



**THE
CORPORATION OF
THE MUNICIPALITY OF BRIGHTON**

**2012
Budget
Analysis**

**2nd Draft, Supplementary
February 2, 2012**

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2012 Municipal Budget – 2nd Draft

Executive Summary

February 2, 2012

The first draft of the 2012 Municipality of Brighton budget was reviewed by Council on December 7, 2011. This draft represented a tax levy of \$5,794,224 with a tax increase of 8.77%. After a thorough review by Council and staff, there were a number of adjustments made to the budget as follows:

Changes to the First Draft Budget Council Direction and Directors' Changes

	Change	Tax Revenue	Tax Increase
2012 1st draft tax revenue		\$5,794,224.00	8.77%
Policing Increase to add Forensic	\$36,351.00	\$5,830,575.00	9.46%
Insurance Savings	\$28,032.00	\$5,802,543.00	8.93%
Grant from Heritage Canada increase	-\$2,500.00	\$5,800,043.00	8.88%
YMCA Marketing - to maintain 2011 level	\$10,000.00	\$5,790,043.00	8.70%
Quinte Sailability - to maintain 2011 level	-\$100.00	\$5,789,943.00	8.69%
Air Force Museum - to maintain 2011 level	-\$2,500.00	\$5,787,443.00	8.65%
Canadian Ski Patrol - deny grant request	-\$2,000.00	\$5,785,443.00	8.61%
Salt Creek Landowners - deny grant request	-\$5,000.00	\$5,780,443.00	8.52%
BARU - to maintain 2011 level	-\$1,000.00	\$5,779,443.00	8.50%
Community Policing - to maintain 2011 level	-\$2,820.00	\$5,776,623.00	8.44%
Applefest- to maintain 2011 level	-\$3,500.00	\$5,773,123.00	8.38%

Staff completed a complete review of the first draft and made the following recommendations at the second draft budget meeting of January 12, 2012:

	Change	Tax Revenue	Tax Increase
Brighton Legion Highlanders - grant equal to 2011	\$1,250.00	\$5,774,373.00	8.40%
Change in Payroll Taxes - increase in WSIB & EI	\$8,798.00	\$5,783,171.00	8.57%
Emergency Planning honorariums recalculated	-\$1,200.00	\$5,781,971.00	8.54%
BEDC honorariums recalculated	-\$600.00	\$5,781,371.00	8.53%
Adjust Building Dept Surplus re payroll tax changes	-\$306.00	\$5,781,065.00	8.53%
Reduce legal for OMB hearing	-\$5,000.00	\$5,776,065.00	8.43%
Storm Oil & Grit separators-borrow to be repaid over 5 yrs	-\$200,000.00	\$5,576,065.00	4.68%
GPS-water/ww portion adjusted	-\$10,000.00	\$5,566,065.00	4.49%

Prior to the meeting recess, the Committee requested that staff analyze the internal and external operating budget, determine how a 3% operating reduction could be realized and what the impact would be on service provision. The documents on the following pages provide the Committee with suggested reductions and impacts.

External requests in the form of Grants-In-Aid, Tourism and Boards and Agencies are summarized on the updated Schedule 'A' and Schedule 'B', attached at the end of this package. Additionally, the Community Events are illustrated on Schedule 'C'.

Respectfully submitted,

Linda Widdifield
Director of Finance

Gayle J. Frost
Chief Administrative Officer

Summary of Changes and Recommendations

**Municipality of Brighton
Changes to the First Draft Budget
Committee Direction and Directors' Changes**

	Change	Tax Revenue	Tax Increase
2012 1st draft tax revenue		\$5,794,224.00	8.77%
Changes made at 1st budget meeting			
Policing Increase to add Forensic	\$36,351.00	\$5,830,575.00	9.46%
Insurance Savings	-\$28,032.00	\$5,802,543.00	8.93%
Grant from Heritage Canada increase	-\$2,500.00	\$5,800,043.00	8.88%
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Community Policing - to maintain 2011 level	-\$2,820.00	\$5,776,623.00	8.44%
Applefest- to maintain 2011 level	-\$3,500.00	\$5,773,123.00	8.38%
Changes by staff to 2nd Draft			
Brighton Legion Highlanders - grant equal to 2011	\$1,250.00	\$5,774,373.00	8.40%
Change in Payroll Taxes - increase in WSIB & EI	\$8,798.00	\$5,783,171.00	8.57%
Emergency Planning honorariums recalculated	-\$1,200.00	\$5,781,971.00	8.54%
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Reduce legal for OMB hearing	-\$5,000.00	\$5,776,065.00	8.43%
Storm Oil & Grit separators-borrow to be repaid over 5 yrs	\$200,000.00	\$5,576,065.00	4.68%
GPS-water/ww portion adjusted	-\$10,000.00	\$5,566,065.00	4.49%

Committee Request for a 3% Operating Expense Reduction. Reductions to:	Change	Tax Revenue	Tax Increase
Increased Revenue from OMPF, as announced	-\$30,300.00	\$5,535,765.00	3.92%
One Parks Seasonal Employee	-\$19,228.00	\$5,516,537.00	3.56%
Grant-In-Aid Requests by 3%	-\$1,627.00	\$5,514,910.00	3.53%
Community Policing Grant	-\$198.00	\$5,514,712.00	3.52%
Tourism Grant (Applefest, Apple Route)	-\$150.00	\$5,514,562.00	3.52%
Library Board Grant	-\$7,877.00	\$5,506,685.00	3.37%
Cemetery Board Grant	-\$1,050.00	\$5,505,635.00	3.35%
PSB Budget	-\$2,750.00	\$5,502,885.00	3.30%
Community Events	-\$729.00	\$5,502,156.00	3.29%
Quinte Access	-\$225.00	\$5,501,931.00	3.28%
QEDC	-\$608.00	\$5,501,323.00	3.27%
PRMPA	-\$658.00	\$5,500,665.00	3.26%
Chamber of Commerce Contract	-\$4,040.00	\$5,496,625.00	3.18%
Civic Awards	-\$135.00	\$5,496,490.00	3.18%
Public Works Advertising	-\$1,500.00	\$5,494,990.00	3.15%
Loose Top Maintenance	-\$5,000.00	\$5,489,990.00	3.06%
Hard Top Maintenance	-\$5,000.00	\$5,484,990.00	2.96%
Storm Sewer Maintenance	-\$20,000.00	\$5,464,990.00	2.59%
Planning Advertising	-\$1,000.00	\$5,463,990.00	2.57%
Planning Legal	-\$1,500.00	\$5,463,490.00	2.54%
Training for Accessibility	-\$1,000.00	\$5,461,490.00	2.52%
Additional Work Committee Requested to be Costed For Consideration			
Expand GPS to all departments	\$65,000.00	\$5,526,490.00	3.74%
Centre Street, from Main to Richardson	\$500,000.00	\$6,026,490.00	13.13%
Stoney Point Road South	\$173,000.00	\$6,199,490.00	16.38%
Addison Street	\$269,600.00	\$6,469,090.00	21.44%

At the Budget meeting of January 12, 2012, Committee requested that staff look at ways to reduce the operating budget by 3% and what the impact of the reductions would be on operations. In addition to the internal operating budget, staff were asked to review the impact of a 3% operating reduction on external budgets including Boards and Agencies.

OMP – The Ontario Municipal Partnership Fund has announced the 2012 funding for Brighton as \$1,186,200, increasing our revenues by \$30,300 from the 2nd draft budget.

Parks Department – The Parks Department has budgeted for 2 seasonal employees to assist with park maintenance. Eliminating one of these positions will reduce the manpower that we will have on the shoulder months of September, October and half of November when grass is still growing, flowers are still being maintained and we are preparing for Applefest, Remembrance Day and Light Up Brighton. This position assists in the summer/fall months when full time staff take their annual vacation time. We have some full time staff members who have over 4 weeks of vacation and this seasonal worker would be able to help maintain consistency in staffing levels during this time. We start to make ice at the end of July so the duties of Parks and Recreation staff are increased throughout the remaining growing season. By reducing this seasonal position, we will not be able to efficiently maintain grass cutting.

Arena rates were compared with neighbouring municipalities and were found to be in the middle range. The community centre rates are lower than some other Brighton halls, but we require insurance and special occasion permits. These additional costs increase our rates to a competitive value. Our summer sports field rates are competitive with neighbouring municipalities. Our harbour rates are lower than private marinas, but we don't offer all of the amenities that these facilities possess. Our rates were increased by approximately 2% with the Fees and Charges By-law 075-2011.

Grant-In-Aid Requests – Reducing these grants, each by 3%, may result in the loss of some programming with essential community groups. It may be Committee's desire to reduce Grants-In-Aid to some community groups, while maintaining or increasing others.

Community Policing Grant – The Municipality has provided Community Policing with a rent subsidy of \$550.00 per month for several years. They have asked for an increase in this subsidy in 2011 and again in 2012 but the increases have not been approved. A further 3% reduction would result in a decrease of \$16.50 per month or \$198.00 for the year.

Tourism Grant Requests – Grants were requested by Applefest and Apple Route. A 3% reduction would result in a decrease to each group of \$75.00 in 2012.

Library Board – A 3% reduction in the Library Board Grant would result in a decrease of \$7,877.00 for 2012. The Library Board has provided the Committee with a letter to support their needs for the entire grant requested, as attached to Schedule 'B'.

Cemetery Board Grant – Mount Hope Cemetery Board has requested \$35,000 in 2012, so a 3% decrease would result in a reduction of \$1,050.00. They have provided a letter to support their original request, attached to Schedule 'B'.

PSB Budget – The Police Services Board has performed under budget for several years and, in discussions with the Chair, we have provided the Committee with a reduction to the budget for mileage, conferences and miscellaneous expenses, resulting in a savings of \$2,750.00

Community Events – The Community Events Committee organizes Canada Day, Concerts in the Park, the Santa Claus Parade and Winterfest. A reduction in their budget (3% = \$729.00) may result in fewer activities at the events and ratepayer disappointment.

Quinte Access – Quinte Access has sent a letter with the proposed increase of \$240.00 (1.5%) over 2011. The proposed increase will result in a decrease of \$225.00 from the second draft budget. The letter from Quinte Access is attached to Schedule 'B'.

QEDC – The Quinte Economic Development Commission has not provided the Municipality with a budget for 2012 but a reduction of \$608.00 from the second draft budget will reduce their levy to the 2011 level.

PRMPA – The Pine Ridge Municipal Planning Agency have not completed their 2012 budget process but early indications are that the levy will remain consistent with 2011.

Chamber of Commerce – The contract with the Chamber of Commerce has expired. Removing \$4,040.00 from the budget will reduce the 2012 budget to the 2011 agreement level.

Civic Awards – In 2011, the Civic Awards sold fewer tickets than anticipated and were over-budget by \$671.00. Their 2012 budget did not provide for any increase over 2011 so to reduce their budget will create risk.

Public Works – The Director has reviewed the budget with Public Works and Planning Managers and has provided some tentative budget savings, as follows:

If the advertising budgets in Public Works and Planning were reduced by posting some ads on the website only (not in the local papers), the potential savings could be \$2,500 but not all residents would have access to the information, resulting in ineffective communications. The Communication Policy provides that "The Municipality shall place advertisements in any medium deemed appropriate to inform residents about their rights, responsibilities, municipal policies, programs, services, initiatives, upcoming meeting, dangers or risks to public safety."

The maintenance program on the loose-top and hard-top could be reduced, resulting in a savings of \$10,000.00 but it should be expected that there will be an increase in complaints from residents regarding potholes.

The storm sewer budget could be reduced by \$20,000.00 but only emergency repairs would be carried out and there would be reductions in storm pond cleaning.

The planning legal account could be reduced by \$1,500.00 with the possibility of reduced professional advice or budget overages.

The Accessibility Committee could scale down the Accessible Customer Service Training for the business community and the public, resulting in a savings of \$1,000.00.