



# Town of Bentley

2021 1st Quarter Budget Update



# Mandate

**The Town of Bentley is committed to delivering excellence every day through the provision of cost-effective services that enhance the quality of life for all citizens within the community. We are committed to open communication and dialogue with all residents that we serve to ensure that we understand and deliver optimal services.**

# Where do your budget dollars go?

<b>Administration</b> <ul style="list-style-type: none"><li>• General Administration</li><li>• Legislative Services</li><li>• Finance</li><li>• Economic Development</li><li>• Computer and Information Systems</li><li>• Donations and Grant Management</li></ul>	<b>Facilities Management and Maintenance</b> <ul style="list-style-type: none"><li>• Arena</li><li>• Curling Rink</li><li>• Library</li><li>• Oxford School</li><li>• Bentley Museum (Grant)</li></ul>
<b>Public Works</b> <ul style="list-style-type: none"><li>• Roads &amp; Streets</li><li>• Water Supply &amp; Distribution</li><li>• Sewage Collection &amp; Treatment</li><li>• Garbage Collection &amp; Disposal</li><li>• Project Management &amp; Oversight</li><li>• Parks, Playground and Campground</li></ul>	<b>Protective Services</b> <ul style="list-style-type: none"><li>• Fire Fighting</li><li>• Bylaw Enforcement</li><li>• Emergency Management</li></ul>
<b>Community Services &amp; FCSS</b>	<b>Planning and Development</b>

# Statistics

- 1 water treatment plant
- 1 bulk fill water station
- 1 clear well reservoir
- 3 portable water reservoirs
- 8.17 km of water main
- 3.2 km of storm sewer
- 8.26 km of sanitary sewer
- 75 water main valves
- 10 waste water valves
- 109 wastewater manholes
- 20 catch basin manholes
- 63 catch basins
- 2 retention ponds
- 44 hydrants and 1 flush point
- 1 septic receiving station (campground)
- 8 lagoons for waste water treatment
  - 4 anaerobic cells
  - 2 facultative cells
  - 2 storage cells
- 1.67 km of chain link fence
- .34 km of chain and post
- 2.28 km of barbed wire
- 12 hanging baskets
- 26 planters
- 1025 sq ft of flower beds
- 445 water meters billed
- 13 sewer and garbage only
- 8 commercial garbage bins
- 648 property tax rolls
- 1078 residents per census
- 664 bookings arena per yr.
- 437 hr. Lacombe enfcmt
- Maintenance and support of vertical assets
  - Old Firehall for Parks and Rec
  - Oxford School
  - Bentley Arena
  - Curling Rink
  - Bentley Library
  - Community Hall
  - Public Works Buildings (2)
  - Pump houses (2)
  - Ski Hill
  - Bentley Fire Hall
  - Town Hall
- 11 light duty vehicles/equip
- 5 heavy duty vehicles
- 4 bins/seacan for recycling
- 4 playgrounds
- 31 outdoor garbage receptacles
- 4 parking lots
- 3km of bike path

# CAO Executive Summary

## Key Projection Changes

- The Town of Bentley remains in a strong financial position based on cost control and stable revenue from taxation and utilities.
- Small change to the tax amounts original budget \$1,133,587.19 amended budget \$1,132,807.03 for a difference of \$780.16 less revenue than budget as a result of rounding and school requisition less for 2021 as a result of small overpayment in 2020.
- **Including Tax change above overall projection change is an additional savings in budget of approximately \$11,734.84 – given it is early in the year it is anticipated that this amount will potentially be absorbed into the operating budget or will contribute to additional reserves at year end.**

### Legislative Services

- Additional expense for funds provided to community organizations through grants process approved by council (small projection change \$2,745 additional expenditure)

### Administration

- Increased revenue \$12,000 from refunds of overcharges from ADT security and AHS janitorial caught through review of year end amounts, as well as additional revenue anticipated from franchise fees and deferred revenue transfer for business coaching program.
- This is offset by additional administrative expenses higher health care spending account amounts for vision care reimbursement \$3,000, \$9,500 for tax service fees related to delinquent tax accounts (these fees are recoverable through the tax accounts) as well as business coaching program expenses \$15,000 unbudgeted but funded via deferred revenue from 2020 MOST Grant and savings of \$1525 for audit fees as well as savings in purchase building repair and maintenance \$2,000
- Net impact is increase in expenditure of \$11,975

### Roads/Walks & Lighting

- Increased revenue and expense equal to reserve transfer and expenditure for Dump Truck Purchase \$65,000 approved by Council, net impact is zero to budget

### Sewer Collection and Treatment

- Additional Expenditure Alberta Water and Wastewater Operators Association (AWWOA) Membership unbudgeted \$115.00 (was missed)

# CAO Executive Summary

## Key Projection Changes

### Cont'd

#### **Garbage Collection and Disposal**

- ▶ Decreased revenue of \$133,000 as a result of lower reserve transfer for garbage truck purchase had budgeted \$180,000 and purchase was \$47,000
- ▶ This is offset by decreased expenditure of \$153,000 (originally had budgeted \$200,000 to be funded from reserve transfer of \$180,000 and \$20,000 that would have been transferred from operations in 2021). Purchase was approved by council for \$47,000.
- ▶ This results in net savings to budget of \$20,000

#### **Municipal Planning**

- ▶ Increased revenue of \$87,500 as a result of successful ACP grant application for \$200,000 (original budget was \$115,000) we applied for additional funds for biophysical study and annexation agreement development.
- ▶ This is offset by a projection increase in expenditure of \$87,500 to utilize the additional grant funds
- ▶ Increased of \$1,500 for freight charges due to COVID-19 continuation
- ▶ Net budget impact is additional \$1,500 expense

#### **Parks & Rec**

- ▶ Additional building repair and maintenance expense \$500.00 for old firehall as a result of Canada Post leasing space

#### **Arena**

- ▶ Expense Decrease anticipate savings in Wages and Employer contributions due to inactivity at arena as a result of COVID-19 impacts approximately \$9,350

# CAO Executive Summary

## Financial Position - Balances

▶ <b>March 31, 2021 Reconciled Bank Balance</b>	<b>\$1,104,641.64</b>	
▶ <b>Loans Balances March 31, 2020</b>		
▪ Loan 5 (2016 Infrastructure Project)	\$ 142,400.00	(Will be paid in full in 2021)
▪ Loan 6 (New Beginnings Land Purchase)	\$ 385,653.63	(Pmt. approx. \$11,000 per month)
▪ Loan 7 (New Beginnings Servicing Loan)	<u>\$ 367,492.52</u>	(Pmt. approx. \$8,000 per month)
Total Loan Balances Remaining	\$ 895,546.15	
▪ <i>Intention with the New Beginnings Loan Balances is to pay down quicker if there are lot sales</i>		
▶ <b>Outstanding Taxes Receivable March 31, 2021</b>		
▪ Current Balances	\$ (65,200.81)	Prepayments
▪ 1 Year Outstanding	\$ 124,423.03	
▪ 2 Years Outstanding	\$ 31,147.77	
▪ 3 Years Outstanding	\$ 14,868.68	
▪ Over 3	<u>\$ 12,499.31</u>	
Total Balance Outstanding	\$ 117,764.98	
▶ <b>Outstanding Utilities Balances March 31, 2021</b>	<b>\$ 69,640.42</b>	
▶ <b>Outstanding Current Receivables March 31, 2021</b>	<b>\$ 25,958.59</b>	

# Revenue Collected by Category

(municipal purposes only)

Revenue Category	Amount	Projection	Variance
Property Taxes	\$1,456,139.19	\$1,455,260.45	(\$878.74)
Penalties and Fines	\$53,500.00	\$41,500.00	(\$12,000.00)
Licenses and Permits	\$6,000.00	\$6,000.00	0
Sale of Goods and Services	\$590,090.00	\$588,090.00	(\$2,000.00)
Rentals	\$165,600.00	\$165,600.00	0
Franchise Fees	\$105,000.00	\$111,000.00	\$6,000.00
Provincial and Federal Grants	\$656,556.00	\$744,056.00	\$87,500.00
Other Government Transfers	\$152,752.00	\$152,752.00	0
Other Transfers	0	0	0
Other Revenue	\$694,345.00	\$646,345.00	(\$48,000.00)
<b>TOTALS</b>	<b>\$3,879,982.19</b>	<b>\$3,910,603.45</b>	<b>\$30,621.26</b>

- Education Tax                    \$286,814.12                    Designated Industrial Property                    \$106.24
- Seniors Requisitions            \$ 6,496.06
- Policing Invoice                    \$ 29,037.00

## Expenses Paid by Category

(Municipal Purposes Only)

Expense Category	Amount	Projection	Variance
Wages/Benefits & Remuneration	\$744,518.00	\$736,518.00	\$8,000.00
Memberships/Partnerships/Training/Conferences and Licenses	\$43,547.00	\$43,662.00	(\$115.00)
Mileage and Sustenance	\$8,175.00	\$8,175.00	0
Postage/Freight, phone & internet	\$27,725.00	\$29,225.00	(\$1,500.00)
Purchased Services	\$699,380.00	\$808,005.00	(\$108,625.00)
Utilities	\$171,650.00	\$171,650.00	0
Insurance	\$89,162.00	\$89,162.00	0
Materials/Goods & Supplies	\$139,725.00	\$141,725.00	(\$2,000)
Bank Charges and Loan Payments	\$438,000.00	\$438,000.00	0
Grants & Donations	\$54,900.00	\$57,645.00	(\$2,745.00)
Other Transfers (includes MSI & Gas Tax Grants to fund capital projects)	\$60,000.00	\$60,000.00	0
Other	\$9,100.00	\$9,100.00	0
Capital	\$1,071,059.00	\$983,059.00	\$88,000.00
Requisitions (Ed., Seniors, Police)	\$322,552.00	\$322,453.42	\$98.58
<b>TOTALS</b>	<b>\$3,879,493.00</b>	<b>\$3,898,379.42</b>	<b>(\$18,886.42)</b>

**Revenue/Expense Summary  
to Year End Based on Projection  
(Municipal Purposes Only)**

<b>Projected Revenue to December 31, 2021</b>	<b>\$3,910,603.45</b>
<b>Less Transfers to Others</b>	<b>(\$ 322,453.42)</b>
<b>Less Projected Expenses to December 31, 2021</b>	
<b>Projected Expenses to December 31, 2021</b>	<b><u>(\$3,575,926.00)</u></b>
<b>Current Projected Surplus at year end</b>	<b><u>\$ 12,224.03</u></b>

# Project & Goal Update

## Effective Communication and Engagement

- ▶ Website Project (**slightly behind schedule**)
  - RFP drafted will be sending out for quotes before the end of Q2
  
- ▶ AT Roundabout project (**on schedule**) Q2
  - AT launching roundabout project – [www.highway20-12roundabout.ca](http://www.highway20-12roundabout.ca) (public information accessible from May 21, 2021 to July 9, 2021) will be posted on Facebook and Town website
  
- ▶ Formal marketing plan (**slightly behind schedule**) due Q3
  - Will be reaching out to Bentley businesses through zoom to strategize collaborative marketing
  - Idea is to capitalize on the marketing efforts of others but not duplicate – identify gaps and use town dollars to advertise in those gaps – community marketing
  
- ▶ Events strategy (**on schedule**)
  - Information gathering phase – community services putting together calendar of all events – has reached out to community organizations
  - Once calendar is created in rough form will be engagement with council for next steps
  
- ▶ Citizen recognition program (**on schedule**) Q3
  - Work on project has included information gathering but majority of work will begin before the end of Q2

# Project & Goal Update

## Financial Stability

- ▶ Quarterly Reporting (**slightly behind this is 1<sup>st</sup> quarter financial and progress report**)
- ▶ Additional budget analysis to prepare for discontinuance of MSI and Gas Tax funding in future years will be undertaken in Q3 (**on schedule**)
- ▶ FCM Asset Management Grant (**slightly behind schedule**)
  - The town has been approved for this grant – we are waiting for the formal agreement so that the project can launch. Consultant has been hired and will start as soon as grant agreement is signed.
- ▶ Additional Mapping of community infrastructure (**New Project**)
  - In discussion with Parkland Community Planning regarding taking over GIS to improve GIS ability
  - This will tie into the FCM grant work on Asset Management and will be considered in sync with that project
- ▶ Review of Capital Plan (**on schedule**)
  - Will be completed by the end of Q3
  - This will include review of 2022 and beyond capital plans

# Project & Goal Update

## Economic Growth

### ► Successful Alberta Community Partnership Application (On Schedule)

- Approval received for \$200,000 grant to explore commercial development potential of lands to the Southeast of Bentley along hwy 12
- Intermunicipal Collaboration Committee re-established with Lacombe County including approved terms of reference

### ► Gateway Enhancements (On Schedule)

- Tree grant received from Lion's club includes planting of seedlings flowering plum, hedge rose and green mountain ash at gateway
- Fortis power installed to the vicinity of signs at no cost to the town
- Electrical contractor engaged to look at lighting options for the sign

### ► Business Coaching Program launched at beginning of Q1 (Completed)

- MOST grant funds utilized to engage businesses and provide one on one coaching and training to support businesses through this difficult time
- \$15,000 invested to support and coach 6 local Bentley businesses
- Report presented to council and was an overall success based on feedback from the businesses supported

### ► Capital projects (On schedule)

- 50<sup>th</sup> street south in progress
- Concrete replacement and arena ramp improvements tendered
- Major maintenance of Arena being explored including slab upgrades and ice plant replacement long term

# Project & Goal Update

## Enriched and United Community

### ► **New Beginnings and Housing Partnerships (On Schedule) (Report by end of Q2)**

- Meeting set up with realtor and mayor and council to take place before next council meeting
- Will look to schedule a meeting in upcoming weeks with Lacombe Foundation as well

### ► **RCMP & Lacombe Enforcement (On Schedule) (Q2)**

- Meeting and reporting from RCMP has occurred with Council
- Meeting with Lacombe County Enforcement Mark Sproule in upcoming weeks
- Continue to work with RCMP and Lacombe County Enforcement to ensure they engage the community

### ► **Waste and Recycling Options (On Schedule) (Q2)**

- Annual Reporting format to come from Lacombe Regional Waste Services Commission
- Will look to have a presentation made to council from the manager
- Consider additional options i.e.. composting pile

### ► **Land Use Bylaw consolidation (Q3)**

- Will review Land Use Bylaw in Q2 and summarize required changes for Parkland Community Planning Association
- Work will begin in Q2 and continue into Q3 possibly Q4 depending on magnitude of changes
- Additional Bylaw amendment has taken place for manufactured homes

# Project & Goal Update

## Organizational Successes

- **Explore online options for Online Council Meeting Technology (New project) (Q3)**
  - Look at options to increase accessibility of council meetings
  
- **Community Events Strategy Falls into this category as well**
  - Engage organizations and form additional community partnerships
  
- **Continue to Lobby for reopening of Dr. Office at Care Centre by Q3**
  - Annual Reporting format to come from Lacombe Regional Waste Services Commission
  - Will look to have a presentation made to council from the manager
  - Consider additional options i.e.. composting pile



**QUESTIONS?**