



**Village of Lytton
AGENDA
Budget Planning Meeting
Council Chamber, 380 Main Street, Lytton, BC
6:00pm Thursday February 16, 2017**

- 1) Call to Order**
- 2) Introduction and presentation of materials drafted** – 2017 Budget Planning Binders will be distributed at the meeting, with an introduction and explanation of the materials provided in the Binders
- 3) Review of Budget Process** – Presentation of the process for moving the budget from the introductory and review stages through the adoption and reporting stages.
- 4) Reports on Departments' Budget Requests** – A review of each department's 2017 budget requests that have been submitted to Village staff and are now presented to Council for consideration.
- 5) Council Discussion & Question Period** – Council's opportunity to bring forward their questions about the presented information and process and to discuss issues of concern.
- 6) Public Discussion & Question Period** – Opportunity for the public to bring forward their questions and concerns about the presented information and process.
- 7) Adjournment**

General Fund Revenue Summary		2016 Actual	2016 Budget	2017 Draft Budget	Variance \$'s Between 2017 Draft Budget & 2016 Budget	2018 Draft Budget	2019 Draft Budget	2020 Draft Budget	2021 Draft Budget
Property Taxes		361,203.02	347,608.00	351,665.00	(4,057.00)	355,181.65	358,733.47	362,320.80	365,944.01
1% Revenue Sharing and Payments in Lieu of Property Taxes (PILT)		20,380.79	42,058.00	20,391.00	21,667.00	20,594.91	20,800.86	21,008.87	21,218.96
Licenses & Rentals		21,980.28	26,163.00	29,637.00	(3,474.00)	29,933.37	30,232.70	30,535.03	30,840.38
Protective Services		72,879.50	70,565.00	71,040.00	(475.00)	71,750.40	72,467.90	73,192.58	73,924.51
Cemetery		1,675.00	7,015.00	1,140.00	5,875.00	1,151.40	1,162.91	1,174.54	1,186.29
Recreation		19,530.74	16,270.00	16,770.00	(500.00)	16,937.70	17,107.08	17,278.15	17,450.93
General Grants		398,165.10	365,378.00	382,498.00	(17,120.00)	361,072.98	364,683.71	368,330.55	372,013.85
Community Wildfire Protection Program		152,446.05	168,095.00	200,000.00	(31,905.00)	200,000.00	200,000.00	200,000.00	200,000.00
Economic Development & Other Grants		14,163.11	97,000.00	86,690.00	10,310.00	87,000.00	87,000.00	87,000.00	87,000.00
Other		4,434.13	11,000.00	6,000.00	5,000.00	6,060.00	6,120.60	6,181.81	6,243.62
Fiscal Services		4,129.58	10,500.00	10,500.00	-	10,605.00	10,711.05	10,818.16	10,926.34
Transfers from Reserves		1,275.00	94,510.00	86,010.00	8,500.00	-	-	-	-
Transfer from Surplus									
SUBTOTAL REVENUE (NOT INCLUDING OTHER TAXING AUTHORITIES)		1,072,262.30	1,256,162.00	1,262,341.00	(6,179.00)	1,160,287.41	1,169,020.28	1,177,840.49	1,186,748.89
OTHER TAXING AUTHORITIES COLLECTIONS		206,678.83	210,704.00	212,811.04	(2,107.04)	214,939.15	217,088.54	219,259.43	221,452.02
TOTAL REVENUE		1,278,941.13	1,466,866.00	1,475,152.04	(8,286.04)	1,375,226.56	1,386,108.83	1,397,099.91	1,408,200.91

General Fund Expenditure Summary

	2015 Actual	2016 Actual	2016 Budget	2017 Draft Budget	Variance \$'s between 2017 Draft Budget & 2016 Budget	2018 Draft Budget	2019 Draft Budget	2020 Draft Budget	2021 Draft Budget
Council & Committees	38,692.33	36,846.18	58,305.00	61,000.00	(2,695.00)	49,171.10	45,054.52	45,955.61	46,874.72
Village Office & Building	97,029.74	67,243.13	70,527.00	58,874.96	11,652.04	59,792.46	60,728.31	61,682.87	62,656.53
Legal, Insurance & Audit	60,978.26	53,686.68	53,778.00	54,596.56	(178.56)	63,440.49	64,709.30	66,003.49	67,323.56
Administration & Finance	283,186.23	297,718.05	325,510.00	327,604.00	(2,094.00)	334,156.08	340,839.20	347,655.99	354,609.11
Fire Protection	37,999.07	42,979.02	58,510.00	56,472.60	2,037.40	57,602.05	58,754.09	59,929.17	61,127.76
Emergency Preparedness	4,003.50	5,865.75	13,150.00	8,663.00	4,487.00	8,836.26	9,012.99	9,193.24	9,377.11
Public Works Administration & Building	169,460.41	96,673.71	71,258.00	72,303.16	(45.16)	73,749.22	73,760.44	73,771.66	73,782.88
Public Works Fleet	11,230.14	33,286.48	23,700.00	24,174.00	(474.00)	24,657.48	25,150.63	25,653.64	26,166.72
Roads & Sidewalks	14,455.23	45,678.07	56,462.00	58,255.68	(1,793.68)	59,420.79	60,609.21	61,821.39	63,057.82
Snow Removal & Garbage Pick-Up	3,838.95	13,629.18	12,563.00	27,074.26	(14,511.26)	27,615.75	28,166.06	28,731.42	29,306.05
Cemetery	452.89	1,618.12	8,501.00	2,061.02	6,439.98	2,102.24	2,144.29	2,187.17	2,230.91
Community Wildfire Protection Program	149,369.51	157,546.78	166,095.00	200,000.00	(31,905.00)	200,000.00	200,000.00	200,000.00	200,000.00
Economic Development	18,406.00	16,500.00	94,000.00	149,000.00	(55,000.00)	131,130.00	133,298.10	135,505.02	137,751.48
Information Center & Museum	14,179.53	20,294.68	13,221.00	13,278.36	(57.36)	13,543.93	13,814.81	14,091.10	14,372.92
Recreation Including Pool	35,562.12	38,828.70	44,569.00	38,994.38	5,574.62	39,774.27	40,569.75	41,381.15	42,208.77
Parks & Trails	3,682.89	5,947.05	8,772.00	7,283.00	1,489.00	7,428.66	7,577.23	7,728.78	7,883.35
SUBTOTAL EXPENSES BEFORE FISCAL SERVICES/TRANSFERS	942,576.80	934,341.56	1,081,921.00	1,159,634.98	(77,073.98)	1,152,420.78	1,164,190.93	1,181,291.72	1,198,729.70
Fiscal Services/Transfers to Reserves	61,089.03	100,861.10	100,903.00	64,118.00	36,785.00	102,861.00	102,861.00	102,861.00	102,861.00
SUBTOTAL EXPENSES & TRANSFERS (NOT INCLUDING OTHER TAXING AUTHORITIES)	1,003,615.83	1,035,202.66	1,182,824.00	1,223,752.98	(40,928.98)	1,255,281.78	1,267,051.93	1,284,152.72	1,301,590.70
TRANSFERS TO OTHER TAXING AUTHORITIES	253,647.35	206,678.83	210,704.00	212,811.04	(2,107.04)	214,939.15	217,088.54	219,259.43	221,452.02
TOTAL EXPENSES & TRANSFERS	1,257,463.18	1,241,881.49	1,393,528.00	1,436,564.02	(43,036.02)	1,470,220.93	1,484,140.47	1,503,412.14	1,523,042.72

Capital Expenditures		2016 Actual	2016 Budget	2017 Draft Budget	Variance \$'s Between 2017 Draft Budget & 2016 Budget	2018 Draft Budget	2019 Draft Budget	2020 Draft Budget	2021 Draft Budget
General	Computer Replacement Telephone System			5,000.00 5,000.00	(5,000.00) (5,000.00)				
Pool	Pool Solar Heating, Façade and Improvements Pool Repairs	19,200.00	20,000.00	20,500.00	(20,500.00) 20,000.00				
Museum	Building Addition and Design Improvements			8,130.00	(8,130.00)				
Fire Protection	Replacement for primary fire apparatus - Engine 1 Water Tender Truck Rescue Truck			400,000.00 180,000.00 176,000.00	(400,000.00) (180,000.00) (176,000.00)				
Public Works	Info Center Painting and Floors Main Street Beautification Pickup Replacement (2016 Carry Forward) Sidewalk Replacement (2016 Carry Forward) Water Tanker Upgrade			8,000.00 15,000.00 16,000.00 10,000.00	8,000.00 (8,000.00)				
	Total Capital	19,200.00	59,000.00	843,630.00	(784,630.00)				

*2016 Approved Capital

	2016 Actual	2016 Budget	2017 Draft Budget	Variance \$'s Between 2017 Draft Budget & 2016 Budget	2018 Draft Budget	2019 Draft Budget	2020 Draft Budget	2021 Draft Budget
Expenditures								
General								
OCP Rewrite (2016 Carry Forward)		20,000.00	20,000.00					
Council Governance Sessions (2016 Carry Forward)		5,000.00	10,000.00	(5,000.00)				
C2C Forum (2016 Carry Forward)		10,000.00	10,000.00					
New CAD Desk			5,000.00	(5,000.00)				
Janitorial Closet			800.00	(800.00)				
Meeting Equipment			575.00	(575.00)				
Council Ipads		5,000.00		5,000.00				
New Office and Council Chairs			5,000.00	(5,000.00)				
Pool								
Pool Improvements			2,030.00	(2,030.00)				
Museum								
Staffing			18,000.00	(18,000.00)				
Computer and Software			6,500.00	(6,500.00)				
Fire Protection								
Fire Equipment Annual Inspections			6,200.00	(6,200.00)				
Auto Extrication Tools			1,200.00	(1,200.00)				
SCBA Masks			1,070.00	(1,070.00)				
Training			18,000.00	(18,000.00)				
Fire Department Equipment and supplies (2016 Carry Forward)		5,010.00	8,000.00	(2,990.00)				
Public Works								
Power Inverter			1,000.00	(1,000.00)				
Total transfer from reserves for operations		45,010.00	113,375.00	(68,365.00)				

*2016 Approved Capital. Some may also have additional requests for 2017

	2015 Actual	2016 Actual	2016 Budget	2017 Draft Budget	Variance \$'s Between 2017 Draft Budget & 2016 Budget	2018 Draft Budget	2019 Draft Budget	2020 Draft Budget	2021 Draft Budget
Water Capital									
IR 17 PRV, Zone Meter and Sample site	-	-	-	30,000.00	(30,000.00)				
Toilet Program	-	-	-	-	-				
SCADA System	-	-	-	35,000.00	(35,000.00)				
Dam Repair	-	-	-	25,000.00	(25,000.00)				
Gabion Baskets Lytton Creek – Pre-screens & Sumps	-	-	-	20,000.00	(20,000.00)				
Water Capital Project	123,619.57	14,608.77	-	414,247.00	(414,247.00)				
Transfer from reserves for capital	123,619.57	14,608.77	-	524,247.00	(524,247.00)				
Water Expenditures									
Asset Management Plan		5,801.81	10,000.00	5,000.00	5,000.00				
Water line upgrade and repairs			7,500.00	7,500.00	-				
Transfers from reserves for operations	-	5,801.81	17,500.00	12,500.00	5,000.00				

	2015 Actual	2016 Actual	2016 Budget	2017 Draft Budget	Variance \$'s Between 2017 Draft Budget & 2016 Budget	2018 Draft Budget	2019 Draft Budget	2020 Draft Budget	2021 Draft Budget
Sewer Capital									
Sewer Camera	-	-	-	14,000.00	(14,000.00)				
SCADA System	-	-	-	35,000.00	(35,000.00)				
Transfer from reserves for capital	-	-	-	49,000.00	(49,000.00)				
Expenditures									
Asset Management Plan	-	5,801.81	10,000.00	5,000.00	5,000.00				
Update Sewer Master Plan	-	-	20,000.00	20,000.00	-				
Transfers from reserves for operations	-	5,801.81	30,000.00	25,000.00	5,000.00				