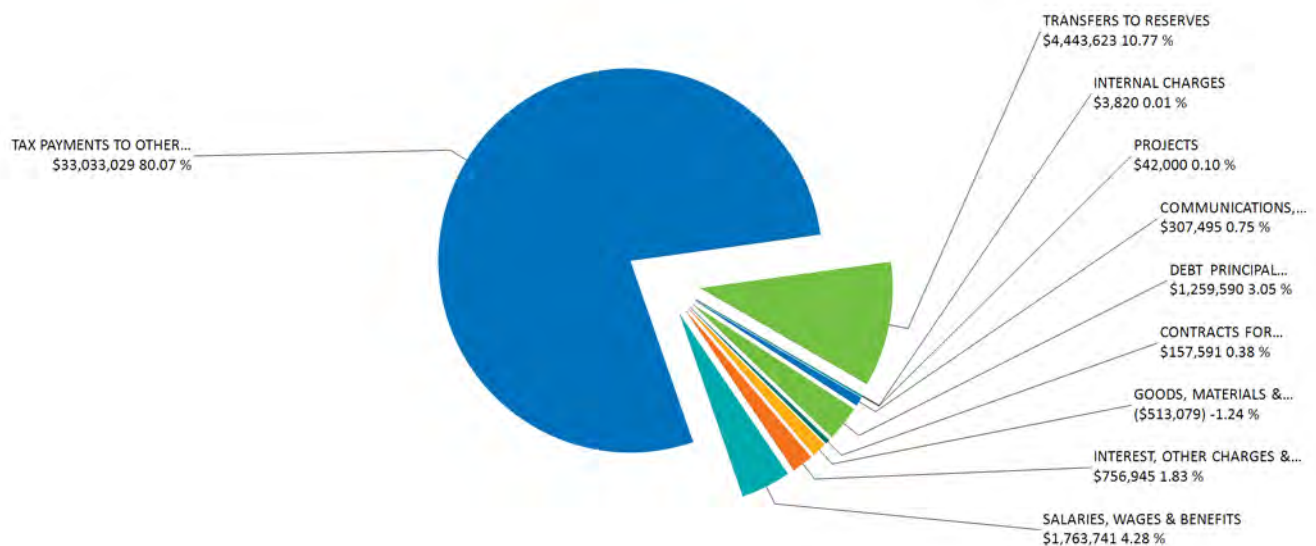


Financial Services - General Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Expenditures				
COMMUNICATIONS, INSURANCE & UTILITIES	252,234	307,495	55,261	21.91%
CONTRACTS FOR SERVICES	134,470	157,591	23,121	17.19%
DEBT PRINCIPAL PAYMENTS	1,254,319	1,259,590	5,271	0.42%
GOODS, MATERIALS & SUPPLIES	(349,801)	(513,079)	(163,278)	46.68%
INTEREST, OTHER CHARGES & LOSSES	786,929	756,945	(29,984)	-3.81%
INTERNAL CHARGES	3,672	3,820	148	4.03%
PROJECTS	42,000	42,000	0	0.00%
SALARIES, WAGES & BENEFITS	1,582,331	1,763,741	181,410	11.46%
TAX PAYMENTS TO OTHER GOVERNMENTS	31,335,568	33,033,029	1,697,461	5.42%
TRANSFERS TO RESERVES	4,565,969	4,443,623	(122,346)	-2.68%
Total	39,607,691	41,254,755	1,647,064	4.16 %

Financial Services - General 2019 - Expenditures by Category



Council's Strategic Plan 2015-2018 – Financial Services

Provide Effective Protective Services	Target Date	Lead	Status	Notes
Plan and finance new RCMP building (forecast, plan, funding, grants)	2017	As Required	Deferred	This initiative has been deferred

Deliver Efficient, Effective and Proactive Municipal Services	Target Date	Lead	Status	Notes
Develop a strategy for use of legacy funds from the BC Gas/LILO Agreement	2017	Financial Services	Complete	Funds have been budgeted for 2018 for the following projects: Hurlburt Park Development (\$500,000,) Civic Arena Demolition (\$900,000) and Fire Ladder Truck (\$1,400,000). Remaining funds will be decided during future budget year deliberations.

Create a Safe, Efficient and Sustainable Transportation Network	Target Date	Lead	Status	Notes
Implement new strategy for bus stops and shelter maintenance	July 2015	Financial Services	Complete	Bus bench advertising contracts are in place; Venture Training has been engaged to update all existing bus benches and offer repair and maintenance services on an ongoing basis

Deliver Efficient, Effective and Proactive Municipal Services	Target Date	Lead	Status	Notes
Review and develop a new employee financial orientation training program	March 2015 and ongoing thereafter	Financial Services	Complete	Introduction to Financial Services for Employee developed and launched. Other Finance Training developed and launched – General Ledger training, Accounts Payable Training, Accounts Receivable Training, Purchase Order Training. Training is offered a minimum of two times per year.
Submit 2015 Financial Plan final version to GFOA International, Distinguished Budget Presentation Award program(consider annually, subject to Council direction during the budget process)	June 2015 and annually thereafter	Financial Services	Complete	The Financial Plan has been submitted to GFOA International each year since with Council approval, each year we have been successful in achieving this award
Implement a new model for bus stop/shelter maintenance and advertising	July 2015	Financial Services	Complete	Bus bench advertising contracts are in place; Venture Training has been engaged to update all existing bus benches and offer repair and maintenance services on an ongoing basis
Implement Tempest Prospero for accounts receivable	July 2015	Financial Services	Complete	Transition of all accounts receivable transactions is done (except Cemetery)
Refine the budget development and review process	August 2015	Financial Services	Complete	New expedited timetable established; new updated training package launched June 2015; Financial Plan adopted January 11, 2016 and January 9, 2017.
Submit 2014 Annual Report to the GFOA International report review program(consider annually, subject to Council direction during the budget process)	August 2015 and annually thereafter	Financial Services	Complete	Submitted annually as per Council direction provided each year and received award each time.
Expand electronic payment capability to vendors	December 2015 and ongoing thereafter	Financial Services	Complete	512 Vendors enrolled as of September 30, 2017.
Expand electronic payment capability to vendors	December 2015 and ongoing thereafter	Financial Services	Complete	634 Vendors enrolled as of May 25, 2018. Staff continue to promote this program on an ongoing basis.



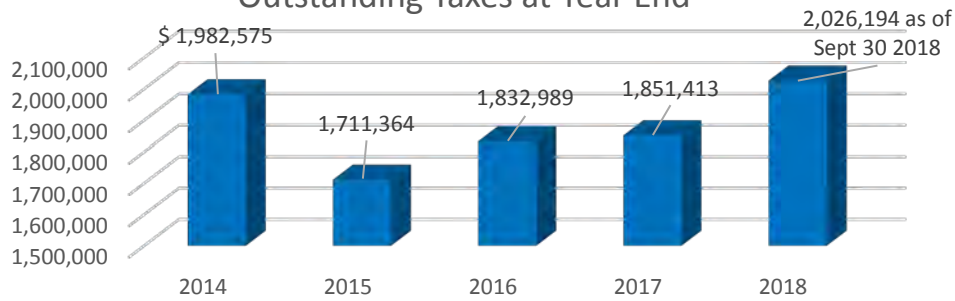
Council's Strategic Plan 2015-2018 – Financial Services

Resolve issues impeding full implementation of electronic billing of utility bills	December 2015	Financial Services	Complete	Major issues are resolved. Software updates have streamlined the handling of rejected ebills. There are 2573 customers signed up as of September 30, 2017.
Review financial system software for future reporting and functionality	December 2017	Financial Services	Underway	The review of financial system software has been delayed. Administration is in the process of creating a plan to proceed with this project.

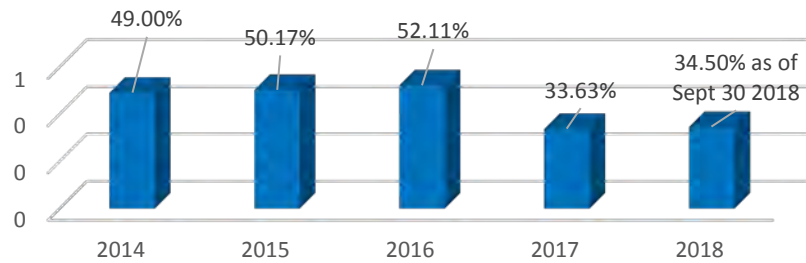


Performance Indicators - Financial Services

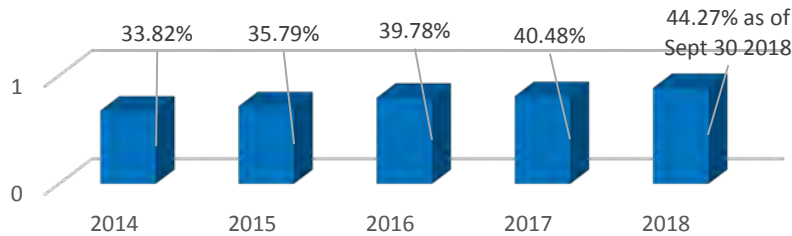
Outstanding Taxes at Year End



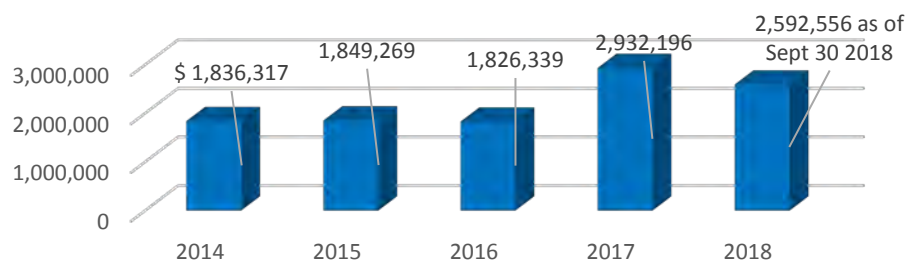
Percentage of Online Transactions



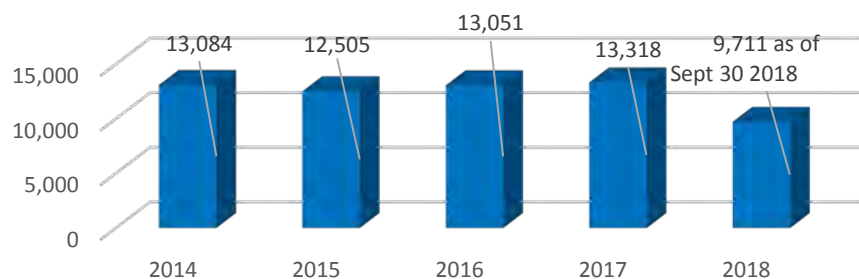
Electronic Home Owner Grants(eHogs) Claimed



Average Monthly Purchase Order Volume



Invoices Processed



Department Summary

Department Summary: FINANCE - ACCOUNTING (140)

Budget Year: 2019

Manager: Debra Law

Division: Financial Services - General

Accounting Reference: 140

Stage: Approved

Approved: Yes

Purpose:

The Financial Services - Accounting department is responsible for all financial administration matters of the City of Vernon. This includes financial planning and reporting, revenue billing and collection, payment for goods and services, cemetery administration, financial asset safekeeping, cash investments, risk management claims administration and debt administration.

Budget Summary

2019 Approved Net Budget	\$63,090
Prior Year Approved Net Budget	\$75,574
Budget Change	\$(12,484)
Budget Change by %	(16.52%)
2019 FTE	15.4
2018 FTE	14.4
FTE Change	1.0
FTE Change by %	6.94%

Outlook for Upcoming Budget:

The focus for the Financial Services Division in 2019 is to continue the process of replacing its current Enterprise Resource Planning (ERP) software. This is a multi-year project with several stages for implementation - HR/Payroll, General Ledger, Purchase Orders/Inventory, Accounts Payable, Accounts Receivable and Cemetery Administration. This budget includes the addition of one exempt position. Due to the increasing workloads and expectations another manager overseeing day to day operations is required. A reduction in the transfer to data processing reserve has been realized due to an expectation that funding for a new financial software system will be lower than initially anticipated.

Highlights of Current Year:

During 2018 the Permissive Tax Exemption policy was reviewed and updated, Finance orientation presentations were created and will be presented to the newly-elected Mayor and Council, preparation was ongoing for new accounting standards related to Asset Retirement Obligations, RFP for Banking Services was issued and awarded, RFI for Enterprise Software was issued and results compiled, Procurement processes increasingly utilizing Bonfire application for greater efficiency and more consistent evaluations. The Finance Division is committed to utilizing electronic processes as much as feasible. We continually promote electronic payments for vendors, and by our customers; the project for electronic reading of utility meters continues and enhanced delivery of information through videos is pursued.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: FINANCE - ACCOUNTING (140)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-201	5% ADMIN FEE ON TAX SALES	11,159	7,267	5,101	5,101	0	0.00%
1-360	SALES OF GOODS & SERVICES	531	30	0	0	0	0.00%
1-380	PROPERTY SEARCH FEES	56,910	52,200	57,000	57,000	0	0.00%
1-390	DONATIONS	5,750	5,080	5,000	5,000	0	0.00%
1-391	MISCELLANEOUS REVENUE	79,073	88,439	139,737	139,737	0	0.00%
1-392	INSURANCE RECOVERIES	10,000	0	25,503	25,503	0	0.00%
1-603	RDNO - GVWU - UTILITY BILLING	88,528	94,572	90,000	90,000	0	0.00%
1-604	RDNO - GVWU - ACCOUNTING	63,957	68,302	65,000	65,000	0	0.00%
1-606	RDNO - GVWU - OVERALL ADMIN	207,726	221,719	211,000	211,000	0	0.00%
1-700	PENALTIES ON TAXES	306,575	260,913	290,000	290,000	0	0.00%
1-701	INTEREST ON TAXES	95,920	107,945	85,750	85,750	0	0.00%
1-720	RETURN ON SHORT TERM INVEST	983,278	1,630,654	761,765	915,614	153,849	20.20%
1-728	INTEREST ATTRIBUTED TO DEFER	(31,404)	0	0	0	0	0.00%
1-750	INTEREST ON UTILITIES	97,878	92,111	96,000	96,000	0	0.00%
1-751	INTEREST ON OVERDUE TRADE R	12,541	(3,426)	5,700	12,000	6,300	110.53%
1-792	INTERNAL REVENUE	669	637	0	0	0	0.00%
Total		1,989,090	2,626,444	1,837,556	1,997,705	160,149	8.72%
Expenditures							
2-100	LABOUR CUPE B	57	0	0	0	0	0.00%
2-120	LABOUR CUPE A	576,632	608,737	655,077	665,058	9,981	1.52%
2-140	LABOUR NON-UNION	609,356	584,122	564,559	702,878	138,319	24.50%
2-200	GENERAL SUPPLIES	801	7,764	1,030	1,030	0	0.00%
2-204	OFFICE SUPPLIES	12,623	17,415	18,593	18,593	0	0.00%
2-205	LICENCES, PERMITS & FEES	1,029	1,160	895	895	0	0.00%
2-224	MAILING COSTS	53,722	64,409	62,475	62,475	0	0.00%
2-231	FOOD & COFFEE	227	452	253	803	550	217.39%
2-271	COMPUTER SOFTWARE PURCHAS	729	0	0	0	0	0.00%
2-276	CELLULAR DEVICES & PERIPHERA	371	0	0	0	0	0.00%
2-277	NETWORK HARDWARE - NEW	213	0	0	0	0	0.00%
2-320	MEMBERSHIPS/DUES	4,124	6,076	4,060	5,820	1,760	43.35%
2-322	CAR ALLOWANCE	5,100	6,000	3,600	3,600	0	0.00%
2-329	TRANSPORTATION	1,650	2,667	4,397	4,397	0	0.00%
2-332	CONFERENCE & COURSE FEES	9,800	14,101	16,272	16,272	0	0.00%
2-333	ACCOMMODATION	1,849	1,520	4,614	4,614	0	0.00%
2-334	MEAL PER DIEMS	148	548	1,518	968	(550)	(36.23%)
2-401	AUDIT FEES	38,075	11,350	42,500	42,500	0	0.00%
2-403	LEGAL FEES	15,208	12,209	8,000	8,000	0	0.00%
2-450	ADVERTISING/PROMOTION CON	6,501	8,652	5,281	5,281	0	0.00%
2-451	SOFTWARE MAINTENANCE CONT	44,735	44,441	49,451	51,968	2,517	5.09%

Department Summary

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
2-453	SECURITY/ALARM CONTRACTS	0	1,272	0	20,151	20,151	100.00%
2-499	GENERAL CONTRACTS	623	9,827	10,355	10,355	0	0.00%
2-610	CELLS/MOBILITY	1,629	1,764	2,574	2,574	0	0.00%
2-630	CLAIMS EXPENSE	99,544	113,681	35,000	60,000	25,000	71.43%
2-631	LIABILITY INSURANCE PREMIUMS	183,010	197,289	200,000	230,261	30,261	15.13%
2-800	TO DATA PROCESSING RESERVE	0	0	290,000	211,000	(79,000)	(27.24%)
2-811	TO IT EQUIPMENT RESERVE	0	0	215	831	616	286.51%
2-851	TO MURAL MAINTENANCE RESER	10,000	0	10,000	10,000	0	0.00%
2-910	COMMON SERVICE ALLOCATIONS	(78,068)	(77,589)	(77,589)	(79,529)	(1,940)	2.50%
2-911	INTERNAL CHARGES	28	26	0	0	0	0.00%
2-920	FLEET CHARGE	18	0	0	0	0	0.00%
Total		1,599,731	1,637,893	1,913,130	2,060,795	147,665	7.72%
Net		(389,359)	(988,551)	75,574	63,090	(12,484)	(16.52%)

2018 - 2019 Budget Changes:

- 1-720 return on short term investments and 1-751 interest on overdue trade receivables - changed to reflect actual trends.
- 2-120 Labour CUPE A - as per anticipated contract increases less reduced cost for overhead on part time staff.
- 2-140 Labour Non-Union - as per 2018 Market Review of exempt salaries plus one fte for an additional Financial Services exempt position.
- 2-231 Food & Coffee - reallocation from Meal per diems for Division meetings.
- 2-320 Memberships/Dues - increase for Project Management Institute fees (PMP).
- 2-451 Software Maintenance has been adjusted to reflect amount recommended by Information Services.
- 2-630 Claims Expense - changed to reflect actual trends.
- 2-631 Liability Insurance Premiums - as per quote from MIA.
- 2-800 To Data Processing Reserve - anticipate reduced implementation cost for new ERP system.
- 2-811 To IT Equipment Reserve - as per information provided by Information Services.
- 2-910 Common Service Allocations - portion of 15% overhead charge from Sewer fund.

Department Summary

Department Summary: FINANCE - PROCUREMENT SERVICES (141)

Budget Year: 2019

Manager: Chris Sheel

Division: Financial Services - General

Accounting Reference: 141

Stage: Approved

Approved: Yes

Purpose:

Procurement Services (PS) is a department within Financial Services Division. This team provides centralized, professional, and cost effective procurement services which include; acquisition of goods and services, logistics, asset investment recovery and inventory management of Central Stores. Services are provided to all user groups across the organization and support both capital and operational requirements.

Budget Summary

2019 Approved Net Budget	\$430,365
Prior Year Approved Net Budget	\$412,187
Budget Change	\$18,178
Budget Change by %	4.41%
2019 FTE	4.1
2018 FTE	4.1
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

2019 will continue the transition from paper to electronic platforms like Bonfire & BMO Spend Dynamics Purchasing Card (P-Card). The Finance Efficiency Review, staff position reallocation and process improvements will lead Procurement Services further into best-practices and capitalize on reallocating more of our valuable resource time from tactical to strategic. Procurement Services will continue its constant vigilance to keep City projects compliant with City Policy and the NEW Trade Treaty requirements that have emerged in 2018.

Procurement expects its 2019 activities to increase over 2018 volumes; all with the continual goal of achieving best value, mitigating risk & keeping staff in compliance with City of Vernon Purchasing Policy. Work has expanded in depth & scope with the Fire Rescue Services division. Recreation Service contracts continue to be amalgamated and merged with the City. The Infrastructure Capital Program continues to expand and flow through Procurement Services. Increased tendering requirements are coming from CIDS-Planning as Parks and Lakeshore accesses reach construction phase.

Procurement expects to review, improve and bid upon many existing subject files with a continued focus on standardization. Bonfire implementation continues with improved Vendor Pre-Qualifications, Vendor Performance Management and Contract Administration .

Highlights of Current Year:

2018 saw the addition of a second Buyer position. This has increased the departments capacity and allows time to address a broader range of subjects for more departments in more detail. The year introduced a major increase in Finance Division communication and information sharing. It is expected activity will remain consistently high for the balance of the year with increasingly more previously "non-controlled" subjects being harnessed by Contracted Agreements and with the ongoing Infrastructure Capital Program. Formal City of Vernon Purchasing Policy training was executed City wide with Certificate of Compliance sign off completed by staff in appropriate authority positions. The City was presented the BC Construction Procurement Excellence award for the Tendering of Kal Tire Place, a project that is scheduled for completion in 2018.

Procurement Services is well on its way to fulfilling its 2018 priority goals and has achieved an almost a complete migration from paper to electronic operations.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: FINANCE - PROCUREMENT SERVICES (141)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-393	PURCHASING REBATES	6,675	9,240	6,500	6,500	0	0.00%
1-394	SCRAP METAL RECYCLING RECOV	618	1,162	744	751	7	0.94%
1-395	COST RECOVERIES	0	718	0	0	0	0.00%
1-396	SCRAP & SURPLUS EQUIP SALES	8,545	12,126	505	10,500	9,995	1,979.21%
1-398	SALE OF ASSETS	1,540	93,155	0	0	0	0.00%
1-849	FROM CARRYOVER RESERVE	0	0	6,200	0	(6,200)	(100.00%)
Total		17,378	116,401	13,949	17,751	3,802	27.26%
Expenditures							
2-100	LABOUR CUPE B	74,638	80,076	82,161	83,607	1,446	1.76%
2-120	LABOUR CUPE A	186,795	177,450	170,470	173,916	3,446	2.02%
2-140	LABOUR NON-UNION	98,379	118,871	110,064	138,282	28,218	25.64%
2-200	GENERAL SUPPLIES	2,299	6,578	4,500	4,500	0	0.00%
2-204	OFFICE SUPPLIES	32,824	26,890	37,800	32,800	(5,000)	(13.23%)
2-205	LICENCES, PERMITS & FEES	996	1,152	900	900	0	0.00%
2-231	FOOD & COFFEE	117	624	500	500	0	0.00%
2-235	RECYCLING COSTS	1,168	0	1,000	1,000	0	0.00%
2-239	INVENTORY ADJUSTMENT	679	0	8,080	8,080	0	0.00%
2-270	NETWORK HARDWARE - REPLACE	308	0	0	0	0	0.00%
2-273	FURNITURE PURCHASES	4,204	4,085	6,000	0	(6,000)	(100.00%)
2-320	MEMBERSHIPS/DUES	480	1,692	1,500	1,500	0	0.00%
2-325	BOOT ALLOWANCE	200	0	100	200	100	100.00%
2-329	TRANSPORTATION	1,021	731	2,500	2,500	0	0.00%
2-332	CONFERENCE & COURSE FEES	4,033	3,031	8,500	8,500	0	0.00%
2-333	ACCOMMODATION	1,384	1,311	1,650	1,650	0	0.00%
2-334	MEAL PER DIEMS	214	114	660	660	0	0.00%
2-451	SOFTWARE MAINTENANCE CONT	908	18,907	18,133	18,586	453	2.50%
2-499	GENERAL CONTRACTS	0	403	750	750	0	0.00%
2-811	TO IT EQUIPMENT RESERVE	0	0	448	448	0	0.00%
2-849	TO CARRYOVER RESERVE	6,200	0	0	0	0	0.00%
2-910	COMMON SERVICE ALLOCATIONS	(30,600)	(33,252)	(33,252)	(34,083)	(831)	2.50%
2-920	FLEET CHARGE	3,607	3,686	3,672	3,820	148	4.03%
Total		389,855	412,350	426,136	448,116	21,980	5.16%
Net		372,477	295,949	412,187	430,365	18,178	4.41%

2018 - 2019 Budget Changes:

1-396 Scrap & Surplus Equipment Sales - increased to reflect historical actual average.

2-140 Labour Non-Union - as per 2018 Market Review of exempt salaries.

2-204 Office Supplies - reduced to reflect actual trends.

2-273 Furniture Purchases - centralized small furniture purchases eliminated - to be funded by department budgets.

2-920 Fleet Services increased rates (Forklift) by 4%.

Department Summary

Department Summary: FISCAL SERVICES - GENERAL (142)

Budget Year: 2019

Manager: Debra Law

Division: Financial Services - General

Accounting Reference: 142

Stage: Approved

Approved: Yes

Purpose:

This department contains the group of accounts related to debt financing, capital transactions, 1% Utility taxes, General fund LAS taxes and federal/provincial grants in lieu of taxes (GIL's).

RDNO Recoveries represents the base annual overhead fee included in the Water agreement with the Regional District.

Funds received for the Community Works Gas Tax and Gaming Grant, along with the corresponding transfers to the capital reserves are recorded here to fund capital infrastructure in the future.

The Fortis BC Gas operating lease and franchise fees are recorded here to fund the related MFA debt with the remainder transferred directly to a reserve for future consideration by Council.

MFA debt payments and interest and other miscellaneous transfers to reserves are also recorded in this department.

Common Service allocations represents a portion of the 15% charge to sewer for overhead expenditures.

Budget Summary

2019 Approved Net Budget \$(2,855,819)

Prior Year Approved Net Budget \$(3,263,657)

Budget Change \$407,838

Budget Change by % 12.50%

2019 FTE 0.0

2018 FTE 0.0

FTE Change 0.0

FTE Change by % 0.00%

Outlook for Upcoming Budget:

2019 is the last year of the City's debt payments related to the Fortis BC lease agreement. Currently the net proceeds from the Fortis BC capital lease, operating lease and debt payments are transferred to the Fortis BC Legacy reserve for future Council consideration.

Highlights of Current Year:

This budget has seen moderate changes that better align the budget to anticipated actuals. The most significant change is the 2018 transfer from the Rate Stabilization reserve - these monies are no longer available.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: FISCAL SERVICES - GENERAL (142)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-140	SECTION 407 - 1% UTILITY TAX	623,153	621,223	625,525	625,525	0	0.00%
1-153	LAS TAX: 30 AVE REVITE #1	8,747	29,593	29,593	29,593	0	0.00%
1-154	LAS TAX: 30 AVE REVITE #2	3,937	10,354	10,354	10,354	0	0.00%
1-155	LAS TAX: 30 AVE REVITE #3	6,464	16,440	16,440	16,440	0	0.00%
1-156	LAS TAX: ANDERSON	129,857	318,896	318,896	318,896	0	0.00%
1-157	LAS TAX: OKANAGAN HILLS	62,107	97,194	97,194	97,194	0	0.00%
1-158	LAS TAX: OKANAGAN LANDING #	1,209	5,468	6,404	6,404	0	0.00%
1-169	LAS TAX REVENUE	15,718	46,465	46,541	46,541	0	0.00%
1-170	FEDERAL - GENERAL GRANTS IN LI	157,159	203,475	195,583	173,188	(22,395)	(11.45%)
1-171	FEDERAL - FIRE TAX GRANTS IN LI	107	105	116	110	(6)	(5.17%)
1-173	PROVINCIAL - GENERAL GRANTS I	110,339	123,070	110,339	123,070	12,731	11.54%
1-174	PROVINCIAL - FIRE TAX GRANTS I	7	8	7	8	1	14.29%
1-178	BC HYDRO - GENERAL GRANTS IN	343,640	595,684	349,140	461,203	112,063	32.10%
1-179	BC HYDRO - FIRE TAX GRANTS IN	106	349	107	187	80	74.77%
1-399	RDNO RECOVERIES	116,184	122,132	121,432	122,646	1,214	1.00%
1-502	FEDERAL GAS TAX GRANT	1,685,451	1,742,097	1,740,819	1,740,819	0	0.00%
1-521	GAMING GRANT	1,960,310	1,172,251	2,000,000	2,000,000	0	0.00%
1-525	CARBON TAX REBATE GRANT	81,530	0	85,000	85,000	0	0.00%
1-832	FROM DEVELOPMENT EXCESS RE	75,000	0	75,000	75,000	0	0.00%
1-837	FROM RATE STABILIZATION RESE	0	0	534,924	0	(534,924)	(100.00%)
1-839	FROM PY UNEXPENDED BUDGET	60,000	0	25,000	0	(25,000)	(100.00%)
1-843	FROM LAS TAX RESERVE	737,757	0	0	0	0	0.00%
1-960	FORTIS FRANCHISE FEES	361,543	441,712	426,900	441,712	14,812	3.47%
1-961	FORTIS OPERATING LEASE REVEN	1,911,047	1,874,288	1,930,000	1,874,288	(55,712)	(2.89%)
1-999	BUDGET ONLY	1,056,588	0	0	0	0	0.00%
Total		9,507,961	7,420,806	8,745,314	8,248,178	(497,136)	(5.68%)
Expenditures							
2-500	FORTIS LEASE - INTEREST	110,096	108,344	111,691	106,420	(5,271)	(4.72%)
2-501	DEBENTURE INTEREST	608,919	574,988	611,738	574,988	(36,750)	(6.01%)
2-510	BAD DEBT WRITE OFF	115,287	0	1,000	1,000	0	0.00%
2-511	BANK CHARGES	47,988	52,939	50,500	50,500	0	0.00%
2-513	INTEREST ON SECURITY DEPOSITS	11,699	1,279	4,000	16,037	12,037	300.93%
2-514	INTEREST ON TAX PREPAYMENTS	7,492	7,825	8,000	8,000	0	0.00%
2-595	DEBENTURE PRINCIPAL	1,238,126	1,238,126	1,238,126	1,238,126	0	0.00%
2-596	FORTIS LEASE - PRINCIPAL	17,788	19,540	16,193	21,464	5,271	32.55%
2-800	TO DATA PROCESSING RESERVE	290,000	0	0	0	0	0.00%
2-803	TO CASINO GRANT RESERVE	1,960,310	0	2,000,000	2,000,000	0	0.00%
2-807	TO VEHICLE & EQUIPMENT RESER	32,648	0	0	0	0	0.00%
2-839	TO PY UNEXPENDED BUDGET RES	771,637	0	0	0	0	0.00%

Department Summary

						2018-2019 Budget Change	
GL							
Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
2-842	TO CWF GAS TAX RESERVE	1,722,611	0	1,740,819	1,740,819	0	0.00%
2-847	TO ABANDONED CAMP RESERVE	60,000	0	25,000	0	(25,000)	(100.00%)
2-871	TO AFFORDABLE HOUSING RESER	75,000	0	75,000	75,000	0	0.00%
2-876	TO CARBON TAX RESERVE	81,530	0	85,000	85,000	0	0.00%
2-877	TO FORTIS LEASE LEGACY RES	320,534	0	339,487	320,525	(18,962)	(5.59%)
2-887	TO PARKLAND RESERVE	1,320	0	0	0	0	0.00%
2-890	TO LOCAL IMPROVEMENT RESER	8,858	0	0	0	0	0.00%
2-891	TO LAND SALE RESERVE	17,109	0	0	0	0	0.00%
2-892	TO HWY ACCESS TO WATER RESE	6,471	0	0	0	0	0.00%
2-893	TO CEMETARY CARE FUND	7,389	0	0	0	0	0.00%
2-895	TO REC FACILITY OPERATING RES	5,931	0	0	0	0	0.00%
2-897	Tsf to Parkland Reserve	1,080	0	0	0	0	0.00%
2-910	COMMON SERVICE ALLOCATIONS	(781,241)	(824,897)	(824,897)	(845,520)	(20,623)	2.50%
Total		6,738,582	1,178,144	5,481,657	5,392,359	(89,298)	(1.63%)
Net		(2,769,379)	(6,242,662)	(3,263,657)	(2,855,819)	407,838	12.50%

2018 - 2019 Budget Changes:

1-170 to 1-179 Grants in Lieu have been adjusted to reflect historical trends (recorded at year end).

1-837 - Council funded 2018 operating increases from the Rate Stabilization reserve - these funds are no longer available.

1-839 and 2-847 - these changes represents the elimination of funds from the Development Excess Revenue reserve to the Abandoned Camp reserve.

1-960, 1-961, 2-596 & 2-877 Information from Fortis BC has indicated franchise fees will see an increase and operating lease revenue will be decreased in 2019 plus the final principal payment will be made resulting in a reduced transfer to reserve.

2-513 - Interest paid on security deposits is expected to increase as interest rates increase.

Department Summary

Department Summary: COLLECTIONS TO/FROM OTHERS (143)

Budget Year: 2019

Manager: Debra Law

Division: Financial Services - General

Accounting Reference: 143

Stage: Approved

Approved: Yes

Purpose:

This department tracks the collection and remittance of taxes for other taxing authorities according to the terms of each of their requisitions. The other taxing authorities include:

- Provincial School Tax
- Regional District of North Okanagan
- Regional Hospital District
- Okanagan Regional Library
- Municipal Finance Authority
- BC Assessment

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

The revenues in these accounts represents the amounts levied.

The associated expenditures represent the amounts requisitioned and expensed to the other taxing authorities and are not within the control of or subject to approval from the City of Vernon.

In 2019 there is an anticipated increase in the RDNO requisition for the City's portion of the debt for Kal Tire Place North.

Highlights of Current Year:

No data at this time.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: COLLECTIONS TO/FROM OTHERS (143)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-950	OK REGIONAL LIBRARY ASSESSME	1,693,674	1,767,281	1,707,600	1,735,544	27,944	1.64%
1-951	BIA PRIMARY & SECONDARY	365,451	378,004	378,268	392,265	13,997	3.70%
1-952	PROVINCIAL SCHOOL TAX	19,271,493	19,553,254	19,754,494	20,141,296	386,802	1.96%
1-953	REGIONAL HOSPITAL DISTRICT	2,618,388	2,675,744	2,675,404	2,729,472	54,068	2.02%
1-954	MUNICIPAL FINANCE AUTHORITY	1,922	2,148	1,999	2,277	278	13.91%
1-955	BC ASSESSMENT	462,664	474,679	474,878	493,715	18,837	3.97%
1-956	REGIONAL DISTRICT OF NORTH O	6,460,986	6,567,835	6,342,925	7,538,460	1,195,535	18.85%
Total		30,874,578	31,418,946	31,335,568	33,033,029	1,697,461	5.42%
Expenditures							
2-950	OK REGIONAL LIBRARY ASSESSME	1,693,674	1,735,544	1,707,600	1,735,544	27,944	1.64%
2-951	BIA PRIMARY & SECONDARY	365,451	378,268	378,268	392,265	13,997	3.70%
2-952	PROVINCIAL SCHOOL TAX	19,271,493	19,552,353	19,754,494	20,141,296	386,802	1.96%
2-953	REGIONAL HOSPITAL DISTRICT	2,618,388	2,663,179	2,675,404	2,729,472	54,068	2.02%
2-954	MUNICIPAL FINANCE AUTHORITY	1,922	2,149	1,999	2,277	278	13.91%
2-955	BC ASSESSMENT	462,664	474,679	474,878	493,715	18,837	3.97%
2-956	REGIONAL DISTRICT OF NORTH O	6,460,986	6,512,415	6,342,925	7,538,460	1,195,535	18.85%
Total		30,874,578	31,318,587	31,335,568	33,033,029	1,697,461	5.42%
Net		0	(100,358)	0	0	0	0.00%

2018 - 2019 Budget Changes:

1-950, 2-950 OK Regional Library requisition estimate does not include the grant for Sunday Openings included in Department 145 - Grants.

1-951, 2-951 BIA Primary & Secondary is according to the current bylaw.

1-952, 2-952 Provincial School Tax amount based on the prior year budget plus 2%.

1-953, 2-953 Regional Hospital District amount based on estimate of requisition.

1-955, 2-955 BC Assessment amount reflects historical actual trends.

1-956, 2-956 RDNO amount based on estimate of requisition.

Department Summary

Department Summary: GRANTS (145)

Budget Year: 2019

Manager: Debra Law

Division: Financial Services - General

Accounting Reference: 145

Stage: Approved

Approved: Yes

Purpose:

This department records City of Vernon grants paid to other organizations during the year.

Budget Summary

2019 Approved Net Budget	\$180,500
Prior Year Approved Net Budget	\$217,500
Budget Change	\$(37,000)
Budget Change by %	(17.01%)
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Most grants to other organizations have been maintained from the prior year (2018).

O'Keefe Ranch direct funding has been reduced from \$100,000 to \$50,000 per Council resolution July 17, 2017. As per Council resolution October 9, 2018 a change request has been submitted to maintain this grant at \$100,000 for 2019.

The DVA requested an increase in the Downtown Maintenance grant from \$37,000 to \$50,000 - a change request has been submitted for this.

The Weekly City Centre cleanup initiative has been added as a change request as per Council resolution in 2018.

Highlights of Current Year:

The remaining grant of \$18,475 was provided to O'Keefe Ranch to complete a comprehensive business plan.

All Council Discretionary grants in the amount of \$50,000 were awarded during the Spring 2018 intake.

Change Request for 2019:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2019	Net Tax Rqmt for 2020
AUTO - 2636	DVA Downtown Maintenance	Approved	\$13,000	\$13,000	\$0	\$13,000	\$14,750
AUTO - 2689	O'Keefe Ranch Grant extension	Approved	\$50,000	\$0	\$50,000	\$0	\$0
AUTO - 2694	PILOT PROJECT: Weekly City Centre cleanup initiative	Approved	\$8,000	\$0	\$8,000	\$0	\$0
Total Change Request			\$71,000	\$13,000	\$58,000	\$13,000	\$14,750

Department Summary

Department Summary: GRANTS (145)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-392	INSURANCE RECOVERIES	19,328	15,377	14,660	14,660	0	0.00%
1-572	GRANTS - OTHER	3,255	0	0	0	0	0.00%
1-837	FROM RATE STABILIZATION RESE	50,000	0	0	0	0	0.00%
1-839	FROM PY UNEXPENDED BUDGET	40,119	0	20,475	58,000	37,525	183.27%
1-849	FROM CARRYOVER RESERVE	22,797	0	0	0	0	0.00%
1-851	FROM MURAL MAINTENANCE RE	6,547	0	0	0	0	0.00%
1-870	FROM NEW LIBRARY SHELVING R	18,593	0	21,950	25,296	3,346	15.24%
1-871	FROM AFFORDABLE HOUSING RE	15,244	0	129,000	0	(129,000)	(100.00%)
1-880	FROM HERITAGE PLAQUES RESER	16,765	0	5,615	0	(5,615)	(100.00%)
Total		192,648	15,377	191,700	97,956	(93,744)	(48.90%)
Expenditures							
2-200	GENERAL SUPPLIES	5,006	0	0	0	0	0.00%
2-350	GRANTS IN AID	361,151	394,375	394,540	263,796	(130,744)	(33.14%)
2-450	ADVERTISING/PROMOTION CON	5,393	509	0	0	0	0.00%
2-499	GENERAL CONTRACTS	3,335	0	0	0	0	0.00%
2-632	PROPERTY INSURANCE PREMIUM	14,229	15,190	14,500	14,500	0	0.00%
2-635	EQUIPMENT LOSS INSURANCE	177	187	160	160	0	0.00%
Total		389,292	410,261	409,200	278,456	(130,744)	(31.95%)
Net		196,644	394,884	217,500	180,500	(37,000)	(17.01%)

2018 - 2019 Budget Changes:

2-350 2019 Anticipated Grants:

Snow Buddies - \$ 500
 Canada Day Park Activities - \$ 2,000
 Civic Sounds Grant - \$ 8,000
 Canada Day Fireworks - \$ 10,000
 Winter Carnival - \$ 10,000
 Sunday Library Openings - \$ 25,296 (funded by Library Shelving Reserve)
 DVA Downtown Maintenance - \$ 37,000
 Council Discretionary Grants - \$ 50,000
 O'Keefe Ranch Direct Grant - \$ 50,000
 Insurance paid on behalf of O'Keefe Ranch - \$ 14,660 (recovered from O'Keefe Ranch)

Total expenditures related to Grants = \$ 207,456

Funding for O'Keefe Ranch is budgeted to drop to \$10,000 in 2020 and thereafter as per the agreement with the O'Keefe Ranch Society.

Department Summary

Department Summary: PROJECTS - FINANCIAL SERVICES (971)

Budget Year: 2019

Manager: Debra Law

Division: Financial Services - General

Accounting Reference: 971

Stage: Approved

Approved: Yes

Purpose:

To fund anticipated costs for required version updates to software; acquisition of new computer modules for existing software that allows for expansion of capability and/or gains of efficiency; and additional training by software providers to staff.

Budget Summary

2019 Approved Net Budget	\$42,000
Prior Year Approved Net Budget	\$42,000
Budget Change	0
Budget Change by %	0.00%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

The 2017 projects cost budget will further fund anticipated costs for required version updates to software; acquisition of new computer modules for existing software that allows for expansion of capability and/or gains of efficiency; and additional training by software providers to staff.

Highlights of Current Year:

In 2016 this budget funded the cost for Bonfire - a new software program that automates the bidding tools in the procurement process; Upgrades to Questica - integration of actuals into the Capital module; Tempest Training - required to allow staff to purge Utility Billing history once it is not longer needed.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PROJECTS - FINANCIAL SERVICES (971)

Changes to Department:

						<u>2018-2019 Budget Change</u>	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-271	COMPUTER SOFTWARE PURCHAS	0	3,015	0	0	0	0.00%
2-451	SOFTWARE MAINTENANCE CONT	27,714	0	0	0	0	0.00%
2-499	GENERAL CONTRACTS	0	8,897	0	0	0	0.00%
2-999	PROJECTS - ONE-TIME	0	0	42,000	42,000	0	0.00%
Total		27,714	11,911	42,000	42,000	0	0.00%
Net		27,714	11,911	42,000	42,000	0	0.00%

2018 - 2019 Budget Changes:

No data at this time.

Department Summary

Department Summary: TAXATION (144)

Budget Year: 2019

Manager: Debra Law

Division: Financial Services - Taxation

Accounting Reference: 144

Stage: Approved

Approved: Yes

Purpose:

This department includes only those fees collected per the annual Tax Rates Bylaw.
Taxation is the non service fee required to fund City services authorized by Council.

Budget Summary

2019 Approved Net Budget	\$(40,540,808)
Prior Year Approved Net Budget	\$(38,021,731)
Budget Change	\$(2,519,077)
Budget Change by %	(6.63%)
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Administration has estimated taxation increases based on the proposed increases in net operating expenditures, funding for the 2018 one-time transfer from the Rate Stabilization Reserve (\$534,924), plus a 1.9% increase for infrastructure investment.

Non market-value growth (NMG) in taxation from new development has been estimated at \$500,000 for 2019, proportionally estimated at \$330,000 for the residential class, and \$170,000 for business class.

Summary of Proposed Changes in Taxation from 2018 to 2019:

	Amount \$	Amount %
2018 Taxation Total	38,021,731	
2019 Net Operating Expenditures Increase	354,597	0.93%
2019 Net Operating Change Requests	407,148	1.07%
2018 Transfer from Rate Stabilization Reserve	534,924	1.41%
2019 Infrastructure Investment Increase	722,411	1.90%
2019 Taxation Prior to NMG Taxation	40,040,811	5.31% - Actual % increase over 2018 Taxation
2019 NMG Taxation	500,000	1.32%
2019 Taxation Total	40,540,811	6.63% - as reported in Department Summary above

Highlights of Current Year:

Taxation revenues are subject to taxpayers appealing tax assessments, as well as tax shifts (tax payers appealing to have their assessment classification changed to gain the benefit of a lower mill rate for the new classification). The City must assess these types of adjustments into taxation in the following tax year. As a result, the budgeted taxation revenue can vary between Classes. As of August 31, 2018 budgeted vs actual taxation revenues resulted in the following net variances between classes.

	2018 Actual	2018 Budget	2018 Difference
Class 1 - Residential	24,373,567	24,328,130	-45,437
Class 2 - Utility	291,412	365,906	74,494
Class 5 - Light Industrial	551,000	554,243	3,243
Class 6 - Business	12,647,384	12,625,815	-21,569
Class 8 - Rec/Non-profit	144,458	144,174	284
Class 9 & 7 - Farm/Other	3,556	3,463	-93
TOTAL	38,011,377	38,021,731	10,354

Total taxes collected for Fire specific purposes = \$20,604 are included in the table amounts above.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: TAXATION (144)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-100	TAXES - RESIDENTIAL	23,057,937	24,356,959	24,314,588	25,935,774	1,621,186	6.67%
1-101	TAXES - UTILITY	271,732	291,243	365,734	385,155	19,421	5.31%
1-102	TAXES - INDUSTRIAL	522,755	550,699	553,964	583,379	29,415	5.31%
1-103	TAXES - BUSINESS	11,592,464	12,635,606	12,619,415	13,459,548	840,133	6.66%
1-104	TAXES - RECREATION NON-PROFI	131,860	144,454	144,171	151,826	7,655	5.31%
1-105	TAXES - FARM	3,271	3,527	3,434	3,616	182	5.30%
1-106	TAXES - MANAGED FORESTS	29	29	29	31	2	6.90%
1-107	TAXES - SUPPORTED HOUSING	0	0	0	0	0	0.00%
1-110	TAXES - RURAL BC	13,844	0	0	0	0	0.00%
1-120	TAXES FIRE - CITY - RESIDENTIAL	8,900	8,795	8,903	9,376	473	5.31%
1-121	TAXES FIRE - CITY - UTILITY	169	166	169	178	9	5.33%
1-122	TAXES FIRE - CITY - INDUSTRIAL	277	299	277	292	15	5.42%
1-123	TAXES FIRE - CITY - BUSINESS	6,035	6,489	6,211	6,541	330	5.31%
1-124	TAXES FIRE - CITY - RECREATIONA	3	4	3	3	0	0.00%
1-130	TAXES FIRE - OKL - RESIDENTIAL	4,639	4,651	4,639	4,885	246	5.30%
1-131	TAXES FIRE - OKL - UTILITY	3	3	3	3	0	0.00%
1-132	TAXES FIRE - OKL - INDUSTRIAL	2	2	2	2	0	0.00%
1-133	TAXES FIRE - OKL - BUSINESS	189	190	189	199	10	5.29%
1-134	TAXES FIRE - OKL - RECREATIONA	0	0	0	0	0	0.00%
Total		35,614,108	38,003,116	38,021,731	40,540,808	2,519,077	6.63%
Net		(35,614,108)	(38,003,116)	(38,021,731)	(40,540,808)	(2,519,077)	(6.63%)

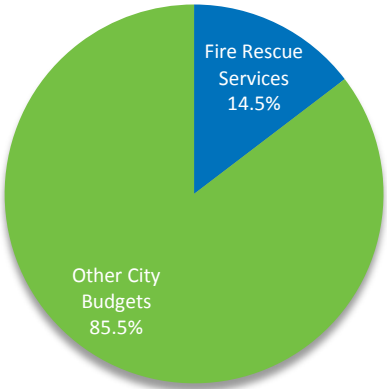
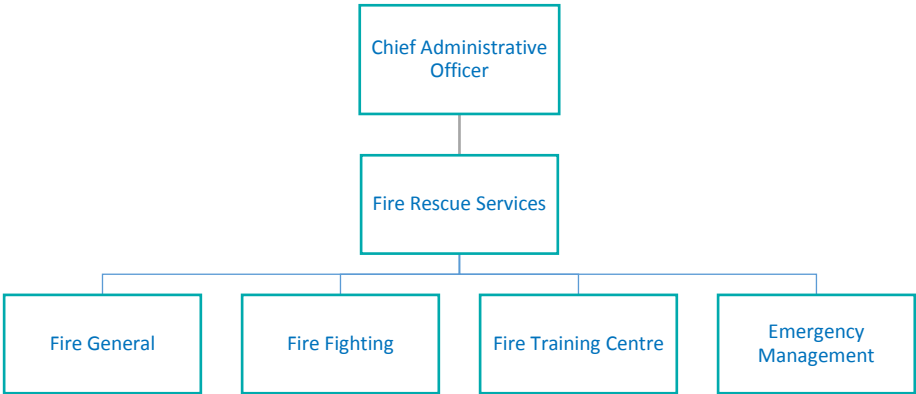
2018 - 2019 Budget Changes:

1-100 - Class 1 - Taxes - Residential, this increase shows a 6.67% increase due to \$330,000 of anticipated taxation being raised from Non-Market Growth.

1-103 - Class 6 - Taxes - Business, this increase shows a 6.66% increase due to \$170,000 of anticipated increase being raised from Non-Market Growth.

FIRE RESCUE SERVICES

David Lind
Fire Chief
dlind@vernon.ca



DIVISIONAL BUDGET SUMMARY

2019 Approved Net Cost	\$5,874,482
2018 Amended Net Cost	\$5,564,924
Budget Change	\$309,558
Change By %	5.56%
2019 FTE	37.1
2018 FTE	37.1
FTE Change	0.0
FTE Change By %	0.0%



DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

Costing Center Name	2019 BUDGET	2018 BUDGET	\$ INCREASE	% INCREASE
Fire Rescue				
FIRE DEPARTMENT GENERAL (320)	782,101	733,875	48,226	6.571%
FIRE FIGHTING (321)	4,876,001	4,622,452	253,549	5.485%
FIRE TRAINING CENTRE (322)	0	0	0	0.00%
EMERGENCY MANAGEMENT VERNON (323)	216,380	208,597	7,783	3.731%
PROJECTS - FIRE DEPT (965)	0	0	0	0.00%
Total Fire Rescue	5,874,482	5,564,924	309,558	5.563%
GRAND TOTAL	5,874,482	5,564,924	309,558	5.563%

Fire Rescue Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Revenues				
GOVERNMENT TRANSFERS	160,000	0	(160,000)	-100.00%
INTERNAL REVENUES	94,821	132,709	37,888	39.96%
SALE OF SERVICES	12,923	2,642	(10,281)	-79.56%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	237,178	340,129	102,951	43.41%
TRANSFERS FROM RESERVES	3,574,837	68,469	(3,506,368)	-98.08%
Total	4,079,759	543,949	(3,535,810)	(86.67) %

Fire Rescue 2019 - Revenues by Category



Fire Rescue Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Expenditures				
COMMUNICATIONS, INSURANCE & UTILITIES	48,609	49,948	1,339	2.75%
CONTRACTS FOR SERVICES	227,294	337,966	110,672	48.69%
GOODS, MATERIALS & SUPPLIES	2,584,745	493,261	(2,091,484)	-80.92%
INTERNAL CHARGES	267,564	301,634	34,070	12.73%
PROJECTS	1,110,208	28,500	(1,081,708)	-97.43%
SALARIES, WAGES & BENEFITS	5,305,063	5,062,407	(242,656)	-4.57%
TRANSFERS TO RESERVES	101,200	144,715	43,515	43.00%
Total	9,644,683	6,418,431	(3,226,252)	(33.45) %

Fire Rescue 2019 - Expenditures by Category



Council's Strategic Plan 2015-2018 – Fire Rescue Services

Facilitate Regional Collaboration	Target Date	Lead	Status	Notes
Resolve specific funding and cost sharing arrangements with RDNO (including the Library, Transit, Fire Services and gateway signage)	December 2015	As Required	Complete	<p>Discussions regarding joint fire service purchasing occurs on an on-going basis through the North Okanagan Emergency Services Advisory Group and the Fire Training Centre (FTC) operations. In May 2016, the FTC acquired a retired apparatus from West Kelowna Fire, which will be utilized by all regional firefighters. Fire Training Centre 5-Year Extension has been finalized and implemented as of January 1, 2018.</p> <p>A full review of the Emergency Program occurred at the end of 2015, specifically to ensure the funding model protected Vernon's rate payers. 2016 was a transition year for the program. Emergency Services Agreement/Bylaw terminated December 2016.</p> <p>As of January 1, 2017 the CoV has operated a stand-alone emergency program. In 2017, the Emergency Operations Center was activated several times to address flooding in the CoV and to support Emergency Social Services in the management of reception centers and group lodging facilities for evacuee's from other communities.</p> <p>To date in 2018 the emergency program has supported efforts to manage the flood threats within the CoV.</p> <p>A mutual aid agreement for fire department emergency resources with the RDNO, Armstrong, Enderby, Coldstream, Spallumcheen and Vernon has been renewed. This agreement helps to leverage emergency resources available in the region for large or multiple events.</p> <p>A fee for service agreement has been renewed with the Town of Lumby for fire inspection and investigation through to June 2020.</p> <p>Fee for service agreements are in place with</p> <ul style="list-style-type: none"> Armstrong, Enderby to provide response to ammonia/chlorine/sulphur dioxide at identified facilities.
Provide Effective Protective Services	Target Date	Lead	Status	Notes
VFRS 125 Anniversary celebration and bell tower restoration project unveiling	May 2016	Fire Rescue Services	Complete	The Bell Restoration Project was completed and unveiled May 7, 2016 and the old fire bell rang for the first time in more than 50 years. The project was completed with donated and in kind sponsorship by community supporters and approved 2016 divisional budget funds.
Explore expansion of VFRS fee for service agreements	May 2016	Fire Rescue Services	Complete	The fee for service agreement with IR#6 was renegotiated to bring the fee in line with the rate paid by CoV rate payers. The new Agreement resulted in increased revenue for VFRS for the five year term and provides a fuller scope of services to IR#6, including First Medical Responder.
Facility improvements at Station #2	December 2016	Fire Rescue Services	Underway	<p>A multi-purpose office and dorm space has been constructed to provide flexibility in staffing and deployment models. Fire Code and safety elements of the facility have been addressed as part of the scope of the renovation. This component of the facility improvement has been completed.</p> <p>A multipurpose ESS reception center and CoV meeting/training facility is being developed utilizing the garage/shop behind Fire Station 2. The RFQ process has been completed and construction is 90% complete. End of August is the in-service target.</p>



Council's Strategic Plan 2015-2018 – Fire Rescue Services

Provide Effective Protective Services	Target Date	Lead	Status	Notes
Commission Station #3 (Predator Ridge) and begin operations	Nov. 2018	Fire Rescue Services	Underway	Station #3 construction was completed in January 2015. A new fire engine is required to meet Fire Underwriters Survey requirements for fire services (approximately \$700,000). The initial stages of the purchase are underway and will carry into 2019.
Complete overall Fire response policy once Station #3 is operational	January 2021	Fire Rescue Services	Underway	A sustainable staffing model is required to provide consistent fire service from Station #3. The last recruitment of VVFA members in early 2018 did not yield enough new candidates to address this challenge. Efforts to address the challenge are ongoing and it is reasonable to expect it will be several years until a contemporary fire fighting force can be established in the Station #3 service area.
Review VFRS Fleet replacement and reserve planning and order water tender	December 2017	Fire Rescue Services	Underway	Water tender in service May 2016. Initial fleet assessment identifies the immediate need for replacement of a ladder truck (\$1.4 million) and a replacement engine (\$700,000). A detailed fleet replacement plan was completed in 2017. The fleet plan requires revision for 2019 as Council did not approve ongoing contributions to an apparatus reserve in 2018 and did provide \$1.4 million from the BC LILLO reserve for a new ladder truck and \$700,000 for an engine from the fire services apparatus reserve. A revised fleet plan was developed in Spring of 2018. A funding source will be required to address this ongoing need. Recommendations will be provided to Council.
Update Emergency Plan operations, deployment and service delivery to align with new inter-municipal agreement <i>[there is no longer an inter-municipal agreement]</i>	June 2015 and ongoing	Fire Rescue Services	Complete	As of Jan 1, 2017 CoV has a stand-alone emergency program. The CoV Emergency Plan was completed in 2018 2017 EOC training program has been completed, and ongoing training is being provided to the EOC team. In 2017, the EOC had several activations in response to flooding. In 2017 Emergency Social Services had several Level 1 and Level 3 activations. A full scale emergency exercise was completed in April 2017 to meet requirements of Transport Canada. COV, RCMP, VFRS and BCAS participated in the exercise at Vernon Airport. Lessons learned have been shared with all stakeholders. In 2018, to date, the EOC has been activated to Level 1 in support of anticipated flooding and ESS continues to provide support to community members who experience emergencies such as home fires, flooding, and evacuation. Development of contemporary evacuation plans is underway and targeted for completion August 31, 2018. An Emergency Program Coordinator was contracted in July of 2017. An Emergency Management Secretary (0.5 FTE) position has been filled.

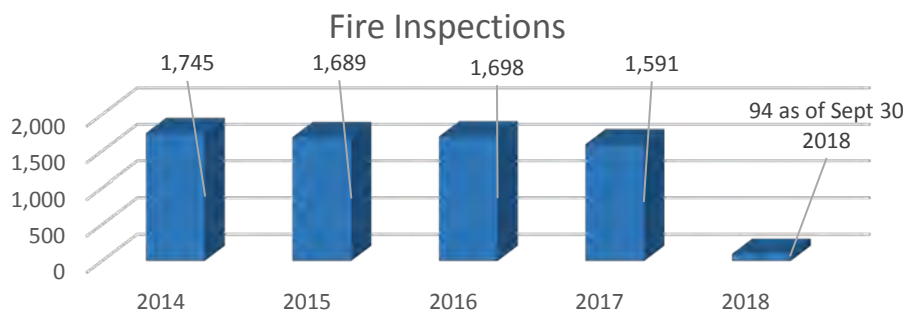
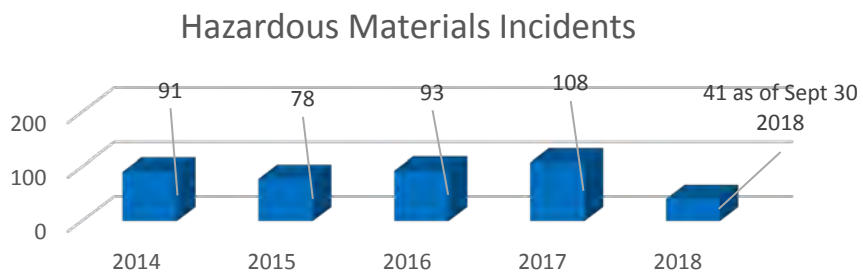
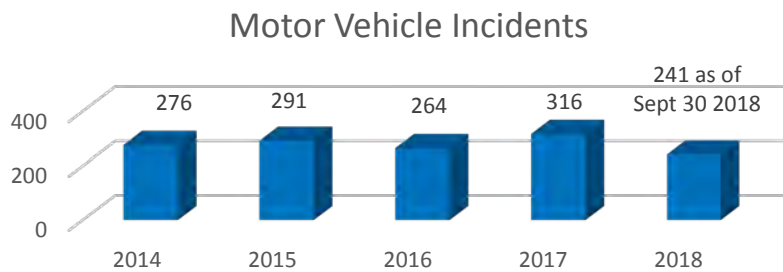
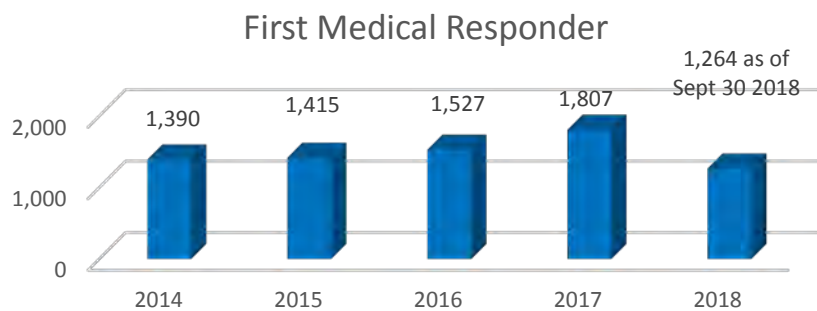
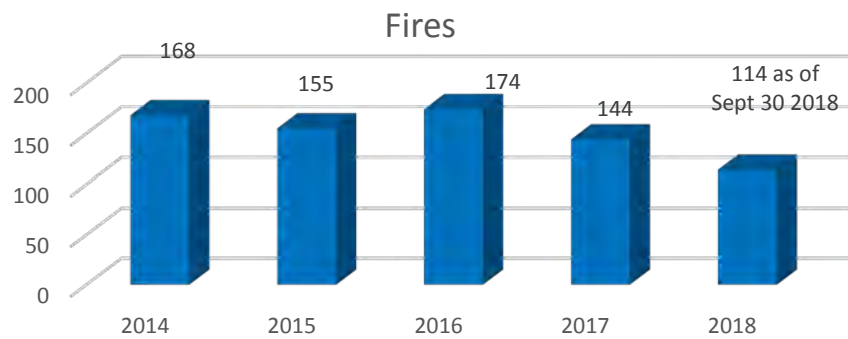


Council's Strategic Plan 2015-2018 – Fire Rescue Services

Renew Fire Training Centre Inter Municipal Bylaw agreement	September 2017	Fire Rescue Services	Complete	The FTC Agreement expired December 31, 2017. FTC Operations Committee and Policy Committee both involved in review of the agreement. Terms of the new agreement were implemented Fall 2017.
Explore opportunities with the Justice Institute of BC for local educational partnerships, mentoring and internships	2016	Fire Rescue Services	Complete	Completed and embedded in program practices.
Deliver specific programs for fire and fall safety to seniors at risk	Annually	Fire Rescue Services	Complete	Grit box program complete.
Inter-agency cooperative fuel modification projects with MOF and in alignment with CWPP recommendations	August 2015 and ongoing	Fire Rescue Services	Ongoing	<p>Ministry of Forests crews and resources have helped complete fuel load reduction in Deer Park.</p> <p>A FireSmart community grant was received for Predator Ridge in 2016 and 2017. Predator Ridge received a Fire Smart award from Fire Smart Canada in May of 2017 and has completed more fire smart projects in 2018.</p> <p>A Fire Ecologist has been contracted to lead efforts to secure provincial and federal funding for significant fuel load reduction projects within the CoV.</p> <p>VFRS fire fighters continue to maintain wildland fire qualifications and conduct prescribed burns to maintain skills and manage some fine fuel loads on City owned properties.</p> <p>VFRS hosted a public presentation on the Era of Megafires on May 14, 2018 to increase public understanding of the wildfire problem in BC and to provide a platform to inform the public of CoV efforts to manage the associated risks. VFRS will also be presenting at a second Era of Megafires presentation at Predator Ridge in August 2018.</p> <ul style="list-style-type: none"> •
Renew agreements for Vernon Volunteer Firefighters Association, IR #6 Fire Suppression (RDNO), Fire Investigation and Inspection for Lumby and Coldstream and Chlorine Ammonia Sulphur Dioxide for the Enderby water treatment plant, well and arena	2015	Fire Rescue Services	Complete	All completed.
Complete update of the hazard risk vulnerability assessment and subsequent update of the emergency plan	June 2016	Fire Rescue Services	Complete	HRVA training for two staff completed in the spring of 2016. The HRVA was updated in late 2017.



Performance Indicators - Fire Rescue Services



Department Summary

Department Summary: FIRE DEPARTMENT GENERAL (320)

Budget Year: 2019

Manager: David Lind

Division: Fire Rescue

Accounting Reference: 320

Stage: Approved

Approved: Yes

Purpose:

Vernon Fire Rescue is responsible for the delivery of emergency services and public safety programs. These services include: rescue, fire suppression, fire prevention, hazardous materials response, public education, first medical response, administration of the regions fire training centre, management of the City's emergency program, and emergency support services.

Fire General (320) provides for Vernon Fire Rescue Services (VFRS) administration salaries, uniforms and professional development, fire hydrant maintenance, supplies, and other administrative functions.

Budget Summary

2019 Approved Net Budget	\$782,101
Prior Year Approved Net Budget	\$733,875
Budget Change	\$48,226
Budget Change by %	6.57%
2019 FTE	3.7
2018 FTE	3.7
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

The 2019 Fire Department General (320) budget enables VFRS to:

- Continue with implementation of VFRS Eight (8) Year Strategic Plan initiatives,
- Continue interface fuel load management projects in accordance with the CoV Community Wildfire Protection Plan, FireSmart and other initiatives pending successful application for provincial and federal grants,
- Fully staff fire administrative positions,
- Implement a deployment strategy which will better utilize available resources to strengthen initial response to emergencies,
- Continued development of administrative team through work planning, education and team building exercises, and
- Negotiate and implement cost neutral mutual response agreements with BX, Coldstream, and Armstrong/Spallumcheen Fire Services to improve services in areas where boundaries are contiguous or where another municipality's fire services may be geographically closer to the customer.

Highlights of Current Year:

- Contracted out dispatch services in order to re-assign resources to emergency response, improving the response model for the City of Vernon as per the Eight (8) Year Strategic Plan.
- Continued improvements of the self contained breathing air system (SCBA).
- Improvements to storage and maintenance areas including construction of the drying system for PPE.
- Supported the application funding for fuel load reduction projects.
- Completed construction of Fire Station 2 (Okanagan Landing) auxiliary building to provide Emergency Support Services (ESS) reception centre, work stations and board room/training room.
- Completed the renovation of Fire Station 2 (Okanagan Landing) to provide office and dorm rooms, enabling further development of predictable and reliable deployment models.
- Recruitment of an Deputy Chief.
- Management of the Regional Fire Training Centre (FTC) and implementation of facility improvements.
- Maintenance of Fee for Service Agreements for some regional services including Hazardous Materials, Confined Space and Dispatch
- Established a committee of key stakeholders focused on improved fire services resource deployment.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: FIRE DEPARTMENT GENERAL (320)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-266	COURSE FEES	10,400	4,290	10,302	0	(10,302)	(100.00%)
1-279	GENERAL FEES	420	920	500	500	0	0.00%
1-304	OTHER PERMITS	0	100	101	102	1	0.99%
1-391	MISCELLANEOUS REVENUE	1,650	1,485	2,020	2,040	20	0.99%
1-395	COST RECOVERIES	0	12,000	0	0	0	0.00%
1-542	PROVINCIAL GRANTS - OTHER	13,988	0	0	0	0	0.00%
1-617	OTHER SERVICES PROVIDED TO O	0	0	306	300	(6)	(1.96%)
1-619	FIRE DEPT CONTRACTS	7,625	7,468	7,035	7,176	141	2.00%
1-792	INTERNAL REVENUE	46,920	43,456	46,920	46,000	(920)	(1.96%)
1-849	FROM CARRYOVER RESERVE	4,384	0	10,714	0	(10,714)	(100.00%)
1-854	FROM FIRE TRAINING CENTER OP	0	0	0	16,769	16,769	100.00%
Total		85,387	69,719	77,898	72,887	(5,011)	(6.43%)
Expenditures							
2-100	LABOUR CUPE B	27,300	40,609	58,000	58,000	0	0.00%
2-140	LABOUR NON-UNION	374,034	391,653	494,683	514,090	19,407	3.92%
2-200	GENERAL SUPPLIES	11,484	18,777	21,100	23,000	1,900	9.00%
2-201	BUILDING IMPROVEMENTS	5,056	1,048	3,700	0	(3,700)	(100.00%)
2-204	OFFICE SUPPLIES	2,196	2,158	2,000	2,000	0	0.00%
2-208	JANITORIAL SUPPLIES	2,490	318	1,800	1,800	0	0.00%
2-231	FOOD & COFFEE	616	1,473	200	600	400	200.00%
2-236	KITCHEN SUPPLIES	264	406	300	300	0	0.00%
2-268	FIRE EQUIP - PROTECTIVE CLOTHI	2,645	303	0	0	0	0.00%
2-272	EQUIPMENT PURCHASES	0	1,514	0	0	0	0.00%
2-273	FURNITURE PURCHASES	7,704	3,073	2,300	8,000	5,700	247.83%
2-277	NETWORK HARDWARE - NEW	0	221	0	0	0	0.00%
2-320	MEMBERSHIPS/DUES	2,056	2,017	3,232	3,232	0	0.00%
2-322	CAR ALLOWANCE	5,550	7,200	11,514	11,400	(114)	(0.99%)
2-326	UNIFORMS & CLOTHING	6,186	5,031	5,000	6,500	1,500	30.00%
2-329	TRANSPORTATION	2,511	4,182	4,200	4,200	0	0.00%
2-331	RELOCATION EXPENSES	23,493	0	0	0	0	0.00%
2-332	CONFERENCE & COURSE FEES	2,660	7,233	11,200	11,200	0	0.00%
2-333	ACCOMMODATION	1,422	6,023	4,000	4,000	0	0.00%
2-334	MEAL PER DIEMS	1,289	833	1,200	1,200	0	0.00%
2-350	GRANTS IN AID	5,836	0	0	0	0	0.00%
2-403	LEGAL FEES	5,486	685	3,000	3,000	0	0.00%
2-499	GENERAL CONTRACTS	10,589	33,185	22,000	22,000	0	0.00%
2-610	CELLS/MOBILITY	3,986	3,641	6,000	6,000	0	0.00%
2-808	TO FIRE EQUIPMENT RESERVE	0	0	90,000	92,700	2,700	3.00%
2-811	TO IT EQUIPMENT RESERVE	0	0	250	250	0	0.00%

Department Summary

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
2-849	TO CARRYOVER RESERVE	10,714	0	0	0	0	0.00%
2-876	TO CARBON TAX RESERVE	1,639	0	0	0	0	0.00%
2-911	INTERNAL CHARGES	52,334	54,305	43,580	71,516	27,936	64.10%
2-920	FLEET CHARGE	4,012	5,301	15,000	10,000	(5,000)	(33.33%)
2-998	PROJECTS - ANNUAL	0	0	7,514	0	(7,514)	(100.00%)
Total		573,552	591,190	811,773	854,988	43,215	5.32%
Net		488,165	521,471	733,875	782,101	48,226	6.57%

2018 - 2019 Budget Changes:

2018:

1-395 reflects one time cost recovery for psychometric testing for new career fire fighter recruitment which offsets the cost incurred in 2-499.

2-272 reflects the cost of replacing a domestic washing machine which failed in 2018.

2019:

2-273 reflects an increase to reflect providing furniture for all three fire stations and the fire hall training/ESS building.

1-266 Course Fees was removed, future course revenue will be captured in 1-391.

2-201 has been moved to department 321 to consolidate the building improvements lines for all fire stations.

2-326 reflects an increase for 2019 to provide uniforms for new Deputy hire.

2-808 was increased by 3%, in line with the Canadian Consumer Price Index (CPI) for 2018.

Department Summary

Department Summary: FIRE FIGHTING (321)

Budget Year: 2019

Manager: David Lind

Division: Fire Rescue

Accounting Reference: 321

Stage: Approved

Approved: Yes

Purpose:

Vernon Fire Rescue is responsible for the delivery of emergency services and public safety programs. These services include: rescue, fire suppression, fire prevention, hazardous materials response, public education, first medical response, administration of the regions fire training centre, management of the City's emergency program, and emergency support services.

Fire Fighting (321) represents the direct cost of providing fire and rescue services. The cost center contains wages for full time and paid-per-call staff, their training, equipment and other service delivery related costs. This cost center includes the funds available to provide service from Station 1 (Downtown), Station 2 (Okanagan Landing), and Station 3 (Predator Ridge).

Outlook for Upcoming Budget:

The 2019 Fire Fighting (321) budget will enable VFRS to:

- respond safely and efficiently to emergencies,
- to provide firefighters with required personal protective equipment (PPE) (firefighting turn out gear),
- to complete fire safety inspections,
- to provide professional development and professional certifications to firefighters,
- to replace worn and damaged tools and equipment, and
- to fund capital reserves for equipment.

Highlights of Current Year:

- Emergency response to fires, rescues, First Medical Response (FMR) and hazardous materials incidents.
- Completion of fire safety inspections.
- Recruitment and hiring of career firefighters.
- Recruitment and hiring of paid-per-call firefighters.
- Completion of annual training plan.
- Completion of the officer mentorship program.
- Implementation of the Blue Card training system.
- Completion of SCBA fit testing training and fit testing.
- Participation in community events throughout the City such as, charity events, festivals, and celebrations etc.
- Provision of public education and safety services such as car seat inspections, fire hall tours, CPR and fire extinguisher training.
- Wildland fuel load reduction projects.

Change Request for 2019:

No change requests at this time.

Budget Summary

2019 Approved Net Budget	\$4,876,001
Prior Year Approved Net Budget	\$4,622,452
Budget Change	\$253,549
Budget Change by %	5.49%
2019 FTE	31.3
2018 FTE	31.3
FTE Change	0.0
FTE Change by %	0.00%

Department Summary

Department Summary: FIRE FIGHTING (321)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-390	DONATIONS	0	1,024	0	0	0	0.00%
1-539	MIA RISK MGMT GRANT	9,734	0	0	0	0	0.00%
1-617	OTHER SERVICES PROVIDED TO O	54,377	28,847	29,000	29,000	0	0.00%
1-619	FIRE DEPT CONTRACTS	64,055	92,985	62,977	55,321	(7,656)	(12.16%)
1-623	REGIONAL ROAD RESCUE FEES	20,198	15,008	9,100	9,100	0	0.00%
1-792	INTERNAL REVENUE	12,631	4,475	4,475	4,520	45	1.01%
1-835	FROM SALARY RESERVE	0	0	301,230	0	(301,230)	(100.00%)
1-839	FROM PY UNEXPENDED BUDGET	79,000	0	0	0	0	0.00%
1-849	FROM CARRYOVER RESERVE	17,200	0	60,142	0	(60,142)	(100.00%)
1-878	FROM AMMONIA CHLORIDE RES	1,200	0	1,200	1,200	0	0.00%
Total		258,395	142,338	468,124	99,141	(368,983)	(78.82%)
Expenditures							
2-100	LABOUR CUPE B	357	282	0	0	0	0.00%
2-130	LABOUR IAFF	4,073,780	4,441,795	4,373,397	4,073,639	(299,758)	(6.85%)
2-140	LABOUR NON-UNION	71,542	65,038	146,314	146,314	0	0.00%
2-200	GENERAL SUPPLIES	7,020	13,300	18,800	18,300	(500)	(2.66%)
2-201	BUILDING IMPROVEMENTS	268	8,374	4,000	8,500	4,500	112.50%
2-202	CHEMICALS	1,202	3,591	4,300	4,300	0	0.00%
2-204	OFFICE SUPPLIES	275	615	500	0	(500)	(100.00%)
2-231	FOOD & COFFEE	3,053	1,812	2,450	2,450	0	0.00%
2-265	FIRE EQUIPMENT PURCHASES	10,817	17,905	20,654	20,000	(654)	(3.17%)
2-267	FIRE EQUIP - BREATHING APPARA	20,731	2,494	6,000	6,000	0	0.00%
2-268	FIRE EQUIP - PROTECTIVE CLOTHI	42,068	61,691	63,600	65,140	1,540	2.42%
2-269	FIRE EQUIP - FIRE HOSE	9,132	8,837	10,000	10,000	0	0.00%
2-283	VEHICLE RENTALS	73	0	500	500	0	0.00%
2-284	EQUIPMENT RENTALS	0	0	1,934	1,934	0	0.00%
2-300	FUEL	169	0	100	100	0	0.00%
2-302	PARTS & MATERIALS	2,761	1,005	1,500	1,600	100	6.67%
2-309	TOOL PURCHASES & REPAIRS	3,980	1,099	4,000	4,300	300	7.50%
2-320	MEMBERSHIPS/DUES	10,877	10,744	13,000	13,000	0	0.00%
2-326	UNIFORMS & CLOTHING	23,341	34,070	31,479	31,600	121	0.38%
2-329	TRANSPORTATION	1,218	856	2,000	2,000	0	0.00%
2-330	MEDICAL EXPENSES	4,419	3,804	700	1,000	300	42.86%
2-332	CONFERENCE & COURSE FEES	27,792	58,267	97,078	52,000	(45,078)	(46.43%)
2-333	ACCOMMODATION	2,053	1,292	2,000	2,000	0	0.00%
2-334	MEAL PER DIEMS	1,055	1,195	1,500	1,500	0	0.00%
2-451	SOFTWARE MAINTENANCE CONT	55,144	67,014	81,530	80,391	(1,139)	(1.40%)
2-499	GENERAL CONTRACTS	2,905	4,228	8,951	226,153	217,202	2,426.57%
2-610	CELLS/MOBILITY	2,822	2,380	3,150	3,150	0	0.00%

Department Summary

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
2-612	WIFI & FIBRE	0	821	0	0	0	0.00%
2-613	TELEPHONES (LAND LINES)	7,509	7,926	8,600	8,600	0	0.00%
2-614	RADIO	6,641	15,028	13,559	12,500	(1,059)	(7.81%)
2-633	INSURANCE - OTHER	1,865	1,865	2,500	2,500	0	0.00%
2-808	TO FIRE EQUIPMENT RESERVE	135,000	0	0	0	0	0.00%
2-811	TO IT EQUIPMENT RESERVE	0	0	922	1,737	815	88.39%
2-835	TO SALARY RESERVE	326,235	0	0	0	0	0.00%
2-849	TO CARRYOVER RESERVE	60,143	0	0	0	0	0.00%
2-911	INTERNAL CHARGES	11,444	15,333	0	0	0	0.00%
2-920	FLEET CHARGE	150,310	108,027	165,558	173,934	8,376	5.06%
Total		5,078,002	4,960,690	5,090,576	4,975,142	(115,434)	(2.27%)
Net		4,819,607	4,818,352	4,622,452	4,876,001	253,549	5.49%

2018 - 2019 Budget Changes:

2018:

1-849 reflects a carry-over from the 2017 budget. Expenditure of these funds is captured in line 2-265, 2-332, 2-499, and 2-614.

2019:

1-619 reflects a decrease in revenue associated with the discontinuation of a contract with OKIB for the provision of emergency fire department dispatch.

2-130 is adjusted to reflect officers wages associated with beginning to staff fire station #2 some of the time. This line also reflects an overall decreased cost over 2018 due to members leaving the organization at the top of the pay scale and new members entering the organization at lower rates of pay.

2-201 has been increased to reflect a consolidated building improvements line for all three (3) Fire Stations, the department 320 corresponding line has been removed.

2-204 dispatch office supplies has been removed.

2-330 medical expenses has been increased to better reflect actual cost.

2-499 Includes \$217,000 for contracted dispatch services as approved by Council in 2018.

Department Summary

Department Summary: FIRE TRAINING CENTRE (322)

Budget Year: 2019

Manager: David Lind

Division: Fire Rescue

Accounting Reference: 322

Stage: Approved

Approved: Yes

Purpose:

This grouping of accounts is for managing the Regional Fire Training Centre (FTC) and includes the proportionate shares from Regional partners showing as Inter-Municipal Recoveries. Revenue from outside customers and participant user fees is reflected in the Fire Training Fees and Internal Revenue reflects the City of Vernon's share. Overall management of the FTC is in accordance with the Inter-Municipal arrangements, and initial annual budget approval mechanism is through the representatives on the FTC Operations Committee and Policy Board. In addition to the annual operating expenses, the participants reserve, held by the City, has been allocated over time, to fund facility improvement projects authorized by the Policy Board.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

The Fire Training Centre will continue to provide standardized training locally and realize an economy of scale for fire training costs for all participants. Training offered will continue to meet the requirements of the Office of the Fire Commissioner Playbook standards as well as NFPA standards.

As per the requirements outlined in an engineering assessment, significant repairs to the burn building will continue in 2019 which will ensure the safe use of the facility for years to come. Other projects that are planned include purchasing a forcible entry prop for training, asphalt repairs and replacing an aging hot water tank.

Highlights of Current Year:

In 2018, as per the direction from participating departments, the training program was enhanced and expanded to offer training that meets the NFPA 1001 standard. Several roof props were built to provide this expanded training.

Facility improvements in 2018 included an engineering assessment, burn building repairs and reinforcements, installation of a roof and creation of a new website.

The theft of the facility's skidsteer and its accessories had a negative impact on the operational budget as well as operations of the facility for a short term.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: FIRE TRAINING CENTRE (322)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-392	INSURANCE RECOVERIES	0	22,627	0	0	0	0.00%
1-600	INTERMUNICIPAL RECOVERIES	45,315	36,036	35,945	59,043	23,098	64.26%
1-622	FIRE TRAINING FEES	215,899	155,723	92,815	180,189	87,374	94.14%
1-792	INTERNAL REVENUE	63,392	69,119	43,426	82,189	38,763	89.26%
1-824	FROM FTC FACILITY IMPROV RES	23,138	0	67,126	27,500	(39,626)	(59.03%)
Total		347,744	283,506	239,312	348,921	109,609	45.80%
Expenditures							
2-100	LABOUR CUPE B	2,640	2,716	0	3,882	3,882	100.00%
2-140	LABOUR NON-UNION	88,919	87,051	50,000	74,880	24,880	49.76%
2-200	GENERAL SUPPLIES	11,158	23,422	11,400	15,208	3,808	33.40%
2-203	EQUIPMENT PARTS	0	0	0	8,216	8,216	100.00%
2-204	OFFICE SUPPLIES	2,518	3,417	2,147	1,691	(456)	(21.24%)
2-231	FOOD & COFFEE	16,253	4,662	0	11,835	11,835	100.00%
2-265	FIRE EQUIPMENT PURCHASES	13,193	6,387	10,200	8,673	(1,527)	(14.97%)
2-267	FIRE EQUIP - BREATHING APPARA	0	5,932	10,000	2,550	(7,450)	(74.50%)
2-268	FIRE EQUIP - PROTECTIVE CLOTHI	0	0	0	6,120	6,120	100.00%
2-272	EQUIPMENT PURCHASES	2,105	27,627	0	882	882	100.00%
2-300	FUEL	780	217	0	1,383	1,383	100.00%
2-302	PARTS & MATERIALS	24,589	5,839	12,300	7,683	(4,617)	(37.54%)
2-313	GPS	0	34	0	0	0	0.00%
2-329	TRANSPORTATION	0	188	0	0	0	0.00%
2-332	CONFERENCE & COURSE FEES	0	9,840	0	61,374	61,374	100.00%
2-333	ACCOMMODATION	0	307	0	0	0	0.00%
2-334	MEAL PER DIEMS	0	257	0	0	0	0.00%
2-403	LEGAL FEES	73	0	0	0	0	0.00%
2-453	SECURITY/ALARM CONTRACTS	300	300	363	306	(57)	(15.70%)
2-454	GARBAGE COLLECTION CONTRAC	702	478	850	716	(134)	(15.76%)
2-499	GENERAL CONTRACTS	104,564	38,069	10,000	5,100	(4,900)	(49.00%)
2-600	UTILITIES	984	0	0	0	0	0.00%
2-601	NATURAL GAS	3,155	2,565	3,000	3,218	218	7.27%
2-602	ELECTRICITY	4,166	4,626	4,200	4,249	49	1.17%
2-604	WATER SEWER	4,719	4,893	1,500	5,817	4,317	287.80%
2-613	TELEPHONES (LAND LINES)	0	0	1,300	0	(1,300)	(100.00%)
2-632	PROPERTY INSURANCE PREMIUM	1,272	1,291	1,500	1,297	(203)	(13.53%)
2-635	EQUIPMENT LOSS INSURANCE	154	191	0	157	157	100.00%
2-824	TO FTC FACILITY IMPROV RES	10,200	0	10,000	50,000	40,000	400.00%
2-911	INTERNAL CHARGES	55,120	43,426	43,426	46,000	2,574	5.93%
2-920	FLEET CHARGE	180	43	0	184	184	100.00%

Department Summary

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
2-999	PROJECTS - ONE-TIME	0	28,860	67,126	27,500	(39,626)	(59.03%)
Total		347,744	302,638	239,312	348,921	109,609	45.80%
Net		0	19,132	0	0	0	0.00%

2018 - 2019 Budget Changes:

As requested by the Policy Board, the 2019 budget is based on a four year average which includes a 2% annual increase. Expense lines for contracts and for lines set by current utility rates etc. will be budgeted at their current rates. The 2019 annual contribution from the partners has been increased to account for the capital reserve contribution required to complete the infrastructure plan in future years.

Department Summary

Department Summary: EMERGENCY MANAGEMENT VERNON (323)

Budget Year: 2019

Manager: David Lind

Division: Fire Rescue

Accounting Reference: 323

Stage: Approved

Approved: Yes

Purpose:

This department provides funding for the emergency program, as required by provincial legislation. Grant funding and task recovery from Emergency Management British Columbia (EMBC) is also utilized to off set one time projects, emergency activations.

Budget Summary

2019 Approved Net Budget	\$216,380
Prior Year Approved Net Budget	\$208,597
Budget Change	\$7,783
Budget Change by %	3.73%
2019 FTE	2.1
2018 FTE	2.1
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

In 2019 the Emergency Program will provide training, emergency exercises and public education. These activities support the efficient and effective delivery of Emergency Support Services (ESS), Emergency Operations and helps build a more resilient community.

Highlights of Current Year:

In 2018 the Emergency Program supported:

- emergency program web-pages to include dedicated event specific information,
- completion of the City of Vernon's Emergency Plan,
- completion of the City of Vernon's Evacuation Plan,
- successful grant applications for Emergency Support Services, Emergency Operations Centre and Community Preparedness,
- evacuation route planning application,
- implementation of a volunteer software program,
- established the Vernon Emergency Program Sub-committee (VEPs) to provide a platform to share information, resources and opportunities for stakeholders in neighbourhood groups, non-government offices, business/industry, government offices and subject matter experts,
- developed an emergency management training/tracking system for City of Vernon staff members,
- conducted joint training with the Okanagan Indian Band,
- attendance at the Victoria Emergency Preparedness conference,
- electronic EOC staff absence calendar,
- emergency Support Services training, and
- emergency Operations Centre staff training.

Change Request for 2019:

No change requests at this time.

Department Summary

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-200	ADMINISTRATION FEES	211	0	0	0	0	0.00%
1-532	EMBC RECOVERIES	418,662	90,381	0	0	0	0.00%
1-542	PROVINCIAL GRANTS - OTHER	0	0	10,000	0	(10,000)	(100.00%)
1-600	INTERMUNICIPAL RECOVERIES	963	519	0	0	0	0.00%
1-849	FROM CARRYOVER RESERVE	0	0	8,857	0	(8,857)	(100.00%)
Total		419,836	90,900	18,857	0	(18,857)	(100.00%)
Expenditures							
2-100	LABOUR CUPE B	81,333	29,763	0	0	0	0.00%
2-120	LABOUR CUPE A	31,918	31,322	32,296	31,933	(363)	(1.12%)
2-130	LABOUR IAFF	1,177	0	0	0	0	0.00%
2-140	LABOUR NON-UNION	155,573	103,406	150,373	159,669	9,296	6.18%
2-200	GENERAL SUPPLIES	72,445	23,477	7,669	1,950	(5,719)	(74.57%)
2-204	OFFICE SUPPLIES	399	427	800	1,020	220	27.50%
2-205	LICENCES, PERMITS & FEES	0	0	0	330	330	100.00%
2-231	FOOD & COFFEE	2,741	2,197	1,262	1,800	538	42.63%
2-232	VOLUNTEER TRAINING	0	40	0	500	500	100.00%
2-234	VOLUNTEER RECOGNITION	1,509	988	3,526	2,300	(1,226)	(34.77%)
2-254	GATE FEES	0	25	0	0	0	0.00%
2-271	COMPUTER SOFTWARE PURCHAS	0	2,953	0	0	0	0.00%
2-272	EQUIPMENT PURCHASES	198	2,740	600	500	(100)	(16.67%)
2-277	NETWORK HARDWARE - NEW	0	4,454	0	0	0	0.00%
2-320	MEMBERSHIPS/DUES	70	363	0	300	300	100.00%
2-322	CAR ALLOWANCE	0	0	3,600	3,600	0	0.00%
2-329	TRANSPORTATION	1,442	1,645	1,000	1,700	700	70.00%
2-332	CONFERENCE & COURSE FEES	2,340	7,560	9,160	5,640	(3,520)	(38.43%)
2-333	ACCOMMODATION	622	757	2,378	1,500	(878)	(36.92%)
2-334	MEAL PER DIEMS	338	1,444	862	850	(12)	(1.39%)
2-450	ADVERTISING/PROMOTION CON	0	0	600	300	(300)	(50.00%)
2-451	SOFTWARE MAINTENANCE CONT	121	0	0	0	0	0.00%
2-499	GENERAL CONTRACTS	93,377	62,758	10,000	0	(10,000)	(100.00%)
2-610	CELLS/MOBILITY	3,720	3,107	3,300	2,460	(840)	(25.45%)
2-612	WIFI & FIBRE	(80)	0	0	0	0	0.00%
2-615	SATELLITE PHONES	32	0	0	0	0	0.00%
2-811	TO IT EQUIPMENT RESERVE	0	0	28	28	0	0.00%
2-849	TO CARRYOVER RESERVE	8,857	0	0	0	0	0.00%
2-911	INTERNAL CHARGES	123,821	234	0	0	0	0.00%
2-920	FLEET CHARGE	19,061	11,426	0	0	0	0.00%
Total		601,012	291,086	227,454	216,380	(11,074)	(4.87%)
Net		181,176	200,185	208,597	216,380	7,783	3.73%

Department Summary

2018 - 2019 Budget Changes:

For 2018 line 1-849 reflects a carry over from the 2017 budget. These funds have been used to facilitate training, volunteer recognition and to purchase ESS supplies for the new ESS facility.

Line 2-100 reflects wages associated with tasks assigned by EMBC.

Line 2-271 reflects one time purchases from grant funding.

Line 2-277 reflects one time purchases from grant funding.

Line 2-499 reflects expenditures directly related to tasks which are reimbursed through EMBC.

Line 2-920 reflects fleet charges associated with tasks assigned by EMBC.

Note: this department needs to be considered in the context that it captures grant and task funds which often incur expenditures and revenues over different fiscal budgets. It consists of fixed municipal funds used to build and maintain the program, grant funding used to increase capacity through one time projects and improvements and task recovery funds collected to offset Provincially supported emergency management activities.

Department Summary

Department Summary: PROJECTS - FIRE DEPT (965)

Budget Year: 2019

Manager: David Lind

Division: Fire Rescue

Accounting Reference: 965

Stage: Approved

Approved: Yes

Purpose:

Department 965 funds the implementation of projects required to achieve the goals and objectives identified in Vernon Fire Rescue Services (VFRS) Eight (8) Year Strategic Plan as endorsed by Council on October 23, 2017.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

2019 projects:

- 2-264 The completion of the purchase of a fire engine for \$700,000 and a ladder truck for \$1.4 million funded from 1-808 and 1-877. These purchases were approved and initiated in 2018 and are funded from reserves.
- 2-272 Modernization of the Fire Prevention Program as outlined in the VFRS Eight (8) Year Strategic Plan for \$22,000 and funded from 1-808. This includes \$7,000 for a fire extinguisher training prop and \$15,000 for work process/system improvements.
- 2-999 Cyclical replacement level A hazardous materials suit for \$1,000 funded from 1-878.

Note: An exhaust system was identified in the VFRS Eight (8) Year Strategic Plan for installation in Fire Station #3 in 2019 for \$60,000. This project is being put on hold until the station is fully operational.

Highlights of Current Year:

2018 projects:

- 2-499 The Fire Station #2 out building was extensively renovated for \$90,000 to provide a modern Emergency Support Services (ESS) facility. The facility also serves as a conference and training space. Funded from 1-839.
- 2-999 The breathing air system (SCBA) was completely replaced in 2018, addressing all of the WorkSafe challenges presented by the old system. This life safety equipment enable fire fighters to work in Immediately Dangerous to Life and Health (IDLH) environments such as oxygen deficient atmospheres, toxic and hazardous environments and in proximity to super heated gases and flame. The project was funded from 1-808 and budgeted for \$600,000, the final cost was in the magnitude of \$540,000.
- 2-999 Cyclical replacement level A hazardous materials suit for \$1000, funded from 1-878.
- 2-272 Much of the services hose and nozzles were outdated and in poor repair. This equipment have been replaced, the project was funded from 1-808 for \$50,000.
- 2-999 Contracting out of dispatch services required \$284,568 in one time costs for project management, systems upgrades and connections. This was funded from the previous year unexpended budget 1-839.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PROJECTS - FIRE DEPT (965)

Changes to Department:

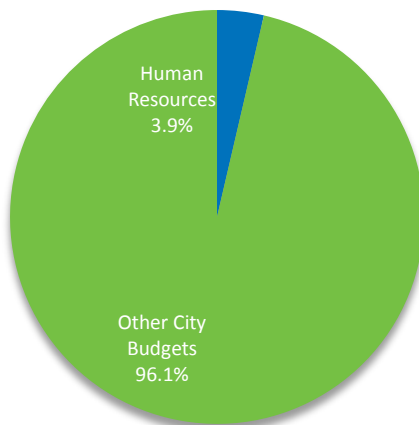
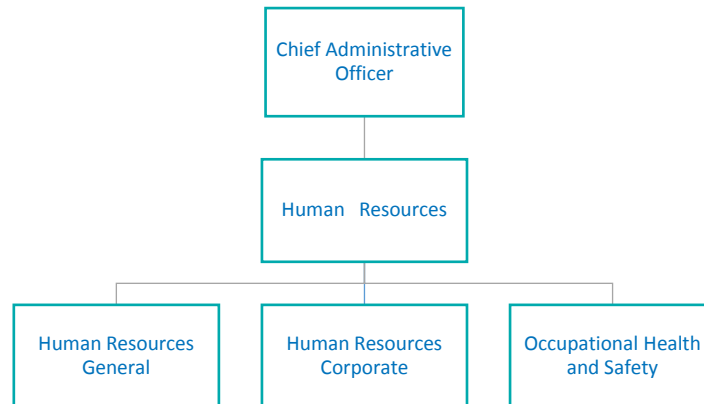
						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-522	EMERGENCY PLANNING GRANTS	0	0	50,000	0	(50,000)	(100.00%)
1-542	PROVINCIAL GRANTS - OTHER	0	0	100,000	0	(100,000)	(100.00%)
1-808	FROM FIRE EQUIPMENT RESERVE	0	0	1,350,000	22,000	(1,328,000)	(98.37%)
1-839	FROM PY UNEXPENDED BUDGET	0	0	374,568	0	(374,568)	(100.00%)
1-849	FROM CARRYOVER RESERVE	22,000	0	0	0	0	0.00%
1-877	FROM BC GAS LEASE LEGACY	0	0	1,400,000	0	(1,400,000)	(100.00%)
1-878	FROM AMMONIA CHLORIDE RES	35,403	0	1,000	1,000	0	0.00%
Total		57,403	0	3,275,568	23,000	(3,252,568)	(99.30%)
Expenditures							
2-100	LABOUR CUPE B	0	6,360	0	0	0	0.00%
2-200	GENERAL SUPPLIES	2,685	1,634	0	0	0	0.00%
2-264	VEHICLE PURCHASES	0	0	2,100,000	0	(2,100,000)	(100.00%)
2-270	NETWORK HARDWARE - REPLACE	0	2,355	0	0	0	0.00%
2-272	EQUIPMENT PURCHASES	54,718	675,496	50,000	22,000	(28,000)	(56.00%)
2-499	GENERAL CONTRACTS	0	197,434	90,000	0	(90,000)	(100.00%)
2-920	FLEET CHARGE	0	571	0	0	0	0.00%
2-999	PROJECTS - ONE-TIME	0	0	1,035,568	1,000	(1,034,568)	(99.90%)
Total		57,403	883,851	3,275,568	23,000	(3,252,568)	(99.30%)
Net		0	883,851	0	0	0	0.00%

2018 - 2019 Budget Changes:

No data at this time.

HUMAN RESOURCES

Raeleen Manjak
Director
rmanjak@vernon.ca



DIVISIONAL BUDGET SUMMARY

2019 Approved Net Cost	\$1,569,180
2018 Amended Net Cost	\$1,426,680
Budget Change	\$142,500
Change By %	9.99%
2019 FTE	9.0
2018 FTE	8.0
FTE Change	0.0
FTE Change By %	12.5%



DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

Costing Center Name	2019 BUDGET	2018 BUDGET	\$ INCREASE	% INCREASE
Human Resources				
HUMAN RESOURCES - GENERAL (150)	813,189	764,184	49,005	6.413%
HUMAN RESOURCES - CORPORATE (151)	370,713	387,080	(16,367)	-4.228%
HUMAN RESOURCES - OH&S (152)	385,278	275,416	109,862	39.889%
HUMAN RESOURCES - COR PROGRAM (153)	0	0	0	0.00%
Total Human Resources	1,569,180	1,426,680	142,500	9.988%
GRAND TOTAL	1,569,180	1,426,680	142,500	9.988%

Human Resources Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Revenues				
GOVERNMENT TRANSFERS	65,000	65,000	0	0.00%
TRANSFERS FROM RESERVES	153,981	212,000	58,019	37.68%
Total	218,981	277,000	58,019	26.49 %

Human Resources 2019 - Revenues by Category



Human Resources Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Expenditures				
COMMUNICATIONS, INSURANCE & UTILITIES	4,260	4,260	0	0.00%
CONTRACTS FOR SERVICES	236,592	226,592	(10,000)	-4.23%
GOODS, MATERIALS & SUPPLIES	259,874	238,757	(21,117)	-8.13%
PROJECTS	51,794	0	(51,794)	-100.00%
SALARIES, WAGES & BENEFITS	1,091,515	1,374,945	283,430	25.97%
TRANSFERS TO RESERVES	1,626	1,626	0	0.00%
Total	1,645,661	1,846,180	200,519	12.18 %

Human Resources 2019 - Expenditures by Category



Council's Strategic Plan 2015-2018 – Human Resources

Provide Effective Protective Services	Target Date	Lead	Notes	Status
Prepare for and complete bargaining of IAFF Collective Agreement	As required	Human Resources	MOU to the end of 2015 endorsed. Bargaining of the new collective agreement has been initiated. New bargaining dates to be established.	Underway

Deliver Efficient, Effective and Proactive Municipal Services	Target Date	Lead	Notes	Status												
Design, deliver and conclude a strategic capacity development program	September 2015	Human Resources	The Human Resource Division can report on the successful completion of strategic, capacity building within the management group. Supplementary training occurred in 2016 and 2017and will also take place as a refresher in 2018.	Complete												
Develop an employee fall protection program	December 2015	Human Resources	<p>The Human Resource Division has augmented the current Program with roof top assessments. Training commenced in June of 2016 as part of the City of Vernon’s standardized training program.</p> <p>Training will now continue on a revolving basis as part of the City of Vernon’s standardized training programs specific to Health and Safety.</p>	Complete												
Complete the Internal Certificate of Recognition or COR Audit to maintain our standing and access to annual rebates	December 2015 December 2016 December 2017	Human Resources	<p>The Human Resource Division can report successful Audits have been completed for both the 2015 and 2016 year. The 2017 Audit will not be complete until year end. Audit success has resulted in the following COR Rebate cheques received by the City to support and augment Health and Safety initiatives.</p> <table><thead><tr><th>Year Certified</th><th>Cheque received</th><th>Cheque Amount</th></tr></thead><tbody><tr><td>2014</td><td>2015</td><td>\$49,370.84</td></tr><tr><td>2015</td><td>2016</td><td>\$61,052.80</td></tr><tr><td>2016</td><td>2017</td><td>\$65,000.00</td></tr></tbody></table> <p>The City of Vernon is one of only 19 districts or municipalities that have maintained standing and are currently certified.</p>	Year Certified	Cheque received	Cheque Amount	2014	2015	\$49,370.84	2015	2016	\$61,052.80	2016	2017	\$65,000.00	Complete
Year Certified	Cheque received	Cheque Amount														
2014	2015	\$49,370.84														
2015	2016	\$61,052.80														
2016	2017	\$65,000.00														
Consult, design and implement an exempt performance management program	December 2016	Human Resources	<p>The Human Resource Division launched The City of Vernon Performance Planning (Exempt) process January 1, 2017. 2017 was a year of “testing and assessing” the enhanced process to nurture and support a high achieving, contemporary, and disciplined learning organization.</p> <p>The City has now an exempt performance management program that assists in the alignment and maximizes performance with the goals of the organization, as well as Council’s Strategic Plan.</p>	Complete												

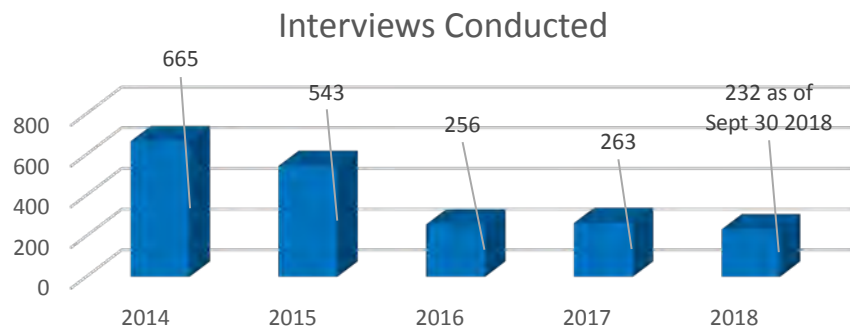
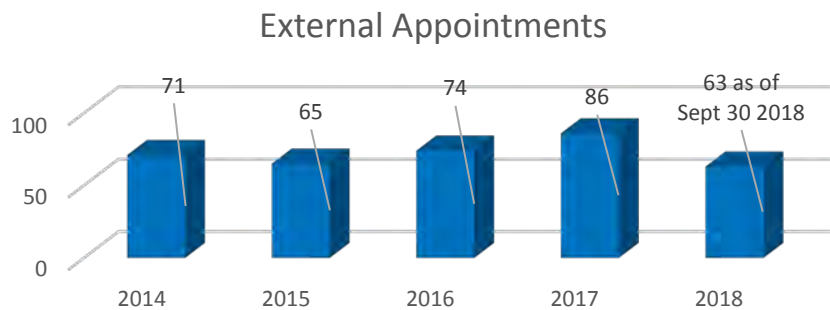
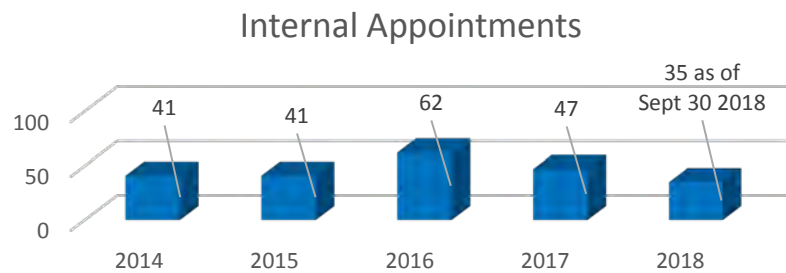
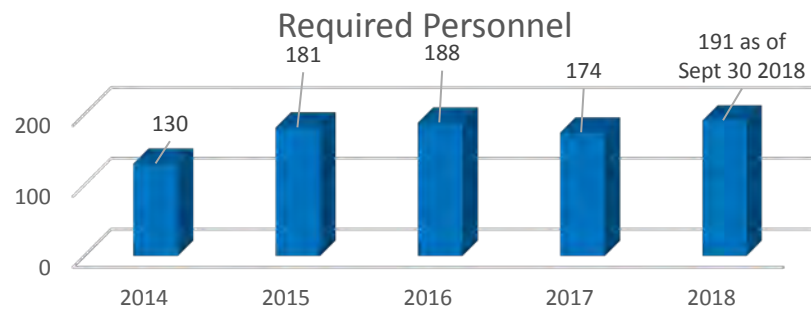
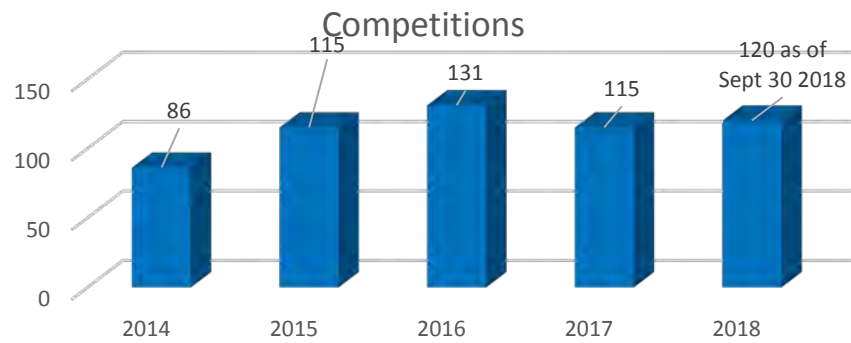


Council's Strategic Plan 2015-2018 – Human Resources

Implement a bargained environment performance management program	December 2017	Human Resources	The Human Resource Division has initiated the process to establish a new Performance Planning process for the bargained environment. The Process has been drafted and is in internal review. Once the Performance Planning process has concluded internal review, training will be undertaken regarding the new process and a year of “testing and assessing” will take place over 2018.	Underway
Prepare for and complete bargaining prior to expiration of current Collective Agreement in December 2018	December 2018	Human Resources	The Human Resource Division has started preparation actions for bargaining and anticipates that a new collective agreement will be negotiated prior to the expiry at year end 2018.	Underway
Consult, design and implement a human resource (succession) plan	December 2018	Human Resources	<p>The Human Resource Division is completing the first round of data analysis provided through the Performance Planning (Exempt) process. This analysis is being used to identify trends specific to gap areas, learning and development requirements, and employee development.</p> <p>The data has assisted in developing a framework (living document) which will be used to further human resource planning within the City of Vernon. This framework is currently in draft form and will be presented to the Senior Management Team for input prior to actioning the next steps outlined in the document.</p>	Underway
Gain Employer of Choice designation	2018	Human Resources	<p>The City of Vernon continues to invest in our employees and working toward building a high achieving, contemporary, and disciplined learning organizational culture that embraces and develops the capacity of our entire corporation.</p> <p>We continue to work toward the goal of making application for this designation.</p>	Underway



Performance Indicators - Human Resources



Department Summary

Department Summary: HUMAN RESOURCES - GENERAL (150)

Budget Year: 2019

Manager: Raeleen Manjak

Division: Human Resources

Accounting Reference: 150

Stage: Approved

Approved: Yes

Purpose:

The Human Resource (HR) Division provides leadership, programs, services, and guidance to the Divisions within the City of Vernon. The HR Division promotes excellence in human resource management to enable achievement of Council's Strategic Priorities.

The HR Division takes a proactive approach to position and strengthen the City of Vernon's ability to attract and retain a diverse, talented, engaged, and productive workforce. We partner with stakeholders to ensure that they have the right tools and resources to manage employees in the most effective manner. The City of Vernon's Human Resource Strategic Plan provides for a consistent City-wide approach to the continuous improvement of its employees, programs, and services.

The HR Division undertook a strategic planning process that led to our mission statement: "Moving the organization forward using consistent, predictable, and contemporary practice...in other words, Success through People!" Our focus is to provide effective and innovative leadership to ensure the alignment of human resource strategies and activities to support critical decision-making by Council and the City's business operations. This ensures effective delivery of programs and services to our citizenry.

The HR Division is a strategic partner with its Corporate and Division stakeholders focused in the areas of workforce planning, organizational effectiveness, organizational development, talent acquisition and retention, occupational health and safety, and building organizational capacity for collaborative and effective employee and labour relations.

The HR Division also provides strategic leadership in the areas of compensation, job evaluation, management of HR data, reporting, development and monitoring of corporate human resource policies, learning and development, human resource planning, change management, and leadership development. Employees that are actively engaged and committed to the organization, at all levels, are the essence of civic service excellence.

The HR Division acts as the primary contact for applicants, community educational institutions, community employment agencies, and community service groups.

Outlook for Upcoming Budget:

The deliverables that will impact the Human Resource Division budget for 2019 include continued work and implementation of the City of Vernon's Human Resource Strategic Plan (performance planning, human resource planning, talent acquisition and retention), continuation of collective bargaining for IAFF, and anticipated collective bargaining for CUPE, continued diligence related to compliance, work environment(s), employee health and safety, and a focus on mental wellness through the City of Vernon's Activate Mental Health Initiatives. The City of Vernon has an unwavering commitment to health and safety and to everyone going home safe and healthy, every day.

Highlights of Current Year:

The Human Resource Division continues to focus on the delivery of Council's Strategic Priorities. We continue to evolve in order to provide the leadership and support required to acquire, hire, and retain top performance talent that will support the City of Vernon. Along our path to excellence, we must first get the basics right and continue our focus on becoming excellent through our evolution, not revolution.

Budget Summary

2019 Approved Net Budget	\$813,189
Prior Year Approved Net Budget	\$764,184
Budget Change	\$49,005
Budget Change by %	6.41%
2019 FTE	6.5
2018 FTE	6.5
FTE Change	0.0
FTE Change by %	0.00%

Department Summary

Successes Include:

Successful completion of Certificate of Recognition (COR) Audit (2014 – 2017) resulting in 238,691.16
Annual City of Vernon Appreciation Event
City of Vernon NAOSH Week Health and Wellness Fair
City of Vernon Day of Mourning Recognition Event
Completion and Implementation of Market Review Results
Completion of City of Vernon Learning and Development Framework
Development of City of Vernon Mentoring Program
Development and Staff Presentation of City of Vernon Job Description Project
Development and Staff Presentation of City of Vernon HR 101 Sessions
Continued work on Strategic Capacity and Leadership Development Program
Emergency Payroll Request Program
Needs Analysis for Occupational Health and Safety Learning and Development Initiatives
Cultural Competency and Anti-Oppression Program
Sharing of City of Vernon Successes as Invitee to Speak at National Conference
Sharing of City of Vernon Successes as Invitee to Speak at Union of British Columbia Municipalities (UBCM)
Publications on City of Vernon Successes Related to Diversity and Inclusion and Cultural Competency and Anti-Oppression, Inclusion, and Communicating Across Differences
Professional Development Opportunities and Successes Include Completion of Certificates, Diplomas (with Distinction), and Degrees (with Distinction)

Various Occupational Health and Safety training Initiatives, which include:

624.25 person hours from January to August:

First Aid (x4)
Crane and Rigging
Confined Space
Arc Flash
Transportation of Dangerous Goods
WHMIS
WHMIS 2015

And additional 600-800 person hours anticipated from September to December:

First Aid (x3)
Prevention of Violence in the Workplace (x2)
Confined Space Entrant
Contractor Safety Management
Shoring and Excavation Training
Biohazard Awareness

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: HUMAN RESOURCES - GENERAL (150)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-839	FROM PY UNEXPENDED BUDGET	0	0	50,000	0	(50,000)	(100.00%)
Total		0	0	50,000	0	(50,000)	(100.00%)
Expenditures							
2-120	LABOUR CUPE A	31,433	31,526	31,302	31,933	631	2.02%
2-140	LABOUR NON-UNION	593,663	685,904	717,182	717,439	257	0.04%
2-204	OFFICE SUPPLIES	3,983	2,716	6,200	6,200	0	0.00%
2-231	FOOD & COFFEE	0	246	0	1,917	1,917	100.00%
2-270	NETWORK HARDWARE - REPLACE	4,460	753	2,124	2,124	0	0.00%
2-320	MEMBERSHIPS/DUES	1,577	2,501	5,000	5,000	0	0.00%
2-322	CAR ALLOWANCE	9,950	11,500	11,000	12,200	1,200	10.91%
2-329	TRANSPORTATION	1,700	2,206	8,300	3,300	(5,000)	(60.24%)
2-332	CONFERENCE & COURSE FEES	12,695	15,543	22,000	22,000	0	0.00%
2-333	ACCOMMODATION	1,911	1,561	4,200	4,200	0	0.00%
2-334	MEAL PER DIEMS	774	524	2,750	2,750	0	0.00%
2-610	CELLS/MOBILITY	1,601	2,056	2,500	2,500	0	0.00%
2-811	TO IT EQUIPMENT RESERVE	0	0	1,626	1,626	0	0.00%
Total		663,747	757,035	814,184	813,189	(995)	(0.12%)
Net		663,747	757,035	764,184	813,189	49,005	6.41%

2018 - 2019 Budget Changes:

Total - Within 2.5% cap budget for division. General re-allocations from GL Account to GL Account have been made based on review of prior year actual's and the departmental requirements.

Department Summary

Department Summary: HUMAN RESOURCES - CORPORATE (151)

Budget Year: 2019

Manager: Raeleen Manjak

Division: Human Resources

Accounting Reference: 151

Stage: Approved

Approved: Yes

Purpose:

The Human Resource (HR) Division provides leadership, programs, services, and guidance to the Divisions within the City of Vernon. The HR Division promotes excellence in human resource management to enable achievement of Council's Strategic Priorities.

The HR Division takes a proactive approach to position and strengthen the City of Vernon's ability to attract and retain a diverse, talented, engaged, and productive workforce. We partner with stakeholders to ensure that they have the right tools and resources to manage employees in the most effective manner. The City of Vernon's Human Resource Strategic Plan provides for a consistent City-wide approach to the continuous improvement of its employees, programs, and services.

The HR Division undertook a strategic planning process that led to our mission statement: "Moving the organization forward using consistent, predictable, and contemporary practice...in other words, Success through People!" Our focus is to provide effective and innovative leadership to ensure the alignment of human resource strategies and activities to support critical decision-making by Council and the City's business operations. This ensures effective delivery of programs and services to our citizenry.

The HR Division is a strategic partner with its Corporate and Division stakeholders focused in the areas of workforce planning, organizational effectiveness, organizational development, talent acquisition and retention, occupational health and safety, and building organizational capacity for collaborative and effective employee and labour relations.

The HR Division also provides strategic leadership in the areas of compensation, job evaluation, management of HR data, reporting, development and monitoring of corporate human resource policies, learning and development, human resource planning, change management, and leadership development. Employees that are actively engaged and committed to the organization, at all levels, are the essence of civic service excellence.

The HR Division acts as the primary contact for applicants, community educational institutions, community employment agencies, and community service groups.

Outlook for Upcoming Budget:

The deliverables that will impact the Human Resource Division budget for 2019 include continued work and implementation of the City of Vernon's Human Resource Strategic Plan (performance planning, human resource planning, talent acquisition and retention), continuation of collective bargaining for IAFF, and anticipated collective bargaining for CUPE, continued diligence related to compliance, work environment(s), employee health and safety, and a focus on mental wellness through the City of Vernon's Activate Mental Health Initiatives. The City of Vernon has an unwavering commitment to health and safety and to everyone going home safe and healthy, every day.

Highlights of Current Year:

As per Human Resource Division General Highlights.

In 2019 the City of Vernon will have to pay both the new Payroll Health Tax (1.9%) plus MSP Premiums totaling about \$212,000. The cost of the MSP premiums will end after 2019. As such, one time funding has been utilized to pay for this one year cost.

Change Request for 2019:

No change requests at this time.

Budget Summary

2019 Approved Net Budget	\$370,713
Prior Year Approved Net Budget	\$387,080
Budget Change	\$(16,367)
Budget Change by %	(4.23%)
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Department Summary

Department Summary: HUMAN RESOURCES - CORPORATE (151)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-839	FROM PY UNEXPENDED BUDGET	0	0	15,000	212,000	197,000	1,313.33%
1-849	FROM CARRYOVER RESERVE	9,042	0	37,187	0	(37,187)	(100.00%)
Total		9,042	0	52,187	212,000	159,813	306.23%
Expenditures							
2-120	LABOUR CUPE A	0	0	0	0	0	0.00%
2-140	LABOUR NON-UNION	(174,146)	0	150,000	325,000	175,000	116.67%
2-200	GENERAL SUPPLIES	309	896	1,515	1,000	(515)	(33.99%)
2-204	OFFICE SUPPLIES	10	135	0	0	0	0.00%
2-231	FOOD & COFFEE	8,974	8,675	6,500	11,750	5,250	80.77%
2-323	STAFF AWARDS	24,571	17,343	28,117	35,923	7,806	27.76%
2-329	TRANSPORTATION	4,224	8,481	7,500	13,500	6,000	80.00%
2-331	RELOCATION EXPENSES	0	0	16,000	0	(16,000)	(100.00%)
2-332	CONFERENCE & COURSE FEES	31,318	18,082	73,335	46,240	(27,095)	(36.95%)
2-333	ACCOMMODATION	1,491	3,894	2,500	5,500	3,000	120.00%
2-334	MEAL PER DIEMS	403	310	1,500	1,500	0	0.00%
2-400	CONSULTANT FEES	172,181	165,968	83,500	83,500	0	0.00%
2-403	LEGAL FEES	31,417	182,997	28,300	28,300	0	0.00%
2-450	ADVERTISING/PROMOTION CON	35,286	33,833	24,500	24,500	0	0.00%
2-499	GENERAL CONTRACTS	1,876	17,690	16,000	6,000	(10,000)	(62.50%)
2-849	TO CARRYOVER RESERVE	37,187	0	0	0	0	0.00%
2-911	INTERNAL CHARGES	10,794	0	0	0	0	0.00%
Total		185,895	458,303	439,267	582,713	143,446	32.66%
Net		176,853	458,303	387,080	370,713	(16,367)	(4.23%)

2018 - 2019 Budget Changes:

Total - Within 2.5% cap budget for division. General re-allocations from GL Account to GL Account have been made based on review of prior year actual's and the departmental requirements.

2-140 - Increase due to new Advisor, Occupational Health & Safety position

Please note the following Revenues reflected in Expenditures as a one (1) time carry forward and/or funding for Learning and Development:

2-332 (Learning and Development Carry Forward Request from 2017)

2-499 (Learning and Development Funding for Cultural Competency and Anti-Oppression, Inclusion, and Communication Across Differences Corporate Sessions)

Department Summary

Department Summary: HUMAN RESOURCES - OH&S (152)

Budget Year: 2019

Manager: Clay Fredin

Division: Human Resources

Accounting Reference: 152

Stage: Approved

Approved: Yes

Purpose:

The focus of the Occupational Health and Safety (OH&S) Department is to ensure the City of Vernon is in compliance with WorkSafe BC (WSBC) Regulation and Industry best practices. This Department is responsible for developing, maintaining, and improving the City Safety Management System (SMS) which encompasses safety programs, such as, Workplace Violence, Hazard Identification and Control, Confined Space Entry, De-energization and Lockout, Accident Investigation, Contract Coordination, and Excavation Safety. This Department also manages occupational injury claims (WSBC), which involve implementation of Modified Graduated Return to Work (MGRTW) Plans. These Plans benefit the organization by reducing WSBC insurance premiums.

Budget Summary

2019 Approved Net Budget	\$385,278
Prior Year Approved Net Budget	\$275,416
Budget Change	\$109,862
Budget Change by %	39.89%
2019 FTE	2.5
2018 FTE	1.5
FTE Change	1.0
FTE Change by %	66.67%

Outlook for Upcoming Budget:

The focus for Occupational Health and Safety (OH&S) in 2019 is to continue to implement and revise mandatory safety training and programs. This will ensure the City of Vernon maintains the Certificate of Recognition (COR) through WSBC and the BC Municipal Safety Association (BCMSA), which was first achieved in December 2011. The maintenance of COR will ensure incentive cheques continue to be received from WSBC, which provides support for the City of Vernon's safety programming and initiatives.

Highlights of Current Year:

The Department of Occupational Health and Safety has had a full year of learning and development opportunities which consisted of:

624.25 person hours from January to August:

First Aid (x4)
Crane and Rigging
Confined Space
Arc Flash
Transportation of Dangerous Goods
WHMIS
WHMIS 2015

And additional 600-800 person hours anticipated from September to December:

First Aid (x3)
Prevention of Violence in the Workplace (x2)
Confined Space Entrant
Contractor Safety Management
Shoring and Excavation Training
Biohazard Awareness

Additional highlights of the year include continued advancement of the Joint Occupational Health and Safety Committee (JOHSC) and Committee participation in annual professional development requirements; Annual event coordination of the Day of Mourning, NAOSH Week Health and Wellness Fair; preparation for the 2018 COR Audit; revision of safety program and policy work; Stay at Work/Return to Work (SAW/RTW) coordination; and continued attention to ensure that the City of Vernon's focus and commitment to a healthy and safe workplace is renewed daily (through attendance at crew talks, tail gate meetings, and safety meetings).

Change Request for 2019:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2019	Net Tax Rqmt for 2020
AUTO - 2618	Advisor, Occupational Health and Safety	Approved	\$106,884	\$106,884	\$0	\$106,884	\$109,446
Total Change Request			\$106,884	\$106,884	\$0	\$106,884	\$109,446

Department Summary

Department Summary: HUMAN RESOURCES - OH&S (152)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	1,663	5,863	23,893	24,252	359	1.50%
2-120	LABOUR CUPE A	36,751	40,295	54,445	54,414	(31)	(0.06%)
2-140	LABOUR NON-UNION	111,901	116,388	114,693	221,907	107,214	93.48%
2-200	GENERAL SUPPLIES	6,356	5,747	5,580	5,580	0	0.00%
2-204	OFFICE SUPPLIES	629	1,662	1,686	1,686	0	0.00%
2-205	LICENCES, PERMITS & FEES	0	0	1,530	1,530	0	0.00%
2-206	OHF FORMS	2,400	3,552	3,060	3,060	0	0.00%
2-231	FOOD & COFFEE	895	1,010	510	510	0	0.00%
2-277	NETWORK HARDWARE - NEW	0	0	0	2,320	2,320	100.00%
2-320	MEMBERSHIPS/DUES	63	205	645	645	0	0.00%
2-322	CAR ALLOWANCE	4,200	4,200	4,200	4,200	0	0.00%
2-329	TRANSPORTATION	64	1,189	2,755	2,755	0	0.00%
2-330	MEDICAL EXPENSES	1,611	3,837	2,372	2,372	0	0.00%
2-332	CONFERENCE & COURSE FEES	31,378	24,028	35,390	35,390	0	0.00%
2-333	ACCOMMODATION	(182)	1,209	2,575	2,575	0	0.00%
2-334	MEAL PER DIEMS	0	357	1,030	1,030	0	0.00%
2-400	CONSULTANT FEES	10,299	1,526	12,037	12,037	0	0.00%
2-451	SOFTWARE MAINTENANCE CONT	3,748	3,748	5,215	5,215	0	0.00%
2-499	GENERAL CONTRACTS	2,130	1,812	2,040	2,040	0	0.00%
2-610	CELLS/MOBILITY	877	1,306	1,760	1,760	0	0.00%
2-911	INTERNAL CHARGES	263	0	0	0	0	0.00%
2-920	FLEET CHARGE	12	0	0	0	0	0.00%
Total		215,058	217,935	275,416	385,278	109,862	39.89%
Net		215,058	217,935	275,416	385,278	109,862	39.89%

2018 - 2019 Budget Changes:

Total - Within 2.5% cap budget for division. General re-allocations from GL Account to GL Account have been made based on review of prior year actual's and the departmental requirements.

Department Summary

Department Summary: HUMAN RESOURCES - COR PROGRAM (153)

Budget Year: 2019

Manager: Clay Fredin

Division: Human Resources

Accounting Reference: 153

Stage: Approved

Approved: Yes

Purpose:

In December 2011, the City of Vernon participated in an audit of its Safety Management System (SMS) as part of the WorkSafe BC (WSBC) Certificate of Recognition (COR) program. Upon successful completion of the audit, the City of Vernon was issued COR certification and became eligible for a 10% rebate based on insurance premiums paid to WSBC. Stay at Work/Return to Work (SAW/RTW) following in 2013 and provided an additional 5% rebate based on insurance premiums paid to WSBC. In early 2012, Council directed that the COR rebates received by the City of Vernon from WSBC be maintained in the Occupational Health & Safety (OH&S) budget for use in future safety initiatives.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

The City of Vernon will undertake a COR audit in October 2018 for both the Safety Management System (SMS) and Stay at Work/Return to Work (SAW/RTW) Programs. Continued success will result in the City of Vernon's eligibility for a 15% incentive cheque from WSBC, 10% for the SMS, and 5% for the SAW/RTW.

The City of Vernon's unwavering commitment to health and safety demonstrates leadership, commitment to continual improvement, and a dedication to our employee's health and safety. Each year that the City of Vernon successfully passes the auditing requirements there is a renewed demonstration to our employees, our industry peers, and the public that the City of Vernon values a workplace that is safe and secure from injury, illness, and disease. This commitment translates to a safer and healthier workforce and work environment and ensures our workers go home safe and healthy every day.

This budget will be used to fund safety initiatives across the organization directly related to worker safety and organizational compliance with WorkSafe BC (WSBC) policy and regulation. The range of projects include safe workplace initiatives, practices that will improve employee health and wellness, and initiatives that enhance the workplace environment. These initiatives include the physical environment, the workplace environment, and the health and wellness environment, which align with the City of Vernon's unwavering commitment to a safe and healthy workplace.

Highlights of Current Year:

Highlights of the 2018 safety initiatives implemented across various departments within the City of Vernon include, continued Asbestos Inventory for City owned facilities, Sit/Stand desks for ergonomic issues, Vernon Fire Rescue Service (VFRS) Qualitative Fit Test Instrument, Public Works Parks Mower Cabin Upgrade, Municipal Guard Patron Hazard Identification System, Kal Tire Place/Priest Valley Arena Ammonia Alarm Upgrades, Personal Ammonia Gas Monitoring System, and Automated External Defibrillator Upgrades.

These highlights continue to emphasize the high value that the City of Vernon places on the health and safety of our employees. Opportunities to support the corporation through supplementing health and safety initiatives by accessing COR funding renews the dedication to a workplace that is safe and secure.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: HUMAN RESOURCES - COR PROGRAM (153)

Changes to Department:

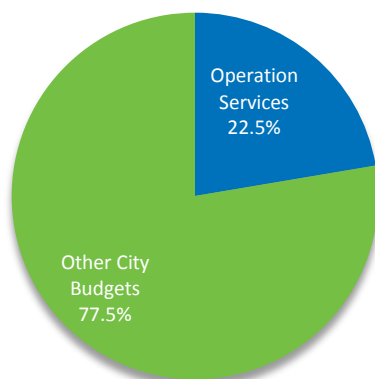
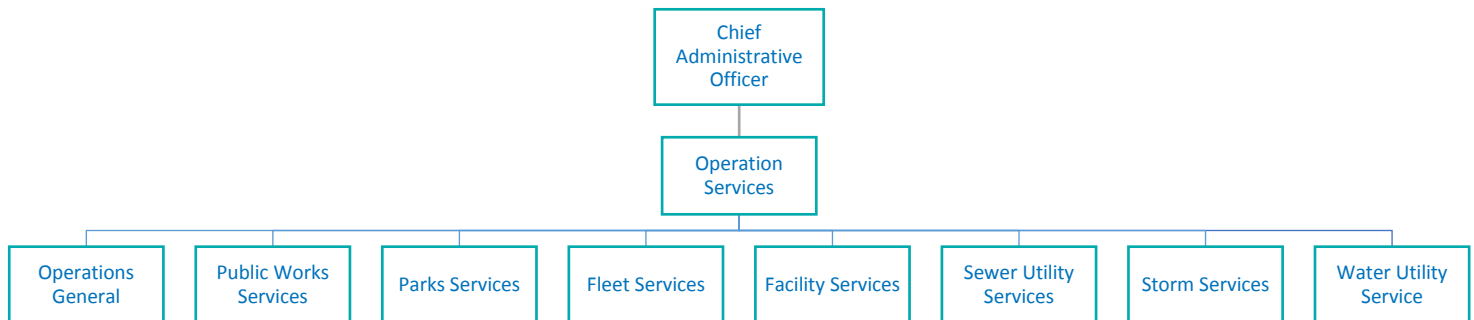
						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-573	GOVERNMENT REBATES	63,354	63,268	65,000	65,000	0	0.00%
1-849	FROM CARRYOVER RESERVE	34,166	0	51,794	0	(51,794)	(100.00%)
Total		97,520	63,268	116,794	65,000	(51,794)	(44.35%)
Expenditures							
2-100	LABOUR CUPE B	0	55	0	0	0	0.00%
2-200	GENERAL SUPPLIES	540	725	0	0	0	0.00%
2-272	EQUIPMENT PURCHASES	31,121	66,040	0	0	0	0.00%
2-400	CONSULTANT FEES	14,064	27,289	0	0	0	0.00%
2-499	GENERAL CONTRACTS	0	1,250	65,000	65,000	0	0.00%
2-849	TO CARRYOVER RESERVE	51,794	0	0	0	0	0.00%
2-998	PROJECTS - ANNUAL	0	0	51,794	0	(51,794)	(100.00%)
Total		97,520	95,359	116,794	65,000	(51,794)	(44.35%)
Net		0	32,091	0	0	0	0.00%

2018 - 2019 Budget Changes:

Small change in budget due to varying amount of COR Rebate.

OPERATION SERVICES

Shirley Koenig
Director
skoenig@vernon.ca



DIVISIONAL BUDGET SUMMARY *

2019 Approved Net Cost	\$9,130,020
2018 Amended Net Cost	\$8,739,075
Budget Change	\$390,945
Change By %	4.47%
2019 FTE	76.3
2018 FTE	89.4
FTE Change	(13.1)
FTE Change By %	(17.17)%
*Excludes Water	



DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

Costing Center Name	2019 BUDGET	2018 BUDGET	\$ INCREASE	% INCREASE
Operations - Common				
OPERATIONS GENERAL (400)	(511,700)	(375,195)	(136,505)	36.382%
Total Operations - Common	(511,700)	(375,195)	(136,505)	36.382%
Operations - Public Works				
PUBLIC WORKS GENERAL (410)	399,462	306,000	93,462	30.543%
AIRPORT (401)	107,937	54,379	53,558	98.49%
BOULEVARDS (411)	495,050	396,813	98,237	24.756%
TREES (412)	224,611	222,316	2,295	1.032%
CEMETERY (413)	(5,007)	10,346	(15,353)	-148.396%
DOWNTOWN BEAUTIFICATION (414)	53,159	59,582	(6,423)	-10.78%
PAVED STREETS (415)	3,109,340	3,002,209	107,131	3.568%
SIDEWALKS & MULTI_USE TRAILS (416)	249,734	250,650	(916)	-0.365%
SIGNALIZED INTERSECTIONS (418)	238,272	262,596	(24,324)	-9.263%
SOLID WASTE & RECYCLING (419)	0	0	0	0.00%
STREET LIGHTS (421)	728,429	709,274	19,155	2.701%
TRAFFIC SIGNAGE (422)	142,181	160,204	(18,023)	-11.25%
UNPAVED STREETS (423)	82,723	81,029	1,694	2.091%
SURFACE PARKING LOTS (430)	(77,804)	(145,643)	67,839	-46.579%
PROJECTS - PUBLIC WORKS (961)	46,000	46,000	0	-100.00%
Total Operations - Public Works	5,794,087	5,415,755	378,332	6.986%
Operations - Parks				
LOCAL PARKS GENERAL (600)	233,726	165,742	67,984	41.018%
POLSON PARK (610)	467,425	455,083	12,342	2.712%
KIN RACETRACK PARK (614)	74,160	73,905	255	0.345%
LAKEVIEW PARK (615)	58,852	57,392	1,460	2.544%
ALEXIS PARK (616)	47,632	47,676	(44)	-0.092%
MACDONALD PARK (617)	71,094	66,292	4,802	7.244%
MISSION HILL PARK (622)	45,909	48,826	(2,917)	-5.974%
HERITAGE PARK (623)	22,658	20,026	2,632	13.143%
GRAHAME PARK (626)	32,071	27,207	4,864	17.878%
SMALL PARKS/TOT LOTS (631)	463,566	417,789	45,777	10.957%
PARK TRAILS (632)	42,238	32,042	10,196	31.821%
DEER PARK (633)	31,313	30,500	813	2.666%
SUB REGIONAL PARKS - GENERAL (660)	17,487	90,601	(73,114)	-80.699%
DND PARKS (661)	163,153	146,186	16,967	11.606%
KIN BEACH PARK (663)	119,423	103,242	16,181	15.673%
MARSHALL FIELDS PARK (664)	146,659	136,266	10,393	7.627%
PADDLEWHEEL PARK (665)	62,310	63,781	(1,471)	-2.306%
PROJECTS - PARKS (980)	0	0	0	0.00%
Total Operations - Parks	2,099,676	1,982,556	117,120	5.908%
Operations - Facilities				
FACILITIES GENERAL (450)	156,455	145,354	11,101	7.637%
CITY HALL BUILDING (451)	189,060	196,418	(7,358)	-3.746%
CIVIC PLAZA (452)	138,051	123,177	14,874	12.075%
CITY HALL RCMP ANNEX (453)	9,897	14,843	(4,946)	-33.322%
FIRE HALL - STATION 1 (454)	70,989	82,373	(11,384)	-13.82%
YARDS BUILDING (455)	285,767	296,068	(10,301)	-3.479%
COMMUNITY SAFETY OFFICE (457)	19,640	16,756	2,884	17.212%

DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

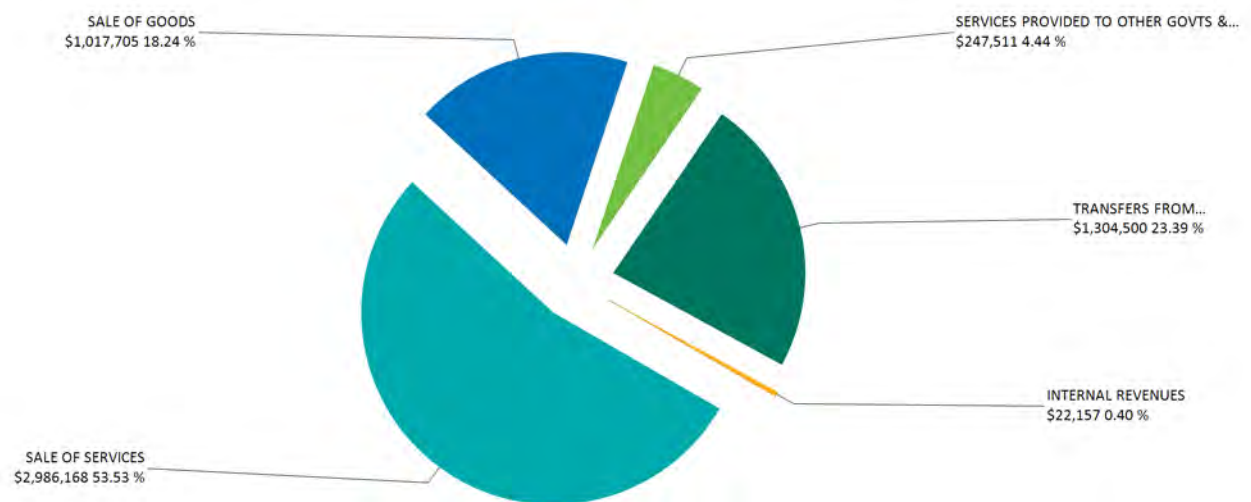
VISITOR CENTRE (460)	19,625	20,110	(485)	-2.412%
COMMUNITY SERVICES BUILDING (461)	115,299	110,432	4,867	4.407%
PARKADE BUILDING (463)	101,013	86,680	14,333	16.536%
FIRE HALL - STATION 2 (464)	44,961	30,377	14,584	48.01%
DETACHMENT BUILDING (465)	250,349	241,817	8,532	3.528%
DOWNTOWN WASHROOM (466)	37,005	45,046	(8,041)	-17.851%
FIRE HALL - STATION 3 (468)	12,704	15,509	(2,805)	-18.086%
PROJECTS - FACILITIES (966)	0	0	0	0.00%
Total Operations - Facilities	1,450,815	1,424,960	25,855	1.814%
Operations - Fleet				
FLEET GENERAL (440)	942,158	936,044	6,114	0.653%
FLEET - VEHICLES (442)	(205,873)	(195,302)	(10,571)	5.413%
FLEET - EQUIPMENT (444)	(736,285)	(740,742)	4,457	-0.602%
FLEET - FIRE VEHICLES & EQUIPMENT (446) COMBINED	0	0	0	0.00%
FLEET - RECREATION (449)	0	0	0	0.00%
PROJECTS - FLEET (964)	0	0	0	0.00%
Total Operations - Fleet	0	0	0	0.00%
Operations - Storm				
STORM SYSTEM (500)	297,142	290,999	6,143	2.111%
Total Operations - Storm	297,142	290,999	6,143	2.111%
Operations - Water				
WATER DEPARTMENT GENERAL (700)	0	0	0	0.00%
Total Operations - Water	0	0	0	0.00%
GRAND TOTAL	9,130,020	8,739,075	390,945	4.474%

Operations - Except Water & Sewer Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Revenues				
INTERNAL REVENUES	22,157	22,157	0	0.00%
SALE OF GOODS	1,002,245	1,017,705	15,460	1.54%
SALE OF SERVICES	2,762,013	2,986,168	224,155	8.12%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	274,246	247,511	(26,735)	-9.75%
TRANSFERS FROM RESERVES	2,415,368	1,304,500	(1,110,868)	-45.99%
Total	6,476,029	5,578,041	(897,988)	(13.87) %

Operations - Except Water & Sewer 2019 - Revenues by Category

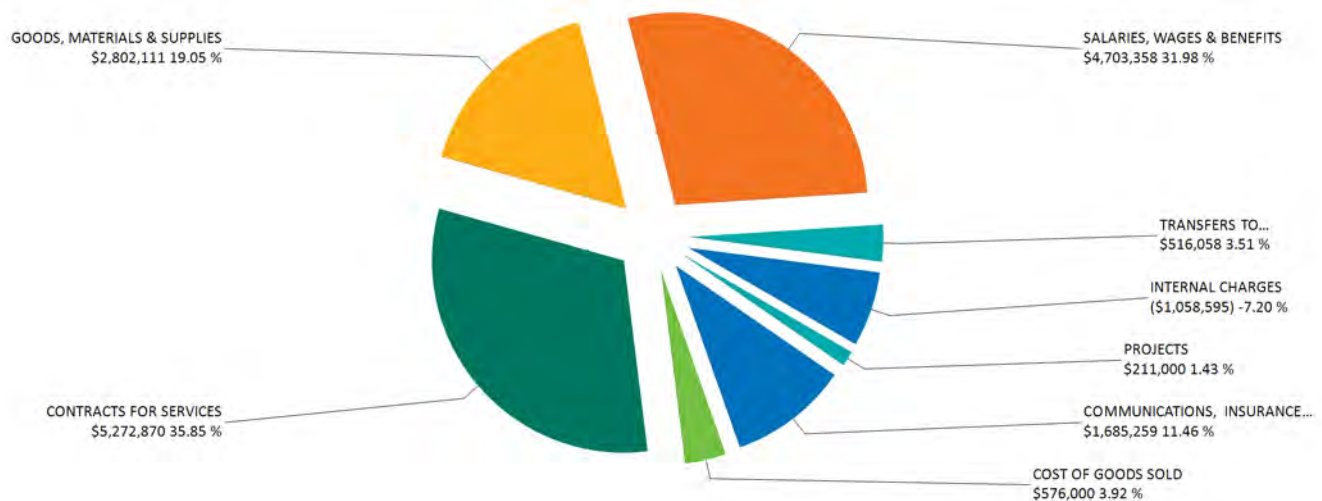


Operations - Except Water & Sewer Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Expenditures				
COMMUNICATIONS, INSURANCE & UTILITIES	1,569,239	1,685,259	116,020	7.39%
CONTRACTS FOR SERVICES	5,873,889	5,272,870	(601,019)	-10.23%
COST OF GOODS SOLD	584,000	576,000	(8,000)	-1.37%
GOODS, MATERIALS & SUPPLIES	2,236,774	2,802,111	565,337	25.27%
INTERNAL CHARGES	(994,406)	(1,058,595)	(64,189)	6.46%
PROJECTS	777,180	211,000	(566,180)	-72.85%
SALARIES, WAGES & BENEFITS	4,654,904	4,703,358	48,454	1.04%
TRANSFERS TO RESERVES	513,524	516,058	2,534	0.49%
Total	15,215,104	14,708,061	(507,043)	(3.33) %

Operations - Except Water & Sewer 2019 - Expenditures by Category



DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

Costing Center Name	2019 BUDGET	2018 BUDGET	\$ INCREASE	% INCREASE
Financial Services - Sewer				
FISCAL SERVICES - SEWER (481)	(5,585,384)	(5,316,476)	(268,908)	5.058%
Total Financial Services - Sewer	(5,585,384)	(5,316,476)	(268,908)	5.058%
Operations - Facilities - Sewer				
VWRC ADMINISTRATION BUILDING (479)	41,468	40,195	1,273	3.167%
Total Operations - Facilities - Sewer	41,468	40,195	1,273	3.167%
Operations - Sewer Collection Utility				
SEWER OPERATIONS GENERAL (480)	159,901	153,475	6,426	4.187%
SANITARY SYSTEM COLLECTION (498)	1,039,438	927,183	112,255	12.107%
LIFT STATIONS (499)	891,889	805,341	86,548	10.747%
Total Operations - Sewer Collection Utility	2,091,228	1,885,999	205,229	10.882%
Operations - Sewer Treatment & Disposal				
SPRAY IRRIGATION (490)	934,904	967,733	(32,829)	-3.392%
VWRC TREATMENT (491)	2,517,784	2,422,549	95,235	3.931%
PROJECTS - VWRC/SI (967)	0	0	0	0.00%
Total Operations - Sewer Treatment & Disposal	3,452,688	3,390,282	62,406	1.841%
GRAND TOTAL	0	0	0	0.00%

Sewer Utility Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Revenues				
DEVELOPER CONTRIBUTIONS	263,646	263,646	0	0.00%
GOVERNMENT TRANSFERS	90,752	90,752	0	0.00%
INTERNAL REVENUES	922,000	22,000	(900,000)	-97.61%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	575,540	581,295	5,755	1.00%
SEWER FEES & CHARGES	9,565,623	9,661,056	95,433	1.00%
TAXATION REVENUES	95,150	95,150	0	0.00%
TRANSFERS FROM RESERVES	13,597,373	130,000	(13,467,373)	-99.04%
Total	25,110,084	10,843,899	(14,266,185)	(56.81) %

Sewer Utility 2019 - Revenues by Category



Sewer Utility Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Expenditures				
COMMUNICATIONS, INSURANCE & UTILITIES	1,081,835	1,115,497	33,662	3.11%
CONTRACTS FOR SERVICES	1,460,710	843,177	(617,533)	-42.28%
DEBT PRINCIPAL PAYMENTS	540,830	540,830	0	0.00%
GOODS, MATERIALS & SUPPLIES	3,312,113	2,401,275	(910,838)	-27.50%
INTEREST, OTHER CHARGES & LOSSES	446,512	381,512	(65,000)	-14.56%
INTERNAL CHARGES	328,266	365,403	37,137	11.31%
PROJECTS	12,030,373	0	(12,030,373)	-100.00%
SALARIES, WAGES & BENEFITS	2,034,651	2,252,036	217,385	10.68%
TRANSFERS TO RESERVES	3,874,794	2,944,169	(930,625)	-24.02%
Total	25,110,084	10,843,899	(14,266,185)	(56.81) %

Sewer Utility 2019 - Expenditures by Category



Council's Strategic Plan 2015-2018 – Operation Services

Be a Leader in Economic Development	Target Date	Lead	Status	Notes
Prioritize implementation of the Airport Master Plan once complete in 2016, including necessary capital improvements or upgrades	January 2017	Community Infrastructure & Development / Operation Services	Complete	Construction completed within budget for turning 'D', visual indicators, creek bank stabilization and runway overlay (grant funding utilized).

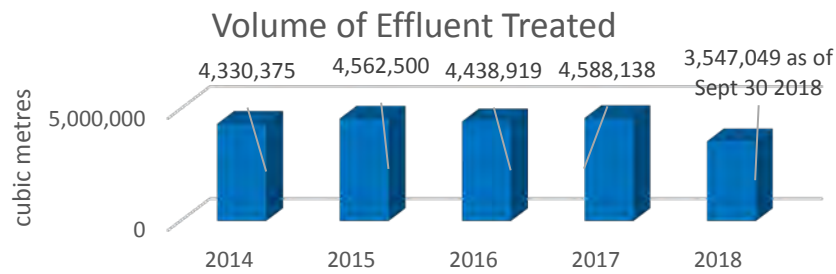
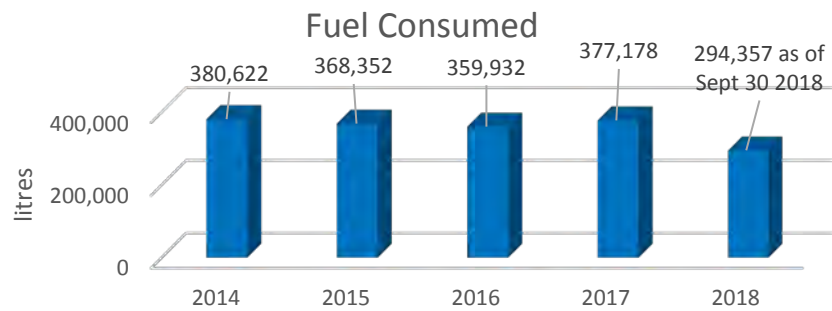
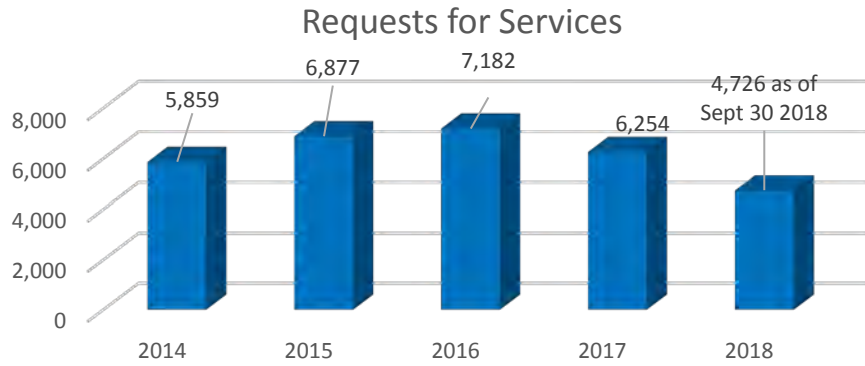
Facilitate Regional Collaboration	Target Date	Lead	Status	Notes
Commence GVW contract renegotiation January 31, 2016 as per the terms of the contract (contract expires January 31, 2018)	January 2018	Operation Services	Complete	Final stages of contract negotiation completed in Fall 2017 for implementation February 1, 2018.
Initiate Biosolids Management Plan in 2015 and recommend long term treatment of biosolids from Vernon and Kelowna as per the partnership agreement, to be negotiated prior to expiration of current agreement in 2018	2018	Operation Services	Underway	Draft report submitted by consultants. Consultants now reviewing other options for extending capacity at facility including process modifications and biomass program

Create a Vibrant Parks and Recreation System	Target Date	Lead	Status	Notes
Begin contract negotiations prior to June 30, 2016 for sub regional parks and trails service agreement (contract expires December 31, 2016)	June 2016	Operation Services	Complete	New Agreement signed by RDNO and COV to be in effect January 2018.

Deliver Efficient, Effective and Proactive Municipal Services	Target Date	Lead	Status	Notes
Complete feasibility analysis, initial project costs and preliminary design for OSB pre treatment facility, and tender for design build construction	April 2015	Operation Services	Underway	High Strength Waste Study completed and options assessed. Implementation strategy due in 2018.
Construction of canopy for vehicles in Operations' Yard	June 2015	Operation Services	Complete	Existing shed has been converted to vehicle garage and is presently able to provide parking/storage for 8 tandem axle trucks
Develop preventative maintenance program for lift stations	July 2015	Operation Services	Complete	Staff presently using preventative maintenance program to determine priority repairs/maintenance in sanitary lift stations
Restructure Utilities to improve efficiencies and better align duties and responsibilities	July 2015	Operation Services	Complete	Phase I and II of re-structuring complete.
Develop a strategic infrastructure plan for buildings, including lifecycle replacement strategy and budget implications	October 2015	Operation Services	Underway	Building Condition Asset Management Plan completed in March 2017 will form basis for future civic building rehabilitation works.
Sani dump reconstruction and relocation on the Civic Arena block	November 2015	Operation Services	Complete	Project, including landscaping, is complete
Continue to research and implement energy reduction initiatives	December 2015	Operation Services	Underway	Climate Action Policy to be brought forward September 2018 for final approval. Opportunities for GHG reduction projects included in report.



Performance Indicators - Operation Services



OPERATION SERVICES OPERATIONS GENERAL



SUB DEPARTMENT BUDGET SUMMARY

2019 Approved Net Cost	\$(511,700)
2018 Amended Net Cost	\$(375,195)
Budget Change	\$(136,505)
Change By %	36.38%
2019 Authorized Positions	3.5
2018 Authorized Positions	3.7
FTE Change	(0.2)
FTE Change By %	(5.41%)



Department Summary

Department Summary: OPERATIONS GENERAL (400)

Budget Year: 2019

Manager: Shirley Koenig

Division: Operations - Common

Accounting Reference: 400

Stage: Approved

Approved: Yes

Purpose:

The Operation Services Division manages, directs, and coordinates the activities of the Public Works, Parks, Airport, Utilities (including Sanitary, Storm & Water), Fleet, Building Services, Vernon Water Reclamation Centre and Spray Irrigation departments. This division covers Operations administration budget and includes general on-call, software maintenance and evergreen charges.

Budget Summary

2019 Approved Net Budget	\$(511,700)
Prior Year Approved Net Budget	\$(375,195)
Budget Change	\$(136,505)
Budget Change by %	(36.38%)
2019 FTE	3.5
2018 FTE	3.7
FTE Change	(0.2)
FTE Change by %	(5.41%)

Outlook for Upcoming Budget:

The Operations' Division will continue to provide a high level of service to the residents of the City of Vernon in 2019. There will be a continued emphasis on finding operational efficiencies throughout the Division to ensure that service levels are maintained despite increasing costs due to expanding infrastructure, material and labour costs.

Projects for 2019 will include:

- Continued implementation of the Building Facilities Asset Management Plan
- Pursuing Municipal Sewer Regulations (MSR) registration for the VWRC and Spray Irrigation program
- Piloting Biomass project on Commonage lands
- Construction of anaerobic digester at the VWRC to address high strength waste issues
- Construction of chemical dosing system at VWRC
- Continued implementation of strategies related to optimizing the spray irrigation program
- Relocation of Septage Receiving Station to VWRC
- Design and construction of new sedimentation pond for BX Creek
- Creek Assessment for BX Creek
- Completion of Asset Management Plan for VWRC and SI program

Highlights of Current Year:

In 2018 the Operations' Division were involved in the following projects:

- Continued implementation of the Building Facilities Asset Management Plan
- Review of Municipal Sewer Regulations (MSR) registration
- Initiated Asset Management Plan for VWRC and SI program
- Completion of High Strength Waste Implementation Strategy
- Completion of SI Optimization strategy
- Initiated review of Biomass program for Commonage lands
- Initiated design for relocation of Septage Receiving Station at VWRC
- Submitted grant application for anaerobic digester and chemical dosing system
- Completed Cemetery Master Plan

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: OPERATIONS GENERAL (400)

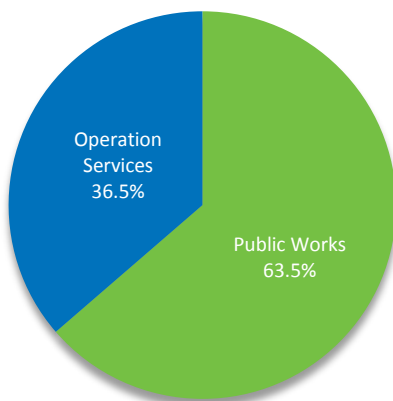
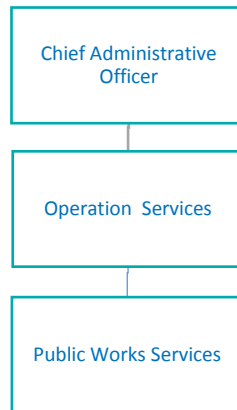
Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-608	RDNO - GVWU - YARDS SUPPORT	233,040	215,638	266,846	240,000	(26,846)	(10.06%)
1-792	INTERNAL REVENUE	16,345	0	22,157	22,157	0	0.00%
Total		249,385	215,638	289,003	262,157	(26,846)	(9.29%)
Expenditures							
2-100	LABOUR CUPE B	309,956	257,412	375,429	213,930	(161,499)	(43.02%)
2-120	LABOUR CUPE A	0	(572)	0	0	0	0.00%
2-140	LABOUR NON-UNION	171,230	187,218	181,373	196,638	15,265	8.42%
2-200	GENERAL SUPPLIES	1,718	4,319	3,000	3,000	0	0.00%
2-205	LICENCES, PERMITS & FEES	0	162	0	0	0	0.00%
2-231	FOOD & COFFEE	569	482	1,000	1,000	0	0.00%
2-320	MEMBERSHIPS/DUES	468	332	1,010	1,010	0	0.00%
2-322	CAR ALLOWANCE	4,200	6,856	4,200	4,200	0	0.00%
2-329	TRANSPORTATION	1,411	588	1,550	1,550	0	0.00%
2-330	MEDICAL EXPENSES	736	416	500	500	0	0.00%
2-332	CONFERENCE & COURSE FEES	788	1,150	4,000	4,000	0	0.00%
2-333	ACCOMMODATION	521	669	2,000	1,500	(500)	(25.00%)
2-334	MEAL PER DIEMS	143	0	800	400	(400)	(50.00%)
2-403	LEGAL FEES	674	0	0	0	0	0.00%
2-450	ADVERTISING/PROMOTION CON	210	0	250	250	0	0.00%
2-451	SOFTWARE MAINTENANCE CONT	29,944	13,686	27,053	24,500	(2,553)	(9.44%)
2-499	GENERAL CONTRACTS	11,561	19,980	15,000	15,000	0	0.00%
2-610	CELLS/MOBILITY	1,437	1,829	2,000	2,000	0	0.00%
2-811	TO IT EQUIPMENT RESERVE	0	0	4,947	4,246	(701)	(14.17%)
2-849	TO CARRYOVER RESERVE	10,000	0	0	0	0	0.00%
2-876	TO CARBON TAX RESERVE	34,436	0	0	0	0	0.00%
2-910	COMMON SERVICE ALLOCATIONS	(681,241)	0	(717,631)	(727,267)	(9,636)	1.34%
2-920	FLEET CHARGE	4,539	4,887	7,327	4,000	(3,327)	(45.41%)
Total		(96,700)	499,413	(86,192)	(249,543)	(163,351)	189.52%
Net		(346,086)	283,775	(375,195)	(511,700)	(136,505)	(36.38%)

2018 - 2019 Budget Changes:

- 1-608 RDNO revenue reduced to reflect projected actuals
- 2-100 Labour CUPE B reduced to remove short term sick time
- 2-140 Labour Non-Union increase to reflect actuals
- 2-451 Software Maintenance Contract reduced to reflect actuals
- 2-920 Fleet Charges reduced to reflect anticipated 2019 charges

OPERATION SERVICES PUBLIC WORKS



SUB DEPARTMENT BUDGET SUMMARY

2019 Approved Net Cost	\$5,794,087
2018 Amended Net Cost	\$5,415,755
Budget Change	\$378,332
Change By %	6.99%
2019 Authorized Positions	23.5
2018 Authorized Positions	27.6
FTE Change	(4.1)
FTE Change By %	(14.86)%



Department Summary

Department Summary: PUBLIC WORKS GENERAL (410)

Budget Year: 2019

Manager: James Rice

Division: Operations - Public Works

Accounting Reference: 410

Stage: Approved

Approved: Yes

Purpose:

The Manager of Roads, Drainage, and Airport oversees the operation and maintenance works relating to roads including pavement, sidewalks, street lights, traffic signals, traffic signs, garbage collection, boulevard landscaping and weed control, street trees, snow and ice control, ditching and drainage, and cemetery maintenance. The Manager of Roads, Drainage, and Airport is also responsible for the construction of the 'in-house' capital works road and sidewalk projects.

Budget Summary

2019 Approved Net Budget	\$399,462
Prior Year Approved Net Budget	\$306,000
Budget Change	\$93,462
Budget Change by %	30.54%
2019 FTE	3.1
2018 FTE	25.8
FTE Change	(22.6)
FTE Change by %	(87.98%)

Outlook for Upcoming Budget:

The focus for Public Works in the upcoming year will be the completion of the next phase of the 27th Street rehabilitation project south of 32th Avenue and the implementation of the Cemetery Master Plan that is scheduled to be completed in 2018.

Highlights of Current Year:

Highlights of 2018 include the following:

- Completion of the road rehabilitation project on 27th Street from 32th Avenue to 39th Avenue.
- Completion of the 24th Avenue sidewalk construction project from 39th Avenue to 43rd Avenue.
- Completion of the Pottery Road reconstruction project from 15th Street to the City boundary.
- Completion of a variety of flood mitigation works and repairs associated with spring creek flooding.
- Completion of the Cemetery Master Plan.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PUBLIC WORKS GENERAL (410)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-395	COST RECOVERIES	16,287	22,350	0	0	0	0.00%
Total		16,287	22,350	0	0	0	0.00%
Expenditures							
2-100	LABOUR CUPE B	163,449	194,884	166,912	173,315	6,403	3.84%
2-140	LABOUR NON-UNION	99,161	139,040	89,501	175,994	86,493	96.64%
2-200	GENERAL SUPPLIES	12,030	13,767	1,565	1,581	16	1.02%
2-231	FOOD & COFFEE	47	0	305	305	0	0.00%
2-300	FUEL	110	0	0	0	0	0.00%
2-320	MEMBERSHIPS/DUES	712	475	1,167	1,167	0	0.00%
2-325	BOOT ALLOWANCE	700	800	600	600	0	0.00%
2-329	TRANSPORTATION	663	1,047	1,033	1,048	15	1.45%
2-330	MEDICAL EXPENSES	696	442	600	611	11	1.83%
2-332	CONFERENCE & COURSE FEES	1,589	12,985	4,133	4,195	62	1.50%
2-333	ACCOMMODATION	687	6,357	3,100	3,147	47	1.52%
2-334	MEAL PER DIEMS	367	2,004	1,033	1,033	0	0.00%
2-499	GENERAL CONTRACTS	1,034	21,545	310	310	0	0.00%
2-610	CELLS/MOBILITY	12,051	9,293	15,000	15,000	0	0.00%
2-920	FLEET CHARGE	22,955	28,281	20,741	21,156	415	2.00%
Total		316,250	430,920	306,000	399,462	93,462	30.54%
Net		299,962	408,570	306,000	399,462	93,462	30.54%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and rate increases including the following:

2-LABOUR NON-UNION – funding has been reallocated to this area to accurately reflect service provide and now includes costs related to the Manager, Roads and Drainage.

Except under specific circumstances, the following rate adjustments have been made in the Public Works budget throughout all Departments:

2-100 LABOUR CUPE B - 2.0% increase is identified as a place holder only and is currently under negotiation.

2-200 GENERAL SUPPLIES – 1.5% increase for CPI.

2-607 IRRIGATION WATER - 3.0% increase in Water/Irrigation to account for the estimated increases in RDNO water rates.

2-602 ELECTRICITY - 3.0% increase for estimated BC Hydro rate increases.

2-601 NATURAL GAS - 2.0% increase for estimated Fortis Gas rate increases.

2-920 FLEET - 4.0% increase based on estimated increases.

Department Summary

Department Summary: AIRPORT (401)

Budget Year: 2019

Manager: Chris Ovens

Division: Operations - Public Works

Accounting Reference: 401

Stage: Approved

Approved: Yes

Purpose:

The Vernon Regional Airport helps support business and industry in the community. The City provides labour, equipment and materials for the operation of the Airport including runway maintenance, snow clearing, vegetation control, wildlife control, security, fueling services, land and lease negotiation, and repair and maintenance of all electrical lighting components and safety beacons. The City also provides management of the airport consistent with all Transport Canada regulations under the framework of a Safety Management System.

Budget Summary

2019 Approved Net Budget	\$107,937
Prior Year Approved Net Budget	\$54,379
Budget Change	\$53,558
Budget Change by %	98.49%
2019 FTE	2.8
2018 FTE	1.9
FTE Change	1.0
FTE Change by %	47.37%

Outlook for Upcoming Budget:

The preliminary engineering for the apron expansion was completed in 2018 and is scheduled for completion in 2019. A detailed design for taxiway Charlie will be completed in 2019 that will enable the use of the first phase of hanger construction in this area and provide guidance for future construction past the limits of the existing taxiway.

Highlights of Current Year:

The design of the Terminal Building Improvement project is complete and work is expected to begin late 2018. The project includes siding, entrance improvements, signage, flooring and interior wall renovations. The project was funded from the 2018 capital program and is expected to be completed early 2019.

Change Request for 2019:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2019	Net Tax Rqmt for 2020
AUTO - 2674	Airport - Auditing of Safety Management System (SMS)	Approved	\$30,000	\$0	\$30,000	\$0	\$0
Total Change Request			\$30,000	\$0	\$30,000	\$0	\$0

Department Summary

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-335	LANDING & OVERNIGHT PARKIN	15,239	18,280	15,185	15,337	152	1.00%
1-350	PRIVATE HANGER LEASES (Airport	44,161	45,082	44,437	44,881	444	1.00%
1-351	COMMERCIAL HANGER LEASES (A	201,907	202,962	194,727	196,674	1,947	1.00%
1-370	AIRCRAFT TIE DOWNS (Airport)	22,700	19,914	19,610	19,806	196	1.00%
1-371	FUEL SALES - JET A (Airport)	437,454	705,954	470,000	470,000	0	0.00%
1-372	FUEL SALES - AV GAS (Airport)	208,769	252,084	260,000	210,000	(50,000)	(19.23%)
1-391	MISCELLANEOUS REVENUE	14,415	8,710	10,000	10,100	100	1.00%
1-839	FROM PY UNEXPENDED BUDGET	0	0	0	30,000	30,000	100.00%
Total		944,644	1,252,985	1,013,959	996,798	(17,161)	(1.69%)
Expenditures							
2-100	LABOUR CUPE B	185,394	181,932	197,720	197,289	(431)	(0.22%)
2-140	LABOUR NON-UNION	46,578	64,141	45,104	85,130	40,026	88.74%
2-200	GENERAL SUPPLIES	21,706	76,128	18,489	18,767	278	1.50%
2-204	OFFICE SUPPLIES	6,581	5,327	5,136	5,213	77	1.50%
2-205	LICENCES, PERMITS & FEES	0	0	1,015	0	(1,015)	(100.00%)
2-231	FOOD & COFFEE	394	204	300	300	0	0.00%
2-282	LAND LEASES	50,465	24,063	50,465	61,000	10,535	20.88%
2-302	PARTS & MATERIALS	0	13	0	0	0	0.00%
2-320	MEMBERSHIPS/DUES	1,350	1,350	1,370	1,370	0	0.00%
2-329	TRANSPORTATION	4,325	25	775	775	0	0.00%
2-332	CONFERENCE & COURSE FEES	5,664	0	3,100	3,100	0	0.00%
2-333	ACCOMMODATION	1,993	0	2,325	2,325	0	0.00%
2-334	MEAL PER DIEMS	1,110	0	775	775	0	0.00%
2-354	PROPERTY TAX EXPENSES	8,230	1,033	8,300	8,300	0	0.00%
2-400	CONSULTANT FEES	6,800	0	7,843	37,961	30,118	384.01%
2-403	LEGAL FEES	4,831	0	2,030	2,030	0	0.00%
2-453	SECURITY/ALARM CONTRACTS	300	300	305	305	0	0.00%
2-499	GENERAL CONTRACTS	53,662	50,787	48,491	49,218	727	1.50%
2-602	ELECTRICITY	14,116	14,639	13,369	14,540	1,171	8.76%
2-604	WATER SEWER	1,469	1,164	1,800	1,834	34	1.89%
2-612	WIFI & FIBRE	2,095	2,077	1,600	2,100	500	31.25%
2-613	TELEPHONES (LAND LINES)	2,084	2,172	2,233	2,233	0	0.00%
2-631	LIABILITY INSURANCE PREMIUMS	6,287	6,287	6,395	6,491	96	1.50%
2-632	PROPERTY INSURANCE PREMIUM	13,525	13,769	13,398	13,599	201	1.50%
2-701	COST OF JET A FUEL	260,846	448,020	376,000	376,000	0	0.00%
2-702	COST OF AV GAS	209,487	167,329	208,000	160,000	(48,000)	(23.08%)
2-849	TO CARRYOVER RESERVE	15,000	0	0	0	0	0.00%
2-920	FLEET CHARGE	55,749	48,645	52,000	54,080	2,080	4.00%
Total		980,041	1,109,405	1,068,338	1,104,735	36,397	3.41%
Net		35,397	(143,580)	54,379	107,937	53,558	98.49%

Department Summary

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and rate increases including the following:

- 1-372 FUEL SALES – AV GAS has been reduced to match expected fuel sales.
- 2-140 LABOUR NON-UNION – funding has been reallocated to this area to accurately track non-union salaries.
- 2-205 LICENCES, PERMITS AND FEES is no longer needed and has been removed.
- 2-282 LAND LEASES has been increased as per the current lease agreement.
- 2-602 ELECTRICITY has been increased to adjust to actual and estimated rate increases.
- 2-612 WIFI & FIBRE has been increased to adjust to actual.
- 2-702 COST OF AV GAS has been reduced to coincide with a reduction in estimated fuel sales.

Department Summary

Department Summary: BOULEVARDS (411)

Budget Year: 2019

Manager: Chris Ovens

Division: Operations - Public Works

Accounting Reference: 411

Stage: Approved

Approved: Yes

Purpose:

In most cases, boulevard maintenance is the responsibility of the adjacent homeowner or business owner. The City only maintains boulevards in select areas of the City including the 25 Avenue linear trail, 20th Street from 43 Avenue to 48 Avenue, the 29th Street linear trail, the 30th Avenue linear trail, and 30th Avenue east of 27th Street. Normal maintenance includes planting, weeding, ground cover replacement, mowing, and irrigation installation and repair. The work is completed with a combination of City and contract forces. Crack and crevice spray weed control is completed twice a year on all urban class roads within the City. Vegetation on rural class roads is controlled using contract roadside mowing three times per year.

This department also includes maintenance and operation for the lake accesses.

Outlook for Upcoming Budget:

The boulevard landscape contract expires in 2019. Staff will review the scope of the current contract to determine if efficiencies can be achieved through contract modifications.

Highlights of Current Year:

The 30th Street Linear trail from 32nd Avenue to 35th Avenue has now been completed. The additional maintenance for this section is included as a services level increase under paved streets. Staff have provided alternatives for the failing landscaping on the Highway 97 Median north of the City near the weigh scales and will proceed as directed by Council.

Change Request for 2019:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2019	Net Tax Rqmt for 2020
AUTO - 2633	Beachcomber Lake Access Operating Costs	Approved	\$8,000	\$8,000	\$0	\$8,000	\$8,000
Total Change Request			\$8,000	\$8,000	\$0	\$8,000	\$8,000

Department Summary

Department Summary: BOULEVARDS (411)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-391	MISCELLANEOUS REVENUE	8,000	40	8,000	8,000	0	0.00%
1-839	FROM PY UNEXPENDED BUDGET	453	0	50,000	0	(50,000)	(100.00%)
1-849	FROM CARRYOVER RESERVE	2,082	0	773	0	(773)	(100.00%)
Total		10,535	40	58,773	8,000	(50,773)	(86.39%)
Expenditures							
2-100	LABOUR CUPE B	89,341	131,584	113,557	93,427	(20,130)	(17.73%)
2-200	GENERAL SUPPLIES	15,815	23,982	19,140	16,000	(3,140)	(16.41%)
2-499	GENERAL CONTRACTS	237,562	284,708	242,804	326,549	83,745	34.49%
2-601	NATURAL GAS	1,158	829	1,640	1,706	66	4.02%
2-602	ELECTRICITY	102	0	221	221	0	0.00%
2-604	WATER SEWER	281	102	0	0	0	0.00%
2-607	IRRIGATION WATER	55,079	40,196	38,842	45,000	6,158	15.85%
2-610	CELLS/MOBILITY	419	250	405	411	6	1.48%
2-849	TO CARRYOVER RESERVE	773	0	0	0	0	0.00%
2-920	FLEET CHARGE	15,304	34,059	38,977	19,736	(19,241)	(49.37%)
Total		415,834	515,710	455,586	503,050	47,464	10.42%
Net		405,299	515,670	396,813	495,050	98,237	24.76%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and rate increases including the following:

2-200 GENERAL SUPPLIES has been reduced to adjust to actual charges.

2-499 GENERAL CONTRACTS has had a significant increase to adjust to the General Landscape Contract that was tendered in 2018.

2-607 IRRIGATION WATER has increased to adjust to actual charges and estimated increases in water rates.

Department Summary

Department Summary: TREES (412)

Budget Year: 2019

Manager: Chris Ovens

Division: Operations - Public Works

Accounting Reference: 412

Stage: Approved

Approved: Yes

Purpose:

Roadside trees are a critical component of the overall health and well being of a community. The City currently maintains approximately 5500 street and boulevard trees within the City boundary. Services include pruning, watering, disease control, tree removals and replanting. The work is performed by the City Arborist and Assistant Arborist with contract support as needed. The Arborist and Assistant Arborist also provide tree care services for trees located within local and Sub-Regional parks.

Budget Summary

2019 Approved Net Budget	\$224,611
Prior Year Approved Net Budget	\$222,316
Budget Change	\$2,295
Budget Change by %	1.03%
2019 FTE	1.8
2018 FTE	0.0
FTE Change	1.8
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Consistent with Council's direction the City no longer plants boulevard trees in residential areas without a signed commitment from the adjacent home owner to provide regular tree watering until the tree is well established (approximately 3 years).

Highlights of Current Year:

Additional trees have been added to the City's inventory as part of the newly constructed multi-use path on the 30th Street road reconstruction project.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: TREES (412)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-391	MISCELLANEOUS REVENUE	1,600	0	810	822	12	1.48%
1-849	FROM CARRYOVER RESERVE	800	0	1,705	0	(1,705)	(100.00%)
Total		2,400	0	2,515	822	(1,693)	(67.32%)
Expenditures							
2-100	LABOUR CUPE B	159,163	157,335	155,546	155,692	146	0.09%
2-200	GENERAL SUPPLIES	9,621	10,024	13,647	12,121	(1,526)	(11.18%)
2-499	GENERAL CONTRACTS	7,036	5,195	9,685	9,830	145	1.50%
2-849	TO CARRYOVER RESERVE	1,705	0	0	0	0	0.00%
2-920	FLEET CHARGE	69,948	65,038	45,953	47,790	1,837	4.00%
Total		247,472	237,592	224,831	225,433	602	0.27%
Net		245,072	237,592	222,316	224,611	2,295	1.03%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and rate increases including the following:

1-849 FROM CARRYOVER has been reduced to account for the installation of a memorial tree

2-200 GENERAL SUPPLIES has been reduced to account for a memorial tree carryover in 2018 that is not required in 2019.

Department Summary

Department Summary: CEMETERY (413)

Budget Year: 2019

Manager: James Rice

Division: Operations - Public Works

Accounting Reference: 413

Stage: Approved

Approved: Yes

Purpose:

The Pleasant Valley Cemetery is the interment facility for the Vernon Area. Interment and landscape services are completed by contract. City staff provide snow clearing, roadway sweeping, tree maintenance, and irrigation repairs and maintenance.

Budget Summary

2019 Approved Net Budget	\$(5,007)
Prior Year Approved Net Budget	\$10,346
Budget Change	\$(15,353)
Budget Change by %	(148.40%)
2019 FTE	0.2
2018 FTE	0.0
FTE Change	0.2
FTE Change by %	100.00%

Outlook for Upcoming Budget:

To implement recommendations identified in the Cemetery Master Plan as approved by Council.

Highlights of Current Year:

The Cemetery Master Plan was completed in 2018 and will provide clear direction for this facility moving forward for the next 25 years.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: CEMETERY (413)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-378	PLOT SALES (Cemetery)	45,743	49,678	45,073	49,580	4,507	10.00%
1-379	INTERMENTS & LINERS (Cemeter	193,787	229,810	207,562	228,319	20,757	10.00%
1-391	MISCELLANEOUS REVENUE	8,348	0	13,000	13,000	0	0.00%
1-839	FROM PY UNEXPENDED BUDGET	60,000	0	0	0	0	0.00%
1-849	FROM CARRYOVER RESERVE	0	0	60,000	0	(60,000)	(100.00%)
Total		307,878	279,488	325,635	290,899	(34,736)	(10.67%)
Expenditures							
2-100	LABOUR CUPE B	11,513	12,617	17,265	17,060	(205)	(1.19%)
2-200	GENERAL SUPPLIES	9,173	8,046	7,707	7,807	100	1.30%
2-215	GRAVE LINERS	23,981	27,049	15,685	15,920	235	1.50%
2-454	GARBAGE COLLECTION CONTRAC	595	679	3,082	3,128	46	1.49%
2-499	GENERAL CONTRACTS	177,488	263,741	181,050	184,659	3,609	1.99%
2-602	ELECTRICITY	293	302	243	300	57	23.46%
2-607	IRRIGATION WATER	64,911	63,668	44,037	50,000	5,963	13.54%
2-613	TELEPHONES (LAND LINES)	755	757	821	821	0	0.00%
2-632	PROPERTY INSURANCE PREMIUM	858	875	863	863	0	0.00%
2-849	TO CARRYOVER RESERVE	60,000	0	0	0	0	0.00%
2-920	FLEET CHARGE	4,682	5,472	5,228	5,334	106	2.03%
2-999	PROJECTS - ONE-TIME	0	0	60,000	0	(60,000)	(100.00%)
Total		354,249	383,206	335,981	285,892	(50,089)	(14.91%)
Net		46,371	103,719	10,346	(5,007)	(15,353)	(148.40%)

2018 - 2019 Budget Changes:

1-378 PLOT SALES revenue has increased as a result of a proposed 10% in fees

1-379 INTERMENTS & LINERS revenue has increased as a result of a proposed 10% increase in fees

1-849 FROM CARRYOVER RESERVE- this funding was carried over in 2018 for the completion of the Cemetery Master Plan and is no longer required in 2019.

2-602 ELECTRICTIY has been increased to adjust to actual charges and estimated rate increases

2- 607 IRRIGATION WATER has increased to adjust to actual charges and estimated increases in water rates.

2-999 PROJECTS ONE TIME- this expense in 2018 was for the completion of the Cemetery Master Plan and is not needed in 2019

Department Summary

Department Summary: DOWNTOWN BEAUTIFICATION (414)

Budget Year: 2019

Manager: Chris Ovens

Division: Operations - Public Works

Accounting Reference: 414

Stage: Approved

Approved: Yes

Purpose:

The City of Vernon provides support to the Downtown Vernon Association for the maintenance of the downtown area. Support services include street and sidewalk cleaning, garbage collection, planting of beds, planters, and hanging baskets, irrigation repair and maintenance, and the repair and maintenance of the street furniture. Under separate contract, the DVA looks after the daily cleaning of sidewalks, weeding of planting beds and planters, litter collection, and watering of hanging baskets.

Budget Summary

2019 Approved Net Budget	\$53,159
Prior Year Approved Net Budget	\$59,582
Budget Change	\$(6,423)
Budget Change by %	(10.78%)
2019 FTE	0.3
2018 FTE	0.0
FTE Change	0.3
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Beginning in 2018 the section of 30th Street from Hwy 6 to 30th Avenue that was recently reconstructed and upgraded will be maintained by City and contract forces funded by the operating budget. Administration will develop a Landscape Agreement with the Downtown Vernon Association reflecting Council's budget direction.

Highlights of Current Year:

The DVA requested \$13,000 of additional funding in 2018 for increases in landscaping costs within the business improvement area. This increase would be in addition to the \$37,000 the City provides as an annual grant to the DVA. The request has been submitted for Council's consideration under the Grants section of the 2019 budget package.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: DOWNTOWN BEAUTIFICATION (414)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	24,219	29,461	25,806	25,706	(100)	(0.39%)
2-200	GENERAL SUPPLIES	4,284	17,491	11,299	11,300	1	0.01%
2-499	GENERAL CONTRACTS	0	1,680	9,767	3,000	(6,767)	(69.28%)
2-602	ELECTRICITY	6,558	6,549	6,510	6,705	195	3.00%
2-920	FLEET CHARGE	4,754	6,073	6,200	6,448	248	4.00%
Total		39,814	61,254	59,582	53,159	(6,423)	(10.78%)
Net		39,814	61,254	59,582	53,159	(6,423)	(10.78%)

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and anticipated changes.

2-499 GENERAL CONTRACTS has been reduced to adjust to actual charges.

Department Summary

Department Summary: PAVED STREETS (415)

Budget Year: 2019

Manager: Chris Ovens

Division: Operations - Public Works

Accounting Reference: 415

Stage: Approved

Approved: Yes

Purpose:

One of the largest assets that the municipality manages is the paved road system. The City provides general road maintenance and repair services including patching, grading, dust control, snow and ice control, sweeping and road rehabilitation. The City also contracts many services including paving, crack sealing, spray patching, line painting, litter control, and spring sweeping.

Budget Summary

2019 Approved Net Budget	\$3,109,340
Prior Year Approved Net Budget	\$3,002,209
Budget Change	\$107,131
Budget Change by %	3.57%
2019 FTE	9.0
2018 FTE	0.0
FTE Change	9.0
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Public Works follows the City's Pavement Management System (PMS) and Integrated Transportation Framework (ITF) to set road rehabilitation priorities within the City. The total 2019 Road Rehabilitation Budget is \$1,100,000 and includes all staff labour, materials and equipment charges as well as the contract paving included under General Contracts. The projects selected for rehabilitation in 2019 include the next phase of the 27th Street rehabilitation project, from 32th Avenue south to Highway 6. As the amount of base repairs associated with each of these projects is currently unknown, the actual cost of the project may vary from the estimate. Once actual construction costs are determined, an additional project may be included for rehabilitation in 2019 and selected consistent with the City's Asset Management Plan and available funding.

The 2019 General Contracts budget includes the following items:

- Line Painting at \$275,000
- Spray patching at \$93,861
- Road rehabilitation (paving) at \$771,171
- Crack sealing at \$102,515
- Snow removal at \$115,248
- Sweeping at \$17,203
- Engineering consulting (Hesperia Landfill) at \$40,000
- As well as a number of smaller contracts relating to ditching, fencing, shouldering, litter control, and railway crossings

Highlights of Current Year:

Highlights of 2018 include the following:

- Crack sealing of approximately 100 lane/ km of road or 20% of the City's paved street network.
- Rehabilitation (re-surfacing) of 27th Street from 39th Avenue south to 32th Avenue.
- Rehabilitation (re-surfacing) of 21st Avenue from 13th Street west to 15th Street.

Change Request for 2019:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2019	Net Tax Rqmt for 2020
AUTO - 2635	2018 Capital Projects Operating Impact	Approved	\$18,712	\$18,712	\$0	\$18,712	\$18,712
Total Change Request			\$18,712	\$18,712	\$0	\$18,712	\$18,712

Department Summary

Department Summary: PAVED STREETS (415)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-275	TIPPING FEES	153,400	487,275	200,000	325,000	125,000	62.50%
1-375	ASPHALT SALES	34,864	51,856	0	40,000	40,000	100.00%
1-391	MISCELLANEOUS REVENUE	2,650	488	0	0	0	0.00%
1-828	FROM HESPERIA LANDFILL RESER	0	0	120,000	120,000	0	0.00%
1-831	FROM SNOW REMOVAL RESERVE	74,346	0	0	0	0	0.00%
1-903	DEVELOPER CONTRIBUTED ASSET	1,133,919	0	0	0	0	0.00%
Total		1,399,178	539,618	320,000	485,000	165,000	51.56%
Expenditures							
2-100	LABOUR CUPE B	831,598	853,477	713,183	732,350	19,167	2.69%
2-200	GENERAL SUPPLIES	330,670	477,647	219,070	224,363	5,293	2.42%
2-211	SAND	22,797	34,558	20,913	21,227	314	1.50%
2-212	SALT	21,142	22,360	25,856	26,243	387	1.50%
2-219	BROOMS	18,699	21,427	15,162	15,389	227	1.50%
2-223	MAGNESIUM CHLORIDE	32,387	0	70,936	72,000	1,064	1.50%
2-231	FOOD & COFFEE	0	81	0	0	0	0.00%
2-266	TOOL PURCHASES	21,255	11,345	21,037	21,353	316	1.50%
2-272	EQUIPMENT PURCHASES	0	9,134	0	0	0	0.00%
2-282	LAND LEASES	23,393	23,087	40,060	40,661	601	1.50%
2-302	PARTS & MATERIALS	0	14	0	0	0	0.00%
2-325	BOOT ALLOWANCE	0	200	0	0	0	0.00%
2-403	LEGAL FEES	1,550	0	0	0	0	0.00%
2-499	GENERAL CONTRACTS	1,355,201	1,197,686	1,673,097	1,856,331	183,234	10.95%
2-520	REPAYMENT OF DEFERRED REVE	12,552	0	0	0	0	0.00%
2-590	LOSS ON DISPOSAL OF ASSETS	11,283	0	0	0	0	0.00%
2-630	CLAIMS EXPENSE	0	500	0	0	0	0.00%
2-700	COST OF GOODS SOLD	44,872	0	0	40,000	40,000	100.00%
2-828	TO HESPERIA LANDFILL RESERVE	133,353	0	20,665	20,000	(665)	(3.22%)
2-849	TO CARRYOVER RESERVE	25,000	0	0	0	0	0.00%
2-920	FLEET CHARGE	517,132	601,291	502,230	524,423	22,193	4.42%
Total		3,402,885	3,252,807	3,322,209	3,594,340	272,131	8.19%
Net		2,003,707	2,713,189	3,002,209	3,109,340	107,131	3.57%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and rate increases including the following:

1-275 TIPPING FEES has increased consistent with recent changes to the Fees and Charges Bylaw

1-375 ASPHALT SALES – a revenue amount has been added for the sale of recycled asphalt in current inventory and is offset by a corresponding expense.

2-499 GENERAL CONTRACTS – an additional \$70,000 to accommodate the recent increase in the line painting contract tendered in 2018.

2-499 GENERAL CONTRACTS –an additional \$175,000 to complete the Hesperia onsite ditching program required by the Ministry.

2-499 GENERAL CONTRACTS – road rehabilitation reduced by \$27,500 to maintain maximum increase in Operations budget permitted by Council

2-700 COST OF GOODS SOLD – an expense has been added for the purchase of recycled rap from inventory and is offset by a corresponding revenue amount.

Department Summary

Department Summary: SIDEWALKS & MULTI-USE TRAILS (416)

Budget Year: 2019

Manager: Chris Ovens

Division: Operations - Public Works

Accounting Reference: 416

Stage: Approved

Approved: Yes

Purpose:

Maintenance of sidewalks and multi-use trails is required to ensure safe passage of pedestrians and cyclists. The sidewalk and multi-use trail system includes all sidewalks and paved trails within the City boundaries. The City provides annual inspection and repairs, snow clearing (limited to multi-use trails, sidewalks on major routes and inaccessible sidewalks), and spring sweeping and flushing.

Budget Summary

2019 Approved Net Budget	\$249,734
Prior Year Approved Net Budget	\$250,650
Budget Change	\$(916)
Budget Change by %	(0.37%)
2019 FTE	1.2
2018 FTE	0.0
FTE Change	1.2
FTE Change by %	100.00%

Outlook for Upcoming Budget:

The City's Pavement Management System (PMS) and Integrated Transportation Framework (ITF) are able to provide a clear picture of the current state of the City's sidewalk and multi-use trail system. Approximately half of the multi-use trail that extends up to the college adjacent to Highway 97 was repaired and resurfaced in 2017. The remaining half of the trail will be repaired and resurfaced in 2019.

Highlights of Current Year:

As part of the 2018 capital program, a new sidewalk was constructed on 24th Avenue from 39th Street west to 43rd Street.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: SIDEWALKS & MULTI-USE TRAILS (416)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-391	MISCELLANEOUS REVENUE	3,810	2,016	5,000	5,000	0	0.00%
1-831	FROM SNOW REMOVAL RESERVE	2,414	0	0	0	0	0.00%
1-903	DEVELOPER CONTRIBUTED ASSET	77,510	0	0	0	0	0.00%
Total		83,734	2,016	5,000	5,000	0	0.00%
Expenditures							
2-100	LABOUR CUPE B	98,903	112,683	114,015	101,990	(12,025)	(10.55%)
2-200	GENERAL SUPPLIES	9,009	9,628	15,526	18,209	2,683	17.28%
2-499	GENERAL CONTRACTS	80,393	99,807	64,343	67,797	3,454	5.37%
2-590	LOSS ON DISPOSAL OF ASSETS	386	0	0	0	0	0.00%
2-920	FLEET CHARGE	38,313	55,941	61,766	66,738	4,972	8.05%
Total		227,003	278,059	255,650	254,734	(916)	(0.36%)
Net		143,269	276,043	250,650	249,734	(916)	(0.37%)

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and rate increases including the following:

2-100 LABOUR CUPE B has been reduced to adjust to actual charges.

Department Summary

Department Summary: SIGNALIZED INTERSECTIONS (418)

Budget Year: 2019

Manager: Chris Ovens

Division: Operations - Public Works

Accounting Reference: 418

Stage: Approved

Approved: Yes

Purpose:

There are 35 signalized intersections within City of Vernon's municipal boundary. Public Work's staff ensures the safe, reliable operation of the signals through a comprehensive preventative maintenance program including re-lamping, programming, replacement, and testing. Maintenance of the Traffic signals within the City that are located on Highway 97 and Highway 6 are the responsibility of the Province.

Budget Summary

2019 Approved Net Budget	\$238,272
Prior Year Approved Net Budget	\$262,596
Budget Change	\$(24,324)
Budget Change by %	(9.26%)
2019 FTE	1.0
2018 FTE	0.0
FTE Change	1.0
FTE Change by %	100.00%

Outlook for Upcoming Budget:

The following improvements are planned for in 2018:

- Continue with the signal camera detection installation program at various intersection in the City.

Highlights of Current Year:

In 2017, the following upgrades were made to the traffic signal inventory:

- New traffic signal cabinet and controller at 32th Avenue and 30th Street (Capital Project).
- New traffic signal cabinet and controller at 35nd Avenue and 30th Street (Capital Project).
- 10 Solar Crosswalks, Battery Replacements.
- 6 Intersection UPS Battery Replacements.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: SIGNALIZED INTERSECTIONS (418)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-617	OTHER SERVICES PROVIDED TO O	7,356	7,511	7,400	7,511	111	1.50%
Total		7,356	7,511	7,400	7,511	111	1.50%
Expenditures							
2-100	LABOUR CUPE B	66,897	89,063	108,743	100,000	(8,743)	(8.04%)
2-200	GENERAL SUPPLIES	7,235	8,088	0	0	0	0.00%
2-220	SIGNAL MATERIALS	43,708	60,777	57,056	48,000	(9,056)	(15.87%)
2-320	MEMBERSHIPS/DUES	0	226	0	0	0	0.00%
2-499	GENERAL CONTRACTS	0	0	5,188	5,265	77	1.48%
2-602	ELECTRICITY	49,858	48,681	50,560	52,076	1,516	3.00%
2-920	FLEET CHARGE	23,506	28,663	48,449	40,442	(8,007)	(16.53%)
Total		191,204	235,499	269,996	245,783	(24,213)	(8.97%)
Net		183,848	227,989	262,596	238,272	(24,324)	(9.26%)

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and rate adjustments.

2-100 LABOUR CUPE B has been reduced to reflect actual charges

2-220 SIGN MATERIALS has been reduced to reflect actual charges

2-920 FLEET CHARGE has been reduced to reflect actual charges

Department Summary

Department Summary: SOLID WASTE & RECYCLING (419)

Budget Year: 2019

Manager: James Rice

Division: Operations - Public Works

Accounting Reference: 419

Stage: Approved

Approved: Yes

Purpose:

The City's Solid Waste Collection Program includes the weekly collection of residential and commercial waste in all areas of the City. A blue bag recycling program is also in place for all commercial and industrial properties within the City. Residential (not including multi-family) bi-weekly collection of recyclables is now completed by Multi Material BC (MMBC). The City also provides a yard waste spring chipping program, a spring and fall clear bag (leaf) collection program and a Christmas tree disposal program.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2019 FTE	0.1
2018 FTE	0.0
FTE Change	0.1
FTE Change by %	100.00%

Outlook for Upcoming Budget:

The City's commercial curbside blue bag and residential and commercial garbage collection contract is currently held by Waste Connections (previously Progressive Waste Solutions). The residential and commercial garbage collection contract expires 2019 with the option of a two year extension.

Highlights of Current Year:

The City extended the commercial curbside blue bag contract with Waste Connections (previously Progressive Waste Solutions) expires at the end of 2018.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: SOLID WASTE & RECYCLING (419)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-260	RESIDENTIAL GARBAGE USER FEE	1,489,520	1,579,882	1,483,202	1,509,781	26,579	1.79%
1-261	NON-RESIDENTIAL GARBAGE USE	78,704	79,802	68,275	69,641	1,366	2.00%
1-262	GARBAGE TAGS	1,830	3,652	3,703	3,777	74	2.00%
1-263	RECYCLING FEES - RESIDENTIAL	244,188	244,793	162,755	166,010	3,255	2.00%
1-264	RECYCLING FEES - COMMERCIAL/	119,459	120,561	109,161	111,344	2,183	2.00%
Total		1,933,700	2,028,690	1,827,096	1,860,553	33,457	1.83%
Expenditures							
2-100	LABOUR CUPE B	7,918	7,005	13,394	9,986	(3,408)	(25.44%)
2-200	GENERAL SUPPLIES	2,356	3,656	3,115	3,162	47	1.51%
2-205	LICENCES, PERMITS & FEES	0	0	1,695	1,721	26	1.53%
2-302	PARTS & MATERIALS	282	0	0	0	0	0.00%
2-313	GPS	1,380	1,274	800	812	12	1.50%
2-450	ADVERTISING/PROMOTION CON	264	888	1,260	1,276	16	1.27%
2-499	GENERAL CONTRACTS	1,664,286	1,758,428	1,676,722	1,710,265	33,543	2.00%
2-910	COMMON SERVICE ALLOCATIONS	121,861	0	123,689	126,781	3,092	2.50%
2-920	FLEET CHARGE	2,873	3,980	6,421	6,550	129	2.01%
Total		1,801,219	1,775,231	1,827,096	1,860,553	33,457	1.83%
Net		(132,481)	(253,459)	0	0	0	0.00%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and rate increases. Revenue estimates have been adjusted to coincide with expenses and will result in a modest increase in fees for residential garbage collection.

2-100 LABOUR CUPE B has been reduced to adjust to actual charges.

Department Summary

Department Summary: STREET LIGHTS (421)

Budget Year: 2019

Manager: Chris Ovens

Division: Operations - Public Works

Accounting Reference: 421

Stage: Approved

Approved: Yes

Purpose:

The purpose of the City's street lighting system is to provide safe lighting level on public roads consistent with current industry standards. The City's system consists of approximately 2400 galvanized steel pole lights, 1400 hydro lease lights on wooden power poles and approximately 150 decorative carriage lights. Of the 2400 lights maintained by the City 97 are LED.

Budget Summary

2019 Approved Net Budget	\$728,429
Prior Year Approved Net Budget	\$709,274
Budget Change	\$19,155
Budget Change by %	2.70%
2019 FTE	0.5
2018 FTE	0.0
FTE Change	0.5
FTE Change by %	100.00%

Outlook for Upcoming Budget:

The budget for 2018 has been adjusted to account for an estimated 3% increase in hydro rates. LED fixtures are now being used in new development areas and for the replacement of old fixtures when required. In 2019 Administration will bring forward a business case for a LED streetlight conversion plan for Council's consideration.

Highlights of Current Year:

In 2018, 100 street lights were replaced as part of the annual operating budget and converted from high pressure sodium (HPS) to LED.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: STREET LIGHTS (421)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-903	DEVELOPER CONTRIBUTED ASSET	206,806	0	0	0	0	0.00%
Total		206,806	0	0	0	0	0.00%
Expenditures							
2-100	LABOUR CUPE B	44,116	53,803	50,042	50,037	(5)	(0.01%)
2-200	GENERAL SUPPLIES	34,124	80,368	51,575	52,350	775	1.50%
2-205	LICENCES, PERMITS & FEES	452	158	0	0	0	0.00%
2-499	GENERAL CONTRACTS	61	0	0	0	0	0.00%
2-602	ELECTRICITY	594,556	594,632	592,047	609,808	17,761	3.00%
2-920	FLEET CHARGE	15,532	14,631	15,610	16,234	624	4.00%
Total		688,842	743,593	709,274	728,429	19,155	2.70%
Net		482,036	743,593	709,274	728,429	19,155	2.70%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and rate adjustments.

2-602 ELECTRICITY has been increased to accommodate expected rate increases.

Department Summary

Department Summary: TRAFFIC SIGNAGE (422)

Budget Year: 2019

Manager: Chris Ovens

Division: Operations - Public Works

Accounting Reference: 422

Stage: Approved

Approved: Yes

Purpose:

Traffic signage is installed and maintained to provide clear direction to vehicle, bicycle and pedestrian traffic. All signs are inspected annually and repaired or replaced as required. The repair and maintenance of roadside guard rails and fences is also included in this budget.

Budget Summary

2019 Approved Net Budget	\$142,181
Prior Year Approved Net Budget	\$160,204
Budget Change	\$(18,023)
Budget Change by %	(11.25%)
2019 FTE	0.9
2018 FTE	0.0
FTE Change	0.9
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Public Works staff work closely with City's Traffic Division to ensure that new and existing signs meet applicable regulations and when necessary, are installed to minimize long term operating costs.

Highlights of Current Year:

Service levels were maintained in 2018 consistent with Council's direction.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: TRAFFIC SIGNAGE (422)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	72,007	70,906	93,251	73,824	(19,427)	(20.83%)
2-200	GENERAL SUPPLIES	57,361	59,763	51,021	51,787	766	1.50%
2-320	MEMBERSHIPS/DUES	0	338	0	0	0	0.00%
2-499	GENERAL CONTRACTS	105	3,111	0	0	0	0.00%
2-920	FLEET CHARGE	11,876	14,620	15,932	16,570	638	4.00%
Total		141,348	148,739	160,204	142,181	(18,023)	(11.25%)
Net		141,348	148,739	160,204	142,181	(18,023)	(11.25%)

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and rate increases.

2-100 LABOUR CUPE B has been reduced to reflect actual charges

Department Summary

Department Summary: UNPAVED STREETS (423)

Budget Year: 2019

Manager: Chris Ovens

Division: Operations - Public Works

Accounting Reference: 423

Stage: Approved

Approved: Yes

Purpose:

The City currently maintains approximately 18 km of gravel roads and lanes within the City boundaries. Typical maintenance on gravel roads includes grading, patching, dust control and shouldering. High traffic lanes are treated and maintained with asphalt chip seal that is installed by contract.

Budget Summary

2019 Approved Net Budget	\$82,723
Prior Year Approved Net Budget	\$81,029
Budget Change	\$1,694
Budget Change by %	2.09%
2019 FTE	0.3
2018 FTE	0.0
FTE Change	0.3
FTE Change by %	100.00%

Outlook for Upcoming Budget:

In 2019 the City will continue to test alternative methods of treatment for lanes and low volume roads.

Highlights of Current Year:

The City is scheduled to chip sealed approximately 2.0 km of unpaved gravel lanes late 2018 as part of the annual chip sealing program.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: UNPAVED STREETS (423)

Changes to Department:

						<u>2018-2019 Budget Change</u>	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	27,794	18,308	21,582	22,008	426	1.97%
2-200	GENERAL SUPPLIES	9,670	6,150	6,748	6,851	103	1.53%
2-499	GENERAL CONTRACTS	56	19,454	37,689	38,254	565	1.50%
2-920	FLEET CHARGE	21,132	12,378	15,010	15,610	600	4.00%
Total		58,652	56,290	81,029	82,723	1,694	2.09%
Net		58,652	56,290	81,029	82,723	1,694	2.09%

2018 - 2019 Budget Changes:

Total - Funding for this Department has been adjusted to reflect anticipated charges and rate increases.

Department Summary

Department Summary: SURFACE PARKING LOTS (430)

Budget Year: 2019

Manager: James Rice

Division: Operations - Public Works

Accounting Reference: 430

Stage: Approved

Approved: Yes

Purpose:

Under the Manager, Parks and Public Spaces, this Department includes all surface parking lots located within the City of Vernon, including monthly and daily parking revenues, Bylaw enforcement, snow clearing, landscape maintenance, line painting, sweeping, patching, grading, and overall repairs and minor upgrades performed by contractors and City of Vernon staff. Parking lots include Civic grounds and RCMP, College Way, 29th Street (Bertleson's), CSB, 31st Street (Flower Shop) and 29th Street (New Delhi)

Budget Summary

2019 Approved Net Budget	\$(77,804)
Prior Year Approved Net Budget	\$(145,643)
Budget Change	\$67,839
Budget Change by %	46.58%
2019 FTE	0.5
2018 FTE	0.0
FTE Change	0.5
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Maintain all parking lots to current service levels. New parking lots include 29th Street (New Delhi), 31 Street (Flower Shop) and additional area in CSB lot. These new parking lots will add approximately 125 spaces with revenues anticipated to be approximately \$72,000 (80% capacity)

Highlights of Current Year:

The 29th Street (New Delhi) parking lot was reconstructed and paved in 2018 and is now open for monthly and hourly parking. The parking lot includes an area for a mobile vendor as well as designated motorcycle parking.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: SURFACE PARKING LOTS (430)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-288	PARKING LOT FINES	9,103	0	0	15,000	15,000	100.00%
1-325	PARKING LOT RENTALS	107,224	122,683	245,750	172,800	(72,950)	(29.68%)
1-326	PARKING GST OFFSET	(4,679)	(5,702)	0	(4,700)	(4,700)	100.00%
1-328	PARKING LOTS DAILY	60,917	105,016	0	88,000	88,000	100.00%
1-330	STAFF PARKING	24,805	24,167	21,000	25,000	4,000	19.05%
Total		197,370	246,164	266,750	296,100	29,350	11.00%
Expenditures							
2-100	LABOUR CUPE B	1,016	3,117	0	1,981	1,981	100.00%
2-140	LABOUR NON-UNION	0	7,806	0	50,896	50,896	100.00%
2-200	GENERAL SUPPLIES	5,732	10,917	2,500	6,000	3,500	140.00%
2-205	LICENCES, PERMITS & FEES	8,266	95	8,000	0	(8,000)	(100.00%)
2-282	LAND LEASES	0	8,323	0	8,300	8,300	100.00%
2-451	SOFTWARE MAINTENANCE CONT	0	0	5,280	5,280	0	0.00%
2-455	SERVICE CONTRACTS	0	235	0	0	0	0.00%
2-499	GENERAL CONTRACTS	14,993	59,563	25,000	62,500	37,500	150.00%
2-602	ELECTRICITY	3,752	0	0	0	0	0.00%
2-604	WATER SEWER	0	2,125	0	0	0	0.00%
2-911	INTERNAL CHARGES	63,040	0	80,327	82,339	2,012	2.50%
2-920	FLEET CHARGE	921	2,097	0	1,000	1,000	100.00%
Total		97,721	94,279	121,107	218,296	97,189	80.25%
Net		(99,649)	(151,885)	(145,643)	(77,804)	67,839	46.58%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and rate increases including the following:

- 1-288 PARKING LOT FINES is now included as revenue within this department
- 1-325 PARKING LOT RENTALS has been reduced to reflect actual
- 1-325 PARKING GST OFFSET has now been included in this department
- 1-328 PARKING LOTS DAILY is now included as revenue within this department
- 1-330 STAFF PARKING is now included as revenue within this department
- 2-100 LABOUR CUPE B has been added as an item within this department
- 2-140 LABOUR NON-UNION now includes budget reallocated from Sub-regional Parks General
- 2-200 GENERAL SUPPLIES has been adjusted to reflect actual charges
- 2-205 LICENCES, PERMITS & FEES related to the New Delhi lot and is no longer required
- 2-282 LAND LEASE relates to the leases required for the parking areas adjacent to the CN railway
- 2-499 GENERAL CONTRACTS has been increased to adjust for actual costs relating to snow and ice
- 2-920 FLEET CHARGE has been adjusted to reflect actual charges

Department Summary

Department Summary: PROJECTS - PUBLIC WORKS (961)

Budget Year: 2019

Manager: James Rice

Division: Operations - Public Works

Accounting Reference: 961

Stage: Approved

Approved: Yes

Purpose:

This Department is used to fund council approved projects relating to services provided by Public Works.

Budget Summary

2019 Approved Net Budget	\$46,000
Prior Year Approved Net Budget	\$46,000
Budget Change	0
Budget Change by %	0.00%
2019 FTE	0.5
2018 FTE	0.0
FTE Change	0.5
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Projects currently identified for 2019 include:

- Signal housing upgrade program
- Rock Face work

Highlights of Current Year:

Projects identified in 2018 included the following:

- Signal housing upgrade program
- Rock Face work

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PROJECTS - PUBLIC WORKS (961)

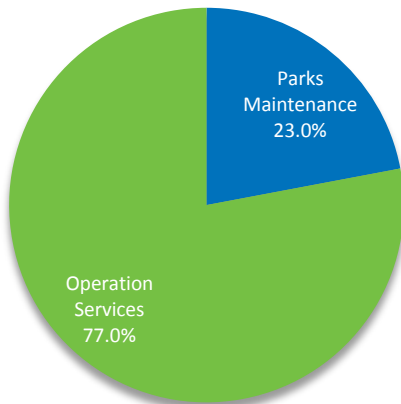
Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-542	PROVINCIAL GRANTS - OTHER	823,701	0	0	0	0	0.00%
1-832	FROM DEVELOPMENT EXCESS RE	40,191	0	0	0	0	0.00%
1-839	FROM PY UNEXPENDED BUDGET	417,626	0	125,135	0	(125,135)	(100.00%)
1-849	FROM CARRYOVER RESERVE	205,232	0	136,349	0	(136,349)	(100.00%)
Total		1,486,750	0	261,484	0	(261,484)	(100.00%)
Expenditures							
2-100	LABOUR CUPE B	75,454	2,723	0	0	0	0.00%
2-200	GENERAL SUPPLIES	70,523	2,665	0	0	0	0.00%
2-220	SIGNAL MATERIALS	11,383	0	0	0	0	0.00%
2-272	EQUIPMENT PURCHASES	0	33,371	0	0	0	0.00%
2-499	GENERAL CONTRACTS	1,249,448	35,288	35,000	0	(35,000)	(100.00%)
2-849	TO CARRYOVER RESERVE	96,349	0	0	0	0	0.00%
2-920	FLEET CHARGE	41,981	1,446	0	0	0	0.00%
2-999	PROJECTS - ONE-TIME	0	0	272,484	46,000	(226,484)	(83.12%)
Total		1,545,139	75,493	307,484	46,000	(261,484)	(85.04%)
Net		58,389	75,493	46,000	46,000	0	0.00%

2018 - 2019 Budget Changes:

Total - Funding for this Department has been adjusted to reflect current projects identified for 2019.

OPERATION SERVICES PARKS SERVICES



SUB DEPARTMENT BUDGET SUMMARY

2019 Approved Net Cost	\$2,099,676
2018 Amended Net Cost	\$1,982,556
Budget Change	\$117,120
Change By %	5.91%
2019 Authorized Positions	10.0
2018 Authorized Positions	14.1
FTE Change	(4.1)
FTE Change By %	(29.07)%



Department Summary

Department Summary: LOCAL PARKS GENERAL (600)

Budget Year: 2019

Manager: Kendra Kryszak

Division: Operations - Parks

Accounting Reference: 600

Stage: Approved

Approved: Yes

Purpose:

The City is responsible for the care, control, and funding of local parks within the City's jurisdiction. Included in this department is partial funding for the General Manager of Public Works (15%) and the Manager of Parks and Public Spaces (25%), as well as a funding allocation required for general items that can't be directly charged to individual parks. Vehicle charges for the Parks Foreman position and insurance and permit fees as well as the repair and purchase of small tools are also included in this department.

Budget Summary

2019 Approved Net Budget	\$233,726
Prior Year Approved Net Budget	\$165,742
Budget Change	\$67,984
Budget Change by %	41.02%
2019 FTE	2.2
2018 FTE	13.0
FTE Change	(10.7)
FTE Change by %	(83.08%)

Outlook for Upcoming Budget:

In 2019, the focus of the Parks Department will be ensuring that a consistent level of service is provided to our Local Parks system with a focus on lake accesses, beaches and sports fields. A number of new parks and open spaces are schedule to be available to the public in 2019 including Hurlburt Park and Lakeshore Park.

Highlights of Current Year:

The following general items were completed in 2018:

- MacDonald Park – New roof on the washroom/soccer building
- Armoury Park, Polson, Heron Glen - New playground spinners
- Polson Park – Decking replaced on bridge at start of board walk
- Polson Park – The golf cart was replaced with new ATV
- Miscellaneous Parks – 3 irrigation controllers were replaced
- Miscellaneous Parks – New turf matts were purchased
- Miscellaneous Parks – 2 Steel soccer nets were replaced with safer aluminum nets

Change Request for 2019:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2019	Net Tax Rqmt for 2020
AUTO - 2629	Hurlburt Park - Operating Costs	Approved	\$47,400	\$47,400	\$0	\$47,400	\$47,400
AUTO - 2630	Becker Park / Bike Skills Park Operational costs	Approved	\$17,800	\$17,800	\$0	\$17,800	\$17,800
AUTO - 2634	Lakeshore Park - Operational costs	Approved	\$38,900	\$38,900	\$0	\$38,900	\$38,900
Total Change Request			\$104,100	\$104,100	\$0	\$104,100	\$104,100

Department Summary

Department Summary: LOCAL PARKS GENERAL (600)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-203	BOOKING ADMIN FEE	27,596	92,621	30,000	30,000	0	0.00%
1-390	DONATIONS	0	120	0	0	0	0.00%
1-391	MISCELLANEOUS REVENUE	0	7,055	0	14,500	14,500	100.00%
1-395	COST RECOVERIES	1,029	521	0	0	0	0.00%
1-792	INTERNAL REVENUE	0	1,098	0	0	0	0.00%
Total		28,625	101,415	30,000	44,500	14,500	48.33%
Expenditures							
2-100	LABOUR CUPE B	80,124	103,855	82,942	114,043	31,101	37.50%
2-140	LABOUR NON-UNION	20,302	26,870	22,376	48,968	26,592	118.84%
2-200	GENERAL SUPPLIES	36,739	21,373	13,534	38,287	24,753	182.89%
2-325	BOOT ALLOWANCE	300	600	400	400	0	0.00%
2-450	ADVERTISING/PROMOTION CON	0	209	0	0	0	0.00%
2-499	GENERAL CONTRACTS	10,258	24,649	60,000	34,550	(25,450)	(42.42%)
2-601	NATURAL GAS	1,158	1,178	1,000	1,020	20	2.00%
2-610	CELLS/MOBILITY	878	3,522	1,500	1,500	0	0.00%
2-632	PROPERTY INSURANCE PREMIUM	3,327	3,438	3,606	3,660	54	1.50%
2-911	INTERNAL CHARGES	0	137	0	0	0	0.00%
2-920	FLEET CHARGE	14,680	21,075	10,384	35,798	25,414	244.74%
Total		167,767	206,907	195,742	278,226	82,484	42.14%
Net		139,142	105,491	165,742	233,726	67,984	41.02%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and rate increases.

1-391 MISC REVENUE is to record repayment of loan to Pickelball Association from 2019 to 2028 - \$14,500 annually.

2-140 LABOUR NON-UNION – partial funding for the Manager of Parks and Public Spaces has been reallocated to this department from Sub-regional Parks General.

2-499 GENERAL CONTRACTS has been reduced to account for miscellaneous one time improvements completed in 2018.

Except under specific circumstances, the following rate adjustments have been made in the Local Parks budget throughout all Departments:

2-200 GENERAL SUPPLIES - 1.5% increase for CPI.

2-601 NATURAL GAS - 2.0% increase for estimated Fortis Gas rate increases.

2-602 ELECTRICITY - 3.0% increase for estimated BC Hydro rate increases.

2-607 IRRIGATION WATER - 3.0% increase in Water/Irrigation to account for the estimated increases in RDNO water rates.

2-920 FLEET - 4.0% increase based on estimated increases.

Department Summary

Department Summary: POLSON PARK (610)

Budget Year: 2019

Manager: Kendra Kryszak

Division: Operations - Parks

Accounting Reference: 610

Stage: Approved

Approved: Yes

Purpose:

The City is responsible for the care, control, and funding of Polson Park which is defined as a local park within the City's jurisdiction. The work is completed primarily with City forces. Contract forces are used for garbage collection, security and washroom cleaning. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, playground maintenance, risk management, garbage and litter collection, tree care, fence and bleacher repair, washroom maintenance, snow and ice control, security, outdoor exercise equipment, and operation and maintenance of the spray pool, band shell and pavilion.

Budget Summary

2019 Approved Net Budget	\$467,425
Prior Year Approved Net Budget	\$455,083
Budget Change	\$12,342
Budget Change by %	2.71%
2019 FTE	2.6
2018 FTE	0.0
FTE Change	2.6
FTE Change by %	100.00%

Outlook for Upcoming Budget:

The Polson Spray Park has reached an age and condition that significant improvements are now necessary to ensure safe and consistent operation. A service level adjustment to repair the spray park has been submitted as part of the 2019 budget package for Council's consideration.

Highlights of Current Year:

Recent changes to the City's Parks and Public Spaces bylaw has resulted in significant improvements to Polson Park with respect to abandoned encampments, worker incidents, and security issues. The inclusion of dogs within the park also was successfully implemented in 2018.

Change Request for 2019:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2019	Net Tax Rqmt for 2020
AUTO - 2672	Polson Park - Spray Park Improvements	Approved	\$6,500	\$0	\$6,500	\$0	\$0
Total Change Request			\$6,500	\$0	\$6,500	\$0	\$0

Department Summary

Department Summary: POLSON PARK (610)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-839	FROM PY UNEXPENDED BUDGET	15,013	0	0	6,500	6,500	100.00%
Total		15,013	0	0	6,500	6,500	100.00%
Expenditures							
2-100	LABOUR CUPE B	217,426	194,806	202,652	203,233	581	0.29%
2-120	LABOUR CUPE A	1,496	11,532	1,600	1,624	24	1.50%
2-200	GENERAL SUPPLIES	55,066	42,195	49,841	50,619	778	1.56%
2-205	LICENCES, PERMITS & FEES	38	63	0	0	0	0.00%
2-272	EQUIPMENT PURCHASES	0	0	0	6,500	6,500	100.00%
2-283	VEHICLE RENTALS	0	307	0	0	0	0.00%
2-313	GPS	0	34	0	0	0	0.00%
2-453	SECURITY/ALARM CONTRACTS	30,195	35,760	31,000	36,465	5,465	17.63%
2-499	GENERAL CONTRACTS	53,204	47,367	70,450	71,556	1,106	1.57%
2-601	NATURAL GAS	678	624	700	714	14	2.00%
2-602	ELECTRICITY	16,268	16,235	15,435	16,775	1,340	8.68%
2-604	WATER SEWER	3,149	3,418	3,000	3,200	200	6.67%
2-607	IRRIGATION WATER	22,748	19,930	23,796	24,509	713	3.00%
2-610	CELLS/MOBILITY	1,961	2,373	1,600	1,624	24	1.50%
2-612	WIFI & FIBRE	0	674	0	0	0	0.00%
2-613	TELEPHONES (LAND LINES)	0	102	0	0	0	0.00%
2-632	PROPERTY INSURANCE PREMIUM	3,945	4,193	4,109	4,170	61	1.48%
2-920	FLEET CHARGE	57,474	55,992	50,900	52,936	2,036	4.00%
Total		463,647	435,603	455,083	473,925	18,842	4.14%
Net		448,634	435,603	455,083	467,425	12,342	2.71%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and anticipated changes including:

2-453 SECURITY/ALARM CONTRACTS has increased to extend security services an additional 6 weeks to the middle of November.

2-602 ELECTRICITY has increased in addition to expected rate increases to adjust to actual charges.

2-604 WATER SEWER has increased to adjust to actual charges

Department Summary

Department Summary: KIN RACETRACK PARK (614)

Budget Year: 2019

Manager: Kendra Kryszak

Division: Operations - Parks

Accounting Reference: 614

Stage: Approved

Approved: Yes

Purpose:

The City is responsible for limited maintenance of the Kin Race Track which is defined as a local park within the City's jurisdiction. The work is completed with a combination of City and contract forces. Maintenance is conducted on the sports fields and includes mowing, line trimming, weeding, irrigation repair, risk management, and garbage and litter collection.

Budget Summary

2019 Approved Net Budget	\$74,160
Prior Year Approved Net Budget	\$73,905
Budget Change	\$255
Budget Change by %	0.35%
2019 FTE	0.2
2018 FTE	0.0
FTE Change	0.2
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Service levels to the site will be maintained until legal issues associated with the site are resolved.

Highlights of Current Year:

A gate was installed at the Kamloops Road entrance to the site to restrict public access to this area. All other service levels were maintained in 2017 consistent with Council's direction.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: KIN RACETRACK PARK (614)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-839	FROM PY UNEXPENDED BUDGET	6,048	0	0	0	0	0.00%
Total		6,048	0	0	0	0	0.00%
Expenditures							
2-100	LABOUR CUPE B	10,915	10,653	23,513	17,897	(5,616)	(23.88%)
2-200	GENERAL SUPPLIES	596	4,539	3,185	3,233	48	1.51%
2-499	GENERAL CONTRACTS	21,496	23,169	14,723	22,000	7,277	49.43%
2-602	ELECTRICITY	279	310	1,087	300	(787)	(72.40%)
2-604	WATER SEWER	365	369	822	834	12	1.46%
2-607	IRRIGATION WATER	8,679	7,226	11,417	9,000	(2,417)	(21.17%)
2-632	PROPERTY INSURANCE PREMIUM	13,604	14,341	14,381	14,596	215	1.50%
2-920	FLEET CHARGE	6,211	4,904	4,777	6,300	1,523	31.88%
Total		62,145	65,510	73,905	74,160	255	0.35%
Net		56,098	65,510	73,905	74,160	255	0.35%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and anticipated changes including:

2-100 LABOUR CUPE B has been reduced to adjust to actual charges.

2-499 CONTRACTS has been increased to adjust to actual charges associated with the general landscape contract for this site.

2-602 ELECTRICITY has been decreased to adjust to actual charges and accommodates a 3.0% anticipated rate increase.

2-607 IRRIGATION WATER has been decreased to adjust to actual charges.

2-920 FLEET CHARGE has been increased to adjust to actual charges.

Department Summary

Department Summary: LAKEVIEW PARK (615)	
Budget Year: 2019	Manager: Kendra Kryszak
Division: Operations - Parks	Accounting Reference: 615
Stage: Approved	Approved: Yes

Purpose:

The City is responsible for the care, control, and funding of Lakeview Park which is defined as a local park within the City’s jurisdiction. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, playground maintenance, risk management, garbage and litter collection, tree care, sport field maintenance, fence and bleacher repair, washroom maintenance and security.

Budget Summary

2019 Approved Net Budget	\$58,852
Prior Year Approved Net Budget	\$57,392
Budget Change	\$1,460
Budget Change by %	2.54%
2019 FTE	0.1
2018 FTE	0.0
FTE Change	0.1
FTE Change by %	100.00%

Outlook for Upcoming Budget:

In 2019, the focus of the Parks Department will be ensuring that a consistent level of service is provided to our Local Parks system with a focus on lake accesses beaches and sports fields.

Highlights of Current Year:

In 2018 the U11 provincial boy’s baseball tournament was hosted at Lakeview Park. Improvements to the diamonds were made prior to the event with help from Vernon’s baseball association.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: LAKEVIEW PARK (615)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	10,570	20,643	11,000	11,115	115	1.05%
2-200	GENERAL SUPPLIES	4,134	4,592	5,000	5,075	75	1.50%
2-499	GENERAL CONTRACTS	11,465	12,737	15,875	16,113	238	1.50%
2-602	ELECTRICITY	1,375	1,378	1,350	1,390	40	2.96%
2-604	WATER SEWER	8,156	8,540	8,000	8,120	120	1.50%
2-607	IRRIGATION WATER	8,318	9,394	8,000	8,570	570	7.13%
2-613	TELEPHONES (LAND LINES)	914	914	1,027	1,043	16	1.56%
2-920	FLEET CHARGE	6,773	6,841	7,140	7,426	286	4.01%
Total		51,704	65,038	57,392	58,852	1,460	2.54%
Net		51,704	65,038	57,392	58,852	1,460	2.54%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and anticipated changes including:
2-607 IRRIGATION WATER has increased to adjust to actual charges and anticipated rate increases.

Department Summary

Department Summary: ALEXIS PARK (616)

Budget Year: 2019

Manager: Kendra Kryszak

Division: Operations - Parks

Accounting Reference: 616

Stage: Approved

Approved: Yes

Purpose:

The City is responsible for the care, control, and funding of Alexis Park which is defined as a local park within the City's jurisdiction. The work is completed with a combination of City and contract forces.

Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, risk management, garbage and litter collection, tree care, sport field maintenance, fence and bleacher repair, washroom maintenance, and security.

Budget Summary

2019 Approved Net Budget	\$47,632
Prior Year Approved Net Budget	\$47,676
Budget Change	\$(44)
Budget Change by %	(0.09%)
2019 FTE	0.2
2018 FTE	0.0
FTE Change	0.2
FTE Change by %	100.00%

Outlook for Upcoming Budget:

The horse shoe club has indicated that they would like to install a roof extension (at their cost) from the existing washroom/concession building located adjacent to their club to provide shade. City staff will work with club representatives to determine if this is feasible.

Highlights of Current Year:

The new replacement playground was completed in 2018 and is now available for public use.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: ALEXIS PARK (616)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	6,804	14,553	12,792	11,999	(793)	(6.20%)
2-200	GENERAL SUPPLIES	2,996	3,772	4,007	4,067	60	1.50%
2-499	GENERAL CONTRACTS	10,114	14,875	14,949	15,174	225	1.51%
2-602	ELECTRICITY	1,685	1,520	1,720	1,772	52	3.02%
2-604	WATER SEWER	634	639	1,000	1,000	0	0.00%
2-607	IRRIGATION WATER	7,152	6,712	7,000	7,210	210	3.00%
2-613	TELEPHONES (LAND LINES)	914	914	1,025	1,040	15	1.46%
2-632	PROPERTY INSURANCE PREMIUM	722	737	821	833	12	1.46%
2-920	FLEET CHARGE	5,538	5,986	4,362	4,537	175	4.01%
Total		36,559	49,708	47,676	47,632	(44)	(0.09%)
Net		36,559	49,708	47,676	47,632	(44)	(0.09%)

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and anticipated changes.

2-100 LABOUR CUPE B has been reduced to adjust to actual charges.

Department Summary

Department Summary: MACDONALD PARK (617)

Budget Year: 2019

Manager: Kendra Kryszak

Division: Operations - Parks

Accounting Reference: 617

Stage: Approved

Approved: Yes

Purpose:

The City is responsible for the care, control, and funding of MacDonald Park which is defined as a local park within the City's jurisdiction. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, volleyball court maintenance, risk management, garbage and litter collection, tree care, sport field maintenance, fence and bleacher repair, washroom maintenance and security.

Budget Summary

2019 Approved Net Budget	\$71,094
Prior Year Approved Net Budget	\$66,292
Budget Change	\$4,802
Budget Change by %	7.24%
2019 FTE	0.2
2018 FTE	0.0
FTE Change	0.2
FTE Change by %	100.00%

Outlook for Upcoming Budget:

In 2019, the focus of the Parks Department will be ensuring that a consistent level of service is provided to our Local Parks system with a focus on lake accesses, beaches and sports fields.

Highlights of Current Year:

A ride on turf mower was replaced in 2018 with a larger deck mower capable of cutting significantly faster. The increased capacity will be used to support other parks services (i.e. beach cleaning) to ensure parks service levels are maintained.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: MACDONALD PARK (617)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	14,346	13,286	16,484	16,621	137	0.83%
2-200	GENERAL SUPPLIES	7,560	5,666	4,109	7,600	3,491	84.96%
2-499	GENERAL CONTRACTS	12,492	10,639	15,594	15,828	234	1.50%
2-604	WATER SEWER	867	1,086	1,300	1,300	0	0.00%
2-607	IRRIGATION WATER	17,122	31,999	17,453	17,976	523	3.00%
2-613	TELEPHONES (LAND LINES)	914	914	1,015	1,030	15	1.48%
2-632	PROPERTY INSURANCE PREMIUM	2,034	2,072	2,030	2,100	70	3.45%
2-920	FLEET CHARGE	9,689	6,537	8,307	8,639	332	4.00%
Total		65,022	72,198	66,292	71,094	4,802	7.24%
Net		65,022	72,198	66,292	71,094	4,802	7.24%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and anticipated changes including:

2-200 GENERAL SUPPLIES has increased to adjust to actual charges relating to the maintenance of the sports fields.

Department Summary

Department Summary: MISSION HILL PARK (622)	
Budget Year: 2019	Manager: Kendra Kryszak
Division: Operations - Parks	Accounting Reference: 622
Stage: Approved	Approved: Yes

Purpose:

The City is responsible for the care, control, and funding of Mission Hill Park which is defined as a local park within the City’s jurisdiction. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, playground maintenance, risk management, garbage and litter collection, tree care, fence repair and security.

Budget Summary

2019 Approved Net Budget	\$45,909
Prior Year Approved Net Budget	\$48,826
Budget Change	\$(2,917)
Budget Change by %	(5.97%)
2019 FTE	0.1
2018 FTE	0.0
FTE Change	0.1
FTE Change by %	100.00%

Outlook for Upcoming Budget:

In 2019, the focus of the Parks Department will be ensuring that a consistent level of service is provided to our Local Parks system with a focus on lake accesses beaches and sports fields.

Highlights of Current Year:

Parks service levels were maintained in 2018 consistent with Council’s direction.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: MISSION HILL PARK (622)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	4,770	5,417	10,150	6,145	(4,005)	(39.46%)
2-200	GENERAL SUPPLIES	1,116	1,652	1,027	1,043	16	1.56%
2-499	GENERAL CONTRACTS	7,878	7,743	8,636	8,766	130	1.51%
2-607	IRRIGATION WATER	17,122	26,139	21,873	22,529	656	3.00%
2-920	FLEET CHARGE	2,521	2,375	7,140	7,426	286	4.01%
Total		33,407	43,325	48,826	45,909	(2,917)	(5.97%)
Net		33,407	43,325	48,826	45,909	(2,917)	(5.97%)

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and anticipated changes.

2-100 LABOUR CUPE B has been reduced to adjust to actual charges.

Department Summary

Department Summary: HERITAGE PARK (623)

Budget Year: 2019

Manager: Kendra Kryszak

Division: Operations - Parks

Accounting Reference: 623

Stage: Approved

Approved: Yes

Purpose:

The City is responsible for the care, control, and funding of Heritage Park which is defined as a local park within the City's jurisdiction. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, playground maintenance, risk management, garbage and litter collection, tree care, fence repair, washroom maintenance, and security.

Budget Summary

2019 Approved Net Budget	\$22,658
Prior Year Approved Net Budget	\$20,026
Budget Change	\$2,632
Budget Change by %	13.14%
2019 FTE	0.1
2018 FTE	0.0
FTE Change	0.1
FTE Change by %	100.00%

Outlook for Upcoming Budget:

In 2019, the focus of the Parks Department will be ensuring that a consistent level of service is provided to our Local Parks system with a focus on lake accesses beaches and sports fields.

Highlights of Current Year:

Parks service levels were maintained in 2018 consistent with Council's direction.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: HERITAGE PARK (623)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	4,639	3,690	5,151	5,046	(105)	(2.04%)
2-200	GENERAL SUPPLIES	1,750	742	514	800	286	55.64%
2-499	GENERAL CONTRACTS	4,863	4,893	4,959	5,033	74	1.49%
2-607	IRRIGATION WATER	7,826	7,636	5,768	8,000	2,232	38.70%
2-920	FLEET CHARGE	2,380	1,950	3,634	3,779	145	3.99%
Total		21,459	18,911	20,026	22,658	2,632	13.14%
Net		21,459	18,911	20,026	22,658	2,632	13.14%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and anticipated changes including:

2-100 LABOUR CUPE B has been reduced to adjust to actual charges.

2-200 GENERAL SUPPLIES has increased to adjust to actual charges.

2-607 IRRIGATION WATER has increased to adjust to actual charges and expected rate increases.

Department Summary

Department Summary: GRAHAME PARK (626)

Budget Year: 2019

Manager: Kendra Kryszak

Division: Operations - Parks

Accounting Reference: 626

Stage: Approved

Approved: Yes

Purpose:

The City is responsible for the care, control, and funding of Grahame Park which is defined as a local park within the City's jurisdiction. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, risk management, garbage and litter collection, tree care, sport field maintenance, fence and bleacher repair, washroom maintenance, and security. The School District is responsible for some maintenance of this site including irrigation installation and repair and 50% of the mowing required at the site.

Budget Summary

2019 Approved Net Budget	\$32,071
Prior Year Approved Net Budget	\$27,207
Budget Change	\$4,864
Budget Change by %	17.88%
2019 FTE	0.1
2018 FTE	0.0
FTE Change	0.1
FTE Change by %	100.00%

Outlook for Upcoming Budget:

In 2019, the focus of the Parks Department will be ensuring that a consistent level of service is provided to our Local Parks system with a focus on lake accesses beaches and sports fields.

Highlights of Current Year:

Parks service levels were maintained in 2018 consistent with Council's direction.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: GRAHAME PARK (626)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	7,745	9,531	9,014	8,041	(973)	(10.79%)
2-200	GENERAL SUPPLIES	3,748	1,485	2,054	2,085	31	1.51%
2-499	GENERAL CONTRACTS	10,086	9,023	5,633	10,153	4,520	80.24%
2-607	IRRIGATION WATER	4,846	5,352	4,000	5,000	1,000	25.00%
2-613	TELEPHONES (LAND LINES)	914	914	1,027	1,043	16	1.56%
2-632	PROPERTY INSURANCE PREMIUM	292	329	287	350	63	21.95%
2-920	FLEET CHARGE	5,190	5,033	5,192	5,399	207	3.99%
Total		32,820	31,667	27,207	32,071	4,864	17.88%
Net		32,820	31,667	27,207	32,071	4,864	17.88%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and anticipated changes including:

2-499 GENERAL CONTRACTS increased to adjust to actual charges relating to the landscape maintenance contract.

2-607 IRRIGATION WATER increased to adjust to actual charges.

2-632 PROPERTY INSURANCE PREMIUM increased to adjust to actual charges.

Department Summary

Department Summary: SMALL PARKS/TOT LOTS (631)

Budget Year: 2019

Manager: Kendra Kryszak

Division: Operations - Parks

Accounting Reference: 631

Stage: Approved

Approved: Yes

Purpose:

The City is responsible for the care, control, and funding of small parks and tot lots within the City's jurisdiction. There are currently 23 different park locations with 11 playgrounds that are maintained under this Department. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, playground maintenance, risk management, garbage and litter collection, tree care, fence repair, and security.

Budget Summary

2019 Approved Net Budget	\$463,566
Prior Year Approved Net Budget	\$417,789
Budget Change	\$45,777
Budget Change by %	10.96%
2019 FTE	1.7
2018 FTE	0.0
FTE Change	1.7
FTE Change by %	100.00%

Outlook for Upcoming Budget:

In 2019, the focus of the Parks Department will be ensuring that a consistent level of service is provided to our Local Parks system with a focus on lake accesses, beaches and sports fields.

Highlights of Current Year:

Parks service levels were maintained in 2018 consistent with Council's direction.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: SMALL PARKS/TOT LOTS (631)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-390	DONATIONS	1,444	1,956	0	0	0	0.00%
1-395	COST RECOVERIES	3,020	0	0	0	0	0.00%
1-839	FROM PY UNEXPENDED BUDGET	543	0	0	0	0	0.00%
1-849	FROM CARRYOVER RESERVE	0	0	50,000	0	(50,000)	(100.00%)
Total		5,007	1,956	50,000	0	(50,000)	(100.00%)
Expenditures							
2-100	LABOUR CUPE B	147,861	143,606	121,800	146,363	24,563	20.17%
2-200	GENERAL SUPPLIES	49,815	51,065	56,166	57,009	843	1.50%
2-283	VEHICLE RENTALS	0	12,075	0	0	0	0.00%
2-499	GENERAL CONTRACTS	103,251	125,864	161,513	113,187	(48,326)	(29.92%)
2-602	ELECTRICITY	2,306	3,233	2,500	2,575	75	3.00%
2-607	IRRIGATION WATER	45,561	41,308	30,000	47,000	17,000	56.67%
2-849	TO CARRYOVER RESERVE	50,000	0	0	0	0	0.00%
2-911	INTERNAL CHARGES	32,000	32,000	55,010	55,000	(10)	(0.02%)
2-920	FLEET CHARGE	53,065	43,330	40,800	42,432	1,632	4.00%
Total		483,860	452,481	467,789	463,566	(4,223)	(0.90%)
Net		478,853	450,525	417,789	463,566	45,777	10.96%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and anticipated changes including:

2-100 LABOUR CUPE B has increased to adjust to actual charges.

2-499 GENERAL CONTRACTS has been reduced (heron glen environmental project)

2-607 IRRIGATION WATER has been increased in addition to the expected rate increases to adjust to actual charges.

Department Summary

Department Summary: PARK TRAILS (632)

Budget Year: 2019

Manager: Kendra Kryszak

Division: Operations - Parks

Accounting Reference: 632

Stage: Approved

Approved: Yes

Purpose:

The City is responsible for the care, control, and funding of local trails within the City's jurisdiction. The work is completed by City forces. Maintenance includes line trimming, risk management, garbage and litter collection, and tree care. The BX Trail and Grey Canal Trail are designated as Sub-Regional and are not maintained by the City.

Budget Summary

2019 Approved Net Budget	\$42,238
Prior Year Approved Net Budget	\$32,042
Budget Change	\$10,196
Budget Change by %	31.82%
2019 FTE	0.4
2018 FTE	0.0
FTE Change	0.4
FTE Change by %	100.00%

Outlook for Upcoming Budget:

In 2019, the Foothills Ravine Trail is expected to be completed and will result in additional maintenance costs as outlined in the included change request.

Highlights of Current Year:

Parks service levels were maintained in 2018 consistent with Council's direction.

Change Request for 2019:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2019	Net Tax Rqmt for 2020
AUTO - 2638	Foothills Ravine Trail - Operational costs	Approved	\$5,000	\$5,000	\$0	\$5,000	\$5,000
Total Change Request			\$5,000	\$5,000	\$0	\$5,000	\$5,000

Department Summary

Department Summary: PARK TRAILS (632)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	13,216	18,011	22,330	25,645	3,315	14.85%
2-200	GENERAL SUPPLIES	2,104	3,063	3,082	3,548	466	15.12%
2-499	GENERAL CONTRACTS	8,674	10,889	0	10,210	10,210	100.00%
2-920	FLEET CHARGE	2,023	3,842	6,630	2,835	(3,795)	(57.24%)
Total		26,016	35,805	32,042	42,238	10,196	31.82%
Net		26,016	35,805	32,042	42,238	10,196	31.82%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and anticipated changes including:

2-499 GENERAL CONTRACTS now contains a budget figure to account for contract services required to maintain Parks Trails.

2-920 FLEET has been reduced to adjust to actual charges.

Department Summary

Department Summary: DEER PARK (633)

Budget Year: 2019

Manager: Kendra Kryszak

Division: Operations - Parks

Accounting Reference: 633

Stage: Approved

Approved: Yes

Purpose:

The City is responsible for the care, control, and funding of Deer Park which is defined as a local park within the City's jurisdiction. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, weeding, brush clearing, tennis court maintenance, risk management, garbage and litter collection, tree care, fence repair, building maintenance, and security.

Budget Summary

2019 Approved Net Budget	\$31,313
Prior Year Approved Net Budget	\$30,500
Budget Change	\$813
Budget Change by %	2.67%
2019 FTE	0.2
2018 FTE	0.0
FTE Change	0.2
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Deer Park is scheduled to be improved in 2019. City staff will continue to work with interested community members and the Lakeview Estates Community Association through the planning and design process.

Highlights of Current Year:

In 2018, the City installed a new parks sign for this site located adjacent to Tronson Rd.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: DEER PARK (633)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	0	2,477	10,150	10,403	253	2.49%
2-200	GENERAL SUPPLIES	(1,365)	0	5,075	1,651	(3,424)	(67.47%)
2-499	GENERAL CONTRACTS	3,255	2,561	5,075	5,151	76	1.50%
2-604	WATER SEWER	0	3,363	0	3,500	3,500	100.00%
2-920	FLEET CHARGE	0	494	10,200	10,608	408	4.00%
Total		1,890	8,895	30,500	31,313	813	2.67%
Net		1,890	8,895	30,500	31,313	813	2.67%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect anticipated charges in 2019 once the park is complete including:

2-200 GENERAL SUPPLIES has been reduced to adjust to expected charges

2-604 WATER SEWER now contains a budget to accommodate actual charges relating to the existing building on this site.

Department Summary

Department Summary: SUB REGIONAL PARKS - GENERAL (660)

Budget Year: 2019

Manager: Kendra Kryszak

Division: Operations - Parks

Accounting Reference: 660

Stage: Approved

Approved: Yes

Purpose:

The City is responsible for complete care and control of Sub-Regional sports fields and beaches located within the City of Vernon. The RDNO contributes to the maintenance of these parks through an annual grant as defined in the Greater Vernon Parks Sports Fields and Beaches Agreement that came into effect January 1 2018. Included in this Department is partial funding for the General Manager of Public Works (15%), the Manager of Parks and Public Spaces (50%) and the Parks Foreman (40%) as well as equipment charges for this position. Insurance, operations overhead, permit fees and security for all Sub-Regional sports field and beaches is also included in this department.

Budget Summary

2019 Approved Net Budget	\$17,487
Prior Year Approved Net Budget	\$90,601
Budget Change	\$(73,114)
Budget Change by %	(80.70%)
2019 FTE	0.7
2018 FTE	1.2
FTE Change	(0.5)
FTE Change by %	(41.67%)

Outlook for Upcoming Budget:

A number of projects are proposed for 2019 and are included as change requests within the individual departments.

Highlights of Current Year:

The City and the Okanagan Indian Band signed a Beach Lands Service Agreement in 2018 for the OKIB beach adjacent to Kin Beach. City forces will provide garbage collection, "No Dog" signage, daily beach harrowing, deep sand cleaning and debris removal until October 31, 2018.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: SUB REGIONAL PARKS - GENERAL (660)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-203	BOOKING ADMIN FEE	0	476	79,780	69,780	(10,000)	(12.53%)
1-399	RDNO RECOVERIES	469,227	25,538	25,538	25,921	383	1.50%
Total		469,227	26,014	105,318	95,701	(9,617)	(9.13%)
Expenditures							
2-100	LABOUR CUPE B	23,693	23,599	26,999	27,090	91	0.34%
2-140	LABOUR NON-UNION	20,035	25,846	132,376	48,968	(83,408)	(63.01%)
2-200	GENERAL SUPPLIES	0	1,067	0	0	0	0.00%
2-604	WATER SEWER	0	655	0	0	0	0.00%
2-911	INTERNAL CHARGES	16,345	0	35,000	35,525	525	1.50%
2-920	FLEET CHARGE	2,054	4,829	1,544	1,605	61	3.95%
Total		62,127	55,996	195,919	113,188	(82,731)	(42.23%)
Net		(407,100)	29,982	90,601	17,487	(73,114)	(80.70%)

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and anticipated changes including the following:

1-203 BOOKING ADMIN FEE revenue has been decreased as a result of the new pickleball facility at Marshall Field and reduced bookings at other pickleball facilities.

1-399 RDNO RECOVERIES revenue has been adjusted consistent with the Greater Vernon Parks Sports Field and Beaches Agreement

2-140 LABOUR NON-UNION a portion of the funding for the Parks and Public Spaces manager has been reallocated to Local Parks General and Surface Parking Lots

Except under specific circumstances, the following rate adjustments have been made in the Sub-Regional Parks budget throughout all Departments:

2-100 LABOUR CUPE B - 2.0% increase is identified as a place holder only and is currently under negotiation.

2-200 GENERAL SUPPLIES – 1.5% increase to account for CPI.

2-607 IRRIGATION WATER - 3.0% increase in Water/Irrigation to account for the estimated increases in RDNO water rates.

2-602 ELECTRICITY - 3.0% increase for estimated BC Hydro rate increases.

2-601 NATURAL GAS - 2.0% increase for estimated Fortis Gas rate increases.

2-920 FLEET - 4.0% increase based on estimated increases.

Department Summary

Department Summary: DND PARKS (661)

Budget Year: 2019

Manager: Kendra Kryszak

Division: Operations - Parks

Accounting Reference: 661

Stage: Approved

Approved: Yes

Purpose:

The City is responsible for complete care and control of Sub-Regional sports fields and beaches located within the City of Vernon including DND Park. The RDNO contributes to the maintenance of this site through an annual grant as defined in the Greater Vernon Parks Sports Fields and Beaches Agreement that came into effect January 1, 2018. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, playground maintenance, risk management, garbage and litter.

Budget Summary

2019 Approved Net Budget	\$163,153
Prior Year Approved Net Budget	\$146,186
Budget Change	\$16,967
Budget Change by %	11.61%
2019 FTE	0.6
2018 FTE	0.0
FTE Change	0.6
FTE Change by %	100.00%

Outlook for Upcoming Budget:

The budget has been prepared with the intent to maintain existing services levels. Operating and capital budget amendments are subject to Council review and direction.

Highlights of Current Year:

Sub-Regional parks services were maintained in 2018 consistent with the Greater Vernon Sub-Regional Parks and Trails Service Agreement.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: DND PARKS (661)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	38,299	38,799	43,483	43,729	246	0.57%
2-200	GENERAL SUPPLIES	17,962	15,431	12,387	12,573	186	1.50%
2-282	LAND LEASES	0	20,157	0	0	0	0.00%
2-499	GENERAL CONTRACTS	45,719	49,515	47,701	48,416	715	1.50%
2-607	IRRIGATION WATER	0	33,251	10,000	25,000	15,000	150.00%
2-610	CELLS/MOBILITY	421	268	500	508	8	1.60%
2-911	INTERNAL CHARGES	11,149	11,149	11,827	11,827	0	0.00%
2-920	FLEET CHARGE	17,848	18,882	20,288	21,100	812	4.00%
Total		131,398	187,452	146,186	163,153	16,967	11.61%
Net		131,398	187,452	146,186	163,153	16,967	11.61%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and anticipated changes including:

2-607 IRRIGATION WATER has been increased in addition to the expected rate increases to adjust to actual charges.

Department Summary

Department Summary: KIN BEACH PARK (663)

Budget Year: 2019

Manager: Kendra Kryszak

Division: Operations - Parks

Accounting Reference: 663

Stage: Approved

Approved: Yes

Purpose:

The City is responsible for complete care and control of Sub-Regional sports fields and beaches located within the City of Vernon including Kin Beach. The RDNO contributes to the maintenance of this site through an annual grant as defined in the Greater Vernon Parks Sports Fields and Beaches Agreement that came into effect January 1, 2018. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, playground maintenance, risk management, garbage and litter collection, tree care, volleyball court maintenance, washroom maintenance, goose control, beach cleaning, snow and ice control and security.

Budget Summary

2019 Approved Net Budget	\$119,423
Prior Year Approved Net Budget	\$103,242
Budget Change	\$16,181
Budget Change by %	15.67%
2019 FTE	0.4
2018 FTE	0.0
FTE Change	0.4
FTE Change by %	100.00%

Outlook for Upcoming Budget:

The City will continue to work with OKIB to extend the Sandy Beach maintenance agreement into 2019 and subsequent years. The large cotton wood trees located at this site are deteriorating at a higher than expected rate. In 2018, two of the large trees fell in the park during a windstorm. A change request has been submitted to increase the rate of annual tree removal from three to six per year.

Highlights of Current Year:

The City and the Okanagan Indian Band signed a Beach Lands Service Agreement in 2018 for the OKIB beach adjacent to Kin Beach. City forces will provide garbage collection, "No Dog" signage, daily beach harrowing, deep sand cleaning and debris removal until October 31, 2018.

Change Request for 2019:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2019	Net Tax Rqmt for 2020
AUTO - 2628	Kin Beach - Cottonwood Trees	Approved	\$15,000	\$15,000	\$0	\$15,000	\$15,000
Total Change Request			\$15,000	\$15,000	\$0	\$15,000	\$15,000

Department Summary

Department Summary: KIN BEACH PARK (663)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	16,936	29,864	21,741	29,104	7,363	33.87%
2-200	GENERAL SUPPLIES	3,308	6,376	4,129	4,191	62	1.50%
2-499	GENERAL CONTRACTS	38,195	43,860	59,691	60,361	670	1.12%
2-600	UTILITIES	0	533	0	0	0	0.00%
2-602	ELECTRICITY	0	1,586	0	0	0	0.00%
2-604	WATER SEWER	1,508	1,486	1,858	1,886	28	1.51%
2-607	IRRIGATION WATER	6,121	5,841	7,500	7,725	225	3.00%
2-920	FLEET CHARGE	9,170	15,971	8,323	16,156	7,833	94.11%
Total		75,238	105,517	103,242	119,423	16,181	15.67%
Net		75,238	105,517	103,242	119,423	16,181	15.67%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and anticipated changes.

Department Summary

Department Summary: MARSHALL FIELDS PARK (664)

Budget Year: 2019

Manager: Kendra Kryszak

Division: Operations - Parks

Accounting Reference: 664

Stage: Approved

Approved: Yes

Purpose:

The City is responsible for complete care and control of Sub-Regional sports fields and beaches located within the City of Vernon including Marshall Field. The RDNO contributes to the maintenance of this site through an annual grant as defined in the Greater Vernon Parks Sports Fields and Beaches Agreement that came into effect January 1, 2018. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, risk management, garbage and litter collection, tree care, sport field maintenance, fence and bleacher repair, washroom maintenance, goose control, snow and ice control, security and tennis court maintenance.

Budget Summary

2019 Approved Net Budget	\$146,659
Prior Year Approved Net Budget	\$136,266
Budget Change	\$10,393
Budget Change by %	7.63%
2019 FTE	0.5
2018 FTE	0.0
FTE Change	0.5
FTE Change by %	100.00%

Outlook for Upcoming Budget:

The budget has been prepared with the intent to maintain existing services levels. Operating and capital budget amendments are subject to Council review and direction. Reconstruction of the ball diamond will be reviewed and prioritized in the Parks' Asset Management Plan.

Highlights of Current Year:

The pickleball courts that were constructed by the Pickleball Association, located between the indoor soccer facility and the tennis courts is scheduled to be completed by the end of 2018.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: MARSHALL FIELDS PARK (664)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-390	DONATIONS	0	1	0	0	0	0.00%
1-395	COST RECOVERIES	0	4,500	0	0	0	0.00%
Total		0	4,501	0	0	0	0.00%
Expenditures							
2-100	LABOUR CUPE B	39,263	55,065	40,902	41,652	750	1.83%
2-200	GENERAL SUPPLIES	19,470	26,473	16,516	16,764	248	1.50%
2-499	GENERAL CONTRACTS	42,958	46,417	36,761	45,000	8,239	22.41%
2-602	ELECTRICITY	0	284	0	0	0	0.00%
2-604	WATER SEWER	0	2,443	0	0	0	0.00%
2-607	IRRIGATION WATER	922	922	1,058	1,100	42	3.97%
2-610	CELLS/MOBILITY	421	250	500	508	8	1.60%
2-613	TELEPHONES (LAND LINES)	1,505	1,505	1,652	1,676	24	1.45%
2-632	PROPERTY INSURANCE PREMIUM	0	491	0	0	0	0.00%
2-911	INTERNAL CHARGES	11,149	11,149	11,827	11,827	0	0.00%
2-920	FLEET CHARGE	27,028	23,596	27,050	28,132	1,082	4.00%
Total		142,716	168,596	136,266	146,659	10,393	7.63%
Net		142,716	164,095	136,266	146,659	10,393	7.63%

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and anticipated changes including:
2-499 CONTRACTS funding has increased to reflect actual charges related to the general landscaping contract.

Department Summary

Department Summary: PADDLEWHEEL PARK (665)

Budget Year: 2019

Manager: Kendra Kryszak

Division: Operations - Parks

Accounting Reference: 665

Stage: Approved

Approved: Yes

Purpose:

The City is responsible for complete care and control of Sub-Regional sports fields and beaches located within the City of Vernon including Paddlewheel Park. The RDNO contributes to the maintenance of this site through an annual grant as defined in the Greater Vernon Parks Sports Fields and Beaches Agreement that came into effect January 1, 2018. The work is completed with a combination of City and contract forces. Maintenance includes mowing, line trimming, planting, weeding, ground cover replacement, irrigation installation and repair, playground maintenance, risk management, garbage and litter collection, tree care, fence repair, washroom maintenance, goose control, beach cleaning, snow and ice control, security, volleyball court maintenance and tennis court maintenance.

Budget Summary

2019 Approved Net Budget	\$62,310
Prior Year Approved Net Budget	\$63,781
Budget Change	\$(1,471)
Budget Change by %	(2.31%)
2019 FTE	0.3
2018 FTE	0.0
FTE Change	0.3
FTE Change by %	100.00%

Outlook for Upcoming Budget:

The budget has been prepared with the intent to maintain existing services levels. Operating and capital budget amendments are subject to Council review and direction.

Highlights of Current Year:

Sub-Regional parks services were maintained in 2018 consistent with the Greater Vernon Sub-Regional Parks and Trails Service Agreement. Spring flooding and high lake levels had a significant impact on the usability of this park into the early summer months.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PADDLEWHEEL PARK (665)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-290	CITY - PARKS TICKET REVENUE	0	0	0	6,000	6,000	100.00%
1-320	PARKADE - DAILY PARKING FEES	0	6,150	0	0	0	0.00%
1-839	FROM PY UNEXPENDED BUDGET	0	0	6,710	0	(6,710)	(100.00%)
Total		0	6,150	6,710	6,000	(710)	(10.58%)
Expenditures							
2-100	LABOUR CUPE B	12,082	15,309	20,000	21,372	1,372	6.86%
2-200	GENERAL SUPPLIES	957	5,146	3,097	3,143	46	1.49%
2-205	LICENCES, PERMITS & FEES	157	0	0	0	0	0.00%
2-354	PROPERTY TAX EXPENSES	0	6,710	6,710	0	(6,710)	(100.00%)
2-499	GENERAL CONTRACTS	30,268	45,712	28,915	29,349	434	1.50%
2-602	ELECTRICITY	0	410	0	0	0	0.00%
2-604	WATER SEWER	912	1,771	1,239	1,257	18	1.45%
2-607	IRRIGATION WATER	8,011	7,681	5,848	8,320	2,472	42.27%
2-920	FLEET CHARGE	5,022	6,916	4,682	4,869	187	3.99%
Total		57,409	89,655	70,491	68,310	(2,181)	(3.09%)
Net		57,409	83,505	63,781	62,310	(1,471)	(2.31%)

2018 - 2019 Budget Changes:

Funding for this Department has been adjusted to reflect actual charges and anticipated changes including:

1-839 FROM PY UNEXPENDED BUDGET has been removed. This was a onetime Council approved funding to offset unexpected property taxes for this site.

2-354 PROPERTY TAX EXPENSES has been removed and an exemption for this site will be submitted for Council approval in October of 2018.

2-607 IRRIGATION WATER has been increased in addition to the expected rate increases to adjust to actual charges.

Department Summary

Department Summary: PROJECTS - PARKS (980)

Budget Year: 2019

Manager: Kendra Kryszak

Division: Operations - Parks

Accounting Reference: 980

Stage: Approved

Approved: Yes

Purpose:

This budget accommodates those projects approved by Council outside of the normal operating budget process.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

All anticipated 2019 projects have been accommodated in the budgets of the appropriate departments. If new projects arise in 2019, they will be forwarded to Council for consideration.

Highlights of Current Year:

The 2018 budget items all relate to Polson Park: the implementation of a two year trial program for on-leash dogs and clean up of the boardwalk and trail area in the southern portion of the park.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PROJECTS - PARKS (980)

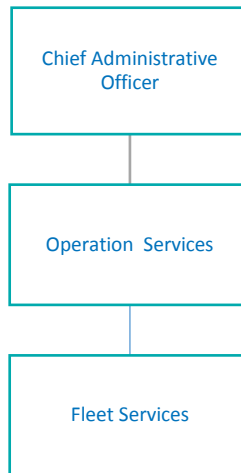
Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-572	GRANTS - OTHER	359	0	0	0	0	0.00%
1-810	FROM POLSON PARK RESERVE	6,458	0	17,691	0	(17,691)	(100.00%)
1-839	FROM PY UNEXPENDED BUDGET	25,400	0	6,600	0	(6,600)	(100.00%)
Total		32,217	0	24,291	0	(24,291)	(100.00%)
Expenditures							
2-100	LABOUR CUPE B	1,920	0	0	0	0	0.00%
2-200	GENERAL SUPPLIES	1,297	339	0	0	0	0.00%
2-205	LICENCES, PERMITS & FEES	150	0	0	0	0	0.00%
2-499	GENERAL CONTRACTS	28,104	375	0	0	0	0.00%
2-920	FLEET CHARGE	539	0	0	0	0	0.00%
2-999	PROJECTS - ONE-TIME	0	0	24,291	0	(24,291)	(100.00%)
Total		32,009	714	24,291	0	(24,291)	(100.00%)
Net		(209)	714	0	0	0	0.00%

2018 - 2019 Budget Changes:

There are currently no projects identified for 2019

OPERATION SERVICES FLEET SERVICES



SUB DEPARTMENT BUDGET SUMMARY

2019 Approved Net Cost	\$0
2018 Amended Net Cost	\$0
Budget Change	n/a
Change By %	n/a
2019 Authorized Positions	5.7
2018 Authorized Positions	6.5
FTE Change	0.8
FTE Change By %	-12.31%



Department Summary

Department Summary: FLEET GENERAL (440)

Budget Year: 2019

Manager: Richard Strobel

Division: Operations - Fleet

Accounting Reference: 440

Stage: Approved

Approved: Yes

Purpose:

Fleet Services is responsible for the operation and management of the City fleet. This department provides for the purchase, maintenance, repair and disposal of city owned vehicles and equipment (Fleet - 205 units, with an additional 26 Stationary generators and other related small power tools). Fleet Services maintains and repairs Fire Rescue and Recreation Services vehicles. Replacement of Fire Rescue and Recreation Services vehicles are budgeted separately.

This department budget includes an annual transfer to the Vehicle and Equipment Reserve to fund future vehicle and equipment replacements.

Budget Summary

2019 Approved Net Budget	\$942,158
Prior Year Approved Net Budget	\$936,044
Budget Change	\$6,114
Budget Change by %	0.65%
2019 FTE	1.8
2018 FTE	6.5
FTE Change	(4.7)
FTE Change by %	(72.31%)

Outlook for Upcoming Budget:

2019 continues with Fleet Replacement Strategy with the focus on ensuring the Vehicle and Equipment Operating Reserve is funded at a sustainable rate with an anticipated one time requirement for additional funds in 2021 of approximately \$500,000 sourced outside of the reserve. Fleet Services will continue providing effective preventive maintenance service for the fleet of vehicles and equipment with the goal of reducing the City's Fleet carbon footprint Greenhouse Gas (GHG) emissions and fuel consumption. New acquisitions will focus on the right size vehicles and follow Vehicle Replacement Policy for life cycle replacements. Alternative fuel technologies will continually be evaluated for opportunities to introduce these to the fleet. A new GPS monitoring contract is in place.

Highlights of Current Year:

The Fleet Replacement Strategy resulted in replacing 10 units due to end of lifecycle and postponing 10 units to subsequent years. Efforts to reduce costs and Carbon impact included procurement of two pre-owned low use units, resulting in cost savings. Fleet Services replaced one diesel powered tractor with an electric UTV to be used in Parks. Fleet Services replaced two full size pickup trucks with compact pickups to reduce the Cities carbon footprint.

The planned upgrade to Global Positioning System (GPS) hardware is underway and a reduction in GPS monitoring fees has been negotiated.

Fleet Services continued to provide comprehensive Fleet maintenance services to Fire Rescue and Recreation Services vehicles and equipment.

New shop equipment added this year included a new glass bead machine for paint and rust removal.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: FLEET GENERAL (440)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-391	MISCELLANEOUS REVENUE	0	0	2,000	2,000	0	0.00%
1-600	INTERMUNICIPAL RECOVERIES	2,080	2,080	0	0	0	0.00%
1-790	GAIN ON DISPOSAL OF ASSETS	15,606	0	0	0	0	0.00%
1-839	FROM PY UNEXPENDED BUDGET	44,400	0	0	0	0	0.00%
1-849	FROM CARRYOVER RESERVE	0	0	44,400	0	(44,400)	(100.00%)
Total		62,086	2,080	46,400	2,000	(44,400)	(95.69%)
Expenditures							
2-100	LABOUR CUPE B	73,492	88,548	78,009	81,210	3,201	4.10%
2-140	LABOUR NON-UNION	117,294	123,898	124,049	125,956	1,907	1.54%
2-200	GENERAL SUPPLIES	1,180	4,991	1,000	6,280	5,280	528.00%
2-231	FOOD & COFFEE	0	54	0	200	200	100.00%
2-272	EQUIPMENT PURCHASES	0	42,426	0	0	0	0.00%
2-301	OILS & LUBRICANTS	0	0	500	500	0	0.00%
2-302	PARTS & MATERIALS	23,542	17,063	25,000	19,720	(5,280)	(21.12%)
2-303	FLEET - MISCELLANEOUS	1,047	5,874	4,500	4,500	0	0.00%
2-307	SHOP HOIST & CRANE INSPECTIO	400	775	1,530	1,530	0	0.00%
2-309	TOOL PURCHASES & REPAIRS	14,180	18,169	18,000	18,000	0	0.00%
2-310	TIRE PURCHASES & REPAIRS	503	413	650	650	0	0.00%
2-312	ACCIDENT REPAYMENT TO ICBC	1,745	0	10,000	10,000	0	0.00%
2-313	GPS	277	14,651	0	0	0	0.00%
2-320	MEMBERSHIPS/DUES	325	550	600	600	0	0.00%
2-322	CAR ALLOWANCE	4,200	4,200	4,200	4,200	0	0.00%
2-325	BOOT ALLOWANCE	500	0	300	300	0	0.00%
2-329	TRANSPORTATION	0	0	500	500	0	0.00%
2-330	MEDICAL EXPENSES	302	220	500	500	0	0.00%
2-332	CONFERENCE & COURSE FEES	1,894	725	6,000	3,000	(3,000)	(50.00%)
2-333	ACCOMMODATION	972	0	2,800	2,000	(800)	(28.57%)
2-334	MEAL PER DIEMS	683	0	2,000	500	(1,500)	(75.00%)
2-610	CELLS/MOBILITY	0	0	0	650	650	100.00%
2-631	LIABILITY INSURANCE PREMIUMS	14,965	15,600	16,160	16,160	0	0.00%
2-636	ICBC REG & INSURANCE	0	(956)	0	0	0	0.00%
2-807	TO VEHICLE & EQUIPMENT RESER	506,209	0	487,912	491,812	3,900	0.80%
2-849	TO CARRYOVER RESERVE	44,400	0	0	0	0	0.00%
2-910	COMMON SERVICE ALLOCATIONS	146,342	0	146,342	150,001	3,659	2.50%
2-920	FLEET CHARGE	6,710	4,888	7,492	5,389	(2,103)	(28.07%)
2-999	PROJECTS - ONE-TIME	0	0	44,400	0	(44,400)	(100.00%)
Total		961,161	342,088	982,444	944,158	(38,286)	(3.90%)
Net		899,075	340,008	936,044	942,158	6,114	0.65%

2018 - 2019 Budget Changes:

2-200 General Supplies increased to reflect coverall charges.

2-302 Parts and materials reduced to reflect projected actuals and coverall charges moved to 2-200 general supplies.

2-807 Transfer to Vehicle and Equipment reserve increased to accommodate future Fleet purchases.

2-920 Fleet charge increased to reflect actuals.

Department Summary

Department Summary: FLEET - VEHICLES (442)

Budget Year: 2019

Manager: Richard Strobel

Division: Operations - Fleet

Accounting Reference: 442

Stage: Approved

Approved: Yes

Purpose:

This department includes all vehicles and light trucks < 5,000 kg in operating weight (60 vehicles). Fleet Services provides fleet management for the acquisition and disposal of City owned vehicles based on established life cycle replacement schedules. Provides Repair and Maintenance, Monday to Friday, extended business hours 7:00 AM to 8:00 PM and Saturday coverage from 7:00 AM to 3:30 PM. Majority of scheduled vehicle servicing is performed after regular City business hours resulting in minimum vehicle downtime.

Budget Summary

2019 Approved Net Budget	\$(205,873)
Prior Year Approved Net Budget	\$(195,302)
Budget Change	\$(10,571)
Budget Change by %	(5.41%)
2019 FTE	0.6
2018 FTE	0.0
FTE Change	0.6
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Purchase right sized vehicles and ensure the fleet size is adequate for the City's business model.
Look for technological advances in vehicles to optimize green house gas reductions through the vehicle replacement strategy.
Explore opportunities to utilize alternate fuel sourced vehicles including propane, compressed natural gas (CNG), bifuel, electric and electric/hybrid vehicles as options when acquiring new vehicles.

Replacement units for 2019:

End of lifecycle replacement of one pickup truck unit # 097.
End of lifecycle replacement of one pickup truck unit # 521.
End of lifecycle replacement of unit #078 postponed from 2018.

The Fleet Replacement Strategy and subsequent equipment evaluation have resulted in the postponed replacements of:

Unit # 034 Ford Pickup Truck.
Unit # 036 Chevrolet Pickup Truck.
Unit # 094 Ford Ranger.
Unit # 311 Ford Ranger.
Unit # 504 Ford F350.
Unit # 533 Kia Sportage.
Unit # 534 Kia Sportage.

Highlights of Current Year:

Efforts to reduce the Corporation's carbon footprint continue by "right sizing " the light vehicle fleet which included the purchase of two compact pickup trucks replacing two full size pickups. The postponed replacement of unit # 078 from 2018 to 2019, in conjunction with the replacement of unit # 521 in 2019 will result in only one suitable vehicle being purchased to replace these two Bylaw vehicles.

Fleet replacements during 2018 include;

- Purchased a replacement pickup truck for unit # 030.
- Purchased a replacement pickup truck for unit # 038.
- Purchased a replacement pickup truck for unit # 310.
- Purchased a replacement pickup truck for unit # 313.
- Purchased a replacement pickup truck for unit # 542.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: FLEET - VEHICLES (442)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-395	COST RECOVERIES	134	0	0	0	0	0.00%
Total		134	0	0	0	0	0.00%
Expenditures							
2-100	LABOUR CUPE B	47,939	38,488	49,990	51,722	1,732	3.46%
2-300	FUEL	110,144	125,156	116,333	127,966	11,633	10.00%
2-301	OILS & LUBRICANTS	2,623	2,119	3,628	3,682	54	1.49%
2-302	PARTS & MATERIALS	35,485	35,303	34,673	29,673	(5,000)	(14.42%)
2-303	FLEET - MISCELLANEOUS	2,502	2,547	4,000	3,000	(1,000)	(25.00%)
2-310	TIRE PURCHASES & REPAIRS	8,827	12,672	14,101	14,101	0	0.00%
2-311	PAINT & BODY REPAIR	3,313	1,100	10,000	10,000	0	0.00%
2-313	GPS	24,914	19,709	26,543	26,543	0	0.00%
2-499	GENERAL CONTRACTS	0	(160)	0	0	0	0.00%
2-636	ICBC REG & INSURANCE	36,605	36,491	38,496	40,228	1,732	4.50%
2-920	FLEET CHARGE	(489,192)	(535,698)	(493,066)	(512,788)	(19,722)	4.00%
Total		(216,840)	(262,273)	(195,302)	(205,873)	(10,571)	5.41%
Net		(216,974)	(262,273)	(195,302)	(205,873)	(10,571)	(5.41%)

2018 - 2019 Budget Changes:

2-300 Added 10% to 2018 budget for predicted fuel price increase.

2-302 Parts and Materials reduced based on 2018 year to date actuals.

2-303 Fleet miscellaneous reduced to reflect 2018 actuals.

2-636 Increased ICBC regular vehicle insurance to reflect 2018 actuals and predicted 2019 increases.

2-920 Increased fleet charges 4% as part of the Fleet Replacement Strategy and inflation.

Department Summary

Department Summary: FLEET - EQUIPMENT (444)

Budget Year: 2019

Manager: Richard Strobel

Division: Operations - Fleet

Accounting Reference: 444

Stage: Approved

Approved: Yes

Purpose:

Department (444) includes all City owned machinery, trailers and equipment including heavy duty trucks > 5,000 kg licensed gross vehicle weight. This department provides fleet management. Fleet acquisition and disposal of vehicles based on established life cycle replacement schedules. Fleet repair and maintenance services for commercial vehicles and construction equipment (current inventory 113 units). Fleet Services ensures compliance with safety standards and National Safety Code (NSC) regulations and provides Commercial Vehicle Safety and Enforcement (CVSE) mandated vehicle inspection services in house with trained inspectors. Provides annual maintenance and service to 27 City owned or operated stationary generators conforming to CSA 282 standards. Provides in shop and field service repairs as required with extended business hours Monday to Friday 7:00 AM -8:00 PM, and Saturday coverage from 7:00 AM - 3:30 PM. Technicians are available twenty four hours a day seven days a week on a call out basis.

Outlook for Upcoming Budget:

Replacement units for 2019:

End of lifecycle replacement of one Back Hoe unit # 004.
End of lifecycle replacement of one Service Truck unit # 035.
End of lifecycle replacement of one Crane, Hook Lift Truck unit # 065.
End of lifecycle replacement of Flush Truck unit # 066.
End of lifecycle replacement of one Asphalt Roller unit # 068.
End of lifecycle replacement of one Toro Mower unit # 541.

The Fleet Replacement Strategy and subsequent equipment evaluation have resulted in the postponement of the replacements of:
Unit # 026 Hyundai excavator.
Unit # 057 Freightliner Dump Truck.

Continue to provide quality, effective service.

Highlights of Current Year:

Efforts to reduce green house gas emissions continue with the replacement of a diesel powered tractor with an electric UTV to be used in Parks' maintenance.

New equipment replacements are specified to have the latest emission control systems available.

The purchase of the new wide area mower for Parks' maintenance provides greater efficiency and the inclusion of an enclosed cab provides greatly improved health and safety benefits to the operator.

- Purchased a new Bobcat skid steer replacement for unit # 011.
- Purchased a lightly used replacement Van for unit # 043 resulting in a capital expense reduction.
- Purchased a replacement long life full stainless steel sander for unit # 054.
- Purchased an Polaris Electric Side by side replacement for unit # 203.
- Purchased a replacement mower for unit # 517.

Based on the result of the Vehicle and Equipment Replacement Strategy the 2018 planned purchase of a replacement tandem axle dump truck has been postponed to a future budget year.

Change Request for 2019:

No change requests at this time.

Budget Summary

2019 Approved Net Budget	\$(736,285)
Prior Year Approved Net Budget	\$(740,742)
Budget Change	\$4,457
Budget Change by %	0.60%
2019 FTE	2.7
2018 FTE	0.0
FTE Change	2.6
FTE Change by %	100.00%

Department Summary

Department Summary: FLEET - EQUIPMENT (444)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	272,070	259,603	263,685	270,145	6,460	2.45%
2-200	GENERAL SUPPLIES	0	31	0	0	0	0.00%
2-300	FUEL	254,847	303,359	253,025	307,570	54,545	21.56%
2-301	OILS & LUBRICANTS	15,880	19,812	19,926	19,926	0	0.00%
2-302	PARTS & MATERIALS	268,860	307,711	237,136	241,878	4,742	2.00%
2-303	FLEET - MISCELLANEOUS	4,726	1,927	4,018	3,000	(1,018)	(25.34%)
2-308	NDT & LADDER TESTING	3,400	0	1,829	3,500	1,671	91.36%
2-310	TIRE PURCHASES & REPAIRS	63,304	69,126	57,052	57,052	0	0.00%
2-311	PAINT & BODY REPAIR	2,528	6,282	10,000	10,000	0	0.00%
2-313	GPS	26,582	20,949	29,833	29,833	0	0.00%
2-499	GENERAL CONTRACTS	0	10,798	0	0	0	0.00%
2-630	CLAIMS EXPENSE	404	0	0	0	0	0.00%
2-635	EQUIPMENT LOSS INSURANCE	27,007	31,180	28,203	32,500	4,297	15.24%
2-636	ICBC REG & INSURANCE	33,945	33,034	35,710	36,716	1,006	2.82%
2-920	FLEET CHARGE	(1,627,653)	(1,761,359)	(1,681,159)	(1,748,405)	(67,246)	4.00%
Total		(654,101)	(697,546)	(740,742)	(736,285)	4,457	(0.60%)
Net		(654,101)	(697,546)	(740,742)	(736,285)	4,457	0.60%

2018 - 2019 Budget Changes:

- 2-300 Fuel adjusted to reflect 2018 year to date with prior years reductions removed.
- 2-302 Parts and Materials increase of 2% is lower than actuals due to major repair projects in 2018.
- 2-303 Fleet miscellaneous reduced to reflect 2017 and 2018 year to date actuals.
- 2-308 NDT & Ladder testing increased to reflect 2017 actuals.
- 2-635 Increased equipment loss insurance to reflect actuals.
- 2-636 Increased ICBC regular vehicle insurance due to anticipated increase.
- 2-920 Increased fleet charge to reflect 2017 actuals, 2018 year to date and projected fleet increases.

Department Summary

Department Summary: FLEET - FIRE VEHICLES & EQUIPMENT (446) COMBINED

Budget Year: 2019

Manager: Richard Strobel

Division: Operations - Fleet

Accounting Reference: 446

Stage: Approved

Approved: Yes

Purpose:

Fleet Services provides fleet management, repair and maintenance services for 15 Fire Rescue vehicles and equipment. Provides assistance in acquisition and disposal based on established lifecycle replacement schedule and Fire Underwriters Survey (FUS) recommended guidelines. Provides repair, maintenance and annual Commercial Vehicle Inspection Program (CVIP) services. Provides license, permitting and ICBC insurance for all Fire Department vehicles. Provides administration of total loss insurance policies for Fire Department Vehicles. Provides annual pump testing as per National Fire Protection Association (NFPA) standards. Fleet Services provides support to the Vernon Fire Training Center as required.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2019 FTE	0.5
2018 FTE	0.0
FTE Change	0.5
FTE Change by %	100.00%

Outlook for Upcoming Budget:

For 2019 Fleet Services will work with the Fire Department to develop and assist in replacement vehicle specifications and provide annual Fire Pump Testing for Armstrong and Silver Star Fire Departments on a recoverable basis. Staff development to pursue more Emergency Vehicle Technician courses and accreditation will be an on-going focus.

Highlights of Current Year:

Fleet Services continues to train additional personnel to become familiar with the Fire Rescue Equipment for the purpose of providing better service. This additional training included shop personnel in the annual fire pump testing procedures and documentation. During 2018 Fleet Service personnel have taken additional Emergency Vehicle Technician training. Fleet Services recruitment process was focused on adding skills and experience key to Fire Services requirements. On behalf of Vernon Fire and Rescue, Fleet Services have disposed of two units which were outdated, under-utilized and inappropriate for the department needs. Fleet Services have acquired a replacement Skid Steer Loader for the Fire Training Center for a loss due to theft. Fleet Services have acquired two 2018 memberships for the Emergency Vehicle Technicians Association. Fleet services has completed upgrades to fire units, #797 and #798 therefore improving the capabilities of these units to better serve the department.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: FLEET - FIRE VEHICLES & EQUIPMENT (446) COMBINED

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	39,815	48,657	49,052	50,757	1,705	3.48%
2-300	FUEL	24,887	24,050	24,903	27,903	3,000	12.05%
2-301	OILS & LUBRICANTS	3,670	2,164	3,959	3,959	0	0.00%
2-302	PARTS & MATERIALS	28,718	41,482	29,220	32,140	2,920	9.99%
2-303	FLEET - MISCELLANEOUS	70	57	232	0	(232)	(100.00%)
2-308	NDT & LADDER TESTING	3,450	3,386	3,800	3,800	0	0.00%
2-309	TOOL PURCHASES & REPAIRS	617	749	715	715	0	0.00%
2-310	TIRE PURCHASES & REPAIRS	6,489	7,406	9,574	9,574	0	0.00%
2-313	GPS	6,647	4,932	6,525	6,025	(500)	(7.66%)
2-320	MEMBERSHIPS/DUES	0	0	0	100	100	100.00%
2-332	CONFERENCE & COURSE FEES	0	0	0	1,000	1,000	100.00%
2-635	EQUIPMENT LOSS INSURANCE	26,575	27,663	26,575	29,000	2,425	9.13%
2-636	ICBC REG & INSURANCE	9,368	8,794	9,930	9,930	0	0.00%
2-920	FLEET CHARGE	(150,305)	(107,962)	(164,485)	(174,903)	(10,418)	6.33%
Total		0	61,377	0	0	0	0.00%
Net		0	61,377	0	0	0	0.00%

2018 - 2019 Budget Changes:

2-302 Parts and Materials increase of 10% reflects actual 2018 year to date.

2-303 Fleet Miscellaneous eliminated.

2-313 GPS reduced due to lower monitoring costs.

2-320 Added for Emergency Vehicle Technician Association Membership dues.

2-332 Added to cover Emergency Vehicle technician training courses.

2-635 Increased Equipment Loss Insurance to 2018 actual rate and forecast 2019 increase.

Department Summary

Department Summary: FLEET - RECREATION (449)

Budget Year: 2019

Manager: Richard Strobel

Division: Operations - Fleet

Accounting Reference: 449

Stage: Approved

Approved: Yes

Purpose:

This department includes all vehicles and equipment that operate in Recreation Services including Kal Tire Place, Priest Valley Arena, and Centennial Rink. Within this budget Recreation incurs operating and maintenance costs only.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2019 FTE	0.2
2018 FTE	0.0
FTE Change	0.2
FTE Change by %	100.00%

Outlook for Upcoming Budget:

To continue providing cost effective maintenance and repair services to the arena equipment and Recreation Services vehicles. Minimize vehicle downtime and ensure customer satisfaction.

Budget includes a Recreation Services request for an additional pick up truck for 2019.

This request will be achieved by re-assigning one fully depreciated unit from operations, incurring maintenance and operating costs only.

Highlights of Current Year:

Fleet Services has continued to repair and maintain these vehicles and equipment at a cost reduction from the first budget year 2014, when fleet services took over this department's vehicles and equipment. Through the IMS fleet maintenance program, scheduled maintenance and repairs have reduced service duplication and downtime. All arena equipment is inspected and repaired to ensure readiness for the fall ice season.

Mechanical maintenance staff are available for response to equipment issues during regular business hours Monday through Saturday and are available through a call out procedure twenty four hours a day, seven days a week. Annual emission testing is performed and documented on all Zamboni ice resurfacers to insure the minimization of indoor air contaminants. Fleet Services also supplies welding and fabrication services and consultation with the Recreation Department on an as needed basis.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: FLEET - RECREATION (449)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	17,647	13,349	16,883	18,024	1,141	6.76%
2-300	FUEL	16,302	15,255	14,460	14,960	500	3.46%
2-301	OILS & LUBRICANTS	301	105	436	436	0	0.00%
2-302	PARTS & MATERIALS	16,243	24,542	12,382	17,382	5,000	40.38%
2-303	FLEET - MISCELLANEOUS	5	(5)	100	0	(100)	(100.00%)
2-310	TIRE PURCHASES & REPAIRS	319	321	1,012	1,212	200	19.76%
2-313	GPS	831	669	848	1,150	302	35.61%
2-636	ICBC REG & INSURANCE	3,529	3,538	3,741	4,002	261	6.98%
2-920	FLEET CHARGE	(55,177)	(38,282)	(49,862)	(57,166)	(7,304)	14.65%
Total		0	19,493	0	0	0	0.00%
Net		0	19,493	0	0	0	0.00%

2018 - 2019 Budget Changes:

2-302 Increased Parts and Materials to reflect 2017 actuals and 2018 YTD.

2-303 Eliminated fleet miscellaneous.

2-636 ICBC increased to reflect 2018 actual's and projected 2019 increase plus additional vehicle.

2-313 GPS increased due to additional vehicle request.

Department Summary

Department Summary: PROJECTS - FLEET (964)

Budget Year: 2019

Manager: Richard Strobel

Division: Operations - Fleet

Accounting Reference: 964

Stage: Approved

Approved: Yes

Purpose:

Fleet units to be replaced based on end of life cycle.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Eight 2019 capital replacements based on the Fleet Replacement Strategy funded from the Vehicle and Equipment Operating Reserve estimated at \$983,000.

Nine 2019 scheduled capital replacements postponed to future years estimated at \$488,000.

Fleet units to be replaced in 2019:

Unit # 004 (Public works backhoe)	\$180,000
Unit # 035 (Public works cab and chassis)	\$50,000
Unit # 065 (Utilities hook lift crane truck)	\$250,000
Unit # 066 (Public works flush truck)	\$300,000
Unit # 068 (Public works asphalt roller)	\$28,000
Unit # 097 (Utilities pick up)	\$35,000
Unit # 521 (Bylaws Jeep)	\$25,000
Unit # 541 (Parks mower)	\$115,000

Sub total \$ 983,000

Highlights of Current Year:

- Eight units scheduled for replacement in 2018 postponed as part of the Fleet Replacement Strategy estimated at \$1,090,000
- Purchased an electric UTV (GHG reduction).
- Purchased a new wide area mower (Health and Safety improvements).
- Purchase of new tandem axle flat deck trailer.
- Purchase of a Bobcat Utility Terrain Vehicle (UTV) (Parks funded).

Fleet units replaced in 2018:

- Unit #011 (Public works skid steer loader).
- Unit #030 (Facilities pickup).
- Unit # 038 (Public works pickup).
- Unit # 043 (Utilities cube van).
- Unit # 054 (slip in sander).
- Unit # 203 (Parks Electric UTV).
- Unit # 310 (Utilities pickup).
- Unit # 313 (Utilities pickup).
- Unit # 517 (Parks Mower).
- Unit # 517A (Parks trailer).
- Unit # 542 (Parks pickup).
- Unit # 078 (Bylaw pickup) (replacement postponed to 2019).

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PROJECTS - FLEET (964)

Changes to Department:

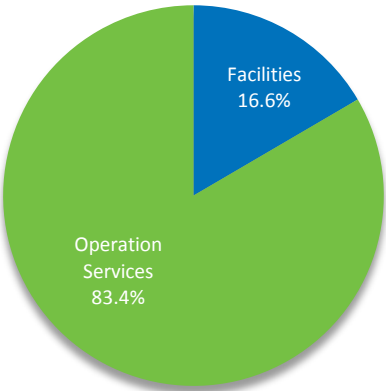
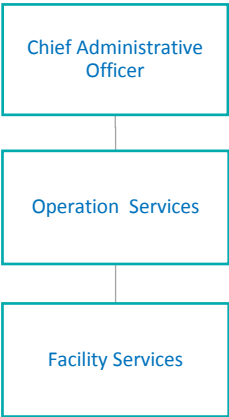
						<u>2018-2019 Budget Change</u>	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-807	FROM VEHICLE & EQUIPMENT RE	199,856	0	465,000	983,000	518,000	111.40%
1-839	FROM PY UNEXPENDED BUDGET	0	0	40,000	0	(40,000)	(100.00%)
Total		199,856	0	505,000	983,000	478,000	94.65%
Expenditures							
2-100	LABOUR CUPE B	14,012	20,342	0	0	0	0.00%
2-200	GENERAL SUPPLIES	0	20	0	0	0	0.00%
2-264	VEHICLE PURCHASES	177,383	411,761	505,000	983,000	478,000	94.65%
2-302	PARTS & MATERIALS	8,460	15,435	0	0	0	0.00%
2-920	FLEET CHARGE	0	160	0	0	0	0.00%
Total		199,856	447,718	505,000	983,000	478,000	94.65%
Net		0	447,718	0	0	0	0.00%

2018 - 2019 Budget Changes:

No data at this time.

OPERATION SERVICES

FACILITY SERVICES



SUB DEPARTMENT BUDGET SUMMARY

2019 Approved Net Cost	\$1,450,815
2018 Amended Net Cost	\$1,424,960
Budget Change	\$25,855
Change By %	1.81%
2019 Authorized Positions	5.8
2018 Authorized Positions	6.6
FTE Change	(0.8)
FTE Change By %	(12.12)%



Department Summary

Department Summary: FACILITIES GENERAL (450)

Budget Year: 2019

Manager: Mike Beauregard

Division: Operations - Facilities

Accounting Reference: 450

Stage: Approved

Approved: Yes

Purpose:

Under the direction of the Building Services Manager, this department is responsible for the operation and maintenance of all City facilities and attached grounds, including: City Hall, City Yards, Community Services Building, Fire Halls 1, 2 & 3, RCMP Station, Vernon Water Reclamation Center, Community Safety Office, Parkade, and Tourist Information Booth as well as many rental buildings. This department also oversees energy management for the City of Vernon. The Building Services department is responsible for ensuring that the City of Vernon takes a lead role in supporting the mandate of sustainability, including educating staff, promoting energy conservation and ensuring that City facilities are operated and maintained as efficiently as possible. In addition to general maintenance and operation of the City facilities, the department will also provide 'in-house' construction services for renovations and modifications within City owned buildings. This budget includes general expenses related to facilities as well as Building Services Manager's salary.

Budget Summary

2019 Approved Net Budget	\$156,455
Prior Year Approved Net Budget	\$145,354
Budget Change	\$11,101
Budget Change by %	7.64%
2019 FTE	1.1
2018 FTE	6.6
FTE Change	(5.5)
FTE Change by %	(83.33%)

Outlook for Upcoming Budget:

- Maintain our current level of service for 2019.
- Execute projects identified in the Building Facilities Asset Management Plan (BFAMP) for 2019, including: upgrades to compressors in Garage, upgrades exhaust system in Garage, exterior door replacements in RCMP and Operations, window upgrades in City Hall, upgraded HVAC in City Hall and Council Chambers, Boiler upgrades in City Hall.

Highlights of Current Year:

- Coordinated demolition of former CPO office
- Coordinated demolition of Civic Arena and 2 adjacent houses
- Coordinated demolition of house on Lakeshore Drive
- Completed renovations at City Yards, Community Services, Firehall 2, City Hall and Community Development Services buildings
- Constructed Emergency Social Services facility at Firehall 2
- Modifications to Scout Building to allow for use by Building Facilities and Parks' departments
- Completed upgrades as identified in Building Facilities Asset Management Plan including new flooring and lighting

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: FACILITIES GENERAL (450)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	23,201	37,500	7,505	7,845	340	4.53%
2-140	LABOUR NON-UNION	72,407	53,803	114,339	117,910	3,571	3.12%
2-200	GENERAL SUPPLIES	496	1,751	3,086	1,000	(2,086)	(67.60%)
2-208	JANITORIAL SUPPLIES	3,478	8	3,306	0	(3,306)	(100.00%)
2-231	FOOD & COFFEE	0	0	200	200	0	0.00%
2-266	TOOL PURCHASES	6,581	7,322	4,101	4,000	(101)	(2.46%)
2-322	CAR ALLOWANCE	2,450	1,750	4,200	4,200	0	0.00%
2-325	BOOT ALLOWANCE	100	200	300	300	0	0.00%
2-329	TRANSPORTATION	0	0	510	500	(10)	(1.96%)
2-332	CONFERENCE & COURSE FEES	1,145	0	1,020	2,000	980	96.08%
2-333	ACCOMMODATION	0	0	510	500	(10)	(1.96%)
2-334	MEAL PER DIEMS	0	0	510	500	(10)	(1.96%)
2-499	GENERAL CONTRACTS	219	228	(9,234)	300	9,534	(103.25%)
2-590	LOSS ON DISPOSAL OF ASSETS	661,244	0	0	0	0	0.00%
2-602	ELECTRICITY	2,660	7,594	0	3,000	3,000	100.00%
2-610	CELLS/MOBILITY	3,269	3,183	4,488	3,500	(988)	(22.01%)
2-613	TELEPHONES (LAND LINES)	1,113	1,709	1,200	1,200	0	0.00%
2-632	PROPERTY INSURANCE PREMIUM	5,675	5,457	6,050	6,000	(50)	(0.83%)
2-876	TO CARBON TAX RESERVE	9,892	0	0	0	0	0.00%
2-920	FLEET CHARGE	245	5,784	3,263	3,500	237	7.26%
Total		794,175	126,288	145,354	156,455	11,101	7.64%
Net		794,175	126,288	145,354	156,455	11,101	7.64%

2018 - 2019 Budget Changes:

- 2-140 Increase Labour Non-Union to reflect current salary
- 2-200 Reduced General Supplies to reflect anticipated expenditures
- 2-208 Removed Janitorial Supplies and reallocated to Yards building
- 2-499 Increased General Contracts to 2017 budget levels and correct error in 2018 budget
- 2-602 Increased Electricity to reflect 2017 actuals and correct error in 2018 budget as well as include former Scout Building
- 2-610 Reduced Cells and Mobility to reflect actual expenditures

Department Summary

Department Summary: CITY HALL BUILDING (451)

Budget Year: 2019

Manager: Mike Beauregard

Division: Operations - Facilities

Accounting Reference: 451

Stage: Approved

Approved: Yes

Purpose:

This department involves the operation and maintenance of the City Hall building. This budget covers maintenance performed by City of Vernon Building Services Staff, supplemented by contractors. Maintenance staff service and monitor the operation of the HVAC system providing heating and cooling of office space, construct new offices, perform electrical, lighting and plumbing maintenance and install new network system wiring. Other services are performed by contractors including janitorial maintenance, pest control, fire extinguisher inspection, building security and flooring maintenance.

Budget Summary

2019 Approved Net Budget	\$189,060
Prior Year Approved Net Budget	\$196,418
Budget Change	\$(7,358)
Budget Change by %	(3.75%)
2019 FTE	0.7
2018 FTE	0.0
FTE Change	0.7
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Maintain our current level of service with a minor budget decrease over 2018. Continue to maintain building components and perform minor building improvements to meet operational needs.

Highlights of Current Year:

- Completion of renovations to City Hall Lunchroom
- Completion of exterior lighting as identified in the Building Facilities Asset Management Plan

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: CITY HALL BUILDING (451)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-395	COST RECOVERIES	0	29	0	0	0	0.00%
1-792	INTERNAL REVENUE	9,986	0	0	0	0	0.00%
Total		9,986	29	0	0	0	0.00%
Expenditures							
2-100	LABOUR CUPE B	107,559	64,539	65,424	68,160	2,736	4.18%
2-200	GENERAL SUPPLIES	29,717	16,592	19,358	16,700	(2,658)	(13.73%)
2-208	JANITORIAL SUPPLIES	0	2,986	0	2,800	2,800	100.00%
2-452	JANITORIAL CONTRACTS	17,393	15,595	18,500	20,500	2,000	10.81%
2-453	SECURITY/ALARM CONTRACTS	5,892	6,046	5,100	6,000	900	17.65%
2-454	GARBAGE COLLECTION CONTRAC	1,264	1,701	1,200	1,300	100	8.33%
2-499	GENERAL CONTRACTS	46,495	7,368	15,143	5,000	(10,143)	(66.98%)
2-601	NATURAL GAS	10,106	10,774	14,034	11,000	(3,034)	(21.62%)
2-602	ELECTRICITY	27,545	24,756	24,995	28,500	3,505	14.02%
2-604	WATER SEWER	11,838	11,443	13,302	12,500	(802)	(6.03%)
2-613	TELEPHONES (LAND LINES)	2,430	1,757	4,473	3,000	(1,473)	(32.93%)
2-632	PROPERTY INSURANCE PREMIUM	4,579	4,623	4,596	4,600	4	0.09%
2-920	FLEET CHARGE	12,706	7,345	10,293	9,000	(1,293)	(12.56%)
Total		277,524	175,523	196,418	189,060	(7,358)	(3.75%)
Net		267,538	175,493	196,418	189,060	(7,358)	(3.75%)

2018 - 2019 Budget Changes:

- 2-100 Increase to CUPE Labour for 2019 to reflect increased maintenance requirements
- 2-208 Janitorial supplies reallocated from general supplies
- 2-452 Increase in Janitorial Contracts to reflect 2019 contract
- 2-499 Reduction in General Contracts to reflect projected service level in 2019
- 2-601 Reduction in Natural Gas to reflect projected usage
- 2-602 Increase in Electricity to reflect projected usage
- 2-613 Telephones reduced to reflect projected charges
- 2-920 Reduction in Fleet Charges to reflect projected reduction in vehicle charges

Department Summary

Department Summary: CIVIC PLAZA (452)

Budget Year: 2019

Manager: Mike Beauregard

Division: Operations - Facilities

Accounting Reference: 452

Stage: Approved

Approved: Yes

Purpose:

This department covers the operation and maintenance of the City Hall grounds encompassing the RCMP, Museum, Community Services Building, Fire Hall Buildings and old Medical Clinic site. The budget covers maintenance performed by City of Vernon Building Services Staff, supplemented by contractors. Maintenance staff maintain, service and monitor the operation of the water fountains, outdoor electrical circuits, grounds lighting, irrigation systems, pathway and wheel chair ramps and railings. Flowers and shrubs are maintained by Parks Staff. Other services are performed by contractors such as landscape maintenance services, pest control, vegetation control, snow removal, parking lot maintenance, tree spraying and tree maintenance.

Budget Summary

2019 Approved Net Budget	\$138,051
Prior Year Approved Net Budget	\$123,177
Budget Change	\$14,874
Budget Change by %	12.08%
2019 FTE	1.0
2018 FTE	0.0
FTE Change	1.0
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Building Facilities staff to assist with snow clearing for improved service level.

Highlights of Current Year:

General operation and maintenance including repainting of fountain. RCMP parking lot relocated to area north of CSB resulting in a decrease to Civic Plaza budget and an increase to RCMP budget to account for increase in snow clearing and parking lot maintenance.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: CIVIC PLAZA (452)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	50,927	45,206	59,586	83,811	24,225	40.66%
2-200	GENERAL SUPPLIES	11,800	17,984	23,153	15,000	(8,153)	(35.21%)
2-499	GENERAL CONTRACTS	31,825	39,927	31,198	30,000	(1,198)	(3.84%)
2-632	PROPERTY INSURANCE PREMIUM	1,428	1,432	1,470	1,470	0	0.00%
2-920	FLEET CHARGE	8,231	7,775	7,770	7,770	0	0.00%
Total		104,212	112,325	123,177	138,051	14,874	12.08%
Net		104,212	112,325	123,177	138,051	14,874	12.08%

2018 - 2019 Budget Changes:

2-100 Increase to Labour CUPE B to reflect staff supplementing contract snow clearing and grounds summer maintenance for improved service level

2-200 Reduced General Supplies to 2017 budget expenditure level

2-499 Reduced General Contracts to reflect reallocation of snow clearing and parking lot maintenance to RCMP budget

Department Summary

Department Summary: CITY HALL RCMP ANNEX (453)

Budget Year: 2019

Manager: Mike Beauregard

Division: Operations - Facilities

Accounting Reference: 453

Stage: Approved

Approved: Yes

Purpose:

This department covers the operation and maintenance of the section of City Hall occupied by the RCMP. This budget covers maintenance performed by City of Vernon Building Services staff, supplemented by contractors.

Budget Summary

2019 Approved Net Budget	\$9,897
Prior Year Approved Net Budget	\$14,843
Budget Change	\$(4,946)
Budget Change by %	(33.32%)
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Maintain our current level of service with reduction for 2019. Continue to maintain building components and perform minor building improvements to meet operational needs.

Highlights of Current Year:

Continued maintenance to achieve existing service level.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: CITY HALL RCMP ANNEX (453)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	3,354	1,829	4,000	3,397	(603)	(15.08%)
2-200	GENERAL SUPPLIES	402	55	3,060	1,000	(2,060)	(67.32%)
2-452	JANITORIAL CONTRACTS	4,976	8,040	7,283	5,000	(2,283)	(31.35%)
2-920	FLEET CHARGE	273	167	500	500	0	0.00%
Total		9,005	10,091	14,843	9,897	(4,946)	(33.32%)
Net		9,005	10,091	14,843	9,897	(4,946)	(33.32%)

2018 - 2019 Budget Changes:

2-100 Increased Labour CUPE B to reflect anticipated service level

2-200 Reduced General Supplies reflect anticipated service levels

2-452 Reduced Janitorial to reflect 2019 contract and adjustment of charges Detachment

Department Summary

Department Summary: FIRE HALL - STATION 1 (454)

Budget Year: 2019

Manager: Mike Beauregard

Division: Operations - Facilities

Accounting Reference: 454

Stage: Approved

Approved: Yes

Purpose:

This department covers the operation and maintenance of the City of Vernon Fire Hall. This budget covers maintenance performed by City of Vernon Facility Services staff, supplemented by contractors. Facility Services staff service and monitor the operation of the HVAC system providing heating and cooling of office space, construct new offices, perform electrical, lighting, and plumbing maintenance and the installation of new network system wiring. Other services are performed by contractors including pest control, vegetation control, building security and flooring maintenance.

Budget Summary

2019 Approved Net Budget	\$70,989
Prior Year Approved Net Budget	\$82,373
Budget Change	\$(11,384)
Budget Change by %	(13.82%)
2019 FTE	0.2
2018 FTE	0.0
FTE Change	0.2
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Decrease level of service to meet operational needs. Anticipated 2019 work includes changing office layout and removal of the canopy support wall.

Highlights of Current Year:

- Completed Exterior Lighting Upgrades
- Completed Garbage enclosure

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: FIRE HALL - STATION 1 (454)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	22,190	13,755	17,449	18,239	790	4.53%
2-200	GENERAL SUPPLIES	7,177	3,363	6,246	4,046	(2,200)	(35.22%)
2-208	JANITORIAL SUPPLIES	0	1,778	0	1,954	1,954	100.00%
2-453	SECURITY/ALARM CONTRACTS	725	676	800	800	0	0.00%
2-454	GARBAGE COLLECTION CONTRAC	1,245	1,570	1,200	1,200	0	0.00%
2-499	GENERAL CONTRACTS	7,851	17,748	23,836	12,000	(11,836)	(49.66%)
2-601	NATURAL GAS	6,248	6,489	8,269	6,550	(1,719)	(20.79%)
2-602	ELECTRICITY	10,053	9,002	9,120	10,600	1,480	16.23%
2-604	WATER SEWER	7,393	5,964	6,745	7,800	1,055	15.64%
2-613	TELEPHONES (LAND LINES)	0	135	0	0	0	0.00%
2-632	PROPERTY INSURANCE PREMIUM	5,237	5,320	5,274	5,300	26	0.49%
2-920	FLEET CHARGE	2,496	1,384	3,434	2,500	(934)	(27.20%)
Total		70,616	67,184	82,373	70,989	(11,384)	(13.82%)
Net		70,616	67,184	82,373	70,989	(11,384)	(13.82%)

2018 - 2019 Budget Changes:

2-100 Increased CUPE B to reflect projected increase in maintenance/repair

2-208 Janitorial supplies reallocated from general supplies

2-499 Reduced General Contracts to remove completed construction of garbage enclosure

2-601, 2-602, 2-604 Adjusted Natural Gas, Electricity, Water Sewer to reflect projected usage and rate increases

Department Summary

Department Summary: YARDS BUILDING (455)

Budget Year: 2019

Manager: Mike Beauregard

Division: Operations - Facilities

Accounting Reference: 455

Stage: Approved

Approved: Yes

Purpose:

This department covers the operation and maintenance of the Operations Services Building located at 1900 48th Avenue. This budget covers maintenance performed by City of Vernon Facility Services staff, supplemented by contractors. Maintenance staff service and monitor the operation of the HVAC system providing heating and cooling of office space, construct new offices, perform electrical, lighting and plumbing maintenance and install new network system wiring. Other services are performed by contractors including janitorial maintenance services, pest control, vegetation control, fire extinguisher inspection, building security and flooring maintenance.

Budget Summary

2019 Approved Net Budget	\$285,767
Prior Year Approved Net Budget	\$296,068
Budget Change	\$(10,301)
Budget Change by %	(3.48%)
2019 FTE	0.9
2018 FTE	0.0
FTE Change	0.9
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Maintain our current level of service for 2019. Continue to maintain building components and perform building improvements to meet operational needs. Continue with projects identified in Building Facilities Asset Management Plan.

Highlights of Current Year:

- Modifications to Operations Yard including installation of lock block bins
- Completion of drainage modifications in garage
- Completion of de-canting improvements to Yards
- Construction of 2 new offices for Public Works' and Parks' managers
- Upgrades to former Scout building to allow for use by Parks and Building Services' departments
- Construction of 2 new offices for Public Works' and Parks' managers
- Renovations/upgrade of shop and office area for Utilities
- New flooring as identified in Building Facilities Asset Management Plan
- Completion of front entry renovations and office changes

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: YARDS BUILDING (455)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-849	FROM CARRYOVER RESERVE	36,617	0	0	0	0	0.00%
Total		36,617	0	0	0	0	0.00%
Expenditures							
2-100	LABOUR CUPE B	74,557	103,957	80,370	86,667	6,297	7.84%
2-200	GENERAL SUPPLIES	41,502	39,826	34,856	15,000	(19,856)	(56.97%)
2-208	JANITORIAL SUPPLIES	(70)	2,571	0	3,400	3,400	100.00%
2-266	TOOL PURCHASES	0	2,645	0	0	0	0.00%
2-302	PARTS & MATERIALS	0	17	0	0	0	0.00%
2-354	PROPERTY TAX EXPENSES	0	1,362	0	0	0	0.00%
2-452	JANITORIAL CONTRACTS	10,905	18,513	13,200	24,000	10,800	81.82%
2-453	SECURITY/ALARM CONTRACTS	6,492	7,050	5,500	6,500	1,000	18.18%
2-454	GARBAGE COLLECTION CONTRAC	6,974	5,222	7,200	7,200	0	0.00%
2-499	GENERAL CONTRACTS	43,691	69,726	29,943	15,000	(14,943)	(49.90%)
2-601	NATURAL GAS	28,796	26,338	30,357	31,500	1,143	3.77%
2-602	ELECTRICITY	41,339	36,155	37,466	47,000	9,534	25.45%
2-604	WATER SEWER	15,502	24,451	18,162	19,000	838	4.61%
2-632	PROPERTY INSURANCE PREMIUM	18,026	18,340	18,132	18,500	368	2.03%
2-849	TO CARRYOVER RESERVE	40,000	0	0	0	0	0.00%
2-920	FLEET CHARGE	11,037	15,773	20,882	12,000	(8,882)	(42.53%)
Total		338,752	371,946	296,068	285,767	(10,301)	(3.48%)
Net		302,135	371,946	296,068	285,767	(10,301)	(3.48%)

2018 - 2019 Budget Changes:

- 2-100 Increased Labour CUPE B to reflect increased cost of maintaining an aging building and a shift to more in-house work
- 2-200 General Supplies reduced to reflect reduced service level for 2019 and completion of 2018 projects
- 2-208 Added Janitorial supplies (reallocated from Facilities General)
- 2-452 Increased Janitorial to reflect 2019 contract
- 2-499 General Contracts decreased to reflect completion of 2018 projects
- 2-601 Increased Natural Gas to reflect addition of Scout Building
- 2-602 Increased Electricity to reflect proposed 2019 usage and addition of Scout building
- 2-604 Increased Water Sewer to reflect addition of Scout building
- 2-920 Fleet reduced to as a result of fewer projects planned for 2019

Department Summary

Department Summary: COMMUNITY SAFETY OFFICE (457)

Budget Year: 2019

Manager: Mike Beauregard

Division: Operations - Facilities

Accounting Reference: 457

Stage: Approved

Approved: Yes

Purpose:

This department covers the operation and maintenance of the Community Safety Office. This budget covers maintenance performed by City of Vernon Facility Services staff, supplemented by contractors. Facility staff service and monitor the operation of the HVAC system providing heating and cooling of office space, construct new offices, perform electrical, lighting, and plumbing maintenance and install new network system wiring. Other services are performed by contractors including janitorial maintenance services, pest control, vegetation control, fire extinguisher inspection, building security and flooring maintenance.

Budget Summary

2019 Approved Net Budget	\$19,640
Prior Year Approved Net Budget	\$16,756
Budget Change	\$2,884
Budget Change by %	17.21%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Maintain current level of service and continue to maintain building components and perform minor building improvements to meet operational needs.

Highlights of Current Year:

Demolition of existing Corporate Services Building and completion of renovation of new Community Safety Office (formerly Topper's Cleaners).

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: COMMUNITY SAFETY OFFICE (457)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	2,409	5,899	3,948	3,440	(508)	(12.87%)
2-200	GENERAL SUPPLIES	2,652	1,978	1,334	1,500	166	12.44%
2-208	JANITORIAL SUPPLIES	0	168	0	0	0	0.00%
2-452	JANITORIAL CONTRACTS	0	2,220	796	2,400	1,604	201.51%
2-454	GARBAGE COLLECTION CONTRAC	591	0	579	500	(79)	(13.64%)
2-499	GENERAL CONTRACTS	3,590	2,941	1,232	3,500	2,268	184.09%
2-601	NATURAL GAS	1,488	0	1,379	1,300	(79)	(5.73%)
2-602	ELECTRICITY	3,326	903	4,004	3,000	(1,004)	(25.07%)
2-604	WATER SEWER	832	448	1,666	1,500	(166)	(9.96%)
2-632	PROPERTY INSURANCE PREMIUM	1,388	(307)	1,392	1,500	108	7.76%
2-920	FLEET CHARGE	287	825	426	1,000	574	134.74%
Total		16,563	15,076	16,756	19,640	2,884	17.21%
Net		16,563	15,076	16,756	19,640	2,884	17.21%

2018 - 2019 Budget Changes:

- 2-499 Increased General Contracts to reflect snow clearing
- 2-699 Reduced Electricity to reflect projected usage in 2019

Department Summary

Department Summary: VISITOR CENTRE (460)

Budget Year: 2019

Manager: Mike Beauregard

Division: Operations - Facilities

Accounting Reference: 460

Stage: Approved

Approved: Yes

Purpose:

This department covers the maintenance of the Visitor Information Centre. This budget covers maintenance performed by City of Vernon Facility Services staff, supplemented by contractors. Facility staff service and monitor the operation of the HVAC system providing heating and cooling of office space, construct new offices, perform electrical, lighting, and plumbing maintenance and install new network system wiring. Other services are performed by contractors including janitorial maintenance services, pest control, vegetation control, fire extinguisher inspection, building security and flooring maintenance.

Budget Summary

2019 Approved Net Budget	\$19,625
Prior Year Approved Net Budget	\$20,110
Budget Change	\$(485)
Budget Change by %	(2.41%)
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Maintain the current level of service in 2019. Continue to maintain building components and perform minor building improvements to meet operational needs.

Highlights of Current Year:

Minor building repair and maintenance to serve operational needs.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: VISITOR CENTRE (460)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-395	COST RECOVERIES	0	29	0	0	0	0.00%
Total		0	29	0	0	0	0.00%
Expenditures							
2-100	LABOUR CUPE B	1,902	257	2,494	2,425	(69)	(2.77%)
2-200	GENERAL SUPPLIES	1,339	190	1,020	600	(420)	(41.18%)
2-208	JANITORIAL SUPPLIES	0	666	0	900	900	100.00%
2-452	JANITORIAL CONTRACTS	817	672	1,836	1,000	(836)	(45.53%)
2-453	SECURITY/ALARM CONTRACTS	2,833	3,636	3,000	3,000	0	0.00%
2-454	GARBAGE COLLECTION CONTRAC	1,503	1,655	1,500	1,500	0	0.00%
2-499	GENERAL CONTRACTS	849	125	1,000	1,000	0	0.00%
2-601	NATURAL GAS	1,451	1,586	1,810	1,800	(10)	(0.55%)
2-602	ELECTRICITY	2,255	2,001	1,840	2,400	560	30.43%
2-604	WATER SEWER	1,296	1,545	2,260	1,500	(760)	(33.63%)
2-613	TELEPHONES (LAND LINES)	1,897	2,011	1,850	2,000	150	8.11%
2-632	PROPERTY INSURANCE PREMIUM	777	790	1,000	1,000	0	0.00%
2-920	FLEET CHARGE	956	50	500	500	0	0.00%
Total		17,874	15,185	20,110	19,625	(485)	(2.41%)
Net		17,874	15,155	20,110	19,625	(485)	(2.41%)

2018 - 2019 Budget Changes:

2-200 Increased General Supplies to reflect projected usage
 2-208 Janitorial supplies added - reallocated from general supplies
 2-452 Reduced Janitorial contracts to reflect 2019 contract
 2-602 Increased Electricity to reflect projected usage in 2019
 2-604 Reduced Water Sewer to reflect projected usage in 2019

Department Summary

Department Summary: COMMUNITY SERVICES BUILDING (461)

Budget Year: 2019

Manager: Mike Beauregard

Division: Operations - Facilities

Accounting Reference: 461

Stage: Approved

Approved: Yes

Purpose:

This department covers the operation and maintenance of the Community Services Building. This budget covers maintenance performed by City of Vernon Facility Services staff, supplemented by contractors. Facility staff service and monitor the operation of the HVAC system providing heating and cooling of office space, construct new offices, perform electrical, lighting, and plumbing maintenance and install new network system wiring. Other services are performed by contractors including janitorial maintenance services, pest control, vegetation control, fire extinguisher inspection, building security and flooring maintenance.

Budget Summary

2019 Approved Net Budget	\$115,299
Prior Year Approved Net Budget	\$110,432
Budget Change	\$4,867
Budget Change by %	4.41%
2019 FTE	0.4
2018 FTE	0.0
FTE Change	0.4
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Maintain our current level of service with a minor budget increase over 2018 to reflect increases in snow clearing, supplies, and electricity. Continue to maintain building components and perform minor building improvements to meet operational needs.

Highlights of Current Year:

- Minor interior renovations
- Roof replaced using funding from Building Facility Renewal Program (Capital)

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: COMMUNITY SERVICES BUILDING (461)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-395	COST RECOVERIES	0	29	0	0	0	0.00%
Total		0	29	0	0	0	0.00%
Expenditures							
2-100	LABOUR CUPE B	40,843	28,964	36,276	36,267	(9)	(0.02%)
2-200	GENERAL SUPPLIES	9,141	4,410	8,509	5,664	(2,845)	(33.44%)
2-208	JANITORIAL SUPPLIES	0	2,900	0	3,336	3,336	100.00%
2-452	JANITORIAL CONTRACTS	15,073	8,582	13,000	11,000	(2,000)	(15.38%)
2-453	SECURITY/ALARM CONTRACTS	725	725	1,550	1,000	(550)	(35.48%)
2-499	GENERAL CONTRACTS	7,166	20,756	7,564	12,000	4,436	58.65%
2-601	NATURAL GAS	7,374	5,666	8,246	7,700	(546)	(6.62%)
2-602	ELECTRICITY	24,968	22,505	23,390	26,500	3,110	13.30%
2-604	WATER SEWER	1,882	2,164	2,071	2,100	29	1.40%
2-613	TELEPHONES (LAND LINES)	3,261	3,199	3,687	3,600	(87)	(2.36%)
2-632	PROPERTY INSURANCE PREMIUM	2,715	2,758	2,732	2,732	0	0.00%
2-920	FLEET CHARGE	4,453	3,111	3,407	3,400	(7)	(0.21%)
Total		117,602	105,741	110,432	115,299	4,867	4.41%
Net		117,602	105,711	110,432	115,299	4,867	4.41%

2018 - 2019 Budget Changes:

- 2-208 Janitorial supplies added - reallocated from general supplies
- 2-452 Reduced Janitorial to reflect 2019 contract
- 2-499 Increased General Contract to reflect increase snow removal costs
- 2-902 Increased Electricity to reflect actual usage

Department Summary

Department Summary: PARKADE BUILDING (463)

Budget Year: 2019

Manager: Mike Beauregard

Division: Operations - Facilities

Accounting Reference: 463

Stage: Approved

Approved: Yes

Purpose:

This department covers the operation and maintenance of the Parkade building, which includes doctor's offices and the Vernon Art Gallery. The budget covers maintenance performed by City of Vernon Facility Services staff, supplemented by contractors. Facility staff service and monitor the operation of the HVAC system providing heat and cooling of office space, perform electrical, lighting and plumbing maintenance and install new network systems wiring.

Budget Summary

2019 Approved Net Budget	\$101,013
Prior Year Approved Net Budget	\$86,680
Budget Change	\$14,333
Budget Change by %	16.54%
2019 FTE	0.4
2018 FTE	0.0
FTE Change	0.4
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Maintain current service levels to Parkade. Increase maintenance and general operations to account for relocation of Bylaw staff

Highlights of Current Year:

- Continued maintenance to achieve existing service level
- Renovated existing offices to allow for relocation of Bylaw staff
- Installation of new video surveillance system

Change Request for 2019:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2019	Net Tax Rqmt for 2020
AUTO - 2649	Bylaw Offices in Parkade - Operating	Approved	\$12,000	\$12,000	\$0	\$12,000	\$12,240
Total Change Request			\$12,000	\$12,000	\$0	\$12,000	\$12,240

Department Summary

Department Summary: PARKADE BUILDING (463)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-342	PROPERTY RENTALS	17,525	17,525	17,000	17,500	500	2.94%
Total		17,525	17,525	17,000	17,500	500	2.94%
Expenditures							
2-100	LABOUR CUPE B	20,155	25,179	33,327	36,811	3,484	10.45%
2-200	GENERAL SUPPLIES	3,230	4,290	8,026	3,924	(4,102)	(51.11%)
2-205	LICENCES, PERMITS & FEES	0	0	267	0	(267)	(100.00%)
2-208	JANITORIAL SUPPLIES	0	521	0	1,076	1,076	100.00%
2-452	JANITORIAL CONTRACTS	6,323	10,794	7,418	13,000	5,582	75.25%
2-453	SECURITY/ALARM CONTRACTS	13,696	14,269	11,000	9,000	(2,000)	(18.18%)
2-454	GARBAGE COLLECTION CONTRAC	206	236	257	250	(7)	(2.72%)
2-499	GENERAL CONTRACTS	15,043	19,689	12,688	17,000	4,312	33.98%
2-601	NATURAL GAS	2,425	3,826	3,500	4,500	1,000	28.57%
2-602	ELECTRICITY	17,886	17,955	13,923	20,500	6,577	47.24%
2-604	WATER SEWER	991	898	1,760	2,000	240	13.64%
2-612	WIFI & FIBRE	0	782	0	0	0	0.00%
2-613	TELEPHONES (LAND LINES)	2,858	1,670	2,901	2,900	(1)	(0.03%)
2-632	PROPERTY INSURANCE PREMIUM	3,532	3,601	3,538	3,550	12	0.34%
2-920	FLEET CHARGE	2,614	2,761	5,075	4,002	(1,073)	(21.14%)
Total		88,958	106,472	103,680	118,513	14,833	14.31%
Net		71,433	88,947	86,680	101,013	14,333	16.54%

2018 - 2019 Budget Changes:

- 2-200 General Supplies reduced to reflect projected expenditures
- 2-208 Janitorial Supplies added - reallocated from general supplies
- 2-452 Janitorial Contracts increased to reflect 2019 contract
- 2-453 Reduced Security Alarms to reflect anticipated reduction resulting from Bylaw presence
- 2-499 Increased General Contracts to account for increased snow removal costs
- 2-602 Increased Electricity to reflect 2017 usage resulting from increased lighting
- 2-920 Decreased Fleet charge to reflect anticipated level

Department Summary

Department Summary: FIRE HALL - STATION 2 (464)

Budget Year: 2019

Manager: Mike Beauregard

Division: Operations - Facilities

Accounting Reference: 464

Stage: Approved

Approved: Yes

Purpose:

This department covers the operation and maintenance of the City of Vernon Fire Hall #2 and Emergency Social Services (ESS) Building. This budget covers maintenance performed by City of Vernon Facility Services staff, supplemented by contractors. Maintenance staff service and monitor the operation of the HVAC system providing heating and cooling of office space, construct new offices, perform electrical, lighting, and plumbing maintenance and the installation of new network system wiring. Other services are performed by contractors including pest control, vegetation control, fire extinguisher inspection, building security and flooring maintenance.

Budget Summary

2019 Approved Net Budget	\$44,961
Prior Year Approved Net Budget	\$30,377
Budget Change	\$14,584
Budget Change by %	48.01%
2019 FTE	0.1
2018 FTE	0.0
FTE Change	0.1
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Maintain the current level of service with a minor increase to reflect the operation and maintenance of new ESS Building.

Highlights of Current Year:

- Completed interior renovations and new windows
- Completed internal and external renovations to Emergency Social Services (ESS) building

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: FIRE HALL - STATION 2 (464)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	8,896	15,106	7,957	8,911	954	11.99%
2-200	GENERAL SUPPLIES	3,609	2,731	3,767	5,000	1,233	32.73%
2-208	JANITORIAL SUPPLIES	0	72	0	0	0	0.00%
2-452	JANITORIAL CONTRACTS	0	1,170	0	2,000	2,000	100.00%
2-454	GARBAGE COLLECTION CONTRAC	73	83	408	500	92	22.55%
2-499	GENERAL CONTRACTS	10,519	11,321	3,517	10,000	6,483	184.33%
2-601	NATURAL GAS	3,434	2,877	4,500	6,000	1,500	33.33%
2-602	ELECTRICITY	2,833	2,334	3,000	5,000	2,000	66.67%
2-604	WATER SEWER	0	0	2,550	2,550	0	0.00%
2-632	PROPERTY INSURANCE PREMIUM	3,450	3,501	3,483	3,500	17	0.49%
2-920	FLEET CHARGE	1,000	1,209	1,195	1,500	305	25.52%
Total		33,814	40,404	30,377	44,961	14,584	48.01%
Net		33,814	40,404	30,377	44,961	14,584	48.01%

2018 - 2019 Budget Changes:

- 2-200 Increased General Supplies to reflect new ESS Building
- 2-452 Added Janitorial Contracts for ESS building
- 2-499 Increased General Contracts to reflect increases in snow removal contracts
- 2-601 Increased Natural Gas to reflect new ESS Building
- 2-602 Increased Electricity to reflect new ESS building

Department Summary

Department Summary: DETACHMENT BUILDING (465)

Budget Year: 2019

Manager: Mike Beauregard

Division: Operations - Facilities

Accounting Reference: 465

Stage: Approved

Approved: Yes

Purpose:

This department covers the operation and maintenance of the RCMP Detachment Building. This budget covers maintenance performed by City of Vernon Facility Services staff, supplemented by contractors. Maintenance staff service and monitor the operation of the HVAC system providing heating and cooling of office space, construct new offices, perform electrical, lighting and plumbing maintenance and install new network system wiring. Other services are performed by contractors include: janitorial maintenance services, pest control, vegetation control, fire extinguisher inspection, building security and flooring maintenance.

Budget Summary

2019 Approved Net Budget	\$250,349
Prior Year Approved Net Budget	\$241,817
Budget Change	\$8,532
Budget Change by %	3.53%
2019 FTE	0.8
2018 FTE	0.0
FTE Change	0.8
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Continue to maintain building components and perform minor building improvements to meet operational needs. Upgrades limited to those identified in Building Facilities Asset Management Plan.

Highlights of Current Year:

Exterior lighting upgraded as identified in Building Facilities Asset Management Plan. Continued to provide maintenance and repair as required.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: DETACHMENT BUILDING (465)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-395	COST RECOVERIES	0	774	0	0	0	0.00%
Total		0	774	0	0	0	0.00%
Expenditures							
2-100	LABOUR CUPE B	64,205	55,583	67,719	72,049	4,330	6.39%
2-200	GENERAL SUPPLIES	25,982	13,938	25,556	23,128	(2,428)	(9.50%)
2-208	JANITORIAL SUPPLIES	0	3,965	0	2,372	2,372	100.00%
2-452	JANITORIAL CONTRACTS	41,464	38,400	48,000	45,000	(3,000)	(6.25%)
2-453	SECURITY/ALARM CONTRACTS	390	390	400	0	(400)	(100.00%)
2-454	GARBAGE COLLECTION CONTRAC	1,977	2,512	2,000	2,000	0	0.00%
2-499	GENERAL CONTRACTS	16,764	22,700	17,256	21,000	3,744	21.70%
2-601	NATURAL GAS	14,296	15,297	15,507	15,000	(507)	(3.27%)
2-602	ELECTRICITY	49,703	42,126	45,575	50,000	4,425	9.71%
2-604	WATER SEWER	5,487	6,024	4,900	5,700	800	16.33%
2-632	PROPERTY INSURANCE PREMIUM	5,977	6,059	6,037	6,100	63	1.04%
2-920	FLEET CHARGE	7,249	6,806	8,867	8,000	(867)	(9.78%)
Total		233,494	213,800	241,817	250,349	8,532	3.53%
Net		233,494	213,026	241,817	250,349	8,532	3.53%

2018 - 2019 Budget Changes:

2-100 Increased Labour CUPE B to reflect projected costs of interior maintenance and HVAC requirements

2-208 Janitorial supplies added - reallocated from general supplies

2-452 Janitorial Contracts reduced to account for Annex and duplication of budget

2-499 Increased General Contracts to reflect increase in snow removal costs for existing area and new parking area (north of CSB Building)

2-602 Increased Electricity to reflect increased usage

Department Summary

Department Summary: DOWNTOWN WASHROOM (466)

Budget Year: 2019

Manager: Mike Beauregard

Division: Operations - Facilities

Accounting Reference: 466

Stage: Approved

Approved: Yes

Purpose:

This department covers the operation and maintenance of the Downtown Washroom Building. This budget covers maintenance performed by City of Vernon, Facility Services staff, supplemented by contractors.

Budget Summary

2019 Approved Net Budget	\$37,005
Prior Year Approved Net Budget	\$45,046
Budget Change	\$(8,041)
Budget Change by %	(17.85%)
2019 FTE	0.1
2018 FTE	0.0
FTE Change	0.1
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Budget decreased for East side of Hwy 97 washroom to reflect proposed replacement of existing structure with 'Portland Loo' or similar structure. (CONTINGENT ON COUNCIL APPROVAL OF CHANGE REQUEST)

Budget increased for one half year for the proposed West side of Hwy 97 washroom.

Highlights of Current Year:

There has been a significant increase in vandalism in 2018 requiring additional labour and supplies to correct the damage. As a result of the level of vandalism and mis-use, alternate service delivery was researched as directed by Council.

Installed video surveillance system in area.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: DOWNTOWN WASHROOM (466)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	6,547	5,343	7,168	10,455	3,287	45.86%
2-200	GENERAL SUPPLIES	6,069	1,414	4,700	2,200	(2,500)	(53.19%)
2-208	JANITORIAL SUPPLIES	0	2,029	0	2,300	2,300	100.00%
2-452	JANITORIAL CONTRACTS	0	10,032	0	0	0	0.00%
2-499	GENERAL CONTRACTS	26,297	25,352	28,536	18,000	(10,536)	(36.92%)
2-602	ELECTRICITY	1,498	1,114	1,767	1,050	(717)	(40.58%)
2-604	WATER SEWER	2,551	3,278	1,875	1,500	(375)	(20.00%)
2-920	FLEET CHARGE	825	785	1,000	1,500	500	50.00%
Total		43,787	49,347	45,046	37,005	(8,041)	(17.85%)
Net		43,787	49,347	45,046	37,005	(8,041)	(17.85%)

2018 - 2019 Budget Changes:

2-208 Janitorial supplies added - reallocated from general supplies

2-499, 2-602, 2-604 Reduced General Contracts (cleaning), Electricity and Water Sewer in anticipation of new modular unit (Portland Loo).

Budget for one-half year anticipated operating costs of West side "Portland Loo" has been included in the operating budget.

Department Summary

Department Summary: FIRE HALL - STATION 3 (468)

Budget Year: 2019

Manager: Mike Beauregard

Division: Operations - Facilities

Accounting Reference: 468

Stage: Approved

Approved: Yes

Purpose:

This department covers the operation and maintenance of the City of Vernon Fire Hall #3. This budget covers maintenance performed by City of Vernon Facility Services staff, supplemented by contractors. Maintenance staff service and monitor the operation of the HVAC system providing heating and cooling of office space, construct new offices, perform electrical, lighting, and plumbing maintenance and the installation of new network system wiring. Other services are performed by contractors including pest control, vegetation control, fire extinguisher inspection, building security and flooring maintenance.

Budget Summary

2019 Approved Net Budget	\$12,704
Prior Year Approved Net Budget	\$15,509
Budget Change	\$(2,805)
Budget Change by %	(18.09%)
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Continue to maintain building components and perform minor building improvements to meet operational needs.

Highlights of Current Year:

Minor building maintenance in order to meet operational requirements.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: FIRE HALL - STATION 3 (468)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	1,244	108	2,869	1,704	(1,165)	(40.61%)
2-200	GENERAL SUPPLIES	163	61	1,120	500	(620)	(55.36%)
2-454	GARBAGE COLLECTION CONTRAC	0	0	400	400	0	0.00%
2-499	GENERAL CONTRACTS	1,944	395	2,060	2,000	(60)	(2.91%)
2-601	NATURAL GAS	1,241	1,181	1,500	1,500	0	0.00%
2-602	ELECTRICITY	1,869	1,223	2,800	2,000	(800)	(28.57%)
2-604	WATER SEWER	1,670	1,940	2,000	2,000	0	0.00%
2-632	PROPERTY INSURANCE PREMIUM	2,047	2,081	2,060	2,100	40	1.94%
2-920	FLEET CHARGE	160	21	700	500	(200)	(28.57%)
Total		10,337	7,011	15,509	12,704	(2,805)	(18.09%)
Net		10,337	7,011	15,509	12,704	(2,805)	(18.09%)

2018 - 2019 Budget Changes:

2-100, 2-200, 2-602 Reduced Labour, General Supplies and Electricity to reflect new building with low usage and maintenance requirements.

Department Summary

Department Summary: PROJECTS - FACILITIES (966)

Budget Year: 2019

Manager: Mike Beauregard

Division: Operations - Facilities

Accounting Reference: 966

Stage: Approved

Approved: Yes

Purpose:

This Department covers the major capital projects undertaken by Building Services.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

There are no new projects planned for 2019.

Highlights of Current Year:

- Purchased Scout Hut
- Civic Arena demolition
- 29 Street Parking Lot completed using surplus funds from building demolition

Change Request for 2019:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2019	Net Tax Rqmt for 2020
AUTO - 2650	New Downtown Washroom Facility	Approved	\$165,000	\$0	\$165,000	\$0	\$0
Total Change Request			\$165,000	\$0	\$165,000	\$0	\$0

Department Summary

Department Summary: PROJECTS - FACILITIES (966)

Changes to Department:

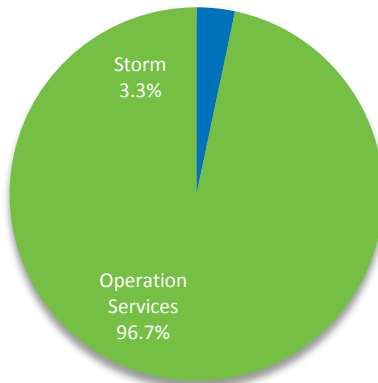
						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-539	MIA RISK MGMT GRANT	3,500	0	0	0	0	0.00%
1-802	FROM CIVIC BUILDINGS RESERVE	31,550	0	0	0	0	0.00%
1-809	FROM INFRASTRUCTURE RESERV	137,929	0	0	0	0	0.00%
1-814	FROM MFA REFUND RESERVE GE	0	0	0	165,000	165,000	100.00%
1-839	FROM PY UNEXPENDED BUDGET	90,844	0	55,000	0	(55,000)	(100.00%)
1-849	FROM CARRYOVER RESERVE	0	0	103,337	0	(103,337)	(100.00%)
1-876	FROM CARBON TAX RESERVE	0	0	101,779	0	(101,779)	(100.00%)
1-877	FROM BC GAS LEASE LEGACY	0	0	900,000	0	(900,000)	(100.00%)
1-886	FROM SPECIAL PROJECTS RESERV	0	0	30,000	0	(30,000)	(100.00%)
1-891	FROM LAND SALE RESERVE	307	0	85,889	0	(85,889)	(100.00%)
Total		264,131	0	1,276,005	165,000	(1,111,005)	(87.07%)
Expenditures							
2-100	LABOUR CUPE B	20,293	31,103	0	0	0	0.00%
2-200	GENERAL SUPPLIES	14,999	16,679	0	0	0	0.00%
2-270	NETWORK HARDWARE - REPLACE	0	5,000	0	0	0	0.00%
2-272	EQUIPMENT PURCHASES	21,566	0	0	0	0	0.00%
2-499	GENERAL CONTRACTS	153,645	700,908	900,000	0	(900,000)	(100.00%)
2-849	TO CARRYOVER RESERVE	53,337	0	0	0	0	0.00%
2-920	FLEET CHARGE	291	4,014	0	0	0	0.00%
2-999	PROJECTS - ONE-TIME	0	0	376,005	165,000	(211,005)	(56.12%)
Total		264,131	757,705	1,276,005	165,000	(1,111,005)	(87.07%)
Net		0	757,705	0	0	0	0.00%

2018 - 2019 Budget Changes:

Total - No Projects scheduled for 2019

OPERATION SERVICES

STORM SERVICES



SUB DEPARTMENT BUDGET SUMMARY

2019 Approved Net Cost	\$297,142
2018 Amended Net Cost	\$290,999
Budget Change	\$6,143
Change By %	2.11%
2019 Authorized Positions	2.7
2018 Authorized Positions	0.4
FTE Change	2.3
FTE Change By %	575%



Department Summary

Department Summary: STORM SYSTEM (500)

Budget Year: 2019

Manager: Sean Irwin

Division: Operations - Storm

Accounting Reference: 500

Stage: Approved

Approved: Yes

Purpose:

Under the direction of the Manager Utilities, this department is responsible for the daily operation, maintenance and repair of storm infrastructure within the City of Vernon, including storm mains, manholes, culverts, catch basins, creek channels, ditches and storm retention facilities. The department is also responsible for the construction of 'in-house' capital works storm projects.

In addition to the above, the department is involved with Infrastructure Asset Management investigation for short-term and future capital programs.

Budget Summary

2019 Approved Net Budget	\$297,142
Prior Year Approved Net Budget	\$290,999
Budget Change	\$6,143
Budget Change by %	2.11%
2019 FTE	2.7
2018 FTE	0.4
FTE Change	2.4
FTE Change by %	575.00%

Outlook for Upcoming Budget:

- Identify areas that require upgrades due to the increase of storm events.
- Increased camera inspections to identify damaged pipes.
- Maintain existing infrastructure to existing service levels
- Minor operational budget increase supplemented by funds identified in Capital Budget
- Additional basin maintenance and increases in service level will be funded from Capital program as identified in LWMP and further engineering studies

Highlights of Current Year:

- Repaired or replaced catch basins as identified last year.
- Extensive resources expended due to flood events in spring of 2018.
- Replaced failing check valve on 48 Avenue
- Maintenance and inspection captured on CityWorks (using tablets) for storm structures, creek inspections and catch basin repair
- Basin cleaning and further studies funded from Capital Budget

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: STORM SYSTEM (500)

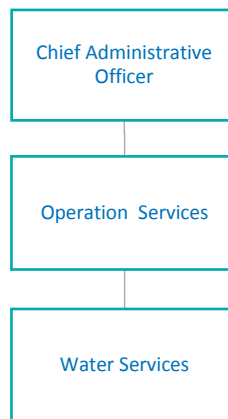
Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-270	STORM SEWER CONNECTION FEE	51,814	88,930	22,690	45,000	22,310	98.33%
1-849	FROM CARRYOVER RESERVE	0	0	15,000	0	(15,000)	(100.00%)
1-903	DEVELOPER CONTRIBUTED ASSET	793,657	0	0	0	0	0.00%
Total		845,471	88,930	37,690	45,000	7,310	19.40%
Expenditures							
2-100	LABOUR CUPE B	152,385	228,828	216,596	205,815	(10,781)	(4.98%)
2-140	LABOUR NON-UNION	30,187	7,066	26,331	25,327	(1,004)	(3.81%)
2-200	GENERAL SUPPLIES	20,504	84,715	19,289	30,000	10,711	55.53%
2-499	GENERAL CONTRACTS	221,404	46,277	4,299	10,000	5,701	132.61%
2-849	TO CARRYOVER RESERVE	15,000	0	0	0	0	0.00%
2-920	FLEET CHARGE	49,649	84,873	62,174	71,000	8,826	14.20%
Total		489,129	451,759	328,689	342,142	13,453	4.09%
Net		(356,342)	362,829	290,999	297,142	6,143	2.11%

2018 - 2019 Budget Changes:

- 2-100 Budget for CUPE B decreased to take into account labour allocated to Capital projects related to storm system upgrades
- 2-200 General Supplies increased due to higher level of service installations
- 2-499 General Contracts increased to provide for survey/traffic control due to storm installations
- 2-920 Fleet charges increased to reflect projected increased use of video camera van

OPERATION SERVICES WATER SERVICES



SUB DEPARTMENT BUDGET SUMMARY

2019 Approved Net Cost	\$0
2018 Amended Net Cost	\$0
Budget Change	\$0
Change By %	0%
2019 Authorized Positions	23.1
2018 Authorized Positions	21.7
FTE Change	1.4
FTE Change By %	6.45%



Department Summary

Department Summary: WATER DEPARTMENT GENERAL (700)

Budget Year: 2019

Manager: Sean Irwin

Division: Operations - Water

Accounting Reference: 700

Stage: Approved

Approved: Yes

Purpose:

The Manager, Utilities oversees the daily operation (by contract with Greater Vernon Water) of the water system and is responsible for the maintenance and repair of the water infrastructure (transmission, distribution and storage) which includes water mains, hydrants, valves, residential and commercial services, 18 pump stations and 11 reservoirs; within the City of Vernon and Areas B and C.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2019 FTE	23.1
2018 FTE	21.6
FTE Change	1.4
FTE Change by %	6.94%

Outlook for Upcoming Budget:

- Continuation of unidirectional flushing and valve exercising program
- Ongoing operational changes to optimize pressure zones and eliminate others where possible
- Completion of Encoded Receiver Transmitter (ERT) program
- Large Meter Replacement Program

Highlights of Current Year:

- Continued to use improved excavation procedures utilizing shoring and the new remote compactor to increase efficiency
- City crews continue to install all water services
- Continued with the installation of Encoded Receiver Transmitter (ERT) water meter units
- Constructed water main replacement on Allenby Crescent
- Constructed water main replacement on Pottery Road
- Began 5 year Water Distribution Operation Maintenance Repair Agreement (DOMRA) (2018-2023)
- Implemented Water On-Call

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: WATER DEPARTMENT GENERAL (700)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-395	COST RECOVERIES	136,600	533,648	0	0	0	0.00%
1-399	RDNO RECOVERIES	2,361,790	2,000,824	2,776,042	3,143,292	367,250	13.23%
Total		2,498,390	2,534,472	2,776,042	3,143,292	367,250	13.23%
Expenditures							
2-100	LABOUR CUPE B	1,468,536	1,825,039	1,742,815	1,955,158	212,343	12.18%
2-120	LABOUR CUPE A	(26)	0	0	0	0	0.00%
2-140	LABOUR NON-UNION	42,107	14,079	52,663	50,655	(2,008)	(3.81%)
2-200	GENERAL SUPPLIES	481,194	798,919	427,698	500,000	72,302	16.90%
2-203	EQUIPMENT PARTS	0	0	3,060	0	(3,060)	(100.00%)
2-204	OFFICE SUPPLIES	50	0	518	500	(18)	(3.47%)
2-205	LICENCES, PERMITS & FEES	592	612	1,035	600	(435)	(42.03%)
2-231	FOOD & COFFEE	38	24	500	500	0	0.00%
2-266	TOOL PURCHASES	17,430	20,332	21,411	22,000	589	2.75%
2-272	EQUIPMENT PURCHASES	1,172	641	11,110	5,000	(6,110)	(55.00%)
2-302	PARTS & MATERIALS	7	129	0	0	0	0.00%
2-320	MEMBERSHIPS/DUES	1,236	4,095	5,177	7,000	1,823	35.21%
2-325	BOOT ALLOWANCE	294	400	1,025	1,000	(25)	(2.44%)
2-329	TRANSPORTATION	286	129	0	0	0	0.00%
2-330	MEDICAL EXPENSES	0	0	500	500	0	0.00%
2-332	CONFERENCE & COURSE FEES	5,632	7,158	5,050	6,000	950	18.81%
2-333	ACCOMMODATION	804	1,224	2,525	2,000	(525)	(20.79%)
2-334	MEAL PER DIEMS	433	276	758	1,000	242	31.93%
2-403	LEGAL FEES	0	11,756	0	0	0	0.00%
2-451	SOFTWARE MAINTENANCE CONT	187	860	4,500	4,500	0	0.00%
2-499	GENERAL CONTRACTS	143,607	226,470	117,829	150,000	32,171	27.30%
2-601	NATURAL GAS	1,830	950	1,760	1,900	140	7.95%
2-610	CELLS/MOBILITY	9,611	8,335	11,369	11,000	(369)	(3.25%)
2-613	TELEPHONES (LAND LINES)	752	787	1,010	1,000	(10)	(0.99%)
2-631	LIABILITY INSURANCE PREMIUMS	11,515	12,413	20,606	14,488	(6,118)	(29.69%)
2-632	PROPERTY INSURANCE PREMIUM	2,256	2,299	2,586	2,500	(86)	(3.33%)
2-811	TO IT EQUIPMENT RESERVE	0	0	0	991	991	100.00%
2-920	FLEET CHARGE	308,847	354,379	340,537	405,000	64,463	18.93%
Total		2,498,390	3,291,307	2,776,042	3,143,292	367,250	13.23%
Net		0	756,835	0	0	0	0.00%

Department Summary

2018 - 2019 Budget Changes:

- 1-395 Cost Recoveries increased to match expenditures
- 2-100 Labour CUPE B increased as a result of ERT program
- 2-200 General Supplies increased to reflect ERT program and large meter replacements
- 2-203 Removed Equipment Parts as now included in General Supplies
- 2-272 Reduced Equipment Purchases to reflect anticipated 2019 expenditures
- 2-320 Increased Memberships/Dues to reflect increase in EOCP certification
- 2-499 Increased General Contracts to reflect anticipated 2019 expenditures
- 2-631 Reduced Liability Premiums (MIA) to reflect actuals
- 2-920 Increased Fleet to reflect anticipated labour increases

OPERATION SERVICES SEWER UTILITY SERVICES



SUB DEPARTMENT BUDGET SUMMARY

2019 Approved Net Cost	\$0
2018 Amended Net Cost	\$0
Budget Change	\$0
Change By %	0%
2019 Authorized Positions	11.2
2018 Authorized Positions	16.9
FTE Change	5.7
FTE Change By %	(33.73)%



Department Summary

Department Summary: FISCAL SERVICES - SEWER (481)

Budget Year: 2019

Manager: Debra Law

Division: Financial Services - Sewer

Accounting Reference: 481

Stage: Approved

Approved: Yes

Purpose:

This Department records all Sewer revenues, including user fees and surcharges, grants, and transfers from reserves; plus all charges for sewer debt and the offsetting transfer to reserves to balance the entire Sewer funded departments.

Budget Summary

2019 Approved Net Budget	\$ (5,585,384)
Prior Year Approved Net Budget	\$ (5,316,476)
Budget Change	\$ (268,908)
Budget Change by %	(5.06%)
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Sewer revenues increase annually due to new development. Sewer rates have not changed since July 1, 2013. The city's sewer reserves have been committed to over \$18 million worth of one time projects. This will draw down a significant amount of sewer reserves and will require a review of the sewer rates.

Highlights of Current Year:

Total sewer revenues have remained steady throughout the year.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: FISCAL SERVICES - SEWER (481)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-159	LAS TAX: TRONSON ROAD#1	28	2,471	3,587	3,587	0	0.00%
1-160	LAS TAX: TRONSON ROAD#2	1,223	5,979	7,021	7,021	0	0.00%
1-161	LAS TAX: FLEMING ROAD	2,921	13,234	15,637	15,637	0	0.00%
1-162	LAS TAX: TRONSON RD BYLAW 54	0	3,527	3,527	3,527	0	0.00%
1-163	LAS TAX: AQUARIUS RD BYLAW 5	2,655	7,099	7,099	7,099	0	0.00%
1-164	LAS TAX: SMITH RD #1	235,026	16,190	16,190	16,190	0	0.00%
1-169	LAS TAX REVENUE	14,213	42,089	42,089	42,089	0	0.00%
1-400	RESIDENTIAL SEWER USER FEES	5,652,969	5,657,860	5,568,700	5,709,499	140,799	2.53%
1-401	NON RESIDENTIAL SEWER USER F	2,792,470	2,814,178	2,838,823	2,867,211	28,388	1.00%
1-407	MUNICIPAL FEE BYLAW 5102	19,075	24,038	0	0	0	0.00%
1-570	OKANAGAN BASIN WATER BOAR	92,636	90,402	90,752	90,752	0	0.00%
1-614	COLDSTREAM SEWER CONTRACT	538,010	471,492	575,540	581,295	5,755	1.00%
1-722	INTEREST EARNED ON SEWER MF	3,618	0	0	0	0	0.00%
1-843	FROM LAS TAX RESERVE	68,565	0	0	0	0	0.00%
1-900	ROAD DCC'S APPLIED	253,896	0	0	0	0	0.00%
1-905	SEWER TREATMENT DCC'S APPLI	0	0	263,646	263,646	0	0.00%
1-999	BUDGET ONLY	313,027	0	0	0	0	0.00%
Total		9,990,331	9,148,558	9,432,611	9,607,553	174,942	1.85%
Expenditures							
2-403	LEGAL FEES	21,599	16,151	0	0	0	0.00%
2-501	DEBENTURE INTEREST	386,332	381,512	446,512	381,512	(65,000)	(14.56%)
2-595	DEBENTURE PRINCIPAL	543,854	540,830	540,830	540,830	0	0.00%
2-604	WATER SEWER	0	395	0	0	0	0.00%
2-630	CLAIMS EXPENSE	2,171	11,097	0	0	0	0.00%
2-631	LIABILITY INSURANCE PREMIUMS	11,515	12,413	14,645	14,488	(157)	(1.07%)
2-632	PROPERTY INSURANCE PREMIUM	44,460	45,405	44,402	46,767	2,365	5.33%
2-820	TO SEWER COLLECTION RESERVE	2,032,222	0	2,962,794	0	(2,962,794)	(100.00%)
2-837	TO RATE STABILIZATION RESERV	987,499	0	0	2,928,946	2,928,946	100.00%
2-843	TO LAS TAX RESERVE	641,993	0	0	0	0	0.00%
2-910	COMMON SERVICE ALLOCATIONS	103,113	0	106,952	109,626	2,674	2.50%
Total		4,774,757	1,007,804	4,116,135	4,022,169	(93,966)	(2.28%)
Net		(5,215,573)	(8,140,754)	(5,316,476)	(5,585,384)	(268,908)	(5.06%)

2018 - 2019 Budget Changes:

1-400 Residential User fees - estimate based on 2017 actuals which were higher than budget.

2-501 Debenture interest - this amount was adjusted to correct the actual interest payment anticipated in 2019.

2-631 Liability insurance - adjusted to reflect historical actuals plus 3% anticipated increase.

2-820 To Sewer Collection Reserve - this account reflects the net change in all Sewer budgets anticipated for the year.

Department Summary

Department Summary: VWRC ADMINISTRATION BUILDING (479)

Budget Year: 2019

Manager: Mike Beauregard

Division: Operations - Facilities - Sewer

Accounting Reference: 479

Stage: Approved

Approved: Yes

Purpose:

This department covers the operation and maintenance of the Vernon Water Reclamation Administration building. This department is budgeted through the Sewer Operating Reserve and is funded by user fees. This budget covers maintenance performed by City of Vernon Building Services staff, supplemented by contractors. Maintenance staff service and monitor the operation of the HVAC system providing heating and cooling of office space, construct new offices, perform electrical, lighting and plumbing maintenance and install new network system wiring. Other services are performed by contractors including janitorial maintenance services, pest control, vegetation control, fire extinguisher inspection, building security and flooring maintenance.

Budget Summary

2019 Approved Net Budget	\$41,468
Prior Year Approved Net Budget	\$40,195
Budget Change	\$1,273
Budget Change by %	3.17%
2019 FTE	0.2
2018 FTE	0.0
FTE Change	0.2
FTE Change by %	100.00%

Outlook for Upcoming Budget:

Continue to maintain building components and perform minor building improvements to meet operational needs.

Highlights of Current Year:

Maintained service level for operation and maintenance of facility.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: VWRC ADMINISTRATION BUILDING (479)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	19,599	12,908	20,342	20,318	(24)	(0.12%)
2-200	GENERAL SUPPLIES	12,381	2,469	6,654	6,000	(654)	(9.83%)
2-208	JANITORIAL SUPPLIES	0	1,647	0	0	0	0.00%
2-452	JANITORIAL CONTRACTS	4,126	3,897	4,200	5,850	1,650	39.29%
2-453	SECURITY/ALARM CONTRACTS	3,553	3,636	3,500	3,500	0	0.00%
2-454	GARBAGE COLLECTION CONTRAC	0	0	550	500	(50)	(9.09%)
2-499	GENERAL CONTRACTS	4,415	1,518	2,601	3,000	399	15.34%
2-920	FLEET CHARGE	2,330	1,748	2,348	2,300	(48)	(2.04%)
Total		46,404	27,823	40,195	41,468	1,273	3.17%
Net		46,404	27,823	40,195	41,468	1,273	3.17%

2018 - 2019 Budget Changes:

- 2-200 General Supplies reduced to reflect anticipated expenses in 2019
- 2-452 Janitorial Contract increased to reflect 2019 contract
- 2-499 General Contracts increased to reflect anticipated expenditures

Department Summary

Department Summary: SEWER OPERATIONS GENERAL (480)

Budget Year: 2019

Manager: Sean Irwin

Division: Operations - Sewer Collection
Utility

Accounting Reference: 480

Stage: Approved

Approved: Yes

Purpose:

The Sewer Operations General Department is responsible for the administration of the Sanitary Utility which includes the allocation of wages for management & CUPE B employees, training costs, licenses, software requirements, fleet charges and Common Service allocations. Common Service allocations are charges incurred for Administration and the use of Operations Yards and Facilities.

Budget Summary

2019 Approved Net Budget	\$159,901
Prior Year Approved Net Budget	\$153,475
Budget Change	\$6,426
Budget Change by %	4.19%
2019 FTE	0.9
2018 FTE	16.9
FTE Change	(16.0)
FTE Change by %	(94.67%)

Outlook for Upcoming Budget:

- Increase number of portable tablets for access to Cityworks in the field
- Continue to train operators in order to meet certification requirements

Highlights of Current Year:

- Continued operator certification
- Addition of mobile tablets for issuing and closing work orders in the field

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: SEWER OPERATIONS GENERAL (480)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	23,194	64,002	33,111	40,086	6,975	21.07%
2-120	LABOUR CUPE A	768	621	0	0	0	0.00%
2-140	LABOUR NON-UNION	56,072	14,239	52,663	50,655	(2,008)	(3.81%)
2-200	GENERAL SUPPLIES	0	24,571	0	1,000	1,000	100.00%
2-205	LICENCES, PERMITS & FEES	783	0	1,018	1,000	(18)	(1.77%)
2-231	FOOD & COFFEE	360	0	518	500	(18)	(3.47%)
2-320	MEMBERSHIPS/DUES	0	35	2,073	2,000	(73)	(3.52%)
2-325	BOOT ALLOWANCE	894	795	726	800	74	10.19%
2-329	TRANSPORTATION	0	394	764	800	36	4.71%
2-330	MEDICAL EXPENSES	694	64	518	500	(18)	(3.47%)
2-332	CONFERENCE & COURSE FEES	149	4,848	5,182	4,000	(1,182)	(22.81%)
2-333	ACCOMMODATION	224	609	764	1,000	236	30.89%
2-334	MEAL PER DIEMS	114	410	764	800	36	4.71%
2-451	SOFTWARE MAINTENANCE CONT	1,391	449	4,000	4,000	0	0.00%
2-499	GENERAL CONTRACTS	0	19,416	0	0	0	0.00%
2-610	CELLS/MOBILITY	211	1,666	2,075	2,000	(75)	(3.61%)
2-811	TO IT EQUIPMENT RESERVE	0	0	0	991	991	100.00%
2-876	TO CARBON TAX RESERVE	10,521	0	0	0	0	0.00%
2-910	COMMON SERVICE ALLOCATIONS	238,768	0	41,012	41,769	757	1.85%
2-920	FLEET CHARGE	7,300	18,049	8,287	8,000	(287)	(3.46%)
Total		341,445	150,167	153,475	159,901	6,426	4.19%
Net		341,445	150,167	153,475	159,901	6,426	4.19%

2018 - 2019 Budget Changes:

2-100 Increase in Labour CUPE B as a result of increased training

2-200 Budget included to cover miscellaneous supplies (chairs, desks, etc.)

2-332 Budget for Conference and Fees reduced to reflect anticipated requirements for 2019

Department Summary

Department Summary: SANITARY SYSTEM COLLECTION (498)

Budget Year: 2019

Manager: Sean Irwin

Division: Operations - Sewer Collection
Utility

Accounting Reference: 498

Stage: Approved

Approved: Yes

Purpose:

Under the direction of the Manager Utilities, this department is responsible for the daily operation, maintenance and repair of the Sanitary collection infrastructure, including gravity mains, force mains, manholes and residential & commercial services City wide. The department also assists with construction of capital works projects associated with the sanitary collection system.

In addition to the above, the department is also involved with Infrastructure Asset Management investigation for short-term and future capital programs.

Budget Summary

2019 Approved Net Budget	\$1,039,438
Prior Year Approved Net Budget	\$927,183
Budget Change	\$112,255
Budget Change by %	12.11%
2019 FTE	5.5
2018 FTE	0.0
FTE Change	5.5
FTE Change by %	100.00%

Outlook for Upcoming Budget:

- Previously contracted video inspections are now performed with in-house video equipment
- All new sanitary service connections to existing infrastructure will be constructed by City staff
- Repair problem areas that require regular flushing, if possible

Highlights of Current Year:

- Weekly, Monthly and Quarterly maintenance now in Cityworks and being tracked
- Addition of mobile tablets for processing of work orders in the field
- Video equipment put into service in spring
- City wide manhole inspection included in CityWorks (using tablets)

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: SANITARY SYSTEM COLLECTION (498)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-395	COST RECOVERIES	7,511	83,211	0	0	0	0.00%
1-404	SEWER CONNECTION FEES	77,766	69,923	72,275	72,998	723	1.00%
1-409	TEMP SANI DUMP REVENUE	3,061	2,880	3,519	3,554	35	0.99%
1-903	DEVELOPER CONTRIBUTED ASSET	631,190	0	0	0	0	0.00%
Total		719,527	156,014	75,794	76,552	758	1.00%
Expenditures							
2-100	LABOUR CUPE B	329,236	347,339	388,421	469,697	81,276	20.92%
2-200	GENERAL SUPPLIES	100,964	122,220	65,034	70,000	4,966	7.64%
2-266	TOOL PURCHASES	1,377	3,376	5,500	5,000	(500)	(9.09%)
2-272	EQUIPMENT PURCHASES	22,484	17,559	30,313	10,000	(20,313)	(67.01%)
2-300	FUEL	19	0	764	300	(464)	(60.73%)
2-302	PARTS & MATERIALS	0	1	0	0	0	0.00%
2-329	TRANSPORTATION	0	736	0	0	0	0.00%
2-330	MEDICAL EXPENSES	(80)	0	0	0	0	0.00%
2-332	CONFERENCE & COURSE FEES	(77)	268	0	0	0	0.00%
2-333	ACCOMMODATION	0	297	0	0	0	0.00%
2-334	MEAL PER DIEMS	0	257	0	0	0	0.00%
2-499	GENERAL CONTRACTS	63,972	37,918	17,088	30,000	12,912	75.56%
2-590	LOSS ON DISPOSAL OF ASSETS	22,378	0	0	0	0	0.00%
2-910	COMMON SERVICE ALLOCATIONS	0	0	315,170	320,993	5,823	1.85%
2-920	FLEET CHARGE	147,117	159,060	180,687	210,000	29,313	16.22%
Total		687,389	689,031	1,002,977	1,115,990	113,013	11.27%
Net		(32,138)	533,018	927,183	1,039,438	112,255	12.11%

2018 - 2019 Budget Changes:

2-100 Increased Labour CUPE B due to increased maintenance of an aging system and increased in-house video inspection

2-200 Increased General Supplies to reflect anticipated expenditures

2-272 Reduced Equipment Purchases to reflect anticipated 2019 requirements

2-499 Increased General Contracts to reflect increased costs related to concrete, contract hauling and asphalt

2-920 Increased Fleet to reflect anticipated increase in labour and service levels

Department Summary

Department Summary: LIFT STATIONS (499)

Budget Year: 2019

Manager: Sean Irwin

Division: Operations - Sewer Collection
Utility

Accounting Reference: 499

Stage: Approved

Approved: Yes

Purpose:

Under the direction of the Utilities Manager, this department oversees the daily operation, maintenance and repair of the Sanitary lift stations, flush chambers, meter vaults and odour control injection sites spread throughout the city. This includes a well developed program of inspections, scheduled maintenance and emergency response.

Budget Summary

2019 Approved Net Budget	\$891,889
Prior Year Approved Net Budget	\$805,341
Budget Change	\$86,548
Budget Change by %	10.75%
2019 FTE	4.8
2018 FTE	0.0
FTE Change	4.8
FTE Change by %	100.00%

Outlook for Upcoming Budget:

- Continue updating older lift stations to comply with current bylaw standards
- Purchase new pumps and components to reduce maintenance
- Implement recommendations of odour remediation report which may include increasing amount of odour/H2S chemical

Highlights of Current Year:

- Replaced pumps at Stamp Mill Road to reduce after hour call-outs
- Initiated long term odour remediation review
- Redirected flow at Airport Lift Station to reduce number of pump failures and after hours call-outs
- Maintenance tracked on CityWorks (using tablets)

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: LIFT STATIONS (499)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	298,597	343,734	350,880	429,773	78,893	22.48%
2-200	GENERAL SUPPLIES	143,977	196,345	173,276	175,000	1,724	0.99%
2-205	LICENCES, PERMITS & FEES	0	164	0	0	0	0.00%
2-266	TOOL PURCHASES	1,412	2,874	2,400	2,500	100	4.17%
2-300	FUEL	227	194	726	500	(226)	(31.13%)
2-302	PARTS & MATERIALS	542	520	5,500	500	(5,000)	(90.91%)
2-329	TRANSPORTATION	0	284	0	0	0	0.00%
2-499	GENERAL CONTRACTS	40,043	22,934	29,690	30,000	310	1.04%
2-602	ELECTRICITY	58,494	65,613	60,624	62,443	1,819	3.00%
2-604	WATER SEWER	0	30	0	0	0	0.00%
2-610	CELLS/MOBILITY	2,258	2,566	0	0	0	0.00%
2-612	WIFI & FIBRE	352	0	0	0	0	0.00%
2-910	COMMON SERVICE ALLOCATIONS	0	0	118,975	121,173	2,198	1.85%
2-920	FLEET CHARGE	65,218	61,566	63,270	70,000	6,730	10.64%
Total		611,121	696,824	805,341	891,889	86,548	10.75%
Net		611,121	696,824	805,341	891,889	86,548	10.75%

2018 - 2019 Budget Changes:

2-100 Budget for Labour CUPE B increased to reflect new Electrician Technician position and to address increased maintenance and operational issues resulting from an aging system

2-302 Reduced Parts and Materials as pump equipment included in General Supplies Budget

2-602 Increased Electricity to reflect 3% projected increase

2-910 Increased Fleet Charge to allow for 4% Fleet increases and additional charges related to new position

Department Summary

Department Summary: SPRAY IRRIGATION (490)

Budget Year: 2019

Manager: Serge Kozin

Division: Operations - Sewer Treatment & Disposal

Accounting Reference: 490

Stage: Approved

Approved: Yes

Purpose:

As an alternative to lake discharge, spray irrigation of reclaimed effluent from the Vernon Water Reclamation Centre has been utilized since the 1970s. The program provides beneficial reuse of reclaimed water to four seed orchards, three golf courses, several hundred hectares of grazing land, pastures, soccer fields, and baseball diamonds.

Budget Summary

2019 Approved Net Budget	\$934,904
Prior Year Approved Net Budget	\$967,733
Budget Change	\$(32,829)
Budget Change by %	(3.39%)
2019 FTE	3.0
2018 FTE	0.3
FTE Change	2.7
FTE Change by %	900.00%

Outlook for Upcoming Budget:

Projects proposed for 2019

- Electrical gang switch and power pole replacement at the High Lift Station. (proposed change request)
- Address the MacKay reservoir main Dam rip-rap deficiencies. (proposed change request)
- Woody bio-mass plantation test plot to grow willows.

Highlights of Current Year:

- Reservoir pump station; 1&2 pump and motor controls were upgraded to a touch screen.
- Reservoir pump station; main electrical supply grounding pad brought up to code.
- Thorlakson main pump station east/west motor control center re-built.
- Leechate management plan completed and implemented.
- Closer monitoring of spray irrigation water use as per consultant's recommendations.
- Outfall line; air reliefs serviced/replaced from Vwrc to lakeshore road.
- (4) Chlorine switch over valves re-built.
- (3) 4" pressure reducing valves re-built
- (2) 6" pressure reducing valves re-built.
- \$50,000 spent on upgrading spray irrigation equipment.

Change Request for 2019:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2019	Net Tax Rqmt for 2020
AUTO - 2641	Spray Irrigation - Replacement of Parts and Equipment	Approved	\$50,000	\$0	\$50,000	\$0	\$0
AUTO - 2642	High Lift Station gang switch	Approved	\$30,000	\$0	\$30,000	\$0	\$0
AUTO - 2643	MacKay Reservoir Main dam rip rap deficiencies	Approved	\$30,000	\$0	\$30,000	\$0	\$0
AUTO - 2644	Telemetry/communication for lower and upper Thorlakson pump station	Approved	\$20,000	\$0	\$20,000	\$0	\$0
Total Change Request			\$130,000	\$0	\$130,000	\$0	\$0

Department Summary

Department Summary: SPRAY IRRIGATION (490)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-403	SPRAY IRRIGATION USEAGE FEE	120,407	275,005	167,000	172,280	5,280	3.16%
1-405	EFFLUENT SALES	57,938	51,467	55,000	55,000	0	0.00%
1-792	INTERNAL REVENUE	72,313	(27,717)	22,000	22,000	0	0.00%
1-821	FROM SEWER DISPOSAL RESERVE	0	0	50,000	0	(50,000)	(100.00%)
1-837	FROM RATE STABILIZATION RESE	0	0	0	130,000	130,000	100.00%
Total		250,657	298,755	294,000	379,280	85,280	29.01%
Expenditures							
2-100	LABOUR CUPE B	201,901	216,597	245,323	191,294	(54,029)	(22.02%)
2-120	LABOUR CUPE A	11,659	12,376	12,484	12,773	289	2.31%
2-140	LABOUR NON-UNION	25,464	28,882	29,190	31,161	1,971	6.75%
2-200	GENERAL SUPPLIES	22,511	29,512	72,701	22,701	(50,000)	(68.77%)
2-202	CHEMICALS	12,190	11,872	19,822	19,822	0	0.00%
2-203	EQUIPMENT PARTS	20,482	42,127	52,604	52,604	0	0.00%
2-214	GRAVEL	0	449	1,020	1,020	0	0.00%
2-261	LAND IMPROVEMENTS	0	0	0	30,000	30,000	100.00%
2-266	TOOL PURCHASES	0	1,675	2,500	1,500	(1,000)	(40.00%)
2-272	EQUIPMENT PURCHASES	0	0	0	100,000	100,000	100.00%
2-282	LAND LEASES	19,232	19,232	21,422	21,422	0	0.00%
2-332	CONFERENCE & COURSE FEES	0	0	0	2,000	2,000	100.00%
2-499	GENERAL CONTRACTS	34,106	34,998	31,450	35,000	3,550	11.29%
2-602	ELECTRICITY	726,778	508,794	550,840	567,365	16,525	3.00%
2-610	CELLS/MOBILITY	834	1,374	2,000	2,000	0	0.00%
2-635	EQUIPMENT LOSS INSURANCE	1,266	1,340	1,371	1,171	(200)	(14.59%)
2-910	COMMON SERVICE ALLOCATIONS	558,166	0	181,063	184,408	3,345	1.85%
2-920	FLEET CHARGE	29,216	28,143	37,943	37,943	0	0.00%
Total		1,663,804	937,372	1,261,733	1,314,184	52,451	4.16%
Net		1,413,147	638,617	967,733	934,904	(32,829)	(3.39%)

2018 - 2019 Budget Changes:

- 1-821 Removed \$50,000 included in 2018 for Equipment Parts Replacement
- 2-100 Labour CUPE B reduced to reflect positions re-allocated to (491) Vernon Water Reclamation Centre
- 2-200 General Supplies reduced to reflect completion of Change Request for Equipment and Parts
- 2-332 New line item for Conference and Course fees to allow in-house training for staff.
- 2-499 General Contracts increased MOE requires additional testing.
- 2-602 Projected Electricity increase of 3%.

Department Summary

Department Summary: VWRC TREATMENT (491)

Budget Year: 2019

Manager: Serge Kozin

Division: Operations - Sewer Treatment & Disposal

Accounting Reference: 491

Stage: Approved

Approved: Yes

Purpose:

- The Vernon Water Reclamation Centre (VWRC) provides waste water treatment for the City of Vernon and parts of the Municipality of Coldstream. The facility ensures that public safety is protected and that the reclaimed effluent meets the high standards required by the Operating Certificate set out by the Ministry of Environment.
- The upgraded VWRC is now in its fourteenth year of operation and is presently operating at half hydraulic capacity but is overloaded biologically as a result of high strength waste from industry.
- As directed by the Ministry of Environment's operating certificate, all reclaimed water continues to be utilized in a land based spray irrigation program.
- This budget also includes City of Vernon's share of the operating costs of the Regional Biosolids Composting facility.

Budget Summary

2019 Approved Net Budget	\$2,517,784
Prior Year Approved Net Budget	\$2,422,549
Budget Change	\$95,235
Budget Change by %	3.93%
2019 FTE	10.7
2018 FTE	13.3
FTE Change	(2.6)
FTE Change by %	(19.55%)

Outlook for Upcoming Budget:

- The City will be proceeding with the final design and construction of an Anaerobic Treatment process, including the conveyance pipe for high strength waste to be treated at the VWRC.
- The City will be proceeding with the design and construction of a chemical dosing system for removal of phosphorus at the VWRC.
- The City will be proceeding with registration under the MWR registration.

Highlights of Current Year:

- The City applied to the Canada-British Columbia Investing in Canada Infrastructure Program for grant funding to cover the eligible cost of the anaerobic treatment process and chemical dosing system.
- One FTE instrumentation/electrician technician hired.
- Main effluent high pressure pipeline between the High lift station and the Booster station inspected.
- Process train # 2 removed from service for repairs to the primary clarifier scrapers, de-nitrification pump and secondary scraper superstructure.
- Electronic equipment upgraded at the Booster Station motor controls which pump water to MacKay Reservoir 8 km away.
- Carbon replacement in both odour control towers.
- High Strength Waste study completed.
- MacKay Reservoir- Rip-rap deficiencies assessment completed.
- VWRC Operating Certificate ME 12215 review completed.
- Fermenter removed from service for inspection and cleaning.
- Regional Biosolids composting facility leachate system management plan completed.
- Woody bio-mass feasibility study completed.
- Strategic review of the Biosolids Management plan is ongoing.
- Anaerobic Treatment process to treat high strength waste is approved and in the RFP & design process.
- Alum system approved and in the RFP & design process.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: VVRC TREATMENT (491)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-395	COST RECOVERIES	1,161	0	0	0	0	0.00%
1-402	HIGH STRENGTH WASTE SURCHA	660,093	512,848	802,301	710,514	(91,787)	(11.44%)
1-406	SEPTIC SERVICE DUMPING FEES	69,299	41,488	58,005	70,000	11,995	20.68%
1-817	FROM SEWER TREATMENT RESER	0	0	50,000	0	(50,000)	(100.00%)
1-821	FROM SEWER DISPOSAL RESERVE	0	0	457,000	0	(457,000)	(100.00%)
1-837	FROM RATE STABILIZATION RESE	0	0	110,000	0	(110,000)	(100.00%)
Total		730,553	554,336	1,477,306	780,514	(696,792)	(47.17%)
Expenditures							
2-100	LABOUR CUPE B	767,064	747,426	764,548	861,702	97,154	12.71%
2-120	LABOUR CUPE A	49,084	48,275	50,121	51,093	972	1.94%
2-140	LABOUR NON-UNION	82,859	89,975	87,568	93,484	5,916	6.76%
2-200	GENERAL SUPPLIES	102,698	158,986	191,174	150,000	(41,174)	(21.54%)
2-203	EQUIPMENT PARTS	123,004	123,979	177,740	177,740	0	0.00%
2-204	OFFICE SUPPLIES	1,238	700	1,210	1,210	0	0.00%
2-205	LICENCES, PERMITS & FEES	1,324	1,728	88,600	3,400	(85,200)	(96.16%)
2-221	SODIUM HYPOCHLORIDE	22,126	19,719	28,402	30,000	1,598	5.63%
2-226	POLYMER	92,255	57,660	60,000	85,000	25,000	41.67%
2-266	TOOL PURCHASES	1,284	1,349	1,500	1,500	0	0.00%
2-270	NETWORK HARDWARE - REPLACE	16,361	0	0	800	800	100.00%
2-300	FUEL	1,731	3,144	2,030	2,500	470	23.15%
2-320	MEMBERSHIPS/DUES	630	0	800	800	0	0.00%
2-325	BOOT ALLOWANCE	463	500	500	500	0	0.00%
2-329	TRANSPORTATION	116	566	510	510	0	0.00%
2-330	MEDICAL EXPENSES	352	320	505	505	0	0.00%
2-332	CONFERENCE & COURSE FEES	1,508	2,236	4,580	5,000	420	9.17%
2-333	ACCOMMODATION	0	2,626	2,040	2,400	360	17.65%
2-334	MEAL PER DIEMS	0	218	510	510	0	0.00%
2-400	CONSULTANT FEES	4,804	16,447	109,503	9,503	(100,000)	(91.32%)
2-403	LEGAL FEES	0	14,031	0	0	0	0.00%
2-450	ADVERTISING/PROMOTION CON	181	915	500	600	100	20.00%
2-454	GARBAGE COLLECTION CONTRAC	16,521	21,361	15,704	16,300	596	3.80%
2-499	GENERAL CONTRACTS	690,036	907,365	1,241,924	704,924	(537,000)	(43.24%)
2-601	NATURAL GAS	28,668	26,015	30,654	31,267	613	2.00%
2-602	ELECTRICITY	107,777	248,931	293,678	302,488	8,810	3.00%
2-604	WATER SEWER	18,628	13,346	15,806	18,628	2,822	17.85%
2-606	EFFLUENT MONITORING	54,914	40,931	55,000	55,000	0	0.00%
2-610	CELLS/MOBILITY	2,945	2,708	2,060	2,900	840	40.78%
2-612	WIFI & FIBRE	2,653	752	3,000	3,000	0	0.00%
2-613	TELEPHONES (LAND LINES)	3,960	4,053	3,140	3,140	0	0.00%

Department Summary

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
2-614	RADIO	2,054	1,979	2,540	2,840	300	11.81%
2-811	TO IT EQUIPMENT RESERVE	0	0	12,000	14,232	2,232	18.60%
2-910	COMMON SERVICE ALLOCATIONS	397,345	0	616,277	627,662	11,385	1.85%
2-920	FLEET CHARGE	37,727	37,743	35,731	37,160	1,429	4.00%
2-925	IT SUPPORT	12,000	0	0	0	0	0.00%
Total		2,644,308	2,595,984	3,899,855	3,298,298	(601,557)	(15.43%)
Net		1,913,755	2,041,648	2,422,549	2,517,784	95,235	3.93%

2018 - 2019 Budget Changes:

- 1-402 Brewery revenue decreased to reflect change in processing (cans vs bottles)
- 1-406 Septage Service Dumping Fees revenue increased to reflect actuals.
- 2-100 Labour increased due to new position.
- 2-200 General Supplies reduced to equalize carbon cost over continual two year replacement period.
- 2-205 Reduced for 2019 as MWR registration was included in 2018 budget.
- 2-221 Sodium hypochlorite increased due to fuel surcharge and product cost increase.
- 2-226 Reflects actual cost for 2019; 2018 budget less due to polymer carryover from previous year.
- 2-300 Fuel price increasing.
- 2-332 Conference fee increased.
- 2-333 Cost of accommodation increasing.
- 2-400 Consultant fees removed for 2019; 2018 included for the asset management plan.
- 2-454 Garbage increased based on actual cost.
- 2-499 2019 budget reduced; 2018 budget included a de-canting station carry over budget, loader and leechate containment system.
- 2-601 Natural gas 2% increase.
- 2-602 Electricity 3% increase.
- 2-604 Water sewer increased based on actual cost.
- 2-610 Cell/mobility increased based on actual cost.
- 2-614 Radio increased based on actual cost.
- 2-920 Fleet increase 4% over 2017 actuals.

Department Summary

Department Summary: PROJECTS - VWRC/SI (967)

Budget Year: 2019

Manager: Serge Kozin

Division: Operations - Sewer Treatment & Disposal

Accounting Reference: 967

Stage: Approved

Approved: Yes

Purpose:

This cost centre captures projects that are outside of the operating budgets for Vernon Water Reclamation Centre and Spray Irrigation.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	0
Budget Change	0
Budget Change by %	0.00%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

The following Projects are proposed for 2018:

- Spray Irrigation - Replacement of Parts and Equipment (\$50,000)
- VWRC - Asset Management Plan for SI and VWRC (\$100,000)
- VWRC - Regional Biosolids Composting Facility - Loader (\$140,000)
- VWRC - Regional Biosolids Composting Facility - Leachate Containment System (\$167,000)

Highlights of Current Year:

2017 Projects:

- High Strength Waste Study nearing completion
- Biosolids Management Strategic Review - nearing completion
- Biosolids Loader purchased
- Spray Irrigation Optimization Study nearing completion
- Outfall Building upgrades completed
- 600mm MacKay Reservoir Reclaimed Water Supply main inspected between the High Lift Station and Booster Pump Station
- De-Canting Station - in progress

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PROJECTS - VWRC/SI (967)

Changes to Department:

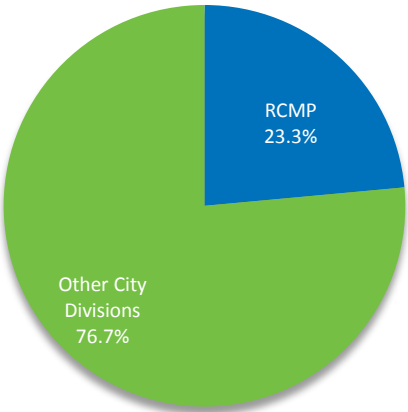
						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-796	PROCEEDS ON DISPOSITION OF T	0	0	900,000	0	(900,000)	(100.00%)
1-817	FROM SEWER TREATMENT RESER	0	0	4,814,000	0	(4,814,000)	(100.00%)
1-820	FROM SEWER COLLECTION RESER	13,258	0	8,000	0	(8,000)	(100.00%)
1-822	FROM MFA REFUND RESERVE SE	0	0	900,000	0	(900,000)	(100.00%)
1-837	FROM RATE STABILIZATION RESE	98,066	0	7,208,373	0	(7,208,373)	(100.00%)
Total		111,324	0	13,830,373	0	(13,830,373)	(100.00%)
Expenditures							
2-100	LABOUR CUPE B	3,738	0	0	0	0	0.00%
2-200	GENERAL SUPPLIES	6,598	4,622	0	0	0	0.00%
2-260	LAND PURCHASES	55,316	55,316	900,000	0	(900,000)	(100.00%)
2-499	GENERAL CONTRACTS	44,899	182,785	0	0	0	0.00%
2-822	TO MFA REFUND RESERVE SEWE	0	0	900,000	0	(900,000)	(100.00%)
2-920	FLEET CHARGE	772	0	0	0	0	0.00%
2-997	PROJECTS - SEWER ONE-TIME	0	0	11,909,000	0	(11,909,000)	(100.00%)
2-999	PROJECTS - ONE-TIME	0	0	121,373	0	(121,373)	(100.00%)
Total		111,324	242,724	13,830,373	0	(13,830,373)	(100.00%)
Net		0	242,724	0	0	0	0.00%

2018 - 2019 Budget Changes:

No data at this time.

RCMP CONTRACT

Shawna Baher
Superintendent
Shawna.baher@rcmp-grc.gc.ca



DIVISIONAL BUDGET SUMMARY

2019 Approved Net Cost	\$9,446,088
2018 Amended Net Cost	\$9,215,750
Budget Change	\$230,338
Change By %	2.50%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change By %	0%



DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

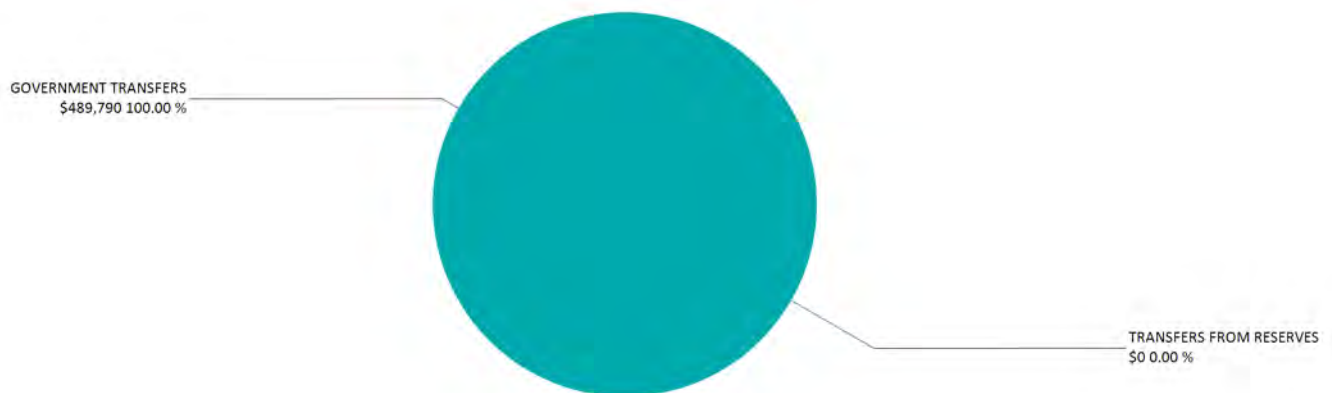
Costing Center Name	2019 BUDGET	2018 BUDGET	\$ INCREASE	% INCREASE
RCMP Contract				
RCMP CONTRACT (310)	9,446,088	9,215,750	230,338	2.50 %
Total RCMP Contract	9,446,088	9,215,750	230,338	2.50 %
GRAND TOTAL	9,446,088	9,215,750	230,338	2.50 %

RCMP Contract Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Revenues				
GOVERNMENT TRANSFERS	523,000	489,790	(33,210)	-6.35%
TRANSFERS FROM RESERVES	0	0	0	0.00%
Total	523,000	489,790	(33,210)	(6.35) %

RCMP Contract 2019 - Revenues by Category



RCMP Contract Operating Budget by Category

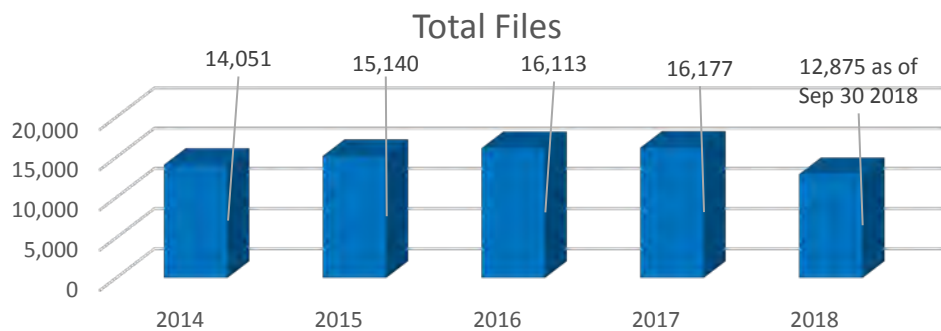
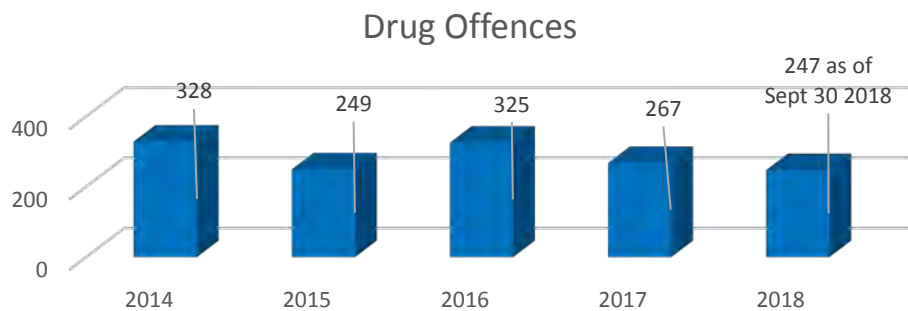
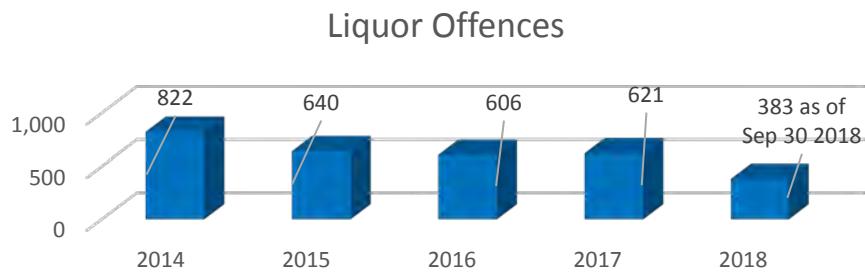
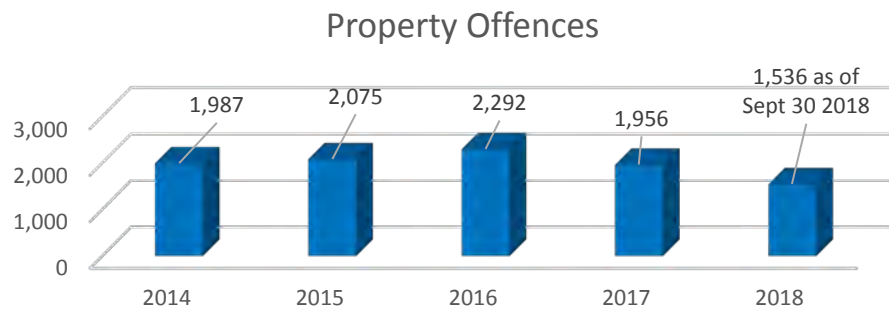
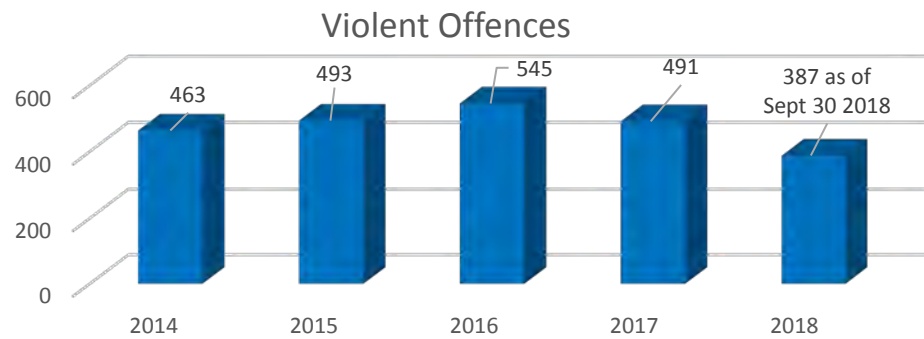
Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Expenditures				
CONTRACTS FOR SERVICES	9,738,750	9,935,878	197,128	2.02%
Total	9,738,750	9,935,878	197,128	2.02 %

RCMP Contract 2019 - Expenditures by Category



Performance Indicators - Royal Canadian Mounted Police



Department Summary

Department Summary: RCMP CONTRACT (310)

Budget Year: 2019

Manager: Shawna Baher

Division: RCMP Contract

Accounting Reference: 310

Stage: Approved

Approved: Yes

Purpose:

Vernon North Okanagan is a Regional RCMP Detachment providing policing services to 6 distinct policing jurisdictions encompassing Armstrong, Spallumcheen, Enderby (including the Splatins First Nations Lands), Falkland, Lumby, Vernon rural (including Okanagan First Nations Lands) and the City of Vernon (including the Municipal contract for the District of Coldstream).

The employees of the RCMP are committed to our communities through:

- Unbiased and respectful treatment of all people
- Accountability
- Mutual problem solving
- Cultural sensitivity
- Enhancement of public safety
- Partnerships and consultation
- Open and honest communication
- Effective and efficient use of resources
- Quality and timely service

Vernon/North Okanagan RCMP are committed to providing World-Class Policing Services guided by our core values of honesty, integrity, professionalism, compassion, accountability and respect. Our dedication to these core values and steadfast pursuit of our Core Policing Activities of service, prevention, protection, enforcement and intelligence is enhancing public safety and helping to build "A Safe and Secure Canada".

Outlook for Upcoming Budget:

The RCMP Contract Department (310) costs have been distributed among major expenditure areas in order to provide more information to Council. Traffic Fine Revenue and RCMP contract costs are included in this department. Projected salary increases combined with increased costs related to vehicle replacement, vehicle equipment fit-ups, member allowances and benefits have resulted in a forecasted budget increase of 2.02% for 2019. Expected traffic fine grant revenue for 2019 has been assigned to the RCMP contract budget. These revenues are forecasted to be \$489,790 based on the prior three year actuals. Potential costs in the future include a re-fit of electronic monitoring equipment for the four detachment interview rooms projected at \$15,000 per room for a total of \$60,000 and a portable containerized incinerator in order to destroy toxic exhibits in a safe manner projected at \$7500. Future possible equipment expenditures could include in-car video systems at \$4300/car for 12 marked units, Extended Range Impact Weapons (ERIW) at approximately \$3500/weapon; however, it is not known at this time when VNOD will procure these items. This budget does not allow for any expenses related to extraordinary items or investigations requiring high cost specialized police techniques or resources.

Highlights of Current Year:

Budget Summary

2019 Approved Net Budget	\$9,446,088
Prior Year Approved Net Budget	\$9,215,750
Budget Change	\$230,338
Budget Change by %	2.50%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Department Summary

With calls for service on the increase, the Vernon North Okanagan Detachment (VNOD) membership rose to the challenge and reported many highlights in 2018. Early in the year, VNOD was approved by Council for an establishment increase of six regular member positions – one Corporal in Sex Crimes, one Constable for the Prolific Offender Unit and four Constables in general duty. Staffing action is in progress to fill these positions. As communication with our supervisors and stakeholders is of importance, the Senior Management Team sought consultation early in the year with regards to our Strategic Plan and initiatives. It was determined that we remain committed to the priorities of crime reduction, communication and road safety.

VNOD continues to utilize a COMPSTAT policing model which is evidence based, targeted and provides a collaborative enforcement effort to direct our operational response. COMPSTAT has proven effective in targeting policing issues in an effort to reduce crime and achieve other detachment goals. COMPSAT emphasizes information sharing, responsibility, accountability and improving effectiveness. The core components consist of 1) Timely and accurate information or intelligence, intelligence developed by our Crime Analyst with input from our officers; 2) Effective deployment of resources to identified areas of concern; 3) Follow-up and performance management through accountability.

In order to maximize our current police resources, VNOD has re-deployed general duty members to peak hours to address the continual increase in calls for service. This initiative is working to increase service levels to the public as well as decrease response time to priority calls. As well, we anticipate an increase our officer's ability to conduct pro-active policing in hotspot and problem areas as directed by COMPSTAT. With regards to the General Duty Staffing Analysis (GDSAC), we have reached the less than 30% error rate and are moving forward with 12 months of data collection for the RCMP Business Intelligence Unit to use in the preparation of a report to council on recommended general duty staffing levels.

For the 19th year, the VNOD School Resource Officer facilitated the Jean Minguy Memorial Youth Academy for over 40 participants and plans are already underway for 2019.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: RCMP CONTRACT (310)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-534	REVENUE SHARING GRANT	485,530	460,908	523,000	489,790	(33,210)	(6.35%)
1-833	FROM RCMP RESERVE	591,813	0	0	0	0	0.00%
Total		1,077,343	460,908	523,000	489,790	(33,210)	(6.35%)
Expenditures							
2-456	RCMP MANPOWER/PERSONNEL	5,978,142	3,968,536	6,257,184	6,507,561	250,377	4.00%
2-457	RCMP TRANSPORT & TELECOM	95,392	16,711	149,683	138,948	(10,735)	(7.17%)
2-458	RCMP INFORMATION	35	120	0	0	0	0.00%
2-459	RCMP PROFESSIONAL SERVICES	294,366	145,962	312,410	295,480	(16,930)	(5.42%)
2-460	RCMP RENTALS	34,456	17,096	28,697	24,486	(4,211)	(14.67%)
2-461	RCMP REPAIRS & MAINTENANCE	46,464	35,827	80,625	76,088	(4,537)	(5.63%)
2-462	RCMP MATERIALS & SUPPLIES	174,116	114,765	274,943	211,425	(63,518)	(23.10%)
2-463	RCMP MACHINERY & EQUIPMENT	230,823	74,008	434,432	341,995	(92,437)	(21.28%)
2-464	RCMP OTHER PAYMENTS	3,301	(623)	17,196	17,454	258	1.50%
2-465	RCMP RM PENSIONS	1,419,552	849,087	1,067,003	1,091,227	24,224	2.27%
2-466	RCMP DIVISIONAL ADMIN	1,288,872	917,858	1,472,800	1,579,900	107,100	7.27%
2-467	RCMP OTHER INDIRECT COSTS	283,320	247,512	725,860	755,300	29,440	4.06%
2-469	RCMP FEDERAL PORTION @ 10%	(927,429)	(674,017)	(1,082,083)	(1,103,986)	(21,903)	2.02%
Total		8,921,409	5,712,841	9,738,750	9,935,878	197,128	2.02%
Net		7,844,066	5,251,933	9,215,750	9,446,088	230,338	2.50%

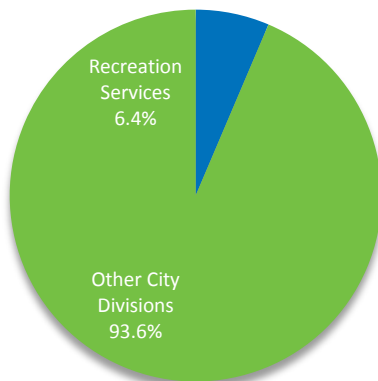
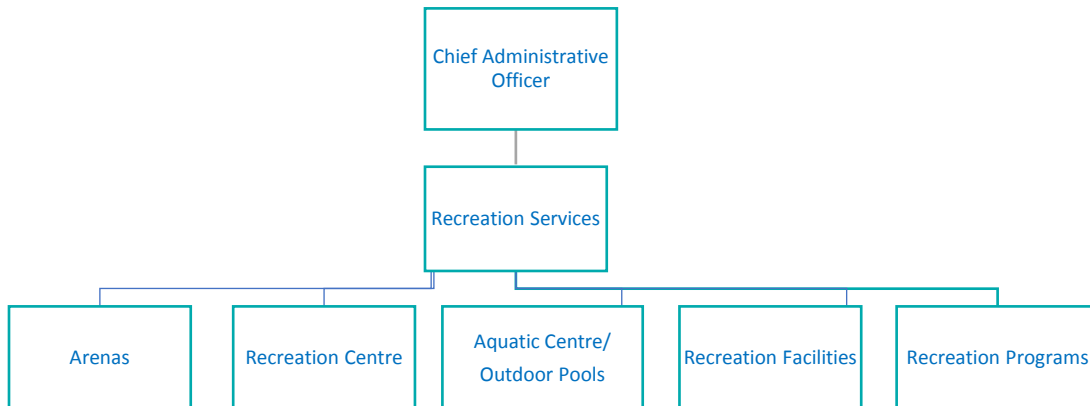
2018 - 2019 Budget Changes:

1-534 Traffic Fine Revenue is adjusted based on average grant received for the past three years (2016-2018).

2-4XX RCMP Contract Expenditures Overall - This budget is based on Five Year Forecast 2019-2024 provided by the RCMP "E" Division May 2018.

RECREATION SERVICES

Doug Ross
Director
dross@vernon.ca



DIVISIONAL BUDGET SUMMARY

2019 Approved Net Cost	\$2,462,224
2018 Amended Net Cost	\$2,387,397
Budget Change	\$74,827
Change By %	3.134%
2019 FTE	58.5
2018 FTE	54.2
FTE Change	4.3
FTE Change By %	7.93%



DIVISION BUDGETS: COMPARISON TO PREVIOUS YEAR

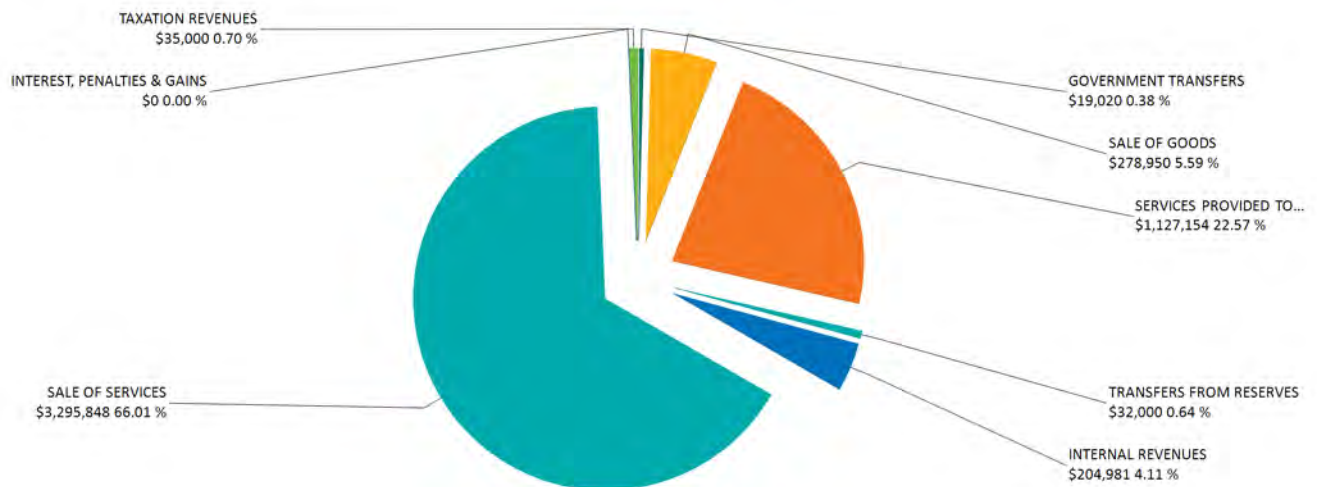
Costing Center Name	2019 BUDGET	2018 BUDGET	\$ INCREASE	% INCREASE
Recreation				
RECREATION GENERAL (800)	(639,833)	(91,885)	(547,948)	596.341%
ARENAS GENERAL (801)	303,908	205,082	98,826	48.189%
CENTENNIAL RINK (810)	46,315	40,119	6,196	15.444%
CIVIC ARENA (820)	0	144,460	(144,460)	-100.00%
PRIEST VALLEY ARENA & GYM (830)	177,358	210,455	(33,097)	-15.726%
PRIEST VALLEY GYM (835)	0	(58,233)	58,233	-100.00%
MULTI USE FACILITY - OPERATIONS (840)	325,197	380,996	(55,799)	-14.646%
MULTI USE FACILITY - CONCESSION (842)	(46,825)	(28,515)	(18,310)	64.212%
MULTI USE FACILITY - NORTH OPS (844)	(10,346)	(22,697)	12,351	-54.417%
MULTI-USE FACILITY PARKING LOT (849)	46,864	29,372	17,492	59.553%
REC CENTRE OFFICE (850)	416,012	404,604	11,408	2.82%
PROGRAMMING GENERAL (860)	244,501	241,187	3,314	1.374%
PROGRAMMING SECTION 1 (861)	(54,092)	(75,427)	21,335	-28.286%
PROGRAMMING SECTION 2 (862)	(78,934)	(79,597)	663	-0.833%
PROGRAMMING SECTION 3 (863)	(112,156)	(106,348)	(5,808)	5.461%
AQUATIC CENTRE (865)	600,212	593,218	6,994	1.179%
WINTER CARNIVAL BUILDING (871)	665	2,588	(1,923)	-74.304%
CURLING CLUB (872)	(27,945)	(25,031)	(2,914)	11.642%
HALINA 50+ ACTIVITY CENTRE (875)	84,881	83,236	1,645	1.976%
REC CENTRE GROUNDS (878)	5,603	5,502	101	1.836%
REC CENTRE PARKING LOTS (879)	47,017	29,330	17,687	60.303%
RECREATION CENTRE FACILITY (880)	260,350	263,631	(3,281)	-1.245%
REC CENTRE CONCESSION (882)	0	(15,000)	15,000	-100.00%
LAKEVIEW WADING POOL (893)	43,412	42,537	875	2.057%
LAVINGTON POOL (898)	46,646	45,576	1,070	2.348%
RENTAL PROPERTY (899)	0	(9,550)	9,550	-100.00%
PROJECTS - RECREATION (981)	760,979	160,251	600,728	374.867%
Total Recreation	2,439,789	2,369,861	69,928	2.951%
Recreation - Laker's Clubhouse				
LAKER'S CLUBHOUSE (456)	26,435	17,536	8,899	50.747%
Total Recreation - Laker's Clubhouse	26,435	17,536	8,899	50.747%
GRAND TOTAL	2,466,224	2,387,397	78,827	3.302%

Recreation Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Revenues				
GOVERNMENT TRANSFERS	46,800	19,020	(27,780)	-59.36%
INTEREST, PENALTIES & GAINS	6,060,031	0	(6,060,031)	-100.00%
INTERNAL REVENUES	212,311	204,981	(7,330)	-3.45%
SALE OF GOODS	237,340	278,950	41,610	17.53%
SALE OF SERVICES	3,028,609	3,295,848	267,239	8.82%
SERVICES PROVIDED TO OTHER GOVTS & AGENCIES	1,099,928	1,127,154	27,226	2.48%
TAXATION REVENUES	35,000	35,000	0	0.00%
TRANSFERS FROM RESERVES	842,794	32,000	(810,794)	-96.20%
Total	11,562,813	4,992,953	(6,569,860)	(56.82) %

Recreation 2019 - Revenues by Category



Recreation Operating Budget by Category

Budget Year: 2019

	2018 Budget	2019 Budget	Change	% Change
Expenditures				
COMMUNICATIONS, INSURANCE & UTILITIES	1,163,900	1,064,307	(99,593)	-8.56%
CONTRACTS FOR SERVICES	481,077	528,879	47,802	9.94%
COST OF GOODS SOLD	67,273	99,707	32,434	48.21%
GOODS, MATERIALS & SUPPLIES	654,976	489,800	(165,176)	-25.22%
INTEREST, OTHER CHARGES & LOSSES	34,784	36,784	2,000	5.75%
INTERNAL CHARGES	226,729	229,728	2,999	1.32%
PROJECTS	6,906,218	947,652	(5,958,566)	-86.28%
SALARIES, WAGES & BENEFITS	3,749,017	4,120,758	371,741	9.92%
TRANSFERS TO RESERVES	648,700	153,335	(495,365)	-76.36%
Total	13,932,674	7,670,950	(6,261,724)	(44.94) %

Recreation 2019 - Expenditures by Category



Council's Strategic Plan 2015-2018 – Recreation Services

Facilitate Regional Collaboration	Target Date	Lead	Status	Notes
Referendum to twin Kal Tire Place	November 2015	Recreation Services	Complete	A successful referendum was held on November 28, 2015 with 56% approval for borrowing to twin the arena. Through the Design, Build, Operate, Maintain Agreement with our community partners the District of Coldstream, Area B & Area C, the City of Vernon was solely responsible for the project to twin Kal Tire Place. Construction got underway in April of 2017 and the project will be completed on time and on budget. The new Kal Tire Place North arena will open on September 4, 2018.

Create a Vibrant Parks and Recreation System	Target Date	Lead	Status	Notes
Host 2017 BC Seniors Games	September 2017	Recreation Services	Complete	Successfully hosted over 3500 athletes for the 30 th Anniversary Vernon & Area 55+ BC Games September 12-16, 2017. 27 sports and activities were hosted in 35 venues and supported by 1365 volunteers. The games created over \$66,000 in legacy for local organizations and generated an economic impact of 3.3M to the local economy.
Renegotiate Recreation Agreement	May 2018	Recreation Services	Complete	The current agreement expires on December 31, 2018. Partners to the agreement had until December 31, 2017 to supply written notice that they wish to renegotiate the agreement. The City of Vernon notified the community partners that they wished to negotiate two clauses in the agreement. A new five (5) year agreement was negotiated and approved by all Partners in August of 2018. The new agreement begins January 1, 2019 and expires December 31, 2023.
New Aquatic Centre planning	Begin in 2018	Recreation Services	Underway	The Greater Vernon Recreation Master Plan process is underway. Public consultation including open houses, surveys and stakeholder meetings have taken place. A workshop for elected officials to review initial results was held June 4, and a draft plan is being presented to all Partners of the Recreation Agreement on September 4 & 6, with the goal of having the final plan endorsed in October of 2018. A new aquatic facility was the most requested facility identified in the Master Plan based on all surveys conducted. Recommendations included consideration of planning a new facility in the short term; one (1) to four (4) years.
New Seniors Centre planning	Begin in 2018	Recreation Services	Underway	The Greater Vernon Recreation Master Plan process is underway. Public consultation including open houses, surveys and stakeholder meetings have taken place. A workshop for elected officials to review initial results was held June 4, and a draft plan is being presented to all Partners of the Recreation Agreement on September 4 & 6, with the goal of having the final plan endorsed in October of 2018. . The topic of a new 55+ Activity Centre was included in the Master Plan surveys and several stakeholder groups, including the Halina Centre and Schubert Centre, were interviewed. Results indicated that the planning for a 55+ Activity Centre should be considered in the mid to long term (five (5) to fifteen (15) year timeframe.



Council's Strategic Plan 2015-2018 – Recreation Services

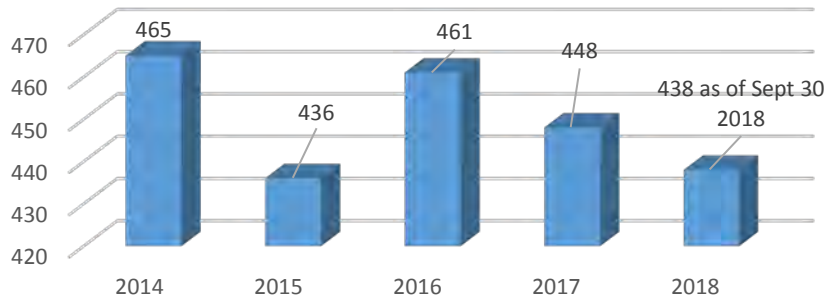
Deliver Efficient, Effective and Proactive Municipal Services	Target Date	Lead	Status	Notes
Celebrate 125 Anniversary	2017	As Required	Complete	Recreation Services started the anniversary celebration with the Vernon 125 Kick Off Event at the Vernon Recreation Centre January 1 & 2, 2017

Create a Vibrant Parks and Recreation System	Target Date	Lead	Status	Notes
Create policy and procedures framework to complete transition of recreation services to the City	May 2015	Recreation Services	Complete	Policies and procedures for transition complete. Recreation Services staff participated in Vision and Mission Statement workshops and established the mission statement that "Through Recreation, we improve quality of life". This statement establishes the foundation for all policy and procedures moving forward.
Complete administrative transition of Recreation Services from RDNO to the City of Vernon	June 2015	Recreation Services	Complete	The City of Vernon assumed responsibility for Recreation in January of 2014. By June of 2015, Recreation Services was fully transitioned to the City of Vernon.
Submit bid for hosting 2017 BC Seniors Games	June 2015	Recreation Services	Complete	The bid was submitted in June 2015 and the Games were awarded to Vernon & Area in September 2015.
Upgrade the Recreation Centre kitchen exhaust system and lighting, and replace the Aquatic Centre flooring and boards in the PV Arena	December 2015	Recreation Services	Complete	All work was completed by April 2016 greatly improving the appearance and usability of the facilities.
Renovate Recreation Centre bridge, entrances and lobby	September 2016	Recreation Services	Complete	The Recreation Centre has been significantly upgraded with improvements to many of the buildings major mechanical systems and revitalized with a new front façade, expanded lobby, café area, front desk, disabled accessible entryways and outdoor patio area creating a welcoming environment and allowing the building to accommodate a growing population.
Develop a Recreation Services Master Plan for facilities and programming	September 2016	Recreation Services	Underway	The Greater Vernon Recreation Master Plan process is underway. Public consultation including open houses, surveys and stakeholder meetings have taken place. Over 60 stakeholder groups were interviewed along with open house type interactive displays for youth at Okanagan College, Fulton, Kalamalka, Seaton and Vernon Secondary Schools. Open houses were also held at the Recreation Centre, Kal Tire Place, Coldstream Elementary, BX Elementary and the Village Green Centre. A workshop for elected officials to review initial results was held June 4, and a draft plan is being presented to all Partners of the Recreation Agreement on September 4 & 6, with the goal of having the final plan endorsed in October of 2018.

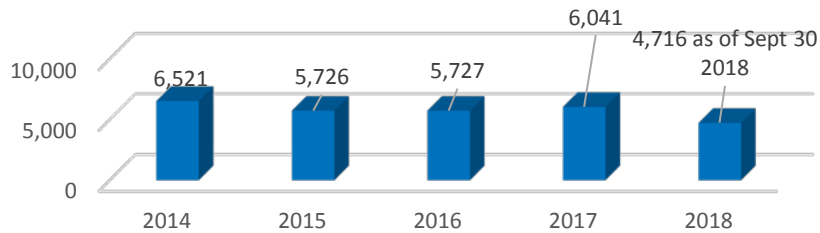


Performance Indicators - Recreation Services

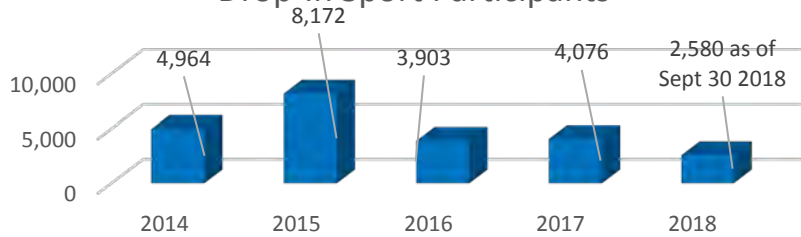
Recreation Programs Delivered (excluding aquatics)



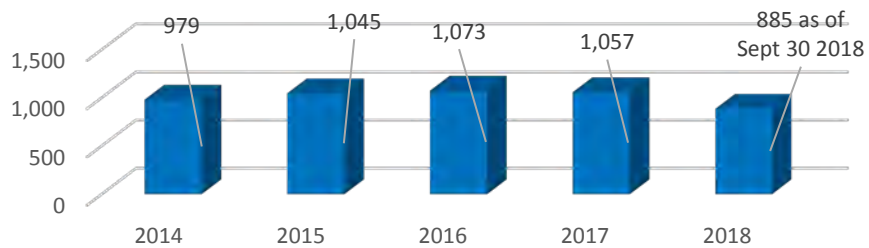
Recreation Program Registered Participants (excluding aquatics)



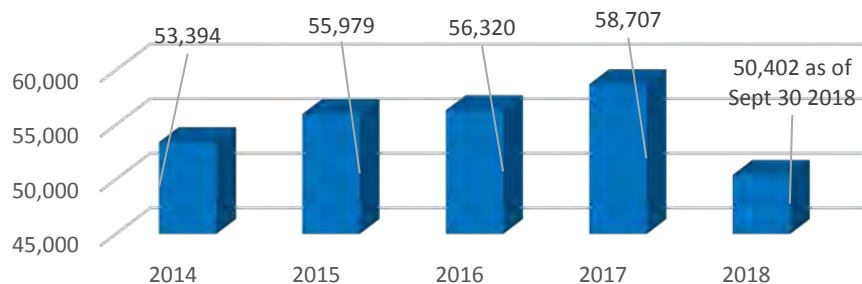
Drop-In Sport Participants



Learn-to-Swim Lessons Offered



Learn-to-Swim User Visits



Department Summary

Department Summary: RECREATION GENERAL (800)

Budget Year: 2019

Manager: Doug Ross

Division: Recreation

Accounting Reference: 800

Stage: Approved

Approved: Yes

Purpose:

Recreation Services mission statement is "through recreation, we improve quality of life". To carry out this mission, Recreation Services operates the Vernon Recreation Centre including the Vernon Aquatic Centre, Recreation Centre Auditorium, Dogwood and Priest Valley Gymnasiums, Halina Senior Citizens Centre and in the spring and summer months lease the Vernon Curling Club. In addition to these facilities Recreation Services also operates the Priest Valley Arena, Centennial Outdoor Rink, Kal Tire Place and the newly opened Kal Tire Place North Arena. Recreation Services supplies administrative support, registrations and customer service through offices located at the Recreation Centre and at Kal Tire Place. In the summer months Recreation Services also operates the Lakeview and Lavington outdoor pools. Over 1700 programs are offered in these facilities and in the community through our Aquatics and Program Divisions.

Budget Summary

2019 Approved Net Budget	\$(639,833)
Prior Year Approved Net Budget	\$(91,885)
Budget Change	\$(547,948)
Budget Change by %	(596.34%)
2019 FTE	2.0
2018 FTE	2.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

2019 will be the first year of the newly agreed to five year Greater Vernon Recreation Facilities & Programming Agreement; a fee for service agreement with Areas B & C of the Regional District of North Okanagan and the District of Coldstream. The 2019 budget is based on the 2018 budget plus 2.8% CPI for Canada, August, as agreed to in the Agreement. One small change in the new Agreement is that the proportional contribution formula was changed so that the City of Vernon is now providing 68.4% of the funding and the Partners to the Agreement are providing 31.6%.

Over the first five years of the Agreement, significant improvements have been made in the facilities and to the operation of Recreation Services. In 2019 we will continue to supply services at or above historic levels, reinvest in our recreation facilities and begin carrying out the recommendations put forward in the Greater Vernon Recreation Master Plan by bringing forward an action plan early in the new year. Moving forward it will become increasingly challenging to maintain the operation, facilities and programs at historic levels of service as the annual funding increases based on the CPI are losing ground to the increase in costs to operate the service. As identified in the Recreation Master Plan, additional funding for the service will be required in the future to achieve some of the recommendations and allow the service to continue to grow with community demands.

The 2019 budget includes adjustments that were made to exempt compensation following market comparisons with benchmark communities in 2018 and also includes significant increases for our excluded non-union employees due to the increases in the minimum wage as mandated by the Province and an increase in payroll loading costs of 4%. The increase to the base minimum wage also requires increases to other excluded wages due to compression. These increases impact all areas of the budget that use excluded employees for programs and events. Other items impacting the budget are an increase in the cost of snow removal due to the significant snow falls that have been occurring in recent years and increased costs in the operation of the refrigeration plants in the arenas as a result of new regulations from Technical Safety BC and WorkSafe BC following the tragic incident in Fernie in 2017.

Highlights of Current Year:

Department Summary

2018 was the fifth year of the five year Greater Vernon Recreation Facilities & Programming Agreement with Areas B & C of the Regional District of North Okanagan and the District of Coldstream. The 2018 budget was based on the 2017 budget plus 1.4% CPI for Canada August as contained in the Agreement.

2018 has been another exciting year for Recreation Services starting with the announcement in January that the community would be playing host to the 2019 Special Olympics Winter Games with our facilities featuring prominently in the games. 2018 was the first full year with the newly launched Perfect Mind Recreation Management system that allows the public to register for programs online in real time. Public engagement for the Greater Vernon Recreation Master Plan got underway early in the year and after receiving significant public input from individual citizens and stakeholder groups the final plan was presented to the elected officials in early October. 94% of respondents to the master plan surveys indicated that they agreed that recreation is a "must have" service (73% strongly agreed, 21% somewhat agreed). The Recreation Master Plan will provide guidance and a focused direction for recreation for the next fifteen years.

In August, the new five year Greater Vernon Recreation Facilities & Programming Agreement was reached with our Greater Vernon Partners ensuring that the City of Vernon would continue to operate Recreation Services for the next five years, with the goal of providing the service for the long term. In September the brand new Kal Tire Place North Arena opened to rave reviews, on time and on budget. A weekend-long celebration was held including a ribbon cutting ceremony, season opening game for the Vernon Vipers, a concert featuring Loverboy and Platinum Blonde, a public market, free ice times for the public and minor sports groups and a music festival.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: RECREATION GENERAL (800)

Changes to Department:

2018-2019 Budget Change

GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-170	FEDERAL - GENERAL GRANTS IN LI	20,000	0	20,000	20,000	0	0.00%
1-390	DONATIONS	0	119,488	0	0	0	0.00%
1-391	MISCELLANEOUS REVENUE	5,000	1,600	0	0	0	0.00%
1-398	SALE OF ASSETS	0	1,788	0	0	0	0.00%
1-572	GRANTS - OTHER	0	6,723	0	0	0	0.00%
1-617	OTHER SERVICES PROVIDED TO O	1,084,742	1,099,928	1,099,928	1,127,154	27,226	2.48%
1-792	INTERNAL REVENUE	75,228	0	0	0	0	0.00%
1-826	FROM RECREATION IT EQUIPMEN	0	0	28,043	0	(28,043)	(100.00%)
1-839	FROM PY UNEXPENDED BUDGET	37,565	0	145,000	0	(145,000)	(100.00%)
1-895	FROM REC FACILITY OPERATING	20,551	0	0	0	0	0.00%
Total		1,243,086	1,229,527	1,292,971	1,147,154	(145,817)	(11.28%)
Expenditures							
2-140	LABOUR NON-UNION	240,675	280,354	263,568	299,883	36,315	13.78%
2-200	GENERAL SUPPLIES	0	39	0	0	0	0.00%
2-231	FOOD & COFFEE	111	0	0	0	0	0.00%
2-270	NETWORK HARDWARE - REPLACE	1,621	33,339	30,543	2,000	(28,543)	(93.45%)
2-320	MEMBERSHIPS/DUES	1,381	1,901	1,400	1,900	500	35.71%
2-322	CAR ALLOWANCE	2,000	4,800	4,800	4,800	0	0.00%
2-329	TRANSPORTATION	13	219	500	500	0	0.00%
2-331	RELOCATION EXPENSES	7,266	0	0	0	0	0.00%
2-332	CONFERENCE & COURSE FEES	674	1,450	1,500	4,500	3,000	200.00%
2-333	ACCOMMODATION	0	1,448	1,500	2,250	750	50.00%
2-334	MEAL PER DIEMS	0	129	400	300	(100)	(25.00%)
2-350	GRANTS IN AID	37,565	243,810	145,000	0	(145,000)	(100.00%)
2-403	LEGAL FEES	5,670	6,176	5,000	5,000	0	0.00%
2-450	ADVERTISING/PROMOTION CON	0	0	0	6,146	6,146	100.00%
2-451	SOFTWARE MAINTENANCE CONT	26,206	23,987	25,332	23,096	(2,236)	(8.83%)
2-499	GENERAL CONTRACTS	5,000	14,501	(115,000)	(115,000)	0	0.00%
2-610	CELLS/MOBILITY	1,235	1,376	1,500	1,300	(200)	(13.33%)
2-631	LIABILITY INSURANCE PREMIUMS	34,352	37,032	35,382	43,221	7,839	22.16%
2-826	TO RECREATION IT EQUIPMENT R	25,668	0	23,900	25,000	1,100	4.60%
2-827	TO REC VEHICLE & EQUIP RESERV	34,000	0	34,000	34,000	0	0.00%
2-849	TO CARRYOVER RESERVE	65,611	0	0	0	0	0.00%
2-895	TO REC FACILITY OPERATING RES	375,000	0	580,000	0	(580,000)	(100.00%)
2-910	COMMON SERVICE ALLOCATIONS	108,668	0	110,841	113,612	2,771	2.50%
2-911	INTERNAL CHARGES	41,155	4,475	42,360	43,253	893	2.11%
2-920	FLEET CHARGE	7,934	2,916	8,560	11,560	3,000	35.05%
Total		1,021,806	657,953	1,201,086	507,321	(693,765)	(57.76%)
Net		(221,281)	(571,574)	(91,885)	(639,833)	(547,948)	(596.34%)

Department Summary

2018 - 2019 Budget Changes:

Council approved an increase for overall fees for facility rentals and services of 2.6%, as part of the Recreation Fees and Charges Bylaw.

1-617 The 2019 budget is based on the 2018 budget plus 2.8% CPI for Canada August as agreed in the Recreation Facilities and Programming Agreement. The 2.8% increase along with an adjustment to the funding percentage for the Greater Vernon Partners to 31.6% results in an additional \$27,226 in funding.

1-839 The \$145,000 in the previous year budget reflects the loan to the Vernon Pickleball Association for the dedicated courts at Marshall Fields. This money will be paid back over a ten year period.

2-140 The increase for Non-Union Labour reflects the market adjustment that was made late in 2018 after comparison to benchmark communities.

2-322 Conference & Course Fees has been increased to allow for additional training of staff as per the recommendations in the Recreation Master Plan.

2-350 The \$145,000 in the previous year budget reflects the loan to the Vernon Pickleball Association for the dedicated courts at Marshall Fields.

2-450 Advertising has been funded to increase top of mind public awareness advertising as per the recommendations in the Recreation Master Plan.

2-451 The fee for Software Maintenance has been reduced due to the new contract with Perfect Mind.

2-631 Liability Insurance has been increased as per direction from Finance.

2-826 Transfers to the IT Equipment Reserve has been increased to reflect an increase in the IT inventory.

2-895 The \$580,000 in the previous year budget included the final repayment of \$205,000 for the Curling Rink Parking Lot Project and \$375,000 for the Recreation Facility Renovation Project.

2-910 The increase to Common Service Allocation reflects a 2.5% increase in services received from other departments within the Cit, such as Bylaw, Finance and Information Services.

2-920 The increase in Fleet is for a half share of the maintenance cost for a vehicle for the new Maintenance Worker - Recreation position.

Department Summary

Department Summary: ARENAS GENERAL (801)

Budget Year: 2019

Manager: Doug Ross

Division: Recreation

Accounting Reference: 801

Stage: Approved

Approved: Yes

Purpose:

The Arenas area of Recreation Services is responsible for the management and operation of the arenas including the day to day operation, maintenance, staffing and scheduling of Kal Tire Place, the newly opened Kal Tire Place North, Priest Valley Arena and the Centennial Outdoor Rink. In addition to the operation of these ice sheets, the department also maintains, staffs and operates the Priest Valley Gymnasium, Boxing Club and the Curling Rink floor area in the spring and summer.

Budget Summary

2019 Approved Net Budget	\$303,908
Prior Year Approved Net Budget	\$205,082
Budget Change	\$98,826
Budget Change by %	48.19%
2019 FTE	2.0
2018 FTE	1.0
FTE Change	1.0
FTE Change by %	100.00%

Outlook for Upcoming Budget:

With the September opening of Kal Tire Place North we have not had an opportunity to create any history for actual expenses associated with its operation. Staffing, maintenance, and utility costs are projections only. It will most likely take two full operating years to realize the true costs of operating the facility. With the signing of facility use agreements with the Pursuit of Excellence Hockey Academy and the Training House for space in Kal Tire Place North, the summer of 2019 will be first year that year-round ice is kept in a facility. The Arenas Operation Coordinator expense has been moved to Arenas General. It had previously been split three ways and downloaded into each individual arena. A reassignment of responsibilities allowing the management team to focus on specific areas including operations and staffing and booking and events is included in this budget. The Recreation Master Plan recommended hiring an Events Coordinator and although the department is not ready to take that step this year, this reassignment is a move in the right direction to allow a staff person to focus more of their time on booking and events. Given the significant increase in inquiries for events in the new Kal Tire Place, Kal Tire Place North twin facilities, it is anticipated that this change will be necessary to accommodate the event user groups.

Highlights of Current Year:

The Kal Tire Place Expansion Project was completed on time and on budget. Working with VVI (Vic Van Isle) Construction was a positive experience seeing a minimal impact to our users and visitors throughout the project. Recreation Services successfully served the needs of user groups and the public during construction with great teamwork between City staff, MQN Architects, VVI and the user groups. On September 4, the brand new Kal Tire Place North Arena opened to rave reviews. A weekend-long celebration was held including a ribbon cutting ceremony, season opening game for the Vernon Vipers, a concert featuring Loverboy and Platinum Blonde, a public market, free ice times for the public and minor sports groups and a music festival.

The goals of the Arena Department for the year were to continue to focus on the safety of our staff teams and the safe and effective operation of our facilities. Investing in our refrigeration plant rooms, the Priest Valley Arena had \$83,535 in upgrades approved by Council in June and the Kal Tire Place refrigeration room received significant upgrades as part of the expansion project. These upgrades were required following the tragic accident in Fernie and new code requirements from Technical Safety BC (TSBC) and WorkSafe BC (WSBC). Council also approved a Major Maintenance project to install security cameras in the Priest Valley and Kal Tire Place arenas further improving the overall safety of our facilities.

The Civic Arena was taken down after 80 years of operation. Memorabilia, equipment and supplies were salvaged from the arena and most are being re-purposed.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: ARENAS GENERAL (801)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-826	FROM RECREATION IT EQUIPMEN	0	0	8,815	0	(8,815)	(100.00%)
Total		0	0	8,815	0	(8,815)	(100.00%)
Expenditures							
2-100	LABOUR CUPE B	0	692	4,000	4,000	0	0.00%
2-140	LABOUR NON-UNION	105,564	111,374	108,682	217,318	108,636	99.96%
2-200	GENERAL SUPPLIES	0	474	0	0	0	0.00%
2-225	PHOTOCOPIER COSTS	452	1,953	4,500	2,200	(2,300)	(51.11%)
2-231	FOOD & COFFEE	0	728	250	500	250	100.00%
2-270	NETWORK HARDWARE - REPLACE	2,812	9,805	14,815	3,000	(11,815)	(79.75%)
2-325	BOOT ALLOWANCE	100	400	400	400	0	0.00%
2-329	TRANSPORTATION	805	257	650	1,050	400	61.54%
2-332	CONFERENCE & COURSE FEES	927	1,318	3,300	5,800	2,500	75.76%
2-333	ACCOMMODATION	525	0	500	1,300	800	160.00%
2-334	MEAL PER DIEMS	403	0	300	700	400	133.33%
2-450	ADVERTISING/PROMOTION CON	0	1,000	0	0	0	0.00%
2-499	GENERAL CONTRACTS	0	150	0	0	0	0.00%
2-612	WIFI & FIBRE	15,634	16,114	19,000	2,640	(16,360)	(86.11%)
2-613	TELEPHONES (LAND LINES)	13,127	11,380	15,500	13,500	(2,000)	(12.90%)
2-920	FLEET CHARGE	47,567	35,675	42,000	51,500	9,500	22.62%
Total		187,915	191,322	213,897	303,908	90,011	42.08%
Net		187,915	191,322	205,082	303,908	98,826	48.19%

2018 - 2019 Budget Changes:

2-140 The Arena Operations Coordinator wage has been moved to Arenas General and is no longer split between facilities. An adjustment has been made for a reclassification of the position to Arena Operations Manager. The amount also reflects an adjustment for exempt staff based on a market comparison to benchmark communities completed in 2018.

2-225 Photocopier Costs have been decreased based on previous year's stats and confirmation of quarterly costs with IS.

2-270 Computer Hardware has been reduced to be in line with actuals. Most computer equipment is now replaced through the Recreation Information Technology reserve.

2-332 As per the Greater Vernon Recreation Master Plan and due to TSBC and WSBC requirements for safety training, the Conference & Course Fees budget has been increased.

2-612 The Telus WAN contract expired October 2018 and Arenas moved to the City WiFi services. After the original investment in hardware this will see a significant savings in monthly costs as advised by the IS Department.

2-613 Telephone costs decrease at the cancellation of 3 lines at the Civic Arena

2-920 Fleet Charges have been increased with recommendation from Fleet Services and additional Zamboni costs due to increased summer time use. The increase also includes \$3500 as a half share in vehicle maintenance for the new Maintenance Worker - Recreation position.

Department Summary

Department Summary: CENTENNIAL RINK (810)

Budget Year: 2019

Manager: Doug Ross

Division: Recreation

Accounting Reference: 810

Stage: Approved

Approved: Yes

Purpose:

The Centennial Rink is an outdoor rink located on the Vernon Recreation Complex that is operated weather permitting between late November/early December and late into February. The rink offers free public skating and shinny hockey and is a favorite with children, families and seniors alike during the fall and winter. Due to our mild winters, the Centennial is the only safe option in the community for unstructured skating and shinny hockey.

Budget Summary

2019 Approved Net Budget	\$46,315
Prior Year Approved Net Budget	\$40,119
Budget Change	\$6,196
Budget Change by %	15.44%
2019 FTE	0.6
2018 FTE	0.5
FTE Change	0.1
FTE Change by %	20.00%

Outlook for Upcoming Budget:

The rink continues to be successful with its fall and winter programs and no changes to scheduling levels are expected. Climate change in the area has brought more snow, creating additional costs for staff and contractors. Increased costs for Excluded staff are due to compression caused by the increases in the minimum wage.

Highlights of Current Year:

With the Centennial Outdoor Rink Revitalization being completed in 2017, staff focused on updating the Centennial change rooms with new flooring, lighting and paint. Security cameras have been installed in the area to increase safety for the staff and public. The rink played host to Creative Chaos in June, and then was used by lacrosse teams as an outdoor facility in the summer.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: CENTENNIAL RINK (810)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-346	RENTAL FEES	9,930	4,938	2,850	3,250	400	14.04%
1-792	INTERNAL REVENUE	7,324	2,646	3,777	3,777	0	0.00%
Total		17,255	7,584	6,627	7,027	400	6.04%
Expenditures							
2-150	LABOUR EXCLUDED	20,350	17,878	19,707	23,043	3,336	16.93%
2-200	GENERAL SUPPLIES	69	0	2,500	2,525	25	1.00%
2-499	GENERAL CONTRACTS	1,752	0	3,640	6,400	2,760	75.82%
2-602	ELECTRICITY	14,212	13,949	15,683	16,060	377	2.40%
2-632	PROPERTY INSURANCE PREMIUM	5,064	5,159	5,216	5,314	98	1.88%
Total		41,447	36,986	46,746	53,342	6,596	14.11%
Net		24,192	29,402	40,119	46,315	6,196	15.44%

2018 - 2019 Budget Changes:

2-150 Labour Excluded as increased due to additional time required for snow clearing and due to increase in wages as a result of compression caused by the increase to the minimum wage.

2-499 General Contracts has been increased in anticipation of repairs to the rink floor and for snow clearing and removal costs.

It should be noted that the 2017 actuals for revenue are significantly higher due to rentals during the fire evacuation.

Department Summary

Department Summary: CIVIC ARENA (820)

Budget Year: 2019

Manager: Doug Ross

Division: Recreation

Accounting Reference: 820

Stage: Approved

Approved: Yes

Purpose:

Opened in 1938, the Civic Arena was the first artificial ice in the interior and was an amazing facility for the Greater Vernon area and for the North Okanagan for 80 years. It hosted many major events over its 80 year life including the Ice Capades, Conservative Convention, V-J Day Celebrations, Winter Carnival Pee Wee Invitational Hockey Tournament, Shrine Circus, the Harlem Globetrotters and countless championship teams for lacrosse and hockey. The building was decommissioned in the fall of 2018 and has since been taken down and replaced with Kal Tire Place North.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	\$144,460
Budget Change	\$(144,460)
Budget Change by %	(100.00%)
2019 FTE	0.0
2018 FTE	1.2
FTE Change	(1.2)
FTE Change by %	(100.00%)

Outlook for Upcoming Budget:

The Civic Arena property is no longer part of the Recreation Services budget area . The Official Community Plan calls for the extension of 30th Street, a multi-purpose path and a park to be located on the property.

Highlights of Current Year:

The Civic Arena hosted its final season of play this year for Greater Vernon Minor Hockey, Greater Vernon Ringette, the Pee Wee Coca Cola Tournament during Winter Carnival and adult hockey. The sendoff for the great facility took place on January 6, 2018, 80 years to the day that it opened, at the final Vernon Vipers home game to be played in the facility; a retro game versus Prince George that was a fundraiser for the North Okanagan Youth and Family Services. The evening featured many past players that had gone on to careers in the NHL and Olympics. Just five days after the game, long time Vernon Viper owner Duncan Wray passed away. The final ice time in the facility was April 15, 2018.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: CIVIC ARENA (820)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-320	PARKADE - DAILY PARKING FEES	3,841	3,595	2,000	0	(2,000)	(100.00%)
1-321	PARKADE - MONTHLY PASSES	2,946	5,343	1,850	0	(1,850)	(100.00%)
1-346	RENTAL FEES	161,554	70,921	70,468	0	(70,468)	(100.00%)
1-365	METERS	1,946	(15)	1,100	0	(1,100)	(100.00%)
1-792	INTERNAL REVENUE	47,657	4,851	5,517	0	(5,517)	(100.00%)
Total		217,944	84,694	80,935	0	(80,935)	(100.00%)
Expenditures							
2-100	LABOUR CUPE B	122,486	45,613	86,768	0	(86,768)	(100.00%)
2-140	LABOUR NON-UNION	0	0	6,668	0	(6,668)	(100.00%)
2-150	LABOUR EXCLUDED	3,637	190	914	0	(914)	(100.00%)
2-200	GENERAL SUPPLIES	4,917	1,735	7,975	0	(7,975)	(100.00%)
2-454	GARBAGE COLLECTION CONTRAC	1,786	516	1,763	0	(1,763)	(100.00%)
2-499	GENERAL CONTRACTS	45,625	19,659	20,380	0	(20,380)	(100.00%)
2-601	NATURAL GAS	29,489	15,927	17,500	0	(17,500)	(100.00%)
2-602	ELECTRICITY	50,336	22,501	38,875	0	(38,875)	(100.00%)
2-604	WATER SEWER	23,786	17,565	13,200	0	(13,200)	(100.00%)
2-610	CELLS/MOBILITY	280	403	350	0	(350)	(100.00%)
2-632	PROPERTY INSURANCE PREMIUM	30,099	13,423	31,002	0	(31,002)	(100.00%)
2-920	FLEET CHARGE	698	20	0	0	0	0.00%
Total		313,137	137,552	225,395	0	(225,395)	(100.00%)
Net		95,193	52,858	144,460	0	(144,460)	(100.00%)

2018 - 2019 Budget Changes:

All operational costs and revenues have ceased with the buildings demolition.

Department Summary

Department Summary: PRIEST VALLEY ARENA & GYM (830)

Budget Year: 2019

Manager: Doug Ross

Division: Recreation

Accounting Reference: 830

Stage: Approved

Approved: Yes

Purpose:

The Priest Valley (PV) Arena is a 200 seat facility that plays host to a variety of groups and is home to the Vernon Figure Skating Club. In the summer the ice comes out and the facility is used for lacrosse and other sports and events.

The PV Gymnasium is a secondary school size gym that plays host to a variety of sports and activities including basketball, volleyball, badminton and pickleball. The space rented and known as the Vernon Boxing Club is located below the gym. The revenue from the rental of the Boxing Club is included in the PV Gym budget.

Budget Summary

2019 Approved Net Budget	\$177,358
Prior Year Approved Net Budget	\$210,455
Budget Change	\$(33,097)
Budget Change by %	(15.73%)
2019 FTE	3.4
2018 FTE	3.4
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

With the opening of the newly completed Kal Tire Place North Arena, some of the ice times from the PV Arena are being moved to provide the most effective schedules. The continued prime time demand from minor and youth groups continues to push our adult groups to later, less desirable start times. This may change revenue for certain areas as minor sports groups are subsidized up to 50%. Snow plowing and snow removal is the largest increase in contracts. This was done to align with actual costs.

The LED score clock from the PV Arena will be re-purposed and installed in the PV Gym. The existing clock will be offered to the Regional District of North Okanagan for use at the Greater Vernon Athletic Park. PV Gym will play host to the Special Olympics Winter Games floor hockey competition in February.

Highlights of Current Year:

The winter months saw many practices, regular season and tournament games played by various youth sports. The Priest Valley again hosted Creative Chaos in the summer. Council approved \$83,535 in safety upgrades for the PV Arena refrigeration plant in order to maintain compliance with new code requirements from Technical Safety BC (TSBC) and WorkSafe BC (WSBC). This work was funded from reserves and will be repaid in 2019 through the Major Maintenance budget. The facility saw its makeover continue, with some exterior painting, flooring repairs, and lighting upgrades. The score clock from the Civic Arena was re-purposed and will be installed in the PV Arena.

New light weight volleyball standards were installed as per Council's approval, making it much easier and safer for the staff and public to set up the nets. A ride on floor scrubber was added to the PV maintenance inventory which made floor cleaning of the gym much easier. The gym was used during the summer to host day camps for kids and dry land training for ringette and hockey programs. Drop in programs continue to be strong and the gym was busier than ever.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PRIEST VALLEY ARENA & GYM (830)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-346	RENTAL FEES	260,755	248,790	258,510	308,122	49,612	19.19%
1-792	INTERNAL REVENUE	23,821	21,654	26,051	53,566	27,515	105.62%
Total		284,577	270,444	284,561	361,688	77,127	27.10%
Expenditures							
2-100	LABOUR CUPE B	282,809	309,302	250,922	261,799	10,877	4.33%
2-140	LABOUR NON-UNION	0	0	13,336	0	(13,336)	(100.00%)
2-150	LABOUR EXCLUDED	3,971	1,346	1,829	3,476	1,647	90.05%
2-200	GENERAL SUPPLIES	20,551	18,758	15,064	25,300	10,236	67.95%
2-205	LICENCES, PERMITS & FEES	110	0	0	1,700	1,700	100.00%
2-454	GARBAGE COLLECTION CONTRAC	1,948	2,459	3,660	3,660	0	0.00%
2-499	GENERAL CONTRACTS	89,467	132,222	64,384	96,265	31,881	49.52%
2-601	NATURAL GAS	21,984	20,065	24,916	23,855	(1,061)	(4.26%)
2-602	ELECTRICITY	68,218	66,955	71,649	72,497	848	1.18%
2-604	WATER SEWER	24,250	19,275	18,219	18,500	281	1.54%
2-610	CELLS/MOBILITY	282	403	350	750	400	114.29%
2-632	PROPERTY INSURANCE PREMIUM	29,793	30,334	30,687	31,244	557	1.82%
2-920	FLEET CHARGE	520	94	0	0	0	0.00%
Total		543,903	601,212	495,016	539,046	44,030	8.89%
Net		259,326	330,768	210,455	177,358	(33,097)	(15.73%)

Department Summary

2018 - 2019 Budget Changes:

1-346 Rental Revenues are projected to be up due to an increase in adult groups being moved to the PV Arena. PV Gym rentals have been transferred to this department from department 835 (PV Gym) which will no longer be used. An increase in rentals from the Boxing Club has partially contributed to the increase in Rental Revenues.

1-792 Internal Revenue from the PV Gym have been transferred to this department from department 835. This budgeted revenue has increased from the prior year due to increased projected program usage.

2-100 Labour CUPE B increases reflect an increase in wages due to increases as per the collective agreement, an increase in ice making costs and a percentage of the new Maintenance Worker Recreation Position that will focus on preventative maintenance as recommended in the Recreation Master Plan.

2-140 Arena Operations Coordinator wages have been moved in full to Arenas General.

2-150 Labour Excluded costs have risen due to increased hours for events at the Curling Club and due to compression caused by the increases in the minimum wage.

2-200 General Supplies budget increases to more closely reflect actual costs of maintenance supplies.

2-205 License, Permits & Fees has been increased due to additional permitting through TSBC.

2-499 General Contracts has been increased to align with actual snow plowing and snow removal costs. In addition, there are increases in plumbing and electrical contracts to allow for additional preventative maintenance with aging infrastructure and the Curling Club refrigeration plant room costs were moved to this department. Finally, the refrigeration plant room requires additional compulsory work throughout the year to remain in compliance with TSBC and WSBC code requirements.

2-601 Natural gas costs reflect actual and past year averages

Department Summary

Department Summary: PRIEST VALLEY GYM (835)

Budget Year: 2019

Manager: Doug Ross

Division: Recreation

Accounting Reference: 835

Stage: Approved

Approved: Yes

Purpose:

The Priest Valley Gymnasium (PV Gym) budget is now reflected in department 830 - Priest Valley Arena & Gym.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	\$(58,233)
Budget Change	\$58,233
Budget Change by %	100.00%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

PV Gym's outlook for the upcoming budget year is now reflected in department 830 - Priest Valley Arena & Gym.

Highlights of Current Year:

PV Gym's highlights of the current budget year is now reflected in department 830 - Priest Valley Arena & Gym.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PRIEST VALLEY GYM (835)

Changes to Department:

						<u>2018-2019 Budget Change</u>	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-346	RENTAL FEES	53,033	63,669	32,507	0	(32,507)	(100.00%)
1-792	INTERNAL REVENUE	23,367	18,172	25,726	0	(25,726)	(100.00%)
Total		76,400	81,841	58,233	0	(58,233)	(100.00%)
Net		(76,400)	(81,841)	(58,233)	0	58,233	100.00%

2018 - 2019 Budget Changes:

1-346 Budget transferred to department 830 - Priest Valley Arena & Gym.

1-792 Budget transferred to department 830 - Priest Valley Arena & Gym.

Department Summary

Department Summary: MULTI USE FACILITY - OPERATIONS (840)

Budget Year: 2019

Manager: Doug Ross

Division: Recreation

Accounting Reference: 840

Stage: Approved

Approved: Yes

Purpose:

Kal Tire Place (Multi Use Facility) is a 3008 seat facility that is home to the Vernon Vipers Jr. Hockey Team. Kal Tire Place is the main facility in Greater Vernon for hosting large special events like the BC Winter Games, Canadian Senior Curling Championships, Kraft Hockeyville, the 55+ BC Games, Concerts, Rodeos, Circuses etc. The facility has 275,000 user visits per year and is open approximately 5,225 hours over 344 days annually.

Budget Summary

2019 Approved Net Budget	\$325,197
Prior Year Approved Net Budget	\$380,996
Budget Change	\$(55,799)
Budget Change by %	(14.65%)
2019 FTE	6.0
2018 FTE	5.8
FTE Change	0.2
FTE Change by %	3.45%

Outlook for Upcoming Budget:

Mechanical and maintenance costs have been brought into line with recent actuals and increases have been included for additional snow clearing and removal around the building and walkways. New requirements from Technical Safety BC (TSBC) and WorkSafe BC (WSBC) for refrigeration plant maintenance also increases contractor costs. Staff costs have been adjusted to more closely reflect actuals. 2019 will be the first year of operating Kal Tire Place and Kal Tire North as twinned facilities. The staffing plan includes utilizing an Arena Attendant and a Custodian on shift at the same time to work together as a team in both buildings. The installation of new high efficiency plate and frame chillers and shared utility costs between both facilities should result in some energy savings. At the time of writing, three new events have inquired about dates for 2019. Ideally we will host at least two additional events within the facility. The impact to community user groups must be considered prior to booking any new special events. Kal Tire Place will be the site for the opening and closing ceremonies for the 2019 Special Olympics Winter Games in February.

Highlights of Current Year:

In the spring, the Vernon Vipers made a strong playoff run and went all the way to Game 7 of the second round finals against Wenatchee. Kal Tire Place proudly hosted the Fulton and VSS Grad ceremonies and the Okanagan Military Tattoo. This year saw the Kal Tire Place Expansion Project come to completion with the opening of the new Kal Tire Place North Arena on September 4, 2018. Despite major utility and structural connections being made, construction had minimal impact on visitors and user groups. To open the new Kal Tire Place North, a weekend-long celebration was held including a ribbon cutting ceremony, season opening game for the Vernon Vipers, a sold out concert featuring Loverboy and Platinum Blonde, a public market, free ice times for the public and minor sports groups and a music festival. With the opening of the new Kal Tire Place North Arena, the new ten year naming rights agreement with Kal Tire has started this year.

As part of the construction project, the Vernon Vipers and Arena management staff moved into new offices, two new meeting rooms were created; the Face Off Room and the Crossover Room which is connected to the Civic Room by a movable conference room wall, creating an even larger gathering space. With the project coming in under budget, a new Center Ice Concession will be created using contingency funding and will be able to serve both facilities. Kal Tire Place will be playing host to annual events like the Remembrance Day Celebrations and the BC Snow Show in the fall. The Vernon Vipers were sold to Tom and John Glen on September 6, 2018.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: MULTI USE FACILITY - OPERATIONS (840)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-170	FEDERAL - GENERAL GRANTS IN LI	15,000	0	15,000	15,000	0	0.00%
1-214	TICKET SALES	3,944	1,932	4,800	5,600	800	16.67%
1-235	ADVERTISING REVENUE	36,273	33,578	89,686	93,777	4,091	4.56%
1-236	NAMING RIGHTS	40,000	45,000	40,000	40,400	400	1.00%
1-346	RENTAL FEES	319,805	347,361	288,482	353,169	64,687	22.42%
1-347	EXTRA FEES	32,909	2,903	4,228	4,228	0	0.00%
1-348	FLOOR CONVERSION	0	0	14,400	14,400	0	0.00%
1-366	COMMISSIONS	2,549	3,824	0	0	0	0.00%
1-391	MISCELLANEOUS REVENUE	7,761	1,366	0	0	0	0.00%
1-792	INTERNAL REVENUE	32,348	24,314	29,837	32,289	2,452	8.22%
1-839	FROM PY UNEXPENDED BUDGET	5,495	0	0	0	0	0.00%
Total		496,084	460,278	486,433	558,863	72,430	14.89%
Expenditures							
2-100	LABOUR CUPE B	286,286	280,414	250,920	268,676	17,756	7.08%
2-120	LABOUR CUPE A	57,846	67,882	63,217	76,994	13,777	21.79%
2-140	LABOUR NON-UNION	83,069	93,051	62,237	0	(62,237)	(100.00%)
2-150	LABOUR EXCLUDED	38,074	26,551	32,451	46,771	14,320	44.13%
2-200	GENERAL SUPPLIES	50,713	46,454	36,470	43,870	7,400	20.29%
2-205	LICENCES, PERMITS & FEES	2,375	6,922	4,200	2,900	(1,300)	(30.95%)
2-326	UNIFORMS & CLOTHING	1,513	779	2,500	2,500	0	0.00%
2-350	GRANTS IN AID	2,549	3,106	0	0	0	0.00%
2-450	ADVERTISING/PROMOTION CON	7,687	22,485	20,000	14,000	(6,000)	(30.00%)
2-453	SECURITY/ALARM CONTRACTS	35,551	27,253	26,540	28,720	2,180	8.21%
2-454	GARBAGE COLLECTION CONTRAC	3,523	3,869	4,900	3,900	(1,000)	(20.41%)
2-499	GENERAL CONTRACTS	104,097	110,820	57,530	94,070	36,540	63.51%
2-512	MONERIS SERVICE FEES	6,310	3,138	7,034	4,034	(3,000)	(42.65%)
2-601	NATURAL GAS	46,137	60,602	59,825	53,973	(5,852)	(9.78%)
2-602	ELECTRICITY	167,529	180,632	167,459	173,507	6,048	3.61%
2-604	WATER SEWER	31,667	56,974	37,000	35,000	(2,000)	(5.41%)
2-610	CELLS/MOBILITY	2,043	2,245	3,180	4,620	1,440	45.28%
2-612	WIFI & FIBRE	2,942	2,812	0	0	0	0.00%
2-632	PROPERTY INSURANCE PREMIUM	31,035	34,009	31,966	30,525	(1,441)	(4.51%)
2-911	INTERNAL CHARGES	750	2,050	0	0	0	0.00%
2-920	FLEET CHARGE	605	0	0	0	0	0.00%
Total		962,301	1,032,049	867,429	884,060	16,631	1.92%
Net		466,217	571,771	380,996	325,197	(55,799)	(14.65%)

Department Summary

2018 - 2019 Budget Changes:

1-235 Advertising Revenue projections have been increased with the anticipated advertising agreement with the Vernon Vipers.

1-346 Rental Fees have increased as programs within Kal Tire Place shift to adult and other groups at higher rates. Additional revenue has been budgeted based on multiple inquiries to host new events utilizing both facilities.

1-792 Internal Revenue increases based on anticipated additional rentals.

2-100 Labour CUPE B has increased due to anticipated wage increases as per the collective agreement. This will be the first year operating the two facilities together with an Arena Attendant and a Custodian working as a team. This budget also includes a percentage of the new Maintenance Worker Recreation position that will focus on preventative maintenance as recommended in the Recreation Master Plan.

2-120 The increase in CUPE Labour A reflects the increase in the negotiated wage as per the collective agreement and additional staffing levels to accommodate the current workload for the Arenas Facility Booking Clerk.

2-140 Labour Non-Union has been moved into Arenas General.

2-150 Labour Excluded has been increased based on anticipated new events, recent actuals for conversions as well as the mandated increases in the minimum wage. The base rate will be set to the mandated minimum and other wages will be increased due to compression.

2-200 General Supplies has been increased to more closely match recent actuals.

2-205 Licenses Permits & Fees has been decreased to align with actuals of previous years.

2-450 Advertising has been reduced to more closely reflect recent actuals. Any additional advertising will be offset with revenue from new events.

2-453 Security costs are up due to new crosswalk support and wage increases.

2-454 Garbage Collection has been reduced to reflect actuals of previous years.

2-499 General Contracts has been increased to better maintain the facility through a more robust preventative maintenance program as recommended in the Recreation Master Plan. There will also be increases due to compulsory maintenance work in the refrigeration plant room in order to stay in compliance with TSBC and WSBC. This budget also increased to reflect recent actuals for snow removal costs.

2-512 Moneris fees has been adjusted based on current actuals at Kal Tire Place. Payments online are now being accounted for through the Recreation Administration Office budget.

2-601 Natural Gas has been reduced to more closely align with previous actual costs.

2-602 Electricity has been increased based on the approved Hydro increase.

2-604 Water Sewer has been reduced to more closely align with actuals.

2-610 Cells/Mobility has been increased to provide staff with upgrades to smart phones for improved communication through emails and texts.

2-632 Property Insurance has been increased based on estimate from Capri Insurance.

Department Summary

Department Summary: MULTI USE FACILITY - CONCESSION (842)

Budget Year: 2019

Manager: Doug Ross

Division: Recreation

Accounting Reference: 842

Stage: Approved

Approved: Yes

Purpose:

The Kal Tire Place Concessions supply food and beverage services to the users of the facilities. The concessions continue to prove the ability to provide catered meals or snacks for almost any need. Currently operating four sales locations at Kal Tire Place with the new "Centre Ice" concession scheduled to open soon.

Budget Summary

2019 Approved Net Budget	\$(46,825)
Prior Year Approved Net Budget	\$(28,515)
Budget Change	\$(18,310)
Budget Change by %	(64.21%)
2019 FTE	2.7
2018 FTE	2.1
FTE Change	0.6
FTE Change by %	28.57%

Outlook for Upcoming Budget:

The opening of Kal Tire Place North should provide an increase in weekend day concession sales. The BC Fire Chiefs Expo has confirmed a large event for 2019 after the success of their 2017 expo. Concessions is also budgeting for a concert and an additional trade show, so catering revenue and cost of food projections have been increased. An increase in the minimum wage has increased excluded labour costs. With the Kal Tire Place Expansion Project coming in under budget, a new "Centre Ice Concession" has been funded with contingency from the project and will be opening soon. The new concession will be able to service both arenas and will allow for a greater variety of catering options and help reduce line-ups at Vernon Viper games and events.

Highlights of Current Year:

The Vernon Figure Skating Club held their regional competition in Kal Tire Place in February and were very pleased with the catering provided. The Vernon Vipers had a strong playoff run in the spring resulting in additional revenue. The very successful grand opening weekend of Kal Tire Place North featuring the Loverboy and Platinum Blonde concert lead to a large boost to concession revenues. In the fall, a small price increase was implemented; the first in four years.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: MULTI USE FACILITY - CONCESSION (842)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-349	CATERING FEES	25,171	5,667	750	36,375	35,625	4,750.00%
1-360	SALES OF GOODS & SERVICES	241,690	240,941	178,440	219,650	41,210	23.09%
1-362	VENDING COMMISSION	16,897	18,905	18,500	18,500	0	0.00%
1-792	INTERNAL REVENUE	324	160	500	500	0	0.00%
Total		284,082	265,673	198,190	275,025	76,835	38.77%
Expenditures							
2-140	LABOUR NON-UNION	59,073	70,686	59,393	67,370	7,977	13.43%
2-150	LABOUR EXCLUDED	41,638	46,417	32,509	50,623	18,114	55.72%
2-200	GENERAL SUPPLIES	8,214	8,949	8,500	8,500	0	0.00%
2-205	LICENCES, PERMITS & FEES	1,410	1,218	2,000	2,000	0	0.00%
2-750	COST OF FOOD	44,525	45,074	28,343	49,421	21,078	74.37%
2-751	COST OF BEVERAGES	16,320	19,043	16,500	16,500	0	0.00%
2-752	COST OF BEER & WINE	33,136	38,677	22,430	33,786	11,356	50.63%
Total		204,316	230,063	169,675	228,200	58,525	34.49%
Net		(79,767)	(35,609)	(28,515)	(46,825)	(18,310)	(64.21%)

2018 - 2019 Budget Changes:

1-349 Anticipated Catering Fees have been increased to reflect the events that are planned for 2019.

2-140 Labour Non-Union has been increased due to the wage adjustment following the market comparison with benchmark communities and the expectation of additional hours required during summer months for events.

2-150 Labour Excluded has increased due to the minimum wage increases mandated by the Province. The base rate has been increased to the mandated minimum and other wages have been increased due to compression.

2-750 Cost of Food has been increased in expectation of the additional events that will be held in the facilities.

2-752 Cost of Beer & Wine has been increased in expectation of the additional events that will be held in the facilities.

Department Summary

Department Summary: MULTI USE FACILITY - NORTH OPS (844)

Budget Year: 2019

Manager: Doug Ross

Division: Recreation

Accounting Reference: 844

Stage: Approved

Approved: Yes

Purpose:

The newly opened Kal Tire Place North Arena (Multi Use North) is the replacement for the 80 year old Civic Arena. The facility has a regulation NHL size sheet of ice, 400 spectator seats, 6 dressing rooms, 2 gender neutral/referee rooms, a small meeting room, a large public space called the Civic Room, a large overhead access door and will be the new home of Greater Vernon Minor Hockey. This newly expanded facility is a great asset and allows Kal Tire Place to host events that were not previously possible in a single sheet facility. The facility also has two commercial lease spaces that are occupied by the Pursuit of Excellence Hockey Academy and the Training House Fitness that generate additional revenue for the facility.

Budget Summary

2019 Approved Net Budget	\$(10,346)
Prior Year Approved Net Budget	\$(22,697)
Budget Change	\$12,351
Budget Change by %	54.42%
2019 FTE	3.4
2018 FTE	0.7
FTE Change	2.7
FTE Change by %	385.71%

Outlook for Upcoming Budget:

This brand new facility will generate revenue that the Civic Arena could not. Our lease space tenants will increase daytime, non-prime time use of the ice significantly throughout the year. With the opening of the new facility, some ice times will be shuffled around to make the most efficient use of the ice. This will be the first full year operating this facility and operating a twin facility. As we do not have any historical budget numbers, it will take at least two full years to get a handle on the actual costs to operate the facility. There will be an increased cost to refrigeration plant maintenance and utilities that will be shared with this facility. The staffing plan includes having one Arena Attendant and one Custodian on shift at the same time to work together as a team to oversee the facilities. We anticipate the new facility generating additional revenue with food and catering services available in the new Civic Room, Crossover Room and the Centre Ice Concession.

Highlights of Current Year:

As per the Design Build Operate and Maintain Agreement with the North Okanagan Regional District, the City of Vernon was solely responsible for the Kal Tire Place Expansion Project. Designed by MQN Architects of Vernon and Constructed by Vic Van Isle of Kelowna, the facility opened on September 4, 2018 on time and on budget. Staff, user groups and the public are giving the facility great reviews. The teamwork and cooperation between the Arena staff, VVI Construction and the user groups kept any disruptions to a minimum. Because of this, the project did not significantly impact the ability for Kal Tire Place to carry on with business and events. With the opening of the new facility, the new ten year naming rights agreement with Kal Tire has started.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: MULTI USE FACILITY - NORTH OPS (844)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-235	ADVERTISING REVENUE	0	0	4,000	4,000	0	0.00%
1-236	NAMING RIGHTS	0	15,000	15,000	25,250	10,250	68.33%
1-342	PROPERTY RENTALS	0	6,265	19,100	88,820	69,720	365.03%
1-346	RENTAL FEES	0	121,753	128,257	259,640	131,383	102.44%
1-347	EXTRA FEES	0	1,654	0	0	0	0.00%
1-792	INTERNAL REVENUE	0	122	29,837	22,435	(7,402)	(24.81%)
Total		0	144,794	196,194	400,145	203,951	103.95%
Expenditures							
2-100	LABOUR CUPE B	0	102,219	51,282	252,889	201,607	393.13%
2-140	LABOUR NON-UNION	0	0	6,668	0	(6,668)	(100.00%)
2-150	LABOUR EXCLUDED	0	0	0	1,235	1,235	100.00%
2-200	GENERAL SUPPLIES	0	5,360	12,344	12,600	256	2.07%
2-205	LICENCES, PERMITS & FEES	0	0	750	750	0	0.00%
2-354	PROPERTY TAX EXPENSES	0	0	0	7,815	7,815	100.00%
2-454	GARBAGE COLLECTION CONTRAC	0	476	1,470	1,470	0	0.00%
2-499	GENERAL CONTRACTS	0	2,511	8,150	8,200	50	0.61%
2-601	NATURAL GAS	0	4,238	25,000	30,000	5,000	20.00%
2-602	ELECTRICITY	0	27,167	47,500	40,000	(7,500)	(15.79%)
2-604	WATER SEWER	0	0	10,000	18,000	8,000	80.00%
2-632	PROPERTY INSURANCE PREMIUM	0	5,996	10,333	16,840	6,507	62.97%
2-894	TO REC FACILITY MAJOR MAINT R	0	1,654	0	0	0	0.00%
Total		0	149,621	173,497	389,799	216,302	124.67%
Net		0	4,827	(22,697)	(10,346)	12,351	54.42%

Department Summary

2018 - 2019 Budget Changes:

1-236 Naming Rights agreement with Kal Tire increases in the second year.

1-342 Property Rentals includes the agreements with the Pursuit of Excellence and the Training House.

1-346 Rental Fees includes all revenue for ice use and room rentals.

1-792 Internal Revenue has been decreased as internal groups were moved to Kal Tire Place.

2-100 Labour CUPE B includes the shared costs for the Arena Attendants and the Custodians and a percentage of the new Maintenance Worker Recreation position that will focus on preventative maintenance as per the recommendation in the Recreation Master Plan.

2-140 Labour Non-Union has been reduced as the Operations Coordinator wages were moved to Arenas General.

2-150 Labour Excluded includes wages for BSW and Conversion staff to support events.

2-354 Property Taxes paid on two lease spaces in Kal Tire Place North as per Facility Use Agreements with the tenants.

2-601 Natural Gas costs calculated for a full year.

2-602 Electrical costs calculated for a full year.

2-604 Water Sewer costs calculated for a full year.

2-632 Property Insurance premium as estimated by Capri Insurance.

Department Summary

Department Summary: MULTI-USE FACILITY PARKING LOT (849)

Budget Year: 2019

Manager: Doug Ross

Division: Recreation

Accounting Reference: 849

Stage: Approved

Approved: Yes

Purpose:

The Kal Tire Place parking lot is used by visitors and events. The Kal Tire Place parking lot is the location of the Vernon Farmers Market, the Southern Interior Karting Association, as well as other community event groups at various times of the year.

Budget Summary

2019 Approved Net Budget	\$46,864
Prior Year Approved Net Budget	\$29,372
Budget Change	\$17,492
Budget Change by %	59.55%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

The snow plowing budget has been increased due to the new lot layout and to align with actual costs from previous winters.

Highlights of Current Year:

The parking lots have been reconfigured as part of the Kal Tire Place Expansion project including a new drop off area in front of Kal Tire Place. The challenge of balancing a major construction project next door to a very active Farmers Market and other events was accomplished by all sides coming together with compromises and understanding. Larger than anticipated snow falls pushed snow removal costs over the annual budget by March.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: MULTI-USE FACILITY PARKING LOT (849)

Changes to Department:

						<u>2018-2019 Budget Change</u>	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-346	RENTAL FEES	0	4,009	8,658	9,158	500	5.78%
Total		0	4,009	8,658	9,158	500	5.78%
Expenditures							
2-100	LABOUR CUPE B	999	0	0	815	815	100.00%
2-200	GENERAL SUPPLIES	0	0	750	1,250	500	66.67%
2-499	GENERAL CONTRACTS	52,995	67,426	37,280	53,957	16,677	44.73%
2-920	FLEET CHARGE	499	0	0	0	0	0.00%
Total		54,493	67,426	38,030	56,022	17,992	47.31%
Net		54,493	63,418	29,372	46,864	17,492	59.55%

2018 - 2019 Budget Changes:

2-499 General Contracts has been increased to align with snow plowing and snow removal actual costs. This also includes landscaping costs that have increased to maintain the riparian area on the east side of the lot.

Department Summary

Department Summary: REC CENTRE OFFICE (850)

Budget Year: 2019

Manager: Doug Ross

Division: Recreation

Accounting Reference: 850

Stage: Approved

Approved: Yes

Purpose:

Recreation Centre Office is the Registration and Administration office located in the Vernon Recreation Centre. Clerical staff are front line contact with the public and handle all program registrations, collect all registration and admission fees to programs and the Vernon Aquatic Centre, handle public inquiries in person, on the phone and through email. Staff deal with all facility bookings, including parks bookings and supply clerical support to all other staff as needed. The office at the Recreation Centre is open over 5000 hours over 364 days per year.

Budget Summary

2019 Approved Net Budget	\$416,012
Prior Year Approved Net Budget	\$404,604
Budget Change	\$11,408
Budget Change by %	2.82%
2019 FTE	5.4
2018 FTE	5.4
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Recreation Services will be going into our second full year of operating within the new Program and Registration Management Software, Perfect Mind. As our walk in traffic continues to increase, as well as the increase in program registration and pass sales, especially on the weekends, additional clerical hours will be needed in the future to ensure traditional levels of customer service continue to be met and exceeded.

Sales of Goods and Services, both the revenue and the expenses for pool accessory sales have been moved to the Rec Centre Office budget area to reflect the responsibility of inventory and ordering through the Recreation Administration Manager. Vending commissions have moved from the Rec Centre Concession budget area due to the closure of the concession. As we are no longer keeping credits on customer accounts, all program and pass withdrawals are subject to a 10% administration fee. This fee will help to offset the increased Moneris costs and staff time associated with processing withdrawals.

Highlights of Current Year:

This has been the first full operating year with the new Program and Registration Management System, Perfect Mind. The new web based system allows participants to register online in real time and shows them registration numbers, waiting list numbers, class locations and start times. The system also allows Recreation Services to more easily contact participants through email and supplies the ability to better track statistics for participation and attendance as recommended in the Recreation Master Plan.

This has been a huge learning curve for the Recreation Clerks and Facility Booking Clerks to learn a new system while still providing excellent customer service. The system is always changing and upgrading, and they are dealing with the "glitches" that inherently occur with new software. Although the new system has caused some frustration for both staff and the public, the staff have been accommodating and patient throughout this process. While we have seen a big increase in online registrations, freeing up clerical staff time from the old registration system, the clerks are spending more time with walk in clients as we continue to see a steady increase in users. The clerks have continued to receive extensive training in Perfect Mind to ensure they are kept as up to date as possible on software changes and upgrades and to share current information.

The Facility Booking Clerk at the Recreation Centre continues to get busier as the number of park and facility rentals increases, especially with the addition of the Greater Vernon Athletic Park, and Vernon playing host to special events. As Vernon continues to host these events and our rental numbers continue to rise, there will eventually be the need for this position to step away from Recreation Clerk duties on a regular basis to focus solely on the administration of facility bookings. Although the Pickleball Association will not be paying their historic rental fees for courts due to the lease of the new Marshall Fields courts, the Recreation Centre Facility Booking Clerk will still be responsible for booking these courts.

The Facility Booking Clerks have each been working one day a week at the other facility, between Kal Tire Place and the Recreation Centre. This has begun the process of streamlining procedures between the two offices and allowing for the two Facility Booking Clerks to work more collaboratively.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: REC CENTRE OFFICE (850)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-203	BOOKING ADMIN FEE	23,356	15,962	23,252	25,620	2,368	10.18%
1-204	AUDIO RIGHTS	862	51	0	0	0	0.00%
1-235	ADVERTISING REVENUE	0	1,200	6,350	3,000	(3,350)	(52.76%)
1-269	PHOTOCOPYING	251	84	50	55	5	10.00%
1-346	RENTAL FEES	2,512	2,480	0	0	0	0.00%
1-360	SALES OF GOODS & SERVICES	0	0	0	15,300	15,300	100.00%
1-362	VENDING COMMISSION	0	0	0	8,500	8,500	100.00%
1-391	MISCELLANEOUS REVENUE	894	1,972	0	2,500	2,500	100.00%
Total		27,875	21,748	29,652	54,975	25,323	85.40%
Expenditures							
2-120	LABOUR CUPE A	266,200	287,245	289,166	288,067	(1,099)	(0.38%)
2-140	LABOUR NON-UNION	76,019	81,284	77,395	104,735	27,340	35.33%
2-200	GENERAL SUPPLIES	11,385	6,407	9,545	17,545	8,000	83.81%
2-205	LICENCES, PERMITS & FEES	183	46	0	0	0	0.00%
2-224	MAILING COSTS	402	165	1,000	1,000	0	0.00%
2-225	PHOTOCOPIER COSTS	6,804	7,077	9,000	9,000	0	0.00%
2-270	NETWORK HARDWARE - REPLACE	1,028	414	1,500	1,500	0	0.00%
2-322	CAR ALLOWANCE	800	0	0	0	0	0.00%
2-332	CONFERENCE & COURSE FEES	2,690	3,154	3,000	3,000	0	0.00%
2-499	GENERAL CONTRACTS	996	0	1,500	1,500	0	0.00%
2-512	MONERIS SERVICE FEES	29,910	36,231	27,750	32,750	5,000	18.02%
2-610	CELLS/MOBILITY	596	590	650	640	(10)	(1.54%)
2-612	WIFI & FIBRE	862	862	1,750	1,250	(500)	(28.57%)
2-613	TELEPHONES (LAND LINES)	9,143	8,009	12,000	10,000	(2,000)	(16.67%)
2-911	INTERNAL CHARGES	217	(4,249)	0	0	0	0.00%
Total		407,235	427,234	434,256	470,987	36,731	8.46%
Net		379,360	405,486	404,604	416,012	11,408	2.82%

Department Summary

2018 - 2019 Budget Changes:

1-203 It is anticipated that there will be a small increase in the Booking Admin Fee. This account has been adjusted to anticipate a loss of revenue due to the new outdoor pickleball facility at Marshall Fields, which the Vernon Pickleball Association uses at no cost as per the Facility Use Agreement signed between the City and the VPA. Note: Booking Admin Fee actuals do not reflect the administrative fee for bookings until transfer of the funds is completed in December.

1-235 The marketer hired by Recreation Services in 2017 to sell digital advertising for the Recreation Centre did not work out. Budget has been adjusted due to not having staff available to work on this.

1-360 Revenue of the Sales of Goods and Services (including goggles, towels, etc) has moved from the Aquatic budget area, 865, to the Rec Centre Office budget area to align with the duties of the Recreation Administration Manager who does the inventory and ordering.

1-362 Revenue from the Vending Commission has moved from the Rec Centre Concession budget area (882) to the Rec Centre Office budget area due to the Concession being closed.

1-391 An increase in Miscellaneous Revenue is due to not keeping credits on accounts in the new Program and Registration Management System (Perfect Mind). We charge a 10% administration fee to customers who withdraw from programs. This revenue helps to offset the increased Moneris costs associated with returning money to customers, as well as the staff time to do so.

2-140 The increase in Labour Non-Union is a reflection of the reclassification of the Recreation Administration Manager position combined with the market adjustment done for exempt employees following the comparison with benchmark communities approved in 2018.

2-200 As the revenue side of the Sales of Goods and Services has been moved to the Rec Centre Office budget area, so too has the expense side. This is reflected in the increase of General Supplies.

2-512 The increase in Moneris Fees is a reflection of the higher percentage of customers who register online. Finance notes the increase in Moneris Fees is a reflection of more transactions occurring.

2-613 Telephones (Landlines) has been adjusted to reflect actuals.

Department Summary

Department Summary: PROGRAMMING GENERAL (860)

Budget Year: 2019

Manager: Doug Ross

Division: Recreation

Accounting Reference: 860

Stage: Approved

Approved: Yes

Purpose:

The Programming Department is comprised of Programming General and Programming Sections 1, 2 and 3. The Programming Department is responsible for the planning and delivery of recreation and active living opportunities to the community. Recreation Services offers over 1,000 programs per year ensuring that opportunities to participate are available for preschoolers, youth, teens, adults, seniors, and people of all income levels and people with disabilities. Programming General is the 'overhead' area for all programs and in addition to offering most of the youth camps held throughout the year, it includes the marketing of all programs through radio, social media, web, print and the recreation departments Active Living Guide which is published two times per year: Fall/Winter, Spring/Summer.

Budget Summary

2019 Approved Net Budget	\$244,501
Prior Year Approved Net Budget	\$241,187
Budget Change	\$3,314
Budget Change by %	1.37%
2019 FTE	4.4
2018 FTE	4.4
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

The recreation programs department has started implementing some of the strategies and changes indicated through public consultation, for the soon to be completed Recreation Master Plan. Public consultation indicated that eighty-seven percent (87%) of respondents agree to some extent that the recreation programs and services in the Greater Vernon area are important to their quality of life. The area of barriers to participating in recreation was a topic that sparked our interest and will be the topic that we investigate further to implement changes to mitigate some of the perceived barriers. The two barriers that we will be looking to address are; "unaware of some opportunities" (30% of respondents) and "interest and programs don't match" (29% of respondents).

Consistent space to run programs and activities is becoming more difficult to find each year as the demand for our services increase and community demand for general unstructured activity increases. To help with space for activities the Programming Department is seeking and or adjusting some partnerships, so that the contract activity provider also includes or provides the use of their own activity space. This has worked so far for some programs like dance, cooking and yoga.

With the new Parks and Recreation Management Software (PerfectMind) up and running with a year of use, 2019 will be the year that we put the software to it's full potential. PerfectMind has built-in marketing, customer self service options and increased customer engagement. The new system has allowed us to start transitioning some activities away from paper for program waivers and attendance logs, increasing client personal data security while saving trees.

It should be noted that the Programming Department supplies all of the amazing programming to our community on a break even or better basis.

Highlights of Current Year:

Working towards Council's Strategic Objectives, the Programming Department is fostering change in the community towards Active Lifestyles and Active Living, through public education, programs and services.

Community partner relationships were continued with our existing partners; Pacific Sport Okanagan (Summer camps), North Okanagan Optimist Club (Park & Play), YMCA (Summer Work French/English Student Exchange Program), Okanagan Boys and Girls Club (program space and advertising), Okanagan Science Centre and Arts Centre (Summer Program Flyer).

The Programming Department worked with BC Recreation and Parks Association (BCRPA) on increasing the skill level capacity of our staff. The BCRPA provided grants and access to training opportunities for fitness leaders and youth program leaders in 2018 and we were able to access all of the resources provided.

Summer camps were extremely popular this year with registration space mostly full by June. We were able to meet the demand for most camps by allocating additional staffing. An unfortunate aspect of the success is that we have maxed out our capacity for space to run activities within the Recreation Centre, so new venues will need to be resourced.

The Recreation Programs Department has fully transitioned to the new Parks and Recreation software PerfectMind. The on-line capabilities and customer self service options have allowed for improved customer communication and instant program information updates for clients. The new system has allowed us to remove the use of paper documents for a few programs and we plan to expand the option to other programs. The removal of paper records increases security for client data.

Department Summary

Department Summary: PROGRAMMING GENERAL (860)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-212	PROGRAM FEES	107,736	143,462	118,603	122,711	4,108	3.46%
1-235	ADVERTISING REVENUE	12,333	10,591	13,300	13,800	500	3.76%
1-346	RENTAL FEES	350	730	500	500	0	0.00%
1-360	SALES OF GOODS & SERVICES	0	248	0	0	0	0.00%
1-572	GRANTS - OTHER	0	52	0	0	0	0.00%
1-792	INTERNAL REVENUE	9,148	13,039	13,000	15,750	2,750	21.15%
Total		129,567	168,122	145,403	152,761	7,358	5.06%
Expenditures							
2-120	LABOUR CUPE A	161,879	167,863	166,990	170,340	3,350	2.01%
2-140	LABOUR NON-UNION	107,079	104,909	101,234	110,257	9,023	8.91%
2-150	LABOUR EXCLUDED	47,249	54,404	63,195	59,775	(3,420)	(5.41%)
2-200	GENERAL SUPPLIES	4,183	8,548	5,000	4,200	(800)	(16.00%)
2-231	FOOD & COFFEE	0	160	0	0	0	0.00%
2-254	GATE FEES	5,034	2,760	2,500	5,050	2,550	102.00%
2-274	PROGRAM EQUIPMENT	200	2,728	500	750	250	50.00%
2-329	TRANSPORTATION	7	176	400	400	0	0.00%
2-330	MEDICAL EXPENSES	80	0	0	0	0	0.00%
2-332	CONFERENCE & COURSE FEES	2,013	0	2,000	2,000	0	0.00%
2-333	ACCOMMODATION	0	0	1,500	1,500	0	0.00%
2-334	MEAL PER DIEMS	0	0	500	500	0	0.00%
2-450	ADVERTISING/PROMOTION CON	13,189	12,222	17,100	14,969	(2,131)	(12.46%)
2-499	GENERAL CONTRACTS	29,660	27,722	20,321	22,171	1,850	9.10%
2-911	INTERNAL CHARGES	8,009	7,481	5,350	5,350	0	0.00%
2-920	FLEET CHARGE	(124)	(130)	0	0	0	0.00%
Total		378,458	388,846	386,590	397,262	10,672	2.76%
Net		248,891	220,723	241,187	244,501	3,314	1.37%

Department Summary

2018 - 2019 Budget Changes:

1-212 Increased revenues in Program Fees will offset the increase in expenses in Labour Excluded.

1-792 Increase in revenue for Internal Transfers is due to more City Departments utilizing ads in the Active Living Guide and Renting the Rec Centre Bus and predicted rental use of our new Bouncy Castle.

2-120 The increase in Labour CUPE A is due to the anticipated annual wage increase.

2-140 Labour Non-Union has been adjusted in the payroll module to reflect the market adjustment that was made following comparison to benchmark communities.

2-150 The increase to Labour Excluded is mostly the result of the mandated wage increase to minimum wage in BC. In addition, staff hours were increased to provide staffing level increases in some camps to meet the demand for registration.

2-200 General supplies has decreased expenses due to activities utilizing supplies provided by gate fee services.

2-254 The increase in Gate Fees is a result of increased use of activities provided by other service providers like: Atlantis Water Slides, Kalavida Surf Shop, and Adams River Rafting. Some of the expense is offset by removing the need to purchase equipment.

2-450 Advertising has been reduced as some of the budget has been moved to Recreation General for top of mind public awareness advertising.

2-499 Increase to General Contracts is due to a predicted increase in contractor service fees based on the increase minimum wage. Some contracts for advertising production of print media have been allocated to General Contracts .

Department Summary

Department Summary: PROGRAMMING SECTION 1 (861)

Budget Year: 2019

Manager: Doug Ross

Division: Recreation

Accounting Reference: 861

Stage: Approved

Approved: Yes

Purpose:

To coordinate the delivery of a variety of recreation programs for all ages, newborn to seniors, while maintaining or developing positive and productive relationships with the community. The primary focus of Section 1 is on programs for Preschool and Youth, while also providing opportunities for families to get active and play together. All program sections overlap in the provision of youth activities and special events.

Budget Summary

2019 Approved Net Budget	\$(54,092)
Prior Year Approved Net Budget	\$(75,427)
Budget Change	\$21,335
Budget Change by %	28.29%
2019 FTE	2.8
2018 FTE	2.8
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Continue to work with the North Okanagan Optimist Club to provide the FREE to join, Park & Play Program from April to June 2019.

Preschool activities are in good demand, so programming spaces have been opened up to allow more participants per class. This effects staff wages due to the extra staffing required, but is offset by registration fees.

Due to public demand for more after school activities we have added a new Monday option for 2019. With the additional day we have now maxed out all of our resources for consistently available program space, with no option to add a Friday program location.

Highlights of Current Year:

The FREE to join, Park & Play Program continued to be offered thanks to a sponsorship by the North Okanagan Optimist Club for 2018 and took place in Girouard Park, Sawicki Park and Lakeview Park.

We partnered again for 2018 with the YMCA French Summer student exchange program. The program allows a student from Quebec to practice their English skills while working for the summer within our camp. All wages are cost recovery through the exchange program.

After School programs have been in high demand, and filling all three days a week, Tuesday, Wednesday and Thursday.

A BC Parks and Recreation Grant was applied for and received to provide High Five accreditation for the active after school staff. The grant was for \$3000 and covered wages and course fees for 3 staff.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PROGRAMMING SECTION 1 (861)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-210	ADMISSIONS	2,344	1,457	1,200	1,850	650	54.17%
1-212	PROGRAM FEES	167,179	166,414	169,600	172,068	2,468	1.46%
1-346	RENTAL FEES	9,175	7,360	9,890	13,000	3,110	31.45%
1-347	EXTRA FEES	5,903	3,408	4,407	4,800	393	8.92%
1-572	GRANTS - OTHER	16,243	19,378	16,900	14,120	(2,780)	(16.45%)
Total		200,844	198,019	201,997	205,838	3,841	1.90%
Expenditures							
2-120	LABOUR CUPE A	685	1,087	780	836	56	7.18%
2-150	LABOUR EXCLUDED	125,670	138,758	107,744	138,164	30,420	28.23%
2-200	GENERAL SUPPLIES	2,741	3,852	3,950	3,450	(500)	(12.66%)
2-254	GATE FEES	0	0	100	100	0	0.00%
2-274	PROGRAM EQUIPMENT	1,751	2,388	4,750	2,500	(2,250)	(47.37%)
2-332	CONFERENCE & COURSE FEES	450	0	1,000	1,000	0	0.00%
2-450	ADVERTISING/PROMOTION CON	120	0	1,000	500	(500)	(50.00%)
2-499	GENERAL CONTRACTS	0	375	0	0	0	0.00%
2-610	CELLS/MOBILITY	1,157	1,223	1,020	1,670	650	63.73%
2-911	INTERNAL CHARGES	2,501	4,650	6,226	3,526	(2,700)	(43.37%)
Total		135,075	152,333	126,570	151,746	25,176	19.89%
Net		(65,770)	(45,686)	(75,427)	(54,092)	21,335	28.29%

2018 - 2019 Budget Changes:

1-346 The increase in Rental Fees revenue is a result of swim Birthday Party and Gym party demand.

1-572 The decrease in Grants Other is due to the removal of the one time training grant that was allocated in 2018 by the BCRPA.

2-150 The increase to Labour Excluded is mostly the result of the mandated wage increase to minimum wage in BC. We have also planned to offer more Birthday parties to meet public demand.

2-274 Program Equipment expense has been decreased to reflect the removal of the land line for the preschool classroom. A cell phone that is more cost effective has been added instead.

2-610 An increase due to an additional Cell Phone.

2-911 The decrease in Internal Charges reflects the change of transferring rentals fees internally at the time of booking rather than through a journal entry request. Even though program attendance is higher, program revenue 1-212 doesn't show an increase due to the direct fee transfer to facilities.

Department Summary

Department Summary: PROGRAMMING SECTION 2 (862)

Budget Year: 2019

Manager: Doug Ross

Division: Recreation

Accounting Reference: 862

Stage: Approved

Approved: Yes

Purpose:

To co-ordinate the delivery of a variety of recreation programs for all ages, newborn to seniors, while maintaining or developing positive and productive relationships with the community. Section 2 focuses on fitness (land, water, weights), youth and adult general programming and outdoor recreation. All program sections overlap in the provision of special events and youth activities.

Budget Summary

2019 Approved Net Budget	\$(78,934)
Prior Year Approved Net Budget	\$(79,597)
Budget Change	\$663
Budget Change by %	0.83%
2019 FTE	1.3
2018 FTE	1.3
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Section 2 will be looking for new ways to engage our community in being active and continue to offer programs promoting healthy lifestyles and active living. As part of this process we have created new fitness programs and class options for the community. Section 2, through a partnership with BCRPA, will be offering two new fitness programs for people ages 65+, free of charge. These programs will focus on engaging people who are not meeting the current daily physical activity requirements and who are not currently engaged in other activities. These programs will function to increase activity and awareness of other programs and services in the community.

Highlights of Current Year:

2018 has been a year of investing in fitness staff through formal and informal education and certifications. Working closely with local contacts, Section 2 provided an opportunity for numerous fitness staff to attain their Older Adult certification. Section 2 was also successful in bringing the Provincial Coordinator for the Osteofit program to provide Osteofit certification for fitness staff. Informally, staff have been offering informal 'train the trainer' sessions amongst themselves, thus increasing their knowledge, experience and gaining a sense of team and ownership.

Section 2 was also successful in building a partnership through BCRPA to offer two new fitness courses that target those 65+ that do not currently meet the daily physical activity requirements. These programs are part of a larger study and will be offered free of charge.

Youth programs such as Babysitting Certification and Home-safe have seen increased registrations. Youth Outdoor Recreation camps saw the highest numbers in over nine years.

Section 2 continues to develop and build upon relationships with Interior Health. Both groups are keen to work together and build on the minds, fitness and mobility programs and services offered. Section 2 has been working closely with Community Physio in creating opportunities for learning and sharing resources.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PROGRAMMING SECTION 2 (862)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-210	ADMISSIONS	9,264	11,658	9,469	12,115	2,646	27.94%
1-212	PROGRAM FEES	127,368	128,090	136,335	129,203	(7,132)	(5.23%)
1-214	TICKET SALES	2,139	0	2,009	0	(2,009)	(100.00%)
1-217	PASS SALES	45,585	41,006	51,487	49,989	(1,498)	(2.91%)
1-572	GRANTS - OTHER	0	500	0	0	0	0.00%
Total		184,356	181,253	199,300	191,307	(7,993)	(4.01%)
Expenditures							
2-150	LABOUR EXCLUDED	77,282	85,154	79,733	81,523	1,790	2.24%
2-200	GENERAL SUPPLIES	2,384	2,183	3,106	3,165	59	1.90%
2-205	LICENCES, PERMITS & FEES	650	898	500	800	300	60.00%
2-231	FOOD & COFFEE	333	143	250	250	0	0.00%
2-254	GATE FEES	270	209	532	532	0	0.00%
2-274	PROGRAM EQUIPMENT	1,353	843	1,150	1,150	0	0.00%
2-288	FACILITY RENTALS	501	578	623	618	(5)	(0.80%)
2-320	MEMBERSHIPS/DUES	0	250	200	0	(200)	(100.00%)
2-332	CONFERENCE & COURSE FEES	236	341	1,200	1,100	(100)	(8.33%)
2-450	ADVERTISING/PROMOTION CON	1,150	480	300	450	150	50.00%
2-499	GENERAL CONTRACTS	17,070	13,972	16,373	11,769	(4,604)	(28.12%)
2-610	CELLS/MOBILITY	597	590	1,000	1,000	0	0.00%
2-911	INTERNAL CHARGES	7,062	10,716	14,736	10,016	(4,720)	(32.03%)
Total		108,889	116,355	119,703	112,373	(7,330)	(6.12%)
Net		(75,467)	(64,898)	(79,597)	(78,934)	663	0.83%

2018 - 2019 Budget Changes:

1-210 Increase due to the revenue from the Kid's Stuff Garage Sale being transferred to this account.

1-212 The decrease in Program Fees and 1-217 Pass Sales is a result of the 75% Affordable Access Pass. The pass continues to be accessed by the public and used for the Aquafit and Aqua Therapy programs. While attendance for the programs has been strong, the Fitness & Aquatic Department (through Internal Charges) are affected by the increased use of the discount.

1-214 Ticket Sales has been reduced as fees for the Kid's Stuff Garage Sale are now being accounted for in Admissions.

2-911 The decrease in Internal Charges and additionally the revenue for 1-212 Program Fees and 1-217 Pass Sales is a result of the 75% Affordable Access Pass. The pass continues to be accessed by the public and used for the Aquafit and Aqua Therapy programs. While attendance for the programs has been strong, the Fitness & Aquatic Department (through Internal Charges) are affected by the increased use of the discount.

2-150 The increase to Labour Excluded is mostly the result of the mandated wage increase to minimum wage in BC. We have increased program admission fees to help mitigate this increase.

2-499 General Contracts has decreased as contractors vary from year to year, based on trends and qualifications of employees. With the increase of certified fitness staff, there is less reliance on Contractors.

Department Summary

Department Summary: PROGRAMMING SECTION 3 (863)

Budget Year: 2019

Manager: Doug Ross

Division: Recreation

Accounting Reference: 863

Stage: Approved

Approved: Yes

Purpose:

To co-ordinate the delivery of a variety of recreation programs for all ages, newborn to seniors, while maintaining or developing positive and productive relationships with the community. The primary focus of Section 3 is on providing programs to meet the needs of residents in the areas of drop-in sports; skating lessons, racket sports, hockey leagues, volleyball, softball, and dance programs. All program sections overlap in the provision of youth activities and special events.

Budget Summary

2019 Approved Net Budget	\$(112,156)
Prior Year Approved Net Budget	\$(106,348)
Budget Change	\$(5,808)
Budget Change by %	(5.46%)
2019 FTE	1.5
2018 FTE	1.5
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

The main focus of Section 3 will be on volleyball leagues for the next year, as a new league allocator has been brought on and a major effort is being made to increase the quality of our refereeing across all leagues year round. We've instituted mandatory certification and re-training as well as referee evaluations to help bring up the competency of refs while improving safety and quality of play. The 2018 beach season was the first test of the newly trained referees, and the feedback from teams is that the increase in competency and engagement was noticeable.

Section 3 will continue our partnership with City Dance, who took over instructing all of our courses and providing facility space in 2018.

The partnership has solved the difficulty in trying to find consistent space without impacting the number of dance courses offered.

The Hockey League offered through Section 3 has lost two teams due to our loss of week day evening ice time that used to be enjoyed by the players. The weekday ice time slots that are available after 10:30pm have become too late in the evening for the participants to accept. The new league schedule is for Friday nights and weekend times.

Highlights of Current Year:

Section 3 had its busiest beach volleyball season since 2014. 2018 saw 120 teams participate throughout all our beach leagues. A new league called intermediate 4s was also created to provide another competitive option for teams.

Section 3 ran a successful first year of the Harvest Jamboree Oldtimers Hockey Tournament after it had been run by a private citizen for 20 years. Approximately 120 individuals plus a number of wives from as far away as Saskatchewan attended the 55+ tournament, with the oldest participant being 89 years young. This October will be our second year hosting the event.

The PV Gym volleyball nets and posts were replaced, much to the delight of league and drop in sports participants. The new nets and posts were purchased through Major Maintenance in order to replace the old and very heavy steel posts improving the ability for staff and the public to set them up safely.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PROGRAMMING SECTION 3 (863)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-210	ADMISSIONS	28,652	24,185	30,253	31,166	913	3.02%
1-212	PROGRAM FEES	304,456	238,175	282,431	275,476	(6,955)	(2.46%)
1-346	RENTAL FEES	45	0	0	0	0	0.00%
1-572	GRANTS - OTHER	2,520	49,944	3,900	3,900	0	0.00%
Total		335,673	312,304	316,584	310,542	(6,042)	(1.91%)
Expenditures							
2-100	LABOUR CUPE B	109	153	0	0	0	0.00%
2-150	LABOUR EXCLUDED	54,412	49,962	60,995	55,759	(5,236)	(8.58%)
2-200	GENERAL SUPPLIES	1,418	787	2,250	1,550	(700)	(31.11%)
2-231	FOOD & COFFEE	0	24	0	0	0	0.00%
2-254	GATE FEES	826	1,010	900	950	50	5.56%
2-274	PROGRAM EQUIPMENT	3,324	4,055	5,750	3,750	(2,000)	(34.78%)
2-288	FACILITY RENTALS	8,095	3,131	6,084	6,084	0	0.00%
2-320	MEMBERSHIPS/DUES	64	0	0	0	0	0.00%
2-499	GENERAL CONTRACTS	40,992	31,706	31,607	31,683	76	0.24%
2-610	CELLS/MOBILITY	632	594	1,000	1,000	0	0.00%
2-633	INSURANCE - OTHER	2,250	1,750	2,250	2,000	(250)	(11.11%)
2-911	INTERNAL CHARGES	95,029	75,774	99,400	95,610	(3,790)	(3.81%)
Total		207,151	168,945	210,236	198,386	(11,850)	(5.64%)
Net		(128,522)	(143,359)	(106,348)	(112,156)	(5,808)	(5.46%)

2018 - 2019 Budget Changes:

1-212 There is a projected decrease in Program Fees due to a decline in registrations for the spring hockey tournament as more communities in the valley now offer spring tournaments. Dance has been re-adjusted due to the lack of instructor availability. Slight decreases are also expected in adult program numbers as the sword fighting instructor has now secured his own studio space and is running programs privately.

2-150 This budget has reduced slightly due to minor decreases in program times.

2-911 The decrease in Internal Charges has come in large part because of no longer paying facility fees for dance programs now that they are at City Dance Studio.

2-274 General Programming Equipment has decreased as the fee for equipment was transferred to General Programming.

2-633 Insurance Other are the costs to supply liability and accident insurance for hockey players in our programs.

Department Summary

Department Summary: AQUATIC CENTRE (865)

Budget Year: 2019

Manager: Gary Lefebvre

Division: Recreation

Accounting Reference: 865

Stage: Approved

Approved: Yes

Purpose:

The Aquatics Department is responsible for the management and operation of the Vernon Aquatic Centre including the day to day operation, maintenance and scheduling, supervision, lifeguarding and swim instruction. The Aquatic Centre which includes a 25 metre eight lane lap pool, a leisure pool, hot tub, steam room, sauna and fitness gym is open approximately 5,000 hours per year over 335 days. The Aquatic Centre has over 210,000 user visits per year including public swimming, lane swimming, public swim lessons, school swim lessons, rentals, aqua fitness classes, Kokanee Swim Club rentals, and spectators.

Budget Summary

2019 Approved Net Budget	\$600,212
Prior Year Approved Net Budget	\$593,218
Budget Change	\$6,994
Budget Change by %	1.18%
2019 FTE	17.4
2018 FTE	16.9
FTE Change	0.4
FTE Change by %	2.96%

Outlook for Upcoming Budget:

The Aquatic Centre has had continued growth in user visits and revenue since the City of Vernon took over operations of Recreation Services and the Aquatic Centre in 2014. The growth is a result of the excellent customer service provided by Recreation Services staff, the development of strong community partnerships and efficient, effective use of program space. With continued investment in staff training and facility upgrades it is expected that the Aquatic Centre will be able to maintain these attendance numbers. It should be noted that some programs are already reaching capacity and additional growth is not anticipated due to limitation in programmable pool space.

Recreation Services is continuing to reinvest in its aging infrastructure and has made the decision to create a full time Maintenance Worker Recreation position to primarily focus on a preventative maintenance program as recommended in the Recreation Master Plan. The Aquatic Centre will fund 0.4 FTE of this position and has decreased the general contract budget to cover a portion of the cost for this position.

The Recreation Master Plan has recommended that a feasibility study be carried out to review the need for increased and improved indoor aquatic facilities in the Greater Vernon Area.

Highlights of Current Year:

Recreation Services is currently in the first year of rolling out a new Program Registration Management Software. It has been a challenge for the Aquatic Centre staff to learn the new system but the overall response from the public has been positive.

The Vernon Aquatic Centre continues to see success in its registered aquatic programs. Preschool swim lessons, lifesaving programs, masters swim and school swim programs are among the most successful. The aquatic staff were able to provide swim lessons to over 5200 children from the Fall of 2017 through Summer of 2018.

According to the results of a household survey conducted as a part of the Recreation Master Plan process the Aquatic Centre was the most highly used indoor recreational facility in Greater Vernon. The Aquatic Centre was used by half (50%) of respondent households over the past year, including 14% that used it on twenty one (21) or more occasions.

The Aquatic Centre was able to access a provincial grant to host a free Family Day swim for 556 residents of Greater Vernon. The Aquatic Centre was also host to a Wibit Weekend event over the Easter holiday, a Mother's Day Swim, a Father's Day Swim and the Spring Break Splash events. All of these events were well attended and received positive feedback from participants. The Aquatic Centre staff also organized a Drowning Prevention Week promotion this summer which included a family event with games and water safe messaging and a children's poster contest.

The Aquatic Centre staff continue to develop capacity by encouraging staff to seek advanced training and certification. This year one staff member completed his National Lifeguard Instructor certification bringing the total to four Vernon staff with this qualification. Another staff member began his Red Cross Water Safety Instructor Trainer Certification and plans to complete his training before the end of the year. The Aquatic Manager completed his Lifesaving Society National Lifeguard Instructor Trainer Certification of which there are only fifteen (15) people with this level of certification in the Province of British Columbia.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: AQUATIC CENTRE (865)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-210	ADMISSIONS	277,077	302,130	271,000	278,046	7,046	2.60%
1-212	PROGRAM FEES	421,198	404,356	406,525	414,773	8,248	2.03%
1-217	PASS SALES	230,652	192,519	225,720	230,850	5,130	2.27%
1-346	RENTAL FEES	51,057	67,169	48,220	48,628	408	0.85%
1-347	EXTRA FEES	4,085	3,874	4,396	4,396	0	0.00%
1-360	SALES OF GOODS & SERVICES	30,805	28,704	32,300	17,000	(15,300)	(47.37%)
1-390	DONATIONS	1,000	0	0	0	0	0.00%
1-542	PROVINCIAL GRANTS - OTHER	2,000	1,000	1,000	1,000	0	0.00%
1-792	INTERNAL REVENUE	26,784	24,950	28,500	27,098	(1,402)	(4.92%)
Total		1,044,657	1,024,700	1,017,661	1,021,791	4,130	0.41%
Expenditures							
2-100	LABOUR CUPE B	159,529	165,441	193,432	207,732	14,300	7.39%
2-120	LABOUR CUPE A	801,554	805,466	803,794	806,292	2,498	0.31%
2-140	LABOUR NON-UNION	98,224	104,278	101,234	110,257	9,023	8.91%
2-150	LABOUR EXCLUDED	63,807	54,228	50,408	55,317	4,909	9.74%
2-200	GENERAL SUPPLIES	62,476	69,848	70,246	63,373	(6,873)	(9.78%)
2-202	CHEMICALS	16,434	19,729	14,770	15,514	744	5.04%
2-205	LICENCES, PERMITS & FEES	1,452	1,538	2,305	2,305	0	0.00%
2-255	CANDIDATE FEES	18,487	13,713	16,250	16,250	0	0.00%
2-272	EQUIPMENT PURCHASES	1,519	0	0	0	0	0.00%
2-274	PROGRAM EQUIPMENT	13,653	3,559	5,221	5,221	0	0.00%
2-326	UNIFORMS & CLOTHING	1,458	882	1,500	1,500	0	0.00%
2-329	TRANSPORTATION	1,104	525	900	900	0	0.00%
2-332	CONFERENCE & COURSE FEES	2,843	0	1,400	1,400	0	0.00%
2-333	ACCOMMODATION	1,108	446	2,100	2,100	0	0.00%
2-334	MEAL PER DIEMS	86	434	960	960	0	0.00%
2-450	ADVERTISING/PROMOTION CON	10,295	10,034	16,068	16,068	0	0.00%
2-454	GARBAGE COLLECTION CONTRAC	3,232	3,827	2,821	3,250	429	15.21%
2-499	GENERAL CONTRACTS	52,945	50,869	68,600	50,500	(18,100)	(26.38%)
2-601	NATURAL GAS	31,244	39,824	31,800	31,800	0	0.00%
2-602	ELECTRICITY	150,648	147,858	159,944	160,670	726	0.45%
2-604	WATER SEWER	53,411	56,587	52,041	54,600	2,559	4.92%
2-610	CELLS/MOBILITY	875	1,303	1,060	1,800	740	69.81%
2-632	PROPERTY INSURANCE PREMIUM	8,260	8,408	8,425	8,594	169	2.01%
2-911	INTERNAL CHARGES	3,456	5,275	5,100	5,100	0	0.00%
2-920	FLEET CHARGE	665	686	500	500	0	0.00%
Total		1,558,765	1,564,758	1,610,879	1,622,003	11,124	0.69%
Net		514,108	540,057	593,218	600,212	6,994	1.18%

Department Summary

2018 - 2019 Budget Changes:

1-210 Public Admission revenue has been increased due to the Council approved increases in fees of 2.6%.

1-212, 217 Program Fees and Pass Sale revenue has been increased due to the Council approved increases in fees of 2.6% with a slight adjustment to reflect slow downs in growth related to facility and staffing limitations.

1-360 Decrease in Sales of Goods & Services as some revenues from this area have been moved to Office Administration.

1-792 Decrease in Internal Revenue to reflect more fitness users benefiting from the 75% Financially Disadvantaged Discount. The aquatic fitness classes are still well attended but the revenues have been impacted by the discounted fees.

2-100 An increase in Labour B is for a share of the new Maintenance Worker Recreation position to help maintain the pool's mechanical systems.

2-140 Labour Non-Union has been adjusted in the payroll module to include the one time market adjustment following the comparison with benchmark communities that was approved in 2018.

2-150 Labour Excluded has been increased to adjust for the provincially legislated increase in minimum wage.

2-200 Decrease in General Supplies as budget for purchasing of resale items has been transferred to another department.

2-202 Chemical expenditures have increased to reflect the increasing costs

2-454 Garbage Contracts expenditures have increased due to the implementation of increased recycling services.

2-499 Decrease in Contractor fees in anticipation of realized savings from the addition of a maintenance worker for 2019.

2-602, 604 Increase in Electricity and Water and Sewer are standard industry projected increases.

2-610 Increase in Cells & Mobility expenditures to include the cost of a cell phone for the new maintenance worker.

Department Summary

Department Summary: WINTER CARNIVAL BUILDING (871)

Budget Year: 2019

Manager: Wayne Mihalicz

Division: Recreation

Accounting Reference: 871

Stage: Approved

Approved: Yes

Purpose:

The Winter Carnival Building is now under the operation of Recreation Services as per the Recreation Facilities and Programming Fee for Service Agreement. The Winter Carnival Building is currently occupied by the Winter Carnival Society. The building is supplied free of charge with the tenants responsible for all costs.

Budget Summary

2019 Approved Net Budget	\$665
Prior Year Approved Net Budget	\$2,588
Budget Change	\$(1,923)
Budget Change by %	(74.30%)
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

The Winter Carnival Society has been made aware that the building has passed its useful life and that they should seek out other accommodations for their operations and storage. As the building is adjacent to the BX Creek there may be restrictions on what can be done within the building footprint. The budget has been reduced in 2019 as the Winter Carnival Society has accepted all responsibility for the building.

Highlights of Current Year:

Due to large snow pack run off the creek on the south end of the Recreation Complex property overflowed its banks running up against the Winter Carnival Building. The basement floor of the building is below the water table and was flooded. The Winter Carnival Society has been made aware that, as per the resolution passed by Council, they can continue to stay in the building as long as it is safe to do so and there is no cost to the City of Vernon.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: WINTER CARNIVAL BUILDING (871)

Changes to Department:

						<u>2018-2019 Budget Change</u>	
GL							
Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-499	GENERAL CONTRACTS	1,121	0	2,000	0	(2,000)	(100.00%)
2-632	PROPERTY INSURANCE PREMIUM	600	652	588	665	77	13.10%
Total		1,721	652	2,588	665	(1,923)	(74.30%)
Net		1,721	652	2,588	665	(1,923)	(74.30%)

2018 - 2019 Budget Changes:

2-499 Contract budget has be reduced in 2019 as the Winter Carnival Society has accepted all responsibility for the building.

Department Summary

Department Summary: CURLING CLUB (872)

Budget Year: 2019

Manager: Doug Ross

Division: Recreation

Accounting Reference: 872

Stage: Approved

Approved: Yes

Purpose:

The Curling Club main floor, 19,200 sq ft, is rented by Recreation Services from April to September each year through a contract with the Vernon Curling Club and is rented out for dry floor events.

Budget Summary

2019 Approved Net Budget	\$(27,945)
Prior Year Approved Net Budget	\$(25,031)
Budget Change	\$(2,914)
Budget Change by %	(11.64%)
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Staff will continue to budget for the same events at the Curling Club over the spring and summer when the ice is out, however some events have expressed interest to move to KTP. If events move to KTP then KTP's revenues will see an increase that will offset any shortfall that is created in the Curling Rink budget. The new contract requires the Vernon Curling Club to pay for some of parking lot maintenance costs; up to \$3,000 a year. Previously they paid none of the costs for parking lot maintenance.

Highlights of Current Year:

The second year of Arenas managing the Curling Club was a busy year for the facility. Four annual events: the Judo Club Tournament, the Friends of the Library Book Fair and the BC Home Show were held in the facility. The Bollywood event, moved to the Curling Rink from the Auditorium in 2017, had another great event in 2018.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: CURLING CLUB (872)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-346	RENTAL FEES	78,052	18,890	20,000	20,207	207	1.04%
1-388	ICE PLANT EQUIPMENT CONTRIB	10,800	0	10,800	10,800	0	0.00%
1-389	ICE PLANT MAINTENANCE CONTR	29,200	0	29,492	29,934	442	1.50%
1-395	COST RECOVERIES	39,947	0	40,699	41,247	548	1.35%
Total		157,998	18,890	100,991	102,188	1,197	1.19%
Expenditures							
2-288	FACILITY RENTALS	5,500	0	5,500	5,500	0	0.00%
2-454	GARBAGE COLLECTION CONTRAC	1,293	1,531	1,128	1,128	0	0.00%
2-499	GENERAL CONTRACTS	27,684	27,243	21,961	19,696	(2,265)	(10.31%)
2-601	NATURAL GAS	17,061	22,232	16,408	9,230	(7,178)	(43.75%)
2-602	ELECTRICITY	8,273	5,259	9,230	16,756	7,526	81.54%
2-632	PROPERTY INSURANCE PREMIUM	10,129	10,317	10,427	10,627	200	1.92%
2-633	INSURANCE - OTHER	491	490	506	506	0	0.00%
2-825	TO ICE PLANT EQUIP RESERVE	10,800	0	10,800	10,800	0	0.00%
Total		81,231	67,072	75,960	74,243	(1,717)	(2.26%)
Net		(76,768)	48,182	(25,031)	(27,945)	(2,914)	(11.64%)

2018 - 2019 Budget Changes:

2-499 General Contracts has decreased due to the refrigeration plant costs being moved to the Priest Valley Arena. This allows for better tracking of work being done on the refrigeration plant. Snow plowing costs have increased to reflect actuals.

Department Summary

Department Summary: HALINA 50+ ACTIVITY CENTRE (875)

Budget Year: 2019

Manager: Wayne Mihalicz

Division: Recreation

Accounting Reference: 875

Stage: Approved

Approved: Yes

Purpose:

The Halina Senior Citizens Recreational Society (the Society) operates the Halina 50+ Activity Centre through a contract with the City. Recreation Services supplies the facility, all maintenance support services and custodial services to the Society. The Society pays the City \$2 per member with an estimated membership of approximately 450 members.

Budget Summary

2019 Approved Net Budget	\$84,881
Prior Year Approved Net Budget	\$83,236
Budget Change	\$1,645
Budget Change by %	1.98%
2019 FTE	0.5
2018 FTE	0.5
FTE Change	0.1
FTE Change by %	0.00%

Outlook for Upcoming Budget:

There is a slight increase in wages Labour B to correct payroll loading calculation from 2018 budget. Budgeted amounts have been adjusted to more closely reflect actuals.

Highlights of Current Year:

The Society have done renovations to there space by utilizing money raised from their bingo proceeds. These renovations include painting of walls, new flooring and upgrades to there kitchen area.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: HALINA 50+ ACTIVITY CENTRE (875)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-346	RENTAL FEES	766	916	1,000	900	(100)	(10.00%)
1-395	COST RECOVERIES	170	0	0	0	0	0.00%
Total		936	916	1,000	900	(100)	(10.00%)
Expenditures							
2-100	LABOUR CUPE B	35,703	36,048	36,530	38,665	2,135	5.84%
2-200	GENERAL SUPPLIES	5,026	7,032	7,225	6,700	(525)	(7.27%)
2-208	JANITORIAL SUPPLIES	1,255	0	0	0	0	0.00%
2-454	GARBAGE COLLECTION CONTRAC	711	842	621	621	0	0.00%
2-499	GENERAL CONTRACTS	4,563	4,719	4,115	3,860	(255)	(6.20%)
2-601	NATURAL GAS	7,868	11,271	9,000	9,000	0	0.00%
2-602	ELECTRICITY	19,897	19,528	21,125	21,125	0	0.00%
2-604	WATER SEWER	2,739	2,790	2,680	2,818	138	5.15%
2-632	PROPERTY INSURANCE PREMIUM	2,882	2,933	2,940	2,992	52	1.77%
2-920	FLEET CHARGE	105	64	0	0	0	0.00%
Total		80,749	85,226	84,236	85,781	1,545	1.83%
Net		79,813	84,310	83,236	84,881	1,645	1.98%

2018 - 2019 Budget Changes:

2-100 Labour B has seen a slight increase for 2019 for custodial and maintenance work for the building.

2-200 General supplies will see a slight decrease to reflect actual costs required in 2019.

Department Summary

Department Summary: REC CENTRE GROUNDS (878)

Budget Year: 2019

Manager: Wayne Mihalicz

Division: Recreation

Accounting Reference: 878

Stage: Approved

Approved: Yes

Purpose:

Recreation Centre Grounds includes the maintenance and care of the grounds including grass mowing, landscaping, irrigation and arborist services. The maintenance of the grounds, mostly done through contractors, is overseen by the Recreation Facilities Manager. The Regional District of the North Okanagan (RDNO) pays a share of the costs associated with grounds maintenance through a recoverable work order as the property is shared with RDNO facilities including the Performing Arts Centre and the Okanagan Boys & Girls Club.

Budget Summary

2019 Approved Net Budget	\$5,603
Prior Year Approved Net Budget	\$5,502
Budget Change	\$101
Budget Change by %	1.84%
2019 FTE	0.1
2018 FTE	0.0
FTE Change	0.1
FTE Change by %	100.00%

Outlook for Upcoming Budget:

With the upgrades to the entrance at the Recreation Centre the landscaping and front gardens were also changed. Many of the plants were changed to perennials and drought resistant plants and grasses. This has allowed for a decrease in expenses for gardening supplies. There will be a slight increase in Labour B service for 2019. This will more accurately reflect the internal services provided, which will result in a decrease of contractor services.

Highlights of Current Year:

Thinning of the canopy along the creek was required in order to improve site lines and improve safety on the grounds. A new bylaw was passed to prohibit overnight camping on the Recreation Centre Grounds. This will hopefully result in a reduction in litter and drug paraphernalia being found on the premises. The new bylaw prohibiting smoking in public spaces and parks came into effect in the fall. Staff will need to make participants and visitors aware of the new bylaw with the goal of having improved compliance by the new year.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: REC CENTRE GROUNDS (878)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-792	INTERNAL REVENUE	32,000	32,000	32,000	32,000	0	0.00%
Total		32,000	32,000	32,000	32,000	0	0.00%
Expenditures							
2-100	LABOUR CUPE B	8,791	10,760	5,852	8,579	2,727	46.60%
2-200	GENERAL SUPPLIES	3,348	4,376	3,200	3,200	0	0.00%
2-499	GENERAL CONTRACTS	20,500	21,648	27,250	23,800	(3,450)	(12.66%)
2-920	FLEET CHARGE	2,740	2,106	1,200	2,024	824	68.67%
Total		35,378	38,889	37,502	37,603	101	0.27%
Net		3,378	6,889	5,502	5,603	101	1.84%

2018 - 2019 Budget Changes:

2-100 A increase in internal Labour B will more closely reflect services provided.

2-499 A decrease in General Contracts budget will more closely reflect services provided.

2-920 Fleet Charge will increase to more accurately show internal support levels.

Department Summary

Department Summary: REC CENTRE PARKING LOTS (879)

Budget Year: 2019

Manager: Wayne Mihalicz

Division: Recreation

Accounting Reference: 879

Stage: Approved

Approved: Yes

Purpose:

Recreation Centre Parking Lots includes all costs associated with the maintenance of the parking lots including snow ploughing, removal and sanding, sweeping, line painting and cleaning of catch basins. The Regional District of North Okanagan pays 25% of all costs associated with the parking lots through a recoverable work order as the lots are shared by RDNO facilities including the Performing Arts Centre and Okanagan Boys & Girls Club.

Budget Summary

2019 Approved Net Budget	\$47,017
Prior Year Approved Net Budget	\$29,330
Budget Change	\$17,687
Budget Change by %	60.30%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Parking lots will need to see a significant increase in snow removal and clearing budget for 2019. This is due to large increased amount of snow events as well as the increase in contractor service costs.

Highlights of Current Year:

Contractor services for snow clearing and removal has increased significantly in 2018. Due to the increased snow falls and contractor costs, the snow removal budget was already over budget after March.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: REC CENTRE PARKING LOTS (879)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	479	19	1,200	331	(869)	(72.42%)
2-200	GENERAL SUPPLIES	0	167	202	206	4	1.98%
2-499	GENERAL CONTRACTS	23,872	37,250	25,356	43,773	18,417	72.63%
2-602	ELECTRICITY	1,978	1,935	1,800	1,943	143	7.94%
2-920	FLEET CHARGE	613	0	772	764	(8)	(1.04%)
Total		26,942	39,371	29,330	47,017	17,687	60.30%
Net		26,942	39,371	29,330	47,017	17,687	60.30%

2018 - 2019 Budget Changes:

2-499 Has seen a significant increase in snow removal and clearing budget. This is due to increased amount of snow events as well as the significant increase in snow removal and clearing contractor costs.

Department Summary

Department Summary: RECREATION CENTRE FACILITY (880)

Budget Year: 2019

Manager: Wayne Mihalicz

Division: Recreation

Accounting Reference: 880

Stage: Approved

Approved: Yes

Purpose:

Recreation Centre (Rec Centre) Facility includes all aspects of the operation of the 'dry side' of the Rec Centre including all maintenance and custodial services as well as the revenue generated through rental of the Auditorium, Kitchen, Dogwood Gymnasium and the new multi-purpose space.

Budget Summary

2019 Approved Net Budget	\$260,350
Prior Year Approved Net Budget	\$263,631
Budget Change	\$(3,281)
Budget Change by %	(1.24%)
2019 FTE	3.4
2018 FTE	2.9
FTE Change	0.5
FTE Change by %	17.24%

Outlook for Upcoming Budget:

The Recreation Centre will play host to the 2019 Special Olympics Winter Games. The Recreation Centre Auditorium is scheduled to be the food venue for all of the participating athletes and coaches. Recreation Centre Facility will see a slight increase in Labour B due to a change in payroll loading calculations in 2018.

Administration has now planned to renovate the concession area into a multi-purpose space which is identified as a need in the Recreation Master Plan. A Major Maintenance project is planned to renovate the space and have it available for use by the spring. Due to this, the revenue projections and expenses for the space have been adjusted to reflect the possible change in operation.

Highlights of Current Year:

The facility continues to be popular with local organizations to host fund raising events like Spring Fiesta and the annual Ski Swap. The facility is also being used for commercial rentals including the Rancho Vignola Nut Sale and the Dollar Store and More annual buyers show. When not booked with events the Auditorium is kept busy with Recreation programs.

A new Maintenance Worker Recreation position was created within Recreation Services in the Fall as part of the Arena restructuring. This position will help further develop preventive maintenance programs which was a recommendation in the Recreation Master Plan. Funding for this position will be supported by moving some operational support budget which will be no longer necessary with the introduction of this position. It is anticipated this position will also eventually lower contractor support costs.

While sales at the concession increased in the second year of operation as compared to the first, the volume of sales was not close to meeting expectations. The decision was made to close the concession and allow local business' the opportunity to express their interest in being a prospective tenant. While there was some interest and negotiations with a prospective tenant were well underway, the business chose to withdraw their proposal and the concession space remained vacant for the rest of 2018.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: RECREATION CENTRE FACILITY (880)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-235	ADVERTISING REVENUE	900	0	0	0	0	0.00%
1-269	PHOTOCOPYING	27	0	0	0	0	0.00%
1-345	SET UP FEES	4,905	5,931	5,500	6,500	1,000	18.18%
1-346	RENTAL FEES	87,559	90,923	85,642	94,412	8,770	10.24%
1-347	EXTRA FEES	6,299	3,072	5,498	5,573	75	1.36%
1-395	COST RECOVERIES	0	108	0	0	0	0.00%
1-792	INTERNAL REVENUE	27,210	18,514	17,566	17,566	0	0.00%
Total		126,899	118,547	114,206	124,051	9,845	8.62%
Expenditures							
2-100	LABOUR CUPE B	227,385	197,674	215,076	228,206	13,130	6.10%
2-150	LABOUR EXCLUDED	4,404	4,296	6,940	6,796	(144)	(2.07%)
2-200	GENERAL SUPPLIES	19,869	17,587	22,058	18,858	(3,200)	(14.51%)
2-205	LICENCES, PERMITS & FEES	607	844	350	350	0	0.00%
2-208	JANITORIAL SUPPLIES	51	0	0	0	0	0.00%
2-270	NETWORK HARDWARE - REPLACE	4,876	0	0	0	0	0.00%
2-273	FURNITURE PURCHASES	3,370	3,812	4,000	3,000	(1,000)	(25.00%)
2-320	MEMBERSHIPS/DUES	115	211	115	115	0	0.00%
2-326	UNIFORMS & CLOTHING	1,695	719	1,200	1,200	0	0.00%
2-329	TRANSPORTATION	225	0	400	400	0	0.00%
2-332	CONFERENCE & COURSE FEES	650	0	650	665	15	2.31%
2-333	ACCOMMODATION	525	0	550	550	0	0.00%
2-334	MEAL PER DIEMS	171	0	175	175	0	0.00%
2-453	SECURITY/ALARM CONTRACTS	550	1,918	0	0	0	0.00%
2-454	GARBAGE COLLECTION CONTRAC	2,099	2,226	2,207	2,207	0	0.00%
2-499	GENERAL CONTRACTS	42,221	30,014	49,675	46,875	(2,800)	(5.64%)
2-601	NATURAL GAS	18,865	24,045	19,200	19,200	0	0.00%
2-602	ELECTRICITY	31,267	30,688	33,196	33,196	0	0.00%
2-604	WATER SEWER	12,326	16,845	12,060	12,683	623	5.17%
2-610	CELLS/MOBILITY	871	864	1,060	1,000	(60)	(5.66%)
2-632	PROPERTY INSURANCE PREMIUM	8,068	8,213	8,425	8,425	0	0.00%
2-911	INTERNAL CHARGES	40	0	0	0	0	0.00%
2-920	FLEET CHARGE	238	328	500	500	0	0.00%
Total		380,486	340,283	377,837	384,401	6,564	1.74%
Net		253,586	221,735	263,631	260,350	(3,281)	(1.24%)

Department Summary

2018 - 2019 Budget Changes:

1-345 Set Up Fees will see a slight increase to reflect projections for 2019.

1-346 Rental Revenues relate to Concession lease revenues transferred to this department from department 882 - Rec Centre Concession.

2-100 Labour B will see a slight increase due to a change in payroll loading and due to the new Maintenance Worker Recreation position.

2-200 General Supplies have been decreased to reflect actuals.

2-273 Furniture purchase will see as slight decreased for 2019.

2-499 General Contracts budget will be decreased. This saving is related to addition of new Maintenance position.

2-604 Water Sewer will see a slight increase due to previous year actual as well an increase cost of this service for 2019.

Department Summary

Department Summary: REC CENTRE CONCESSION (882)

Budget Year: 2019

Manager: Doug Ross

Division: Recreation

Accounting Reference: 882

Stage: Approved

Approved: Yes

Purpose:

The Recreation Centre (Rec Centre) Concession's budget is now reflected as part of department 880 - Recreation Centre Facility and is referred to as the multi-purpose space.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	\$(15,000)
Budget Change	\$15,000
Budget Change by %	100.00%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

The Rec Centre Concession's outlook is now reflected as part of department 880 - Recreation Centre Facility and is referred to as the multi-purpose space.

Highlights of Current Year:

The Rec Centre Concession's highlights are now reflected as part of department 880 - Recreation Centre Facility and are referred to as the multi-purpose space.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: REC CENTRE CONCESSION (882)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-342	PROPERTY RENTALS	0	0	8,000	0	(8,000)	(100.00%)
1-349	CATERING FEES	1,376	146	0	0	0	0.00%
1-360	SALES OF GOODS & SERVICES	46,180	17,446	0	0	0	0.00%
1-362	VENDING COMMISSION	7,451	10,865	7,000	0	(7,000)	(100.00%)
1-792	INTERNAL REVENUE	693	0	0	0	0	0.00%
Total		55,699	28,458	15,000	0	(15,000)	(100.00%)
Expenditures							
2-140	LABOUR NON-UNION	7,002	0	0	0	0	0.00%
2-150	LABOUR EXCLUDED	55,192	16,898	0	0	0	0.00%
2-200	GENERAL SUPPLIES	1,283	656	0	0	0	0.00%
2-205	LICENCES, PERMITS & FEES	550	262	0	0	0	0.00%
2-450	ADVERTISING/PROMOTION CON	662	537	0	0	0	0.00%
2-750	COST OF FOOD	23,587	8,028	0	0	0	0.00%
2-751	COST OF BEVERAGES	6,607	1,079	0	0	0	0.00%
Total		94,883	27,461	0	0	0	0.00%
Net		39,184	(997)	(15,000)	0	15,000	100.00%

2018 - 2019 Budget Changes:

Revenues have been transferred to department 880 - Recreation Centre Facility.

Department Summary

Department Summary: LAKEVIEW WADING POOL (893)

Budget Year: 2019

Manager: Gary Lefebvre

Division: Recreation

Accounting Reference: 893

Stage: Approved

Approved: Yes

Purpose:

The Aquatics Department is responsible for the management and operation of the Lakeview Wading Pool including the day to day operation, maintenance, staffing and scheduling of lifeguards. The pool is open free of charge from the Friday before Canada Day to Labour Day approximately 9.5 weeks each summer. Lakeview is open approximately 565 hours a season.

Budget Summary

2019 Approved Net Budget	\$43,412
Prior Year Approved Net Budget	\$42,537
Budget Change	\$875
Budget Change by %	2.06%
2019 FTE	0.9
2018 FTE	0.9
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Lakeview Pool is a facility within the Fee for Service Agreement with the Regional District of North Okanagan and the District of Coldstream. The 2019 budget is based on the 2018 budget plus 2.8% CPI for Canada August as agreed in the Recreation Facilities and Programming Agreement.

Lakeview pool continues to experience challenges with low water temperature and increases in chemical usage related to an underground water leak. There are no current plans to repair the leak as any construction would require a permit from the Interior Health Authority. Given the age and condition of the pool, a permit would only be granted if major upgrades were done to the pool. Recreation Services is currently working on the Recreation Master Plan that has recommended that the Lakeview Pool requires significant upgrading.

Highlights of Current Year:

Lakeview Pool continues to be a popular location for parents with young children to visit and cool off during the warm summer months. This small outdoor facility has approximately 10,000 user visits each summer. The Lakeview Pool also hosted a special events this summer, the Lakeview Community Water Fight which included Recreation Services staff versus the children in attendance. The Mayor and members of council might be interested in joining in the fun next summer!

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: LAKEVIEW WADING POOL (893)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Expenditures							
2-100	LABOUR CUPE B	210	168	200	200	0	0.00%
2-120	LABOUR CUPE A	32,040	27,624	34,640	35,360	720	2.08%
2-200	GENERAL SUPPLIES	708	329	339	339	0	0.00%
2-202	CHEMICALS	2,715	3,301	2,059	2,773	714	34.68%
2-205	LICENCES, PERMITS & FEES	42	42	50	50	0	0.00%
2-274	PROGRAM EQUIPMENT	530	331	410	410	0	0.00%
2-326	UNIFORMS & CLOTHING	183	326	200	200	0	0.00%
2-499	GENERAL CONTRACTS	1,530	2,823	2,675	2,675	0	0.00%
2-602	ELECTRICITY	0	0	471	471	0	0.00%
2-610	CELLS/MOBILITY	269	337	323	563	240	74.30%
2-613	TELEPHONES (LAND LINES)	957	831	806	0	(806)	(100.00%)
2-632	PROPERTY INSURANCE PREMIUM	322	329	339	346	7	2.06%
2-920	FLEET CHARGE	21	90	25	25	0	0.00%
Total		39,528	36,532	42,537	43,412	875	2.06%
Net		39,528	36,532	42,537	43,412	875	2.06%

2018 - 2019 Budget Changes:

2-120 Increase in Labour A expenditures due to the increase in payroll loading from 15% to 19%.

2-202 Increase in Pool Chemical expenditures due to an increase in chemicals required to maintain proper disinfection levels. An existing leak in the underground plumbing is resulting in a loss of pool water and requires fresh water to be added daily.

2-610 Increase in Cells & Mobility to replace the land line with a cell phone.

2-613 Decrease in Telephone expenditures as a land line is no longer required.

Department Summary

Department Summary: LAVINGTON POOL (898)

Budget Year: 2019

Manager: Gary Lefebvre

Division: Recreation

Accounting Reference: 898

Stage: Approved

Approved: Yes

Purpose:

The Aquatics Department is responsible for the management and operation of the Lavington Outdoor Pool including the day to day operation, maintenance, staffing and scheduling of lifeguards. The pool is open free of charge for public swimming from Canada Day to Labour Day approximately 9.5 weeks each summer. Lavington Pool is open approximately 482 hours a season. A small amount of revenue is generated through preschool swimming lessons. The pool is located in Lavington Park and is owned by the District of Coldstream.

Budget Summary

2019 Approved Net Budget	\$46,646
Prior Year Approved Net Budget	\$45,576
Budget Change	\$1,070
Budget Change by %	2.35%
2019 FTE	0.9
2018 FTE	0.9
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

This facility is part of the Fee for Service Agreement with the Regional District of North Okanagan and the District of Coldstream. The 2019 budget is based on the 2018 budget plus 2.8% CPI for Canada August as agreed in the Recreation Facilities and Programming Agreement. Smaller projects for Major Maintenance such as pool painting and a new chemical controller have been forwarded to the District of Coldstream for consideration. The Recreation Master Plan has also identified the Lavington Pool as requiring significant upgrading in the future to meet the increasing demand from the public.

Highlights of Current Year:

Lavington Pool continues to be a popular location for parents with young children to visit and cool off during the warm summer months with approximately 5500 user visits each summer. The staff also provided swim lessons to 146 participants this summer which is an increase of 4% from the previous summer. There were a total of six facility shutdowns due to weather, or pool fouling incidents but only one shutdown related to maintenance issues. The Lavington Pool hosted water safety activities during National Drowning Prevention Week (July 16-22, 2017) and a Lavington Fun Swim on August 1st which were both well attended and received good feedback from residents.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: LAVINGTON POOL (898)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-212	PROGRAM FEES	5,556	5,985	4,685	5,540	855	18.25%
Total		5,556	5,985	4,685	5,540	855	18.25%
Expenditures							
2-120	LABOUR CUPE A	33,801	37,889	37,408	38,675	1,267	3.39%
2-200	GENERAL SUPPLIES	661	1,230	1,000	1,000	0	0.00%
2-202	CHEMICALS	2,126	2,564	1,250	2,000	750	60.00%
2-205	LICENCES, PERMITS & FEES	104	104	110	110	0	0.00%
2-255	CANDIDATE FEES	163	119	250	250	0	0.00%
2-274	PROGRAM EQUIPMENT	687	611	500	500	0	0.00%
2-326	UNIFORMS & CLOTHING	183	0	200	200	0	0.00%
2-329	TRANSPORTATION	1,534	1,870	1,560	1,560	0	0.00%
2-499	GENERAL CONTRACTS	859	900	2,000	1,500	(500)	(25.00%)
2-601	NATURAL GAS	1,734	1,673	1,560	1,768	208	13.33%
2-602	ELECTRICITY	973	926	1,100	1,100	0	0.00%
2-604	WATER SEWER	1,894	3,919	1,850	1,950	100	5.41%
2-610	CELLS/MOBILITY	206	247	323	323	0	0.00%
2-613	TELEPHONES (LAND LINES)	831	825	700	800	100	14.29%
2-632	PROPERTY INSURANCE PREMIUM	0	0	450	450	0	0.00%
Total		45,757	52,878	50,261	52,186	1,925	3.83%
Net		40,201	46,893	45,576	46,646	1,070	2.35%

2018 - 2019 Budget Changes:

1-212 Increase in Lesson Program Fees to reflect a projected increase in fees and registration numbers.

2-120 Increase in Labour A expenditures due to an increase in payroll loading from 15% to 19%.

2-202 Increase in Chemical expenditures to adjust for increasing pool chemical costs.

2-499 Decrease in General Contracts expenditures to reflect decreased requirement of contract workers to assist with seasonal opening.

Department Summary

Department Summary: RENTAL PROPERTY (899)

Budget Year: 2019

Manager: Wayne Mihalicz

Division: Recreation

Accounting Reference: 899

Stage: Approved

Approved: Yes

Purpose:

The Rental Property Department contained two rental properties located adjacent to the Civic Arena. The properties were transferred to the City of Vernon Recreation Services as part of the Recreation Facilities and Programming Agreements.

Budget Summary

2019 Approved Net Budget	0
Prior Year Approved Net Budget	\$(9,550)
Budget Change	\$9,550
Budget Change by %	100.00%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

With Kal Tire North Arena opening in September 2018. These two properties were brought down in the fall at the time as the Civic Arena. This will result in the loss of approximately \$10,000 in revenue in 2019 for Recreation Services.

Highlights of Current Year:

With Kal Tire North Arena completed and open in September 2018. The Civic arena was brought down in the fall. These two rental properties were added to the removal of the Civic Arena scope of work in order to take advantage of more favourable demolition rates.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: RENTAL PROPERTY (899)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-342	PROPERTY RENTALS	14,205	9,135	16,750	0	(16,750)	(100.00%)
Total		14,205	9,135	16,750	0	(16,750)	(100.00%)
Expenditures							
2-235	RECYCLING COSTS	0	0	32	0	(32)	(100.00%)
2-354	PROPERTY TAX EXPENSES	3,108	2,944	2,697	0	(2,697)	(100.00%)
2-454	GARBAGE COLLECTION CONTRAC	0	0	220	0	(220)	(100.00%)
2-499	GENERAL CONTRACTS	0	0	1,150	0	(1,150)	(100.00%)
2-601	NATURAL GAS	0	91	0	0	0	0.00%
2-604	WATER SEWER	2,926	2,962	2,184	0	(2,184)	(100.00%)
2-632	PROPERTY INSURANCE PREMIUM	948	1,063	917	0	(917)	(100.00%)
Total		6,982	7,060	7,200	0	(7,200)	(100.00%)
Net		(7,223)	(2,075)	(9,550)	0	9,550	100.00%

2018 - 2019 Budget Changes:

899 Property Rental deleted in the fall of 2018. This will result in lost of revenue for Recreation Services.

Department Summary

Department Summary: PROJECTS - RECREATION (981)

Budget Year: 2019

Manager: Wayne Mihalicz

Division: Recreation

Accounting Reference: 981

Stage: Approved

Approved: Yes

Purpose:

The Projects Department identifies the Major Maintenance projects and initiatives planned for Recreation Services. As set out in the Recreation Facilities and Programming Agreement, the City of Vernon MUST spend a set amount of money each year on Major Maintenance. The original amount was based on the 2013 approved Capital budget of \$690,564 and is to be increased by the CPI Canada August each year. The new base amount from 2018 as identified in the Greater Vernon Recreation Facilities and Programming Agreement is \$740,251.

Budget Summary

2019 Approved Net Budget	\$760,979
Prior Year Approved Net Budget	\$160,251
Budget Change	\$600,728
Budget Change by %	374.87%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

As we continue to reinvest in our facilities the 2019 project budget will largely focus on safety and energy efficiency. The base Major Maintenance budget for 2019 is increasing by 2.8% CPI and will be set at \$760,979. Projects included in the major maintenance for 2019 include Aquatics Centre hot tub and leisure pool filter replacement, install of Aquatic Centre chlorine auto shut off safety device, pool mechanical room door replacement, lap pool disabled lift replacement, a new Dogwood Gym disabled washroom, Concession space renovation into a multi-purpose space, Recreation Centre Office air handler unit reconfiguration and balancing, building of a Centennial Outdoor Rink Zamboni bay, event deck flooring and storage sea can for Kal Tire North Arena, Priest Valley Arena upgrades completed in 2018 through reserve funds to be paid back in 2019 from major maintenance budget and funds for consulting to plan future projects. There will also be a project to do a major rebuild of the compressor shared by the Priest Valley Arena and the Curling Club. This project will be funded by the Ice Plant Reserve Fund that was established as part of the new contract with the Curling Club.

Highlights of Current Year:

The base Major Maintenance budget for 2018 was increased by 1.4% CPI and was set at \$740,251. The budget included the final repayment to the reserve fund of \$375,000 for the Recreation Center Bridge and Entrance project. There was also be a repayment of \$205,000 for the Curling Rink Parking Lot project as approved by Council in 2017. Due to those two repayments, the Projects budget for 2018 was be reduced to \$160,251. With the reduced budget, smaller projects were carried out including the replacement and repair of structural posts in the Aquatic Center, annual upgrading and replacement of equipment for the Fitness Gym, purchase of recycling and garbage receptacles for the Recreation Center lobby, purchase of new pumps for Lakeview Pool, new volleyball standards for the Priest Valley Gym, replacement of the hot tub heat exchanger, Priest Valley Arena water bottle fill station, Priest Valley staff room water source upgrade, Priest Valley & Kal Tire Place Security Cameras and funds for consulting for future projects. In addition to those projects funded within the Recreation Services envelope, there was a one time purchase for the replacement of two ride on floor scrubbing machines for the Recreation Center and Kal Tire Place that were funded from the Recreation Services Fleet and Equipment Reserve. The installation of a new tot slide in the Aquatic Center to replace the raindrop hut has been delayed due to the approval process with Interior Health.

Change Request for 2019:

No change requests at this time.

Department Summary

Department Summary: PROJECTS - RECREATION (981)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-390	DONATIONS	0	5,363	0	0	0	0.00%
1-391	MISCELLANEOUS REVENUE	(54)	0	0	0	0	0.00%
1-392	INSURANCE RECOVERIES	5,996	0	0	0	0	0.00%
1-395	COST RECOVERIES	11,577	5,679	0	0	0	0.00%
1-505	WESTERN DIVERSIFICATION CAN	80,002	0	0	0	0	0.00%
1-527	BC HYDRO - POWER SMART INITI	816	0	0	0	0	0.00%
1-542	PROVINCIAL GRANTS - OTHER	0	0	25,000	0	(25,000)	(100.00%)
1-720	RETURN ON SHORT TERM INVEST	110,558	48,951	0	0	0	0.00%
1-793	RDNO RESERVE TRANSFERS	6,965,097	0	6,060,031	0	(6,060,031)	(100.00%)
1-825	FROM ICE PLANT EQUIP RESERVE	0	0	0	32,000	32,000	100.00%
1-827	FROM REC VEH & EQUIP RESERVE	0	44,566	53,487	0	(53,487)	(100.00%)
1-839	FROM PY UNEXPENDED BUDGET	0	0	15,000	0	(15,000)	(100.00%)
1-849	FROM CARRYOVER RESERVE	343,236	0	140,951	0	(140,951)	(100.00%)
1-894	FROM REC FACILITY MAJOR MAI	0	47,882	50,000	0	(50,000)	(100.00%)
1-895	FROM REC FACILITY OPERATING	350,398	0	100,000	0	(100,000)	(100.00%)
1-896	FROM REC FACILITY REPLACE (CIV	0	0	301,498	0	(301,498)	(100.00%)
Total		7,867,627	152,440	6,745,967	32,000	(6,713,967)	(99.53%)
Expenditures							
2-100	LABOUR CUPE B	173	494	0	0	0	0.00%
2-120	LABOUR CUPE A	8,497	3,320	0	0	0	0.00%
2-200	GENERAL SUPPLIES	130,379	27,392	0	0	0	0.00%
2-205	LICENCES, PERMITS & FEES	75,664	0	0	0	0	0.00%
2-231	FOOD & COFFEE	0	858	0	0	0	0.00%
2-270	NETWORK HARDWARE - REPLACE	0	1,534	0	0	0	0.00%
2-272	EQUIPMENT PURCHASES	68,625	71,144	0	0	0	0.00%
2-288	FACILITY RENTALS	0	141	0	0	0	0.00%
2-403	LEGAL FEES	1,527	4,931	0	0	0	0.00%
2-499	GENERAL CONTRACTS	7,720,872	6,593,461	0	0	0	0.00%
2-849	TO CARRYOVER RESERVE	140,951	0	0	0	0	0.00%
2-894	TO REC FACILITY MAJOR MAINT R	0	0	0	83,535	83,535	100.00%
2-911	INTERNAL CHARGES	75,228	0	0	0	0	0.00%
2-920	FLEET CHARGE	20	0	0	0	0	0.00%
2-999	PROJECTS - ONE-TIME	0	0	6,906,218	709,444	(6,196,774)	(89.73%)
Total		8,221,936	6,703,274	6,906,218	792,979	(6,113,239)	(88.52%)
Net		354,309	6,550,834	160,251	760,979	600,728	374.87%

Department Summary

2018 - 2019 Budget Changes:

The total Major Maintenance Projects budget for 2019 is \$760,979. This includes the \$83,535 repayment to reserves for Priest Valley Arena safety upgrades completed in 2018. In addition to the Major Maintenance projects listed below, the Priest Valley Arena will also see a refrigeration compressor being replaced with funding from the Ice Plant Equipment Reserve Fund, which is supported by the Vernon Curling Club in the amount of \$10,800 annually .

Priest Valley Arena Safety Upgrades reserve repayment \$83,535
Recreation Center Offices Window Replacement \$5,406
Lap Pool Disabled Lift Replacement \$15,000
Aquatic Centre Mix Valve Design/Repair \$34,686
Dogwood Gym Washroom \$50,000
Event Decking Kal Tire Place \$119,000 (using 30% US exchange rate)
Sea Can Storage \$6,000
Fitness Equipment \$10,000
Future Consulting Fee \$20,000
Hot Tub and Leisure Pool Sand filter Replacement \$150,000
Concession Space to Multi-Purpose Space Reno \$42,000
Mechanical Room Door Replacement \$4,352
Pool Mechanical Room Access Road \$10,000
Recreation Centre Security Cameras \$5,000
Centennial Zamboni Bay \$145,000
Aquatic Centre Chlorine Auto Shut Off \$30,000
Recreation Center Office Air Handler Reconfiguration \$31,000
Priest Valley Arena/Curling Club Compressor Replacement \$32,000

Department Summary

Department Summary: LAKER'S CLUBHOUSE (456)

Budget Year: 2019

Manager: Wayne Mihalicz

Division: Recreation - Laker's Clubhouse

Accounting Reference: 456

Stage: Approved

Approved: Yes

Purpose:

Lakers Clubhouse is a multipurpose facility that is located in the Okanagan Landing area of Vernon and has undergone extensive renovations over the past few years. The facility is used for recreation programs, camps and rentals as well as for City of Vernon meetings and workshops. The beautiful park like setting and entire wall of glass make this facility a favorite for small weddings, and events. This facility is NOT part of the Recreation Facilities and Programming Agreement. All funding comes from the City of Vernon.

Budget Summary

2019 Approved Net Budget	\$26,435
Prior Year Approved Net Budget	\$17,536
Budget Change	\$8,899
Budget Change by %	50.75%
2019 FTE	0.0
2018 FTE	0.0
FTE Change	0.0
FTE Change by %	0.00%

Outlook for Upcoming Budget:

Our challenge moving forward will be to entice participants to make the drive 'all the way out to Okanagan Landing' for programs. It is anticipated that the start up of the disc golf course adjacent to Lakers will create additional opportunities to rent the facility.

A one-time change request for the addition of irrigation to the grounds surrounding the building should entice groups to book and utilize this great facility. A change request will also be needed for 2019 to account for an increase in the water budget. This will be an ongoing yearly budget item if the irrigation system is installed. Due to the the increase in snow events in the last two years and an increase in contractor pricing there will need to be an increase for snow clearing 2019.

Highlights of Current Year:

Lakers continued to be a valuable resource for Recreation Services and the City of Vernon. Lakers has been utilized by the City for several staff training sessions, Council workshops and meetings. Events that were held at the facility included birthday parties, anniversary parties and weddings. The Programming Department makes good use of the facility during the summer with each week booked for children's camps. Due to the increased number of snow events and the rise in contractor costs, it is projected the operating budget will be slightly over budget for 2018.

Change Request for 2019:

Number	Name	Stage	Initial Cost	Annual Incremental Cost	Non-Tax Funding	Net Tax Rqmt for 2019	Net Tax Rqmt for 2020
AUTO - 2625	Lakers Clubhouse Grounds Project	Approved	\$38,364	\$0	\$38,364	\$0	\$0
AUTO - 2631	Lakers Club House - Additional mowing	Approved	\$4,000	\$4,000	\$0	\$4,000	\$4,000
Total Change Request			\$42,364	\$4,000	\$38,364	\$4,000	\$4,000

Department Summary

Department Summary: LAKER'S CLUBHOUSE (456)

Changes to Department:

						2018-2019 Budget Change	
GL Account	GL Account Description	2017 Actuals	2018 Actuals	2018 Budget	2019 Budget	\$	%
Revenues							
1-203	BOOKING ADMIN FEE	247	0	250	253	3	1.20%
1-204	AUDIO RIGHTS	387	272	0	0	0	0.00%
1-342	PROPERTY RENTALS	168	0	0	0	0	0.00%
1-346	RENTAL FEES	9,035	8,463	7,500	9,000	1,500	20.00%
1-397	CLEANING FEES	2,050	1,730	1,250	1,275	25	2.00%
1-792	INTERNAL REVENUE	1,124	492	2,000	2,040	40	2.00%
1-815	FROM UNAPPLIED BYLAW FUNDS	0	0	0	38,364	38,364	100.00%
1-839	FROM PY UNEXPENDED BUDGET	34,199	0	0	0	0	0.00%
Total		47,211	10,957	11,000	50,932	39,932	363.02%
Expenditures							
2-100	LABOUR CUPE B	2,044	44	1,545	3,678	2,133	138.06%
2-200	GENERAL SUPPLIES	229	342	1,525	1,300	(225)	(14.75%)
2-208	JANITORIAL SUPPLIES	485	102	350	350	0	0.00%
2-236	KITCHEN SUPPLIES	0	0	500	250	(250)	(50.00%)
2-450	ADVERTISING/PROMOTION CON	0	0	1,500	750	(750)	(50.00%)
2-453	SECURITY/ALARM CONTRACTS	472	335	530	650	120	22.64%
2-454	GARBAGE COLLECTION CONTRAC	190	236	266	250	(16)	(6.02%)
2-499	GENERAL CONTRACTS	46,139	17,840	13,926	17,972	4,046	29.05%
2-601	NATURAL GAS	1,149	922	1,000	1,000	0	0.00%
2-602	ELECTRICITY	1,924	1,379	1,600	1,600	0	0.00%
2-604	WATER SEWER	2,298	2,321	1,200	3,400	2,200	183.33%
2-612	WIFI & FIBRE	0	0	0	600	600	100.00%
2-613	TELEPHONES (LAND LINES)	0	0	0	720	720	100.00%
2-632	PROPERTY INSURANCE PREMIUM	4,076	4,150	4,094	4,233	139	3.40%
2-911	INTERNAL CHARGES	750	500	0	0	0	0.00%
2-920	FLEET CHARGE	981	7	500	2,250	1,750	350.00%
2-999	PROJECTS - ONE-TIME	0	0	0	38,364	38,364	100.00%
Total		60,737	28,177	28,536	77,367	48,831	171.12%
Net		13,526	17,220	17,536	26,435	8,899	50.75%

2018 - 2019 Budget Changes:

1-346 Rental Fee should see a small increase to reflect previous years actual revenue.

2-450 Advertising and promotion will see a slight reduction in budget to reflect actual cost.

2-499 General Contractor will see a significant increase to reflect actual snow clearing costs. There has also been a slight increase in grounds contractor costs.

2-612 Internet service has been budgeted moving forward in 2019. This was previously budgeted within the Information Services Department.

2-613 Land Line phone will be budgeted moving forward in 2019. This was previously budgeted within the Information Services Department.

CHANGE REQUESTS



Photo Credit: Robb Thompson

Change Request Summary

Name	Number	Department Responsible	FTE Impact	Request Amount	Annual	Non-Tax Funding	2018 Tax Funding
					Operating Cost		
Funded by Taxation							
Foothills Ravine Trail - Operating Costs	2638	PARKS TRAILS (632)		5,000	5,000	-	5,000
Beachcomber Lake Access - Operations Costs	2633	BOULEVARDS (411)		8,000	8,000	-	8,000
Bylaw Office in Parkade - Operating Costs	2649	PARKADE BUILDING (463)		12,000	12,000	-	12,000
Kin Beach - Cottonwood Trees Annual Maintenance	2628	KIN BEACH (663)		15,000	15,000	-	15,000
Becker Park/ Bike Skills Park - Operating Costs	2630	LOCAL PARKS GENERAL (600)		17,800	17,800	-	17,800
2018 Capital Projects - Operating Costs	2635	PAVED STREETS (415)		18,712	18,712	-	18,712
Lakeshore Park - Operating Costs	2634	LOCAL PARKS GENERAL (600)		38,900	38,900	-	38,900
Hurlburt Park - Operating Costs	2629	LOCAL PARKS GENERAL (600)		47,400	47,400	-	47,400
Lakers Clubhouse - Additional Mowing	2631	SMALL PARKS/ TOT LOTS (631)		4,000	4,000	-	4,000
DVA Downtown Maintenance Grant Increase	2636	GRANTS (145)		13,000	13,000	-	13,000
Secretary I, Protective Services	2666	BYLAW & PARKING (345)	0.5	34,500	34,500	-	34,500
Seasonal Enforcement Program	2608	BYLAW & PARKING (345)	1.0	85,952	85,952	-	85,952
Advisor, Occupational Health and Safety	2618	HR OH&S (152)	1.0	106,884	106,884	-	106,884
			2.5	407,148	407,148	-	407,148
2017 Unexpended Uncommitted Budget							
O'Keefe Ranch Grant Extension	2689	GRANTS (145)		\$ 50,000	\$ -	\$ 50,000	\$ -
Airport - Auditing of Safety Management System (SMS)	2674	AIRPORT (401)		30,000	-	30,000	-
Polson Park - Spary Park Improvements	2672	POLSON PARK (610)		6,500	-	6,500	-
Portable Radio Replacement	2610	BYLAW & PARKING (345)		6,900	-	6,900	-
Bylaw Compliance Cold Weather Jacket System	2662	BYLAW & PARKING (345)		5,000	-	5,000	-
				98,400	-	98,400	-
Funded by General Reserves							
PILOT PROJECT: Weekly City Centre Cleanup	2694	GRANTS (145)		8,000	-	8,000	-
PILOT PROJECT: Anti-Tag Team	2671	SAFE COMMUNITIES OFFICE (350)		15,000	-	15,000	-
PILOT PROJECT: Folks on Spokes and Sharps Hotline	2681	SAFE COMMUNITIES OFFICE (350)		33,000	-	33,000	-
New Downtown Washroom Facility	2650	DOWNTOWN WASHROOM (466)		165,000	-	165,000	-
Lakers Clubhouse Grounds Project	2625	LAKERS CLUBHOUSE (456)		38,364	-	38,364	-
				259,364	-	259,364	-
Funded by Sewer Utility Reserves							
Spray Irrigation - Replacement of Parts and Equipment	2641	SPRAY IRRIGATION (490)		50,000		50,000	-
High Lift Station Gang Switch	2642	SPRAY IRRIGATION (490)		30,000		30,000	-
MacKay Reservoir Main Dam Rip Rap Deficiencies	2643	SPRAY IRRIGATION (490)		30,000		30,000	-
Telemetry/ Communication for Lower and Upper Thorlakson Pump Station	2644	SPRAY IRRIGATION (490)		20,000		20,000	-
				130,000	-	130,000	-
TOTAL CHANGE REQUESTS RECOMMENDED			2.5	\$ 894,912	\$ 407,148	\$ 487,764	\$ 407,148

Change Request Information

Change Request: AUTO - 2638 - Foothills Ravine Trail - Operational costs

Budget Year: 2019

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: Costs associated with the operation and maintenance of the Foothills Ravine Trail scheduled for completion in 2018.

Justification: xm of the Foothills Ravine Trail will be completed in 2018. maintenace will include risk management, line trimming, garbage and litter collection, drainage control and repairs and grading.

Department Responsibility: PARK TRAILS (632)

Initial Cost: \$5,000.00

Annual Incremental Operation Cost: \$5,000.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00

Change Request Information

Change Request: AUTO - 2633 - Beachcomber Lake Access Operating Costs

Budget Year: 2019

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: Beachcomber Lake Access maintenance costs

Justification: Beachcomber Lake Access was completed in 2018. the maintenance of the site includes weekly line trimming, litter and garbage collection, weeding, debris removal, shore line and beach clean-up.

Department Responsibility: BOULEVARDS (411)

Initial Cost: \$8,000.00

Annual Incremental Operation Cost: \$8,000.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	8,000.00	8,000.00	8,000.00	8,000.00	8,000.00

Change Request Information

Change Request: AUTO - 2649 - Bylaw Offices in Parkade - Operating

Budget Year: 2019

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: Annual Operating Costs for Bylaw Offices in Parkade Building

Justification: Council, at the July 23, 2018 Regular Meeting, approved the expenditure of \$55,000 for the upgrade of offices in the Parkade Building to relocate Bylaw Compliance staff. The resolution approved at that meeting also directed staff to bring forward a change request to cover annual operating costs to maintain these offices. It is anticipated that these costs will be approximately \$12,000 with the following breakdown:

2-100	Labour CUPE B	1500
2-200	General Supplies	1000
2-452	Janitorial Contracts	4000
2-499	General Contracts	1000
2-601	Natural Gas	1500
2-602	Electricity	1500
2-604	Water Sewer	1000
2-920	Fleet	500
Total		12000

Department Responsibility: PARKADE BUILDING (463)

Initial Cost: \$12,000.00

Annual Incremental Operation Cost: \$12,000.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	12,000.00	12,240.00	12,485.00	12,735.00	12,990.00

Change Request Information

Change Request: AUTO - 2628 - Kin Beach - Cottonwood Trees

Budget Year: 2019

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: Removal of additional cotton wood trees

Justification: The parks operating budget currently contains \$15,000 of funding to remove three of the large cotton wood trees at Kin Beach per year. The trees in this area are deteriorating at an increasing rate and the rate of removal should be increased to six per year.

Department Responsibility: KIN BEACH PARK (663)

Initial Cost: \$15,000.00

Annual Incremental Operation Cost: \$15,000.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	15,000.00	15,000.00	15,000.00	15,000.00	15,000.00

Change Request Information

Change Request: AUTO - 2630 - Becker Park / Bike Skills Park Operational costs

Budget Year: 2019

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: Becker Park - Bike Skills Park

Justification: Operation and maintenance costs associated with the new bike skills park completed in 2018. Maintenance includes line trimming, garbage and litter control, tree care and maintenance, site and risk inspections, dust control, and annual grading and repair to the track.

Department Responsibility: LOCAL PARKS GENERAL (600)

Initial Cost: \$17,800.00

Annual Incremental Operation Cost: \$17,800.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	17,800.00	17,800.00	17,800.00	17,800.00	17,800.00

Change Request Information

Change Request: AUTO - 2635 - 2018 Capital Projects Operating Impact

Budget Year: 2019

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: Operational cost increases associated with capital projects completed in 2017

Justification: As presented to Council as part of the 2018 capital budget, the following operational increases were identified in order to provide ongoing maintenance for new assets included in the following projects completed in 2018:

- 30th Street and 35th Avenue: \$2700
- 28th Avenue Reconstruction Project: \$3812
- Transportation Safety Improvements: \$2000
- Transit Infrastructure Improvements: \$300
- Priority Sidewalks: \$8700
- Infill Sidewalks: \$1200

Department Responsibility: PAVED STREETS (415)

Initial Cost: \$18,712.00

Annual Incremental Operation Cost: \$18,712.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	18,712.00	18,712.00	18,712.00	18,712.00	18,712.00

Change Request Information

Change Request: AUTO - 2634 - Lakeshore Park - Operational costs

Budget Year: 2019

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: Lakeshore Park - Operation and Maintenance

Justification: Lakeshore Park is scheduled for construction the fall of 2018. The ongoing operations costs will included mowing, line trimming, litter and garbage collection, beach cleaning, parking lot maintenance, site and risk inspections, playground maintenance, cleaning of the porta-potti's, and maintenance of the bocce courts, picnic tables and benches.

Department Responsibility: LOCAL PARKS GENERAL (600)

Initial Cost: \$38,900.00

Annual Incremental Operation Cost: \$38,900.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	38,900.00	38,900.00	38,900.00	38,900.00	38,900.00

Change Request Information

Change Request: AUTO - 2629 - Hurlburt Park - Operating Costs

Budget Year: 2019

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: Operation and maintenance costs associated with Hurlburt Park

Justification: Hurlburt Park is scheduled to be completed in 2018. As detailed in the report presented to Council on August 26, 2018, the estimated annual operation and maintenance cost is \$47,700. This includes beach cleaning, washroom cleaning, tree care, dock repairs, parking lot maintenance, and other general parks services.

Department Responsibility: LOCAL PARKS GENERAL (600)

Initial Cost: \$47,400.00

Annual Incremental Operation Cost: \$47,400.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	47,400.00	47,400.00	47,400.00	47,400.00	47,400.00

Change Request Information

Change Request: AUTO - 2631 - Lakers Club House - Additional mowing

Budget Year: 2019

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: Increased mowing at the Lakers Club House disk golf course

Justification: The City currently mows the lakers disk golf course 3 times per year. Based on user feed back, the mowing should be increased to monthly (6 times per year)

Department Responsibility: SMALL PARKS/TOT LOTS (631)

Initial Cost: \$4,000.00

Annual Incremental Operation Cost: \$4,000.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00

Change Request Information

Change Request: AUTO - 2636 - DVA Downtown Maintenance

Budget Year: 2019

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: Additional funding has been requested from the DVA for landscaping services, included in 2019 budget for consideration as per Council resolution from the Regular meeting on August 13, 2018.

Justification: The DVA has requested that the City increase its current grant to the DVA from \$37,000 to \$50,000, an increase of \$13,000 in 2019 to account for increased landscape and maintenance costs within the BIA. The DVA has also requested an additional 3.5% per year thereafter.

Department Responsibility: GRANTS (145)

Initial Cost: \$13,000.00

Annual Incremental Operation Cost: \$13,000.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	13,000.00	14,750.00	16,561.00	18,435.00	20,376.00

Change Request Information

Change Request: AUTO - 2666 - Secretary I - Protective Services

Budget Year: 2019

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: This part-time clerical position will assist Protective Services by providing front counter and administrative coverage for the Bylaw Clerk and Crime Prevention Coordinator (CPC). This position will help with training preparation for Vernon RCMP Volunteers, completing the administrative work for 60 Vernon RCMP Volunteers and assisting the Block Watch Group with crucial records management tasks. The Secretary will also assist with preparing reports and program information delivery for Crime Free multi-housing buildings in the City of Vernon.

Justification: The relocation of the Bylaw Department to the downtown parkade has created a coverage issue for the Bylaw Clerk in order to keep a consistent level of front counter service. Previously this coverage was provided by front counter staff in other departments when Bylaw was located in the Community Services Building. Without this position the Bylaw department will have to use a Bylaw Compliance Officer to provide this coverage which would take them off the street for a portion of each day. This Secretary position would also provide clerical support, volunteer recruitment and training currently provided by the Community Policing Coordinator (CPC) which will allow the CPC to focus on the expansion of the City's Crime Prevention Programs and creation of new Block Watch Groups. The initiation and education of new Block Watch Groups in the City will add to the list of those who become part of the solution to crime prevention. This support will also allow more time to be dedicated to expanding the Crime Free Multi-Housing program initiated 6 years ago.

Department Responsibility: BYLAW & PARKING (345)

Initial Cost: \$34,500.00

Annual Incremental Operation Cost: \$34,500.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	34,500.00	35,194.00	35,900.00	36,622.00	37,362.00

Change Request Information

Change Request: AUTO - 2608 - Seasonal Enforcement Program

Budget Year: 2019

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: Seasonal Enforcement Program consisting of two temporary FT and two temporary PT Bylaw Officers to patrol and respond to complaints in the Downtown Core and Parks and Public Places to address the Street Entrenched, Transient, Overnight Temporary Sheltering and Homelessness.

Justification: Council at its Special Regular Open Budget meeting of December 1, 2016 adopted the following resolution:

"AND FURTHER, that Council approves a \$30,000 increase to the 2017 Protective Services budget to be utilized for extended summer staff hours for Bylaw Compliance Officers (earlier mornings/late evenings) in order to help address homeless issues in the Community;

AND FURTHER, that Council directs Administration to source the \$30,000 increase to the 2017 Protective Services Budget from 2015 unexpended funds, and that this item be reviewed for consideration of continuation at the 2018 budget deliberations."

Council at its Regular Open meeting of April 10, 2017, received a report from the Manager of Protective Services regarding Extension of Bylaw Compliance Officers beyond the current summer program and the following resolution resulted:

"AND FURTHER, that Council authorizes an extension to additional seasonal Bylaw Compliance hours for 2017 from April 10 – May 15 and September 15 to November 1, for service hours of 7am to 7pm, 5 days per week with additional costs of \$51,480 funding from the 2016 uncommitted unexpended year-end balance."

Council, at their Regular meeting held on Monday July 23, 2018, passed the following resolution:

"AND FURTHER That Council direct Administration to retain the current seasonal Bylaw Compliance enforcement program (April 1 – October 31, approximate) and bring forward this program as a 2019 budget request."

Bylaw Shift Coverage:

Core Business Hours: Current and as funded

Office Hours Monday to Friday 8:30 AM to 4:30 PM

Bylaw Compliance Officers patrol and respond to complaints throughout the city:

8:30 AM to 12:00 Midnight 7 days per week - one officer on day shift and two on evenings.

The afternoon shift will start earlier as winter arrives and it gets darker sooner, with a 10:00 PM shift end from November to April.

Seasonal Enforcement Program: request funding through taxation as this program has been approved the prior three years in a row.

Provides 7 day a week coverage primarily to the downtown core, Polson, Linear Parks and the mission area to address homelessness and the street entrenched.

2 F/T Officers

Monday and Tuesday 7:30 AM to 3:30 PM

Wednesday to Friday 11:00 AM to 7:00 PM

2 P/T Officers

Wednesday to Sunday 7:30 AM to 11:30 AM

Department Responsibility: BYLAW & PARKING (345)

Initial Cost: \$85,952.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$85,952.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	85,952.00	87,671.00	89,424.00	91,213.00	93,037.00

Change Request Information

Change Request: AUTO - 2618 - Advisor, Occupational Health and Safety

Budget Year: 2019

Change Request Type: Funded by Taxation

Change Request Stage: Approved

Description: Under the general supervision of the Manager, Occupational Health and Safety, the incumbent is responsible for fostering a culture of health and safety, developing, coordinating, scheduling, delivering, and documenting occupational health and safety initiatives and programs that create awareness and motivation, providing tools to employees that support the City of Vernon's unwavering commitment to health and safety. The City believes that everyone goes home safe and healthy everyday and that the City embraces a healthy, safety culture.

Justification: The City of Vernon continues to build its health and safety culture and has achieved many milestones over the past four (4) years. However, to continue to move the organization forward and to expand on the City's unwavering commitment to health and safety, additional resources are required to prioritize and plan work activities that align with the Human Resource Strategic Plan and the Strategic Priorities of Council.

Safety excellence leads to business excellence and progressive organizations know that every workplace safety incident incurs both direct costs (e.g., the cost of medical treatment) and indirect costs (e.g., loss of morale, damage to equipment, and loss of work time). For some, the cost of these incidents, including the reputational damage they inflict, is motivation enough for improving safety performance. Whatever the reason, as performance improves and a strong safety culture takes root, organizations achieve broader business excellence in addition to safety excellence by creating principles and structures that can be applied to other areas of the organization.

Department Responsibility: HUMAN RESOURCES - OH&S (152)

Initial Cost: \$106,884.00

Annual Incremental Operation Cost: \$106,884.00

Non-Tax Funding \$0.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	106,884.00	109,446.00	113,796.00	116,058.00	118,365.00

Change Request Information

Change Request: AUTO - 2689 - O'Keefe Ranch Grant extension

Budget Year: 2019

Change Request Type: Funded by Non-Tax
Sources

Change Request Stage: Approved

Description: The O'Keefe Ranch and Interior Heritage Society grant has been budgeted at \$50,000 for 2019 as per previous Council direction. This request is to maintain the grant amount at the 2018 level of \$100,000 - a \$50,000 increase.

Justification: Council, at their Regular meeting held on Monday September 24, 2018, passed the following resolution:

“THAT the 2018 grant of \$100,000 to the O’Keefe Ranch and Interior Heritage Society be extended and added as a budget item (\$100,000) in the 2019 budget for consideration by the next council.

CARRIED.”

Department Responsibility: GRANTS (145)

Initial Cost: \$50,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$50,000.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	0.00	0.00	0.00	0.00	0.00

Change Request Information

Change Request: AUTO - 2674 - Airport - Auditing of Safety Management System (SMS)

Budget Year: 2019

Change Request Type: Funded by Non-Tax
Sources

Change Request Stage: Approved

Description: Auditing of Safety Management System (SMS)

Justification: Transport Canada regulations requires that the Airport conduct an Audit of its safety management system every three years and that it must be conducted by an independent qualified Auditor. The funding requested is for a qualified consultant to perform the audit to meet this regulation.

Department Responsibility: AIRPORT (401)

Initial Cost: \$30,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$30,000.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	0.00	0.00	0.00	0.00	0.00

Change Request Information

Change Request: AUTO - 2672 - Polson Park - Spray Park Improvements

Budget Year: 2019

Change Request Type: Funded by Non-Tax Sources

Change Request Stage: Approved

Description: Polson Park - Spray Park

Justification: A recent inspection of the Polson Spray Park by Interior Health identified a number of improvements that are required in order to continue with the operation of the Spray Park. The items include some one time improvements as well as ongoing improvements to maintenance as follows:

- Construction of a cement pad at the entrance to the spray park adjacent to the playground to limit amount of organic debris entering the site (one time cost \$2500)
- Repair sections of the asphalt/rubberized surface to limit water ponding (one time cost \$2500)
- Replace existing flow meter and reservoir float (one time cost \$1500)
- Provide daily pressure washing of rubberized surface (ongoing cost of \$5000 included in operating budget)

Department Responsibility: POLSON PARK (610)

Initial Cost: \$6,500.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$6,500.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	0.00	0.00	0.00	0.00	0.00

Change Request Information

Change Request: AUTO - 2610 - Portable Radio Replacement

Budget Year: 2019

Change Request Type: Funded by Non-Tax
Sources

Change Request Stage: Approved

Description: Purchase 6 portable radios, extension microphones, 6 station charger, base station radio with power supply.

Justification: Bylaw Compliance Officers use 1 portable radio per officer on shift for communications and officer safety. During the summer season, 4 Seasonal Enforcement Unit Officers, 2 summer students, 2 traffic officers, 2 regulatory officers and the manager (for a total of 11 radios) will be working on weekdays. Portable radios permit tactical communications between officers and aid situational awareness. With the loss of Fire Dispatch (October 2018), on duty officers will status keep with the Bylaw Clerk weekdays during their shift requiring a the purchase of a base station radio as a portable doesn't operate well inside a building.

Department Responsibility: BYLAW & PARKING (345)

Initial Cost: \$6,900.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$6,900.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	0.00	0.00	0.00	0.00	0.00

Change Request Information

Change Request: AUTO - 2662 - Bylaw Compliance Cold Weather Jacket Systems

Budget Year: 2019

Change Request Type: Funded by Non-Tax
Sources

Change Request Stage: Approved

Description: Replacement Safety Rain and Cold Weather Jacket systems for Bylaw Compliance Officers to replace the initial purchase made in 2007/2008.

Justification: A Uniform Safety Rain and Cold Weather Jacket with fleece liner is worn by Bylaw Compliance Officers. These Jackets with reversible safety liners as well as the fleece inserts are now reaching end of life. 7 officers received replacements in 2015, leaving 10 for replacement.

Department Responsibility: BYLAW & PARKING (345)

Initial Cost: \$5,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$5,000.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	0.00	0.00	0.00	0.00	0.00

Change Request Information

Change Request: AUTO - 2694 - PILOT PROJECT: Weekly City Centre cleanup initiative

Budget Year: 2019

Change Request Type: Funded by Non-Tax Sources

Change Request Stage: Approved

Description: As per one of the Activate Safety Task Force recommendations, Council supported a weekly neighbourhood cleanup initiative in 2018 for the City Centre, including Polson Park, by the North Okanagan Youth & Family Services Society (NOYFSS) and the Upper Room Mission. That resolution from Council also included bringing this program forward for consideration in the 2019 budget at an estimated annual cost of \$8,000. This cost is determined by an estimated cost of \$200 for each weekly cleanup over a 40 week (8 month) period from March to November.

Justification: In response to one of the Activate Safety Task Force recommendations, Council had previously directed Administration to negotiate a service agreement with NOYFSS and the Upper Room Mission to expand monthly cleanups in the City Centre neighbourhood, including Polson Park, to a weekly model. They were very receptive to this idea and implemented weekly cleanups for the end of 2018, for which Council provided a total of \$2,000 (to cover the period from October to early December). As per the Council resolution of September 4, 2018, Council is to consider extending the program into 2019.

Department Responsibility: GRANTS (145)

Initial Cost: \$8,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$8,000.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	0.00	0.00	0.00	0.00	0.00

Change Request Information

Change Request: AUTO - 2671 - PILOT PROJECT: Anti-Tag Team

Budget Year: 2019

Change Request Type: Funded by Non-Tax
Sources

Change Request Stage: Approved

Description: Two 13 week temporary full-time summer positions to address tagging and unwanted graffiti on a proactive basis.

Justification: Recommendation from the Activate Safety Task Force as tagging and unwanted graffiti remains a problem.
Request one time funding to see if program achieves Council goals.

Department Responsibility: SAFE COMMUNITIES: OFFICE (350)

Initial Cost: \$15,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$15,000.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	0.00	0.00	0.00	0.00	0.00

Change Request Information

Change Request: AUTO - 2681 - PILOT PROJECT: Folks on Spokes and Sharps Hotline

Budget Year: 2019

Change Request Type: Funded by Non-Tax Sources

Change Request Stage: Approved

Description: Sharps Hotline and Folks on Spokes Pilot Program: To operate March-November 2019.

Daily sharps cleanup in identified hotspots along a planned route coordinated with the North Okanagan Youth and Family Services Society and the Upper Room Mission's weekly program by trained volunteers travelling by bicycle. Where time permits a Community Safety Office trained volunteer can also respond to Hotline calls from the public about the location of improperly disposed sharps. A Folks on Spokes team will attend the scene with retrieval kits, remove discarded sharps and paraphernalia and transport safely to the host agency for proper disposal.

Hours of operation 8 AM to 4 PM weekdays with after hours and weekend calls forwarded to Vernon Bylaws for dispatch of a Bylaw Compliance Officer.

Request one time funding to see if program achieves Council goals.

Council, at their Regular meeting held on Monday September 24, 2018, passed the following resolution:

"THAT Council support the weekly cleanup initiative of the City Centre neighbourhood, including Polson Park, by the North Okanagan Youth and Family Services Society and the Upper Room Mission in 2018 for ten weeks at \$200 per week (\$2,000 total), to be funded by the prior year unexpended, uncommitted balance;

AND FURTHER, that Council supports in principle weekly cleanups in 2019, at a cost of \$8,000, and directs Administration to refer consideration of funding to the 2019 Budget deliberations.

CARRIED."

Council, at their Regular meeting held on Monday September 24, 2018, passed the following resolution:

"THAT Council receive for information the memo titled Activate Safety Task Force Recommendation Regarding Needle Exchange/Refund Program and dated September 19, 2018 from the Director, Community Infrastructure and Development.

THAT Council amends the resolution to add:

'AND FURTHER, that Council directs Administration to review the feasibility of daily clean ups in the identified hot spots, in conjunction with the weekly program operated by the North Okanagan Youth and Family Services Society, for inclusion in the Folks for Spokes program, under Community Safety.'

CARRIED."

Initial cost to implement estimated at \$33,000 in first year and then \$27,000 per year broken down as follows:

ONE-TIME: \$6,000 for Start Up Costs consisting of equipment, sharps handling materials and advertising with 4 x bikes and associate gear and the dedicated telephone line, posters and brochures.

ON-GOING: \$25,000 – Volunteer Honorariums and on call stipend - \$50 per day x 2 peers (approximately 8 months of year)

\$2,000 - Uniforms, bicycle maintenance and dedicated phone line

Department Responsibility: SAFE COMMUNITIES: OFFICE (350)

Initial Cost: \$33,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$33,000.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	0.00	0.00	0.00	0.00	0.00

Change Request Information

Change Request: AUTO - 2650 - New Downtown Washroom Facility

Budget Year: 2019

Change Request Type: Funded by Non-Tax
Sources

Change Request Stage: Approved

Description: Installation of New Downtown Washroom Facility on west side of Hwy 97

Justification: The existing Downtown Washroom Facility is located on the east side of Hwy 97, north of Cenotaph Park. At the September 24, 2018 Regular Meeting, Council approved the following resolution:

"THAT Council support in principle the installation of a Portland Loo-style washroom facility on the west side of Highway 97 as described in the report titled Activate Safety Task Force Recommendation Follow Up: 24/7/365 Washrooms and dated September 17, 2018 as submitted by the Director, Community Infrastructure and Development;

AND FURTHER, that Council refer consideration of funding for the Portland Loo-style washroom facility to the 2019 budget deliberations."

The cost of the unit is estimated at \$160,000 plus \$5,000 contingency with annual operating costs expected to be approximately \$24,670 annually.

One half of the annual operating costs have been added to the operating budget for Downtown Washrooms (466).

Department Responsibility: DOWNTOWN WASHROOM (466)

Initial Cost: \$165,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$165,000.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	0.00	0.00	0.00	0.00	0.00

Change Request Information

Change Request: AUTO - 2625 - Lakers Clubhouse Grounds Project

Budget Year: 2019

Change Request Type: Funded by Non-Tax
Sources

Change Request Stage: Approved

Description: Installation of irrigation system and grounds repair to Lakers Clubhouse property.

Justification: The installation of irrigation system and repairs to grounds at Lakers Clubhouse will help promote this great property and assist in increasing revenue through bookings.

Department Responsibility: LAKER'S CLUBHOUSE (456)

Initial Cost: \$38,364.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$38,364.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	0.00	0.00	0.00	0.00	0.00

Change Request Information

Change Request: AUTO - 2641 - Spray Irrigation - Replacement of Parts and Equipment

Budget Year: 2019

Change Request Type: Funded by Non-Tax
Sources

Change Request Stage: Approved

Description: Purchase of above ground aluminum line, valve hydrants, hose reels, gear boxes, chlorine system parts, pressure reducing valves, timing chains and sprockets that are immediately critical to maintaining the spray irrigation system.

Justification: The spray irrigation program has been in place almost 41 years. Replacement of worn parts and equipment is necessary due to the deteriorated condition.

An asset management plan for Spray Irrigation was approved in the 2018 budget and is underway. Anticipated completion of the asset management plan is mid 2019 which will determine future capital expenditure and maintenance requirements. Completion of this project will allow for a thorough review and analysis of existing rates structure to fund future capital and maintenance requirements.

Department Responsibility: SPRAY IRRIGATION (490)

Initial Cost: \$50,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$50,000.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	0.00	0.00	0.00	0.00	0.00

Change Request Information

Change Request: AUTO - 2642 - High Lift Station gang switch

Budget Year: 2019

Change Request Type: Funded by Non-Tax
Sources

Change Request Stage: Approved

Description: Replace gang switch and power pole.

Justification: The power pole is at the end of its life cycle and needs replacement. The gang switch (cut - outs) is an older style and type and work independently per phase, any change in the wood condition affects the movement and contact points of the switch. This needs to be brought to current standards.

Department Responsibility: SPRAY IRRIGATION (490)

Initial Cost: \$30,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$30,000.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	0.00	0.00	0.00	0.00	0.00

Change Request Information

Change Request: AUTO - 2643 - MacKay Reservoir Main dam rip rap deficiencies

Budget Year: 2019

Change Request Type: Funded by Non-Tax
Sources

Change Request Stage: Approved

Description: Rip-rap deficiencies have been noted in the annual Dam Safety review.

Justification: There are two main reasons that the rip rap has been deemed deficient. 1. Poor quality rip rap that is disintegrating due to freeze - thaw cycles ; and 2. poor or insufficient placement of rip rap.

Department Responsibility: SPRAY IRRIGATION (490)

Initial Cost: \$30,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$30,000.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	0.00	0.00	0.00	0.00	0.00

Change Request Information

Change Request: AUTO - 2644 - Telemetry/communication for lower and upper Thorlakson pump station

Budget Year: 2019

Change Request Type: Funded by Non-Tax
Sources

Change Request Stage: Approved

Description: Communication / telemetry system upgrade.

Justification: To automate the start/stop controls and the suction and discharge pressure so the pump stations can operate independently or in unison.

Department Responsibility: SPRAY IRRIGATION (490)

Initial Cost: \$20,000.00

Annual Incremental Operation Cost: \$0.00

Non-Tax Funding \$20,000.00

Net Tax Requirement:	2019	2020	2021	2022	2023
	0.00	0.00	0.00	0.00	0.00

CAPITAL



CAPITAL PLAN OVERVIEW

SUSTAINABLE INFRASTRUCTURE

Like many growing communities, Vernon faces significant costs in the maintenance, replacement and extension of our infrastructure. Asset management helps ensure that we are maximizing the service life of our infrastructure and minimizing the financial implications of new or expanded infrastructure.

In 2013, Council initiated a cumulative capital levy of 1.9%. This is one component of managing the funding and the costs associated with sustainable asset management. Minimizing the costs through revised standards and annual maintenance is also an important part of the equation.

2019 CAPITAL PROJECT OVERVIEW

The projects contained in the 2019 Capital Projects are consistent with the 2018 Rolling 4 Year Capital Plan. The projects contained in the 2019 Capital Project list continue to strategically replace City of Vernon assets as guided by the City's asset management plans and planned improvements to support continued growth of the community.

Highlights of the 2019 Capital Projects include:

- the 30th Street, 29th Street and 39th Avenue Improvement and Utility Rehabilitation project that will complete over a decade of work to create the North / South transportation connection of 30th Street and 29th Street for pedestrians, cyclist, transit and vehicles;
- advancement of Sewer Extension to the Okanagan Landing through the Cameo and Aquarius neighborhoods should the petitioning process favor sewer extension;
- the 48th Avenue Road Improvement and Utility Reconstruction (29th to Highway 97) that will rehabilitate the drainage infrastructure in 48th Avenue and add a multi-use path on 48th Avenue from 29th Street to Highway 97 and commercial and hotels in the Anderson way subdivision; and
- the Upper BX Creek Sedimentation Basin will provide resiliency to seasonal sediment transport and flooding in the Upper BX Creek.

Continuing the replacement of aged and failed infrastructure and prioritizing the replacement through the gathering of more condition assessments fill out the capital list.

There are 32 capital projects planned for 2019, with a total value of \$21.9 million.

Capital Expenditure Summary

Capital Category	2019
Roadway Projects	\$9,324,672
Wastewater Projects	\$4,728,574
Drainage Projects	\$5,154,452
Facility Projects	\$750,000
Airport Projects	\$600,000
Parks Projects	\$1,344,000
Totals (31 Projects)	\$21,901,698

FUTURE ANNUAL OPERATIONS AND MAINTENANCE COSTS

Future annual operations and maintenance (O&M) includes ongoing costs associated with the completed projects (such as utility charges, maintenance, repair, custodial costs, etc.), and are incorporated in the annual operating budget as projects are completed. A summary of the annual O&M costs associated with the 2019 capital budget is as follows:

Future Annual Operations and Maintenance Costs

	2019
Roadway/Boulevard Projects	\$10,938
Sanitary System	\$8,925
Stormwater System	\$5,235
Parks Projects	\$43,200
Total	\$68,298

INFRASTRUCTURE REPORT CARD 2018

Roadway System

Roadway System Notes

- Most of the system is in the Fair condition range.
- Expensive road base repairs on arterials due to failing surface condition and deficit.
- Appurtenances includes ditches, traffic signals, streetlights and parking meters.

Roadway System Score Card

Asset Component	Life Remaining	Age Rating
Arterials	45%	Fair
Collector Roads	54%	Fair
Local Roads/Alleys	46%	Fair
Structures	77%	Good
Sidewalks	59%	Fair
Appurtenances	39%	Fair

Estimated Roadway Values

Asset Category	Estimated Value
% of City Assets	46%
Average Remaining Life	50%
Replacement Value (RV)	\$389 million
Deficit (Backlog)	\$45 million
Deficit as % of RV	11%
Average Design Life	45 years
AALCI*	\$8.7 million

Rating Scale

Good 100-65%	Fair 64-35%	Poor 34-0%
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* AALCI: the Average Annual Life Cycle Investment
[Ideal budget: annual depreciation of replacement value]

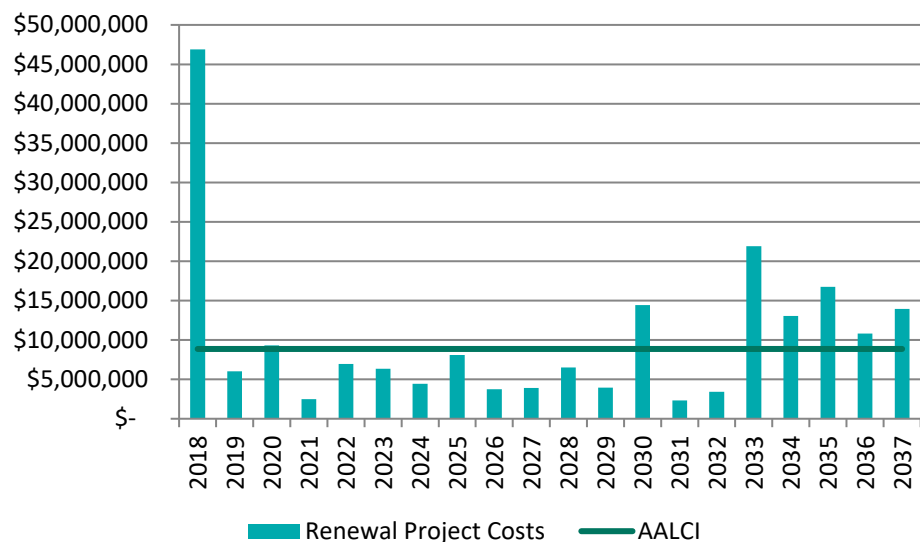


Roadway assets represent
46% of our City's public
infrastructure

Roadway System Components

Asset Component	Quantity	Average Life	Life Remaining	Replacement Value
Arterials	34 km	27 years	11 years	\$58 million
Collector Roads	77 km	44 years	23 years	\$84 million
Local Roads/Alleys	205 km	69 years	31 years	\$170 million
Structures	48 Units	73 years	55 years	\$11 million
Sidewalks	192 km	57 years	32 years	\$37 million
Appurtenances	Various	22 years	8 years	\$30 million

20 Year Roadway Funding Needs and AALCI



Contact:

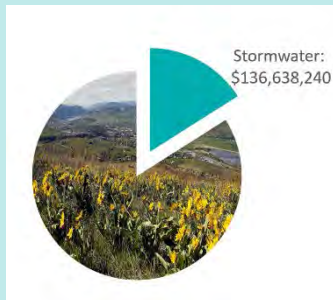
Mark Dowhaniuk, P.Eng.
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INFRASTRUCTURE REPORT CARD 2018

Stormwater System

Stormwater System Notes

- Gravity mains make up 62% of the stormwater system.
- Gravity mains have \$5 million of replacement backlog
- Roadway culverts are failing and account for \$5.5 million of the total stormwater system.



Stormwater assets represent 16% of our City's public infrastructure

Contact:

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Stormwater System Score Card

Asset Component	Life Remaining	Age Rating
Storm Culverts	33%	Poor
Mains (pipe)	58%	Fair
Catch Basins	58%	Fair
Manholes	52%	Fair
Inlets & Outfalls	61%	Fair
Treatment Devices	80%	Good
Roadway Culverts	49%	Fair

Rating Scale

Good 100-65%	Fair 64-35%	Poor 34-0%
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Estimated Stormwater Values

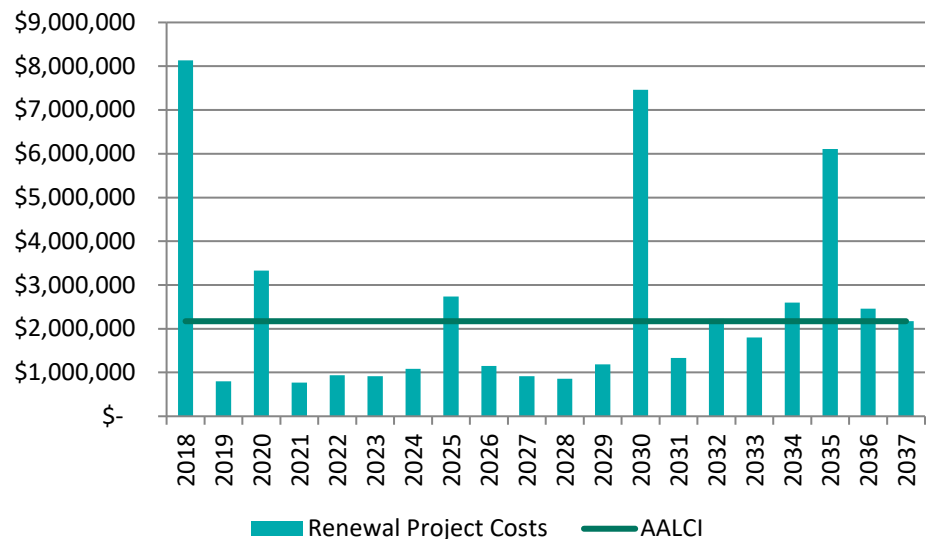
Asset Category	Estimated Value
% of City Assets	16%
Average Remaining Life	56%
Replacement Value (RV)	\$137 million
Deficit (Backlog)	\$9.5 million
Deficit as % of RV	6.9%
Average Design Life	63 years
AALCI*	\$2.2 million

* AALCI: the Average Annual Life Cycle Investment
[Ideal budget: annual depreciation of replacement value]

Stormwater System Components

Asset Component	Quantity	Average Life	Life Remaining	Replacement Value
Storm Creek Culverts	25 Units	71 years	21 years	\$6.1 million
Mains (pipe)	195 km	71 years	46 years	\$85 million
Catch Basins	5,073 Units	60 years	35 years	\$15 million
Manholes	3,308 Units	50 years	24 years	\$20 million
Inlets & Outfalls	311 Units	50 years	28 years	\$3.7 million
Treatment Devices	61 Units	60 years	48 years	\$0.7 million
Roadway Culverts	12 km	60 years	27 years	\$5.5 million

20 Year Stormwater Funding Needs and AALCI



INFRASTRUCTURE REPORT CARD 2018

Wastewater System

Wastewater System Notes

- The entire system is in Fair condition.
- Collection lift stations have on average 9 years remaining life.
- Collection gravity mains and manholes have \$6 million of replacement backlog



Wastewater assets represent 28% of our City's public infrastructure

Contact:

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Wastewater System Score Card

Asset Component	Life Remaining	Age Rating
Collection	59%	Fair
Treatment	57%	Fair
Disposal	39%	Fair

Estimated Wastewater Values

Asset Category	Estimated Value
% of City Assets	28%
Average Remaining Life	54%
Replacement Value (RV)	\$234 million
Deficit (Backlog)	\$20 million
Deficit as % of RV	8.5%
Average Design Life	50 years
AALCI*	\$4.7 million

Rating Scale

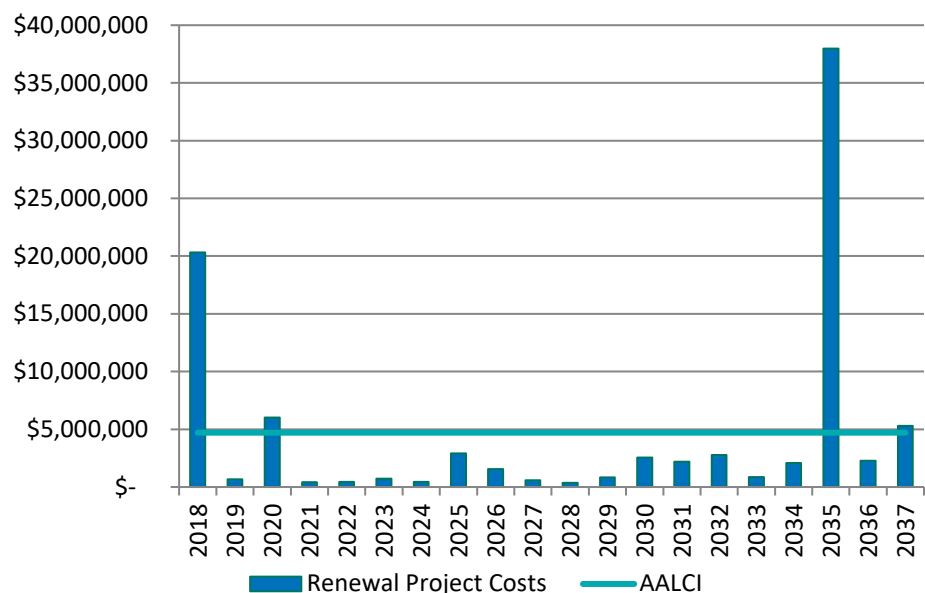
Good 100-65%	Fair 64-35%	Poor 34-0%
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* AALCI: the Average Annual Life Cycle Investment
[Ideal budget: annual depreciation of replacement value]

Wastewater System Components

Asset Component	Average Life	Life Remaining	Replacement Value
Collection	63 years	37 years	\$142 million
Treatment	30 years	17 years	\$36 million
Disposal	45 years	18 years	\$57 million

20 Year Wastewater Funding Needs and AALCI



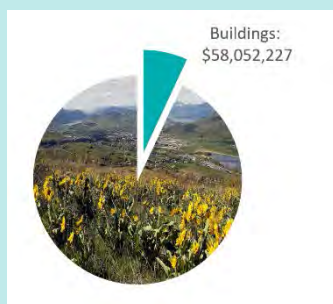
*Note: Wastewater treatment plant slated for replacement 2035 (36M)

INFRASTRUCTURE REPORT CARD - 2018

Building Assets

Building Assets Notes

- Building condition is Poor.
- Recreational and O'Keefe structures have deficits of \$2 million and \$3 million, respectively.
- Average remaining life of O'Keefe structures is approximately 3 years.



Building assets represent 7% of our City's public infrastructure

Contact:

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Infrastructure Engineer
City of Vernon, BC
250.550.3634
mdowhaniuk@vernon.ca

Building Assets Score Card

Asset Component	Life Remaining	Age Rating
Administrative	23%	Poor
Sanitary System	35%	Fair
Recreational	22%	Poor
O'Keefe	9%	Poor

Estimated Building Values

Asset Category	Estimated Value
% of City Assets	7%
Average Remaining Life	22%
Replacement Value (RV)	\$58 million
Deficit (Backlog)	\$19 million
Deficit as % of RV	17%
Average Design Life	51 years
AALCI*	\$1.1 million

Rating Scale

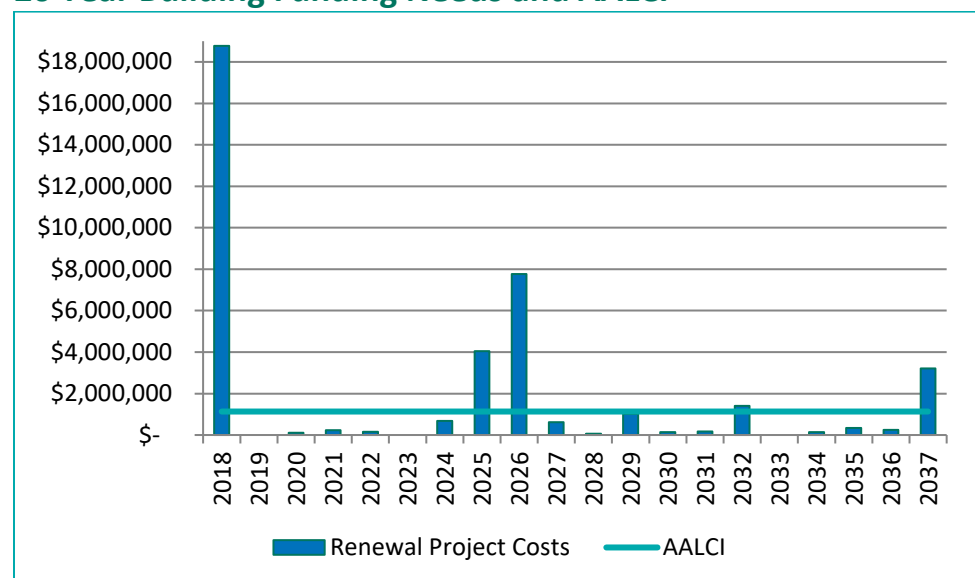
Good 100-65%	Fair 64-35%	Poor 34-0%
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* AALCI: the Average Annual Life Cycle Investment
[Ideal budget: annual depreciation of replacement value]

Building Assets Components

Asset Component	Quantity	Average Life	Life Remaining	Replacement Value
Administrative	23 Units	53 years	12 years	\$31 million
Sanitary System	12 Units	35 years	12 years	\$2.5 million
Recreational	28 Units	57 years	12 years	\$20 million
O'Keefe	18 Units	34 years	3 years	\$4.2 million

20 Year Building Funding Needs and AALCI



Capital Project List

Project #	Title	Description	2019 Revenue	2019 Expense	Operating Impact
2019-01	30 ST ROAD IMPROVEMENT AND UTILITY RECONSTRUCTION	This is the final phase for the 30th Street corridor which connects 30th Street to 29th Street from 37th Avenue to 41st Avenue. The project includes the construction of a new road through the Civic Arena property, rehabilitation of old sanitary, storm, and road infrastructure, a separated multi-use pathway on the east side of 30th Street and a new intersection connection for the railway crossing at 39th Avenue. This project is an important milestone for Vernon's transportation improvements as it will finalize a key North/South Arterial route for pedestrians, cyclists, vehicles and transit from Polson Park, through the downtown, to the Village Green Centre at 48th Avenue. RDNO is including the watermain replacement on 29th Street and 39th Avenue as part of their 2019 Budget request.	5,824,956	5,824,956	
2019-02	BX CREEK SEDIMENT CONTROL STRUCTURE	The construction of a sediment control structure to manage the transport of sediment down Upper BX Creek. The project will protect the capacity of Upper BX Creek and mitigate risk associated with seasonal flooding. The location is to be confirmed pending regional cooperation but the ideal location is upstream of City limits near the BX Ranch Park due to the flatter grade of the creek in this stretch of BX Creek.	1,196,731	1,196,731	
2019-03	48 AVENUE DRAINAGE AND ROAD REHABILITATION	This project involves the reconstruction and rehabilitation of deteriorated storm sewer (320m) and roadway due to seasonal ponding on 48 Avenue from 32nd St to 29th St. The project will also include a storm sewer lift station, storm sewer treatment devices and a 3m wide by 500m long Multi-Use Pathway on the north side of 48th Avenue to connect 29th Street to the pathway along Highway 97 and the hotels and commercial in Anderson Way.	2,682,000	2,682,000	
2019-04	15 AVE REHABILITATION	This project includes road and storm rehabilitation in 15th Avenue and proposed right of way across Department of National Defence (DND) land to Vernon Creek to allow repair of failing storm outfall pipe and new outfall structure. The City has been working cooperatively with DND to address a failed storm outfall to Vernon Creek that drains the DND lands south of 15 Avenue. The City is working on a funding agreement that would see DND be major funder for the project and the City would contribute towards 15th Avenue road reconstruction portion. The project would only proceed if an agreement is finalized.	2,200,000	2,200,000	12,773
2019-05	AIRPORT RUNWAY REPLACEMENT	The project was identified in Phase I of the Vernon Regional Airport Master Plan, which includes the immediate improvements that are required in the short term, between one to five years. The reconstruction of the runway was completed in 2017 and the renovation of the terminal building is to be completed by the end of 2018.	280,450	600,000	
2019-06	LAND ACQUISITION	Land acquisition to support the capital projects in the 2019 and in future capital programs. Funding for 2019 will support land acquisition to support trail connections described in the Parks Master Plan, small corner purchases for capital works project and effort related to further land purchase along Okanagan Lake for future phases of Lakeshore Park.	350,000	350,000	
2019-07	INCREASE ROAD MAINTENANCE	Crack sealing and chip sealing at priority locations in 2019 as identified by the road asset condition report. This is annual funding that matches the \$100,000 in Operations budget and prolongs life of roads through recommended annual maintenance.	0	98,655	

Capital Project List

Project #	Title	Description	2019 Revenue	2019 Expense	Operating Impact
2019-08	INCREASE OVERLAY BUDGET	Through the road asset management analysis in the Integrated Transportation Framework the recommended overlay budget at the end of the 10 year cumulative 1.9% Infrastructure Levy is \$1,500,000. This additional \$200,000 will bring the total overlay budget to \$1,400,000.	0	200,000	
2019-09	CAPITAL DESIGN	Design of 2020 capital projects in 2019 enables projects to be ready earlier for tender and construction, thereby reducing bid costs. Project Management principles recommend design and property acquisition in the year prior to construction. The major capital projects for 2020 being designed include: -Kalamalka Lake Road (14th Avenue to Highway 6) -35th Avenue Reconstruction (30th Street to 34th Street) -Pleasant Valley Road (BX Creek to 48th Avenue)	915,153	1,371,835	
2019-10	INFRASTRUCTURE ENGINEER	Engineer to increase project delivery capacity to deliver the annual capital program.	0	121,521	
2019-11	PIPE VIDEO INSPECTION	Program to fund annual inspection of storm and sanitary sewer main in conjunction with purchase of CCTV video inspection system.	20,000	40,000	
2019-12	CIPP STORM & SANITARY REHAB	Cured In-Place Piping (CIPP) is an annual program that performs rehabilitation of sewer and storm piping through relining of the existing pipe. This form of rehabilitation avoids performing extensive open cut replacement and has many cost advantages over conventional reconstruction.	300,000	600,000	
2019-13	FUND STORM MAINTENANCE AT VARIOUS LOCATIONS (PW and UTILS)	Council endorsed incremental increase of the current annual storm water maintenance budget in order to implement a preventative maintenance program which includes a shifting of capital budget for the preventative maintenance work.	0	363,000	
2019-14	PRIORITY DRAINAGE IMPROVEMENT PROJECT	Funding to address priority drainage improvement. Identified project for 2019 is improving the ditch and overland flow routes along Okanagan Landing Road between 8105 and 8219.	90,000	90,000	
2019-15	BUILDING FACILITY RENEWAL	The project consists of priority renewal or replacement projects as identified in the Building Condition Asset Management Plan.	0	550,000	
2019-16	TRANSPORTATION SAFETY IMPROVEMENTS	The City receives requests from the public throughout the year related to transportation safety concerns. These concerns typically involve pedestrian crossings, overhead flashing crosswalk on multi-lane roadways roadside barriers, traffic calming, and other miscellaneous requests. \$100,000 is dedicated to addressing transportation safety improvements as issues arise.	0	100,000	
2019-17	TRANSIT & BIKE PARKING INFRASTRUCTURE IMPROVEMENTS	Two transit stops have been identified that require improved accessibility. One is located on Bella Vista Road at Planet Bee (one eastbound and one westbound stop). The third location is northbound on Alexis Park Drive, just north of 42nd Avenue. The goal is to use these funds to provide transit stop pads that meet accessibility guidelines for those with mobility restrictions. It is estimated that each location would cost approximately \$5,000 to improve (depending on final detailed design). The remaining funds would be used to meet the parking needs of cyclists in the City Centre. Areas of the City Centre lack safe and secure bicycle parking. Lack of secure bike parking discourages residents from cycling and leads to improper locking of bikes to parking metres, trees, and street furniture. Costs would be allocated as determined through a review of the bike parking inventory within the City Centre and in consultation with the Downtown Vernon Association.	30,000	30,000	400

Capital Project List

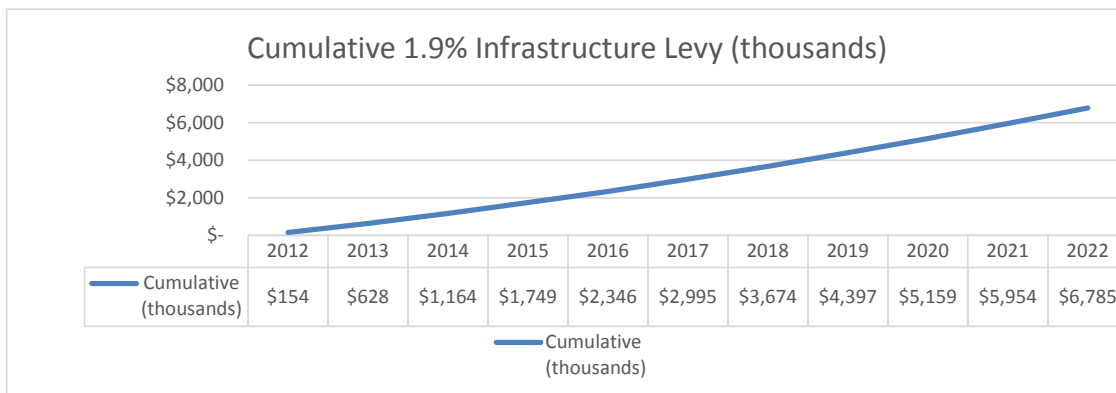
Project #	Title	Description	2019 Revenue	2019 Expense	Operating Impact
2019-18	POLSON PARK MULTI-USE PATH	The project consists of pathway improvements and for the cycle connection between Polson Park and the Kalamalka Lake Road multi-use pathway. Letdowns and bollards would be required to improve cycling access. 440 m of the multi-use pathway would require road/path structure, asphalt and lighting. New signage and pavement markings would be provided throughout the project.	0	432,000	5200
2019-19	15TH ST / MIDDLETON WAY NETWORK CONNECTION	<p>During public participation sessions that informed the City's Pedestrian and Bike Master Plan, a protected pedestrian and cycling connection along 15th Street and Middleton Way was identified by residents as one of the highest priority network connections across the City.</p> <p>This project proposes a widened shoulder separated from vehicle traffic using concrete barriers.</p> <p>This connection would improve pedestrian connectivity between the Middleton Mountain and Easthill neighbourhoods and provide a safe route to school for Vernon Secondary School and Hillview Elementary students. The Youthful Vernon Strategy recommends accelerating active transportation projects in areas around schools. Access to services at the Vernon Health Unit would also be improved.</p> <p>Utilizing concrete barriers is a cost-effective solution that would immediately improve connectivity. As the barriers are moveable the project could be adjusted as the area develops.</p>	0	193,000	3000
2019-20	INFILL SIDEWALKS	<p>Design drawings for 15 relatively short sidewalk sections were prepared. While these locations are relatively short in length, they will greatly improve pedestrian connectivity in the City. \$60,000 is put aside each year from 2017 to 2020 for the design and construction of these 15 segments.</p> <p>In 2019, it is planned to construct two segments for the \$60,000 budget, including:</p> <ul style="list-style-type: none"> • 19th Street (existing sidewalk to 40th Avenue); and, • 27th Avenue (existing sidewalk 180 metres west of 43rd Street to existing sidewalk). <p>The following table shows the remaining infill sidewalk segments</p>	0	60,000	
2019-21	SIGNAL TIMING PROGRAM	<p>This project includes three key aspects:</p> <p>1) A review of the signal timing coordination along 27th Street (between Highway 6 and 48th Avenue) to improve traffic operations along the corridor and reduce delays.</p> <p>2) A review of all signalized intersections across the City to determine whether any intersections could better prioritize pedestrian movements by giving pedestrians a head start when entering a signalized intersection. This helps to enhance pedestrian visibility and reinforces their right-of-way over turning vehicles, especially in locations with a history of pedestrian/vehicle conflicts.</p> <p>3) A review of the busiest pedestrian crossings in the downtown core, to determine whether automatic pedestrian crossing phases could be implemented. Currently pedestrians have to press the button during a specific window, or wait for the next cycle of the signal lights to cross. This would reduce pedestrian delays and better prioritize pedestrian movements.</p> <p>There would be no additional operating impacts from this project, as it would involve programming changes to existing infrastructure.</p>	45,000	45,000	
2019-22	PARK CONSTRUCTION - CANADIAN LAKEVIEW PARK LOT	This project consists of developing and constructing a park at the Canadian Lakeview Estates park lot. Staff would work with the neighbouring community to refine a concept for the area. The concept would include reviewing the building, installing an irrigation system, restoring walkways, plantings, courts and reviewing the need for play equipment.	119,130	361,000	33,000

Capital Project List

Project #	Title	Description	2019 Revenue	2019 Expense	Operating Impact
2019-23	PARK UPGRADE - POTTERY RAVINE PARK	This project consists of improving the existing playground structure and developing the existing park at Pottery Ravine. Both naturalized and LITE (literacy through the environment) would be explored in the design. Staff would work with the neighbouring community to refine the concept.	66,660	202,000	
2019-24	WASHROOM RENOVATIONS - DND	This project consists of renovating the washroom facility at the DND fields. This would consist of fresh paint, new fascia on the exterior, new interior partitions, stalls and fixtures, tiling the floors and walls, and closing the rafters.	100,980	306,000	
2019-25	TRAIL CONNECTION - WHITECOURT PLACE TO FOOTHILLS PLACE	This project consists of establishing a more accessible trail from Whitecourt Place to Foothills Place. It will connect to the network of trails the City of Vernon has completed in 2016/17/18 within the area.	24,750	75,000	5,000
2019-26	PARK INFRASTRUCTURE RENEWAL - CITY WIDE	This project includes the continued placement of updated standard benches, picnic tables and park signs. There are many aging infrastructure within our parks which require replacement. Signs: Marshall Fields, Kin Beach, Paddlewheel Park, Graham Park Benches and picnic tables throughout the city.	0	50,000	
2019-27	SANITARY AND STORM MODEL AND FLOW MONITORING	Flow monitoring (creeks and sewers) and updating of the city's sanitary sewer hydraulic model is required to support current and future infrastructure upgrades. The model will also be used to inform development approvals and upgrades required to support growth.	150,000	150,000	
2019-28	PRIORITY SANITARY RECONSTRUCTION	Funding for priority sanitary sewer projects in 2019 will be used to improve of odour control at several locations in the Okanagan Landing and renew priority failed infrastructure.	350,000	350,000	
2019-29	OKANAGAN LANDING SANITARY SEWER LOCAL AREA SERVICE	As part of the Council Endorsed Okanagan Landing Sewer Extension Strategy the next phase of servicing is planned for Cameo and Claremont subdivisions starting in 2019. Design is currently underway with petitioning planned for late 2018 or early 2019. Contingent upon successful local area service process, construction would proceed in 2019.	2,504,000	2,984,000	8,925
2019-30	TRUNK MAIN INSPECTION	Project to complete Sanitary Trunk Main inspection which will include by-pass pumping on the third phase of the Trunk Main inspection program. Project scope to be determined based on tendered prices. Driver is asset management and understanding the condition of our critical infrastructure.	75,000	75,000	
2019-31	DOWNTOWN WASHROOM UPGRADE	The existing Downtown Washroom Facility located north of Cenotaph Park is subject to constant vandalism and misuse. As a result, the facilities are not used for the intended purpose and are often closed for repair and maintenance.	180,018	200,000	
			17,504,828	21,901,698	68,298

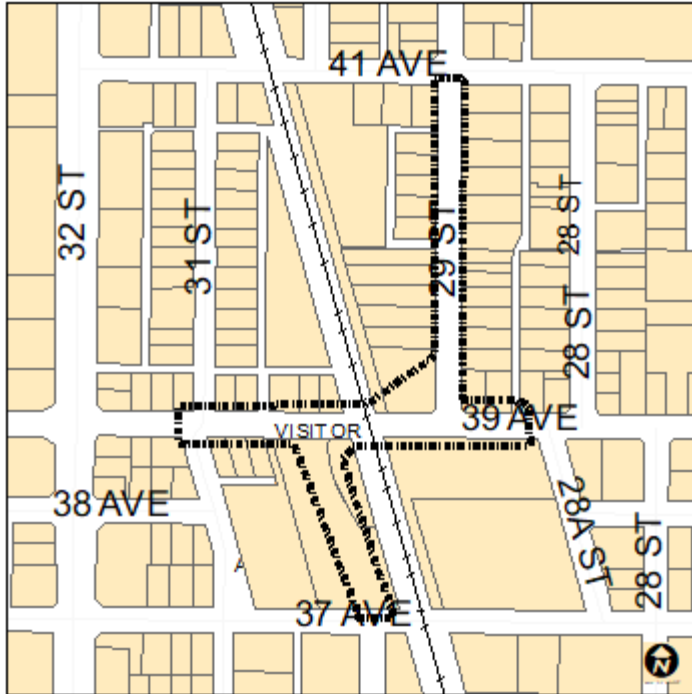
Project List Funding Sources

Project #	Title	2019 Expense	1.9% Levy	Sewer Rates	Casino	Gas Tax	DCC's	Other
2019-01	30 ST ROAD IMPROVEMENT AND UTILITY RECONSTRUCTION	5,824,956	0	899,500		2,394,083	2,531,373	
2019-02	BX CREEK SEDIMENT CONTROL STRUCTURE	1,196,731	0		861,646		335,085	
2019-03	48 AVENUE DRAINAGE AND ROAD REHABILITATION	2,682,000	0		531,904	1,654,736	495,360	
2019-04	15 AVE REHABILITATION	2,200,000	0		450,000			1,750,000
2019-05	AIRPORT RUNWAY REPLACEMENT	600,000	319,550		280,450			
2019-06	LAND ACQUISITION	350,000	0		50,000		300,000	
2019-07	INCREASE ROAD MAINTENANCE	98,655	98,655					
2019-08	INCREASE OVERLAY BUDGET	200,000	200,000					
2019-09	CAPITAL DESIGN	1,371,835	456,682	255,500	126,000	86,083	447,570	
2019-10	INFRASTRUCTURE ENGINEER	121,521	121,521					
2019-11	PIPE VIDEO INSPECTION	40,000	20,000	20,000				
2019-12	CIPP STORM & SANITARY REHAB	600,000	300,000	300,000				
2019-13	FUND STORM MAINTENANCE AT VARIOUS LOCATIONS (PW and UTILS)	363,000	363,000					
2019-14	PRIORITY DRAINAGE IMPROVEMENT PROJECT	90,000	0			90,000		
2019-15	BUILDING FACILITY RENEWAL	550,000	550,000					
2019-16	TRANSPORTATION SAFETY IMPROVEMENTS	100,000	100,000					
2019-17	TRANSIT & BIKE PARKING INFRASTRUCTURE IMPROVEMENTS	30,000	0			30,000		
2019-18	POLSON PARK MULTI-USE PATH	432,000	432,000					
2019-19	15TH ST / MIDDLETON WAY NETWORK CONNECTION	193,000	193,000					
2019-20	INFILL SIDEWALKS	60,000	60,000					
2019-21	SIGNAL TIMING PROGRAM	45,000	0				45,000	
2019-22	PARK CONSTRUCTION - CANADIAN LAKEVIEW PARK LOT	361,000	241,870				119,130	
2019-23	PARK UPGRADE - POTTERY RAVINE PARK	202,000	135,340				66,660	
2019-24	WASHROOM RENOVATIONS - DND	306,000	205,020				100,980	
2019-25	TRAIL CONNECTION - WHITECOURT PLACE TO FOOTHILLS PLACE	75,000	50,250				24,750	
2019-26	PARK INFRASTRUCTURE RENEWAL - CITY WIDE	50,000	50,000					
2019-27	SANITARY AND STORM MODEL AND FLOW MONITORING	150,000	0				150,000	
2019-28	PRIORITY SANITARY RECONSTRUCTION	350,000	0	350,000				
2019-29	OKANAGAN LANDING SANITARY SEWER LOCAL AREA SERVICE	2,984,000	480,000	2,504,000				
2019-30	TRUNK MAIN INSPECTION	75,000	0	75,000				
2019-31	DOWNTOWN WASHROOM UPGRADE	200,000	19,982			180,018		
		21,901,698	4,396,870	4,404,000	2,300,000	4,434,920	4,615,908	1,750,000



30th STREET ROAD IMPROVEMENT AND UTILITY RECONSTRUCTION

PROJECT #2019-1



Total Cost \$5,825,000

This is the final phase for the 30th Street corridor which connects 30th Street to 29th Street from 37th Avenue to 41st Avenue. The project includes the construction of a new road through the Civic Arena property, rehabilitation of old sanitary, storm, and road infrastructure, a separated multi-use pathway on the east side of 30th Street and a new intersection connection for the railway crossing at 39th Avenue. This project is an important milestone for Vernon's transportation improvements as it will finalize a key North/South Arterial route for pedestrians, cyclists, vehicles and transit from Polson Park, through the downtown, to the Village Green Centre at 48th Avenue. RDNO is including the watermain replacement on 29th Street and 39th Avenue as part of their 2019 Budget request.



Project Summary

Project Number:	2019-01	Budget Year:	2019
Project Title:	30 ST ROAD IMPROVEMENT AND UTILITY RECONSTRUCTION	Budget Status:	Approved
		Manager:	

Description:

This is the final phase for the 30th Street corridor which connects 30th Street to 29th Street from 37th Avenue to 41st Avenue. The project includes the construction of a new road through the Civic Arena property, rehabilitation of old sanitary, storm, and road infrastructure, a separated multi-use pathway on the east side of 30th Street and a new intersection connection for the railway crossing at 39th Avenue. This project is an important milestone for Vernon's transportation improvements as it will finalize a key North/South Arterial route for pedestrians, cyclists, vehicles and transit from Polson Park, through the downtown, to the Village Green Centre at 48th Avenue. RDNO is including the watermain replacement on 29th Street and 39th Avenue as part of their 2019 Budget request.

Justification:

Infrastructure renewal and improvements.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	5,824,956	5,824,956	0
	5,824,956	5,824,956	0

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-504	FEDERAL GAS TAX - NON CWF	2,394,083
1-820	FROM SEWER COLLECTION RESERVE	899,500
1-900	ROAD DCC'S APPLIED	2,531,373
	Total Revenue:	5,824,956
Expense		
2-997	PROJECTS - SEWER ONE-TIME	899,500
2-999	PROJECTS - ONE-TIME	4,925,456
	Total Expense:	5,824,956

Related Projects

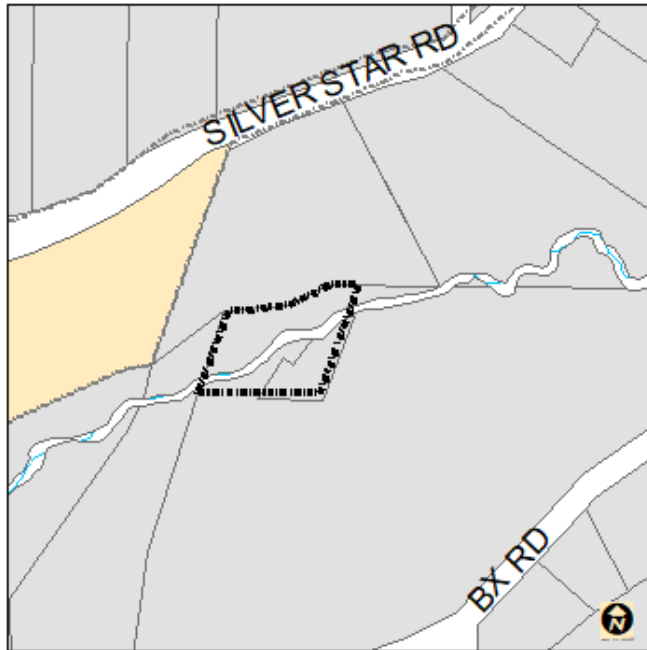
Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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BX CREEK SEDIMENT CONTROL STRUCTURE

PROJECT #2019-2

Total Cost \$1,196,731



The construction of a sediment control structure to manage the transport of sediment down Upper BX Creek. The project will protect the capacity of Upper BX Creek and mitigate risk associated with seasonal flooding. The location is to be confirmed pending regional cooperation but the ideal location is upstream of City limits near the BX Ranch Park due to the flatter grade of the creek in this stretch of BX Creek.



Project Summary

Project Number:	2019-02	Budget Year:	2019
Project Title:	BX CREEK SEDIMENT CONTROL STRUCTURE	Budget Status:	Approved
Manager:			

Description:

The construction of a sediment control structure to manage the transport of sediment down Upper BX Creek. The project will protect the capacity of Upper BX Creek and mitigate risk associated with seasonal flooding.
The location is to be confirmed pending regional cooperation but the ideal location is upstream of City limits near the BX Ranch Park due to the flatter grade of the creek in this stretch of BX Creek.

Justification:

The project will protect the capacity of Upper BX Creek and mitigate risk associated with seasonal flooding.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	1,196,731	1,196,731	0
	1,196,731	1,196,731	0

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-803	FROM CASINO GRANT RESERVE	861,646
1-901	STORM DCC'S APPLIED	335,085
	Total Revenue:	1,196,731
Expense		
2-999	PROJECTS - ONE-TIME	1,196,731
	Total Expense:	1,196,731

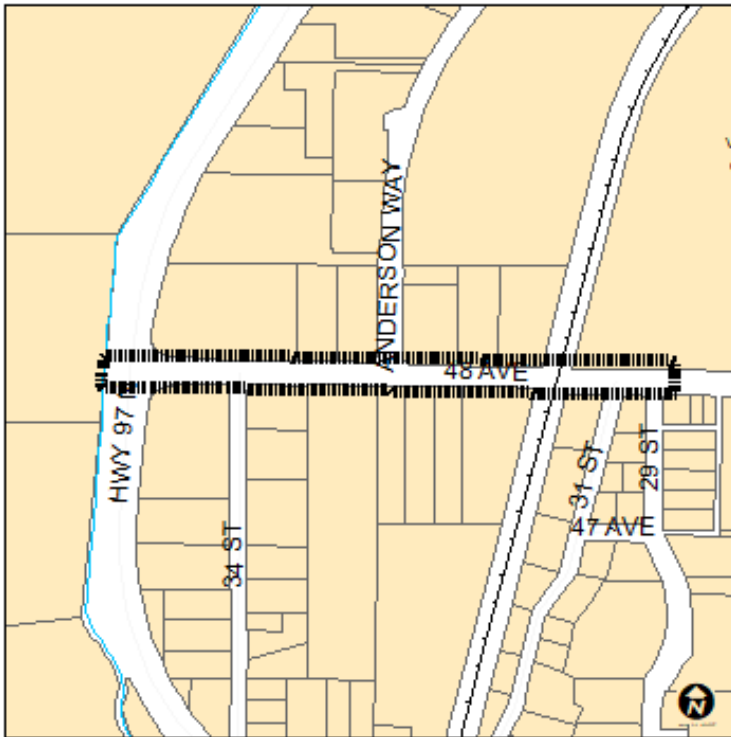
Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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48th AVENUE DRAINAGE AND ROAD REHABILITATION

PROJECT #2019-3



Total Cost \$2,682,000

This project involves the reconstruction and rehabilitation of deteriorated storm sewer (320m) and roadway due to seasonal ponding on 48 Avenue from 32nd St to 29th St. The project will also include a storm sewer lift station, storm sewer treatment devices and a 3m wide by 500m long Multi-Use Pathway on the north side of 48th Avenue to connect 29th Street to the pathway along Highway 97 and the hotels and commercial in Anderson Way.



Project Summary

Project Number:	2019-03	Budget Year:	2019
Project Title:	48 AVENUE DRAINAGE AND ROAD REHABILITATION	Budget Status:	Approved
		Manager:	

Description:

This project involves the reconstruction and rehabilitation of deteriorated storm sewer (320m) and roadway due to seasonal ponding on 48 Avenue from 32nd St to 29th St. The project will also include a storm sewer lift station, storm sewer treatment devices and a 3m wide by 500m long Multi-Use Pathway on the north side of 48th Avenue to connect 29th Street to the pathway along Highway 97 and the hotels and commercial in Anderson Way.

Justification:

Infrastructure renewal and improvements.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	2,682,000	2,682,000	0
	2,682,000	2,682,000	0

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-803	FROM CASINO GRANT RESERVE	531,904
1-842	FROM CWF GAS TAX RESERVE	1,654,736
1-900	ROAD DCC'S APPLIED	495,360
	Total Revenue:	2,682,000
Expense		
2-999	PROJECTS - ONE-TIME	2,682,000
	Total Expense:	2,682,000

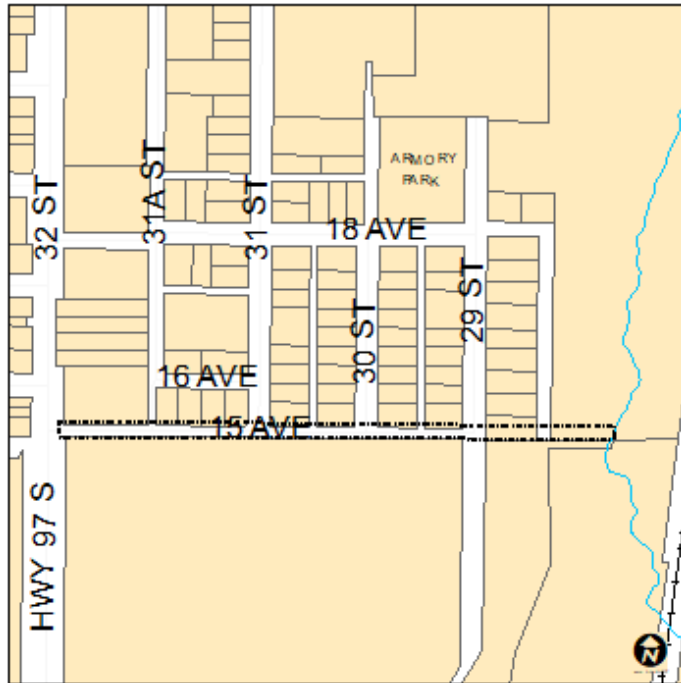
Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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15th AVENUE REHABILITATION

PROJECT #2019-04



Total Cost \$2,200,000

This project includes road and storm rehabilitation in 15th Avenue and proposed right of way across Department of National Defence (DND) land to Vernon Creek to allow repair of failing storm outfall pipe and new outfall structure.

The City has been working cooperatively with DND to address a failed storm outfall to Vernon Creek that drains the DND lands south of 15th Avenue. The City is working on a funding agreement that would see DND be major funder for the project and the City would contribute towards 15th Avenue road reconstruction portion. The project would only proceed if an agreement is finalized.



Storm Outfall

Project Summary

Project Number: 2019-04

Budget Year: 2019

Project Title: 15 AVE REHABILITATION

Budget Status: Approved

Manager:

Description:

This project includes road and storm rehabilitation in 15th Avenue and proposed right of way across Department of National Defence (DND) land to Vernon Creek to allow repair of failing storm outfall pipe and new outfall structure.

The City has been working cooperatively with DND to address a failed storm outfall to Vernon Creek that drains the DND lands south of 15 Avenue. The City is working on a funding agreement that would see DND be major funder for the project and the City would contribute towards 15th Avenue road reconstruction portion. The project would only proceed if an agreement is finalized.

Justification:

Infrastructure renewal and improvements.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	2,200,000	2,200,000	0
	2,200,000	2,200,000	0

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-506	FEDERAL GOVERNMENT TRANSFER	1,750,000
1-803	FROM CASINO GRANT RESERVE	450,000
	Total Revenue:	2,200,000
Expense		
2-999	PROJECTS - ONE-TIME	2,200,000
	Total Expense:	2,200,000

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
2019	12,773	0.0
2020	12,773	0.0
2021	12,773	0.0
2022	12,733	0.0
2023	12,773	0.0

AIRPORT APRON 1 EXPANSION AND REHABILITATION

PROJECT #2019-05



Total Cost \$600,000

The project was identified in Phase I of the Vernon Regional Airport Master Plan, which includes the immediate improvements that are required in the short term, between one to five years. The reconstruction of the runway was completed in 2017 and the renovation of the terminal building is to be completed by the end of 2018.

The 2019 project scope includes the implementation of several of the recommendations from the Vernon Airport Master Plan supplemented by the 2018 capital funding:

- Apron 1 expansion for additional itinerant parking, and safe maneuvering of aircrafts;
- Apron 1 surface remediation
- Installation of weather station
- Additional aircraft tie-down spaces to meet increased demand



Project Summary

Project Number:	2019-05	Budget Year:	2019
Project Title:	AIRPORT RUNWAY REPLACEMENT	Budget Status:	Approved
		Manager:	

Description:

The project was identified in Phase I of the Vernon Regional Airport Master Plan, which includes the immediate improvements that are required in the short term, between one to five years. The reconstruction of the runway was completed in 2017 and the renovation of the terminal building is to be completed by the end of 2018.

Justification:

Infrastructure renewal and improvements.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	600,000	280,450	319,550
	600,000	280,450	319,550

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-803	FROM CASINO GRANT RESERVE	280,450
	Total Revenue:	280,450
Expense		
2-999	PROJECTS - ONE-TIME	600,000
	Total Expense:	600,000

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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LAND ACQUISITION

PROJECT #2019-06



Total Cost \$350,000

Land acquisition to support the capital projects in the 2019 and in future capital programs. Funding for 2019 will support land acquisition to support trail connections described in the Parks Master Plan, small corner purchases for capital works project and effort related to further land purchase along Okanagan Lake for future phases of Lakeshore Park.



Project Summary

Project Number: 2019-06
Project Title: LAND ACQUISITION

Budget Year: 2019
Budget Status: Approved

Manager:

Description:

Land acquisition to support the capital projects in the 2019 and in future capital programs. Funding for 2019 will support land acquisition to support trail connections described in the Parks Master Plan, small corner purchases for capital works project and effort related to further land purchase along Okanagan Lake for future phases of Lakeshore Park.

Justification:

Land acquisition to support the capital projects.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	350,000	350,000	0
	350,000	350,000	0

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-803	FROM CASINO GRANT RESERVE	50,000
1-908	PARKS DCC'S APPLIED	300,000
	Total Revenue:	350,000
Expense		
2-999	PROJECTS - ONE-TIME	350,000
	Total Expense:	350,000

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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INCREASE ROAD MAINTENANCE

PROJECT #2019-7



Crack Sealing

Total Cost \$98,655

Crack sealing and chip sealing at priority locations in 2019 as identified by the road asset condition report.

This is annual funding that matches the \$100,000 in Operations budget and prolongs life of roads through recommended annual maintenance.



Chip sealing of Bench Row Rd.

Project Summary

Project Number:	2019-07	Budget Year:	2019
Project Title:	INCREASE ROAD MAINTENANCE	Budget Status:	Approved
Manager:			

Description:

Crack sealing and chip sealing at priority locations in 2019 as identified by the road asset condition report.

This is annual funding that matches the \$100,000 in Operations budget and prolongs life of roads through recommended annual maintenance.

Justification:

To realize the expected life of roads through recommended preventative maintenance.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	98,655	0	98,655
	98,655	0	98,655

Project Details 2019

GL Account	Description	Total Amount
Expense		
2-998	PROJECTS - ANNUAL	98,655
Total Expense:		98,655

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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INCREASE OVERLAY BUDGET

PROJECT #2019-8



Total Cost \$200,000

Through the road asset management analysis in the Integrated Transportation Framework, the recommended overlay budget at the end of the 10 year cumulative 1.9% Infrastructure Levy is \$1,500,000.

This additional \$200,000 will bring the total overlay budget to \$1,400,000.

The asphalt overlay prolongs the life of roads through recommended preventative maintenance.



Project Summary

Project Number:	2019-08	Budget Year:	2019
Project Title:	INCREASE OVERLAY BUDGET	Budget Status:	Approved
Manager:			

Description:

Through the road asset management analysis in the Integrated Transportation Framework the recommended overlay budget at the end of the 10 year cumulative 1.9% Infrastructure Levy is \$1,500,000.

This additional \$200,000 will bring the total overlay budget to \$1,400,000.

Justification:

To realize the expected life of roads through recommended preventative maintenance.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	200,000	0	200,000
	200,000	0	200,000

Project Details 2019

GL Account	Description	Total Amount
Expense		
2-998	PROJECTS - ANNUAL	200,000
Total Expense:		200,000

Related Projects

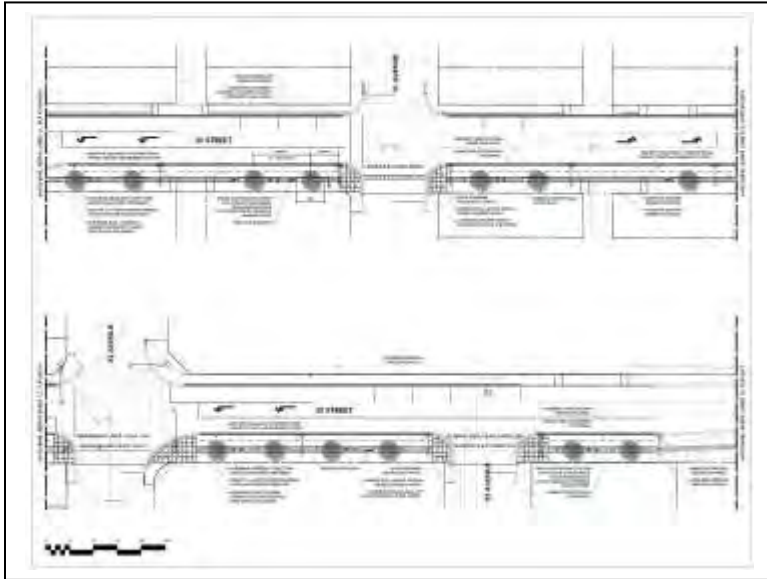
Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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2020 CAPITAL DESIGN

PROJECT #2019-09

Total Cost \$ 1,371,835



Design of 2020 capital projects in 2019 enables projects to be ready earlier for tender and construction, thereby reducing bid costs. Project Management principles recommend design and property acquisition in the year prior to construction.

The major capital projects for 2020 being designed include:

- Kalamalka Lake Road (14th Avenue to Highway 6)
- 35th Avenue Reconstruction (30th Street to 34th Street)
- Pleasant Valley Road (BX Creek to 48th Avenue)

Project Management principles recommend design in the year prior to construction.

Proposed \$1,371,835 budget represents approximately 7% of the anticipated 2020 capital cost which approximates industry norms.



Project Summary

Project Number:	2019-09	Budget Year:	2019
Project Title:	CAPITAL DESIGN	Budget Status:	Approved
		Manager:	

Description:

Design of 2020 capital projects in 2019 enables projects to be ready earlier for tender and construction, thereby reducing bid costs. Project Management principles recommend design and property acquisition in the year prior to construction. The major capital projects for 2020 being designed include:

- Kalamalka Lake Road (14th Avenue to Highway 6)
- 35th Avenue Reconstruction (30th Street to 34th Street)
- Pleasant Valley Road (BX Creek to 48th Avenue)

Justification:

Project Management principles recommend design in the year prior to construction. Proposed \$1,328,197 budget represents approximately 7% of the anticipated 2020 capital cost which approximates industry norms.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	1,371,835	915,153	456,682
	1,371,835	915,153	456,682

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-803	FROM CASINO GRANT RESERVE	126,000
1-820	FROM SEWER COLLECTION RESERVE	255,500
1-842	FROM CWF GAS TAX RESERVE	86,083
1-900	ROAD DCC'S APPLIED	211,108
1-904	SEWER COLLECTION DCC'S APPLIED	174,574
1-908	PARKS DCC'S APPLIED	61,888
	Total Revenue:	915,153
Expense		
2-997	PROJECTS - SEWER ONE-TIME	430,074
2-999	PROJECTS - ONE-TIME	941,761
	Total Expense:	1,371,835

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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INFRASTRUCTURE ENGINEER

PROJECT #2019-10



Total Cost \$121,521

Engineer to increase project delivery capacity to deliver the annual capital program.

At the July 17, 2017 meeting Council passed the following resolution.

THAT Council authorize the addition of one Full Time Equivalent position to the Community Infrastructure and Development Services Division, to be funded as an eligible expense as part of the Okanagan Landing Sewer Extension project funded under the Community Water and Wastewater Fund for the project duration, and funded from 1.9% Infrastructure Levy following the completion of Okanagan Landing Sewer Extension project.



Project Summary

Project Number:	2019-10	Budget Year:	2019
Project Title:	INFRASTRUCTURE ENGINEER	Budget Status:	Approved
		Manager:	

Description:

Engineer to increase project delivery capacity to deliver the annual capital program.

Justification:

At the July 17, 2017 meeting Council passed the following resolution.

THAT Council authorize the addition of one Full Time Equivalent position to the Community Infrastructure and Development Services Division, to be funded as an eligible expense as part of the Okanagan Landing Sewer Extension project funded under the Community Water and Wastewater Fund for the project duration, and funded from 1.9% Infrastructure Levy following the completion of Okanagan Landing Sewer Extension project.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	121,521	0	121,521
	121,521	0	121,521

Project Details 2019

GL Account	Description	Total Amount
Expense		
2-998	PROJECTS - ANNUAL	121,521
	Total Expense:	121,521

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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PIPE VIDEO INSPECTION

PROJECT #2019-11



Total Cost \$40,000

Program to fund annual inspection of storm and sanitary sewer mains in conjunction with the recently purchased CCTV video inspection system.

Condition assessments are required to prioritize projects. The driver is asset management.



Pipe Inspection crawler

Project Summary

Project Number: 2019-11
Project Title: PIPE VIDEO INSPECTION

Budget Year: 2019
Budget Status: Approved

Manager:

Description:

Program to fund annual inspection of storm and sanitary sewer main in conjunction with purchase of CCTV video inspection system.

Justification:

Condition assessments are required to prioritize projects. The driver is asset management.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	40,000	20,000	20,000
	40,000	20,000	20,000

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-820	FROM SEWER COLLECTION RESERVE	20,000
	Total Revenue:	20,000
Expense		
2-996	PROJECTS - SEWER ANNUAL	20,000
2-998	PROJECTS - ANNUAL	20,000
	Total Expense:	40,000

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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CIPP STORM & SANITARY REHAB

PROJECT #2019-12

Total Cost \$600,000



Cured In-Place Piping (CIPP) is an annual program that performs rehabilitation of sewer and storm piping through relining of the existing pipe. This form of rehabilitation avoids performing extensive open cut replacement and has many cost advantages over conventional reconstruction.

Rehabilitation is required due to poor pipe condition. Much of the planned work will be within Highway 97 and 27th Street as the disruption is minimal compared to methods that require extensive digging.



Relining Process

Project Summary

Project Number:	2019-12	Budget Year:	2019
Project Title:	CIPP STORM & SANITARY REHAB	Budget Status:	Approved
		Manager:	

Description:

Cured In-Place Piping (CIPP) is an annual program that performs rehabilitation of sewer and storm piping through relining of the existing pipe. This form of rehabilitation avoids performing extensive open cut replacement and has many cost advantages over conventional reconstruction.

Justification:

Rehabilitation required due to poor condition based on condition assessments. Driver is asset management.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	600,000	300,000	300,000
	600,000	300,000	300,000

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-820	FROM SEWER COLLECTION RESERVE	300,000
	Total Revenue:	300,000
Expense		
2-996	PROJECTS - SEWER ANNUAL	300,000
2-998	PROJECTS - ANNUAL	300,000
	Total Expense:	600,000

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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STORM MAINTENANCE AT VARIOUS LOCATIONS

PROJECT #2019-13



Total Cost \$ 363,000

Council endorsed incremental increase of the current annual storm water maintenance budget in order to implement a preventative maintenance program which includes a shifting of capital budget for the preventative maintenance work.

The Driver is asset management and prolonging the life of existing infrastructure.

48 Avenue Bridge - 2018



Project Summary

Project Number: 2019-13

Budget Year: 2019

Project Title: FUND STORM MAINTENANCE AT VARIOUS
LOCATIONS (PW and UTILS)

Budget Status: Approved

Manager:

Description:

Council endorsed incremental increase of the current annual storm water maintenance budget in order to implement a preventative maintenance program which includes a shifting of capital budget for the preventative maintenance work.

Justification:

The Driver is asset management and prolonging the life of existing infrastructure.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	363,000	0	363,000
	363,000	0	363,000

Project Details 2019

GL Account	Description	Total Amount
Expense		
2-998	PROJECTS - ANNUAL	363,000
Total Expense:		363,000

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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PRIORITY DRAINAGE IMPROVEMENT

PROJECT #2019-14

Total Cost \$90,000

Funding to address priority drainage improvement. Identified project for 2019 is improving the ditch and overland flow routes along Okanagan Landing Road between 8105 and 8219.



Okanagan Landing Road

Project Summary

Project Number:	2019-14	Budget Year:	2019
Project Title:	PRIORITY DRAINAGE IMPROVEMENT PROJECT	Budget Status:	Approved
Manager:			

Description:

Funding to address priority drainage improvement. Identified project for 2019 is improving the ditch and overland flow routes along Okanagan Landing Road between 8105 and 8219.

Justification:

Drainage infrastructure improvements.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	90,000	90,000	0
	90,000	90,000	0

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-842	FROM CWF GAS TAX RESERVE	90,000
	Total Revenue:	90,000
Expense		
2-999	PROJECTS - ONE-TIME	90,000
	Total Expense:	90,000

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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BUILDING FACILITY RENEWAL

PROJECT #2019-15

Total Cost \$550,000

The project consists of priority renewal or replacement projects as identified in the Building Condition Asset Management Plan. Projects planned for 2019 are as follows:



Facility	Components	Total Cost
City Hall	Front Door Assembly, Boiler Upgrades, HVAC - City Hall and Council Chambers	\$ 120,000
Community Services Building (CSB)	Exterior Door Assemblies, Distribution Ductwork, Washroom Fittings, Restroom Fixtures, Custodial Sinks	\$ 50,000
Firehall #1	Exterior Door Assemblies	\$ 50,000
Firehall #2 - OKL	Security System - Intrusion Alarm, Exterior Door Assemblies	\$ 30,000
Operations Yard	Exterior Door Assemblies, Rooftop Unitary AC - Cooling w/Gas Heat, Unit Heaters - Gas Fired, Exhaust System - Shop, Compressed Air System	\$ 270,000
RCMP	Exterior Door Assemblies, Flooring in Front Entry	\$ 30,000
Total 2019 Facility Renewal Projects		\$ 550,000

Project Summary

Project Number:	2019-15	Budget Year:	2019
Project Title:	BUILDING FACILITY RENEWAL	Budget Status:	Approved
Manager:			

Description:

The project consists of priority renewal or replacement projects as identified in the Building Condition Asset Management Plan.

Justification:

The Driver is asset management.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	550,000	0	550,000
	550,000	0	550,000

Project Details 2019

GL Account	Description	Total Amount
Expense		
2-999	PROJECTS - ONE-TIME	550,000
Total Expense:		550,000

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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TRANSPORTATION SAFETY IMPROVEMENTS

PROJECT #2019-16



Example of Roadside Barriers

Total Cost \$100,000

The City receives requests from the public throughout the year related to transportation safety concerns. These concerns typically involve pedestrian crossings, overhead flashing crosswalk on multi-lane roadways roadside barriers, traffic calming, and other miscellaneous requests. \$100,000 is dedicated to addressing transportation safety improvements as issues arise.



Example of a Multi-Lane Overhead Flashing Crosswalk on 27th Street

Project Summary

Project Number:	2019-16	Budget Year:	2019
Project Title:	TRANSPORTATION SAFETY IMPROVEMENTS	Budget Status:	Approved
Manager:			

Description:

The City receives requests from the public throughout the year related to transportation safety concerns. These concerns typically involve pedestrian crossings, overhead flashing crosswalk on multi-lane roadways roadside barriers, traffic calming, and other miscellaneous requests. \$100,000 is dedicated to addressing transportation safety improvements as issues arise.

Justification:

Improving transportation safety.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	100,000	0	100,000
	100,000	0	100,000

Project Details 2019

GL Account	Description	Total Amount
Expense		
2-999	PROJECTS - ONE-TIME	100,000
Total Expense:		100,000

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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TRANSIT & BIKE PARKING INFRASTRUCTURE IMPROVEMENTS

PROJECT #2019-17



Current Northbound transit stop on Alexis Park Drive, north of 42nd Avenue.

Total Cost \$30,000

Two transit stops have been identified that require improved accessibility. One is located on Bella Vista Road at Planet Bee (one eastbound and one westbound stop). The third location is northbound on Alexis Park Drive, just north of 42nd Avenue.

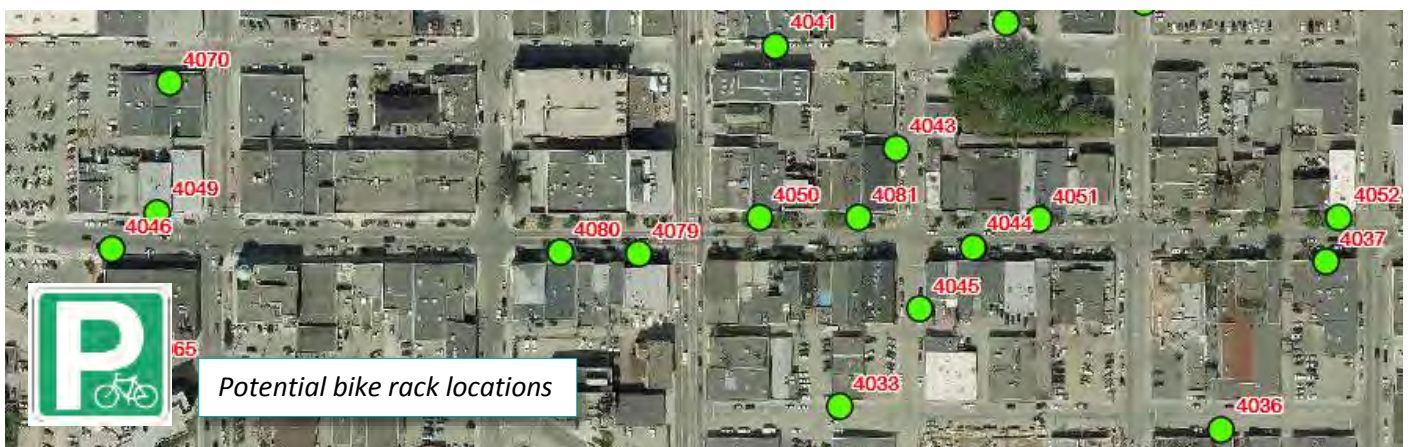
The goal is to use these funds to provide transit stop pads that meet accessibility guidelines for those with mobility restrictions. It is estimated that each location would cost approximately \$5,000 to improve (depending on final detailed design).



Bicycles locked to parking metres and garbage receptacles on 30th Avenue on blocks without sufficient bike racks.

The remaining funds would be used to meet the parking needs of cyclists in the City Centre. Areas of the City Centre lack safe and secure bicycle parking. Lack of secure bike parking discourages residents from cycling and leads to improper locking of bikes to parking metres, trees, and street furniture.

Costs would be allocated as determined through a review of the bike parking inventory within the City Centre and in consultation with the Downtown Vernon Association.



Project Summary

Project Number:	2019-17	Budget Year:	2019
Project Title:	TRANSIT & BIKE PARKING INFRASTRUCTURE IMPROVEMENTS	Budget Status:	Approved
		Manager:	

Description:

Two transit stops have been identified that require improved accessibility. One is located on Bella Vista Road at Planet Bee (one eastbound and one westbound stop). The third location is northbound on Alexis Park Drive, just north of 42nd Avenue.

The goal is to use these funds to provide transit stop pads that meet accessibility guidelines for those with mobility restrictions. It is estimated that each location would cost approximately \$5,000 to improve (depending on final detailed design).

The remaining funds would be used to meet the parking needs of cyclists in the City Centre. Areas of the City Centre lack safe and secure bicycle parking. Lack of secure bike parking discourages residents from cycling and leads to improper locking of bikes to parking metres, trees, and street furniture.

Costs would be allocated as determined through a review of the bike parking inventory within the City Centre and in consultation with the Downtown Vernon Association.

Justification:

Improve accessibility of transit stops and to improve parking options for cyclists in the City Centre.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	30,000	30,000	0
	30,000	30,000	0

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-842	FROM CWF GAS TAX RESERVE	30,000
	Total Revenue:	30,000
Expense		
2-999	PROJECTS - ONE-TIME	30,000
	Total Expense:	30,000

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
2019	400	0.0
2020	400	0.0
2021	400	0.0
2022	400	0.0
2023	400	0.0

POLSON PARK MULTI USE PATH

PROJECT #2019-18



Total Cost \$ 432,000

The project consists of pathway improvements and for the cycle connection between Polson Park and the Kalamalka Lake Road multi-use pathway. Letdowns and bollards would be required to improve cycling access. 440 m of the multi-use pathway would require road/path structure, asphalt and lighting. New signage and pavement markings would be provided throughout the project.



Project Summary

Project Number:	2019-18	Budget Year:	2019
Project Title:	POLSON PARK MULTI-USE PATH	Budget Status:	Approved
Manager:			

Description:

The project consists of pathway improvements and for the cycle connection between Polson Park and the Kalamalka Lake Road multi-use pathway. Letdowns and bollards would be required to improve cycling access. 440 m of the multi-use pathway would require road/path structure, asphalt and lighting. New signage and pavement markings would be provided throughout the project.

Justification:

To improve active transportation connections within the City, particularly between the Kalamalka Lake Road and the 25th Avenue and 30th Street active transportation corridors.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	432,000	0	432,000
	432,000	0	432,000

Project Details 2019

GL Account	Description	Total Amount
Expense		
2-999	PROJECTS - ONE-TIME	432,000
Total Expense:		432,000

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
2019	5,200	0.0
2020	5,200	0.0
2021	5,200	0.0
2022	5,200	0.0
2023	5,200	0.0

15 ST / MIDDLETON WAY NETWORK CONNECTION

PROJECT #2019-19



Total Cost \$193,000

During public participation sessions that informed the City's Pedestrian and Bike Master Plan, a protected pedestrian and cycling connection along 15th Street and Middleton Way was identified by residents as one of the highest priority network connections across the City.

This project proposes a widened shoulder separated from vehicle traffic using concrete barriers.

This connection would improve pedestrian connectivity between the Middleton Mountain and Easthill neighbourhoods and provide a safe route to school for Vernon Secondary School and Hillview Elementary students. The Youthful Vernon Strategy recommends accelerating active transportation projects in areas around schools. Access to services at the Vernon Health Unit would also be improved.

Utilizing concrete barriers is a cost-effective solution that would immediately improve connectivity. As the barriers are moveable the project could be adjusted as the area develops.

Purpose: To further advance community identified active transportation priorities outlined in the Master Transportation Plan.



15th Street south of Pottery Road



Walkway separated by concrete barriers on Okanagan Avenue at Clarence Fulton School.

Project Summary

Project Number:	2019-19	Budget Year:	2019
Project Title:	15TH ST / MIDDLETON WAY NETWORK CONNECTION	Budget Status:	Approved
		Manager:	

Description:

During public participation sessions that informed the City's Pedestrian and Bike Master Plan, a protected pedestrian and cycling connection along 15th Street and Middleton Way was identified by residents as one of the highest priority network connections across the City.

This project proposes a widened shoulder separated from vehicle traffic using concrete barriers.

This connection would improve pedestrian connectivity between the Middleton Mountain and Easthill neighbourhoods and provide a safe route to school for Vernon Secondary School and Hillview Elementary students. The Youthful Vernon Strategy recommends accelerating active transportation projects in areas around schools. Access to services at the Vernon Health Unit would also be improved.

Utilizing concrete barriers is a cost-effective solution that would immediately improve connectivity. As the barriers are moveable the project could be adjusted as the area develops.

Justification:

To further advance community identified active transportation priorities outlined in the Master Transportation Plan.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	193,000	0	193,000
	193,000	0	193,000

Project Details 2019

GL Account	Description	Total Amount
Expense		
2-999	PROJECTS - ONE-TIME	193,000
	Total Expense:	193,000

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
2019	3,000	0.0
2020	3,000	0.0
2021	3,000	0.0
2022	3,000	0.0
2023	3,000	0.0

INFILL SIDEWALKS

PROJECT #2019-20



Sidewalk Infill Project on 27th Avenue



Sidewalk Infill Project on 19th Street

Total Cost \$60,000

Design drawings for 15 relatively short sidewalk sections were prepared. While these locations are relatively short in length, they will greatly improve pedestrian connectivity in the City. \$60,000 is put aside each year from 2017 to 2020 for the design and construction of these 15 segments.

In 2019, it is planned to construct two segments for the \$60,000 budget, including:

- 19th Street (existing sidewalk to 40th Avenue); and,
- 27th Avenue (existing sidewalk 180 metres west of 43rd Street to existing sidewalk).

The following table shows the remaining infill sidewalk segments to be completed in future years.

Table 2019-23: Future Infill Sidewalk Locations

Street	Location
20 th Street	48 th Avenue to existing sidewalk
28A Street	37 th Avenue to 38 th Avenue
36 th Avenue	31 st Street to existing
58 th Avenue	Bus stop to 20 th Street
42 nd Street	28 th Avenue to 27 th Avenue
34 th Avenue	30 th Street to 29 th Street
27 th Street	48 th Avenue to existing sidewalk

At its Regular Open Meeting of February 27, 2017, Council passed the following resolution:

“THAT Council approves amending the 2017 to 2020 capital budget to include an additional annual line item of ‘Transportation Network Connection – Infill Sidewalks’ for \$60,000 per annum to be funded from Gas Tax and Casino Reserves;

AND FURTHER, that Council supports in principle budget reallocations of available underspend from capital projects, funded using Gas Tax or Casino Reserves, to the ‘Transportation Network Connection – Infill Sidewalks’ budget to enable the construction of infill sidewalks such reallocations to be identified by Administration and presented to Council for approval.”

Project Summary

Project Number:	2019-20	Budget Year:	2019
Project Title:	INFILL SIDEWALKS	Budget Status:	Approved
Manager:			

Description:

Design drawings for 15 relatively short sidewalk sections were prepared. While these locations are relatively short in length, they will greatly improve pedestrian connectivity in the City. \$60,000 is put aside each year from 2017 to 2020 for the design and construction of these 15 segments.

- In 2019, it is planned to construct two segments for the \$60,000 budget, including:
- 19th Street (existing sidewalk to 40th Avenue); and,
 - 27th Avenue (existing sidewalk 180 metres west of 43rd Street to existing sidewalk).

The following table shows the remaining infill sidewalk segments

Justification:

Improve pedestrian connectivity.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	60,000	0	60,000
	60,000	0	60,000

Project Details 2019

GL Account	Description	Total Amount
Expense		
2-999	PROJECTS - ONE-TIME	60,000
Total Expense:		60,000

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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SIGNAL TIMING PROGRAM

PROJECT #2019-21



Total Cost \$45,000

This project includes three key aspects:

- 1) A review of the signal timing coordination along 27th Street (between Highway 6 and 48th Avenue) to improve traffic operations along the corridor and reduce delays.
- 2) A review of all signalized intersections across the City to determine whether any intersections could better prioritize pedestrian movements by giving pedestrians a head start when entering a signalized intersection. This helps to enhance pedestrian visibility and reinforces their right-of-way over turning vehicles, especially in locations with a history of pedestrian/vehicle conflicts.
- 3) A review of the busiest pedestrian crossings in the downtown core, to determine whether automatic pedestrian crossing phases could be implemented. Currently pedestrians have to press the button during a specific window, or wait for the next cycle of the signal lights to cross. This would reduce pedestrian delays and better prioritize pedestrian movements.



There would be no additional operating impacts from this project, as it would involve programming changes to existing infrastructure.

Project Summary

Project Number:	2019-21	Budget Year:	2019
Project Title:	SIGNAL TIMING PROGRAM	Budget Status:	Approved
		Manager:	

Description:

This project includes three key aspects:

- 1) A review of the signal timing coordination along 27th Street (between Highway 6 and 48th Avenue) to improve traffic operations along the corridor and reduce delays.
- 2) A review of all signalized intersections across the City to determine whether any intersections could better prioritize pedestrian movements by giving pedestrians a head start when entering a signalized intersection. This helps to enhance pedestrian visibility and reinforces their right-of-way over turning vehicles, especially in locations with a history of pedestrian/vehicle conflicts.
- 3) A review of the busiest pedestrian crossings in the downtown core, to determine whether automatic pedestrian crossing phases could be implemented. Currently pedestrians have to press the button during a specific window, or wait for the next cycle of the signal lights to cross. This would reduce pedestrian delays and better prioritize pedestrian movements.

There would be no additional operating impacts from this project, as it would involve programming changes to existing infrastructure.

Justification:

To further advance the goals of the Master Transportation Plan.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	45,000	45,000	0
	45,000	45,000	0

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-900	ROAD DCC'S APPLIED	45,000
	Total Revenue:	45,000
Expense		
2-999	PROJECTS - ONE-TIME	45,000
	Total Expense:	45,000

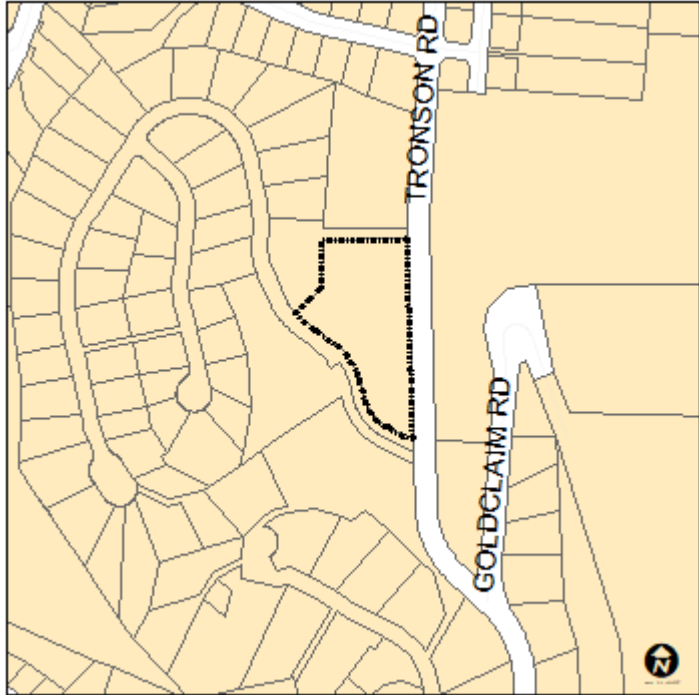
Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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Canadian Lakeview Estates park lot – 9192 Tronson Rd.

PROJECT #2019-22



Total Cost \$361,000

This project consists of developing and constructing a park at the Canadian Lakeview Estates park lot. Staff would work with the neighbouring community to refine a concept for the area. The concept would include reviewing the building, installing an irrigation system, restoring walkways, plantings, courts and reviewing the need for play equipment.



Project Summary

Project Number:	2019-22	Budget Year:	2019
Project Title:	PARK CONSTRUCTION - CANADIAN LAKEVIEW PARK LOT	Budget Status:	Approved
		Manager:	

Description:

This project consists of developing and constructing a park at the Canadian Lakeview Estates park lot. Staff would work with the neighbouring community to refine a concept for the area. The concept would include reviewing the building, installing an irrigation system, restoring walkways, plantings, courts and reviewing the need for play equipment.

Justification:

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	361,000	119,130	241,870
	361,000	119,130	241,870

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-908	PARKS DCC'S APPLIED	119,130
	Total Revenue:	119,130
Expense		
2-999	PROJECTS - ONE-TIME	361,000
	Total Expense:	361,000

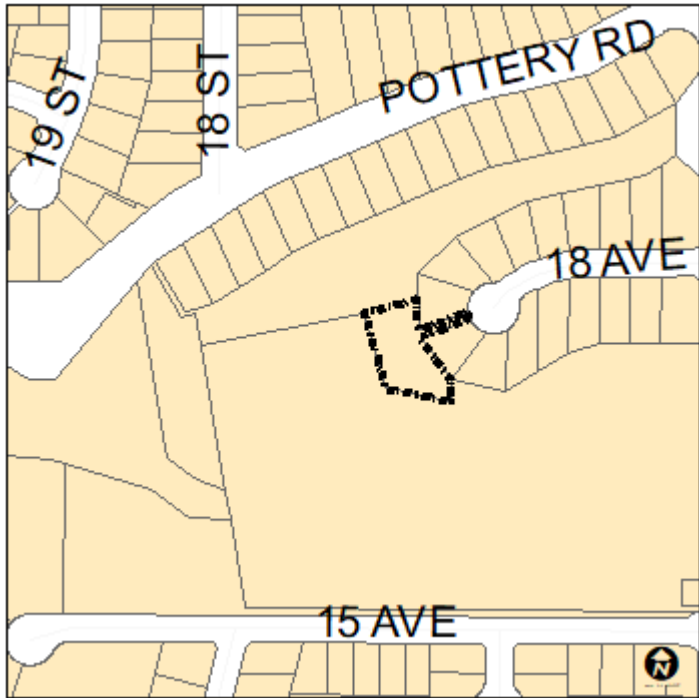
Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
2019	33,000	0.0
2020	33,000	0.0
2021	33,000	0.0
2022	33,000	0.0
2023	33,000	0.0

Pottery Ravine Park – 1604 18 Ave

PROJECT #2019-23



Total Cost \$202,000

This project consists of improving the existing playground structure and developing the existing park at Pottery Ravine. Both naturalized and LITE (literacy through the environment) would be explored in the design. Staff would work with the neighbouring community to refine the concept.



Project Summary

Project Number:	2019-23	Budget Year:	2019
Project Title:	PARK UPGRADE - POTTERY RAVINE PARK	Budget Status:	Approved
Manager:			

Description:

This project consists of improving the existing playground structure and developing the existing park at Pottery Ravine. Both naturalized and LITE (literacy through the environment) would be explored in the design. Staff would work with the neighbouring community to refine the concept.

Justification:

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	202,000	66,660	135,340
	202,000	66,660	135,340

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-908	PARKS DCC'S APPLIED	66,660
	Total Revenue:	66,660
Expense		
2-999	PROJECTS - ONE-TIME	202,000
	Total Expense:	202,000

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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Washroom Renovations DND – 2950 15 Ave

PROJECT #2019-24

Total Cost \$306,000



This project consists of renovating the washroom facility at the DND fields. This would consist of fresh paint, new fascia on the exterior, new interior partitions, stalls and fixtures, tiling the floors and walls, and closing the rafters.



Project Summary

Project Number:	2019-24	Budget Year:	2019
Project Title:	WASHROOM RENOVATIONS - DND	Budget Status:	Approved
Manager:			

Description:

This project consists of renovating the washroom facility at the DND fields. This would consist of fresh paint, new fascia on the exterior, new interior partitions, stalls and fixtures, tiling the floors and walls, and closing the rafters.

Justification:

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	306,000	100,980	205,020
	306,000	100,980	205,020

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-908	PARKS DCC'S APPLIED	100,980
Total Revenue:		100,980
Expense		
2-999	PROJECTS - ONE-TIME	306,000
Total Expense:		306,000

Related Projects

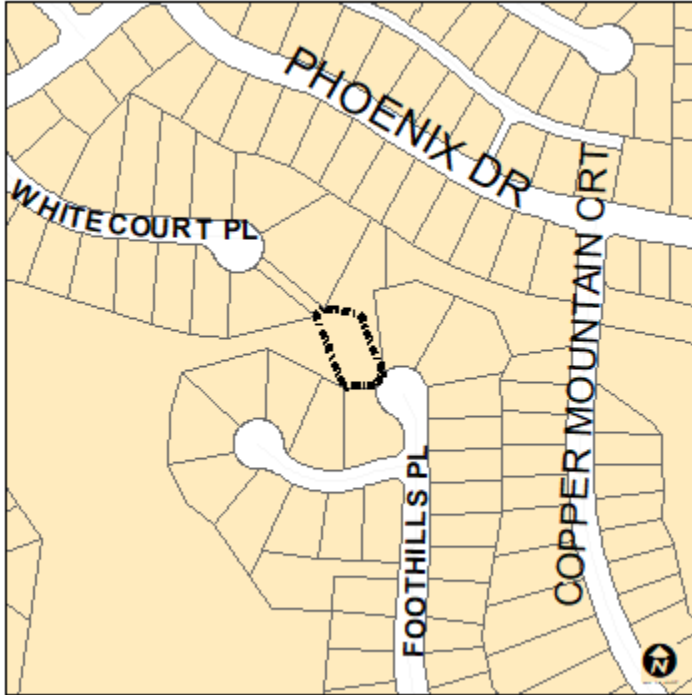
Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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Trail Connection – Whitecourt Place to Foothills Place

PROJECT #2019-25

Total Cost \$75,000



This project consists of establishing a more accessible trail from Whitecourt Place to Foothills Place. It will connect to the network of trails the City of Vernon has completed in 2016/17/18 within the area.



Project Summary

Project Number:	2019-25	Budget Year:	2019
Project Title:	TRAIL CONNECTION - WHITECOURT PLACE TO FOOTHILLS PLACE	Budget Status:	Approved
		Manager:	

Description:

This project consists of establishing a more accessible trail from Whitecourt Place to Foothills Place. It will connect to the network of trails the City of Vernon has completed in 2016/17/18 within the area.

Justification:

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	75,000	24,750	50,250
	75,000	24,750	50,250

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-908	PARKS DCC'S APPLIED	24,750
	Total Revenue:	24,750
Expense		
2-999	PROJECTS - ONE-TIME	75,000
	Total Expense:	75,000

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
2019	5,000	0.0
2020	5,000	0.0
2021	5,000	0.0
2022	5,000	0.0
2023	5,000	0.0

Park Infrastructure Renewal – City Wide

PROJECT #2019-26

Total Cost \$50,000

This project includes the continued placement of updated standard benches, picnic tables and park signs. There are many aging infrastructure within our parks which require replacement.

Signs: Marshall Fields, Kin Beach, Paddlewheel Park, Graham Park
Benches and picnic tables throughout the city.



Standard bench located at the Lakers Disc Golf Course



Standard picnic table located in Mission Hill Park playground



Standard neighbourhood park signs located at Alexis and Sunrise Park

Project Summary

Project Number:	2019-26	Budget Year:	2019
Project Title:	PARK INFRASTRUCTURE RENEWAL - CITY WIDE	Budget Status:	Approved
Manager:			

Description:

This project includes the continued placement of updated standard benches, picnic tables and park signs. There are many aging infrastructure within our parks which require replacement.
Signs: Marshall Fields, Kin Beach, Paddlewheel Park, Graham Park
Benches and picnic tables throughout the city.

Justification:

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	50,000	0	50,000
	50,000	0	50,000

Project Details 2019

GL Account	Description	Total Amount
Expense		
2-999	PROJECTS - ONE-TIME	50,000
Total Expense:		50,000

Related Projects

Operating Budget Impact

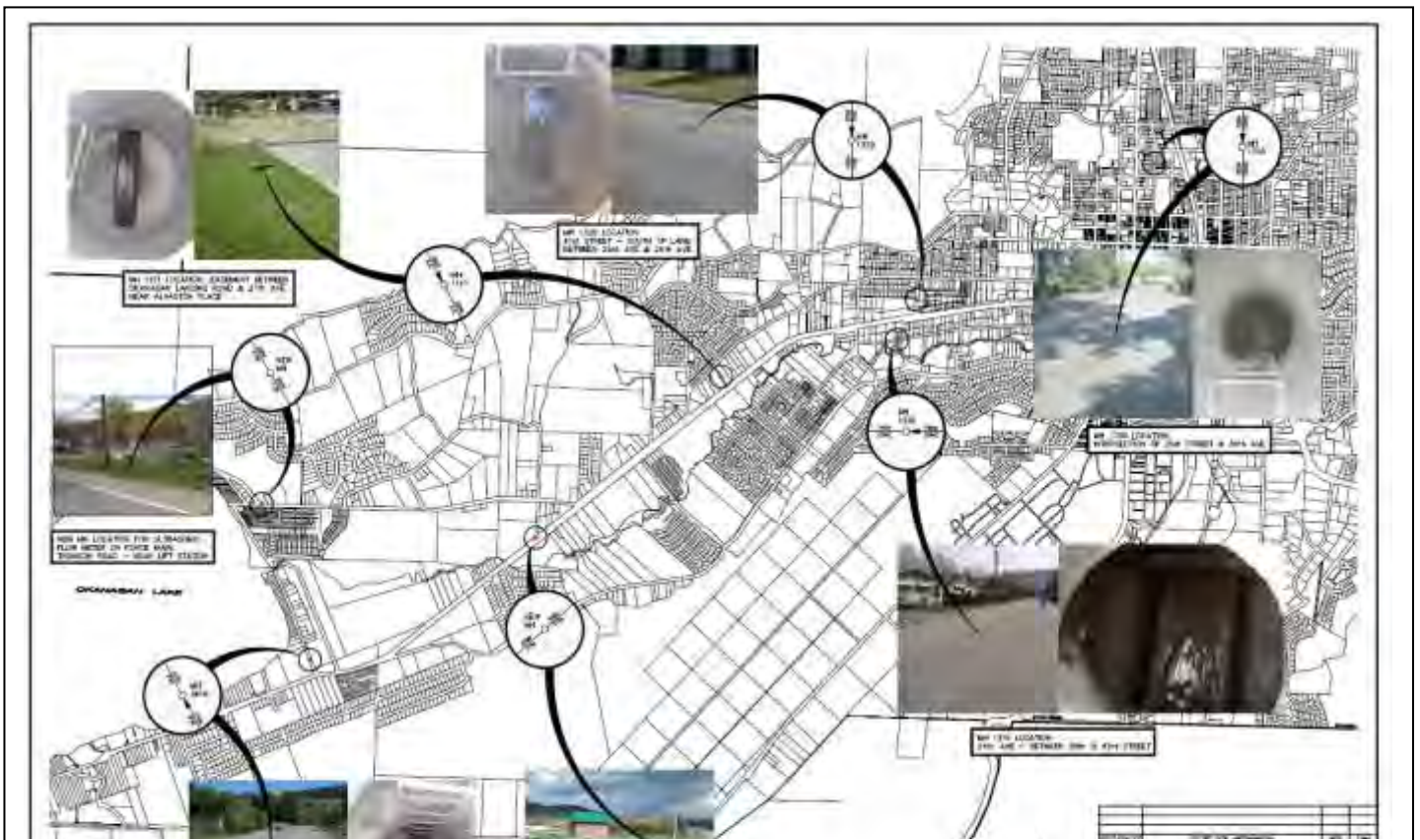
Budget Year	Exp (Rev)	FTE Impact
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SANITARY SEWER MODEL AND FLOW MONITORING

PROJECT #2019-27

Total Cost \$150,000

Flow monitoring (creeks and sewers) and updating of the city's sanitary sewer hydraulic model is required to support current and future infrastructure upgrades. The model will also be used to inform development approvals and upgrades required to support growth.



Project Summary

Project Number:	2019-27	Budget Year:	2019
Project Title:	SANITARY AND STORM MODEL AND FLOW MONITORING	Budget Status:	Approved
		Manager:	

Description:

Flow monitoring (creeks and sewers) and updating of the city's sanitary sewer hydraulic model is required to support current and future infrastructure upgrades. The model will also be used to inform development approvals and upgrades required to support growth.

Justification:

Engineering servicing to support growth.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	150,000	150,000	0
	150,000	150,000	0

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-901	STORM DCC'S APPLIED	75,000
1-904	SEWER COLLECTION DCC'S APPLIED	75,000
	Total Revenue:	150,000
Expense		
2-997	PROJECTS - SEWER ONE-TIME	75,000
2-999	PROJECTS - ONE-TIME	75,000
	Total Expense:	150,000

Related Projects

Operating Budget Impact

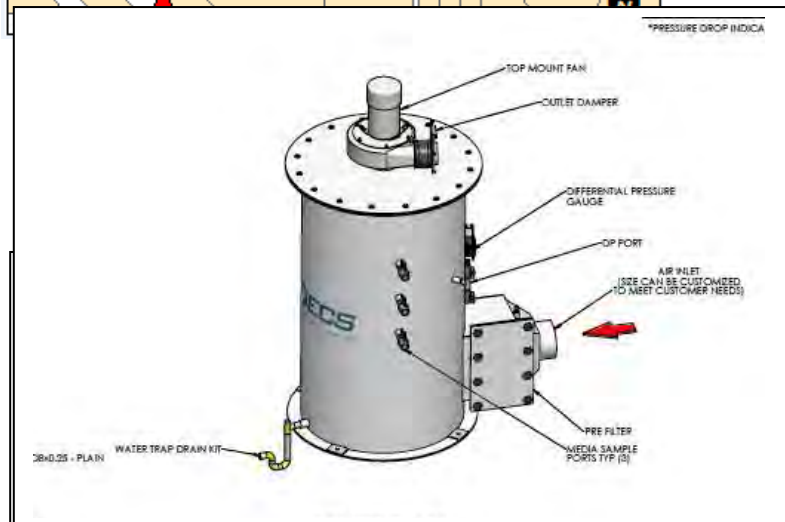
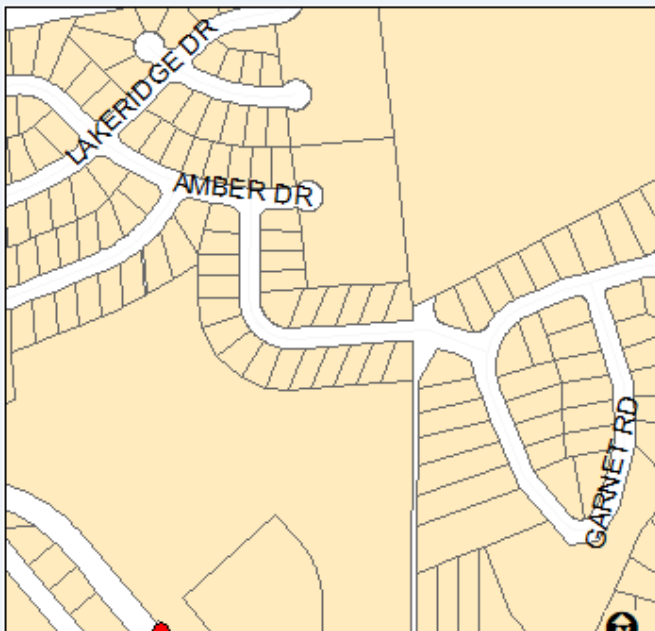
Budget Year	Exp (Rev)	FTE Impact
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PRIORITY SANITARY RECONSTRUCTION

PROJECT #2019-28

Total Cost \$350,000

Funding for priority sanitary sewer projects in 2019 will be used to improve of odour control at several locations in the Okanagan Landing and renew priority failed infrastructure.



Project Summary

Project Number:	2019-28	Budget Year:	2019
Project Title:	PRIORITY SANITARY RECONSTRUCTION	Budget Status:	Approved
Manager:			

Description:

Funding for priority sanitary sewer projects in 2019 will be used to improve of odour control at several locations in the Okanagan Landing and renew priority failed infrastructure.

Justification:

Infrastructure renewal and improvements.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	350,000	350,000	0
	350,000	350,000	0

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-820	FROM SEWER COLLECTION RESERVE	350,000
	Total Revenue:	350,000
Expense		
2-997	PROJECTS - SEWER ONE-TIME	350,000
	Total Expense:	350,000

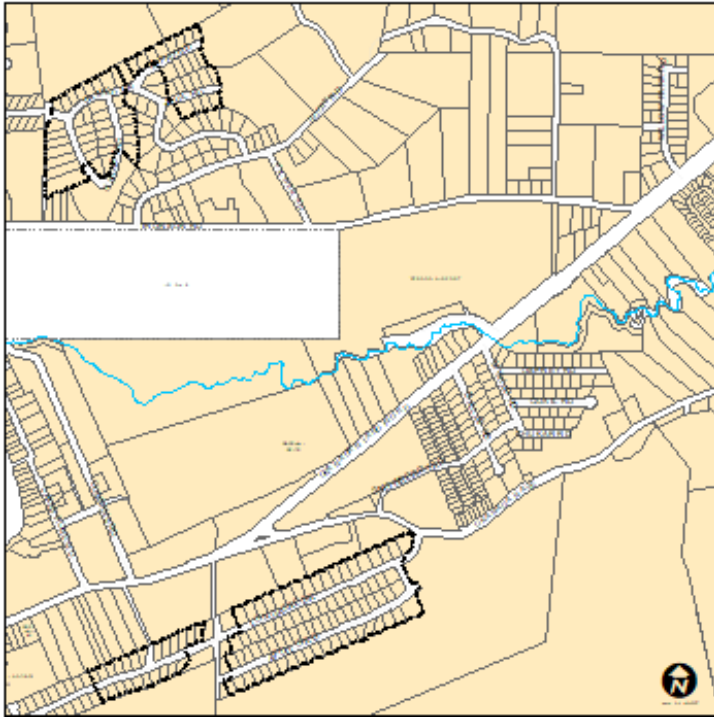
Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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OKANAGAN LANDING SANITARY SEWER LOCAL AREA SERVICE CAMEO AND CLAREMONT

PROJECT #2019-29



Total Cost \$2,984,000

As part of the Council Endorsed Okanagan Landing Sewer Extension Strategy the next phase of servicing is planned for Cameo and Claremont subdivisions starting in 2019. Design is currently underway with petitioning planned for late 2018 or early 2019. Contingent upon successful local area service process, construction would proceed in 2019.

Cost recovery of the local service area (LAS) related works is proposed by way of a local service tax. The project proceeds only with successful LAS process.



Project Summary

Project Number:	2019-29	Budget Year:	2019
Project Title:	OKANAGAN LANDING SANITARY SEWER LOCAL AREA SERVICE	Budget Status:	Approved
		Manager:	

Description:

As part of the Council Endorsed Okanagan Landing Sewer Extension Strategy the next phase of servicing is planned for Cameo and Claremont subdivisions starting in 2019. Design is currently underway with petitioning planned for late 2018 or early 2019. Contingent upon successful local area service process, construction would proceed in 2019.

Justification:

Cost recovery of the local service area (LAS) related works is proposed by way of a local service tax. The project proceeds only with successful LAS process.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	2,984,000	2,504,000	480,000
	2,984,000	2,504,000	480,000

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-820	FROM SEWER COLLECTION RESERVE	2,504,000
	Total Revenue:	2,504,000
Expense		
2-997	PROJECTS - SEWER ONE-TIME	2,504,000
2-999	PROJECTS - ONE-TIME	480,000
	Total Expense:	2,984,000

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
2019	8,925	0.0
2020	8,925	0.0
2021	8,925	0.0
2022	8,925	0.0
2023	8,925	0.0

PROJECT #2019-30

Project to complete Sanitary Trunk Main inspection which will include by-pass pumping on the third phase of the Trunk Main inspection program. Project scope to be determined based on tendered prices. Driver is asset management and understanding the condition of our critical infrastructure.



Project Summary

Project Number:	2019-30	Budget Year:	2019
Project Title:	TRUNK MAIN INSPECTION	Budget Status:	Approved
		Manager:	

Description:

Project to complete Sanitary Trunk Main inspection which will include by-pass pumping on the third phase of the Trunk Main inspection program. Project scope to be determined based on tendered prices. Driver is asset management and understanding the condition of our critical infrastructure.

Justification:

Driver is asset management and understanding the condition of our critical infrastructure.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	75,000	75,000	0
	75,000	75,000	0

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-820	FROM SEWER COLLECTION RESERVE	75,000
	Total Revenue:	75,000
Expense		
2-996	PROJECTS - SEWER ANNUAL	75,000
	Total Expense:	75,000

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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New Downtown Washroom Facility and Removal of Existing

PROJECT #2019-31



Total Cost \$200,000

The existing Downtown Washroom Facility located north of Cenotaph Park is subject to constant vandalism and misuse. As a result, the facilities are not used for the intended purpose and are often closed for repair and maintenance. At the July 23, 2018 Regular Meeting, Council approved the following resolution:

THAT Council direct Administration to investigate and bring forward a costed proposal to replace the existing washroom facility at the transit station with a more appropriate hardened design for Councils consideration and inclusion in the 2019 Budget.

Administration has researched the options and is proposing to remove the existing structure and install a single modular unit (Portland Loo) that will minimize the risk to safety and vandalism and will be less expensive to maintain and operate. The cost of the unit is estimated at \$160,000 and it is expected that removal of the existing structure and installation of the new facility will cost approximately 40,000, for a one time cost of \$200,000. Annual operating costs are expected to decrease by approximately 50%.

Project Summary

Project Number:	2019-31	Budget Year:	2019
Project Title:	DOWNTOWN WASHROOM UPGRADE	Budget Status:	Approved
Manager:			

Description:

The existing Downtown Washroom Facility located north of Cenotaph Park is subject to constant vandalism and misuse. As a result, the facilities are not used for the intended purpose and are often closed for repair and maintenance.

Justification:

At the July 23, 2018 Regular Meeting, Council approved the following resolution:

THAT Council direct Administration to investigate and bring forward a costed proposal to replace the existing washroom facility at the transit station with a more appropriate hardened design for Councils consideration and inclusion in the 2019 Budget.

Administration has researched the options and is proposing to remove the existing structure and install a single modular unit (Portland Loo) that will minimize the risk to safety and vandalism and will be less expensive to maintain and operate.

The cost of the unit is estimated at \$160,000 and it is expected that removal of the existing structure and installation of the new facility will cost approximately 40,000, for a one time cost of \$200,000. Annual operating costs are expected to decrease by approximately 50%.

Project Forecast

Year	Total Expense	Total Revenue	Infrastructure Levy
2019	200,000	180,018	19,982
	200,000	180,018	19,982

Project Details 2019

GL Account	Description	Total Amount
Revenue		
1-842	FROM CWF GAS TAX RESERVE	180,018
	Total Revenue:	180,018
Expense		
2-999	PROJECTS - ONE-TIME	200,000
	Total Expense:	200,000

Related Projects

Operating Budget Impact

Budget Year	Exp (Rev)	FTE Impact
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ACRONYMS

ALPR	Automated Licence Plate Recognition
BCA	British Columbia Assessment
BIA	Business Improvement Area
CAO	Chief Administrative Officer
CCNP	City Centre Neighbourhood Plan
COV	City of Vernon
CPI	Consumer Price Index
CPO	Community Policing Office
CSB	Community Services Building
CUPE	Canadian Union of Public Employees
DCC	Development Cost Charge
FTE	Full Time Equivalent
GAAP	Generally Accepted Accounting Principles
GFOA	Government Finance Officers Association
GIL	Grants in Lieu
GST	Goods and Service Tax
IAFF	International Association of Fire Fighters
IHA	Interior Health Authority
IS	Information Services
ITF	Infrastructure Transportation Framework
LWMP	Liquid Waste Management Plan
MFA	Municipal Finance Authority of British Columbia
MIA	Municipal Insurance Association
MOU	Memorandum of Understanding
OBWB	Okanagan Basin Water Board
OCP	Official Community Plan
ORL	Okanagan Regional Library
PO	Purchase Order
PSAS	Public Sector Accounting Standard
PST	Provincial Sales Tax
RDNO	Regional District of North Okanagan
SIIP	Sustainable Infrastructure Investment Plan
UBCM	Union of British Columbia Municipalities
VFRS	Vernon Fire Rescue Service
VVFA	Vernon Volunteer Fire Association
VWRC	Vernon Water Reclamation Centre
YVE	Vernon Regional Airport



GLOSSARY

ACCRUAL ACCOUNTING: The accounting treatment where revenues are recorded in the fiscal period they are earned and expenses are recognized in the fiscal period they are incurred.

AMORTIZATION: The annual charge calculated under accounting rules to approximate the using up of, or deterioration of, service life for infrastructure assets. The amortization amount is a calculation based on the historical cost, and does not necessarily represent the current replacement cost of renewing the asset.

APPROPRIATED SURPLUS: Funds set aside for a non statutory purpose.

ASSESSMENT BASE: The total valuation of all properties within a jurisdiction. This is the value to which the tax levy is applied to determine the mill rate.

ASSETS: Are things which have monetary value and are owned.

BONDS: A certificate issued by a government or a public company promising to repay borrowed money at a fixed rate of interest as a specified time; debenture.

BRITISH COLUMBIA ASSESSMENT (BCA): BC Assessment provides accurate property and value information to:

- Tax authorities;
- Property owners;
- Municipal, provincial and federal government agencies;
- Realtors, appraisers, lawyers, bankers, title search companies;
- Other private and public agencies.

BUDGET: A periodic estimate of the revenue or expenditure of a country, organization, etc.

BUSINESS IMPROVEMENT AREA (BIA): is a defined area in which a specified tax levy or tax exemption program is authorized by bylaw.

BALANCED BUDGET: A plan of financial operations where revenues and transfers from all sources equal all expenses and transfers.

BASE BUDGET: The cost of continuing the existing levels of service for the current year.

CAPITAL BUDGET: Includes the cost of building, acquiring and revitalizing infrastructure assets and the sources of funds to pay for those assets.

CAPITAL EXPENDITURES: Funds used to acquire, build, or extend the service life of infrastructure assets.

CAPITAL RESERVES: A group of funds comprised of appropriated surplus, to be used for future capital program expenditures.

CLIMATE ACTION CHARTER: The Climate Action Charter that commits most communities in BC to become carbon neutral by 2012. Out of 188 municipalities, 179 have signed the *BC Climate Action Charter*. By signing the Charter, local governments commit to measuring and reporting on their community's greenhouse gas emissions profile. They will also work to create compact, more energy efficient communities. The City of Vernon has signed the Climate Action Charter.

COMMUNITY CHARTER: The Provincial Legislation conveying many of the powers and responsibility to the City.

COMMUNITY GRANT: Each year the City awards community grants to organization for the purpose of funding a Project or Capital Expenditure under general guidelines established by policy.

THE CONSUMER PRICE INDEX (CPI): is an indicator of changes in consumer prices experienced by Canadians. It is obtained by comparing, over time, the cost of a fixed basket of goods and services purchased by consumers. Since the basket contains goods and services of unchanging or equivalent quantity and quality, the index reflects only pure price change.



CANADIAN UNION OF PUBLIC EMPLOYEES (CUPE): is the union representing Vernon's unionized workforce. The union Local is CUPE 626.

CAPITAL EXPENDITURES: Funds used to acquire, build, renew or extend the service life of infrastructure assets.

CAPITAL PROJECT: Major construction acquisition or renovation/renewal activities, which add value to the City's capital assets or significantly increase their useful life.

DEVELOPMENT COST CHARGES (DCC'S): are fees imposed by bylaw on new developments to assist in the funding of future infrastructure such as parks, new and/or wider streets, water, storm and sewer services.

DEBT SERVICE: The current period cost of payments for long term debt, made up of principal payments and interest costs.

DISCRETIONARY GRANT: Each year the City awards discretionary grants to organizations for the purpose of providing funding under general guidelines established by policy.

FINANCIAL PLAN: A Financial Plan is required each year under section 165 of the Community Charter, for the operating year and four following years, to authorize by bylaw the planned revenues and expenditures. The terms financial plan, and budget are often used interchangeably.

FISCAL RESILIENCY: The ability to accommodate both known and potential ongoing and one time expenses with realizable ongoing revenues and resources without compromising the long term ability to respond to fiscal uncertainty.

FISCAL SUSTAINABILITY: The ability to accommodate known and planned ongoing expenses with realizable ongoing revenues and resources.

FULL TIME EQUIVALENT (FTE): is a unit of measure for employed individuals that makes them comparable despite working different hours per week, month or year. It is measured by the number of hours worked by all employees of an organization or department, divided by the standard employee work week. In this example five employees could work seven hours per week for a total of 35 hours and have a calculated FTE of 1.

FUND: A reserve of money or investments, esp. one set apart for a purpose.

FUND BALANCE: The combined total of revenues, expenditures, debt payments, debt proceeds, and inter fund transfers for a specific fund.

GRANTS IN LIEU (GIL): paid by senior levels of government to approximate tax levies of the local jurisdiction.

INTERNATIONAL ASSOCIATION OF FIRE FIGHTERS (IAFF): is the union representing Vernon's full time paid firefighters. The Union Local is IAFF 1517.

INFRASTRUCTURE ASSETS: Physical structures such as water and sewer pipes, pumps, mains, lines reservoirs and treatment facilities. They are also made up of roadways, sidewalks, storm sewers, and roads.

INFRASTRUCTURE DEFICIT: Is the combined total of accumulated amortization for all infrastructure assets, less the in place funding set aside to replace those assets. This is not a measure of the actual funds required to renew existing infrastructure at current market rates.

MUNICIPAL FINANCE AUTHORITY OF BRITISH COLUMBIA (MFA): was created in 1970 to contribute to the financial well-being of local governments throughout BC. The M.F.A pools the borrowing and investment needs of BC communities and through a collective structure is able to provide a range of low cost and flexible financial services.

MUNICIPAL INSURANCE ASSOCIATION (MIA): is member owned and operated, and contributes to the financial security of local governments in British Columbia. Over 150 Municipalities and Regional Districts are members. The Association's mission is to:

- Provide broad liability insurance coverage at stable and best value costs,
- Maintain the liability insurance coverage needed for members financial security,



- Stabilize liability insurance costs, and
- Offer risk management education and resources to assist members in preventing claims.

OKANAGAN BASIN WATER BOARD (OBWB): The overall objective of the board is to undertake strategic projects and programs at the Basin scale that meet the collective needs of Okanagan citizens for long-term sustainable water supplies while supporting the capacity of member jurisdictions to meet their own water management goals.

VERNON'S OFFICIAL COMMUNITY PLAN (OCP): is intended to define the vision of the community – how the community sees itself growing and developing in the future and ultimately what kind of place the community wants Vernon to be.

OKANAGAN REGIONAL LIBRARY (ORL): The ORL serves over 360,000 people across an area covering 59,600 square kilometers through 29 branches.

OPERATING RESERVES: A group of funds comprised of appropriated surplus to allow completion of operating projects spanning more than one fiscal period.

PUBLIC SECTOR ACCOUNTING Body (PSAB): is an independent body with the authority to set accounting standards for the public sector.

REGIONAL DISTRICT OF THE NORTH OKANAGAN (RDNO): obtains its authority from the Local Government Act. The regional district functions as a partnership of the municipalities and electoral areas within its boundaries. These local governments work together through the regional district to provide and coordinate services in both urban and rural areas.

SEWER RESERVES: a group of funds comprised of appropriated surplus to be used for funding sewer/ utility priorities.

SEWER UTILITY: The costs of providing sanitary sewer treatment from collection to final disposition. The funding and rate structure of the utility are intended to be recovered on a user pay principle without subsidy from taxation..

SPECIAL PURPOSE & LEGACY RESERVES: a group of funds comprised of appropriated surplus to be used for significant legacy funding opportunities such as the Fortis BC LILO financial transaction.

TAX EQUALIZATION RESERVES: A group of funds comprised of appropriated surplus to be used to smooth or phase in the effects of significant tax policy changes.

TAX LEVY: the amount of money to be collected for general purposes or recovered from specified areas through taxation.

TAX RATE MULTIPLIER: The statistical relationship between the mill rates imposed on the assessment classifications.

UNION OF BRITISH COLUMBIA MUNICIPALITIES (UBCM): is an organization that has served and represented the interests of local government in BC since 1905. UBCM initiates, monitors, interprets and reacts where such changes could have an effect on local governments and the communities they serve. UBCM is made up of delegates of local elected representatives.



City of Vernon Financial Plan

2019-2023