

**CITY OF MELFORT
BUDGET MEETING
April 11, 2006**

Minutes of the City of Melfort Budget Meeting held on Tuesday, April 11th, 2006, in the Council Chambers, Melfort, Saskatchewan, commencing at 5:03 p.m.

PRESENT: COMMITTEE: Mayor Collins and Aldermen Abbott, Terry, Degelman, Lang and MacNaughton.

STAFF: J. Wade, City Manager; K. Ottenbreit, Director of Planning, Development & Leisure Services; D. Graham, Director of Works & Utilities; C. Stevenson, City Treasurer; G. Hnatiuk and H. Audette, City Clerk.

Mayor Collins called the meeting to order and advised Council of the Communities in Bloom kick off on April 26 at 7:30 p.m. at the NELC, as well as YBEX Excellence Awards on April 29, 2006. He then turned it over to Alderman Terry, Finance Chairman.

1. DEFICIT BALANCE REVIEW

The Treasurer presented the deficit balance review sheet to Council, which was prepared from an administrative review of the flagged items from the March 21st budget meeting. She noted that the preliminary assessment figures are showing a small assessment increase, but that revenue is not recognized in the budget due to the uncertainty of the Board of Revision adjustments. Alderman Degelman advised that the legal expenses for the library can be reduced. The new deficit balance is as follows:

GENERAL OPERATIONAL BUDGET		Change	Deficit
Beginning Deficit Balance			195,844
2-6-81000-111	Taxes Residential Levy	-	195,844
2-6-81000-112	Taxes Commercial Levy	-	195,844
2-6-83000-522	Oth Rev Interest on Investments	(55,000)	140,844
2-8-83000-239	Contract Review Services	6,000	146,844
2-8-88000-911	Transfers to Reserves (-55,000+7,500)	47,500	194,344
2-8-13000-239	Finance Other (Special Services)	(8,000)	186,344
2-8-13000-256	Finance Computer Support	3,000	189,344
2-6-21000-421	Police Protection Revenues	(10,000)	179,344
2-8-23000-195	Fire City Calls	(6,500)	172,844
2-8-23000-253	Fire Hydrants Repair	(1,000)	171,844
2-8-23000-541	Fire Equipment/Supplies	(1,000)	170,844
2-8-29902-193	EMO Honariums	(1,000)	169,844
2-8-29902-216	EMO Conferences/Conventions/Travel	1,000	170,844
2-6-35500-909	Trans Workshop Other Revenue	(2,000)	168,844
2-8-35599-521	Unit #99 Unspecified Fuel	(7,700)	161,144
2-6-41000-441	Collection Residential Fees	(5,000)	156,144
2-6-41000-442	Collection Commercial Fees	(500)	155,644
2-8 79000-232	Library Legal	(1,000)	154,644
Ending Deficit Balance			154,644

2. BYLAW ENFORCEMENT OFFICER REVIEW

Council reviewed the City Manager's memos dated March 21, April 5 and April 10, concerning the Bylaw Enforcement Officer. There was some debate as to whether the position is necessary on a full-time basis or whether some of the identified duties, such as fire inspection, can be undertaken in-house with existing employees.

Effective July 1, 2006, Council agreed to contract the Corps of Commissionaires on a 40-hour per week, flex time contract at a cost of \$21.00 per hour, all-inclusive with the exception of a vehicle, which will be provided by the City of Melfort. Further, this contract will be subject to a quarterly review whereby the contract would be reduced or enhanced as deemed necessary by Council. The budget amount is to be left unchanged.

3. **COMMUNITIES IN BLOOM**

The Director of Planning, Development & Leisure Services reported on his meeting today with Communities in Bloom and the Saskatchewan Avenue Project Committees. Since last fall, they have been attempting to finalize approvals with CNR before approaching the City Planning Department. They do wish to dedicate the requested \$5,000 CIB funding to the Saskatchewan Avenue project in 2006. The Director has invited himself to become part of this process and advised the committees that the Saskatchewan Avenue project is not a part of the City's 5 year capital plan.

Council agreed to maintain the budget of \$5,000 for Communities in Bloom, however, these funds will not be released for the Saskatchewan Avenue project until the downtown renewal survey is complete and the results show whether the businesses in the downtown core support a beautification project of this nature. Further, the Director of Planning, Development & Leisure Services is to be an integral part of the planning process to ensure that any development is consistent with the City's long-term plan.

4. **CITY WEBSITE REDESIGN**

Council approved the budget for the redesign of the City website, which is currently included in the new deficit balance. This redesign will be driven by the department heads and will make the website more manageable for administration.

Council recessed at 6:12 p.m. and resumed budget deliberations at 6:54 p.m.

5. **SKATEBOARD PARK**

The Director referred to his memo dated April 5, 2006, and advised that the City has received negative feedback about moving the park to the west side of the Palace and the Brunswick Kinsmen Park. General discussion followed concerning options for relocation, including the east side of the Palace, the west side of McKendry Plaza, the Melfort Mall parking lot and Parcel J; however, the Department was instructed to look at using the City-owned property at the north end of the Leisure Centre ball diamond. The Director advised that the skateboard park will continue in its existing location until the property is required for Memorial Park development.

6. **DIRECTOR'S UPDATE – ALBERTA FLARES ENERGY SYSTEMS**

The Director gave a verbal update on the status of Alberta Flares Energy Systems. The City has made an offer to address their request for incentives/utility hook-up. Once the department receives confirmation of their acceptance, a resolution will be brought forward to Council for approval.

7. **JUNE – REGIONAL STRATEGIC PLANNING SESSION**

Council confirmed their preference for the NE Regional Strategic Planning Session with Nipawin and Tisdale:

- Managers meet the afternoon of June 21st to prepare for the session
- Regional Planning Session to be held June 21 from 5.30 . 9 pm and June 22 from 8.30 am to 4 pm.
- Location . Tisdale and Nipawin as a second preference.

Council did not feel that an update of the City's strategic plan was necessary yet.

8. **RETIREMENT SOCIAL**

A Council-Management retirement social for Don Graham will be held on Friday, May 26. The City Manager will confirm arrangements at a later date.

9. **BUDGET OPTIONS**

Council reviewed the budget options presented by the Treasurer to finance the budget deficit of \$154,644.00. Council agreed that Option #3, a combination base tax/mill rate increase is the most equitable increase distribution across the board in both the residential and commercial sectors. By raising the base tax by \$40 to total \$540, and by increasing the mill rate by .68 mills to total 13.34 mills, there will be no cuts to existing programs and the average increase of 6.11% correlates to the 6.25% increase in budgeted expenditures that are out of the City's control. This recommended increase will be an approximate \$80 annual tax increase for the average household.

The mill rate bylaw will be presented to Council for approval at the May 15th Regular Meeting. On behalf of Council, Alderman Terry thanked the Finance Department and Administration for their budget preparations.

The meeting adjourned at 7:30 p.m.

Mayor

City Clerk