



To: Mayor and Members of Council
From: George Duncan
Chief Administrative Officer

Date: March 25, 2004
File:

Re: New Revenue Sources

As a result of the action taken at the March 23rd Finance Select Committee meeting, all references to user fees as they relate to Parks, Recreation, and Culture, and to the expansion of the pay parking program, have been deleted from the attached appendix. The following table provides a summary of the possible revenues for each area.

Subtotals for Potential Revenues by Area	Potential New Revenue 2004	Potential New Revenue 2005
Engineering and PW	\$11,800	\$25,400
Community Safety		\$15,000
Transportation	\$51,900	\$81,800
Land Use	\$4,000	\$8,000
Development Applications	\$15,000	\$17,500
Finance	\$28,000	\$56,000
Totals	\$110,700	\$203,700

Details of these projections are attached, for your information. Please do not hesitate to call either myself or Lani Schultz, if you have any questions.

George Duncan
Chief Administrative Officer

SLS:sls

pc: TAG

Appendix One: Details of Potential New Revenue Sources for 2004 and 2005

Department	Program/ Source	Potential New revenue 2004	Potential New Revenue 2005	Comments
Community Safety	Police Fees		\$15,000	Based on flat \$5.00 increase for Criminal Records Checks, and Police Reports
Community Safety Total			\$15,000	
Engineering and Public Works	Fees for Benchmark Surveys (Engineering)	\$1,500	\$3,000	Proposed fee of \$150, based on approximately 20 surveys per year
Engineering and Public Works	Noise Bylaw Exemptions	\$1,000	\$2,000	Proposed fee of \$200, based on approximately 10 exemptions per year
Engineering and Public Works	Drilling Program Permits	\$1,500	\$3,000	Proposed fee of \$300 plus 4% Inspection, based on approximately 10 permits per year
Engineering and Public Works	Sanitary and Storm Sewer Designs for Minor Developments	\$1,500	\$3,000	Proposed fee of \$300, based on approximately 10 designs per year
Engineering and Public Works	Water Flow Tests	\$3,000	\$6,000	Proposed fee of \$100, based on approximately 60 tests per year
Engineering and Public Works	Catchment Areas for Consultants (Developments)	\$300	\$600	Proposed fee of \$300, based on 2 requests per year
Engineering and Public Works	Roadway Utility Cuts Investigations for Vibration complaints	\$3,000	\$6,000	Fees would be charged to the party responsible for the roadway utility cut; Proposed fee of \$300, based on 20 investigations per year
Engineering and Public Works	2% increase on all existing Engineering Fees		\$1,800	Existing fees include culvert infill permits, damage deposits, map book sales, record drawing sales, etc.
Engineering and Public Works Total		\$11,800	\$25,400	

Department	Program/ Source	Potential New revenue 2004	Potential New Revenue 2005	Comments
Transportation	User paid traffic calming applications	\$30,000	\$50,000	To be done through LIP: current average 6 projects per year from capital budget totalling \$50,000 - <i>NB these are capital budget revenues not operating, and would only affect the Roads DCC program</i>
Transportation	Location Filming	\$7,000	\$10,000	Application fee of \$50, and Permit fee of \$100, based on 60-80 shoots per year
Transportation	Construction Loading Zones	\$3,000	\$4,000	Increase in current rates as follows: same rates for first 25 metres. \$15 for each incremental 25metres
Transportation	Traffic operations support for Special Events such as night market, development grand opening, block parties, etc.	\$2,000	\$3,000	Longer term events - minimum \$500 per month; short term events \$50/day; Block parties \$25 per day
Transportation	Fees for oversized vehicles and house moves	\$700	\$1,000	Base on: \$100 annual fee (no change); \$50 per oversized trip (current \$25), and \$100 per house move (current \$50)
Transportation	Traffic count services to developers, lawyers etc.	\$800	\$1,200	Based on \$25 per location for each request, and \$25 for traffic count maps
Transportation	Advertising at bus shelters in space allocated to City, plus billboard or banner ads in City right of way	\$4,000	\$6,000	Bus shelters: \$125 per face per month; Billboards on ROW at \$1000/year/billboard
Transportation	Traffic Signal staff time as witness in traffic accident cases	\$2,000	\$3,000	\$100 per hour, 4 hour minimum
Transportation	Preparation of functional drawing as service to developers, consultants etc.	\$2,000	\$3,000	Staff time at \$50 per hour

Department	Program/ Source	Potential New revenue 2004	Potential New Revenue 2005	Comments
Transportation	Prints of pavement marking drawings, functional drawings, etc.	\$400	\$600	No current charges; based on \$25 for black and white prints, and \$30 for colour
Transportation Total		\$51,900	\$81,800	
Land Use	Fee to provide Census data information to non-City clients	\$4,000	\$8,000	Staff costs of 4 hours per request at \$31/hour; Material costs at \$50 per request
Land Use Total		\$4,000	\$8,000	
Development Applications	Liquor Licence Applications	\$5,000	\$5,000	This is already underway, but as a new initiative, these revenues are not reflected in the budget yet
Development Applications	Development Variance Permit applications submitted as part of a DP	\$10,000	\$12,500	\$500 per variance application (currently no charge)
Development Applications Total		\$15,000	\$17,500	
Finance	Increase fees for Tender documents	\$3,000	\$6,000	Based on increasing tender document fees from \$50.00 per document to \$75-\$100, in line with other municipalities
Finance	Early Payment Discounts	\$2,500	\$5,000	Based on reviewing and revising system so that invoices are paid within the early discount window

Department	Program/ Source	Potential New revenue 2004	Potential New Revenue 2005	Comments
Finance	Fee for inclusion on vendor list	\$12,500	\$25,000	A recent survey has indicated that some of the larger municipalities are charging \$60.00 per year to be included on the vendors list. This would mean that vendors on the list would be included on all City outside work requests that their company could respond to.
Finance	Merchandising initiatives	\$10,000	\$20,000	
Finance Total		\$28,000	\$56,000	
Grand Totals		\$110,700	\$203,700	