



# Town of Bentley

2021 2nd 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 enfcmnt
- 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.
- ▶ The Town's success in obtaining Grants has been key to allowing additional projects to move forward (i.e. ACP Grant (New Area Structure Plan), FCM Grant (Asset management) as well as addressing issues in the service road and reaching agreement with AT to repair and fund additional capital improvement
- ▶ Small change to the tax amounts original budget \$1,133,587 amended budget \$1,132,807 for a difference of \$780 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 2<sup>nd</sup> quarter projection change is net savings in budget of approximately \$1,294.00 – It should be noted that this is based on the anticipated spend and receipt of revenues to year end.**

# CAO Executive Summary

## Key Projection Changes

### Legislative Services

- Additional expense for funds provided to community organizations through grants process approved by council (small projection change \$2,745 additional expenditure offset by less remuneration approx. \$1900 anticipated for Mayor and Council due to travel limitations at the beginning of the year.

**Net Result is an increase in the overall deficit in the Legislative Services Budget by an additional \$845.00**

### Administration

- **Decreased revenue \$14,000:**
  - \$12,000 due to projecting penalty revenue down as a result of deferment program approved by Mayor and Council, as
  - \$2,000 less in interest earned due to low interest rates
- **Increased revenue \$30,100:**
  - \$6,000 from additional franchise fees
  - \$1,500 in fines revenue
  - \$13,000 from refunds of overcharges from ADT security and AHS janitorial caught through review of year end amounts, as well as deferred revenue to be utilized to cover business coaching program and Canada post lease
  - additional donations for Canada Day Celebration \$3,600
  - flow through grant amount of \$6,000 from Seniors Drop In Grant to be spent on new chairs and IT infrastructure for the seniors
- **Increased Expenditure \$43,705:**
  - \$6,000 additional administrative expenses for (computer support - improving service in basement for room rentals, GIS build through PCPS)
  - \$3,000 higher health care spending account amounts for vision care reimbursement
  - \$9,500 for tax service fees related to delinquent tax accounts (these fees are recoverable through the tax accounts))
  - \$15,000 business coaching program expenses funded via deferred revenue from 2020 MOST Grant
  - \$3,355 additional expenditures for Canada day
  - \$850 additional expenditures net due to more color copies printed and additional janitorial cost for basement room rentals offset by savings in building repair
  - \$6,000 additional expenditures for Seniors

**Net result is an increase in overall deficit in the Admin Budget by an additional \$27,605**

# CAO Executive Summary

## Key Projection Changes

### Fire Fighting and Protective Services

#### ➤ **Decreased Revenue**

- \$11,000 due to savings in Capital Program for SCBA's – Less to be drawn from reserve

#### ➤ **Decreased Expenditure \$13,700**

- \$11,000 in expenditure for Capital Program for SCBA's
- \$2,700 in general expenditure related to building & equip maintenance

#### ➤ **Increased Expenditure**

- \$20,000 in anticipated reserve transfers

**Net result is an increase in deficit in the amount of \$17,300 for Fire Fighting and Protective Services (with an additional transfer to reserve)**

### Common Services

- \$420 decrease in expenditure as a result of savings in materials and supplies as well as maintenance offset by increased costs for small tools and equipment and Genie Lift Repairs as well as porta pottie rental costs.

**Net result is a decrease in overall deficit of \$420.00 in Common Services**

# CAO Executive Summary

## Key Projection Changes

### Roads/Walks & Lighting

#### ► **Increased Revenue \$357,079.00**

- \$148,577 additional funding negotiated with Alberta Transportation for service road repair
- \$61,203 additional MSI funds higher than budgeted originally
- \$21,077 additional reserve approved as a result of purchase of Dump Truck (\$65,000) and Snow Blade (\$11,145) offset by project savings obtained in 50<sup>th</sup> street south of \$55,068
- \$126,222 gas tax funding from 2021 to be carried into 2022 as there were significant savings in capital program for 2021

#### ► **Increased Expenditure \$275,133.00**

- \$2,103 increased freight costs and material as a result of COVID-19
- \$1,000 increased for electricity for new service install at Gateway
- \$145,808 increased costs related to Capital Program mainly due to additional funding provided by AT and additional purchase of Dump Truck and Snow Blade approved by Council offset by cost savings in 50<sup>th</sup> st south
- \$126,222 increased expenditure for reserve transfer related to Gas Tax Funds 2021 unspent

#### ► **Decreased Expenditure \$8,200.00**

- \$4,700 savings due to calcium chloride applications not applied due to construction of 50<sup>th</sup> street
- \$3,500 general savings in machinery, equipment supplies and repairs as well as street sign maintenance

**Net result is a decrease in overall deficit for Roads/Walks and Lighting of \$90,146 ( includes an additional transfer to reserve unspent Gas Tax Funds)**



# CAO Executive Summary

## Key Projection Changes

### Cont'd

#### Water Supply and Distribution

- ▶ Decreased revenue of \$13,300 due to less revenue as a result of penalty deferral approved by Mayor and Council.
- ▶ Increased expenditures of \$1,050 related to attempt to repair hydrant prior to replacing

**Net result is a decrease of the overall surplus by an amount of \$14,350 for Water Supply and Distribution**

#### Sewage Collection and Treatment

- ▶ Increase in expenditures of \$2,748 as a result of unbudgeted membership fee \$115.00 to Alberta Waste Waters Operators Association and \$2633 additional cost for changing back to Actizyme digester as it performs better in the lagoons.

**Net result is a decrease in the overall surplus by an amount of \$2,748 for Sewage Collection and Treatment**

#### Garbage Collection and Disposal

##### ▶ **Decreased Revenue**

- \$133,000 as a result of lower reserve transfer for garbage truck purchase had budgeted \$180,000 and purchase of \$47,000

##### ▶ **Decreased Expenditure**

- \$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.

**Net result is an increase in the overall surplus by an amount of \$20,000 for Garbage Collection and Disposal**

# CAO Executive Summary

## Key Projection Changes

### Cont'd

#### Municipal Planning

##### ➤ **Increased Revenue \$89,000**

- \$87,500 as a result of successful ACP grant application for \$200,000 (original budget was \$115,000)
- \$1,500 Increased development permit fees

##### ➤ **Decreased Revenue**

- \$1,984 related to less MSI funding than anticipated

##### ➤ **Increased Expenditure**

- \$87,500 to utilize the additional grant funds for expenditure related to ACP Grant increase for Planning and Engineering Services to complete background studies such as servicing study, biophysical assessment, Area Structure Plan, Cost Share Agreements, Traffic Impact etc.

**Net result is an increase in the overall deficit by an amount of \$484.00 for Municipal Planning**

#### Subdivision, Land Development

- Decreased revenue \$57,000 as a result of projecting Land Sales to zero for the new beginnings subdivision
- Decreased expense \$17,350 as a result of less interest charged on loan pmts for new beginning subdivision

**Net result is an increase in the overall deficit by an amount of \$39,650 for Subdivision, Land Development**

# CAO Executive Summary

## Key Projection Changes

### Cont'd

#### Arena

##### ➤ **Decreased Revenue \$27,460**

- \$2,000 less revenue for MSI Operating Grant
- \$25,000 gas tax funding not utilized for arena ramp funded by Franchise Fee revenue due to savings in other capital projects
- \$460 less revenue for summer facility rentals

##### ➤ **Increased Expenditure \$4,500**

- \$4500 for additional costs related to painting of bleachers, additional board replacements and modifications and maintenance to dressing shower
- \$150.00 boiler registration not budgeted

##### ➤ **Decreased Expenditure \$27,000**

- \$6,000 related to equip, purchase repair and maintenance, less janitorial supplies, less general supplies
- \$10,000 reduction in anticipated reserve contribution
- \$11,000 reduction in wages and benefits due to not as much staff time required at the arena

**Net result is an increase in the overall deficit by an amount of \$5,110 for the Arena**

# CAO Executive Summary

## Key Projection Changes

### Cont'd

#### Parks & Playgrounds

##### ► **Decreased Revenue \$6,623**

- \$2,000 less revenue MSI Operating Grant
- \$4,200 step grant was not applied for
- \$423 ball diamond and other revenue less than anticipated

##### ► **Increased Expenditure \$1,960**

- \$1,360 repairs and maintenance specific to the mowers
- \$500 repair and maintenance to the rollup doors at the old firehall
- \$100 campground cancellation refund

##### ► **Decreased Expenditure \$9,500**

- \$2,000 savings topsoil, gravel, shale, compost – less used than anticipated
- \$2,500 savings in purchased repair and maintenance – less required than anticipated
- \$3,000 savings in general supplies and parts & equipment
- \$2,000 savings in campground purchased maintenance

**Net result is an increase in the overall surplus by an amount of \$916.90 for Parks and Playgrounds**

CAO Executive Summary  
Key Projection Changes  
Cont'd

Library

- Increased Expenditure of \$250 related to additional donation received for the library

**Net result is an increase in the overall deficit by an amount of \$250 for the Library**

# CAO Executive Summary

## Financial Position - Balances

▶ <b>June 30, 2021 - Reconciled Bank Balance</b>	<b>\$ 849,867.18</b>
<b>▶ Loans Balances June 30, 2021</b>	
▪ Loan 5 (2016 Infrastructure Project)	\$ 142,400.00 (Will be paid in full in 2021)
▪ Loan 6 (New Beginnings Land Purchase)	\$ 352,107.94 (Pmt. approx. \$11,000 per month)
▪ Loan 7 (New Beginnings Servicing Loan)	<u>\$ 342,692.87</u> (Pmt. approx. \$8,000 per month)
Total Loan Balances Remaining	\$ 837,200.81
▪ <i>Intention with the New Beginnings Loan Balances is to pay down quicker if there are lot sales (there have been no lot sales to date)</i>	
<b>▶ Outstanding Taxes Receivable June 30, 2021</b>	
▪ Current Balances	\$ 1,249,284.84
▪ 1 Year Outstanding	\$ 111,112.15
▪ 2 Years Outstanding	\$ 23,535.35
▪ 3 Years Outstanding	\$ 11,446.82
▪ Over 3	<u>\$ 12,499.31</u>
Total Balance Outstanding	\$ 1,407,878.47
<b>▶ Outstanding Utilities Balances June 30, 2021</b>	<b>\$ 20,501.21</b>
<b>▶ Outstanding Current Receivables March 31, 2021</b>	<b>\$ 4,076.26</b>

# Revenue Collected by Category

(municipal purposes only)

Revenue Category	BUDGET	Projection	Variance
Property Taxes	\$1,456,139.00	\$1,455,261.00	(\$878.00)
Penalties and Fines	\$53,500.00	\$28,200.00	(\$25,300.00)
Licenses and Permits	\$6,000.00	\$7,500.00	\$1,500.00
Sale of Goods and Services	\$590,090.00	\$533,590.00	(\$56,500.00)
Rentals	\$165,600.00	\$164,420.00	(\$1,180.00)
Franchise Fees	\$105,000.00	\$111,000.00	\$6,000.00
Provincial and Federal Grants	\$656,556.00	\$1,042,174.00	\$385,618.00
Other Government Transfers	\$152,752.00	\$154,252.00	\$1,500.00
Other Transfers	0	0	0
Other Revenue	\$694,345.00	\$592,817.00	(\$101,528.00)
<b>TOTALS</b>	<b>\$3,879,982.00</b>	<b>\$4,089,214.00</b>	<b>\$209,232.00</b>

- Education Tax                   \$286,814.12                   Designated Industrial Property     \$106.24
- Seniors Requisitions         \$ 6,496.00
- Policing Invoice                \$ 29,037.00

# Expenses Paid by Category

(Municipal Purposes Only)

Expense Category	Amount	Projection	Variance
Wages/Benefits & Remuneration	\$744,518.00	\$735,018.00	\$9,500.00
Memberships/Partnerships/Training/Conferences and Licenses	\$43,547.00	\$43,262.00	\$285.00
Mileage and Sustenance	\$8,175.00	\$8,175.00	0
Postage/Freight, phone & internet	\$27,725.00	\$28,875.00	(\$1,150.00)
Purchased Services	\$699,380.00	\$806,505.00	(\$107,125.00)
Utilities	\$171,650.00	\$173,300.00	(\$1,650.00)
Insurance	\$89,162.00	\$89,322.00	(\$160.00)
Materials/Goods & Supplies	\$139,725.00	\$133,521.00	\$6,204.00
Bank Charges and Loan Payments	\$438,000.00	\$420,650.00	\$17,350.00
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	\$196,472.00	(\$136,472.00)
Other	\$9,100.00	\$19,855.00	(\$10,755.00)
Capital	\$1,071,059.00	\$1,052,867.00	\$18,192.00
Requisitions (Ed., Seniors, Police)	\$322,552.00	\$322,453.00	\$99.00
<b>TOTALS</b>	<b>\$3,879,493.00</b>	<b>\$4,087,920.00</b>	<b>(\$208,427.00)</b>



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

<b>Projected Revenue to December 31, 2021,</b>	<b>\$4,089,214.00</b>
<b>Less Transfers to Others</b>	<b>(\$ 322,453.00)</b>
<b>Less Projected Expenses to December 31, 2021</b>	<b><u>(\$3,765,467.00)</u></b>
<b>Current Projected Surplus at year end</b>	<b><u>\$ 1,294.00</u></b>

# Project & Goal Update

## Effective Communication and Engagement

### ► Website Project (**behind schedule**)

- RFP is drafted and it was anticipated to send before end of Q2, however I am adding a component to look at branding
- Given an election is on the horizon, RFP will be timed with election to allow newly elected council input into brand

### ► AT Roundabout project (**on schedule**) Q2 Engagement occurred – construction in 2022

- Public Information session was held by AT – [www.highway20-12roundabout.ca](http://www.highway20-12roundabout.ca) (public information accessible from May 21, 2021, to July 9, 2021) and was posted on Facebook and Town Website
- Project continues to move forward, and CAO is engaged with AT and WSP to consider a sign in the centre of the Roundabout to highlight Bentley

### ► Formal marketing plan (**on schedule for completion in Q4**)

- 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**) – Q4

- 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 (**behind schedule**) moved to Q4

- 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 (**on schedule Q1 and Q2 reporting complete**)
  
- 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 (**on schedule**)
  - The town has been approved for this grant – still waiting for formal agreement but was given authorization to proceed.
  - Working with Stantec to review data and information
  
- Additional Mapping of community infrastructure (**New Project**)
  - Project is moving forward – working with GIS team to transition all data (will be launched by year end)
  - 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
- Meetings continue and we are in the data gathering phase will wait until completion of election before we look to engage the public – this will allow time for completion of servicing study, desktop biophysical study and rough site plan modelling.

### ► **Gateway Enhancements (On Schedule) – Flagpoles remain – waiting for arrival**

- Tree grant received from Lion's club includes planting of seedlings flowering plum, hedge rose and green mountain ash at gateway completed
- Fortis power installed to the vicinity of signs at no cost to the town (lighting is installed and operating)
- Flag poles and new flags ordered for the gateway
- Additional garden enhancements at the Easterly Gateway also completed – will be some new trees planted at that location as well

### ► **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 form the businesses supported

### ► **Capital projects (On schedule)**

- 50<sup>th</sup> street south completed
- Concrete replacement and arena ramp improvements completed – wrapping up landscaping
- Grant applied for through the Canada Community Revitalization Grant for Arena Slab Replacement in 2022

# Project & Goal Update

## Enriched and United Community

### ➤ **New Beginnings and Housing Partnerships (On Schedule) (In progress)**

- Discussion took place with Mayor and Council regarding New Beginnings and undertaking an analysis to repurpose the lots to single family dwelling lots, working with PCPS to undertake site analysis.
- Next steps to complete cost analysis regarding consolidation and subdivision to form SFD lots and any costs to date along with estimated revenue from the sale of such lots

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

- Meeting and reporting from RCMP has occurred with Council
- Meeting with Lacombe County Enforcement Mark Sproule completed
- Continue to work with RCMP and Lacombe County Enforcement to ensure they engage the community
- RCMP and Lacombe Enforcement supportive during the Celebrate Bentley and Canada Event

### ➤ **Waste and Recycling Options (On Schedule) (Behind – will request a presentation form LRWSC Manager)**

- 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 (Q4)**

- Will review Land Use Bylaw in Q3 and summarize required changes for Parkland Community Planning Association
- Work will begin in Q3 and continue into Q4 possibly 2022
- Additional Bylaw amendment has taken place for manufactured homes

# Project & Goal Update

## Organizational Successes

### ► Explore online options for Online Council Meeting Technology (New project) (Q4)

- Look at options to increase accessibility of council meetings
- Will be added into capital plan for 2022

### ► Community Events Strategy Falls into this category as well

- Engage organizations and form additional community partnerships
- Successful Celebrate Canada and Bentley Event in collaboration with Lacombe Tourism
- Working with Barb on a small event for XMAS

### ► Continue to Lobby for reopening of Dr. Office at Care Centre by Q3

- I have continued to correspond with the medical office in Lacombe
- They have placed on the agenda for discussion and will get back to me in the coming weeks. Commitment still seems to be to re-open.



**QUESTIONS?**