

**CITY OF MELFORT  
BUDGET MEETING  
April 6<sup>th</sup>, 2005**

Minutes of the City of Melfort Budget Meeting held on Wednesday, April 6<sup>th</sup>, 2005, in the Council Chambers, Melfort, Saskatchewan, commencing at 4:08 p.m.

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

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

Mayor Collins called the meeting to order and turned it over to Alderman Abbott, Finance Chairman.

Alderman Abbott noted that Council is starting the budget process with a deficit of \$167,684. He reviewed the various options available to Council and the 2005 Municipal Mill Rate Worksheet. The revaluation resulted in a decrease in commercial assessment and an increase in residential assessment, for a net taxable assessment increase to the City of 2,345,300. Administration has reduced the taxable commercial assessment by 500,000 to create a budget for potential assessment appeals.

<b>GENERAL OPERATIONAL BUDGET</b>	<b>Increase (Decrease)</b>	<b>Deficit (Surplus)</b>
<b><i>Beginning Deficit Balance</i></b>		167,684

**Free Facility Use Requests - Sporting Events:**

It was noted that this new policy requires a budget of \$27,000 for 2005. The Department is to evaluate the benefits of this policy to determine whether the intent of the policy (increasing tourism) is being fulfilled.

**Insurance:**

Insurance costs are split 80% to general admin and 20% to water admin. Once the appraisal is complete, Administration is to undertake a comparison to determine the actual percentage for each budget area.

**RCMP Contract:**

The City saw a reduction in contract costs in the 2004 budget because there wasn't a full complement of members (5.9 average for 2004).

**Bylaw Enforcement Officer:**

The City is concerned about liability if municipal bylaws are not being enforced and the fact that the RCMP do not see this as a priority. Discussion ensued on whether a fulltime bylaw enforcement officer is required or is there an existing staff member that could assume these duties? Can we cut one RCMP position and hire a bylaw enforcement officer? Could fire inspections be done by the volunteer chief? Council decided to cut the position from the 2005 budget until such time as the role and responsibilities of this position are defined clearly. Administration is to review the position and budget accordingly in 2006. The Police Commission is to discuss the liability concern with the RCMP and determine which municipal bylaws they are prepared to enforce.

2-8-2-99	Bylaw Enforcement Officer	delete program	(20,200)	147,484
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**Deficit Balance - continued**

147,484

**Dust Control:**

The application for the remaining half of South Avenue is to remain in budget.

**Street & Traffic Services:**

The request for a pedestrian controlled crosswalk at Reynolds School was referred to the Works & Utilities Committee.

Council recessed at 5:40 p.m. and resumed discussion at 6:28 p.m.

**Economic Other Special Services:**

This budget includes \$12,000 for the slaughter facility feasibility study and \$3,000 for the Fort a la Corne road upgrade.

**Museum:**

2-8-7-10-00-111	Her Admin Regular Salaries	incr to \$57,450	20,000	167,484
2-8-7-10-00-902	Her Admin Grants	decr to \$14,000	(5,760)	161,724

The request from the Museum Board to cover \$5,760 in repair overexpenditures was denied.

**NLP Pool:**

A change to monthly water tests will result in a savings of pool test fees.

2-8-7-20-25-541	NLPool Operating/Program Supp	decr to \$13,000	(2,000)	159,724
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**Open Space Site Repair:**

Administration is to obtain the Communities in Bloom 2005 budget. Council discussed the creation of partnerships between Communities in Bloom, the Rotary Club and the Civic Pride Committee for city beautification projects.

**Melfort Curling Club Proposal:**

Council discussed the cost implications of two scenarios presented by the Director in response to the Curling Club's proposal dated March 1, 2005. The Department is to conduct an assessment and appraisal of the facility. Council agreed that the City has a responsibility to provide ice for the Games in 2006; however, without more information and in light of the deficit Council may be facing in 2005, they did not feel they could fit a new recreation facility into this years' budget. The entire issue requires indepth study and long-term planning.

**OPERATIONAL AREAS OF REVIEW**

- Strategic Planning Session . cost breakdown of facilitators and expenses required to host the session.
- Chamber of Commerce Funding . breakdown between membership grant and joint promotions budget.
- Library Budget . obtain a copy of the local and regional budgets.
- Communities in Bloom . obtain a copy of the 2005 plan and budget.

**UTILITY OPERATIONAL BUDGET**

The Utility Operational Budget currently projects a surplus of \$7,909.

The Department has budgeted a water loss of 17.5% in 2005 compared to the 20% budgeted in 2004. The actual water loss in 2004 was slightly higher than 13%.

A drive-by metering system has not yet been included in the capital program; however, there has been an indication that metering systems would qualify for the gas tax funding.

**NEXT MEETING**

The April 13<sup>th</sup> budget session was cancelled and postponed until Thursday, April 21<sup>st</sup>, 2005, at 4:00 p.m.

The meeting adjourned at 8:20 p.m.

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Mayor

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City Clerk