

2020 Operations Budget – November 25, 2019



Topics

- Budget Timeline
- Administration
- Protective Services
- Planning

Budget Timeline



Administration

- Council
- Administration
- Taxation

Council



2020 Budget Council

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Salaries & Benefits	101,884	101,932	103,913	1,981	
Travel Mileage	345	4,000	3,500	(500)	
Travel Accommodation	790	2,500	2,000	(500)	
Travel Meals	679	1,200	1,000	(200)	
Travel Other	202	250	250	-	
Conference Fees	3,688	8,000	8,000	-	\$2,000 Mayor, \$1,000 Councillor
Membership Fees	1,200	2,000	2,000	-	Eastern Ontario's Mayors
Meeting Expenses	500	500	500	-	
Insurance	2,122	2,122	2,200	78	3% Increase
Office Supplies	-	400	200	(200)	
Subscriptions	-	150	150	-	
Other Expenses	187	-	200	200	
Office Equipment	197	-	200	200	
Clothing	1,482	1,400	1,400	-	Clothing \$200 x 7
Promotional Materials	-	1,500	1,500	-	Town of Prescott Items
Public Relations	2,627	2,500	2,750	250	Flowers, gift baskets
Cell Phones	952	1,500	1,000	(500)	
Data Communication	2,813	3,500	3,000	(500)	
Legal Fees	4,579	10,000	10,000	-	Integrity Commissioner
Grants to Others	-	400	400	-	
Transfers to Reserves	5,100	5,100	5,100	-	Election Reserve
Total	129,349	148,954	149,263	309	
				0.21%	

Administration 1 of 3



2020 Budget Administration

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Salaries & Benefits	476,990	468,989	493,625	24,636	
Travel Mileage	1,495	1,500	1,550	50	
Travel Accommodation	817	500	850	350	
Travel Non-Mileage	-	500	-	(500)	
Travel Meals	135	300	150	(150)	
Travel Other	341	100	400	300	
Training Mileage	404	150	450	300	
Training Accommodation	-	500	-	(500)	
Training Non-Mileage	29	-	50	50	
Training Meals	312	200	400	200	
Training Other	383	100	450	350	
Training Fees	4,383	10,000	6,200	(3,800)	
Conference Fees	4,705	3,000	5,000	2,000	
Membership Fees	7,120	6,500	7,300	800	
Meeting Expenses	72	500	100	(400)	
Health & Safety Supplies	943	500	1,000	500	
Insurance	23,021	23,000	23,750	750	3% Increase
Office Supplies	5,218	10,000	9,500	(500)	Archival Supplies 2020
Computer Printing Supplies	1,887	2,800	2,000	(800)	
External Printing Costs	-	3,500	-	(3,500)	

Administration 2 of 3



2020 Budget Administration

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Postage	8,375	6,000	8,500	2,500	
Courier	178	150	200	50	
Other	2,129	1,250	1,700	450	
Office Equipment	274	3,000	-	(3,000)	
Photocopier Maintenance	3,977	3,500	4,000	500	
Computer	24,976	25,000	25,250	250	
Maintenance Repairs	12	-	-	-	
Computer Licenses	34,284	35,000	35,000	-	
Advertising Community	391	1,500	450	(1,050)	
Advertising Recruitment	5,060	2,300	5,200	2,900	
Promotional Material	-	1,500	-	(1,500)	
Public Relations	92	2,000	100	(1,900)	
Maintenance Supplies	98	-	-	-	
Janitorial Cleaning Supplies	340	-	-	-	
Maintenance Contract	19,699	10,000	15,000	5,000	
Cleaning Contracts	7,327	8,000	-	(8,000)	Now Done In-House
Landscaping	421	-	450	450	
Repairs	14,640	25,000	25,000	-	
Building Contract	3,273	-	3,300	3,300	
Hydro	14,437	19,250	15,000	(4,250)	

Administration 3 of 3



2020 Budget Administration

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Heat	7,612	10,900	8,000	(2,900)	
Water	1,121	1,100	1,150	50	
Sewer	1,191	1,200	1,250	50	
Telephone	4,420	6,300	4,500	(1,800)	
Cellular Services	2,738	2,400	2,800	400	
Data Communications	4,335	3,300	4,500	1,200	
Property & Contents Insuranc	5,941	6,000	6,150	150	
Non-Owned Vehicle Insuranc	64	65	70	5	
Consulting Services	27,516	31,500	26,300	(5,200)	
Audit Services	22,017	22,200	22,900	700	
Legal Services	24,000	20,000	20,000	-	
IT Support	42,687	43,000	43,000	-	
Security Services	3,147	150	3,200	3,050	
Credit Card Charges	1,270	150	1,300	1,150	
Bank Charges	2,298	2,100	2,300	200	
Reserve Fund	591,400	591,400	-	(591,400)	Modernization Funding
Grants to Others	-	150	-	(150)	
Total	1,409,993	1,418,004	839,345	(578,659)	
				-40.8%	

Property Taxes



2020 Budget Property Taxes

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
MPAC Assessment Fees	49,966	49,965	50,965	1,000	Assumes 2% Increase
Transfer to Reserves	250,418	250,417	250,417	-	
Tax Write Offs	28,049	11,175	12,000	825	
Total	328,432	311,557	313,382	1,825 0.6%	

Protective Services

- Fire Services
- Police Services
- Protective Inspection
- Building Permits
- Emergency Management

Fire Department 1 of 3



2020 Budget Fire

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Salaries & Benefits	171,722	172,663	172,840	177	
Travel Mileage	-	1,100	-	(1,100)	
Travel Accommodation	-	700	-	(700)	
Travel Meals	-	250	-	(250)	
Travel Others	-	150	-	(150)	
Training Mileage	-	50	-	(50)	
Training Accommodation	165	-	200	200	
Training Non Mileage	326	200	350	150	
Training Meals	1,421	450	1,450	1,000	
Training Other	105	-	150	150	
Training Fees	5,452	13,000	13,000	-	
Conference Fees	1,547	1,000	1,550	550	
Membership Fees	282	2,000	2,000	-	
Meeting Expenses	191	50	200	150	
Health & Safety Supplies	414	5,000	5,000	-	
Insurance	5,459	5,650	5,800	150	Assumes 3% Increase
Office Supplies	1,903	2,000	2,000	-	
Office Supplies - Prevention	3,725	9,000	8,000	(1,000)	
External Printing Costs	-	150	-	(150)	
Computer Printing Supplies	878	200	1,000	800	
Postage	12	300	50	(250)	
Courier	15	100	50	(50)	

Fire Department 2 of 3



2020 Budget Fire

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Subscriptions	1,465	1,000	1,500	500	
Other	938	1,000	1,000	-	
Other	59	-	100	100	
Office Furniture	-	-	-	-	
Photocopier	742	1,200	1,000	(200)	
Computer	-	2,000	2,000	-	
Radio Maintenance Contract	3,091	3,200	3,200	-	
Equipment Maintenance	24,612	36,000	36,000	-	
Computer Licenses	1,670	1,000	2,000	1,000	
Advertising Community	436	-	500	500	
Advertising Community	-	1,000	-	(1,000)	
Public Relations	-	500	1,000	500	
Liability Insurance	9,366	12,000	11,500	(500)	
Janitorial Cleaning Supplies	619	1,000	600	(400)	
Maintenance Supplies	-	500	-	(500)	
Building Maintenance Contracts	6,581	1,500	6,600	5,100	
Cleaning Contracts	2,443	2,500	-	(2,500)	Cleaning now in-house
Repairs	1,301	3,000	2,000	(1,000)	
Building Repairs	1,153	-	1,500	1,500	
Hydro	10,286	13,350	10,800	(2,550)	Assumes 5% Increase
Heat	5,967	4,900	6,300	1,400	Assumes 5% Increase

Fire Department 3 of 3



2020 Budget Fire

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Water	1,069	200	1,100	900	Assumes 3% Increase
Sewer	1,227	300	1,250	950	Assumes 3% Increase
Telephone	763	2,500	1,000	(1,500)	Change in Phone system
Cellular Services	2,854	3,200	3,000	(200)	
Data Communications	2,268	1,800	2,300	500	Assumes 3% Increase
Building & Content Insurance	1,236	1,300	1,250	(50)	Assumes 3% Increase
Vehicle Fuel	554	-	1,000	1,000	
Vehicle Fuel	2,219	13,000	10,000	(3,000)	
Security Services	-	500	500	-	
Vehicle Repairs	13,778	16,000	15,000	(1,000)	
Vehicle Insurance	5,305	5,300	5,500	200	Assumes 3% Increase
Vehicle Non-Owned Insurance	62	-	65	65	
Uniforms / Clothing	1,868	4,000	4,000	-	
Contracted Services	-	1,700	1,500	(200)	
Security Services	107	1,600	500	(1,100)	
Answering Service	903	-	1,000	1,000	
Dispatch	17,273	17,500	18,000	500	
Waste Collection	-	150	150	-	
Equipment Rental	-	250	250	-	
Debenture Payments	65,650	65,650	65,650	-	Apr, Jun, Oct, Dec
Transfer to Reserves	300,000	300,000	300,000	-	\$270k Fire Hall, \$30k Equip
Total	681,480	734,613	734,255	(358)	
				0.0%	

Police Department



2020 Budget Police

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Salaries & Benefits	5,800	5,800	5,800	-	
Conference Fees	-	500	-	(500)	
Membership Fees	90	-	100	100	
Membership Fees	84	100	100	-	
Other	-	2,000	-	(2,000)	
Other	2,355	-	2,500	2,500	
Other	144	-	150		
Advertising Community	-	50	-	(50)	
Public Relations	-	500	-	(500)	
Legal Fees	-	250	-	(250)	
Police Contract	1,153,959	1,160,000	1,197,454	37,454	As per Notice
Ride Program	7,661	7,000	7,700	700	
Contracted Services	5,307	5,200	-	(5,200)	Speed Display
Grants to Others	500	1,000	500	(500)	
Total	1,175,900	1,182,400	1,214,304	31,754	2.7%

Bylaw Department



2020 Budget Bylaw

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Salaries & Benefits	41,767	41,767	45,212	3,445	New Allocation
Membership Fees	132	-	150	150	
Meeting Expenses	-	250	-	(250)	
Office Supplies	-	150	-	(150)	
External Printing Costs	1,728	1,500	1,750	250	Signage
Registrations	5	250	100	(150)	
Other	992	250	1,250	1,000	
Training	-	1,500	1,500	-	
Cellular Services	766	700	800	100	
Consulting Services	44,503	48,000	48,000	-	By-Law Officer
Inspections	18,121	19,800	19,800	-	Animal Control
Software Licenses	250	750	750	-	Software Licenses
Total	108,263	114,917	119,312	4,395 3.8%	

Building Department



2020 Budget Building

	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Salaries & Benefits	92,489	92,489	73,812	(18,677)	New Allocation
Travel Mileage	1,879	1,500	1,900	400	
Travel Meals	115	-	150	150	
Training Fees	479	-	500	500	
Conference Fees	1,279	-	1,300	1,300	
Memberships	601	1,250	650	(600)	
Office Supplies	1,256	-	1,300	1,300	
External Printing Costs	1,398	-	1,400	1,400	
Other Expenses	4,580	500	4,600	4,100	
Training	-	2,500	2,500	-	
Advertising	-	500	-	(500)	
Office Supplies	-	750	-	(750)	
Subscriptions	-	500	500	-	Building Code
Conferences	-	2,500	-	(2,500)	
Cellular Services	1,350	1,200	1,350	150	
Travel Training Other	366	-	500	500	
Contracted Services	167	2,500	2,000	(500)	
Legal Fees	-	2,500	-	(2,500)	
Total	105,959	108,689	92,462	(16,227) -14.9%	

Emergency Management



2020 Budget Emergency

	Account	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses						
Meeting Expenses	0000-3030	72	-	-	-	
Other	0000-4001	1,805	5,000	5,000	-	
Advertising Community	0000-3150	507	-	-	-	
Total		2,384	5,000	5,000	-	

Planning

- Planning

Planning



2020 Budget Planning

Account	Total 2019 Proj	Total 2019 Budget	Total 2020 Budget	Higher / (Lower)	Notes
Expenses					
Salaries & Benefits	0000	16,570	16,570	44,124	27,554 New Allocation
Mileage	0000-3000	-	500	-	(500)
Training Mileage	0000-3010	-	800	-	(800)
External Printing Costs	0000-3111	-	200	200	-
Contracted Services	0000-4001	18,181	20,000	20,000	-
Legal Fees	0000-4020	16,004	1,500	1,500	-
Engineering Fees	0000-4250	-	1,000	1,000	-
Total		50,754	40,570	66,824	26,254 39.3%

Planning

	2019 Budget	2019 Projection	2020 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Planning	\$40,570	\$50,754	\$66,824	\$26,254	\$16,070	New Allocation based on time spent	-
Total	40,570	50,754	66,824	26,254	16,070		-
% Change				65.7%	31.7%		

Summary to Date

	2019 Budget	2019 Projection	2020 Budget	Budget to Budget	Budget to Projection	Notes	Transfer to Reserves
Medical Centre	\$31,710	\$23,899	\$25,495	(\$6,215)	\$1,596	Cleaning in-house now	\$7,800
Public Health	77,161	77,161	84,877	7,716	7,716	New formula capped at 10% increase	-
Ambulance	232,400	227,662	232,215	(185)	4,553	2% increase	-
Cemetery	20,000	20,000	14,000	(6,000)	(6,000)	As per Cemetery Chair	-
General Assist	155,216	155,464	158,874	3,658	3,410	Assumes 2% increase	-
St. Law Lodge	432,843	432,843	454,485	21,642	21,642	Assumes 5% increase	-
Child Care	31,170	30,869	31,486	316	617	Assumes 2% increase	-
Public Housing	174,683	174,683	178,177	3,494	3,494	Assumes 2% increase	-
Council	148,954	129,349	149,263	309	19,914		5,100
Administration	1,418,104	1,409,993	843,190	(578,759)	(570,648)	2019 One-time Modernization Reserve	-
Taxation	311,557	328,432	313,382	1,825	(15,050)		250,417
Fire	734,613	681,480	734,255	(358)	52,775		300,000
Police	1,182,400	1,175,900	1,214,304	31,904	38,404		-
Bylaw	114,917	108,263	119,312	4,395	11,049	New Allocation	-
Building	108,689	105,959	92,462	(16,227)	(13,497)	New Allocation	-
Emer Planning	5,000	2,384	5,000	-	2,616		-
Planning & Dev	40,570	50,754	66,824	26,254	16,070	New Allocation	-
Total	5,219,987	5,135,094	4,713,756	(506,231)	(421,338)		\$563,317
% Change				-9.7%	-8.2%		

Next Budget Meeting – December 2, 2019

Topics

- Capital and Operational Project Prioritization

