

**AGENDA**  
**TOWN OF SEXSMITH –BUDGET MEETING**  
**THURSDAY APRIL 16, 2020 6:30 P.M.**

**ADOPTION OF AGENDA**

**NEW BUSINESS**

1. Spring Flood Mitigation
2. Civic Centre Doors Decision Package
3. Review Efficiency Possibilities

**ADJOURNMENT**

<b>Forest Grove 1 Pump only</b>	<b>CEC</b>	<b>Whitewater</b>	<b>LV Energy</b>
Mobilization	2,200.00	?	1,312.00
Demobilization	2,000.00	?	1,107.00
24 hr a day running rate	2,350.00	905.00	3,602.50
Total	6,550.00		6,021.50
Standby rate	?	230.00	?

**Recommended**

<b>Full Capacity 6 pumps</b>	<b>CEC</b>	<b>Whitewater</b>	<b>LV Energy</b>
Mobilization	11,250.00	10,000.00	13,120.00
Demobilization	9,350.00	13,500.00	11,070.00
	<b>20,600.00</b>	<b>23,500.00</b>	<b>24,190.00</b>
24 hour full operations	9,240.00	9,755.00	7,967.50
<b>Total</b>	<b>29,840.00</b>	<b>33,255.00</b>	<b>32,157.50</b>
Stand by rate	1,395.00	1,135.00	no charge
<b>4 days running</b>	<b>57,560.00</b>	<b>62,520.00</b>	<b>56,060.00</b>
<b>5 days running</b>	<b>66,800.00</b>	<b>72,275.00</b>	<b>64,027.50</b>
<b>6 days running</b>	<b>76,040.00</b>	<b>82,030.00</b>	<b>71,995.00</b>
<b>7 days running</b>	<b>85,280.00</b>	<b>91,785.00</b>	<b>79,962.50</b>
<b>4 days on stand by</b>	<b>26,180.00</b>	<b>28,040.00</b>	<b>24,190.00</b>
<b>5 days on stand by</b>	<b>27,575.00</b>	<b>29,175.00</b>	<b>24,190.00</b>
<b>6 days on stand by</b>	<b>28,970.00</b>	<b>30,310.00</b>	<b>24,190.00</b>
<b>7 days on stand by</b>	<b>30,365.00</b>	<b>31,445.00</b>	<b>24,190.00</b>

**Alan is recommending full mobilization starting Friday morning to be prepared and ready to go.**

LV Energy approximately \$1000/day less than other quotes for 24 hour operations and no standby costs.

No stand by costs means although we pay the mob and demob costs we only pay for what we use every day yet we have all the equipment there like we had 2 years ago ready to go if needed.

**The recommendation is to mobilize LV Energy for Friday morning.**

## 2020 DECISION PACKAGE

A Decision Package item would be an unmet need/s; specifically, all Council requested enhancements to services/programs, capital item requests, all proposed positions, staff proposed changes to existing programs or services, any new service initiatives, any non-recurring items.

Request/Position	Maintenance to doors @ Civic Center
Implementable Date	2020 budget
Department	Civic Center
Department Sub Section	2-74-01-762
Decision Package Number	14.1

FINANCIAL IMPACT TO 2020 BUDGET	FINANCIAL IMPACT TO 2021 BUDGET
\$4685.44	0

REQUEST DETAILS AND/FUNCTION OF POSITION
Maintenance to doors at the Civic Center

EXPLAIN WHY THIS REQUEST IS NECESSARY
The doors have been giving trouble for a few years and need new hardware on some and adjusting on most all the doors

CONSEQUENCES OF NOT FUNDING THIS REQUEST
The doors are hard to open and close and may not supply a secure building

**Odessa Doors Ltd**  
 #101, 9602-115 Street  
 Grande Prairie, Alberta T8V 5W2  
 780-539-3677/780-539-7625 FAX

## SALES ORDER

Order No.: 23369  
 Date: 29/10/2019  
 Page: 1  
 Ship Date:

**Sold To:**

Town of Sexsmith  
 Box 420  
 Sexsmith, AB T0H 3C0  
 Canada

**Ship To:**

Town of Sexsmith  
 Job Name: Door maintenance & possible replacement  
 Job Address: 9917 99 Avenue Sexsmith  
 PO#: Quote Request  
 Picked up/Auth by: Alan  
 Phone #: 780.518.0576

Business No.: 839749561RP0001

Item No.	Ordered	Unit	Description	Tax	Unit Price	Amount
Ives 5BB1 4.5. x 4.5 NRP 652	2	1.5pr	Quote Double door North side of Hall Hinge adjustments & replace door stops and sweeps. Hinge NRP Standard Weight - If Required	G	23.00	46.00
SM S111 26D	2	Each	Discount 20.00% 5" heavy duty door holder /can not use on fire rated doors - SAB28	G	-4.60 18.35	-9.20 36.70
KNC W13Sx36"	2	each	Discount 10.00% Sweep rubber	G	-1.83 14.15	-3.66 28.30
KNC W24Sx36"	2	each	Discount 10.00% Sweep brush	G	-1.41 15.00	-2.82 30.00
Supplies	1	each	Discount 10.00% service supplies:	G	-1.50 10.00	-3.00 10.00
Service	2	Hour	Field Service Discount 5.00%	G	100.00 -5.00	200.00 -10.00
Ives 5BB1 4.5. x 4.5 NRP 652	2	1.5pr	Outside North double Exterior Door Door needs new hardware, closers, weatherstrip, threshold, sweeps, weatherstrip, & stops. Door hinges will also need adjustments. Hinge NRP Standard Weight - If Required	G	23.00	46.00
Von 9827EO US28	2	each	Discount 20.00% Exit Device vertical rod	G	-4.60 961.87	-9.20 1,923.74
Von 990TP R&V US26D	2	each	Discount 20.00% Trim thumbpiece	G	-192.37 198.51	-384.74 397.02
GMS M118 G23 26D ST	2	Each	Discount 20.00% Cylinder Mortise Schlage C123	G	-39.70 30.39	-79.40 60.78
LCN 4040XP Rw/PA 689	2	each	Discount 15.00% Closer TBSRT	G	-4.56 279.50	-9.12 559.00
KNC CT11x72" (6")	1	each	Discount 20.00% Threshold	G	-55.90 59.38	-111.80 59.38
KNC W13Sx36"	2	each	Discount 10.00% Sweep rubber	G	-5.94 14.15	-5.94 28.30
KNC W24Sx36"	2	each	Discount 10.00% Sweep brush	G	-1.41 15.00	-2.82 30.00
			Discount 10.00%		-1.50	-3.00
<b>Comment:</b> NR=opening NOT (fire)RATED:25% restocking fee maybe charged, NO returns on Fabricated/Special orders					<b>Continued...</b>	

**Odessa Doors Ltd**  
#101, 9602-115 Street  
Grande Prairie, Alberta T8V 5W2  
780-539-3677/780-539-7625 FAX

## SALES ORDER

Order No.: 23369  
Date: 29/10/2019  
Page: 2  
Ship Date:

**Sold To:**

Town of Sexsmith  
Box 420  
Sexsmith, AB T0H 3C0  
Canada

**Ship To:**

Town of Sexsmith  
Job Name: Door maintenance & possible replacement  
Job Address: 9917 99 Avenue Sexsmith  
PO#: Quote Request  
Picked up/Auth by: Alan  
Phone #: 780.518.0576

Business No.: 839749561RP0001

Item No.	Ordered	Unit	Description	Tax	Unit Price	Amount
KNC W25	2	Each	Self-Adhesive Weatherstrip	G	25.58	51.16
			Discount 10.00%		-2.56	-5.12
SM S111 26D	2	Each	5" heavy duty door holder /can not use on fire rated doors - SAB28	G	18.35	36.70
			Discount 10.00%		-1.83	-3.66
Supplies	1	each	service supplies:	G	10.00	10.00
Service	6	Hour	Field Service-estimate	G	100.00	600.00
			Discount 5.00%		-5.00	-30.00
			Northwest Parking Exterior Door			
			Panic needs to be lubricated and door adjustments needed.			
Supplies	1	each	service supplies:	G	10.00	10.00
Service	1	Hour	Field Service	G	100.00	100.00
			Discount 5.00%		-5.00	-5.00
			Two Sets of West Parking Double Door			
			Aluminum LHR			
			closer arms need adjustments, resecure threshold, replace weatherstrip			
AG 12-1275A (self adhesive)	28	/ft	Pile Weatherstrip (.435 width) (.370 height)	G	2.42	67.76
			Discount 10.00%		-0.24	-6.72
KNC CT16 x 3'	4	Each	Bumper sweep	G	18.22	72.88
			Discount 10.00%		-1.82	-7.28
KNC W17Nx20'	2	each	Weatherstrip	G	52.89	105.78
			Discount 10.00%		-5.29	-10.58
KNC W13Sx36"	4	each	Sweep rubber	G	14.15	56.60
			Discount 10.00%		-1.41	-5.64
Supplies	1	each	service supplies:	G	15.00	15.00
Service	4	Hour	Field Service	G	100.00	400.00
			Discount 5.00%		-5.00	-20.00
			East Exterior Door			
			Door & panic adjustments and new door stops			
SM S111 26D	1	Each	5" heavy duty door holder /can not use on fire rated doors - SAB28	G	18.35	18.35
			Discount 10.00%		-1.83	-1.83
Supplies	1	each	service supplies:	G	10.00	10.00
Service	1	Hour	Field Service	G	100.00	100.00
			Discount 5.00%		-5.00	-5.00
			Southeast double Aluminum Door			
<b>Comment:</b> NR=opening NOT (fire)RATED:25% restocking fee maybe charged, NO returns on Fabricated/Special orders					<b>Continued...</b>	

#101, 9602-115 Street  
Grande Prairie, Alberta T8V 5W2  
780-539-3677/780-539-7625 FAX

Order No.: 23369  
Date: 29/10/2019  
Page: 3  
Ship Date:

**Sold To:**

**Town of Sexsmith**  
Box 420  
Sexsmith, AB T0H 3C0  
Canada

**Ship To:**

Town of Sexsmith  
Job Name: Door maintenance & possible replacement  
Job Address: 9917 99 Avenue Sexsmith  
PO#: Quote Request  
Picked up/Auth by: Alan  
Phone #: 780.518.0576

**Business No.:** 839749561RP0001

Item No.	Ordered	Unit	Description	Tax	Unit Price	Amount
SM S111 26D	1	Each	Needs new door stop 5" heavy duty door holder /can not use on fire rated doors - SAB28	G	18.35	18.35
Service	1	Hour	Discount 10.00% Field Service	G	-1.83 100.00	-1.83 100.00
			Discount 5.00%		-5.00	-5.00
Supplies	1	each	Library Front Double Door Resecure threshold & inspect rods to ensure they are moving freely. service supplies:	G	10.00	10.00
Service	2	Hour	Field Service Discount 5.00%	G	100.00 -5.00	200.00 -10.00
			*Quote Valid for 30 Days Cost plus to install additional hardware not included on quote. -estimate only on labor -Double may require plates or bondo to cover old preps -cost for any permits if required -paint touch by Towne of Sexsmith -disposal bin to be supplied			
			Subtotal:			4,685.44
			G - GST @ 5%, refundable GST			234.26
Shipped By:					Total Amount	4,919.70
Comment: NR=opening NOT (fire)RATED:25% restocking fee maybe charged, NO returns on Fabricated/Special orders						
Sold By:						

### **Reduction of Operating Budget Possibilities:**

1. Wage Freeze
2. No Cost of Living Adjustment
3. Office Cleaning- revert to in house or 1 time per week janitorial services at the office
4. Leased printers- return any that are nice to have but not absolutely essential (share main printer)
5. IT Managed Services- have been with InfoTech at least 12 years, consider changing to Fusion Business Solutions. Also, give Info Tech a chance to offer savings.
6. FCSS Director- reduce work week from 5days to 4 days
7. Switch benefits provider from AUMA to RMA (Lane Quinn- Broker)
8. Move to a grant system with library and discontinue payroll service (potential savings)
9. Consolidate 95 Avenue debentures and take over a longer term. Currently on 5 & 10 year terms.
10. Pay off Fire Truck and Firehall debentures out of reserves \$281,422 and free up \$132,000 annually approximately in operating capital. Penalty to prepay requested March 4<sup>th</sup> and was \$2,171.86 at that time. Consider doing this to use this capital annually to add to reserves for specific accounts according to our asset management plan where it is most needed.
11. Reduce Admin office hours 9am to 4pm, offer more online services to make office visits less necessary opening up more resources at front end for taking on more work.  
Hythe 9-5, Wembley 8:30 to 4:30, Beaverlodge 9-5, County 8:30-4:30
12. Reduce summer workers from 5 to 3. This has already been implemented but is not reflected in the current operating budget. This will be adjusted.
13. Do street tarring semi-annually rather than annually.
14. Use rink hydrant at GBF rink for all ice rinks rather than purchasing premium bulk water.
15. Increase fees in fee bylaw. (Trena reviewing bylaw and making recommendations on increases)
16. More payroll automization to save time. (this is a tricky one, sounds good on the surface but City and County have both expressed it has not made them more efficient and County has even reverted back to paper except in the case of Council and managers because it was just too much of a headache and just unattainable with all staff)
17. Increase home support fees to match County fees
18. Summer Camp. 1. Discontinue, 2. Reduce # of days per week so it does not become a cheap babysitting service. 3. Increase summer camp fees.
19. Cut backs to Chautauqua Day event
20. Sell land owned next to clinic, could re-advertise this for professional space, build to suit...
21. Lease out campground to operator ( they can maintain the grass, keep washrooms clean, take payment, deal with issues with campers.
22. Cut down on gravelling \$10,000
23. Melody will look at getting more grants through the Wellness Coalition to offset wellness costs to the Town. This is a popular stream for grant funding availabilities.
24. Move food bank out of town office, less staff time at reception and for Naomi. (Already done 12) Big win for the surrounding area and taking pressure off the Town office! Great work and thanks to Naomi for making this happen. She still maintains a direct connection to be in touch with those that might require help or resources.
25. Do a one-time lifetime fee for an animal licence, reducing staff workload annually for processing, nicer for residents also. Most people come in, in person every year to renew.

26. Wembley is sampling having the County take over the Development Permit process. This would save on staff time. Can still have our own MPC meetings but have their office do the work on a contract.