

AGENDA
TOWN OF SEXSMITH – 5-10 YEAR CAPITAL PLANNING
MEETING THURSDAY DECEMBER 14, 2021 6:30 P.M.
SEXSMITH COMMUNITY CENTRE

ADOPTION OF AGENDA

NEW BUSINESS

1. 3 Year Interim Operating Budget
Resolution to approve the 3 year interim operating budget (include specifically to the motion any adjustments)
2. 5 Year Interim Capital Budget
Resolution to approve the 5 Year Interim Capital Budget (include specifically in the motion any adjustments)
3. Request to Cancel December 20th Council Meeting
4. Vacation and Overtime Carry Over Request

ADJOURNMENT

Proposed 2022 Interim Operating Budget

	Budget 2024	Budget 2023	Budget 2022	Budget 2021	% Change	Budget 2020
Revenues:						
General Municipal - Revenues (estimates 2% increase annually)	3,352,949.32	3,299,095.77	3,246,886.40	3,190,181.16	2%	3,260,461.22
Administration - Revenues	87,131.00	87,131.00	87,131.00	86,581.00	1%	86,771.00
Economic Development - Revenues	-	-	0.00	0.00	0%	123,000.00
Medical Clinic - Revenues	37,200.00	37,200.00	37,200.00	37,200.00	0%	37,200.00
Millennial Downtown - Christmas in Sexsmith	1,000.00	1,000.00	1,000.00	0.00	100%	-
Mainstreet Sign	-	-	0.00	420.00		420.00
Chautauqua - Revenues	15,000.00	15,000.00	15,000.00	15,000.00	100%	-
Fire Department - Revenues	143,820.63	139,565.83	135,454.90	132,733.00	2%	130,983.00
Bylaw - Revenues	23,000.00	23,000.00	23,000.00	23,000.00	0%	15,000.00
Animal Control - Revenues	1,000.00	1,000.00	1,000.00	2,500.00	-60%	2,500.00
Public Works - Revenues	25,000.00	25,000.00	25,000.00	54,175.00	-54%	40,000.00
Disaster Services	-	-	-	-		59,644.71
Water - Revenues	240,203.00	240,203.00	240,203.00	242,965.20	-1%	242,010.00
Sewer - Revenues	59,726.00	59,726.00	59,726.00	58,800.00	2%	50,400.00
Landfill - Revenues	183,222.09	183,222.09	183,222.09	183,196.00	0%	173,200.00
Recycling - Revenues	72,884.00	72,884.00	72,884.00	72,864.00	0%	68,900.00
FCSS - Revenues	87,646.00	87,646.00	87,646.00	87,646.00	0%	87,846.00
Events - Revenues	900.00	900.00	900.00	900.00	0%	900.00
Summer Workers - Revenues	22,694.00	22,694.00	22,694.00	22,694.00	100%	-
Home Support - Revenues	7,500.00	7,500.00	7,500.00	6,000.00	25%	3,000.00
Wellness Coalition - Revenues	32,200.00	32,200.00	32,200.00	48,975.00	-34%	46,460.00
SCDC - Revenues	19,479.96	19,479.96	19,479.96	19,479.96	0%	19,479.96
Planning - Revenues	2,900.00	2,900.00	2,900.00	1,400.00	107%	1,400.00
Development - Revenues	16,000.00	16,000.00	16,000.00	11,000.00	45%	17,000.00
Parks - Revenues	26,978.37	26,468.99	25,480.00	25,000.00	2%	1,000.00
Heritage Park - Revenues	45,000.00	45,000.00	45,000.00	31,000.00	45%	31,000.00
Civic Centre - Revenues	5,222.00	5,070.00	4,923.00	4,779.20	100%	-
Community Centre - Revenues	4,783.93	4,690.12	4,598.16	4,508.00	100%	-
Arena - Revenues	74,597.00	74,597.00	74,597.00	74,597.00	100%	-
Curling Rink - Revenues	22,141.00	21,707.00	21,281.00	20,864.00	100%	-
Library - Revenues	76,470.00	76,470.00	76,470.00	76,470.00	0%	64,915.00
Total Interim Revenues	4,686,648.30	4,627,350.76	4,569,376.51	4,534,928.52	1%	4,563,490.89
Expenses:						
	2024	2023	2022	2021	% Change	2020
General Municipal - Expenses (Grande Prairie Revenue Sharing)	71,000.00	70,000.00	69,000.00	69,000.00	0%	68,000.00
Council - Expenses	238,437.68	238,437.68	238,437.68	194,877.00	22%	202,877.00
Administration - Expenses (New Position included at mid-grid & 8 months year 1)	1,050,860.87	1,037,449.15	982,122.30	880,520.09	12%	899,527.00
Economic Develop - Expenses	38,500.00	38,500.00	38,500.00	38,000.00	1%	189,500.00
Medical Clinic - Expenses	18,500.00	18,500.00	33,500.00	33,500.00	0%	39,778.40
Millennial Downtown - Christmas in Sexsmith (\$6200 approved after final budget)	6,200.00	6,200.00	6,200.00	-	100%	-
Mainstreet Sign	-	-	-	680.00	-100%	680.00
Sustainability - Expenses	2,500.00	2,500.00	2,500.00	2,500.00	0%	-
Chautauqua - Expenses	25,000.00	25,000.00	25,000.00	25,000.00	0%	6,000.00
Elections - Expenses	-	-	0.00	9,600.00	-100%	-
Fire Department - Expenses (New position included at mid-grid for 12 months)	415,403.71	403,181.14	392,960.78	300,337.18	31%	576,310.98
Bylaw - Expenses	244,035.40	194,133.40	169,290.40	169,790.40	0%	144,839.40
Animal Control - Expenses	13,500.00	13,500.00	13,500.00	9,500.00	42%	9,500.00
Public Works - Expenses	1,039,879.13	1,030,689.13	1,021,499.13	1,032,225.20	-1%	1,071,513.00
Disaster Services - Expenses	16,940.52	16,592.74	16,255.09	15,927.00	2%	156,609.00
Town Clean Up - Expenses	500.00	500.00	500.00	500.00	0%	1,000.00
Storm - Expenses	82,258.00	82,258.00	47,629.00	77,330.00	-38%	13,000.00
Water - Expenses	174,009.18	174,009.18	269,722.52	269,722.52	0%	269,722.52
Landfill - Expenses	193,105.03	190,587.58	188,180.08	154,869.20	22%	155,786.00
Recycling - Expenses	71,575.00	71,575.00	71,575.00	70,560.00	1%	69,500.00
FCSS - Expenses	81,728.66	80,438.66	75,648.66	73,759.55	3%	82,482.17
Events - Expenses	6,000.00	6,000.00	6,000.00	6,000.00	0%	5,000.00
Summer Workers - Expenses	25,280.00	25,280.00	25,280.00	23,600.00	7%	-
Home Support - Expenses	32,100.00	32,100.00	32,100.00	27,380.00	17%	17,000.00
Wellness Coalition - Expenses (Includes new Part-time staff and contractor wages)	135,181.00	131,915.00	129,574.16	111,451.00	16%	96,554.00
SCDC - Expenses	19,479.96	19,479.96	19,479.96	19,479.96	0%	19,479.96
Planning - Expenses	15,000.00	15,000.00	15,000.00	15,000.00	0%	15,000.00
Development - Expenses	19,000.00	19,000.00	19,000.00	20,000.00	-5%	20,000.00
Parks - Expenses	59,600.00	59,600.00	61,600.00	56,785.00	8%	84,885.00
Heritage Park - Expenses	23,000.00	23,000.00	23,000.00	26,500.00	-13%	58,103.72
Community Centre - Expenses	7,000.00	7,000.00	7,000.00	7,000.00	0%	8,000.00
Skateboard Park - Expenses	1,500.00	1,500.00	1,500.00	1,500.00	0%	1,500.00
Museum - Expenses	16,850.00	17,350.00	17,350.00	13,600.00	28%	28,600.00
Spray Park - Expenses	14,000.00	14,000.00	14,000.00	19,000.00	-26%	19,000.00
Arena - Expenses	128,823.00	125,778.00	122,808.00	123,702.00	-1%	119,000.00
Curling Rink - Expenses	14,126.00	13,830.00	13,542.00	13,944.00	-3%	2,000.00
Library - Expenses	229,205.40	223,445.40	218,824.40	223,893.40	-2%	199,063.40
Civic Centre - Expenses	6,000.00	6,000.00	26,000.00	5,000.00	420%	15,685.00
Total	4,536,078.54	4,434,330.10	4,414,079.16	4,142,033.50	7%	4,665,496.55
Transfer to or from Operating to Reserves	150,569.76	193,020.66	155,297.35	392,895.02	-60%	- 102,005.66
Total Expenses including Transfer to or from Operating to Reserves	4,686,648.30	4,627,350.76	4,569,376.51	4,534,928.52	1%	4,563,490.89
Total Estimated Revenues	4,686,648.30	4,627,350.76	4,569,376.51	4,534,928.52	1%	
Expense Budget Requested	4,686,648.30	4,627,350.76	4,569,376.51	4,534,928.52	1%	

Must approve a five year capital plan as obligated by the MGA - This plan can be revised at any time by Council

Estimated capital needs for the next 5 years:		2022	2023	2024	2025	2026	Total	Sub-Totals
Public Works- Trucks	Upgrade 1997 1/2 ton park truck	53,067.00					53,067.00	
	34 ton water truck- 1999		60,000.00				60,000.00	
	3 ton gravel truck-1999		70,000.00				70,000.00	
	3/4 ton crew cab flat deck-2003			60,000.00			60,000.00	
	1 ton crew truck-1999				60,000.00		60,000.00	
	3 ton bucket truck- 1999					70,000.00	70,000.00	
	Bobcat trade in Program	APPROVED	7,562.00	7,713.24	7,867.50	8,024.85	8,185.35	39,152.85
	GA70 wheel grader- 2009	APPROVED	480,852.00					480,852.00
	4500' salt spreader-2016					70,000.00	70,000.00	
	4000D' ton mower- 2008			50,000.00			50,000.00	
	5910 ton mower- 2009		60,000.00				60,000.00	
	JD1845 mower- 2009			35,000.00			35,000.00	
	GA40 wheel grader- 2007					480,000.00	480,000.00	
	Salt Shed/Gold Storage						75,000.00	
	Cold Storage Shed				35,000.00		35,000.00	
Heritage Park	Bathrooms/Showers building			100,000.00			100,000.00	
	Cook House			50,000.00			50,000.00	
	New trees in Westview park		10,000.00				10,000.00	
Trees	Remove and replant pines in H/Plak			30,000.00			30,000.00	
	Diamond #4 New Fence	18,532.00					18,532.00	
	2 New Duplexes at Diamond #4	10,230.00					10,230.00	
Parks	12 New Steel Frame Picnic Tables	9,000.00					9,000.00	
	Doe Park	5,000.00					5,000.00	
	New Outdoor Basket Ball/ice Rink			98,000.00			98,000.00	
Trails	Clearwater & Willow Estates Walking Trail		10,000.00				10,000.00	
	Farrest Grove Pond Trail			10,000.00			10,000.00	
	Amphitheatre (280,000 total 75% is grant supported)	APPROVED	95,000.00				95,000.00	
Fire Dept	Stormwater Project	APPROVED	3,596,000.00				3,596,000.00	5,735,033.95
	311-2000 System (Revised)				1,200,000.00		1,200,000.00	
	Breathing Air Compressor				35,000.00		35,000.00	
Administration	Mobile Data Terminal		5,000.00				5,000.00	
	Hose		5,000.00		5,000.00		10,000.00	
	Oil Drums	15,000.00					15,000.00	
Other Town Facilities	Gear Washer Dispensing System		5,000.00				5,000.00	1,270,000.00
	Microphone System - Council	APPROVED	13,625.00				13,625.00	
	COVID Shocks Council		5,000.00				5,000.00	
Museum	Addition of 3 Office Spaces		21,394.00				21,394.00	
	Upgrade Vault		28,000.00				28,000.00	
	Leak Offshoot Church- Exterior Upgrade and Electrical Upgrade	5,250.00					5,250.00	68,019.00
Community Centre	Lean To Storage (Replacement)		12,000.00				12,000.00	
	Train Station Boardwalk			4,250.00			4,250.00	
	Old Fire Hall Interior Upgrade				2,850.00		2,850.00	
Civic Centre (Library)	Pave Pedestrian Lvl. - (No County Support for this project)				210,000.00		210,000.00	
	Library Renos, Entry and Reception						10,000.00	
	Library Renos to Circulation Desk & Cabinetry	10,000.00					10,000.00	
Culiv Rink	Library Painting & Carpeting	10,000.00					10,000.00	
	Washrooms Club Room		12,000.00				12,000.00	
	Flooding Club Room			8,000.00			8,000.00	
Arena	Civic Centre Interior Paint				12,000.00		12,000.00	
	Civic Centre Hall Flooring				45,000.00		45,000.00	
	Furnace Replacements				17,250.00		17,250.00	
Medical Clinic	New Park Chair - (\$52,000-11,350 County & 20,650 Town)	20,800.00					20,800.00	
	New Airsource Outside - (\$5,500- 1980 County & 2020 Town)		3,520.00				3,520.00	
	New Windows Upstairs - (\$3,300- 1188 County & 2112 Town)		2,112.00				2,112.00	
Medical Clinic	On Ice Furnaces - (\$8,500- 3090 County & 5410 Town)			5,440.00			5,440.00	
	Replacement of Interior Doors	10,000.00					10,000.00	
	Electrical Panel Zamboni Room	17,500.00					17,500.00	
Medical Clinic	Safety Control Out Outlets			1,000.00		1,000.00	3,000.00	
	Refilling Announcers Booth	12,500.00					12,500.00	
	C-Can Street for Storage	2,500.00					2,500.00	
Medical Clinic	Update Fence Around Condenser	1,500.00					1,500.00	
	Hot Water Tank Downstairs		10,000.00				10,000.00	
	Condenser Ice Plant		150,000.00				150,000.00	
Medical Clinic	Park Board kick plate and fence			5,000.00			5,000.00	
	Remove all floor paint and spray coat finish			50,000.00			50,000.00	
	Announcer Booth Remounted			25,000.00			25,000.00	
Medical Clinic	Furnaces (4, 240UA)				37,500.00		37,500.00	
	Skate Tie R/R Dressing Room/Hallway				75,000.00		75,000.00	
	Compressor Rebuild 2009/2011				20,000.00		20,000.00	
Medical Clinic	Safety Reliefs 2009/2011				3,500.00		3,500.00	
	Skate Tie Phase 2				35,000.00		35,000.00	
	Roof Repairs	2,000.00					2,000.00	
Medical Clinic	Interior Paint			15,000.00			15,000.00	
	Repaint Outside of Building				18,000.00		18,000.00	
							-	885,472.00
Street Improvements (Grant Funded)	2 Orphan Roads, drainage improvement 90k/ea/50k, pave dead end rd							
	Future Years Street Improvements	837,080.00	400,000.00	400,000.00	400,000.00	400,000.00	2,137,080.00	2,137,080.00
Building replacements (Debtenture funded)	Public Works Building							
	Fire Department Building							
	Administration Building							
Debtenture	Library Building							
	Culiv Rink							
	Arena							
Debtenture	Civic Centre							
	Community Centre							
	Medical Building							
**Per Asset Mngmt. Report	Annual Facilities Replacement Cost s/b \$236,078	236,078.00	236,078.00	236,078.00	236,078.00	236,078.00	1,180,390.00	1,180,390.00
		5,206,470.00	1,086,423.24	1,200,635.50	2,434,452.85	1,346,013.35	11,273,994.95	11,273,994.95
	Total							

Total Capital Asks Per Year Funded by Reserve 837,312.00 450,345.24 564,557.50 1,798,374.85 709,935.35 4,360,524.95

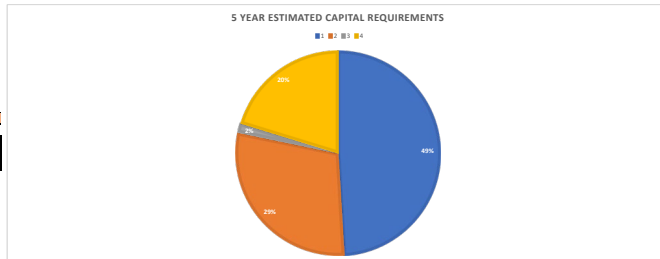
Draws on Reserve Accounts		2022	2023	2024	2025	2026
General Capital Projects and Facility Infrastructure & Replacement	General Capital Projects and Facility Infrastructure & Replacement	127,269.00	227,632.00	179,440.00	210,350.00	151,750.00
	Street Improvements				210,000.00	
	Parks, Recreation and Culture	137,762.00	20,000.00	232,250.00		
	Vehicle & Equipment Replacement	572,281.00	202,713.24	152,867.50	1,378,024.85	558,185.35
	Water and Sanitary Capital Projects					
Storm Water Capital Projects (suggested debtenture - see below)						
Total Annual Reserve Fund Requirement		837,312.00	450,345.24	564,557.50	1,798,374.85	709,935.35
Other Sources of Funding						
Stormwater Project (Grants)	Stormwater Project (Grants)	2,608,864.00				
	Stormwater Project (Debtenture)	987,136.00				
	Debtenture or Infrastructure Grants (Street Improvements)	537,080.00	400,000.00	400,000.00	400,000.00	400,000.00
	Debtenture or Infrastructure Grants (Facility Replacements)	236,078.00	236,078.00	236,078.00	236,078.00	236,078.00
	Total Funding Required	5,206,470.00	1,086,423.24	1,200,635.50	2,434,452.85	1,346,013.35

Projection of Reserve needs in the next five years following 2022	2022	2023	2024	2025	2026	Estimated Annual Transfer From Operating	Annual Transfer From Operating	Annual Discretionary Dividend	Annual Aquifers Franchise	Actual Transfers from Interim Operating Budget	Estimated Ending Balance 2026
General Capital Projects and Facility Infrastructure & Replacement	280,644.00	127,269.00	227,632.00	179,440.00	210,350.00	20%	-	800,000.00	778,460.00	139,777.55	602,440.55
Street Improvements	200,000.00				210,000.00	10%	-	150,000.00		69,888.78	209,888.78
Parks, Recreation and Culture	380,000.00	137,762.00	20,000.00	232,250.00		10%	-	150,000.00		69,888.78	139,876.78
Vehicle & Equipment Replacement	3,058,133.74	572,281.00	202,713.24	152,867.50	1,378,024.85	60%	-	900,000.00		419,332.66	513,392.45
Water and Sanitary Capital Projects	62,673.48									313,367.40	376,040.88
Storm Water Capital Projects	500,000.00										500,000.00
	3,480,440.22	837,312.00	450,345.24	564,557.50	1,798,374.85	100%	-	1,500,000.00	778,460.00	698,887.77	2,311,639.44
							**Estimated \$300,000 annually	**Estimated \$155,692 annually	**Estimated \$62,673.48 annually		

5 Year Estimated Capital Requirements

1	Public Works & Parks	2,139,033.95
2	Fire Dept	1,370,000.00
3	Administration	68,019.00
4	Other Town Facilities	885,472.00
	Street Improvements & Stormwater Work	5,733,080.00
	Building Replacement	1,180,390.00
	Total	11,273,994.95

SHOWN SEPARATELY ABOVE AND NOT INCLUDED IN GRAPH
 ** Public Works and Parks does not include Storm Project or Street Improvements these are expected to be funded out of grants and reserves.
 ** Building Replacements not included these are expected to be funded by debtentures/grants



Year	See Interim Operating budget	Interim
2022	155,297.35	Interim
2023	193,020.66	Interim
2024	150,569.76	Interim
2025	100,000.00	estimated**
2026	100,000.00	estimated**
	698,887.77	

Request for Vacation and Time in Lieu Carry Over

In the last week 17.5 hours of overtime have been put in to prepare budget

In total at this time with these hours included I have 42 hours of overtime accumulated. I would like to use 21 hours the last week of December. I feel I will not be able to take the remaining 21 hours off in lieu in 2021. This is because a council agenda needs to be prepared next week for the first meeting in January.

The request is then to be authorized to carry forward up to 3 days (21 hours) of time in lieu to 2022.

According to the contract time in lieu is calculated after a 40 hour week. Since this contract was signed, work week for admin staff has been reduced to 7 hours of the week and I calculate my overtime after the 7 hours as well. I believe the spirit of the contract is that any hours outside of the regular working day are not paid and so this change has not been considered.

Historically, the Town has always had employees with 1 year of vacation in reserve. Now the payroll keeps track monthly so this is no longer the practice going forward. Staff now have this year easily available to them to use up anytime. However, they continue to be able to carry this forward without permission and must only ask for permission to carry forward days in excess of this.

I have this year in reserve the same as the rest of the employees, along with an additional 11.5 vacation days I was unable to use this year. This is a total of 31.5 days.

My contract requires any carry over of days in excess of 10 needs to be expressly approved by Council.

In the past, the 20 days in reserve was never considered since I started as an employee and had this the same as everyone else. However, with payroll now tracking monthly and the way the contract is written I feel it would be prudent to have the full time recognized in a resolution of Council.

Request:

1. Carry over 3 days of time in lieu and 31.5 days of vacation into 2022.
2. Vacation request for January 18th to February 4th for a total of 13 days vacation to be used.