

THE CITY OF PRINCE ALBERT



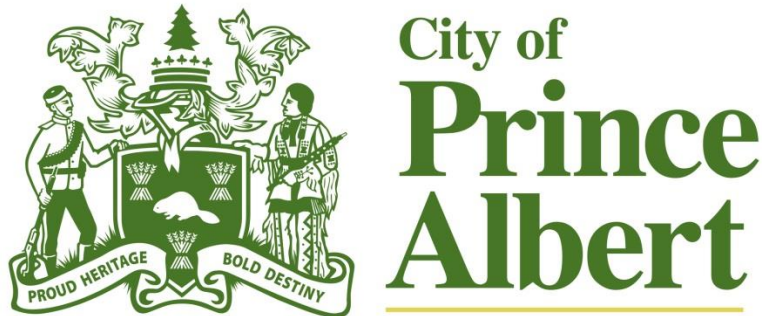
GENERAL FUND BUDGET FOR YEAR ENDING DECEMBER 31, 2020

2020 General Fund Budget

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SECTION ONE – OVERVIEW AND FINANCIAL HIGHLIGHTS



Executive Summary

Enclosed for Council's consideration is the City of Prince Albert's (the City) 2020 General Fund budget document. The City's detailed financial plans and budgets are linked to, and derived from, the City's broader planning processes including Council's overall strategic direction.

This budget document includes both summarized as well as detailed information about the factors that are driving changes in the budget values. The comprehensive information contained in this document is intended to bring together the issues that will facilitate the budget decision-making process.

This document provides the revenue and expense amounts for the General Fund as well as amounts broken into functional areas within each department. An explanation is provided for significant changes between the 2019 budget and the proposed 2020 budget. This layout makes the ongoing comparison of budgets and financial statements more understandable and meaningful.

Budgeting by Funds:

The City provides a variety of services that are budgeted through five different funds. It is important to note that taxation and most miscellaneous revenue is recognized in the General Fund whereas most of the other funds are essentially self-supporting. **Only the General Fund budget is included in this document.**

The General Fund:

The General Fund accounts for the widest variety of City activities. The cost of policing, fire and emergency services, streets and roads, transit operations, parks, recreation, building maintenance, as well as the majority of administrative costs of the City are shown in this fund. Most areas of service within the General Fund will have some revenue that is used to help offset the cost of the service provided. The bulk of the costs within the General Fund are funded by property tax and levies. This budget is anticipated to be complete by the end of November 2019 and approved by Council at the start of December 2019.

The Airport Fund:

The Airport Fund accounts for all the City activities at the municipal airport. The Airport Fund will be prepared and presented to Council separately. This budget will be complete by the end of November 2019 and approved by Council at the start of December 2019.

The Sanitation Fund:

The Sanitation Fund accounts for the operation of the City's solid waste collection system, operations at the landfill, and the costs associated with the City's recycling program. The operations for these activities are paid for through user fees on utility bills, as well as through access fees at the landfill. This budget will be complete by the end of November 2019 and approved by Council at the start of December 2019.

The Land Fund:

The Land Fund accounts for the City's activities in land development. The cost of installing infrastructure within subdivisions owned and developed by the City is the main financial activity, however other costs related to preparing land for sale, and marketing the land are included in this fund. This budget will be complete by the end of November 2019 and approved by Council at the start of December 2019.

The Water and Sewer Utility Fund:

The Water and Sewer Utility Fund accounts for the City's activities in treating and distributing potable water, collecting and treating waste water, and collecting and managing storm water. The activities in this fund are paid for through user fees on utility bills. This budget will be complete by the end of November 2019 and approved by Council at the start of December 2019.

Important Notes:**Operating Budget Surplus**

This budget follows generally accepted accounting principles by recording all revenues as operating revenues and only operating expenses as expenses. The result is a surplus from operations that is then available for capital purchases and projects, loan principal payments, and contributions to reserves. The 2020 budget includes an estimate of \$7.6 million for depreciation. This is a non-cash item that does not have an impact on the 2020 mill rate. The proposed budget identifies \$3.463 million as the operating surplus. After adjusting for non-cash depreciation the 2020 operating surplus is \$11.063 million. This surplus will fund capital projects of \$5.202 million, \$0.259 million for loan payments and \$5.602 million to fund reserves. (See Capital Projects Detail and Reserve Projection Reports)

Reserves and Surpluses

The growth of City reserves to optimal levels is key to long-term fiscal health and future financial obligations. Reserves ensure the City has the resources to maintain the status quo for future generations. A summary of the projected reserve balances at the end of 2019 and proposed changes for 2020 is provided as Reserve Projection Reports.

Debt

At December 31, 2019 (unaudited), the City will have approximately \$22.1 million of external, long-term debt which have an annual debt servicing cost in 2020 of approximately \$2.2 million. The 2020 budget does not require any new funding from long term debt. The City's total legislated borrowing limit is \$55 million, which means the City could theoretically borrow and service \$32.9 million of additional debt. Additional details related to the City's long-term debt including a breakdown by fund can be found in the Supporting Documents section of the budget. (See Report #2: RPT# 19-456 2020 Long Term Debt Summary for General Fund Budget).

Capital Budget Reviewed Project by Project

The 2020 capital budget has capital expenditures (including loan repayments) of \$5,461,000 (2019 - \$4,813,900) to be funded from operations. Adjustments have been made for projects funded from external sources or reserves where applicable.

There is a detailed list of 2020 capital projects which balance to available funding (See Capital Projects Details). Projects that could not be funded in 2020 are also listed (See Capital Projects Not Funded).

Tax Increase

The estimated budget increase within this document that would be funded from increases in property tax is approximately \$1,470,000, or a 4.9% increase. This is the increase being proposed by Administration and is subject to the budget committee's review and recommendations.

Tax Policy

The City currently uses tax tools made available by the Cities Act. These include base tax, levies, minimum tax, and mill rate factors. The final determination of the 2020 tax policy will occur after the 2020 General Fund budget has been determined.

Disclaimer

Administration of the City has prepared this document for discussion purposes for the budget committee.

The budget, as printed, represents an estimate at a particular point in the budgeting process. Administration has spent a reasonable amount of effort to ensure the accuracy of the information presented within this document however it is possible that errors exist within this document, and this material should not be relied upon for anything other than its intended purpose.

Council will consider public input, its own priorities and the inherent trade-offs in deciding each issue. Council will either accept the issues brought forward, decline or substitute other priorities. Council will set the final tax rate through the budget process and the final tax impact will be determined only following conclusion of Council's deliberations.

Financial Highlights

The goal of Administration is to improve transparency and decision-making by providing City Council and the citizens of Prince Albert with appropriate information. This includes where City funds are utilized and being accountable to our citizens for delivering services in the most effective and efficient way while maintaining a focus on a sustainable future.

1. Revenues

- The City receives a Municipal Revenue Sharing Grant from the Government of Saskatchewan which provides funding for each local municipality to support the delivery of community services. The funding is based on the amount of Provincial Sales Tax collected by the province and the amount provided to each municipality is based on formulas in place for program. The municipal revenue sharing amount to be distributed to municipalities in 2020 is expected to increase by approximately 10.6%. As a result the City has budgeted for increased revenue of approximately \$900,000 for 2020.
- Departments continued to review the fees charged for City services to ensure they were adequately budgeted for and reasonable when compared to other municipalities. User charges and fees are budgeted to decrease by approximately \$234,000 in 2020 related to a decrease in revenue from the City's impound lot, business licenses, and building permits. The City impound operations started in 2018. 2019 net revenues may be short of the 2019 budgeted amount due to unforeseen circumstances but the impound lot is budgeted to provide net revenues of approximately \$290,000 in 2020.

2. Expenses

- The City continuously looks for operational improvements that reduce the cost of service to City residents and businesses. The budgeting process includes reviewing current and previous' years actual expenses and determining operational needs for the new fiscal year.
- Every department is challenged to find ways to fund new programs and projects and maintain existing operations.

3. Capital Projects

- The capital budget to be funded by operations in 2020 has increased by approximately \$647,000 from 2019. The projects being recommended for 2020 have been classified as follows: Category 1 – Highly Important / Critical and Category 2 – Important.
 - The 2020 capital budget includes \$4,235,000 for the Roadways Recapping Program, \$100,000 for the Playground Replacement Program, \$550,000 for Pedestrian Bridge Replacement.

4. Continue to review our current reporting and monitoring process to ensure optimal decisions are based on information provided.

The proposed 2020 budget requires operating revenues of \$70.113 million, which will require an increase in general municipal taxation of approximately \$1,728,820. The taxation increase includes a 4.9% property tax increase of \$1,470,000 coupled with taxation created by new properties to the City and assessment adjustments to existing properties.

Every \$300,000 increase in budgeted expense equates to an approximate 1.0% tax increase when applied to the general municipal mill rate from taxable properties.

As the budget committee reviews the budget material it is likely that it will identify items that Administration was unable to include within the proposed budget that the budget committee will then amend for recommendation to City Council. There may also be items that Administration included in the proposed budget that upon further discussion by the budget committee will be removed from the recommended final budget.

The main revenue and expense changes projected for 2020 along with some of the main drivers are:

Revenues:

	2020 Budget Impact (Favourable) Unfavourable
Taxation Increase <i>(4.9% Tax Increase and New assessment)</i>	(\$1,728,820)
Grants in Lieu of Taxes <i>(Provincial and Federal Properties)</i>	(170,850)
Interest and Penalties <i>(Increase in Prime Rate)</i>	(71,500)
Operating Grants and Donations <i>(Saskatchewan Revenue Sharing Grant)</i>	(740,350)
Sundry <i>(Election recoveries from School Boards, Miscellaneous Revenues, etc.)</i>	(45,000)
User Charges <i>(Impound Lot, Building Permits, Business Licenses)</i>	234,220
Total Proposed Revenue Change	(\$2,522,300)

Expenses:

	2020 Budget Impact (Favourable) Unfavourable
Council Remuneration	\$9,270
Salaries Wages and Benefits <i>(Annual Base Adjustments, Accrual for Collective Bargaining Increases and New Positions offset by a decrease in Police salaries. Police salaries decreased due to the ceasing of the Community Mobilization operations in Prince Albert and a transition of Police Dispatching operations to a contractor.</i>	233,120
Contracted and General Services <i>(Transition of Police Dispatching operations to a contractor (Saskatchewan Public Safety Agency))</i>	1,040,130
Financial Charges	5,030
Grants and Donations	41,620
Utilities	15,010
Interest on Long Term Debt	3,170
Fleet Expenses <i>(Annual Increase in Rates)</i>	167,280
Maintenance Materials and Supplies	78,540
Insurance <i>(Increase for New Assets and Annual Increases)</i>	16,760
Bad Debt Expense	(13,170)
Total Proposed Expense Change	\$1,596,760

GENERAL GOVERNMENT – CONSOLIDATED OPERATING BUDGET

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
Taxation	(\$40,996,760)	(\$39,267,940)	(\$1,728,820)
User Charges and Fees	(8,368,400)	(8,602,620)	234,220
Operating Grants and Donations	(11,290,730)	(10,550,380)	(740,350)
Grants in Lieu of Taxes	(7,759,860)	(7,589,010)	(170,850)
Interest and Penalties	(1,211,330)	(1,139,830)	(71,500)
Sundry	(485,550)	(440,550)	(45,000)
Total Revenues	(70,112,630)	(67,590,330)	(2,522,300)
EXPENSES			
Council Remuneration	435,260	425,990	9,270
Salaries Wages and Benefits	40,730,570	40,497,450	233,120
Contracted and General Services	5,538,330	4,498,200	1,040,130
Financial Charges	149,880	144,850	5,030
Grants and Donations	3,352,460	3,310,840	41,620
Utilities	2,632,220	2,617,210	15,010
Interest on Long Term Debt	158,620	155,450	3,170
Fleet Expenses	3,634,950	3,467,670	167,280
Maintenance Materials and Supplies	5,346,140	5,267,600	78,540
Insurance	499,620	482,860	16,760
Bad Debt Expense	152,500	165,670	(13,170)
Total Expenses	62,630,550	61,033,790	1,596,760
Operating (Surplus) Deficit	(7,482,080)	(6,556,540)	(925,540)
CAPITAL AND INTERFUND TRANSACTIONS			
Amortization	7,600,000	0	7,600,000
Interfund Transfers	(3,580,960)	(3,411,700)	(169,260)
Capital and Interfund Transactions	4,019,040	(3,411,700)	7,430,740
TOTAL (SURPLUS) DEFICIT	(3,463,040)	(9,968,240)	6,505,200
Allocations:			
Capital Expenditures	5,202,000	4,562,500	639,500
Reserve Allocations	5,602,040	5,002,960	599,080
Principal Payments	259,000	251,400	7,600
Non-Cash Adjustment - Depreciation	(7,600,000)	0	(7,600,000)
Balanced Budget (Surplus)	0	(151,380)	151,380



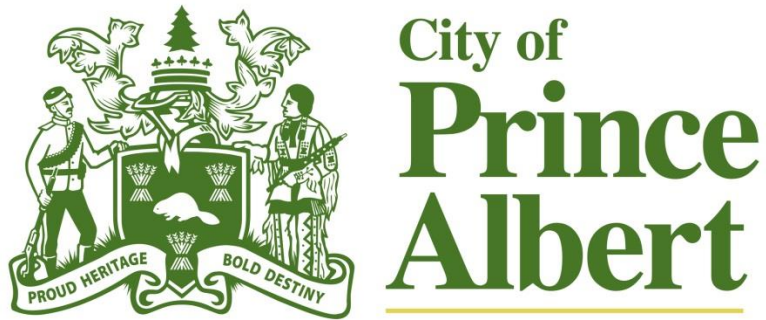
GENERAL GOVERNMENT – OPERATING BUDGET SUMMARY

NET (SURPLUS) DEFICIT	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
<u>City Departments</u>			
City Manager, Solicitor, Clerk, Mayor & Council	\$2,115,950	\$2,049,780	\$66,170
Corporate Services	1,100,360	965,650	134,710
Planning and Development Services	384,430	495,910	(111,480)
Financial Services Department	2,918,620	2,640,690	277,930
Fire Services Department	7,581,860	7,234,560	347,300
Community Services Department	7,679,400	7,530,450	148,950
Public Works Department	5,940,650	5,416,470	524,180
General Government	(51,958,580)	(56,486,900)	4,528,320
Total	(24,237,310)	(30,153,390)	5,916,080
Police Services Department	17,240,560	16,727,140	513,420
John M. Cuelenaere Public Library	2,085,870	1,993,830	92,040
P.A. Downtown Business Improvement District	62,000	67,300	(5,300)
<u>External Agencies</u>			
Prince Albert District Planning Commission	37,920	37,920	0
Prince Albert SPCA	229,000	229,000	0
PACSC - Special Needs Transportation *	646,860	641,630	5,230
PACSC - Seniors Transportation *	69,120	69,120	0
Prince Albert Arts Board	25,000	25,000	0
PA Tourism and Marketing Bureau, Inc.	140,930	140,930	0
Prince Albert Housing Authority	23,730	40,000	(16,270)
Prince Albert Historical Society - Museums	69,680	69,680	0
Mann Art Gallery	100,000	100,000	0
Prince Albert Mobile Crisis	43,600	43,600	0
Total	1,385,840	1,396,880	(11,040)
TOTAL (SURPLUS) DEFICIT	(3,463,040)	(9,968,240)	6,505,200

* PACSC - Prince Albert Community Service Centre



SECTION TWO – POLICE DEPARTMENT



Permanent Out of Scope FTE Total: 18

Permanent In Scope FTE Total: 110

New Permanent Staffing FTE Requests: 0

(FTE: Full Time Equivalent)

Functional Area: POLICE DEPARTMENT

Department: Police Department
Fund: General Fund

The Prince Albert Police Service is dedicated to community safety and committed to reducing crime. The diverse group of men and women within the Prince Albert Police Service work diligently to make Prince Albert a safe place to live, work and do business.

The Police Service also provides bylaw services for the City, and employs special constables for this purpose. The bylaw unit focuses on improving the quality of life for our citizens by meeting priorities of the board and Council.

The City of Prince Albert Police department reports to the Prince Albert Board of Police Commissioners, which in turn, reports to City Council.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$1,017,760)	(\$1,150,360)	\$132,600
Operating Grants and Donations	(3,217,250)	(3,485,450)	268,200
Total Revenues	(4,235,010)	(4,635,810)	400,800
EXPENSES			
Salaries Wages and Benefits	18,091,310	18,853,420	(762,110)
Contracted and General Services	1,240,560	225,090	1,015,470
Financial Charges	500	500	0
Grants and Donations	0	3,000	(3,000)
Utilities	130,960	109,960	21,000
Interest on Long Term Debt	13,830	200	13,630
Fleet Expenses	786,570	765,430	21,140
Maintenance Materials and Supplies	1,195,050	1,389,510	(194,460)
Insurance	16,790	15,840	950
Total Expenses	21,475,570	21,362,950	112,620
Operating (Surplus) Deficit	17,240,560	16,727,140	513,420
CAPITAL AND INTERFUND TRANSACTIONS			
Transfer to Capital Reserve	242,800	250,300	(7,500)
Transfer from Operating Reserve - CMPA	0	(89,660)	89,660
Transfer from Operating Reserve	(200,000)	(200,000)	0
Capital and Interfund Transactions	42,800	(39,360)	82,160
TOTAL (SURPLUS) DEFICIT	17,283,360	16,687,780	595,580

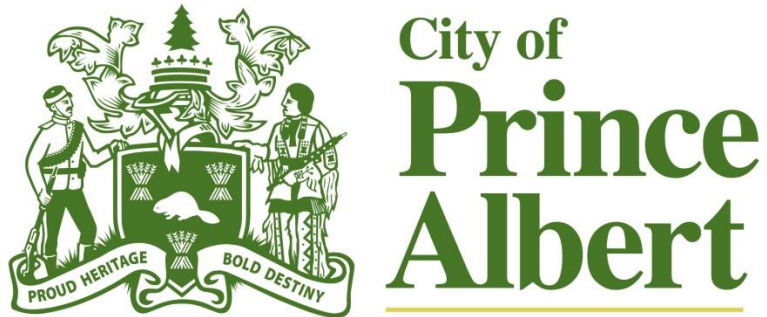
The 2020 budget request is comprised of a **\$17,240,560 operating budget request** and a **capital budget request of \$242,800**. In addition, a \$200,000 transfer from the Police Service Operating Reserve was also approved by the Board of Police Commissioners. This results in a **net budget**



request for 2020 of \$17,283,360 compared to \$16,687,780 in 2019. This is a **net increase of \$595,580** which represents a 3.6% increase over 2019.

Please refer to Report #4 (RPT# 19-491) in the Supporting Documents for additional information related to the Prince Albert Police Service budget.

SECTION THREE – JOHN M. CUELENAERE PUBLIC LIBRARY



Functional Area: **JOHN M. CUELENAERE PUBLIC LIBRARY**
 Department: **JOHN M. CUELENAERE PUBLIC LIBRARY**
 Fund: **General Fund**

The John M. Cuelenaere Public Library receives grant funding which is applied to general operations related to program delivery and administrative activities.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Grants and Donations	\$2,085,870	\$1,993,830	\$92,040
Total Expenses	2,085,870	1,993,830	92,040
Operating (Surplus) Deficit	2,085,870	1,993,830	92,040
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	2,085,870	1,993,830	92,040

- John M. Cuelenaere Public Library has requested a 2020 budget increase of **\$92,040**, or 0.25%, comprised of the following:
 - **\$92,000** increase in their capital budget request. Priority projects for near future are flooring, furnishings and shelving on the adult side of the building. The total capital budget for 2020 is \$100,000.
 - **\$40** increase in their operating budget. The 2020 operating budget request from the City is minimal due to the library having achieved municipal library status. The change in governance has resulted in a grant from the province to the library of \$98,175 which has allowed the library to reduce the request for materials by 20%. The addition of a provincial grant results in a 0% increase in the operating budget request in spite of several improvements in services.

Any budget increase for John M. Cuelenaere Public Library will be applied directly to the levy that the City places on its tax bills for the library.

Please refer to Report #5 in the Supporting Documents for the complete 2020 budget submission.



SECTION FOUR – PRINCE ALBERT DOWNTOWN BUSINESS IMPROVEMENT DISTRICT



Functional Area: PRINCE ALBERT DOWNTOWN BUSINESS IMPROVEMENT DISTRICT
Department: Prince Albert Downtown Business Improvement District
Fund: General Fund

The General Fund better reflects the establishment of the Prince Albert Downtown Business Improvement District (PADBID) in accordance with the Cities Act. The board of a Business Improvement District constitutes the corporation. The board is made up of an appointed Council member, property owners and business persons in the downtown. The mission is to encourage and facilitate the continuing development of a vibrant and prosperous downtown district by promoting and marketing the area and by undertaking initiatives and projects.

The City collects a levy on behalf of PADBID to provide approximately \$78,000 in funding annually. The City also provides a grant in lieu of taxes for City owned properties within the PADBID District.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
Taxation	(\$78,000)	(\$78,000)	\$0
Total Revenues	(78,000)	(78,000)	0
EXPENSES			
Salaries Wages and Benefits	84,600	62,820	21,780
Contracted and General Services	1,900	1,900	0
Grants and Donations	40,000	59,500	(19,500)
Utilities	500	480	20
Maintenance Materials and Supplies	13,000	20,600	(7,600)
Total Expenses	140,000	145,300	(5,300)
Operating (Surplus) Deficit	62,000	67,300	(5,300)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	62,000	67,300	(5,300)

The **deficit of \$62,000** is comprised of:

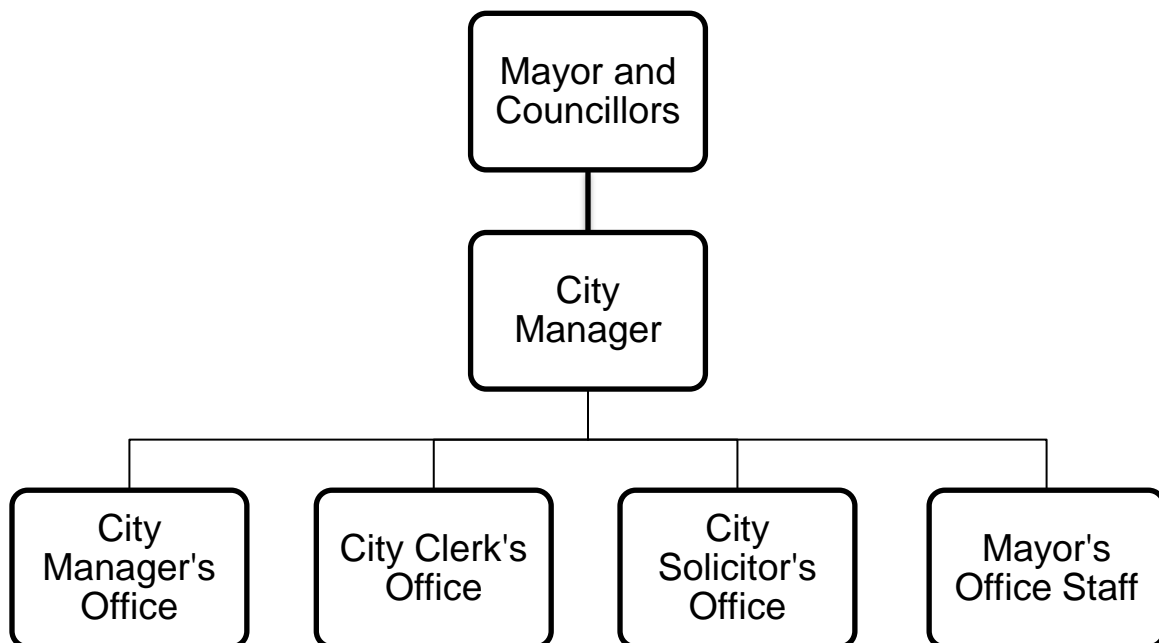
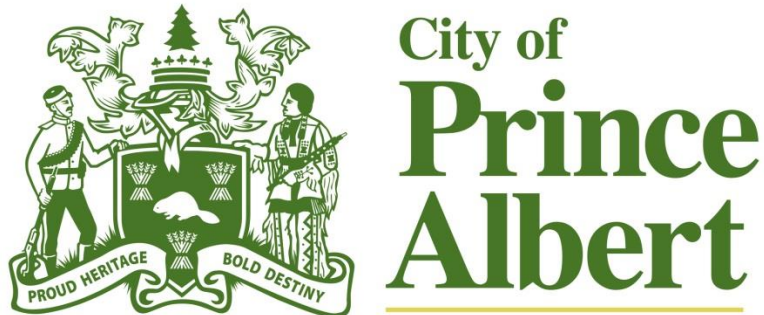
- **\$22,000** representing a grant in lieu of taxes based on hypothetical taxes of City owned property in the business improvement district. This is the same amount provided by the City to the PADBID in prior years' budgets.



- **\$40,000** related to the following items to be funded from the Downtown Improvement Reserve. **Please refer to Report #6 (RPT# 19-482) in the Supporting Documents for additional information.**
 - **\$14,000** in grants to Main Street Events to fund the Street Fair, Summer on the Square, Crockicurl, Santa Claus Parade, and Culture Days.
 - **\$12,500** for Mini-Façade Grants
 - **\$10,000** for a Façade Grant
 - **\$3,500** for Downtown Street Signage

Administration is recommending that **\$40,000** be transferred from the Downtown Improvement Reserve to the PADBID to fund the above projects. **The Downtown Improvement Reserve will have a projected surplus balance of \$151,500 at the end of 2020 with the transfers proposed in the 2020 budget. This reserve transfer is included with the reserve allocations to be approved by Council included with the Supporting Documents.**

SECTION FIVE – CITY MANAGER, CITY SOLICITOR, CITY CLERK, MAYOR AND CITY COUNCIL



Permanent Out of Scope FTE Total: 8.0

Permanent In Scope FTE Total: 3.0

City Solicitor – Contract: 1.0

New Permanent Staffing FTE Requests: 0

Functional Area: CITY CLERK
Department: City Manager, City Solicitor, City Clerk, Mayor and City Council
Fund: General Fund

The Office of the City Clerk is the primary contact regarding City Council business. The Office manages Council and committee meetings, quasi-judicial boards, municipal elections, and appointments to civic agencies.

The City Clerk administers the legislative process for municipal government. The City Clerk is responsible for ensuring Council meetings are conducted legally and provides procedural advice during meetings. The City Clerk is also the Returning Officer for municipal elections.

The Office of the City Clerk is responsible for the safekeeping of the official records of the City, conducting research, and also acts as the lead authority pursuant to the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIPP).

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$3,000)	(\$1,800)	(\$1,200)
Sundry	(86,300)	(800)	(85,500)
Total Revenues	(89,300)	(2,600)	(86,700)
EXPENSES			
Salaries Wages and Benefits	576,180	566,990	9,190
Contracted and General Services	52,590	7,750	44,840
Maintenance Materials and Supplies	109,340	26,400	82,940
Total Expenses	738,110	601,140	136,970
Operating (Surplus) Deficit	648,810	598,540	50,270
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	648,810	598,540	50,270

- **(\$1,200)** increase to user charges and fees related to Board of Revision fees based on a review of actual results.
- **(\$85,500)** increase to sundry revenues from revenue to be billed to the school boards for shared costs of the 2020 elections.
- **\$9,190** increase to salaries wages and benefits related to base adjustments and step increases.

- **\$44,840** increase to contracted and general services:
 - **\$41,940** increase due to costs of the 2020 election which are mainly from staffing costs for training and coverage at the election polls, voting equipment hardware and software set-up, security at polling stations, etc.
 - **\$3,650** increase required related to Board of Revision remuneration to compensate board members for deliberations and decision writing.
 - **(\$1,200)** decrease related to the removal of one-time costs budgeted in the prior year.
 - **\$450** increase as a result of overall increased fiscal need for 2020 related to other smaller changes.

- **\$82,940** increase to maintenance materials and supplies:
 - **\$84,900** increase due to costs for the 2020 election and includes voting equipment rentals, voter guide delivery, advertising, training, cost of ballots, tabulation software, building rentals, office supplies, free transit, etc.
 - **(\$1,700)** decrease related to the removal of one-time costs budgeted in the prior year.
 - **(\$260)** decrease as a result of overall reduced fiscal need for 2020 related to other smaller changes.

Functional Area: CITY MANAGER
Department: City Manager, City Solicitor, City Clerk, Mayor and City Council
Fund: General Fund

The City Manager is the administrative head of the City of Prince Albert. In this capacity, the City Manager is responsible for keeping City Council informed of the operations and affairs of the City as well as ensuring that the decisions and the policy direction set out by City Council are implemented. It is through the City Departments that the City Manager implements the policies, programs and decisions of City Council.

This budget is attributed to the salary costs of the City Manager and its staff, along with budget for training, travel, conferences, vehicle allowance, etc.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$452,630	\$448,030	\$4,600
Contracted and General Services	1,200	1,000	200
Maintenance Materials and Supplies	44,440	45,840	(1,400)
Total Expenses	498,270	494,870	3,400
Operating (Surplus) Deficit	498,270	494,870	3,400
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	498,270	494,870	3,400

- **\$4,600** increase to salaries wages and benefits related to base adjustments and step increases.
- **(\$1,400)** decrease in maintenance materials and supplies related to equipment rentals, telephone charges, postage and an overall reduced fiscal need for 2020 related to other smaller changes

Functional Area: **MAYOR**
 Department: **City Manager, City Solicitor, City Clerk, Mayor and City Council**
 Fund: **General Fund**

The Mayor is elected by the citizens of Prince Albert. The Mayor is the Chief Elected Official.

This budget is attributed to the remuneration for the Mayor, a portion of the staffing cost for the Mayor's office, along with budget for training, travel, conferences, vehicle allowance, etc.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Council Remuneration	\$101,260	\$99,190	\$2,070
Salaries Wages and Benefits	80,390	78,930	1,460
Maintenance Materials and Supplies	16,080	15,450	630
Total Expenses	197,730	193,570	4,160
Operating (Surplus) Deficit	197,730	193,570	4,160
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	197,730	193,570	4,160

- **\$2,070** increase in Council remuneration based on an increase in salaries for Saskatchewan Cabinet Ministers which is the basis for Mayor and City Council remuneration.
- **\$1,460** increase to salaries wages and benefits related to base adjustments and step increases.
- **\$630** increase in maintenance materials and supplies:
 - **\$2,500** increase in training costs related to an Executive Assistant Administration Professionals Certification course. This would be a **one-time expenditure** for 2020.
 - **(\$1,970)** decrease in telephone costs based on VoIP savings and a reallocation of telephone costs throughout City departments.
 - **\$100** increase as a result of overall increased fiscal need for 2020 related to other smaller changes.



Functional Area: CITY COUNCIL
Department: City Manager, City Solicitor, City Clerk, Mayor and City Council I
Fund: General Fund

The Council of the City of Prince Albert has a broad mandate to provide good government, develop and maintain a safe and viable community, and to supply desirable and/or necessary services to the community.

Prince Albert's City Council is made up of nine elected representatives including one Mayor and eight City Councillors. This functional area represents the remuneration for the eight Councillors, and a portion of the Mayor's office staffing cost.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Council Remuneration	\$334,000	\$326,800	\$7,200
Salaries Wages and Benefits	30,270	30,050	220
Contracted and General Services	2,500	2,500	0
Maintenance Materials and Supplies	25,060	23,760	1,300
Total Expenses	391,830	383,110	8,720
Operating (Surplus) Deficit	391,830	383,110	8,720
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	391,830	383,110	8,720

- **\$7,200** increase in Council remuneration based on an increase in salaries for Saskatchewan Cabinet Ministers which is the basis for Mayor and City Council remuneration.
- **\$1,300** increase in maintenance materials and supplies related to a transfer of budget for equipment rentals from the City Manager functional area to the City Council functional area to better reflect the administration of costs.

Functional Area: CITY SOLICITOR
Department: City Manager, City Solicitor, City Clerk, Mayor and City Council
Fund: General Fund

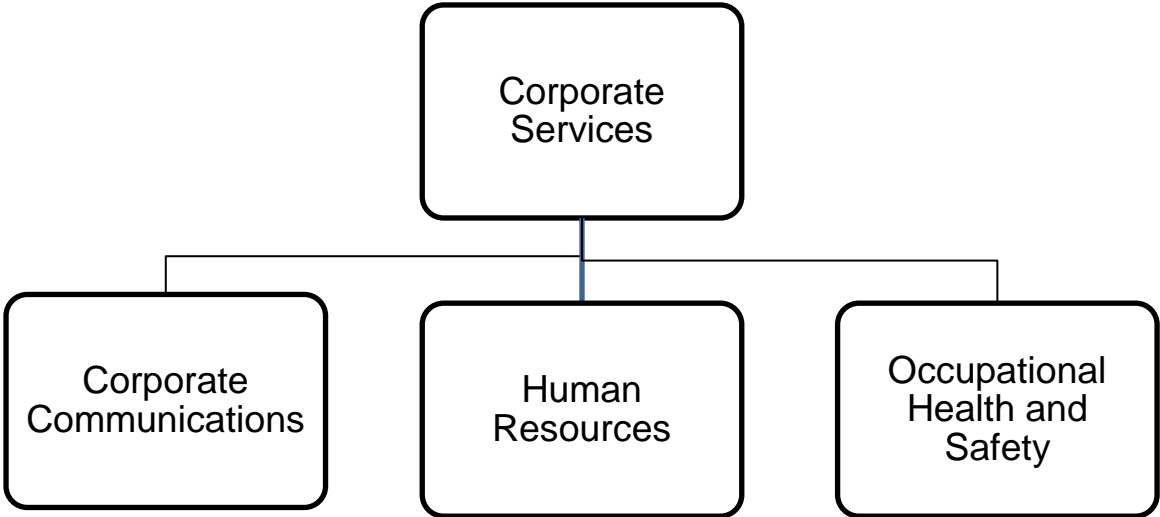
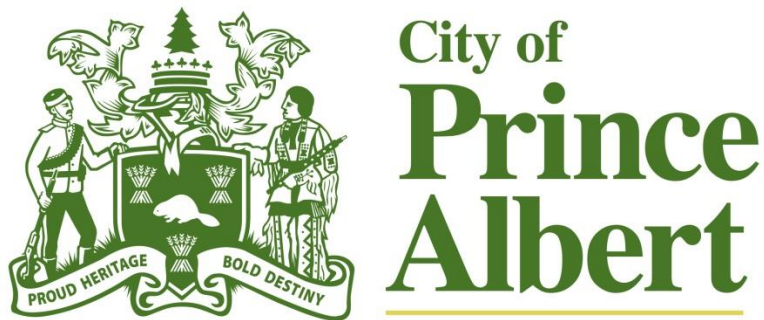
The City Solicitor is part of the City Manager's office and reports to the City Manager and to City Council. The primary responsibility of the City Solicitor is to direct and manage the legal affairs of the City on a day to day basis in a manner which utilizes those resources necessary to ensure the interests of the City are properly advocated and protected.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$41,340	\$41,600	(\$260)
Contracted and General Services	336,200	336,200	0
Maintenance Materials and Supplies	1,770	1,890	(120)
Total Expenses	379,310	379,690	(380)
Operating (Surplus) Deficit	379,310	379,690	(380)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	379,310	379,690	(380)

- No significant changes budgeted for this functional area.



SECTION SIX – CORPORATE SERVICES



Permanent Out of Scope FTE Total: 6.0
(FTE: Full Time Equivalent)



Functional Area: **CORPORATE COMMUNICATIONS**
 Department: **Corporate Services**
 Fund: **General Fund**

The Corporate Communications Office is responsible for delivering timely, accurate and relevant information regarding City services, programs and Council decisions to Prince Albert residents. Through a variety of mediums, and through cooperation with the local media, information is disseminated to the public.

The Corporate Communications Office provides a degree of centralization to the communications function for the City. Each City department maintains responsibility for the distribution of the communications material that is relevant to their activities, programs and services. The Corporate Communications office serves as a liaison between The City and media and advertising agencies and often provides assistance and advice to departments.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$190,580	\$120,560	\$70,020
Contracted and General Services	30,000	8,000	22,000
Maintenance Materials and Supplies	52,440	147,360	(94,920)
Total Expenses	273,020	275,920	(2,900)
Operating (Surplus) Deficit	273,020	275,920	(2,900)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	273,020	275,920	(2,900)

- **\$70,020** increase in salary wages and benefits:
 - **\$69,000** increase related to an Incamera budget item. **Please refer to Incamera Report #21 (RPT# 19-419) in the Supporting Documents for additional information on this item.**
 - **\$1,020** increase to salaries wages and benefits related to base adjustments and step increases.



- **\$22,000** increase in contracted and general services:
 - **\$20,000** increase for the purchase of website functionality upgrades as needs arise. In 2020, this will be sufficient to cover the cost of a new mobile application and annual licensing fees with eSolutions.
 - **\$2,000** increase requested for graphic design services.
- **(\$94,920)** decrease in maintenance materials and supplies:
 - **(\$100,000)** decrease related to the removal of one-time costs budgeted in the prior year for the new website design.
 - **\$7,500** increase for website hosting and licensing fees related to the new website.
 - **(\$2,420)** decrease as a result of overall reduced fiscal need for 2020 related to other smaller changes.

Functional Area: **HUMAN RESOURCES**
 Department: **Corporate Services**
 Fund: **General Fund**

Human Resources promotes a fully engaged workforce throughout the City and provides services to the organization to attract, retain, support and develop our employees in serving our community.

Key functions include attraction and orientation of new employees, compensation and benefits, employee development and retention, labour relations and negotiations and wellness and disability.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$479,310	\$473,340	\$5,970
Contracted and General Services	10,000	10,000	0
Maintenance Materials and Supplies	83,110	44,010	39,100
Total Expenses	572,420	527,350	45,070
Operating (Surplus) Deficit	572,420	527,350	45,070
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	572,420	527,350	45,070

- **\$5,970** increase in salaries wages and benefits related to base adjustments and step increases.
- **\$39,100** increase to maintenance materials and supplies:
 - **\$26,500** increase for customer service training sessions for staff provided by Jeff Mowat. This would be a **one-time expenditure** for 2020.
 - **\$7,500** increase related to the annual license fee for the City's recruitment software.
 - **\$6,150** increase in the budget for training and development and related travel expenses.
 - **(\$1,640)** decrease in telephone costs based on VoIP savings and a reallocation of telephone costs throughout City departments.
 - **\$590** increase as a result of overall increased fiscal need for 2020 related to other smaller changes.



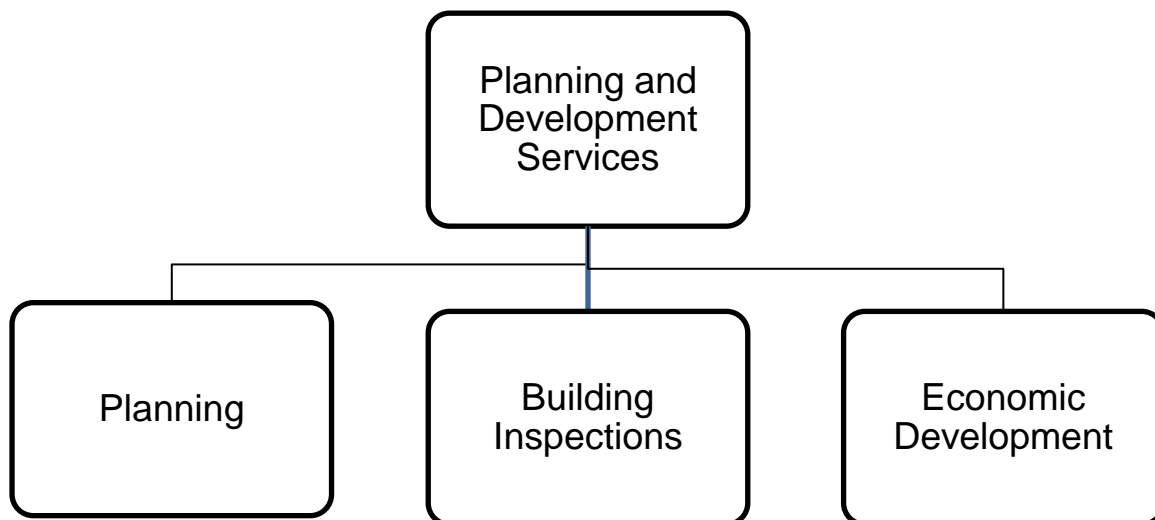
Functional Area: **OCCUPATIONAL HEALTH AND SAFETY**
 Department: **Corporate Services**
 Fund: **General Fund**

The Occupational Health and Safety (OHS) Manager provides resources in health and safety to all of the departments as well as the boards within the corporate structure. OHS functions include health and wellness, safety, occupational health and is also responsible for processing all workers' compensation claims and provides support for employees, supervisors and managers for both occupational and non-occupational injuries and illness.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$200,930	\$115,850	\$85,080
Fleet Expenses	8,340	7,920	420
Maintenance Materials and Supplies	45,650	38,610	7,040
Total Expenses	254,920	162,380	92,540
Operating (Surplus) Deficit	254,920	162,380	92,540
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	254,920	162,380	92,540

- **\$85,080** increase in salaries wages and benefits:
 - **\$82,830** increase related to an Incamera budget item. **Please refer to Incamera Report #20 (RPT# 19-511) in the Supporting Documents for additional information on this item.**
 - **\$2,250** increase related to base adjustments and step increases.
- **\$7,040** increase to maintenance materials and supplies:
 - **\$2,600** increase estimated to cover additional costs for Fit for Duty Testing.
 - **\$2,500** increase required for various training programs such as: Abrasive Safety, Asbestos Awareness, Verbal Judo – Dealing with Difficult People, First Aid/CPR, Hoisting and Rigging OHC training, etc.
 - **\$1,640** increase in telephone costs due to a reallocation of telephone costs throughout City departments.
 - **\$300** increase as a result of overall increased fiscal need for 2020 related to other smaller changes.

SECTION SEVEN – PLANNING AND DEVELOPMENT SERVICES



Permanent Out of Scope FTE Total: 3.00

Permanent In Scope FTE Total: 8.25

New Permanent Staffing FTE Requests: 1.0

(FTE: Full Time Equivalent)

Functional Area: **PLANNING**
 Department: **Planning and Development Services**
 Fund: **General Fund**

Planning is responsible for overall land use planning and development activity in the City. The primary goal of Planning is to build an increasingly sustainable community over time, with an enhanced quality of life, consistent with the vision and core strategies of the City's Strategic Plan.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$107,500)	(\$107,500)	\$0
Operating Grants and Donations	(60,000)	0	(60,000)
Total Revenues	(167,500)	(107,500)	(60,000)
EXPENSES			
Salaries Wages and Benefits	535,350	530,110	5,240
Contracted and General Services	1,000	60,000	(59,000)
Maintenance Materials and Supplies	21,000	29,830	(8,830)
Total Expenses	557,350	619,940	(62,590)
Operating (Surplus) Deficit	389,850	512,440	(122,590)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	389,850	512,440	(122,590)

- **(\$60,000)** increase in operating grants and donations. In 2019 the City undertook a flood mapping project funded 50% by the City and 50% by federal funding. Administration continued to look into potential funding for this project and is expecting to receive an additional \$60,000 from the Water Security Agency in 2020 to offset the City's portion of funding that was required.
- **\$5,240** increase in salaries wages and benefits:
 - **\$17,490** increase related to the reinstatement of a Clerk Steno II position that had been eliminated as part of budget deliberations in a prior year. Following consultations with the union it was agreed that this position would be reinstated beginning in the fourth quarter of 2019. This position is charged equally between the three functional areas in the Planning and Development Services department.
 - **(\$12,250)** net decrease related to base adjustments and step increases.
- **(\$59,000)** decrease in contracted and general services:

- **(\$60,000)** decrease related to the removal of one-time costs budgeted in the prior year for the flood mapping project.
- **\$1,000** increase as a result of increased fiscal need for 2020 related to other smaller changes.
- **(\$8,830)** decrease to maintenance materials and supplies:
 - **(\$3,000)** decrease related to the removal of one-time items budgeted in the prior year.
 - **(\$3,330)** decrease in telephone costs based on VoIP savings and a reallocation of telephone costs throughout City departments.
 - **(\$2,500)** decrease in expected costs for 2020 related to memberships and dues, training and travel and accommodation.

Functional Area: BUILDING INSPECTIONS
Department: Planning and Development Services
Fund: General Fund

Building Inspections reviews plans and construction sites to ensure compliance with the minimum requirements of the National Building Code of Canada and its sister acts. If you are planning on building, renovating, moving a building, demolishing a building or planning a change of use or addition to a new or existing building, the Building Division will be your primary contact. The Building Division also administers other bylaws such as the Portable Sign Bylaw, the Building Bylaw and the Maintenance and Occupancy Bylaw.

As part of its building permit process, the Building Inspections reviews and approves plans for construction that meet building codes and bylaws. Building Inspections will also conduct inspections during construction to verify that building code regulations have been followed.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$250,000)	(\$275,000)	\$25,000
Total Revenues	(250,000)	(275,000)	25,000
EXPENSES			
Salaries Wages and Benefits	297,180	279,210	17,970
Contracted and General Services	0	1,000	(1,000)
Fleet Expenses	16,680	19,800	(3,120)
Maintenance Materials and Supplies	12,550	13,320	(770)
Total Expenses	326,410	313,330	13,080
Operating (Surplus) Deficit	76,410	38,330	38,080
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	76,410	38,330	38,080

- **\$25,000** decrease in user charges and fees related to building permits. 2018 and 2019 have seen a drastic decrease in the number of residential permits issued. Commercial permits remained within a 5 year average. In general residential permits account for \$25,000 to \$50,000 in annual revenue. It is recommended that the budget be reduced by \$25,000 to account for an estimated 50 percent drop in revenue from residential construction.

- **\$17,970** increase in salaries wages and benefits related to base adjustments and step increases.
 - **\$16,960** increase related to the reinstatement of a Clerk Steno II position that had been eliminated as part of budget deliberations in a prior year. Following consultations with the union it was agreed that this position would be reinstated beginning in the fourth quarter of 2019. This position is charged equally between the three functional areas in the Planning and Development Services department.
 - **\$1,010** increase related to base adjustments and step increases.
- **(\$3,120)** decrease in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.

Functional Area: **ECONOMIC DEVELOPMENT**
 Department: **Planning and Development Services**
 Fund: **General Fund**

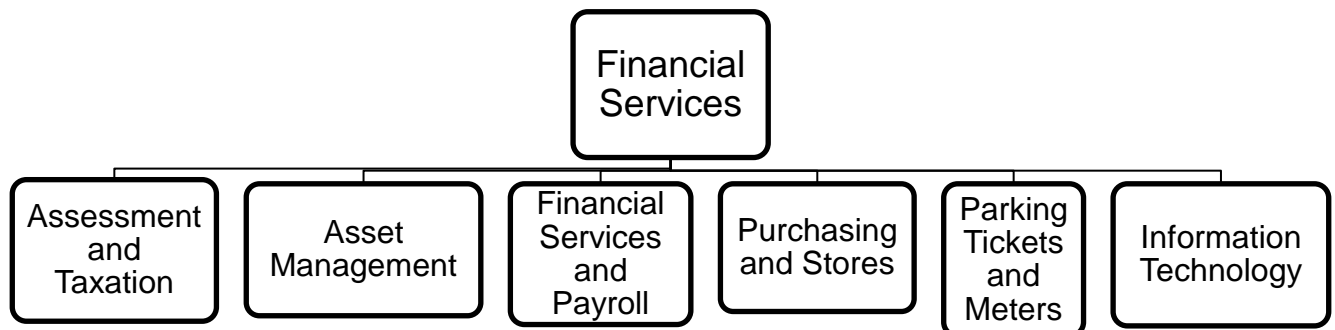
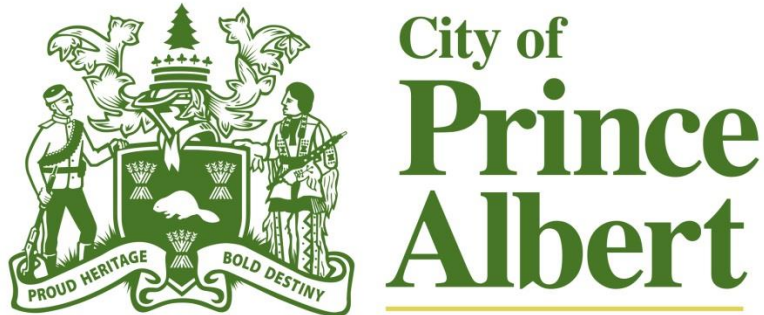
The Economic Development Office works to stimulate the economy, expand employment opportunities, encourage the establishment and growth of commerce and industry and enhance the economic development of the Prince Albert community. Economic Development works with businesses to position Prince Albert as the choice location for the purpose of attracting business investment. The Economic Development Office also processes business license applications and issues business licenses.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$295,000)	(\$335,000)	\$40,000
Total Revenues	(295,000)	(335,000)	40,000
EXPENSES			
Salaries Wages and Benefits	167,770	151,610	16,160
Contracted and General Services	10,000	10,000	0
Grants and Donations	22,500	105,000	(82,500)
Maintenance Materials and Supplies	12,900	13,530	(630)
Total Expenses	213,170	280,140	(66,970)
Operating (Surplus) Deficit	(81,830)	(54,860)	(26,970)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	(81,830)	(54,860)	(26,970)

- **\$40,000** decrease in user charges and fees related to the budgeted revenue from cannabis retail business licenses. Upon review, Administration is expecting the cost of this business license to drop to that of a regular business license.
- **\$16,160** increase in salaries wages and benefits:
 - **\$16,960** increase related to the reinstatement of a Clerk Steno II position that had been eliminated as part of budget deliberations in a prior year. Following consultations with the union it was agreed that this position would be reinstated beginning in the fourth quarter of 2019. This position is charged equally between the three functional areas in the Planning and Development Services department.
 - **(\$800)** net decrease related to base adjustments and step increases.

- **\$82,500** decrease to grants and donations related to the Prince Albert Regional Economic Development Alliance (PREDA) established 2019. City Council approved the City's contribution for 2019, 2020, and 2021 at \$100,000, \$102,500, and \$105,000 respectively. Due to delays in getting PREDA operational and hiring a CEO position in 2019, PREDA did not incur significant costs and the City did not receive a significant benefit. As a result, the City will be requesting that PREDA reduce the City's 2020 contribution by \$80,000 to a total of \$22,500.

SECTION EIGHT – FINANCIAL SERVICES



Permanent Out of Scope FTE Total: 16.0

Permanent In Scope FTE Total: 29.0

New Permanent Staffing FTE Requests: 1.0

(FTE: Full Time Equivalent)

Functional Area: **ASSESSMENT AND TAXATION**
 Department: **Financial Services**
 Fund: **General Fund**

Assessment and Taxation is responsible for the administration of the assessment roll and taxation for the City. Pursuant to The Cities Act and the other provincial legislation there are a number of requirements for inspection and valuation of properties as well as the application and collection of property taxes.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$40,000)	(\$50,000)	\$10,000
Total Revenues	(40,000)	(50,000)	10,000
EXPENSES			
Salaries Wages and Benefits	719,560	734,970	(15,410)
Contracted and General Services	16,700	11,700	5,000
Fleet Expenses	10,450	20,450	(10,000)
Maintenance Materials and Supplies	79,350	62,030	17,320
Total Expenses	826,060	829,150	(3,090)
Operating (Surplus) Deficit	786,060	779,150	6,910
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	786,060	779,150	6,910

- **\$10,000** decrease to user charges and fees as a result of the launch of Assessment Online. This online tool allows the public to access assessment/taxation information that they previously had to request from the City directly and pay for the information. This new tool provides citizens with improved access to information and reduces staff time required for these requests.
- **(\$15,410)** decrease to salaries wages and benefits related to base adjustments, step increases and staff turnover.
- **\$5,000** increase in contracted and general services:
 - **\$10,000** increase for a consultant to come in and train Assessment on how to use the income/expense module within CAMA lot for multi-residential properties. This would allow the City to produce an income valuation assessment consistent with all other jurisdictions that value their multi-residential properties using the income approach method. This would be a **one-time expenditure** for 2020.
 - **(\$5,000)** decrease related to the removal of the budget for legal costs as all legal costs are now budgeted under the City Solicitor functional area.



- **(\$10,000)** decrease in fleet expenses as one of the Assessment vehicles is being transferred to a vehicle pool and therefore Assessment will no longer be charged a monthly amount for this vehicle.
- **\$17,320** increase in maintenance materials and supplies:
 - **\$5,000** increase in the postage budget is required due to a higher amount of tax notices being mailed out related to assessment changes on an annual and supplementary basis.
 - **\$2,400** increase in the postage budget is required due to a higher amount of assessment notices being sent out related to increased inspection activities.
 - **\$4,000** increase related to the creation of a communication plan with the City's Communications Manager. The budget is required to develop materials to help explain assessment and revaluation to improve communications with property owners.
 - **\$3,500** increase required for assessment courses for current staff in order for them to earn their SAAA Certification to be a licensed appraiser.
 - **\$1,250** increase in the annual cost for assessment software.
 - **\$1,000** increase in travel and accommodation costs requested so that staff can attend conferences and meetings such as: Revaluation Sub-Committee meetings, City Assessor meetings, SAMA AGM, and SAAA Conference. The City believes it is important that it is represented at these meetings and it results in better communication and assessment consistency with other municipalities.
 - **\$170** increase as a result of overall increased fiscal need for 2020 related to other smaller changes.

Functional Area: **ASSET MANAGEMENT**
 Department: **Financial Services**
 Fund: **General Fund**

Asset Management enables the City to better access the short and long term cost of operating, maintaining, and renewing infrastructure to ensure that costs, revenue, reserves, and resources are managed effectively to avoid degradation in service levels and/or abrupt future rate increases.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$72,720	\$92,700	(\$19,980)
Maintenance Materials and Supplies	31,000	31,000	0
Total Expenses	103,720	123,700	(19,980)
Operating (Surplus) Deficit	103,720	123,700	(19,980)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	103,720	123,700	(19,980)

- **(\$19,980)** decrease to salaries wages and benefits related to base adjustments and step increases associated with employee turnover.



Functional Area: FINANCIAL SERVICES AND PAYROLL
Department: Financial Services
Fund: General Fund

Financial Services and Payroll is responsible for all financial activities of the City. They provide day to day advice on financial matters to various levels of Administration and Council. They are also responsible for the reporting of financial and statistical information to Council, Administration and other various stakeholders.

The Financial Services and Payroll functional area is responsible for the administration of accounts payable, accounts receivable, payroll, and financial reporting for the City.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
Sundry	(\$53,000)	(\$53,000)	\$0
Total Revenues	(53,000)	(53,000)	0
EXPENSES			
Salaries Wages and Benefits	1,260,180	1,217,400	42,780
Contracted and General Services	1,500	1,070	430
Financial Charges	1,330	1,200	130
Fleet Expenses	1,430	1,540	(110)
Maintenance Materials and Supplies	226,760	177,930	48,830
Total Expenses	1,491,200	1,399,140	92,060
Operating (Surplus) Deficit	1,438,200	1,346,140	92,060
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	1,438,200	1,346,140	92,060

- **\$42,780** increase to salaries wages and benefits:
 - **\$76,510** increase related to a new Finance Manager position focused on the development of City's Capital Asset Management Plans. **Please refer to Report #7 (RPT# 19-463) in the Supporting Documents for additional information on this item.**
 - **(\$33,730)** related to base adjustments and step increases associated with employee turnover.

- **\$48,830** increase in maintenance materials and supplies:
 - **\$48,070** increase in the budget for computer services which covers annual software fees for the City's financial and payroll software. \$46,000 of the increase relates to the annual software and hardware support for the new time and attendance software purchased by the City (Workforce Management). \$35,000 was budgeted for this in the General Government functional area in 2019 but the budget is being transferred to the Financial Services and Payroll area in 2020.
 - **\$760** increase as a result of overall increased fiscal need for 2020 related to other small changes.

Functional Area: **PURCHASING AND STORES**
 Department: **Financial Services**
 Fund: **General Fund**

Purchasing and Stores is responsible for acquiring materials, equipment and services required by all City departments, for disposing of obsolete / surplus materials and equipment, and for maintaining adequate inventory levels.

It is the policy of The City to purchase the quality of goods desirable for the end use, to be as environmentally responsible as possible, at the best prices available and to endeavour to ensure that as many suppliers as practical are given the opportunity to quote on City business. Goods are purchased as close to manufacturing level as trade practices permit.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
Sundry	(\$31,500)	(\$52,500)	\$21,000
Total Revenues	(31,500)	(52,500)	21,000
EXPENSES			
Salaries Wages and Benefits	379,810	365,670	14,140
Financial Charges	5,600	5,600	0
Fleet Expenses	5,210	4,890	320
Maintenance Materials and Supplies	52,490	53,210	(720)
Total Expenses	443,110	429,370	13,740
Operating (Surplus) Deficit	411,610	376,870	34,740
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	411,610	376,870	34,740

- **\$21,000** decrease in sundry revenues related to the revenue earned from other municipalities on subscriptions purchased for access to the City's Vendor Panel software. Prior year budgets were based on a budget of 15 subscriptions which has not been achieved to date. In 2019 subscriptions have dropped from 11 to 9 and Administration attributes the drop in membership to a lack of utilization of the program in the smaller communities.
 - Opportunity may be possible in the 2020 to attract more subscribers after SUMA completes their pilot program using the same software for "invite only" supplier lists. This will allow both programs to complement each other and allow members to use the same software for invite lists through SUMA and open marketplace with COPA for quote requests.
- **\$14,140** increase to salaries wages and benefits related to base adjustments, step increases, and a review of actual costs incurred.

Functional Area: PARKING TICKETS AND METERS
Department: Financial Services
Fund: General Fund

Parking Services provides a coordinated approach to the provision, regulation, enforcement and collection services related to parking in Prince Albert. The tow compound is also included here.

This budget accounts for the costs of our parking meter staff along with parking ticket violation revenue and parking meter revenue.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$945,480)	(\$1,111,340)	\$165,860
Interest and Penalties	(505,000)	(505,000)	0
Total Revenues	(1,450,480)	(1,616,340)	165,860
EXPENSES			
Salaries Wages and Benefits	366,860	377,630	(10,770)
Contracted and General Services	90,100	115,770	(25,670)
Financial Charges	4,150	3,750	400
Utilities	7,330	7,530	(200)
Fleet Expenses	19,230	17,650	1,580
Maintenance Materials and Supplies	84,010	86,600	(2,590)
Insurance	1,440	1,560	(120)
Bad Debt Expense	32,400	45,670	(13,270)
Total Expenses	605,520	656,160	(50,640)
Operating (Surplus) Deficit	(844,960)	(960,180)	115,220
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	(844,960)	(960,180)	115,220

- **\$165,860** decrease in user charges and fees related to budgeted revenue from the impound lot based on a review of actual results for 2018 and the first eight months of operations in 2019 as well as expectations for 2020. Budgeted revenue was \$570,840 for 2019 and is estimated at \$404,980 for 2020.
- **(\$10,770)** decrease to salaries wages and benefits related to base adjustments, step increases, and a review of actual costs incurred.
- **(\$25,670)** decrease in contracted and general services related to the operation of the impound lot based on a review of actual results for 2018 and the first eight months of



operations in 2019 as well as expectations for 2020. The amount budgeted for 2020 includes towing charges and auction commission costs.

- **\$1,580** increase in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.
- **(\$2,590)** decrease in maintenance materials and supplies:
 - **(\$2,230)** decrease in the budget related to the Impound Lot based on expectations for 2020.
 - **(\$360)** decrease as a result of overall reduced fiscal need for 2020 related to other small changes.
- **(\$13,270)** decrease in bad debt expense related to the impound lot. This is related to unrecoverable impound lot revenue from vehicles that were either auctioned off or salvaged. The amount is unrecoverable because the auction or salvage proceeds were not sufficient to cover the amount owed. It is important to note that the primary revenue earned relates to storage fees for which the only costs are fixed. The City does not lose any revenue on SGI related tows. Bad debt is expected to decrease as a result of the decrease in revenue budgeted.

Impound Lot Summary

The 2019 budget projected that the impound lot would generate a surplus of \$334,270 for the General Fund in 2019. The 2020 budget, based on revised projections, is projecting a surplus of \$211,600 for 2020. The surplus amount referred to excludes \$78,000 of towing revenue that is reallocated to the Police Department.

Functional Area: **INFORMATION TECHNOLOGY**
 Department: **Financial Services**
 Fund: **General Fund**

Proper use of technology allows the City to provide information and services in an accessible manner. As the provider of necessary technology to all areas of the organization, the IT branch has an important role to play in ensuring that City employees have the proper tools and solutions needed to do their jobs.

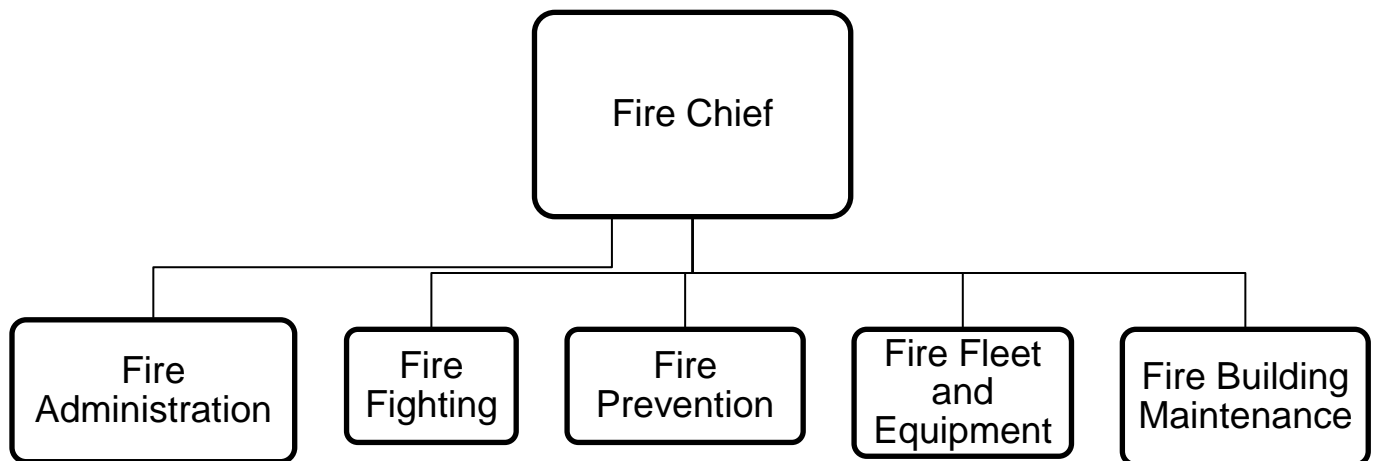
Information Technology (IT) designs, develops and maintains the technology systems, including managing application software, technology infrastructure, and support services while ensuring information is secure and protected.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$762,540	\$716,720	\$45,820
Contracted and General Services	36,000	40,000	(4,000)
Maintenance Materials and Supplies	225,450	218,290	7,160
Total Expenses	1,023,990	975,010	48,980
Operating (Surplus) Deficit	1,023,990	975,010	48,980
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	1,023,990	975,010	48,980

- **\$45,820** increase to salaries wages and benefits related to base adjustments and step increases.
- **(\$4,000)** decrease to contracted and general services related to a reduction in the budget for contracted IT support and VoIP support based on expectations for 2020.
- **\$7,160** increase in maintenance materials and supplies:
 - **\$4,500** increase for the purchase of ManageEngine Patch Management software. This software is required to manage and install software on workstations.
 - **\$2,660** increase in telephone costs based on a reallocation of telephone costs throughout City departments.



SECTION NINE – FIRE DEPARTMENT



Permanent Out of Scope FTE Total: 6.0

Permanent In Scope FTE Total: 44.0

New Permanent Staffing FTE Requests: 0

(FTE: Full Time Equivalent)

Functional Area: **FIRE ADMINISTRATION**
 Department: **Fire Department**
 Fund: **General Fund**

The Fire Administration strives to provide community risk reduction strategies through the delivery of rescue services, fire prevention programs and public education by identifying the protective infrastructure for such services.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$1,040,880	\$1,039,280	\$1,600
Maintenance Materials and Supplies	56,350	64,320	(7,970)
Insurance	150	150	0
Total Expenses	1,097,380	1,103,750	(6,370)
Operating (Surplus) Deficit	1,097,380	1,103,750	(6,370)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	1,097,380	1,103,750	(6,370)

- **\$1,600** increase in salaries wages and benefits related to base adjustments.
- **(\$7,970)** decrease in maintenance materials and supplies:
 - **(\$14,960)** decrease in telephone costs based on a reallocation of telephone costs throughout City departments.
 - **\$5,940** increase for APX Software renewal as the trial rate has expired. This software has been used by the department for approximately three years and provides real-time access to accurate data and information during an emergency. The software is specifically used for pre-planning multi-residential and commercial properties and sites (building layouts, contacts, hazards) along with any other identified hazards.
 - **\$1,050** increase as a result of overall increased fiscal need for 2020 related to other smaller changes.



Functional Area: **FIRE FIGHTING**
 Department: **Fire Department**
 Fund: **General Fund**

The Prince Albert Fire Department provides a highly trained and professional staff to ensure the community expectations for safe, effective and efficient services for the public.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$295,250)	(\$285,500)	(\$9,750)
Sundry	(47,300)	(47,300)	0
Total Revenues	(342,550)	(332,800)	(9,750)
EXPENSES			
Salaries Wages and Benefits	5,675,670	5,355,460	320,210
Contracted and General Services	45,400	45,400	0
Maintenance Materials and Supplies	113,200	93,990	19,210
Total Expenses	5,834,270	5,494,850	339,420
Operating (Surplus) Deficit	5,491,720	5,162,050	329,670
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	5,491,720	5,162,050	329,670

- **(\$9,750)** increase in user charges and fees:
 - **(\$9,000)** increase related primarily to revenue received from SGI for responding to vehicle accidents and fires as the rate to be received by the Fire Department has increased.
 - **(\$750)** increase related to the annual Consumer Price Index (CPI) increase in the agreement with the Saskatchewan Penitentiary.
- **\$320,210** increase in salaries wages and benefits:
 - **\$49,580** increase related to base adjustments reflecting the current contract with the Fire Department which expired at the end of 2018.
 - **\$270,630** increase related to a provision for future collective bargaining negotiations. The budget as presented includes an estimated 2% increase for 2019 and 2020. This amount reflects the provision for all of the Fire Department functional areas.

- **\$19,210** increase in maintenance materials and supplies:
 - **\$9,000** increase related to the removal of a one-time reduction in operating supplies in 2019 as a result of the 2019 fiscal constraints.
 - **\$7,210** increase in the budget for City purchased clothing based on a review of historical costs and expectations for 2020. City purchased clothing is dictated by the collective bargaining agreement.
 - **\$2,500** increase in operating supplies is required for recruiting and testing costs in 2020.
 - **\$500** increase as a result of overall increased fiscal need for 2020 related to other smaller changes.

Functional Area: **FIRE PREVENTION**
 Department: **Fire Department**
 Fund: **General Fund**

Through the Life Safety Division the Fire Inspectors reach the public through fire inspections and public education in an effort to change behaviors regarding fire safety. Identifying the cause and origin of fires is the key to prevention efforts and identifying gaps in prevention efforts.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$4,000)	(\$4,000)	\$0
Total Revenues	(4,000)	(4,000)	0
EXPENSES			
Salaries Wages and Benefits	287,130	279,020	8,110
Maintenance Materials and Supplies	9,960	9,460	500
Total Expenses	297,090	288,480	8,610
Operating (Surplus) Deficit	293,090	284,480	8,610
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	293,090	284,480	8,610

- **\$8,110** increase in salaries wages and benefits related to base adjustments reflecting the current contract with the Fire Department which expired at the end of 2018.

Functional Area: **FIRE FLEET AND EQUIPMENT**
 Department: **Fire Department**
 Fund: **General Fund**

The Fire Fleet and Equipment functional area ensures the provision of the fleet, firefighting equipment and personal protective equipment that is maintained and replaced when required to ensure the health and safety of Fire Department personnel.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$5,000)	\$0	(\$5,000)
Total Revenues	(5,000)	0	(5,000)
EXPENSES			
Salaries Wages and Benefits	1,850	1,850	0
Fleet Expenses	496,270	485,270	11,000
Maintenance Materials and Supplies	119,460	119,460	0
Insurance	160	180	(20)
Total Expenses	617,740	606,760	10,980
Operating (Surplus) Deficit	612,740	606,760	5,980
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	612,740	606,760	5,980

- **(\$5,000)** increase in user charges and fees as a result of adding a budget to account for the sale of outdated and used equipment.
- **\$11,000** increase in fleet expenses based on the annual Fire asset plan review. The plan requires an annual increase of 3% for fleet expenses.

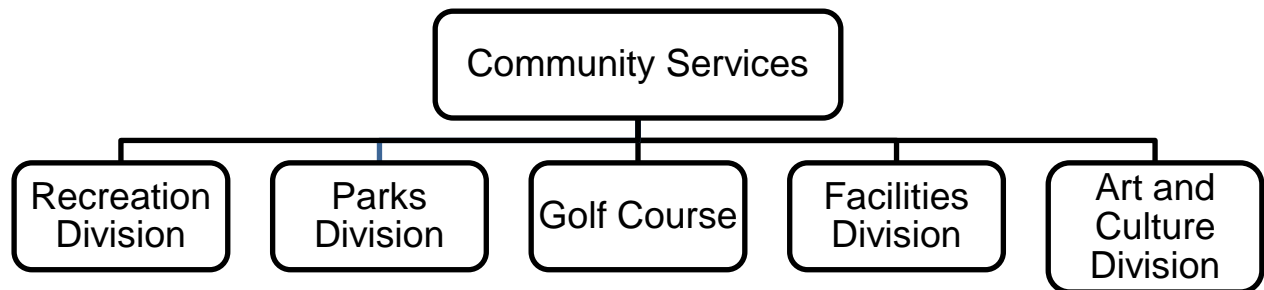
Functional Area: **FIRE BUILDING MAINTENANCE**
 Department: **Fire Department**
 Fund: **General Fund**

The Fire Building Maintenance area is responsible for the operation and maintenance required for the Fire Hall.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$11,480	\$10,840	\$640
Contracted and General Services	2,500	2,500	0
Utilities	39,070	36,500	2,570
Maintenance Materials and Supplies	31,000	24,980	6,020
Insurance	2,880	2,700	180
Total Expenses	86,930	77,520	9,410
Operating (Surplus) Deficit	86,930	77,520	9,410
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	86,930	77,520	9,410

- **\$2,570** increase to utilities due to updated forecasts and utility rate increases. The increase incorporates the impact of the carbon tax on electricity and natural gas.
- **\$6,020** increase in maintenance materials and supplies as a result of overall increased fiscal need for 2020 related primarily to the Fire Department taking responsibility for the maintenance and costs associated with the Fire Hall storage building at the Airport. This storage building is now solely used by the Fire Department.

SECTION TEN – COMMUNITY SERVICES



Permanent Out of Scope FTE Total: 12.00

Permanent In Scope FTE Total: 45.25

New Permanent Staffing FTE Requests: 0

(FTE: Full Time Equivalent)

Functional Area: **FACILITIES MAINTENANCE – OTHER**
 Department: **Community Services Department**
 Fund: **General Fund**

This budget covers facility related staffing costs and expenses not included under other functional areas. This functional area also includes the annual budget for Facilities Maintenance Projects. Facilities Maintenance staff prepare a listing of prioritized maintenance projects that they deem to be necessary for the City's various facilities.

2020 List of Proposed Facilities Projects - Operating		
Project	Story	Dollars
Alfred Jenkins Field House - New Motors for Basketball Nets	Two of the motors required to raise the basketball nets failed in 2019. Facilities recommends the other motors be replaced in 2020. This would be a <i>one-time expenditure of \$5,000.</i>	5,000
Total for Alfred Jenkins Field House		5,000
Art Hauser Centre - Replacement of Roof Top A/C Unit Refrigerant	R22 refrigerant is being phased out as its cost is increasing considerably. Facilities Maintenance is recommending replacing R22 refrigerant in phases. This is the first unit in this process. This would be a <i>one-time expenditure of \$10,000.</i>	10,000
Total for Art Hauser Centre		10,000
Art Centre - New Pottery Wheel	A new pottery wheel is required at the Art Centre. It is used for teaching and other programming. This would be a <i>one-time expenditure of \$1,500.</i>	1,500
Total for Art Centre		1,500
Bernice Sayese Centre - Replace Heating Pumps	The heating pumps at the Bernice Sayese Centre require replacement. This would be a <i>one-time expenditure of \$2,500.</i>	2,500
Total for Bernice Sayese Centre		2,500

City Hall - Repair Deck and Accessibility Ramp (West Side)	<p>Repair of the tyndall stone deck on the west side of City Hall which will require some replacement of the stone and opening up of drainage holes. The accessibility ramp would be repaired and covered with rubber paving.</p> <p>This would be a <i>one-time expenditure of \$60,000.</i></p>	60,000
City Hall - Replace Third Floor Water Fountain with Water Bottle Filling Station	<p>The third floor water fountain requires replacement. It is recommended that it be replaced with a water bottle filling station similar to the fountain located on the second floor.</p> <p>This would be a <i>one-time expenditure of \$3,000.</i></p>	3,000
Total for City Hall		63,000
Cosmo Lodge - Repair / Replace Eaves Troughs as Required	<p>The eaves troughs at Cosmo Lodge require repair / replacement.</p> <p>This would be a <i>one-time expenditure of \$3,000.</i></p>	3,000
Total for Cosmo Lodge		3,000
Fire Hall - Overhead Door Extension	<p>The Fire Department has ordered a new ladder truck. They are requesting that two more overhead doors be extended to accommodate the increased height requirement.</p> <p>This would be a <i>one-time expenditure of \$10,000.</i></p>	10,000
Total for the Fire Hall		10,000
JMC Library - Building Controls Replacement	<p>The building control system at the JMC Library needs replacement. New controls will better manage the inside environment of the library.</p> <p>This would be a <i>one-time expenditure of \$9,000.</i></p>	9,000
Total for JMC Library Arena		9,000



Kinsmen Arena - LED Upgrade for Rink	<p>Replacement of the 400 watt metal halide lights with LED. This project, as with all LED replacement projects, will result in significant power savings for the City.</p> <p>This would be a <i>one-time expenditure of \$60,000.</i></p>	60,000
	Total for Kinsmen Arena	60,000
Kinsmen Water Park - Maintenance Issues	<p>Community Services is recommending the following be completed in the spring of 2020 at the Kinsmen Water Park:</p> <ul style="list-style-type: none"> - Replace tile in the landing pool; paint structural components of water slides; replace failed couplings; replace sand in filters for landing, hot tub and tot pools; waterslide preventive maintenance; repair/replace railing to tot water slide; replace exterior privacy panels for men's and woman's washrooms. <p>This would be a <i>one-time expenditure of \$50,000.</i></p>	50,000
	Total for Kinsmen Water Park	50,000
MFC/Heritage Centre - Heritage Centre LED light Replacement	<p>Replace the lights in the Heritage Centre to LED. This is a continuation of the LED light replacement initiative for City facilities in order to achieve power consumption savings.</p> <p>This would be a <i>one-time expenditure of \$9,000.</i></p>	9,000
MFC/Heritage Centre - Heritage Centre VCT Tile Replacement	<p>Replace the flooring tiles in the Kinsmen Heritage Centre.</p> <p>This would be a <i>one-time expenditure of \$9,000.</i></p>	9,000
MFC/Heritage Centre - Replace Stair Treads in East Stairwell (MFC)	<p>Replace stair treads in the east stairwell at the Margo Fournier Centre. The existing treads have worn and lifted to the point of becoming a tripping hazard.</p> <p>This would be a <i>one-time expenditure of \$12,000.</i></p>	12,000
	Total for MFC/Heritage Centre	30,000

Museums - LED Light Replacement for Historic Museum	<p>Replace the lights in the Historic Museum to LED. This is a continuation of the LED light replacement initiative for City facilities in order to achieve power consumption savings.</p> <p>This would be a <i>one-time expenditure of \$13,000.</i></p>	13,000
Museums - Plaque Install and Flag Pole at Diefenbaker House	<p>Demolition of the old existing plaque stand and construction of a new one that will be the same as the Parks Canada plaque and stand. In addition, installation of a new flag pole.</p> <p>This would be a <i>one-time expenditure of \$6,000.</i></p>	6,000
Total for Museums		19,000
Prince Albert Golf and Curling Club - Repair South East Section of Foundation	<p>The south east section of the Golf and Curling Club building leaks in the spring and when large rains occur. Surface improvements have helped this problem but excavating and installing a membrane is still required.</p> <p>This would be a <i>one-time expenditure of \$9,000.</i></p>	9,000
Prince Albert Golf and Curling Club - Rebuild Ice Plant Compressors	<p>The ice plant compressors require a rebuild.</p> <p>This would be a <i>one-time expenditure of \$25,000.</i></p>	25,000
Prince Albert Golf and Curling Club - Replace Furnace that Feeds the Pro Shop	<p>The furnace in the Cedar Room that heats the Pro Shop requires replacement.</p> <p>This would be a <i>one-time expenditure of \$8,000.</i></p>	8,000
Total for PAGCC		42,000
Prince Albert Tourism Centre - New Carpet and Upgrade Washrooms	<p>The main area of the Tourism Centre requires new carpet along with an upgrade of the washrooms.</p> <p>This would be a <i>one-time expenditure of \$10,000.</i></p>	10,000
Total for Tourism		10,000

Total 2020 Proposed Facilities Projects- Operating**315,000**

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$127,000	\$126,750	\$250
Utilities	10,510	8,250	2,260
Proposed Facilities Projects	315,000	308,000	7,000
Maintenance Materials and Supplies	22,490	22,490	0
Total Expenses	475,000	465,490	9,510
Operating (Surplus) Deficit	475,000	465,490	9,510
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	475,000	465,490	9,510

NOTE: This budget includes all the 2020 proposed facility projects for a total of \$315,000. (See details above on pages 55 - 58).

- **\$2,260** increase to utilities due to updated forecasts and utility rate increases. The increase incorporates the impact of the carbon tax on electricity and natural gas.
- **\$7,000** increase in proposed facility projects related to the 2020 Proposed Facilities Projects listed above. The budget for 2020 is \$315,000 compared to \$308,000 in the prior year.

Functional Area: ALFRED JENKINS FIELD HOUSE (AJF)
Department: Community Services Department
Fund: General Fund

The Alfred Jenkins Field House offers a variety of services and programs that are certain to please all levels of fitness enthusiasts. The facility houses indoor turf fields, a gymnasium, fitness centre, climbing wall, and a variety of multi-purpose rooms. The Alfred Jenkins Field House budget is comprised of staffing costs, programming costs including booking of the outdoor sports fields, and maintenance and operation costs of the building.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$471,950)	(\$471,950)	\$0
Operating Grants and Donations	(3,000)	(3,000)	0
Sundry	(149,800)	(149,800)	0
Total Revenues	(624,750)	(624,750)	0
EXPENSES			
Salaries Wages and Benefits	494,760	494,300	460
Contracted and General Services	50,820	50,820	0
Financial Charges	14,690	14,690	0
Utilities	148,490	148,680	(190)
Fleet Expenses	7,170	4,420	2,750
Maintenance Materials and Supplies	78,200	83,760	(5,560)
Insurance	27,100	22,520	4,580
Total Expenses	821,230	819,190	2,040
Operating (Surplus) Deficit	196,480	194,440	2,040
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	196,480	194,440	2,040

- **\$2,750** increase to fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.



- **(\$5,560)** decrease in maintenance materials and supplies:
 - **(\$3,000)** decrease related to the removal of one-time costs budgeted in the prior year.
 - **(\$3,160)** decrease in operating and merchandise supplies cost for concessions related to a review of historical costs and expectations for 2020.
 - **\$600** increase as a result of overall increased fiscal need for 2020 related to other smaller changes.

ITEMS INCLUDED ELSEWHERE IN THE BUDGET:

1. Administration is also **recommending that the annual \$20,000 allocation approved in the prior year** be made to the Alfred Jenkins Fieldhouse Improvements Reserve in 2020. **The Alfred Jenkins Fieldhouse Improvement Reserve will have a projected surplus balance of \$332,838 at the end of 2020 with the transfers proposed in the 2020 budget. This reserve transfer is included with the reserve allocations to be approved by Council included with the Supporting Documents.**

Functional Area: **ART HAUSER CENTRE**
 Department: **Community Services Department**
 Fund: **General Fund**

The Art Hauser Centre is a sport, entertainment and banquet show place and stands as one of several examples of the commitment that the residents of Prince Albert have to their community. The Art Hauser Centre budget is comprised of staffing costs and maintenance and operation costs of the building.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$775,280)	(\$755,510)	(\$19,770)
Sundry	(34,460)	(29,790)	(4,670)
Total Revenues	(809,740)	(785,300)	(24,440)
EXPENSES			
Salaries Wages and Benefits	734,540	725,300	9,240
Contracted and General Services	24,370	24,370	0
Financial Charges	12,710	12,710	0
Utilities	308,220	298,500	9,720
Fleet Expenses	43,220	45,820	(2,600)
Maintenance Materials and Supplies	283,970	283,520	450
Insurance	53,310	51,990	1,320
Total Expenses	1,460,340	1,442,210	18,130
Operating (Surplus) Deficit	650,600	656,910	(6,310)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	650,600	656,910	(6,310)

- **(\$19,770)** increase in user charges and fees related concession revenues based on a review of historical revenues and projections for 2020.
- **(\$4,670)** increase in sundry revenue related to projected vending revenues for 2020 based on budget review.
- **\$9,240** increase in salaries wages and benefits related to base adjustments and a review of actual costs incurred.
- **\$9,720** increase to utilities due to updated forecasts and utility rate increases. The increase incorporates the impact of the carbon tax on electricity and natural gas.



- **(\$2,600)** decrease in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.
- **\$450** increase in maintenance materials and supplies:
 - **\$14,420** increase in operating and merchandise supplies cost for concessions related to the increased revenue projection.
 - **(\$13,500)** decrease related to the removal of one-time costs budgeted in the prior year.
 - **(\$470)** decrease as a result of overall decreased fiscal need for 2020 related to other smaller changes.
- **\$1,320** increase in insurance costs based on estimates for 2020.

ITEMS INCLUDED ELSEWHERE IN THE BUDGET:

1. Administration is also **recommending that the annual \$20,000 allocation approved in the prior year** be made to the Arenas Improvement Reserve in 2020. **The Arenas Improvement Reserve will have a projected surplus balance of \$26,481 at the end of 2020 with the transfers proposed in the 2020 budget. This reserve transfer is included with the reserve allocations to be approved by Council included with the Supporting Documents.**

Functional Area: ARTS CENTRE
Department: Community Services Department
Fund: General Fund

The Prince Albert Arts Centre has had a long and varied history within our community. One of the last of its kind on the prairies and a national historic landmark, the Prince Albert Town Hall and Opera House was completed in 1893 and is still going strong. Today it is a thriving 'arts' facility offering a wide variety of art, craft and creative opportunities for all members of our community.

The Arts Centre budget is comprised of staffing costs, programming costs and maintenance and operation costs of the building.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$62,440)	(\$62,440)	\$0
Operating Grants and Donations	(9,000)	(9,000)	0
Total Revenues	(71,440)	(71,440)	0
EXPENSES			
Salaries Wages and Benefits	109,070	108,920	150
Contracted and General Services	55,600	51,220	4,380
Financial Charges	2,420	2,420	0
Utilities	14,100	12,800	1,300
Maintenance Materials and Supplies	26,380	30,560	(4,180)
Insurance	1,590	1,560	30
Total Expenses	209,160	207,480	1,680
Operating (Surplus) Deficit	137,720	136,040	1,680
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	137,720	136,040	1,680

- **\$4,380** increase in contracted and general services:
 - **\$3,980** increase in the budget for instructor fees based on a review of historical costs and expectations for 2020.
 - **\$400** increase in the budget for housekeeping services based on expectations for 2020.
- **\$1,300** increase to utilities due to updated forecasts and utility rate increases. The increase incorporates the impact of the carbon tax on electricity and natural gas.



- **(\$4,180)** decrease in maintenance materials and supplies:
 - **(\$3,000)** decrease in the budget for operating supplies based on a review of historical costs and expectations for 2020.
 - **(\$1,000)** decrease related to the removal of one-time costs budgeted in the prior year.
 - **(\$180)** decrease as a result of overall reduced fiscal need for 2020 related to other smaller changes.

Functional Area: BERNICE SAYESE CENTRE
Department: Community Services Department
Fund: General Fund

The Bernice Sayese Centre is a hub for recreational activities in the West Flat area of the city located at 1350 15th Avenue East. The City has two tenants in the Bernice Sayese Centre: West Flat Citizens Group and the River Bank Development Corporation. The City is required to pay the cost of heating, light, power, public liability insurance and water used at this facility.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$10,850)	(\$10,850)	\$0
Total Revenues	(10,850)	(10,850)	0
EXPENSES			
Salaries Wages and Benefits	7,640	7,640	0
Contracted and General Services	6,000	6,000	0
Grants and Donations	16,580	16,580	0
Utilities	37,360	34,300	3,060
Maintenance Materials and Supplies	7,450	7,060	390
Insurance	4,030	3,930	100
Total Expenses	79,060	75,510	3,550
Operating (Surplus) Deficit	68,210	64,660	3,550
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	68,210	64,660	3,550

- **\$3,060** increase to utilities due to updated forecasts and utility rate increases. The increase incorporates the impact of the carbon tax on electricity and natural gas.



Functional Area: CEMETERY
Department: Community Services Department
Fund: General Fund

The South Hill Cemetery is a landscaped, well-maintained site that is owned and operated by the City. The South Hill Cemetery provides burial choices for traditional interments and cremated remains as well as special arrangements for fiberglass, concrete or steel vaults, and double depth interment. Revenue is from fees generated from licensing, interments, etc.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$139,000)	(\$131,000)	(\$8,000)
Total Revenues	(139,000)	(131,000)	(8,000)
EXPENSES			
Salaries Wages and Benefits	154,090	154,090	0
Contracted and General Services	500	500	0
Utilities	5,070	4,050	1,020
Fleet Expenses	46,210	43,640	2,570
Maintenance Materials and Supplies	29,000	29,030	(30)
Insurance	360	350	10
Total Expenses	235,230	231,660	3,570
Operating (Surplus) Deficit	96,230	100,660	(4,430)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	96,230	100,660	(4,430)

- **(\$8,000)** increase in user charges and fees as Community Services is recommending a perpetual care fee for all licenses and openings for the City Cemetery in 2020. The recommended fees are \$200 per license/burial purchased after January 1, 2020 and \$100 per subsequent burial where no perpetual care fee has been paid. A conservative estimate of \$8,000 is being budgeted for 2020. This revenue will be transferred to the South Hill Cemetery Perpetual Care Reserve, which will be a new reserve that Community Services is recommending be established. This reserve will be used for future maintenance of the Cemetery as approved by Council. **Please refer to the Cemetery Rates and Fees Report in the Supporting Documents for additional information (Report #12: RPT# 19-439).**
- **\$1,020** increase to utilities due to updated forecasts and utility rate increases. The increase incorporates the impact of the carbon tax on electricity and natural gas.

- **\$2,570** increase in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.

ITEMS INCLUDED ELSEWHERE IN THE BUDGET:

1. Administration is recommending that a new South Hill Cemetery Perpetual Care Reserve be established that will be used for future maintenance of Cemetery as approved by Council. The reserve will be funded by the perpetual care fees collected on licenses/burials. The 2020 budget includes a budgeted transfer of \$8,000 to this reserve based on estimates of perpetual care fee revenue to be received. **This reserve transfer is included with the reserve allocations to be approved by Council included with the Supporting Documents.**

Functional Area: FACILITIES MAINTENANCE – CITY HALL
Department: Community Services Department
Fund: General Fund

This budget is related to facility staffing costs, along with general operating maintenance costs of the City Hall Building, including insurance, etc. This budget also includes the cost of security and janitorial services at City Hall.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$156,150	\$155,900	\$250
Contracted and General Services	109,140	109,140	0
Utilities	90,080	96,100	(6,020)
Fleet Expenses	370	180	190
Maintenance Materials and Supplies	41,290	40,390	900
Insurance	9,530	9,330	200
Total Expenses	406,560	411,040	(4,480)
Operating (Surplus) Deficit	406,560	411,040	(4,480)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	406,560	411,040	(4,480)

- **(\$6,020)** decrease to utilities due to updated forecasts and utility rate increases. The increase incorporates the impact of the carbon tax on electricity and natural gas. The decrease is attributed to a savings in electricity as a result of the Emergency Communications Centre relocating to a new facility.

Functional Area: **COMMUNITY CLUBS**
 Department: **Community Services Department**
 Fund: **General Fund**

The residents of Prince Albert are fortunate to have 10 community clubs available for sports and recreation activities: Carlton Park, Crescent Acres, Crescent Heights, East End, East Hill, Hazeldell, Midtown, Nordale, and West Hill.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$29,180)	(\$46,580)	\$17,400
Total Revenues	(29,180)	(46,580)	17,400
EXPENSES			
Salaries Wages and Benefits	20,000	12,840	7,160
Contracted and General Services	15,000	15,000	0
Grants and Donations	160,220	176,800	(16,580)
Utilities	165,260	166,100	(840)
Fleet Expenses	730	1,040	(310)
Maintenance Materials and Supplies	5,700	5,700	0
Insurance	29,410	26,700	2,710
Total Expenses	396,320	404,180	(7,860)
Operating (Surplus) Deficit	367,140	357,600	9,540
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	367,140	357,600	9,540

- **\$17,400** decrease in user charges and fees revenue. In 2019 the City transferred ownership of the Parkland Community Hall to the Prince Albert Grand Council. As a result the City will no longer receive the lease revenue from the day care that operates out of the facility. The lease revenue was previously budgeted at \$17,400.
- **\$7,160** increase in salaries wages and benefits related to base adjustments and a review of actual costs incurred.
- **(\$16,580)** decrease in grants and donations related to the transfer of ownership of the Parkland Community Hall (as discussed above). As a result the City no longer provides an annual operating and improvement grant for this facility.
- **\$2,710** increase in insurance related to adjustments to coverage and estimates for 2020. The increase was offset by a savings in insurance related to the Parkland Community Hall.



Functional Area: **COMMUNITY SERVICES ADMINISTRATION**
 Department: **Community Services Department**
 Fund: **General Fund**

This budget accounts for the salaries and costs associated with many of the personnel employed in the Community Services Department including payroll, benefits, telephone, training, advertising, computer and consulting services, etc.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
Operating Grants and Donations	(\$5,000)	(\$5,000)	\$0
Total Revenues	(5,000)	(5,000)	0
EXPENSES			
Salaries Wages and Benefits	484,140	489,620	(5,480)
Utilities	400	400	0
Fleet Expenses	1,680	1,060	620
Maintenance Materials and Supplies	54,560	37,730	16,830
Total Expenses	540,780	528,810	11,970
Operating (Surplus) Deficit	535,780	523,810	11,970
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	535,780	523,810	11,970

- **(\$5,480)** decrease in salaries wages and benefits related to base adjustments and a review of actual costs incurred.
- **\$16,830** increase to maintenance materials and supplies:
 - **\$20,430** increase in telephone costs based on a reallocation of telephone costs throughout City departments.
 - **(\$3,600)** decrease as a result of overall reduced fiscal need for 2020 related to other smaller changes.

Functional Area: COOKE MUNICIPAL GOLF COURSE
Department: Community Services Department
Fund: General Fund

The Cooke Municipal Golf Course is a beautiful and serene, public golf course in the heart of Prince Albert. The golf course offers a wide range of services including a 15 bay grass green tee driving range, golf club and cart rentals, a fully stocked pro shop specializing in custom fitted clubs and lessons, and a club house with food services and a fully licensed lounge.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$1,089,100)	(\$1,089,100)	\$0
Operating Grants and Donations	(26,000)	0	(26,000)
Total Revenues	(1,115,100)	(1,089,100)	(26,000)
EXPENSES			
Salaries Wages and Benefits	351,280	351,030	250
Contracted and General Services	178,480	178,480	0
Financial Charges	13,000	13,000	0
Grants and Donations	65,200	65,000	200
Utilities	24,900	19,210	5,690
Interest on Long Term Debt	70,630	72,470	(1,840)
Fleet Expenses	198,730	195,790	2,940
Maintenance Materials and Supplies	133,470	132,810	660
Insurance	2,210	2,070	140
Total Expenses	1,037,900	1,029,860	8,040
Operating (Surplus) Deficit	(77,200)	(59,240)	(17,960)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	(77,200)	(59,240)	(17,960)

- **(\$26,000)** increase in operating grants and donations related to a grant to be received from the Prince Albert Elks Lodge No. 58 for the years 2019 to 2022. The grant will help fund the Golf Course Improvements Reserve. This grant was received but not budgeted in 2019.
- **\$5,690** increase to utilities due to updated forecasts and utility rate increases. The increase incorporates the impact of the carbon tax on electricity and natural gas.
- **(\$1,840)** decrease in interest on long term debt related to the Irrigation System Replacement loan.
- **\$2,940** increase in fleet expenses based on the asset plan for the golf course.



The (\$77,200) operating budget surplus in this area is transferred in full to the Golf Course Improvement Reserve. This reserve transfer is included with the reserve allocations to be approved by Council included with the Supporting Documents.

Functional Area: DAVE G. STEUART ARENA
Department: Community Services Department
Fund: General Fund

The Dave G. Steuart Arena is a participation-type facility with an ice surface and a spectator capacity of 600 persons. Amenities include a heated lobby area, concession, four dressing rooms and an electronic score clock.

The arena also contains a concrete floor and therefore is able to host events such as in-line hockey, lacrosse, seminars, trade shows/sales, banquets, dances and Exhibition Association activities during the summer months.

This budget includes staffing costs at the arena, along with operating and maintenance costs of the arena.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$215,270)	(\$215,270)	\$0
Sundry	(3,530)	(3,430)	(100)
Total Revenues	(218,800)	(218,700)	(100)
EXPENSES			
Salaries Wages and Benefits	215,680	211,220	4,460
Contracted and General Services	4,100	4,100	0
Financial Charges	5,560	5,560	0
Utilities	88,390	76,700	11,690
Fleet Expenses	20,000	21,430	(1,430)
Maintenance Materials and Supplies	34,560	40,620	(6,060)
Insurance	3,480	3,410	70
Total Expenses	371,770	363,040	8,730
Operating (Surplus) Deficit	152,970	144,340	8,630
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	152,970	144,340	8,630

- **\$4,460** increase in salaries wages and benefits related to base adjustments and step increases.
- **\$11,690** increase in utilities due to updated forecasts and utility rate increases. The increase incorporates the impact of the carbon tax on electricity and natural gas.



- **(\$1,430)** decrease in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.
- **(\$6,060)** decrease in maintenance materials and supplies:
 - **(\$3,600)** decrease related to the removal of one-time costs budgeted in the prior year.
 - **(\$3,030)** decrease in the merchandise supplies cost for concessions related to a review of historical costs and expectations for 2020.
 - **\$570** increase in telephone costs based on a reallocation of telephone costs throughout City departments.

Functional Area: **EA RAWLINSON CENTRE**
 Department: **Community Services Department**
 Fund: **General Fund**

The E. A. Rawlinson Centre (EAR) is the hub of arts and cultural activities in Prince Albert. It houses both the Mann Art Gallery and the Olive and John G. Diefenbaker Theatre. In 2015, the control of the facility transferred from the Prince Albert Arts Board to the City.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$782,800)	(\$693,360)	(\$89,440)
Operating Grants and Donations	(2,500)	0	(2,500)
Total Revenues	(785,300)	(693,360)	(91,940)
EXPENSES			
Salaries Wages and Benefits	533,110	448,670	84,440
Contracted and General Services	343,310	376,500	(33,190)
Financial Charges	13,000	8,500	4,500
Utilities	115,230	104,400	10,830
Maintenance Materials and Supplies	152,000	117,000	35,000
Insurance	10,270	10,080	190
Total Expenses	1,166,920	1,065,150	101,770
Operating (Surplus) Deficit	381,620	371,790	9,830
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	381,620	371,790	9,830

- **(\$89,440)** increase in user charges and fees:
 - **(\$75,000)** increase for ticket sales and surcharges projections related to Broadway North Program for 2020.
 - **(\$10,000)** increase for food and beverage sales based on projections for 2020.
 - **(\$4,440)** increase in rental and lease revenues related to rate adjustments. **Please refer to Report #8 (RPT# 19-510) in the Supporting Documents for additional information on this item.**
- **(\$2,500)** increase in operating grants and donations based on a review of historical donations received in prior years.
- **\$84,440** increase in salaries wages and benefits:



- **\$47,500** increase related primarily to transitioning the EAR General Manager from a contractor to a permanent City employee in June of 2019. There is a corresponding decrease in contracted and general services as a result.
- **\$34,380** increase in salaries wages and benefits related to base adjustments and step increases.
- **\$2,560** increase in the budget for facility maintenance based on a review of actual costs charged.
- **(\$33,190)** decrease in contracted and general services:
 - **(\$47,500)** decrease related to the transition of EAR General Manager position to a permanent City position in June 2019.
 - **\$11,310** increase related to the budget for artist fees related to the Broadway North Program.
 - **\$3,000** increase in the budget for equipment rentals based on a review of historical costs and projections for 2020.
- **\$4,500** increase in financial charges related to the increase in ticket sales. The EAR pays fees on ticket sales processed through debit and credit cards.
- **\$10,830** increase to utilities due to updated forecasts and utility rate increases. The increase incorporates the impact of the carbon tax on electricity and natural gas.
- **\$35,000** increase to maintenance materials and supplies:
 - **\$17,000** increase in the budget for operating supplies and license fees related to the Broadway North Program.
 - **\$10,000** increase in the budget for advertising and promotional requirements based on projections for 2020.
 - **\$5,000** increase in the budget for merchandise related to the projected increase in food and beverage sales.
 - **\$2,500** increase in the budget required for artist travel and accommodation based on projections for 2020.
 - **\$500** increase as a result of overall increased fiscal need for 2020 related to other smaller changes.

Functional Area: FLORAL DISPLAYS
Department: Community Services Department
Fund: General Fund

Prior to 2014, the City awarded a tender to a self-employed contractor for the supply of plants and labour along with the seasonal maintenance and fall removal.

Since 2015, City crews have planted and maintained the floral displays. For 2020, some of the work will be completed by contractors.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$10,080	\$10,080	\$0
Contracted and General Services	25,000	0	25,000
Maintenance Materials and Supplies	15,720	40,720	(25,000)
Total Expenses	50,800	50,800	0
Operating (Surplus) Deficit	50,800	50,800	0
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	50,800	50,800	0

- There is a re-distribution of budget between contracted and general services and maintenance materials and supplies to account for work completed by contractors.



Functional Area: FRANK J. DUNN SWIMMING POOL
Department: Community Services Department
Fund: General Fund

The Frank J. Dunn Swimming Pool (FJD), located at Carlton Comprehensive High School is jointly operated by the City and the Saskatchewan Rivers School Division #119. The pool is equipped with a five-lane 25 meter pool and a separate diving tank with one and three-meter diving boards.

This budget is comprised mainly of the staff costs related to lifeguards, and the maintenance budget associated with maintaining and operating the pool. The City has a contract with Saskatchewan Rivers School Division #119 whereby the City is responsible for 62% of the operating costs and 50% of the capital costs.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$215,000)	(\$206,000)	(\$9,000)
Sundry	(5,400)	(5,400)	0
Total Revenues	(220,400)	(211,400)	(9,000)
EXPENSES			
Salaries Wages and Benefits	373,020	369,570	3,450
Contracted and General Services	29,620	29,620	0
Financial Charges	5,200	5,200	0
Maintenance Materials and Supplies	317,580	318,010	(430)
Total Expenses	725,420	722,400	3,020
Operating (Surplus) Deficit	505,020	511,000	(5,980)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	505,020	511,000	(5,980)

- **(\$9,000)** increase in user charges and fees:
 - **(\$7,500)** increase related to a review of historical participation levels and revenues received.
 - **(\$2,500)** increase in the revenue to be received from the Saskatchewan Rivers School Division.
- **\$3,450** increase in salaries wages and benefits related to base adjustments and step increases.

Functional Area: **JOHN M. CUELENAERE PUBLIC LIBRARY (JMC)**
 Department: **Community Services Department**
 Fund: **General Fund**

This budget is for the maintenance costs of the JMC Library building and contractual service for maintenance of the emergency power system.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$6,260	\$6,260	\$0
Utilities	820	820	0
Maintenance Materials and Supplies	7,380	7,380	0
Insurance	6,090	6,170	(80)
Total Expenses	20,550	20,630	(80)
Operating (Surplus) Deficit	20,550	20,630	(80)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	20,550	20,630	(80)

- No significant changes required for this functional area.



Functional Area: KINSMEN ARENA
Department: Community Services Department
Fund: General Fund

The Kinsmen Arena is a participation-type facility with an ice surface and a spectator capacity of 600 persons. Amenities include a heated lobby area, concession, four dressing rooms and an electronic score clock. The arena also contains a concrete floor and therefore is able to host events such as in-line hockey, lacrosse, seminars, and trade shows/sales.

This budget includes staffing costs at the arena, along with operating and maintenance costs of the arena.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$323,550)	(\$323,550)	\$0
Sundry	(14,960)	(14,780)	(180)
Total Revenues	(338,510)	(338,330)	(180)
EXPENSES			
Salaries Wages and Benefits	287,890	285,920	1,970
Contracted and General Services	2,700	2,700	0
Financial Charges	7,030	7,030	0
Utilities	133,930	120,450	13,480
Fleet Expenses	24,730	26,080	(1,350)
Maintenance Materials and Supplies	66,150	66,980	(830)
Insurance	6,050	6,870	(820)
Total Expenses	528,480	516,030	12,450
Operating (Surplus) Deficit	189,970	177,700	12,270
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	189,970	177,700	12,270

- **\$1,970** increase in salaries wages and benefits related to base adjustments and a review of actual costs incurred.
- **\$13,480** increase to utilities due to updated forecasts and utility rate increases. The increase incorporates the impact of the carbon tax on electricity and natural gas.
- **(\$1,350)** decrease in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.



Functional Area: KINSMEN PARK
Department: Community Services Department
Fund: General Fund

The Kinsmen Park is located along the west side of Central Avenue between 22 Street West and 28 Street West. The north area of the park contains picnic shelters and tables, a basketball court, an amphitheater, a playground, a wading pool and washrooms. The south area of the park includes two baseball diamonds, a soccer field, picnic shelters and tables, the Kinsmen Water Park and washrooms.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$41,580	\$41,580	\$0
Contracted and General Services	6,980	6,980	0
Utilities	7,900	6,950	950
Fleet Expenses	14,880	13,210	1,670
Maintenance Materials and Supplies	19,700	19,700	0
Insurance	1,910	810	1,100
Total Expenses	92,950	89,230	3,720
Operating (Surplus) Deficit	92,950	89,230	3,720
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	92,950	89,230	3,720

- **\$1,670** increase in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.
- **\$1,100** increase in insurance related to increase coverage added for the new Kinsmen Park splash pad.



Functional Area: KINSMEN SKI HILL
Department: Community Services Department
Fund: General Fund

The Kinsmen Ski Hill is located in Little Red River Park just north of Prince Albert. The City owns the ski groomer and provides an operating grant/payment to fund a self-employed contractor who is expected to operate and maintain the ski facility as a safe and operational area.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$15,900	\$15,900	\$0
Contracted and General Services	21,800	21,800	0
Fleet Expenses	30,250	28,360	1,890
Maintenance Materials and Supplies	16,420	16,360	60
Insurance	2,770	2,600	170
Total Expenses	87,140	85,020	2,120
Operating (Surplus) Deficit	87,140	85,020	2,120
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	87,140	85,020	2,120

- **\$1,890** increase in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.

Functional Area: KINSMEN WATER PARK
Department: Community Services Department
Fund: General Fund

The Kinsmen Water Park operates a swimming pool, whirlpool, tot pool, junior slide, two giant slides over 300 feet in length and a river slide. There is also play equipment for youngsters, a concession and ample leisure space.

This budget is comprised mainly of the staff costs related to lifeguards, and the maintenance budget associated with maintaining and operating the Kinsmen Water Park.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$227,290)	(\$227,290)	\$0
Total Revenues	(227,290)	(227,290)	0
EXPENSES			
Salaries Wages and Benefits	304,030	304,000	30
Financial Charges	4,500	4,500	0
Utilities	16,590	15,300	1,290
Fleet Expenses	1,450	1,830	(380)
Maintenance Materials and Supplies	71,510	84,970	(13,460)
Insurance	1,660	1,630	30
Total Expenses	399,740	412,230	(12,490)
Operating (Surplus) Deficit	172,450	184,940	(12,490)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	172,450	184,940	(12,490)

- **\$1,290** increase to utilities due to updated forecasts.
- **(\$13,460)** decrease in maintenance materials and supplies:
 - **(\$12,100)** decrease related to the removal of one-time costs budgeted in the prior year
 - **(\$4,910)** decrease in the cost of merchandise for concessions related to a review of historical costs and projections for 2020
 - **\$3,550** increase in telephone costs based on a reallocation of telephone costs throughout City departments.



Functional Area: **LITTLE RED PARK**
 Department: **Community Services Department**
 Fund: **General Fund**

The City contracts the caretaking duties of the Cosmo Lodge and Little Red River Park.

The contractor keeps the park clean and responds to concerns immediately. The contractor also utilizes inventive strategies and granting opportunities to augment the remuneration from the City to increase the quality of the deliverables within the contract.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$22,980	\$22,980	\$0
Contracted and General Services	77,080	107,080	(30,000)
Grants and Donations	2,000	2,000	0
Utilities	48,900	38,800	10,100
Fleet Expenses	4,660	6,570	(1,910)
Maintenance Materials and Supplies	34,710	34,630	80
Insurance	8,980	8,950	30
Total Expenses	199,310	221,010	(21,700)
Operating (Surplus) Deficit	199,310	221,010	(21,700)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	199,310	221,010	(21,700)

- **\$30,000** decrease to contracted and general services related to the removal of one-time costs budgeted in the prior year for the Little Red River Park Master Plan.
- **\$10,100** increase to utilities due to updated forecasts and utility rate increases. The increase incorporates the impact of the carbon tax on electricity and natural gas.
- **(\$1,910)** decrease in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.

Functional Area: MARGO FOURNIER CENTRE
Department: Community Services Department
Fund: General Fund

The Margo Fournier Center is a multi-purpose recreation facility located at 1211 1st Avenue West. The costs associated with this budget include staff, programming, and maintenance costs for the operation of the building.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$51,960)	(\$51,960)	\$0
Total Revenues	(51,960)	(51,960)	0
EXPENSES			
Salaries Wages and Benefits	104,170	104,010	160
Contracted and General Services	53,650	53,650	0
Financial Charges	1,200	1,200	0
Utilities	44,860	38,900	5,960
Maintenance Materials and Supplies	19,110	19,680	(570)
Insurance	9,710	9,530	180
Total Expenses	232,700	226,970	5,730
Operating (Surplus) Deficit	180,740	175,010	5,730
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	180,740	175,010	5,730

- **\$5,960** increase to utilities due to updated forecasts and utility rate increases. The increase incorporates the impact of the carbon tax on electricity and natural gas.



Functional Area: **MUSEUMS**
 Department: **Community Services Department**
 Fund: **General Fund**

There are four museums in the City. They include the Prince Albert Historical Museum, the Prince Albert Evolution of Education Museum, the Diefenbaker House, and the Rotary Museum of Police and Correction.

The City provides an annual grant to the Historical Society and carries an annual budget to cover the staffing and the operation and general maintenance of the museums (excludes capital).

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
Operating Grants and Donations	(\$20,000)	\$0	(\$20,000)
Total Revenues	(20,000)	0	(20,000)
EXPENSES			
Salaries Wages and Benefits	116,970	114,160	2,810
Contracted and General Services	600	600	0
Utilities	21,480	17,580	3,900
Maintenance Materials and Supplies	7,980	7,610	370
Insurance	3,380	3,400	(20)
Total Expenses	150,410	143,350	7,060
Operating (Surplus) Deficit	130,410	143,350	(12,940)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	130,410	143,350	(12,940)

- **(\$20,000)** increase in operating grants and donations related to the Canada Summer Jobs and Youth Canada Works Employment Grant.
- **\$2,810** increase in salaries wages and benefits related to base adjustments and a review of actual costs incurred.
- **\$3,900** increase to utilities due to updated forecasts and utility rate increases. The increase incorporates the impact of the carbon tax on electricity and natural gas.

Functional Area: OUTDOOR SPORTS FIELDS
Department: Community Services Department
Fund: General Fund

Prince Albert has a large variety of Class 'A' outdoor sport facilities which offer softball and baseball diamonds, soccer and rugby pitches, football fields and a 400-meter track and field facility. These facilities also provide attractive green space for the surrounding residential areas. Outdoor sports fields are located at Prime Ministers Park, Crescent Acres Park, Kinsmen Park, Nordale, Normandy Park and Carlton Park as well as many Public and Catholic school grounds.

Revenue from these fields comes mostly from rentals of the ball, soccer, football, and track facilities as well as the concession at Prime Ministers Park. Saskatchewan Rivers Public School Division pays for 35% of Prime Ministers Park's operating expenses. Expenses include grass cutting, fertilizing, aerating, irrigation, track maintenance, lining sports field, turf maintenance, fence maintenance, etc.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$160,680)	(\$153,280)	(\$7,400)
Sundry	(34,300)	(83,750)	49,450
Total Revenues	(194,980)	(237,030)	42,050
EXPENSES			
Salaries Wages and Benefits	223,780	209,460	14,320
Contracted and General Services	15,610	11,610	4,000
Financial Charges	400	400	0
Grants and Donations	6,500	6,500	0
Utilities	33,400	24,600	8,800
Fleet Expenses	31,460	34,120	(2,660)
Maintenance Materials and Supplies	74,710	72,770	1,940
Insurance	12,610	16,680	(4,070)
Total Expenses	398,470	376,140	22,330
Operating (Surplus) Deficit	203,490	139,110	64,380
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	203,490	139,110	64,380

- **(\$7,400)** increase user charges and fees for concession sales based on a review of historical sales and projections for 2020.



- **\$49,450** decrease in sundry revenues related to Project Triple Play. The project has been completed and the decrease in revenue is offset by a decrease in contributions to the Project Triple Play Reserve.
- **\$14,320** increase in salaries wages and benefits related to base adjustments and a review of actual costs incurred.
- **\$4,000** increase in contracted and general services related to security services added to the Crescent Acres Community Club. The cost of security services is split 50/50 with the community club.
- **\$8,800** increase in utility costs due to updated forecasts and utility rate increases. The increase incorporates the impact of the carbon tax on electricity and natural gas.
- **(\$2,660)** decrease in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2019 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.
- **\$1,940** increase in maintenance materials and supplies:
 - **\$4,500** increase in playfields maintenance. Beginning in 2020 the Parks Division will be implementing a cycle where one soccer field will be rested each season. This will allow for any reclamation and aeration work to be completed. For 2020 the field at Kinsmen Park will be targeted for this work.
 - **(\$2,700)** decrease in the budget for portable toilets based on projected requirements for 2020.
 - **\$140** increase in telephone costs based on a reallocation of telephone costs throughout City departments.
- **(\$4,070)** decrease in insurance costs related to the removal of course of construction insurance that was required in 2019 as well as 2020 estimates.

Functional Area: **PARKS**
Department: **Community Services Department**
Fund: **General Fund**

Prince Albert is renowned for its high quality parks containing a wide variety of playground, recreational and sports facilities. Our City's parks system has over 35 parks that total over 1,300 acres. This budget includes costs for staff to cut grass and the equipment and maintenance costs, operating supplies, insurance, etc.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$8,000)	(\$8,000)	\$0
Total Revenues	(8,000)	(8,000)	0
EXPENSES			
Salaries Wages and Benefits	786,790	820,030	(33,240)
Contracted and General Services	56,800	31,800	25,000
Grants and Donations	86,400	0	86,400
Utilities	4,000	3,500	500
Fleet Expenses	468,560	451,660	16,900
Maintenance Materials and Supplies	84,970	84,140	830
Insurance	18,050	17,290	760
Total Expenses	1,505,570	1,408,420	97,150
Operating (Surplus) Deficit	1,497,570	1,400,420	97,150
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	1,497,570	1,400,420	97,150

- **(\$33,240)** decrease in salaries wages and benefits related to base adjustments and a review of actual costs incurred.
- **\$25,000** increase in contracted and general services:
 - **\$20,000** increase related contractor support for larger tree removals, stumping, and other tasks that City crews are unable to complete and an annual survey to monitor any spread of Dutch Elm Disease.
 - **\$5,000** increase for SHARE litter picks and graffiti removal in the central business district.



- **\$86,400** increase in grants and donations. City provided the Saskatchewan Wild Fire Branch \$432,000 over a five year period from 2020 to 2025 (\$86,400 per year) related to the Disaster Mitigation and Adaptation Fund. This amount represents 60% of the overall funding. The remaining 40% will come from the Provincial and Federal Governments. Under the Program the City will partner with the Saskatchewan Wild Fire Management Branch and SaskPower to perform fire prevention work within the City limits based on Fire Smart Principles to reduce fire hazards while protecting property values and increasing safety. On an annual basis during the 5 year term, priorities will be set for the work within City limits through consultation with the partners of the Program. **Please refer to Report #13 (RPT# 19-291) in the Supporting Documents for additional information.**
- **\$16,900** increase in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.

Functional Area: PLAYGROUNDS AND PLAYSTRUCTURES
Department: Community Services Department
Fund: General Fund

This functional area covers the cost of the Summer Playground Program and the repair and maintenance of playground amenities and structures at over 50 neighbourhood parks in our City.

The Summer Playground Program budget is comprised mainly of staff wages and program supplies. The programs also sources various employment grants, financial donations from individuals/businesses, gifts in kind and volunteer hours to help keep costs to a minimum.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$2,600)	(\$2,600)	\$0
Operating Grants and Donations	(20,000)	(20,000)	0
Total Revenues	(22,600)	(22,600)	0
EXPENSES			
Salaries Wages and Benefits	120,620	119,620	1,000
Contracted and General Services	8,100	8,100	0
Utilities	3,700	3,700	0
Fleet Expenses	1,620	1,000	620
Maintenance Materials and Supplies	89,950	90,610	(660)
Insurance	0	70	(70)
Total Expenses	223,990	223,100	890
Operating (Surplus) Deficit	201,390	200,500	890
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	201,390	200,500	890

- **\$1,000** increase in salaries wages and benefits related to base adjustments and a review of actual costs incurred.



Functional Area: PRINCE ALBERT GOLF AND CURLING CLUB
Department: Community Services Department
Fund: General Fund

This functional area captures the costs associated with maintaining the Prince Albert Golf and Curling Club building.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$5,620	\$5,620	\$0
Grants and Donations	0	4,400	(4,400)
Fleet Expenses	2,190	1,560	630
Maintenance Materials and Supplies	12,880	12,880	0
Insurance	7,060	8,110	(1,050)
Total Expenses	27,750	32,570	(4,820)
Operating (Surplus) Deficit	27,750	32,570	(4,820)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	27,750	32,570	(4,820)

- **(\$4,400)** decrease in grants and donations related to a balancing adjustment. The net grant and donation amount should be zero.
- **(\$1,050)** decrease in insurance costs based on estimates for 2020.

Functional Area: RECREATION
Department: Community Services Department
Fund: General Fund

Community and Recreation Facilities enhance the livability and vibrancy of the city by providing places and opportunities for the community to gather, connect, recreate and celebrate. This budget accounts for personnel cost, telephone, training, advertising, computer and consulting services. It also accounts for the annual investments into the City's Municipal Cultural Action Plan and Public Art Policy.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$5,000)	(\$5,000)	\$0
Total Revenues	(5,000)	(5,000)	0
EXPENSES			
Salaries Wages and Benefits	574,060	579,470	(5,410)
Contracted and General Services	8,000	8,000	0
Fleet Expenses	3,830	3,850	(20)
Maintenance Materials and Supplies	97,180	98,810	(1,630)
Insurance	300	300	0
Total Expenses	683,370	690,430	(7,060)
Operating (Surplus) Deficit	678,370	685,430	(7,060)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	678,370	685,430	(7,060)

- **(\$5,410)** decrease in salaries wages and benefits related to base adjustments, step increase and a review of actual costs incurred.
- **(\$1,630)** decrease to maintenance materials and supplies related to telephone costs as a result of VoIP savings and a reallocation of telephone costs throughout City departments.

ITEMS INCLUDED ELSEWHERE IN THE BUDGET:

Administration has included a \$30,000 allocation to the Public Art Capital Reserve. The Public Art Capital Reserve will have a projected surplus balance of \$46,200 at the end of 2020 with the transfers proposed in the 2020 budget. Please refer to Report #10 (RPT# 19-465) and Report #11 (RPT# 19-466) in the Supporting Documents for additional information. This reserve transfer is included with the reserve allocations to be approved by Council included with the Supporting Documents.



Functional Area: SASKATCHEWAN LOTTERIES PROGRAM
Department: Community Services Department
Fund: General Fund

The City accepts applications for the Saskatchewan Lotteries Community Grant Program.

The Saskatchewan Lotteries Community Grant Program is a partnership among Sask Sport Inc., SaskCulture Inc. and the Saskatchewan Parks and Recreation Association Inc. and assists by providing funds to non-profit community organizations operated by volunteers. The program's goal is to get people involved in sport, culture and recreation programs and activities by enabling communities to address the needs of local residents.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
Operating Grants and Donations	(\$142,980)	(\$142,980)	\$0
Total Revenues	(142,980)	(142,980)	0
EXPENSES			
Grants and Donations	142,980	142,980	0
Total Expenses	142,980	142,980	0
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	0	0	0

- No significant changes required for this functional area.

Functional Area: SKATEBOARD PARK
Department: Community Services Department
Fund: General Fund

The Kinsmen Skateboard and BMX Park is a multi-use concrete park that is 20,000 square feet in size. It is located adjacent to Prime Ministers' Park and just south of the Art Hauser Centre.

This budget is comprised of the City employing one full time Park Supervisor to work May to August and commissionaire services for security of the skateboard park.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$13,040	\$13,040	\$0
Contracted and General Services	9,800	9,890	(90)
Utilities	3,230	2,950	280
Maintenance Materials and Supplies	1,050	1,050	0
Insurance	420	0	420
Total Expenses	27,540	26,930	610
Operating (Surplus) Deficit	27,540	26,930	610
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	27,540	26,930	610

- No significant changes required for this functional area.



Functional Area: TOURIST INFORMATION CENTRE
Department: Community Services Department
Fund: General Fund

This budget is for general maintenance costs completed by city staff associated with the Tourist Information Centre located at 3700 2nd Avenue West.

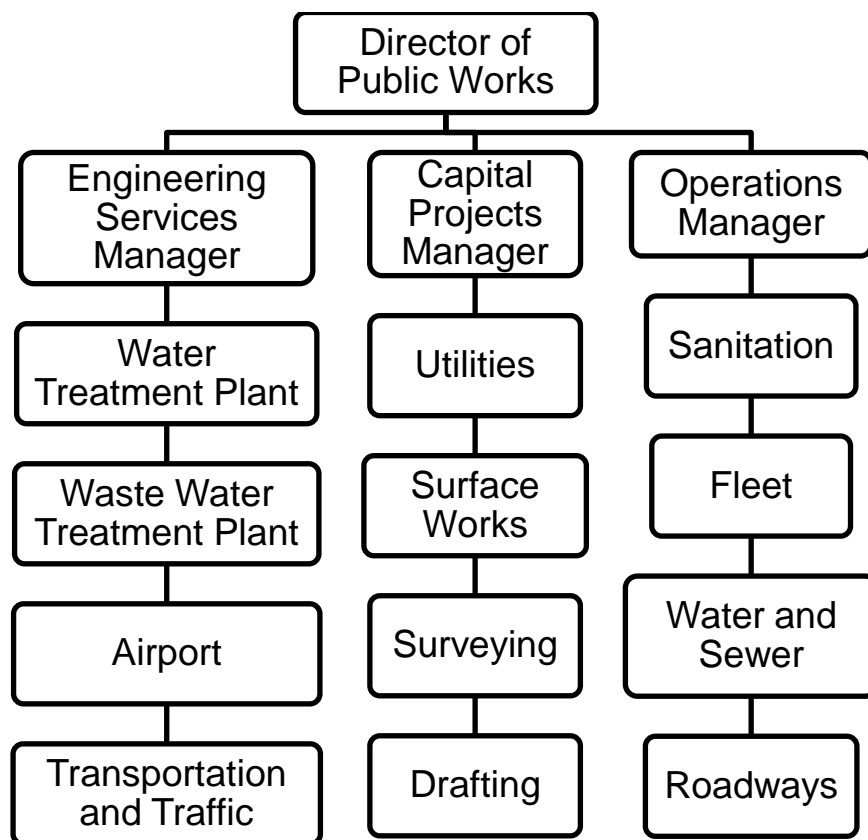
	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$5,500)	(\$5,500)	\$0
Total Revenues	(5,500)	(5,500)	0
EXPENSES			
Salaries Wages and Benefits	5,170	5,170	0
Contracted and General Services	7,120	6,120	1,000
Utilities	9,700	8,100	1,600
Maintenance Materials and Supplies	5,260	5,260	0
Insurance	1,090	110	980
Total Expenses	28,340	24,760	3,580
Operating (Surplus) Deficit	22,840	19,260	3,580
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	22,840	19,260	3,580

- **\$1,000** increase to contracted and general services related to housekeeping services based on a review of historical costs and projections for 2020.
- **\$1,600** increase to utilities due to updated forecasts and utility rate increases. The increase incorporates the impact of the carbon tax on electricity and natural gas.

SECTION ELEVEN – PUBLIC WORKS



City of
**Prince
Albert**



Permanent Out of Scope FTE Total: 5.5

Permanent In Scope FTE Total: 34.5

New Permanent Staffing FTE Requests: 0

(FTE: Full Time Equivalent)

Note: Airport, Utility and Sanitation Fund 2020 budgets will be presented in November 2019.



Functional Area: **PUBLIC WORKS ADMINISTRATION**
 Department: **Public Works Department**
 Fund: **General Fund**

This budget accounts for the administration support for Public Works including management, support and engineering services.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$20,530)	(\$20,530)	\$0
Total Revenues	(20,530)	(20,530)	0
EXPENSES			
Salaries Wages and Benefits	768,030	759,990	8,040
Fleet Expenses	30,000	35,130	(5,130)
Maintenance Materials and Supplies	178,530	133,410	45,120
Insurance	2,940	2,860	80
Total Expenses	979,500	931,390	48,110
Operating (Surplus) Deficit	958,970	910,860	48,110
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	958,970	910,860	48,110

- **\$8,040** increase to salaries wages and benefits related to base adjustments and step increases.
- **(\$5,130)** decrease to fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.

- **\$45,120** increase to maintenance materials and supplies:
 - **\$35,000** increase to maintenance materials and supplies related to the annual software fee for the new Work Order / Asset Management Software that is required as part of the \$70,000 Capital Request (C1-17) included in the Capital Projects Section of the budget. The total cost included in the 2020 budget for this software is therefore \$105,000. **Please refer to Report #15 (RPT# 19-414) in the Supporting Documents for additional information on this item.**

This 2020 budget also includes a \$75,510 increase related to a request for a new Finance Manager position that will focus on the City's Capital Asset Management Plans. This software would assist this position and City departments with the preparation of asset management plans. This position is included in the budget for the Financial Services and Payroll Function Area on page 41. Administration would like to make it clear that even if this position is not approved, this software is required to improve the efficiency of the work order process and the level of service provided to residents.

- **\$12,600** increase in telephone costs based on a reallocation of telephone costs throughout City departments.
- **(\$2,480)** decrease as a result of overall reduced fiscal need for 2020 related to items such as operating supplies, equipment rentals, memberships and dues, etc.

Functional Area: **MUNICIPAL SERVICE CENTRE**
 Department: **Public Works Department**
 Fund: **General Fund**

The Municipal Service Centre (MSC) houses the fleet of large City equipment such as sweepers and snow equipment, maintenance shop operations, mechanics garage, purchasing stores, collection and distribution, and roadways personnel.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$118,780	\$117,620	\$1,160
Contracted and General Services	16,000	16,000	0
Utilities	84,680	81,200	3,480
Fleet Expenses	42,800	40,700	2,100
Maintenance Materials and Supplies	(153,100)	(172,190)	19,090
Insurance	8,630	8,430	200
Total Expenses	117,790	91,760	26,030
Operating (Surplus) Deficit	117,790	91,760	26,030
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	117,790	91,760	26,030

- **\$1,160** increase in salaries wages and benefits related to base adjustments and a review of actual costs incurred.
- **\$3,480** increase in utilities due to updated forecasts and utility rate increases. The increase incorporates the impact of the carbon tax on electricity and natural gas.
- **\$2,100** increase in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.

- **\$19,090** increase in maintenance materials and supplies:
 - **\$20,000** increase requested to purchase a new pressure washer for the wash bay. The existing pressure washer has been rebuilt several times and is at the end of its life. This is the main pressure washer for all equipment and vehicles and is used daily. This would be a **one-time expenditure** for 2020.
 - **\$5,000** increase requested to replace a vehicle lift that was condemned and taken out of service in 2019. This is an essential tool for working on large mowers and zambonis. This would be a **one-time expenditure** for 2020.
 - **\$1,500** increase requested to purchase Diesel Diagnostic Software for the shop. This would be a **one-time expenditure** for 2020.
 - **\$960** increase in telephone costs based on a reallocation of telephone costs throughout City departments.
 - **(\$10,000)** decrease related to the removal of one-time costs budgeted in the prior year.
 - **\$1,630** increase as a result of overall increased fiscal need for 2020 related to a review of historical operating costs.

Functional Area: **OLD CITY YARDS**
 Department: **Public Works Department**
 Fund: **General Fund**

The Old City Yards houses the parking meter shop, sign shop, parks operations, some mechanics, the maintenance shop (small motors), building maintenance trades and concrete operations.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$30,060	\$30,060	\$0
Contracted and General Services	21,340	21,340	0
Utilities	72,780	60,200	12,580
Fleet Expenses	300	300	0
Maintenance Materials and Supplies	(100,370)	(87,410)	(12,960)
Insurance	5,810	5,740	70
Total Expenses	29,920	30,230	(310)
Operating (Surplus) Deficit	29,920	30,230	(310)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	29,920	30,230	(310)

- **\$12,580** increase in utilities due to updated forecasts and utility rate increases. The increase incorporates the impact of the carbon tax on electricity and natural gas.
- **(\$12,960)** decrease in maintenance materials and supplies:
 - **(\$18,460)** decrease related to costs allocated to other funds. The Old City Yard incurs expenses related to other operating areas of the City. Therefore, to ensure the other funds are paying their proportionate share of the facility costs, an allocation of the budgeted costs for this facility are transferred to the other cost centres and/or funds. The 2020 budgeted cost resulted in an increase in the amount of the transfer to other funds.
 - **\$5,500** increase as a result of overall increased fiscal need for 2020 related to items such as building maintenance, security costs, operating supplies, etc.

Functional Area: **BACK LANES MAINTENANCE**
 Department: **Public Works Department**
 Fund: **General Fund**

Back lane maintenance involves grading of back lanes to restore the proper slope of the alley to allow water to successfully drain. This also includes back lane gravelling and some back lane reconstruction to correct drainage, rutting and poor ride quality issues.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$37,710	\$49,700	(\$11,990)
Contracted and General Services	15,000	0	15,000
Fleet Expenses	28,420	45,530	(17,110)
Maintenance Materials and Supplies	20,200	21,700	(1,500)
Total Expenses	101,330	116,930	(15,600)
Operating (Surplus) Deficit	101,330	116,930	(15,600)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	101,330	116,930	(15,600)

- **(\$11,990)** decrease in salaries wages and benefits related to base adjustments and a review of actual costs incurred.
- **\$15,000** increase in contracted and general services related to maintaining trees in back lanes. This work would be undertaken by a contractor as the City's Parks crews are tied up with other work items and will not have the time to complete the work. This work is important as overgrown trees have been causing damage to the City's equipment (i.e. garbage trucks, graders, etc.).
- **(\$17,110)** decrease in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.
- **(\$1,500)** decrease to maintenance materials and supplies related to a review of the required budget for the purchase of aggregate material for repairing the back lanes.



Functional Area: **SIDEWALKS**
Department: **Public Works Department**
Fund: **General Fund**

This budget is allocated to maintaining the City sidewalks in a safe condition for pedestrian traffic and to reduce / eliminate personal injury claims. The work is directed by Council and by public complaints.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$27,130	\$25,650	\$1,480
Contracted and General Services	154,240	154,240	0
Fleet Expenses	8,720	8,790	(70)
Maintenance Materials and Supplies	28,000	28,000	0
Total Expenses	218,090	216,680	1,410
Operating (Surplus) Deficit	218,090	216,680	1,410
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	218,090	216,680	1,410

- **\$1,480** increase salaries wages and benefits related to base adjustments and a review of actual costs incurred.

Functional Area: **SNOW DOWNTOWN**
 Department: **Public Works Department**
 Fund: **General Fund**

This budget is for the cost of snow management in the downtown area. The remaining budget for the City's snow removal activities can be found in the Snow Management functional area.

In 2014, a Snow Management Reserve was established to fund any annual deficits related to the Snow Downtown and Snow Management functional areas. Any annual surpluses are credited to this reserve to fund future deficits. The Snow Management Reserve had a surplus balance of \$90,999 as of December 31, 2018.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$65,930	\$47,930	\$18,000
Fleet Expenses	49,620	42,400	7,220
Maintenance Materials and Supplies	16,400	14,250	2,150
Total Expenses	131,950	104,580	27,370
Operating (Surplus) Deficit	131,950	104,580	27,370
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	131,950	104,580	27,370

- **\$18,000** increase in salaries wages and benefits related to base adjustments and a review of actual costs incurred.
- **\$7,220** increase in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.
- **\$2,150** increase in maintenance materials and supplies:
 - **\$1,800** increase in the budget for hired semi and tandem trucks in order to reflect historical costs.
 - **\$350** increase as a result of overall increased fiscal need for 2020 related to other smaller changes.



Functional Area: **SNOW MANAGEMENT**
 Department: **Public Works Department**
 Fund: **General Fund**

The City has crews ready to work 24 hours a day, 7 days a week to provide safe winter conditions for drivers and pedestrians. Additional staff and outside contractors help out during and following snow events, so major streets can be salted, sanded and cleared as quickly as possible. The City's Snow Management Program is conducted according to a priority system, starting with major roadways and emergency streets and includes grading, sanding, and snow removal. The remaining budget for the City's snow removal activities can be found in the Snow Downtown functional area.

In 2014, a Snow Management Reserve was established to fund any annual deficits related to the Snow Downtown and Snow Management functional areas. Any annual surpluses are credited to this reserve to fund future deficits. The Snow Management Reserve had a surplus balance of \$90,999 as of December 31, 2018.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$343,850	\$348,150	(\$4,300)
Fleet Expenses	337,140	262,950	74,190
Maintenance Materials and Supplies	186,500	170,300	16,200
Total Expenses	867,490	781,400	86,090
Operating (Surplus) Deficit	867,490	781,400	86,090
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	867,490	781,400	86,090

- **(\$4,300)** decrease to salaries wages and benefits related to base adjustments and a review of actual costs incurred in previous years.
- **\$74,190** increase in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.

- **\$16,200** increase to maintenance materials and supplies:
 - **\$15,000** increase in the budget for hired equipment (trucks, graders, etc.) in order to reflect historical costs.
 - **\$1,200** increase as a result of overall increased fiscal need for 2020 related to operating supplies such as sand.

Functional Area: STREET LIGHTING
Department: Public Works Department
Fund: General Fund

Street lights are paid for on a flat rate per lamp basis. As the City grows or if Council directs that more lights are installed, our lighting costs go up.

The purpose of roadway lighting is to produce timely, accurate and safe visibility at night. As a result, this will:

- Facilitate the safe movement of vehicles and pedestrians;
- Reduce night time accidents;
- Raise a sense of personal security; and,
- Encourage the night time use of the area.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Utilities	\$921,500	\$900,000	\$21,500
Total Expenses	921,500	900,000	21,500
Operating (Surplus) Deficit	921,500	900,000	21,500
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	921,500	900,000	21,500

- **\$21,500** increase to utilities as a result of updated electricity forecasts and utility rates including the impact of the carbon tax.

Functional Area: STREETS AND ROADS
Department: Public Works Department
Fund: General Fund

The City maintains all paved streets and lanes in safe driving condition for vehicle and pedestrian traffic. This budget also includes the maintenance of the Rotary Trail. Maintenance includes the following activities:

- Inspection of streets on a regular basis
- Annual crack filling and pothole repairs
- Repair of various paved street failures such as dips, frost boils, etc.
- Milling of rutted sections identified through inspections
- Temporary cold mix repairs to potholes and small excavations during the winter.
- Surface works grading and gravelling, surface works oiling, road patching

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
Operating Grants and Donations	(\$375,000)	(\$375,000)	\$0
Total Revenues	(375,000)	(375,000)	0
EXPENSES			
Salaries Wages and Benefits	453,470	420,040	33,430
Contracted and General Services	175,300	175,300	0
Utilities	1,100	1,100	0
Fleet Expenses	226,580	199,790	26,790
Maintenance Materials and Supplies	146,250	128,080	18,170
Total Expenses	1,002,700	924,310	78,390
Operating (Surplus) Deficit	627,700	549,310	78,390
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	627,700	549,310	78,390

- **\$33,430** increase in salaries wages and benefits:
 - **\$14,930** increase related to base adjustments and a review of actual costs incurred.
 - **\$12,500** increase related to maintenance of the Rotary Trail. After 23 years (1997 to 2019) and over \$3 million dollars the Rotary Trail is now complete. The nearly 25 kilometer long trail is a circumference walking trail looping around the entire City. This trail will require a budget for regular infrastructure maintenance (paved surface, ramps, crosswalks, signage, etc.) to ensure the integrity and safety of the trail for use by the citizens of the City. The total budget for 2020 is \$25,000 including salaries and maintenance, materials, and supplies.



- **\$6,000** increase in the budget for bridge maintenance activities to reflect actual costs incurred as no budget existed in the prior years.
- **\$26,790** increase in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.
- **\$18,170** increase in maintenance materials and supplies:
 - **\$12,500** increase budgeted for materials required for Rotary Trail maintenance as discussed above.
 - **\$10,000** increase in the budget for bridge maintenance items such as guardrail maintenance to reflect actual costs incurred as no budget existed in the prior years.
 - **(\$1,490)** decrease in telephone costs based on a reallocation of telephone costs throughout City departments.
 - **(\$2,840)** decrease as a result of overall decreased fiscal need for 2020 related to a review of historical operating costs.

Functional Area: STREET SWEEPING
Department: Public Works Department
Fund: General Fund

The City's Street Cleaning Program removes sanding materials and debris that has accumulated on roads and along major sidewalks and boulevards during the winter months. This road maintenance helps make our roads safer, keeps the material from entering the storm water collection system, protects the environment, and improves the appearance of city roads. The 2020 budget represents the cost for one annual street sweep.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$136,010	\$136,010	\$0
Fleet Expenses	134,040	142,320	(8,280)
Maintenance Materials and Supplies	(130,780)	(135,920)	5,140
Total Expenses	139,270	142,410	(3,140)
Operating (Surplus) Deficit	139,270	142,410	(3,140)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	139,270	142,410	(3,140)

- **(\$8,280)** decrease in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.
- **\$5,140** increase in maintenance materials and supplies:
 - **\$3,140** increase related to costs allocated to other funds. The street sweeping cost is shared with the Water Utility Fund as it helps reduce material from entering the storm sewer system. Therefore, to ensure the Water Utility Fund is paying its proportionate share of the costs, an allocation of the budgeted costs are transferred to the Water Utility Fund. The 2020 budgeted cost resulted in a decrease in the amount of the transfer to the Water Utility Fund.
 - **\$2,000** increase in the budget required for operating supplies such as protective clothing and equipment for employees based on a review of historical costs incurred.



Functional Area: **PARKING LOTS**
Department: **Public Works Department**
Fund: **General Fund**

The City understands that parking is an essential element of the City's transportation network. The City is committed to contributing to the economic health of downtown Prince Albert by providing an adequate supply of parking to residents, businesses and visitors.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$90,650)	(\$90,650)	\$0
Total Revenues	(90,650)	(90,650)	0
EXPENSES			
Salaries Wages and Benefits	750	750	0
Contracted and General Services	340	340	0
Utilities	4,300	4,200	100
Maintenance Materials and Supplies	610	610	0
Total Expenses	6,000	5,900	100
Operating (Surplus) Deficit	(84,650)	(84,750)	100
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	(84,650)	(84,750)	100

- No significant changes required for this functional area.

Functional Area: TRAFFIC COUNTS AND LANE MARKINGS
Department: Public Works Department
Fund: General Fund

With the City growing and more cars on our streets, traffic congestion is a major challenge. The Transportation Manager and its division are continuously working to keep traffic moving and also take action to meet the needs of all street users.

Traffic safety is important and a major priority for the City. A safe transportation system contributes to a strong sense of community and the livability of our city. The division makes the roads safer through education, engineering, and evaluation.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$91,440	\$91,440	\$0
Contracted and General Services	68,950	68,950	0
Fleet Expenses	3,710	3,710	0
Maintenance Materials and Supplies	42,390	41,800	590
Total Expenses	206,490	205,900	590
Operating (Surplus) Deficit	206,490	205,900	590
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	206,490	205,900	590

- No significant changes required for this functional area.



Functional Area: **TRAFFIC LIGHTS**
 Department: **Public Works Department**
 Fund: **General Fund**

Traffic lights control the flow of traffic and pedestrians to improve safety and access to roads. This budget is to provide for the safe and efficient movement of traffic on roads through professional traffic engineering. This budget includes designing and installing signalization.

This budget is associated with costs of operating supplies for the traffic lights and electricity costs of the traffic lights. Operating Supplies consist of items to upgrade key intersections in the City to match traffic needs.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Salaries Wages and Benefits	\$199,760	\$89,760	\$110,000
Utilities	30,300	29,700	600
Fleet Expenses	31,280	22,410	8,870
Maintenance Materials and Supplies	163,000	133,000	30,000
Total Expenses	424,340	274,870	149,470
Operating (Surplus) Deficit	424,340	274,870	149,470
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	424,340	274,870	149,470

- **\$110,000** increase in salaries wages and benefits:
 - **\$100,000** increase related to a new Traffic Light Maintenance position that is being recommended by Administration. **Please refer to Report #16 (RPT# 19-276) in the Supporting Documents for additional information on this item.**
 - **\$10,000** increase related to base adjustments, step increases and a review of actual costs incurred.
- **\$8,870** increase in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others

- **\$30,000** increase in maintenance materials and supplies requested for an increase in the operating supplies budget. This would be a **one-time expenditure** for 2020 and would be used for the following:
 - Upgrade outdated traffic cabinets to newer more efficient styles to ensure that traffic lights continue to operate efficiently. A number of cabinets are nearing the end of their expected life cycle.
 - Upgrade more traffic lights with UPS (uninterrupted power supply) to ensure traffic lights all along the main corridors continue to work even when the power goes out. This ensures that traffic continues to move safely and efficiently through the City even in emergencies.

Functional Area: TRAFFIC SIGNS
Department: Public Works Department
Fund: General Fund

Traffic road signs are intended to guide, warn and regulate traffic. Road signs apply to motor vehicles, pedestrians, bicycles, and other travelers. Traffic road signs must fulfill a need, command attention, convey a clear message, command respect from travelers, and give adequate time for a response.

This budget includes the costs to regulate and maintain our traffic signage throughout the City and the costs of equipment for signage. The main categories of traffic signs are parking signs, regulatory signs, construction signs, warning signs, street signs, etc.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$14,500)	(\$14,500)	\$0
Total Revenues	(14,500)	(14,500)	0
EXPENSES			
Salaries Wages and Benefits	179,810	175,810	4,000
Utilities	3,180	3,200	(20)
Fleet Expenses	60,000	48,580	11,420
Maintenance Materials and Supplies	64,400	57,200	7,200
Insurance	810	800	10
Total Expenses	308,200	285,590	22,610
Operating (Surplus) Deficit	293,700	271,090	22,610
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	293,700	271,090	22,610

- **\$4,000** increase in salaries wages and benefits related to installing signage for closure of walkways and back alleys during specified hours to be determined by City Council. This budget item has been included at Council's request and would be a **one-time expenditure** for 2020 with a total project cost of \$20,000.
- **\$11,420** increase in fleet expenses related to the 6% increase in fleet charge out rates proposed by Administration for the 2020 budget. In addition, the overall fleet budget was redistributed within the functional areas based on a review of where actual charges were being incurred. This may result in a higher increase (or decrease) to some functional areas compared to others.

- **\$7,200** increase in maintenance materials and supplies:
 - **\$16,000** increase related to installing signage for closure of walkways and back alleys during specified hours to be determined by City Council. This budget item has been included at Council's request and would be a **one-time expenditure** for 2020 with a total project cost of \$20,000.
 - **(\$9,000)** decrease related to the removal of one-time costs budgeted in the prior year.
 - **\$200** increase as a result of overall increased fiscal need for 2020 related other smaller changes.

Functional Area: **CITY PUBLIC TRANSIT**
 Department: **Public Works Department**
 Fund: **General Fund**

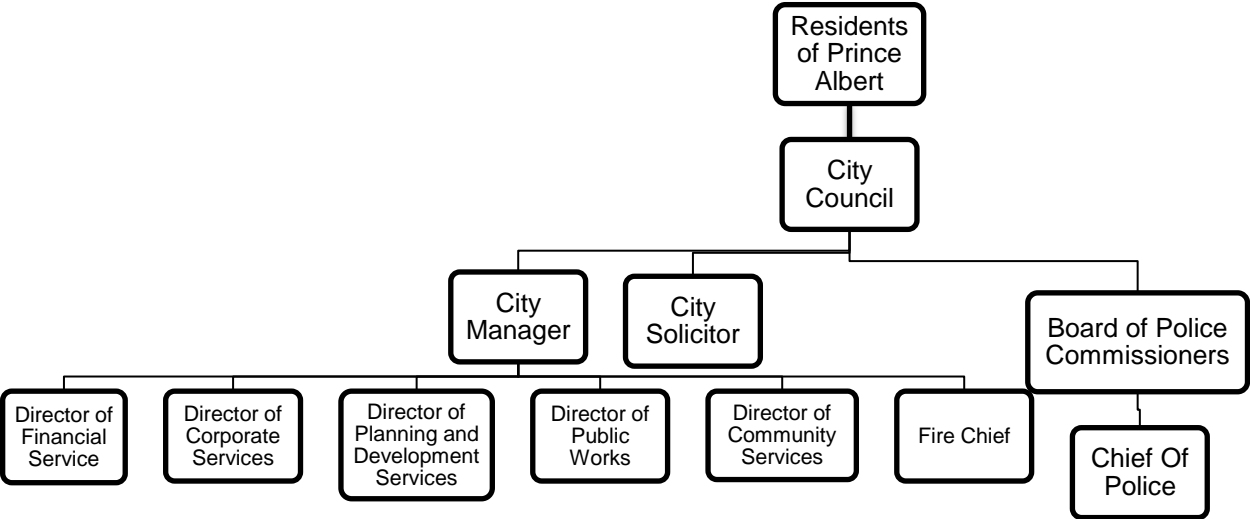
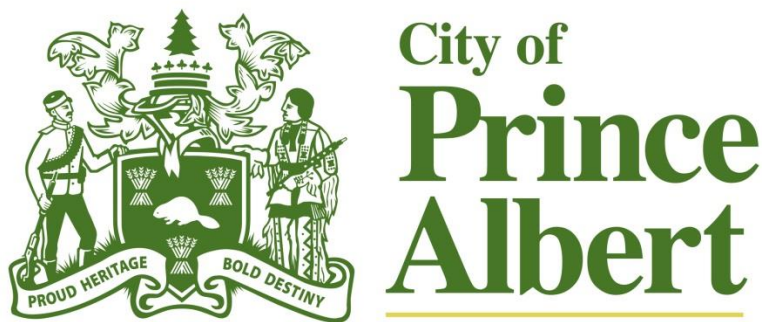
The City's Public Transit System, operated by First Canada ULC, is designed to provide safe, reliable, affordable and accessible transportation in support of Council's vision for inclusiveness, accessibility, affordability and environmental sustainability.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
User Charges and Fees	(\$684,280)	(\$677,200)	(\$7,080)
Operating Grants and Donations	(180,000)	(180,000)	0
Total Revenues	(864,280)	(857,200)	(7,080)
EXPENSES			
Salaries Wages and Benefits	4,000	0	4,000
Contracted and General Services	1,284,200	1,253,440	30,760
Interest on Long Term Debt	68,260	76,060	(7,800)
Fleet Expenses	435,000	408,300	26,700
Maintenance Materials and Supplies	59,580	24,600	34,980
Total Expenses	1,851,040	1,762,400	88,640
Operating (Surplus) Deficit	986,760	905,200	81,560
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	986,760	905,200	81,560

- **(\$7,080)** increase in user charges and fees related to advertising revenue based on the transit advertising agreement in place.
- **\$4,000** increase in salaries wages and benefits related to the installation of three new benches and the relocation of two benches and one shelter. After a review by Administration of the bus shelter and bench locations, three locations were identified to have the benches and shelters moved and a possible six locations were identified that would benefit from a shelter or bench. This would be a **one-time expenditure** for 2020 with a total project cost of \$10,000.
- **\$30,760** increase in contracted and general services related to the negotiated rates with First Bus that were approved by City Council on August 19, 2019.
- **(\$7,800)** decrease in interest on long term debt related to the transit buses.

- **\$26,700** increase in fleet expenses related to the annual charge required to set money aside in the Public Transit Fleet reserve for the replacement buses at the end of their useful lives. The annual charge covers fuel and maintenance costs with the remainder being set aside for future transit bus replacements. The increase for 2020 is based on the annual review of the Transit Bus asset management plan.
- **\$34,980** increase in maintenance materials and supplies:
 - **\$29,100** increase for the Transit Automatic Vehicle Location System. On May 21, 2019 City Council approved a one year trial period from June 1, 2019 to May 31, 2020, with an option to renew for an additional four years. The budget for 2020 includes the cost from January 1, 2019 to December 31, 2020 under the assumption that the contract will be renewed at the end of the trial period. **Please refer to Report #17 (RPT# 19-245) in the Supporting Documents for additional information on this item.**
 - **\$6,000** increase related to modifications at two transit stops. Two of the City's main transit stops at the South Hill Mall and Victoria Hospital do not have a curb and sidewalk at the bus stop. This causes an issue when using the wheelchair ramp. The ramp angle is too steep to be used by someone in a wheelchair without assistance. Administration is proposing that concrete pads be installed at both stops so that they are fully accessible for those using wheelchairs thus ensuring that the transit system is accessible to everyone in the City. This would be a **one-time expenditure** for 2020.
 - **\$6,000** increase related to the installation of three new benches and the relocation of two benches and one shelter as discussed above. This would be a **one-time expenditure** for 2020 with a total project cost of \$10,000.
 - **\$1,880** increase required to develop a Transit "How To" series of videos to promote the transit system to post-secondary students coming into the City to attend the University of Saskatchewan campus. The videos would be promoted on social media and also be available on the City's website to show those new to the transit system how to use the system and remove any perceived barriers about how to use the system. This would be a **one-time expenditure** for 2020.
 - **(\$8,000)** decrease related to the removal of one-time costs budgeted in the prior year.

SECTION TWELVE – GENERAL GOVERNMENT



Functional Area: GENERAL GOVERNMENT**Fund: General Fund**

The General Government functional area is not a City department on its own; it is a group of accounts that are managed predominantly by Financial Services and includes revenues and expenditures that are attributable to the City overall.

The salaries wages and benefits line are for the administration of City wide expenditures such as Worker's Compensation, vested sick leave, sick bank, retroactive pay and other provisions.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
Taxation	(\$40,918,760)	(\$39,189,940)	(\$1,728,820)
User Charges and Fees	(20,000)	(20,000)	0
Operating Grants and Donations	(7,230,000)	(6,329,950)	(900,050)
Grants in Lieu of Taxes	(7,759,860)	(7,589,010)	(170,850)
Interest and Penalties	(706,330)	(634,830)	(71,500)
Sundry	(25,000)	0	(25,000)
Total Revenues	(56,659,950)	(53,763,730)	(2,896,220)
EXPENSES			
Salaries Wages and Benefits	67,900	(52,670)	120,570
Contracted and General Services	10,000	10,000	0
Financial Charges	58,590	58,590	0
Grants and Donations	143,000	143,000	0
Utilities	0	132,000	(132,000)
Interest on Long Term Debt	5,900	6,720	(820)
Fleet Expenses	1,420	2,190	(770)
Maintenance Materials and Supplies	36,780	38,560	(1,780)
Insurance	238,640	230,140	8,500
Bad Debt Expense	120,100	120,000	100
Total Expenses	682,330	688,530	(6,200)
Operating (Surplus) Deficit	(55,977,620)	(53,075,200)	(2,902,420)
CAPITAL AND INTERFUND TRANSACTIONS			
Amortization	7,600,000	0	7,600,000
Interfund Transfers	(3,580,960)	(3,411,700)	(169,260)
Capital and Interfund Transactions	4,019,040	(3,411,700)	7,430,740
TOTAL (SURPLUS) DEFICIT	(51,958,580)	(56,486,900)	4,528,320

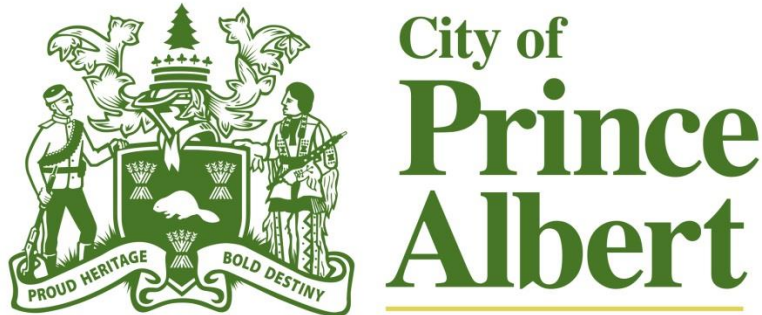


- **(\$1,728,820)** increase in taxation revenue:
 - **(\$1,470,000)** increase in taxation related to the proposed 4.9% tax increase for 2020.
 - **(\$92,040)** increase in the Library Levy based on budgeted funding for the Library included in the 2020 budget. **This amount is offset by budgeted funding to the Library included in John M. Cuelenaere Library functional area section of the budget on page 14.** The net impact on the 2020 budget is nil.
 - **(\$75,000)** increase in revenue from tax penalties based on a review of historical revenues collected.
 - **(\$52,000)** increase in the Destination Marketing Levy to adjust the budget to the actual levy projected for 2020. This amount is offset by a transfer to the Destination Marketing Levy Reserve.
 - **(\$25,000)** increase in revenue from tax surcharges based on a review of historical revenues collected.
 - **(\$14,780)** increase in revenue from the Capital Projects Levy based on projects for 2020.
- **(\$900,050)** increase in operating grants and donations related to the Saskatchewan Municipal Revenue Sharing Grant based on projections confirmed with the province.
- **(\$170,850)** increase to grants in lieu of taxes:
 - **(211,180)** increase related to revised assessments and projections for urban reserve properties and Federal and Provincial Government properties.
 - **\$40,330** decrease related to the municipal surcharge that is collected on SaskEnergy and TransGas customer bills based on projections for 2020.
- **(\$71,500)** increase to interest and penalties:
 - **(\$70,220)** increase in interest revenue on the City's bank deposits based on an increase in the prime rate over the past year.
 - **(\$1,280)** increase in interest revenue related to internal loans to the Water Utility Fund for the Water Meter Replacement project and the Police Department for the new downtown substation.
- **(\$25,000)** increase in sundry revenue related to including a conservative budget for miscellaneous revenues received by the City based on a historical review of revenues received.

- **\$120,570** increase in salaries wages and benefits:
 - **\$228,670** increase to the provision for CUPE 882, 160 and out-of-scope staff related to future collective bargaining negotiations as the collective bargaining agreements expire at the end of 2019. A 2 percent increase has been budgeted for 2020.
 - **(\$50,000)** decrease to the budget for expenses related to vested sick, banked time, and vacation liabilities based on a review of average historical costs.
 - **(\$35,000)** decrease for the Workforce Management annual web hosting fee as it is now included in the Financial Services and Payroll functional area for 2020.
 - **(\$25,000)** decrease related to the expected savings from the Workforce Management payroll system based on revised expectations.
 - **(\$5,000)** decrease related to the Voluntary Day off without Pay Program based on revised expectations.
 - **(\$1,500)** decrease related to an increase in the 1% vacancy adjustment allowance from prior year. Over the years, the City has observed significant costs savings in its operations due to vacancies in staffing compliments. Although the vacancies are spread throughout the operations of the City and it is difficult to project where those savings would be realized in any one year, it is Administration's recommendation that a 1% vacancy management budget be included in the 2020 budget.
 - **\$4,000** increase related to the budget for the Active Living Program based on expectations for 2020.
 - **\$4,400** increase as a result of overall increased fiscal need for 2020 related to other smaller changes.
- **(\$132,000)** decrease in utilities costs. As part of the 2019 budget, \$132,000 was budgeted as an estimate for the impact of the Federal Government's carbon tax on the City's natural gas and electricity expenses. In 2020, the carbon tax impact has been included in each of the functional area's utility budgets.
- **(\$1,780)** decrease in maintenance materials and supplies is related to adjusting budgets for various items to reflect historical costs.
- **\$8,500** increase in insurance based on 2020 estimates.
- **\$7,600,000** increase in amortization. Amortization, or depreciation, is an accounting method of allocating the cost of a tangible or physical asset over its useful life or life expectancy. Depreciation represents how much of an asset's value has been used up. Prior to 2020 the City did not budget for amortization as it is a non-cash item (i.e. it does not represent a cash outlay in the current year but rather the annual cost of the asset spread over its useful life. The City's auditors have requested that the City budget for amortization. The amount of amortization budgeted for 2020 is for financial statement purposes only and does not have an impact on the mill rate.

- **(\$169,260)** increase in inter-fund transfers:
 - **(\$190,000)** increase in the transfer from the Fleet Reserves to reflect the expected surpluses for 2020. This amount is offset by an increase in the reserve allocations to the Fleet Reserves.
 - **(\$28,720)** increase related to a decrease in the transfer to the Airport Fund. The transfer is based on 30 percent of the Airport Fund's operating costs.
 - **(\$16,500)** increase related to the transfer from the Sanitation Fund. The transfer is based on five percent of the Sanitation Fund's total revenues.
 - **(\$16,040)** increase related to the transfer from the Water Utility Fund to offset the budgeted costs for water services provided to City facilities.
 - **\$82,000** decrease related to a decrease in the transfer from the Land Fund related to a decrease in the sale of City lots.

SECTION THIRTEEN – EXTERNAL AGENCIES



EXTERNAL AGENCIES

Prince Albert District Planning Commission

Prince Albert Society for the Prevention of Cruelty to Animals Inc.

Prince Albert and District Community Service Centre - Special Needs Transportation

Prince Albert and District Community Service Centre - Senior's Transportation

Prince Albert Arts Board

Prince Albert Tourism and Marketing Bureau Inc.

Prince Albert Housing Authority

PA Historical Society

The Mann Art Gallery

Prince Albert Mobile Crisis Unit

Functional Area: **PRINCE ALBERT DISTRICT PLANNING COMMISSION**
 Department: **External Agencies**
 Fund: **General Fund**

The members of the Prince Albert District Planning Commission include: City of Prince Albert, Rural Municipality of Buckland and the Rural Municipality of Prince Albert. The City provides a grant to the Prince Albert District Planning Commission who advises the majority of the funds going towards staff salary and office services.

In 2014, the Prince Albert District Planning Commission agreed to split the funding structure of this commission on a 1/3, 1/3 and 1/3 basis between the City and the Rural Municipalities of Buckland and Prince Albert.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Contracted and General Services	\$37,920	\$37,920	\$0
Total Expenses	37,920	37,920	0
Operating (Surplus) Deficit	37,920	37,920	0
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	37,920	37,920	0

- The Prince Albert District Planning Commission is not requesting an increase in funding for its operations for the 2020 budget.

The complete 2020 budget Submission can be found in the budget Supporting Documents under External Agencies.

Functional Area: **PRINCE ALBERT SOCIETY FOR THE PREVENTION OF CRUELTY TO ANIMALS INC.**
 Department: **External Agencies**
 Fund: **General Fund**

The City pays the Prince Albert Society of the Prevention of Cruelty to Animals Inc. (SPCA) for providing pound keeper and animal protection services within the confines of the City.

The pound keeping and lease agreement outlines the power and duties of the SPCA within the limits of the City, as specified in the bylaws and all amendments.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Contracted and General Services	\$229,000	\$229,000	\$0
Total Expenses	229,000	229,000	0
Operating (Surplus) Deficit	229,000	229,000	0
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	229,000	229,000	0

- The SPCA provided email confirmation on October 3, 2019 that they are not requesting an increase in funding for the 2020 budget.

The SPCA's most recent financial statements can be found in the budget Supporting Documents under External Agencies.



Functional Area: PRINCE ALBERT COMMUNITY SERVICE CENTRE
- SPECIAL NEEDS TRANSPORTATION
Department: External Agencies
Fund: General Fund

The City provides a fee for service grant to the Prince Albert Community Service Centre, who provide barrier-free, courteous, door-to-door service, seven days a week, including holidays, to disabled persons within the City limits. A lift provides convenient, roll-on, roll-off access for wheelchairs, and accessible stairs aid clients with walkers, elbow crutches, canes, or someone who cannot walk long distances. Bus rides can also be scheduled up to a month in advance or for regular transportation to work or school.

The Prince Albert Community Service Centre is subsidized by the City and the Province of Saskatchewan.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Contracted and General Services	\$537,710	\$537,710	\$0
Grants and Donations	109,150	103,920	5,230
Total Expenses	646,860	641,630	5,230
Operating (Surplus) Deficit	646,860	641,630	5,230
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	646,860	641,630	5,230

- **\$5,230** increase in Grants and Donations is the fleet charge for buses provided by the City and is based on the 6.0% increase in fleet charge out rates proposed by Administration for the 2020 budget.

The Prince Albert Community Service Centre – Special Needs Transportation has **requested a \$75,430 increase for 2020, or an increase of 14%**. Administration has not included this increase in the 2020 budget due to fiscal constraints but has included it in the Operating Issues Not Funded Section for Budget Committee's consideration. **The unfunded portion of the 2020 budget request is included in the Operating Issues Not Funded section beginning on Page 156 of the budget document.**

The complete 2020 budget submission can be found in the budget Supporting Documents under External Agencies.

Functional Area: **PRINCE ALBERT COMMUNITY SERVICE CENTRE – SENIORS TRANSPORTATION**
 Department: **External Agencies**
 Fund: **General Fund**

The City provides a grant to the Prince Albert Community Service Centre, who provides courteous, door-to-door transportation and car services, five days a week, to seniors who have difficulties using other transportation.

The Prince Albert Community Service Centre is subsidized by the City and the Province of Saskatchewan.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Grants and Donations	\$69,120	\$69,120	\$0
Total Expenses	69,120	69,120	0
Operating (Surplus) Deficit	69,120	69,120	0
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	69,120	69,120	0

The Prince Albert Community Service Centre – Senior's Transportation has **submitted a budget request with an increase of \$380**, which is an increase of less than 1%. Administration has not included this increase in the 2020 budget as it is presenting the budget with no changes in funding to external agencies for 2020. The budget increase proposed is included in the Operating Issues Not Funded Section for Budget Committee's consideration. **The increase of \$380 is included in the Operating Issues Not Funded section beginning on Page 156 of the budget document.**

The complete 2020 budget submission can be found in the budget Supporting Documents under External Agencies.



Functional Area: **PRINCE ALBERT ARTS BOARD**
 Department: **External Agencies**
 Fund: **General Fund**

Prince Albert Arts Board's mandate is to develop, promote, administer and co-ordinate arts policies, program, facilities and issues of the arts in the City and to implement and provide advice to City Council pursuant to the City's Civic Arts Policy.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Grants and Donations	\$25,000	\$25,000	\$0
Total Expenses	25,000	25,000	0
Operating (Surplus) Deficit	25,000	25,000	0
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	25,000	25,000	0

- The Prince Albert Arts Board is not requesting an increase in funding for its operations for the 2020 budget.

The complete 2020 budget submission can be found in the budget Supporting Documents under External Agencies.

Functional Area: **PRINCE ALBERT TOURISM AND MARKETING BUREAU, INC.**
 Department: **External Agencies**
 Fund: **General Fund**

Prince Albert Tourism and Marketing Bureau, Inc. (PATMB) is a non-profit organization incorporated January 1, 2009, under an interim board appointed by City Council with the mandate to operate as Prince Albert's destination marketing and management organization, maximizing the economic benefit for Prince Albert through tourism.

During the year, the board approves its operating budget based on planned expenses related to the current year funding as provided in the City of Prince Albert budget proposal.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Grants and Donations	\$140,930	\$140,930	\$0
Total Expenses	140,930	140,930	0
Operating (Surplus) Deficit	140,930	140,930	0
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	140,930	140,930	0

- The Prince Albert Tourism and Marketing Bureau did not requesting an increase for operational funding but is requesting a one-time increase of \$13,750 for a new website.

The Prince Albert Tourism and Marketing Bureau Inc. has **submitted a budget request with an increase of \$13,750** which is an increase of 9.8%. Administration has not included this increase in the 2020 budget as it is presenting the budget with no changes in funding to external agencies for 2020. The budget increase proposed is included it in the Operating Issues Not Funded Section for Budget Committee's consideration. **The increase of \$13,750 is included in the Operating Issues Not Funded section beginning on Page 156 of the budget document.**

The complete 2020 budget submission can be found in the budget Supporting Documents under External Agencies.



Functional Area: **PRINCE ALBERT HOUSING AUTHORITY – HOUSING GRANT**
 Department: **External Agencies**
 Fund: **General Fund**

The Prince Albert Housing Authority is overseen by a volunteer board of directors on behalf of the Saskatchewan Housing Corporation. The City has a contractual obligation for 5% of the annual operating losses for specific properties owned by the Prince Albert Housing Authority and operated by Saskatchewan Housing Corporation.

The City's 5% cost helps house approximately 1,000 people (seniors, adults, and children). The 2020 budget projected cost of \$23,730 works out to 7 cents a day to house some of the City's most vulnerable citizens.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Grants and Donations	\$23,730	\$40,000	(\$16,270)
Total Expenses	23,730	40,000	(16,270)
Operating (Surplus) Deficit	23,730	40,000	(16,270)
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	23,730	40,000	(16,270)

- The City is under financial obligation for 5% of the loss on social housing projects managed by the Prince Albert Housing Authority. For the 2020 budget, the projected loss to be paid related to the 2019 operating year is \$23,730. This is a **decrease of \$16,270** from the 2019 budget.

The complete 2020 budget submission can be found in the budget Supporting Documents under External Agencies.

Functional Area: **PRINCE ALBERT HISTORICAL SOCIETY - MUSEUM**
 Department: **External Agencies**
 Fund: **General Fund**

The Prince Albert Historical Society manages the Prince Albert Historical Museum, the Rotary Museum of Police and Corrections, Evolution of Education Museum, Diefenbaker House Museum, is responsible for the Nisbet Presbyterian School as well as the Bill Smiley Archives to serve the people of Prince Albert and area.

In 2013, it was determined that the best course of action would be for the City to provide a grant to the Prince Albert Historical Society rather than administer funds directly. The grant funding provided by the City assists with staffing costs and with their operations, including the salary and benefits of the museum curator.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Grants and Donations	\$69,680	\$69,680	\$0
Total Expenses	69,680	69,680	0
Operating (Surplus) Deficit	69,680	69,680	0
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	69,680	69,680	0

The Prince Albert Historical Society has **requested a \$1,400 increase in their base funding from the City for 2020, or an increase of 2.0%**. In addition, The Prince Albert Historical Society is **requesting new funding in the amount of \$20,000** for a new part-time programming/education position for 2020. **This results in a total requested increase of \$21,400, or an increase of 31.8%**. Administration has not included this increase in the 2020 budget due to fiscal constraints but has included it in the Operating Issues Not Funded Section for Budget Committee's consideration. **The unfunded portion of the 2020 budget request is included in the Operating Issues Not Funded section beginning on Page 156 of the budget document.**

The complete 2020 budget submission can be found in the budget Supporting Documents under External Agencies.



Functional Area: **MANN ART GALLERY**
 Department: **External Agencies**
 Fund: **General Fund**

The Mann Art Gallery engages and facilitates the development, presentation and preservation of the visual arts in a diverse and inclusive community. The gallery is located within the EA Rawlinson Centre and is governed by a board of directors elected by the Mann Art Gallery membership. It is incorporated as a not-for-profit organization with charitable status.

	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Grants and Donations	\$100,000	\$100,000	\$0
Total Expenses	100,000	100,000	0
Operating (Surplus) Deficit	100,000	100,000	0
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	100,000	100,000	0

- The Mann Art Gallery is not requesting an increase in funding for its operations for the 2020 budget.

The complete 2020 budget submission can be found in the budget Supporting Documents under External Agencies.

Functional Area: **PRINCE ALBERT MOBILE CRISIS**
 Department: **External Agencies**
 Fund: **General Fund**

Prince Albert Mobile Crisis Unit has been open since 1977. The unit provides emergency intervention and support services to the people of the City of Prince Albert and surrounding areas. They are crisis intervention service, having no fee for service. The service they provide spans across the specific mandates of the community agencies and groups responsible for social and health programs. Funding for this program comes from four agencies: City of Prince Albert; Prince Albert Parkland Health Region; Ministry of Social Services and Ministry of Justice.

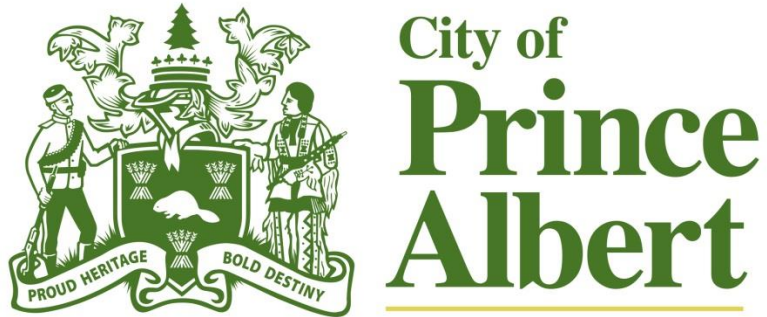
	2020 Budget	2019 Budget	(Favourable) Unfavourable Change
REVENUES			
EXPENSES			
Grants and Donations	\$43,600	\$43,600	\$0
Total Expenses	43,600	43,600	0
Operating (Surplus) Deficit	43,600	43,600	0
CAPITAL AND INTERFUND TRANSACTIONS			
TOTAL (SURPLUS) DEFICIT	43,600	43,600	0

Prince Albert Mobile Crisis has **requested a \$4,360 increase in their base funding from the City for 2020, or an increase of 10%**. In addition, Prince Albert Mobile Crisis is **requesting new funding in the amount of \$41,000** to assist in a new Domestic Violence/ Interpersonal Violence Unit. **This results in a total requested increase of \$45,360, or an increase of 104%**. Administration has not included this increase in the 2020 budget due to fiscal constraints but has included it in the Operating Issues Not Funded Section for the Budget Committee's consideration. **The unfunded portion of the 2020 budget request is included in the Operating Issues Not Funded section beginning on Page 156 of the budget document.**

The complete 2020 budget submission can be found in the budget Supporting Documents under External Agencies.



SECTION FOURTEEN – FLEET



COMMUNITY SERVICES - EQUIPMENT

The City's Fleet Equipment Reserve will have a projected surplus balance of \$1,190,996 at the end of 2020 with the fleet purchases proposed in the 2020 budget. This balance includes fleet purchases being proposed for the other funds.

FL-01	Replacement of Five (5) Grasshopper Mowers	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of 5 Grasshopper mowers units 6064, 6065, 6067, 6068 and 6069 purchased in 2008 and 2009.</p> <p>Purpose: These units are 11 and 12 years old and have performed well for the city. It is now time to replace before they need major repairs that will be more than their value. The normal life is eight to ten years due to the type of mowing they perform. We have gotten behind in our replacement as none were replaced in 2018 and only three out of the five scheduled in 2019.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		150,000	



FL-02	Replacement of One (1) High Speed Mower	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of one eleven foot high speed mower, unit 6136 was purchased in 2008.</p> <p>Purpose: This unit is 12 years old and has performed well for the city. It is now time to replace it before it need major repairs that will be more than its value. The proposed unit will be a fifteen foot mower to increase productivity.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		140,000	



FL-03	Replacement of One (1) Water Meter Vehicle	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of unit 518, a 2009 Chevrolet Tahoe, used by the water meter department.</p> <p>Purpose: Unit 518 is an old retired police canine unit that was moved to the water department after the untimely failure of unit 546. Unit 546 was a 2009 Dodge Journey that was also a retired police unit and its replacement was cut from budget in 2019. Unit 518 was just a filler until a more suitable vehicle is approved.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		35,000	



FL-04	Replacement Two (2) Walk Behind Sweepers	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of unit 5424 and 5425, 2003 Gravely walk behind sweepers.</p> <p>Purpose: Replacement of units 5424 and 5425, 2003 Gravely walk behind sweepers. These units are mainly used by parks, but in the spring they sweep boulevards ahead of the street sweepers and both are ready for replacement.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		30,000	



FL-05	Replacement of One (1) John Deere Gator	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of unit 4714, a John Deere Gator used by Community Services.</p> <p>Purpose: This is for the replacement of a 2004 John Deere Gator This unit has not cost the City major amounts for maintenance, but 16 years of use is starting to show and should be replaced before maintenance becomes an issue.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		22,000	



FL-06	Replacement of One (1) Single Axle Trailer	Capital	Reserve	Externally Funded
	<p>Detail: Unit 5017 is a 2003 single axle, hydraulic lowering equipment trailers.</p> <p>Purpose: This trailer is used by the Community Services department to haul equipment that requires loading on a trailer with a low load height. This trailer is 17 years old and has been fixed and repaired numerous times over the years and is due for replacement The replacement will be a tandem axle tilt deck trailer, that will be capable of hauling a wider range of equipment.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		16,000	



GOLF COURSE				
The Golf Course Equipment and Golf Cart Reserve will have a combined projected surplus balance of \$11,256 at the end of 2020 with the fleet purchases proposed in the 2020 budget.				
FL-07	Replacement of Nine (9) Golf Carts	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of 9 golf carts.</p> <p>Purpose: In order to maintain the fleet of power carts at a reasonable cost, a replacement plan was developed and in 2020 the replacement of the 9 power carts is required. These units are 12 years old.</p> <p>Funding Source: Golf Course Equipment and Golf Cart Reserve</p>		58,000	
FL-08	Replacement of One (1) Aerator	Capital	Reserve	Externally Funded
	<p>Detail: 3 Point Hitch Aerator.</p> <p>Purpose: This will replace unit 5909 which is 22 years old. It no longer performs the job it is intended to do. Aeration is critical to turf health and conditioning. Not utilizing adequate equipment has shown over the years as the compaction increases with cart traffic and usage. It has come to a point where turf loss is beginning to occur. Being able to complete proper maintenance practices will help mitigate poor playing conditions.</p> <p>Funding Source: Golf Course Equipment and Golf Cart Reserve</p>		50,500	
FL-09	One (1) New 72" Rotary Mower	Capital	Reserve	Externally Funded
	<p>Detail: 72" out front rear discharge rotary mower.</p> <p>Purpose: This unit will be used to mow smaller rough areas throughout the golf course. Currently there is one 11 foot and one fine cut rotary mower to maintain all rough and surround areas. Keeping up and maintaining the rough at an enjoyable level for everyday play has become difficult with only two mowers. Having an additional mower will allow the rough to be mowed more frequently and in an efficient manner.</p> <p>Funding Source: Golf Course Equipment and Golf Cart Reserve</p>		35,000	



FL-10	One (1) New Topdress Brush	Capital	Reserve	Externally Funded
	<p>Detail: Greens Topdressing Brush and Groomer.</p> <p>Purpose: This addition to the fleet will help get sand into the profile more quickly. It will also help to fill the hollow coring holes more efficiently than the previous method using blowers. The brush will also act as a groomer and will occasionally be used to stand the putting surfaces up before mowing aiding in reducing grain formation and standing up lateral growth to allow for an overall improved cut.</p> <p>Funding Source: Golf Course Equipment and Golf Cart Reserve</p>		10,500	
COMMUNITY SERVICES TOTAL		-	547,000	-

FIRE AND EMERGENCY SERVICES - EQUIPMENT

The Fire Equipment Reserve will have a projected surplus balance of \$133,029 at the end of 2020 with the fleet purchases proposed in the 2020 budget.

FL-11	Replace Superior Fire Engine	Capital	Reserve	Externally Funded
	<p>Detail: Unit 2105 is a 2001 Superior fire engine assigned to rescue functions.</p> <p>Purpose: This unit was purchased in 2001 and slated for replacement after 15 years of frontline service and five additional years as a reserve unit.</p> <p>It is our intent to replace this unit with a 'pumper' style apparatus, similar to the old unit. The total time from tender until we receive the new unit will be two years (2021).</p> <p>Funding Source: Fire Equipment Reserve</p>		900,000	



FL-12	Replace Eight (8) Self-Contained Breathing Apparatus (SCBA)	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of SCBA units.</p> <p>Purpose: SCBA's are capital items that are an integral piece of equipment for firefighters. They have a limited life span. The replacement program is intended to cycle the SCBA's to ensure the equipment does not exceed its life cycle. This amount is for 8 new units. At present the department has 24 SCBA units that were built between 1992 and 2002. These are AP50 units which are very expensive to get parts for. Eight units will be budgeted for replacement in each of the next three years which will replace all these old AP50 units.</p> <p>Funding Source: Fire Equipment Reserve</p>		80,000	
FL-13	Replacement of Jaws of Life	Capital	Reserve	Externally Funded
	<p>Detail: Unit 2164 is a set of 1994 Jaws of Life used by the Fire Department.</p> <p>Purpose: The Jaws of Life are an emergency tool used by the fire department to rescue people mainly from motor vehicle accidents. These units have a useful life of 15 years. The unit to be replaced was purchased in 1994 and is 26 years old. The Fire department has a second set of jaws that were purchased in 2011 and are presently the primary Jaws of Life. With this replacement the current primary jaws will drop down to the secondary set for the next 10 to 15 years, depending on usage.</p> <p>Funding Source: Fire Equipment Reserve</p>		40,000	
FIRE AND EMERGENCY SERVICES TOTAL		-	1,020,000	-

PUBLIC WORKS - EQUIPMENT				
The Fleet Equipment Reserve will have a projected surplus balance of \$1,190,996 at the end of 2020 with the fleet purchases proposed in the 2020 budget. This balance includes fleet purchases being proposed for the other Funds.				
FL-14	Replace Five (5) Light Duty Trucks	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of five 2009 3/4-ton and 1/2 ton trucks - Units 119, 121, 129, 134 and 137.</p> <p>Purpose: Replacement of five 3/4-ton and 1/2 ton trucks due to accumulated mileage and body rust. These are 2009 Ford and Chevrolet pickup trucks. With no replacements in 2018, as mandated by Council, and only two pickups replaced in 2019 as a result of SGI write-offs, there is suddenly a large group of pickups that have very high mileage and extensive rust. The replacement schedule for pickups that need to be replaced has been spread over the next three years to help reduce the financial impact. Five pickups are recommended for replacement in 2020.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		195,000	



FL-15	Replacement of Tandem Axle Gravel Truck	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 95, a 2011 Freightliner tandem axle gravel truck.</p> <p>Purpose: Unit 95 is a tandem axle gravel truck that went into service in 2010 and is used by Public Works. The unit has accumulated over 13,000 hours and the engine needs replacing. The truck is only worth \$25,000 to \$30,000 and instead of spending \$35,000 to \$40,000 on a new engine, and then have something else go wrong, it is more economical to replace it now.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		185,000	



FL-16	Replacement of Ford E450 used as a Special Needs Bus	Capital	Reserve	Externally Funded
	<p>Detail: Purchase of a Transit for Disabled Bus, replacement of Unit 447, a 2012 Ford E450.</p> <p>Purpose: In the Community Service Centre's 2020 Budget submission, the operations manager requested that the City purchase another Transit for Disabled (TFD) bus due to the age of the existing TFD vehicle fleet.</p> <p>In order to accommodate this request, it is suggested that the City only proceed with this request contingent on capital funding grant approval from the provincial Transit Assistance for Persons with Disabilities (TAPD) program. Total cost of a replacement bus is \$115,000, however, if the TAPD program provides funding, the amount of grant provided would be \$55,000.</p> <p>In 2017 structural repairs were done to this bus due to rust and more major repairs are expected to be required in order to pass a safety test in 2019. If the bus is purchased in 2020 this bus would go into service in early 2021. This bus presently has 180,000 km on it.</p> <p>Funding Source: Equipment and Fleet Reserve and Transit Assistance for Persons with Disabilities Program</p>		60,000	55,000



FL-17	Replacement of One (1) 1-Ton Truck and Box	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 81 - 1 Ton Truck.</p> <p>Purpose: Unit 81 is a 1 ton truck with a dump body used by the cement crew. The box itself has been moved from truck to truck and is rusted out and has to be replaced. This truck will have to be replaced with a truck with a higher gross vehicle weight rating as it has been typically overloaded.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		90,000	



FL-18	Replace One (1) ½ Ton Truck with low frame deck used for transporting work zone signs	Capital	Reserve	Externally Funded
	<p>Detail: Replacement of Unit 100, a 2009 Chevrolet 1/2 ton.</p> <p>Purpose: Replacement of unit 100, a 2009 Chevrolet 1/2 ton, with a low frame 1 ton deck truck for signs. This low deck height truck would aid in safely setting up signs for work zones within the City. Dragging signs from a pickup box is inefficient and not safe. This new unit would aid in productivity as well as safety for the City workers.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		75,000	
FL-19	Replacement of One (1) Street Sander	Capital	Reserve	Externally Funded
	<p>Details: Replacement of Unit 350, a 2010 slide in sander.</p> <p>Purpose: This is a large slide in sander for a tandem axle truck. This unit is also equipped for applications of liquid deicing fluids. 10 years of salt and sand are causing structural issues that are not repairable. This sander will be replaced with a stainless steel with a life of 15 plus years.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		50,000	



FL-20	Replacement of One (1) Portable Air Compressor	Capital	Reserve	Externally Funded
	<p>Details: Replacement of Portable Air Compressor - Unit 309.</p> <p>Purpose: This is a 1998 portable air compressor used by the paving crews to cut pavement and cement. This is reaching the end of its useful life cycle.</p> <p>Funding Source: Equipment and Fleet Reserve</p>		45,000	



FL-21	Replacement of One (1) Front Deck Mover for Airport	Capital	Reserve	Externally Funded
	Details: Unit 167 is a 2000 Kubota front deck mower. Purpose: This mower is used for mowing at the Airport, it is a 2000 model and is now 22 years old. It has worked well and is now due for replacement due to obsolesce. Funding Source: Equipment and Fleet Reserve		30,000	
PUBLIC WORKS TOTAL		-	730,000	55,000



Fleet Summary	Capital	Reserve	Externally Funded
Total Fleet Purchases (Excluding Police Items)	-	2,297,000	55,000
Police Fleet Purchases (Refer to Police Budget Report)	-	280,000	-
Total Fleet Purchases by Funding Source Including Police	-	2,577,000	55,000
Grand Total of Fleet Purchase Requests		2,632,000	

SECTION FIFTEEN – OPERATING ISSUES NOT FUNDED



City of
**Prince
Albert**

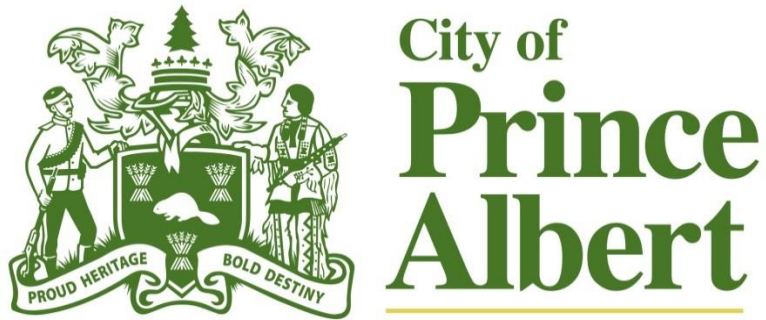
	Functional Area	Issue Title	Issue Description	2020 Fiscal Cost
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External Agencies				
U-01	Community Service Centre - Special Needs Transportation	Unfunded budget request	The Prince Albert Community Service Centre - Special Need Transportation organization has requested an increase of \$75,430, or 14%, for 2020. The increase includes \$53,250 to cover wages and benefits to run a split shift to reach the goal of accommodating 99% of service requests. The remaining increase of \$22,180 includes \$16,040 for increased relief operator support as well as annual increases for employees and fuel costs. The increased operational costs could not be offset by increased revenue.	75,430
U-02	Community Service Centre - Senior's Transportation	Unfunded budget request	The Prince Albert Community Service Centre has requested an increase of \$380. Administration has not included this increase in the 2020 budget as it is presenting the budget with no changes in funding to external agencies for 2020.	380
U-03	Prince Albert Tourism and Marketing Bureau	Unfunded budget request	Prince Albert Tourism and Marketing Bureau has requested an increase of \$13,750 for a new website. Administration has not included this increase in the 2020 budget as it is presenting the budget with no changes in funding to external agencies for 2020.	13,750
U-04	Prince Albert Historical Society	Unfunded budget request	The Prince Albert Historical Society has requested a \$1,400 increase in their base funding from the City for 2020, or an increase of 2.0%. In addition, The Prince Albert Historical Society is requesting new funding in the amount of \$20,000 for a new part-time programming/education position for 2020. This results in a total requested increase of \$21,400, or an increase of 31.8%.	21,400
U-05	Prince Albert Mobile Crisis	Unfunded budget request	Prince Albert Mobile Crisis has requested a \$4,360 increase in their base funding from the City for 2020, or an increase of 10%. In addition, Prince Albert Mobile Crisis is requesting new funding in the amount of \$41,000 to assist the Domestic Violence/ Interpersonal Violence Unit. This results in a total requested increase of \$45,360, or an increase of 104%.	45,360

Total Operating Issues Not Funded				156,320
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SECTION SIXTEEN – CAPITAL PROJECT DETAILS



2020 General Fund Capital Budget Classification	
Category 1	Highly Important / Critical
Category 2	Important
Category 3	Capital Projects Not Funded

Category 1: Highly Important / Critical

FINANCIAL SERVICES				
Below is the listing of Information Technology (IT) projects to be funded from the IT Reserve. The IT Reserve is projected to have a surplus of \$161,285 at the end of 2020 with the IT purchases proposed in the 2020 budget.				
C1-01	Two(2) tape controllers and eight(8) hard drives for backup data storage	Capital	Reserve	Externally Funded
	<p>Detail: Backup storage.</p> <p>Purpose: Backups are critical for system recovery have daily, weekly, monthly and yearly versions. Present backup equipment has reached the age that it cannot be considered reliable. As well storage volumes are always increasing and larger storage capacity is needed. New equipment for backup storage includes 2 tape controllers with tapes and 8 new QNAP hard drives.</p> <p>Funding Source: IT Reserve</p>		12,000	
C1-02	Four(4) copiers/multifunction devices	Capital	Reserve	Externally Funded
	<p>Detail: Copiers and Multifunction Devices.</p> <p>Purpose: 1) Replace <u>Art Center Photocopier/ Multifunction Devices</u>; 2) Replace <u>Finance Primary Photocopier/ Multifunction Devices</u>; 3) Replace <u>Finance Payroll Hallway Photocopier/ Multifunction Devices</u>; 4) Replace <u>Alfred Jenkins Field House Photocopier/ Multifunction Devices</u></p> <p>For reliability, cost savings and new feature availabilities, photocopiers should be replaced shortly after their 5 year contracts have expired. The contracts cover all toner, maintenance, break/fix, etc. during the term. Once the term is over, vendors typically move to billing for time and materials which dramatically increase the cost effectiveness of these devices. Reliability, productivity and the lack of new features become issues with the older models.</p> <p>Funding Source: IT Reserve</p>		25,000	
C1-03	Nine(9) iPads for Council	Capital	Reserve	Externally Funded
	<p>Detail: Ipads for Council.</p> <p>Purpose: 9 mobile devices for electronic agendas.</p> <p>Funding Source: IT Reserve</p>		6,000	

C1-04	Thirty (30) computer monitors	Capital	Reserve	Externally Funded
	Detail: Monitors Purpose: 30 PC monitor replacements for 2020. Some monitors to be replaced are over 12 years old. Funding Source: IT Reserve		6,600	
C1-05	Forty-four (44) computer workstations	Capital	Reserve	Externally Funded
	Detail: Workstation replacements. Purpose: The workstation budget was cancelled for 2019. For 2020 IT needs to double the purchase of workstations to 44 machines. Old machines running Windows 7 need to be retired and replaced by new Windows 10 machines as Microsoft support for Windows 7 ceases in 2020. It is critical that all machines be at Windows 10 in 2020. Many of the present PCs running Windows 7 cannot be upgraded to Windows 10 and therefore new machines need to be purchased. Funding Source: IT Reserve		44,000	
FINANCIAL SERVICES TOTAL		-	93,600	-

COMMUNITY SERVICES				
C1-06	Arts Centre - Replace Stairs and Accessibility Ramp	Capital	Reserve	Externally Funded
	Detail: Replace the stairs and accessibility ramp due to deterioration. Purpose: The City of Prince Albert will apply for a matching Heritage Grant to replace the stairs and accessibility ramp. The total cost for this replacement is 150k and the budget ask is 75k. If the matching funds are not received from Heritage Canada we will have the option to proceed with repairing the stairs until funding can be secured to replace the ramp or Administration will prepare a report to determine potential funding sources to complete both aspects of the project at the same time. Funding Source: Heritage Canada Grant	75,000		75,000



C1-07	Kinsmen Water Park – Two (2) New Vertical Pumps	Capital	Reserve	Externally Funded
	<p>Detail: The two vertical pumps that feed the water slides are original and require replacement.</p> <p>Purpose: The vertical pumps for the water slides are approximately 35 years old. The pumps will have to be removed through the roof and the roof repaired once new pumps are installed.</p> <p>Funding Source: Kinsmen Water Park Surcharge Reserve</p>	50,000	20,000	
The Kinsmen Water Park Surcharge Reserve will have a projected surplus balance of \$8,018 at the end of 2020 with this project included.				
C1-08	Kinsmen Arena - New Chiller Barrel	Capital	Reserve	Externally Funded
	<p>Detail: The chiller barrel at the Kinsmen Arena is over 40 years old and requires replacement.</p> <p>Purpose: The three other ice plants the City of Prince Albert operates had their chiller barrels fail in the past few years. The Kinsmen Arena's chiller barrel is due for replacement.</p>	60,000		
C1-09	Playground Replacement Program	Capital	Reserve	Externally Funded
	<p>Detail: Administration has inspected and assessed the entire inventory of playground equipment and park amenities. The results have been compiled through the State of the City's Playgrounds Report. Many of our playground locations are aging and require significant investment in new playground equipment and surfacing on an on-going basis.</p> <p>Purpose: Administration is proposing that the funding that was allocated in 2019 for the annual Playground Replacement Program be maintained in 2020 so that a prioritized plan can be developed based on the available funding.</p>	100,000		
C1-10	Reconstruction of Park Pathways	Capital	Reserve	Externally Funded
	<p>Detail: Reconstruction of park pathways.</p> <p>Purpose: A listing of park pathways requiring reconstruction in 2020 will be identified at the end of 2019. Administration will determine the priority of work to be completed and will proceed based on available budgetary funding.</p>	50,000		

C1-11	Roofing Replacement Projects	Capital	Reserve	Externally Funded
	<p>Detail: The confirmed projects will be identified with the 2020 Capital Budget preparation.</p> <p>Purpose: The City has an inventory of roof conditions. Each of the roof sections across the City's buildings have been examined and a long-term replacement plan established. For 2020, a placeholder of \$50,000 has been allocated for roof repairs.</p>	50,000		
C1-12	EA Rawlinson Centre renovations to main lobby and expansion of storage and server areas	Capital	Reserve	Externally Funded
	<p>Detail: This project includes the replacement of the carpet, expansion of the storage and server areas within the main lobby.</p> <p>Purpose: The main lobby serves as the main focal point during all events at the EA Rawlinson Centre. Some groups specifically rent the main lobby exclusively for their event requirements. The carpet is the original product installed when the facility opened in 2003. As a result it requires replacement. Expansion to the storage area will allow the staff to keep certain pieces of equipment used within the main lobby on site for event purposes. The server is used for all events at the Centre and the renovation to counter areas along with an expansion to the space is required to facilitate the large volumes of patrons that attend the various events at the Centre.</p> <p>The Facility Reserve Fund is funded through surcharge revenues from ticket sales. As the renovations will improve the overall experience for patrons in the future it is recommended that the project be funded from the Reserve Fund.</p> <p>Funding Source: EA Rawlinson Centre Facility Fee Reserve</p>		70,000	
The EA Rawlinson Centre Facility Fee Reserve will have a projected surplus balance of \$90,288 at the end of 2020 with this project included.				



C1-13	Prince Albert Golf and Curling Club - Repair Rink Concrete	Capital	Reserve	Externally Funded
	<p>Detail: Rink concrete is not tied to header trench. This allows shifting of the concrete which has broken brine lines.</p> <p>Purpose: The purpose of this repair is to tie the rink floor concrete to the header trench concrete and repair brine lines. This will only be done in the West portion of the rink. This area has moved and broke brine lines and if this happens during the season the rink ice would be lost until the repair is completed.</p> <p>Funding Source: PAGCC Trust Fund</p>			50,000
The PAGCC Trust Fund will have a projected surplus balance of \$10,600 at the end of 2020 with this project included.				
COMMUNITY SERVICES TOTAL		385,000	90,000	125,000

PUBLIC WORKS				
C1-14	Roadways Recapping Program	Capital	Reserve	Externally Funded
	<p>Detail: Asphalt Milling, Recapping and Concrete Paving Program.</p> <p>Purpose: This project is based on the results obtained from the Pavement Management System compiled in 2005 and updated yearly, which indicates that \$4.0 million per year is required to keep the pavement condition index constant. This does not address the current backlog estimated at \$27 million.</p>	4,235,000		
C1-15	Sidewalk Rehabilitation Program	Capital	Reserve	Externally Funded
	<p>Detail: Rehabilitation of concrete sidewalks throughout the City.</p> <p>Purpose: Replacement and rehabilitation of concrete sidewalks and curbs. It has been identified that spending in this area must be increased to meet the target of replacing more sidewalk. Locations are primarily determined through the underground utility replacement program (water, sanitary and storm) and the roadways recapping program. It costs \$100,000 per city block to replace curb, gutter and sidewalks on both sides of a street.</p>	300,000		

C1-16	Parking Lot Rehabilitation Program	Capital	Reserve	Externally Funded
	<p>Detail: Program to rehabilitate the City owned parking lots.</p> <p>Purpose: Parking lots with the poorest Pavement Quality Index and high level of use will receive rehabilitation work first. The intent is that in the future, all City owned parking lots will be examined and funds allocated based on technical merit.</p> <p>Parking lots included are; 8th St East (1Ave-2Ave), 14th St East (Central-1Ave north lot), 12St East (Library), 9th St East (Central-1Ave), 12St East (Central-1Ave), 12St West (Central -1Ave), 15th St (Bishop Mclean), 13th St East (Central-1Ave), 10St East (City Hall), River St East (Museum), 14St East (Central-1Ave south lot).</p> <p>The 12 Street West (Central - 1 Ave) parking lot rehabilitation is scheduled for 2020.</p>	72,000		
C1-17	Work Order / Asset Management Software	Capital	Reserve	Externally Funded
	<p>Detail: Work orders are currently managed through a manual paper process in Public Works, Community Services and Financial Services. In addition, the current asset management software is cumbersome and does not meet the City's needs for future asset management requirements.</p> <p>Purpose: The current paper process for work orders poses problems with carrying out work orders, monitoring of work order status, and tracking when work orders have been completed. Asset management is a key component in the health of the City's assets. In order to take advantage of future Federal and Provincial funding regarding asset management, an asset management plan will need to be in place and this software will assist in the preparation of these plans. In 2018 three software companies made presentation to Community Services, Finance, IT Support and Public Works.</p> <p>The work order and asset management software programs can be tied into the City's GIS software and public notifications from the City. Most cities and school boards already have these programs in place to manage their assets and track maintenance. The goal is to improve efficiency which will improve the level of service to the residents of Prince Albert. Capital cost approximately \$70,000. Annual operating cost of \$35,000. Please refer to Report #15 (RPT# 19-414) in the Supporting Documents for additional information on this item.</p>	70,000		



C1-18	Transit Garage & Buses	Capital	Reserve	Externally Funded
	<p>Details: To build a new facility at the Municipal Service Centre (MSC) to house the transit fleet and maintenance services. Also included is the purchase of 2 buses.</p> <p>Purpose: Planning, design and construction of a new transit garage. The City of Prince Albert operates a transit system but has never had a proper transit garage to operate out of and maintain the transit fleet. This project would be the construction of a new 12 bus bays, 1 maintenance bay, 1 wash bay, hoists, specialty tools, spare parts storage and offices for the Dispatcher and the Transit Manager. The project would also include purchase of two new buses to fill out our fleet and construction of approximately 20 new bus stop shelters.</p> <p>The project is dependent on external funding through the Canada Infrastructure Program.</p> <p>Funding Source: Canada Infrastructure Program</p>			6,000,000
C1-19	Pedestrian Bridge Replacement	Capital	Reserve	Externally Funded
	<p>Details: Replacement of the Lions Gate Bridge and either the Swinging bridge or the bridge that connects Sanderson & Grey Owl Crescent.</p> <p>Purpose: All the Pedestrian Bridges within the City of Prince Albert are more than 40 years old and have deteriorated beyond repair. The City has undertaken a condition assessment of the bridges and have received an Engineering report prioritizing the replacement of the bridges. This project would entail issuing an RFP for Professional Services and tendering out the replacement of 2 pedestrian bridges.</p> <p>Funding Source: Gas Tax Funding</p>			550,000
C1-20	Variable Message Boards	Capital	Reserve	Externally Funded
	<p>Details: Purchase of 2 new variable message boards (VMB).</p> <p>Purpose: The City utilizes the message boards to inform vehicles about construction zones and temporary lane or road closures allowing for the management of traffic and timely delivery of information to the traveler.</p> <p>Funding Source: Safety Reserve Fund</p>		50,000	
The Safety Reserve will have a projected surplus balance of \$149,910 at the end of 2020 with this project included.				
PUBLIC WORKS TOTAL		4,677,000	50,000	6,550,000



LONG-TERM DEBT PRINCIPAL PAYMENTS				
C1-21	Long-Term Debt Repayment - Golf Course Irrigation Replacement	Capital	Reserve	Externally Funded
	<p>Detail: 25 Year Long-Term Debt Principal Payment.</p> <p>Purpose: The prior Cooke Municipal Golf Course irrigation system was designed and installed in 1979 and required replacement. City Council approved long-term debt funding for the replacement of the irrigation system at the August 8, 2017 City Council Meeting. The irrigation replacement was completed in 2019. The debt is to be paid off over a period of 25 years.</p> <p>This loan is scheduled to be repaid in full in 2042.</p> <p>Funding Source: Golf Course Improvement Reserve</p>		61,000	
The Golf Course Improvement Reserve will have a projected surplus balance of \$170,361 at the end of 2020 with this repayment included.				
C1-22	Long-Term Debt Repayment - West Hill Infrastructure Improvements	Capital	Reserve	Externally Funded
	<p>Detail: 10 Year Long-Term Debt Principal Payment.</p> <p>Purpose: This represents the principal payments for the long-term loan issued in 2009. This loan was required in order to fund the construction of the West Hill Infrastructure improvements completed in 2008 and 2009.</p> <p>In August 2018, Council approved the refinancing of this loan with RBC at a fixed rate of 3.4% for the remaining 10 years.</p> <p>The Land Fund is responsible for 90% of the cost of financing and the General Fund is responsible for the other 10%. The loan is scheduled to be repaid in full in 2027.</p>	21,000		
C1-23	Long-Term Debt Repayment - City Transit Buses	Capital	Reserve	Externally Funded
	<p>Detail: 10 Year Long-Term Debt Principal Payment.</p> <p>Purpose: In 2017, The City purchased seven new 35 foot transit buses, of which three were a 50/50 cost share between the City and the Federal Public Transit Infrastructure Fund. City Council approved the long-term debt funding for the new transit buses at the August 8, 2017 City Council Meeting. The debt is to be paid off over a period of 10 years.</p>	238,000		
LONG-TERM DEBT PRINCIPAL PAYMENTS TOTAL		259,000	61,000	-



Category 2: Important

COMMUNITY SERVICES				
C2-01	Fire Hall - New Air Conditioning Unit	Capital	Reserve	Externally Funded
	Detail: The A/C unit is not fully functional and requires replacement. Purpose: The existing A/C unit is operating at half capacity and requires replacement.	40,000		
C2-02	Completion of Outstanding Landscaping	Capital	Reserve	Externally Funded
	Detail: There are a number of areas where landscaping assistance is required on an annual basis. Purpose: The 2019 budget was the first year where funding was available to assist with the landscaping projects. The funding is available for contractor assistance so that we can complete the annual commitments.	50,000		
COMMUNITY SERVICES TOTAL		90,000	-	-

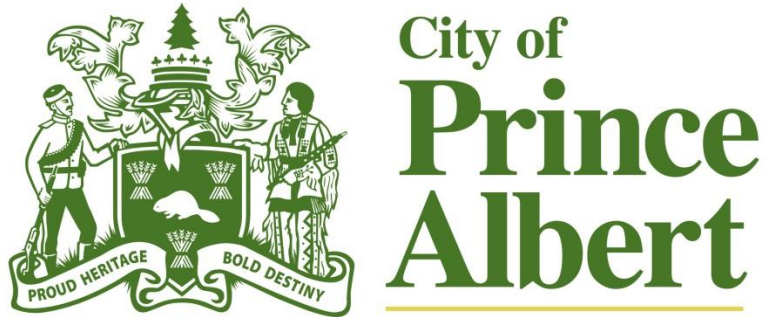
PUBLIC WORKS				
C2-03	Traffic Calming - School Zones	Capital	Reserve	Externally Funded
	Detail: The implementation of additional raised crosswalks and LED speed signage within school zones. Purpose: In 2019 the City installed raised crosswalks and LED speed signage at four school locations within the City. Traffic counts were completed in 2019 at the remaining schools to determine if traffic calming will be a benefit. After the traffic counts have been analyzed, traffic calming in additional school zone locations will be established and recommendations provided.	50,000		
PUBLIC WORKS TOTAL		50,000	-	-

Category 1 and 2: Summary

Total Capital Requests - Excluding Police Items (Category 1 and 2)	5,461,000	294,600	6,675,000
Police Capital (Refer to Police Budget Report)		242,800	
Total Capital Spending by Funding Source including Police	5,461,000	537,400	6,675,000
Grand Total of All Capital Requests (Category 1 and 2)		12,673,400	



SECTION SEVENTEEN – CAPITAL PROJECTS NOT FUNDED



Category 3: Capital Projects Not Funded

COMMUNITY SERVICES				
C3-01	City Hall – Retro-Fit Elevator	Capital	Reserve	Externally Funded
	<p>Detail: Retro-fit the existing elevator with new controls, hydraulics, door and panel.</p> <p>Purpose: The elevator at City Hall has had several break downs, including the shaft seal. These break downs/repairs will continue until the retro-fit is completed.</p> <p>Funding Source: To be determined</p>	150,000		
C3-02	Garbage and Recycle Bin Replacement	Capital	Reserve	Externally Funded
	<p>Detail: Replace garbage barrels at Class A Sport Fields, Kinsmen Water Park and along Rotary Trail.</p> <p>Purpose: It is recommended that a plan be put in place to replace all garbage barrels at Class A sport fields, Kinsmen Water Park and along the Rotary Trail with the new animal proof garbage/recycling bins.</p> <p>The first year of this replacement plan would focus on the fastball diamonds at Prime Minister's Park and Kinsmen Water Park to coincide with the recent pool upgrades.</p> <p>Funding Source: To be determined</p>	40,000		
COMMUNITY SERVICES TOTAL		190,000	-	-



PUBLIC WORKS				
C3-03	Upgrade MSC heating and HVAC system	Capital	Reserve	Externally Funded
	<p>Detail: Replace the radiant tube heaters and the air exchange/ exhaust system at the MSC. The system is original and during the fall maintenance of 2018 the contractor informed us that the system was badly corroded and in need of replacement. The air exchange unit's parts are all obsolete as they are from the 70's. This would require the replacement of the heating system, air exchange system and the exhaust extraction system on the sewer and water side and Fleets side.</p> <p>Purpose: The heating system for the shop space at the MSC are radiant tube heaters. As far as we can tell they are the same age as the building which puts them in the 1974/75 era. They are getting badly corroded and will fail soon. The air exchange system is also original and the parts are obsolete so if one goes down it will need replaced in order to operate the building, these are well over \$100,000 each to replace. The equipment/vehicle exhaust system is also part of this system and has never been upgraded. If any part of this system fails it will need to be replaced for people to work in the building. The attached quote is from 2019, for 2020 I have added 5% inflation and 10% contingency increases.</p> <p>Funding Source: To be determined</p>	500,000		
C3-04	Install Traffic Lights on Central Avenue and 22nd Street	Capital	Reserve	Externally Funded
	<p>Detail: Installation of traffic lights at the intersection of Central Avenue and 22nd Street.</p> <p>Purpose: The April 2017 Transportation Master Plan Report adopted by Council stated that Central and 22nd Street is the highest priority intersection upgrade for the City of Prince Albert. This intersection, currently controlled by a 4-way stop, is at "D" level of service and will be "F" in three years. Traffic Signal Warrant calculation is 220 points. TAC standards for the installation of traffic lights is 100 points. The City has more traffic lights per capita than other cities and it is recommended that this project proceed and unwarranted sets of traffic lights in the City be removed. These unwarranted intersections cost money to operate.</p> <p>Funding Source: To be determined</p>	100,000		

C3-05	Passer II Traffic Signal Coordination Software Upgrade	Capital	Reserve	Externally Funded
	<p>Detail: New Software Suite to optimize traffic flow.</p> <p>Purpose: The City's current traffic signal timing plans were developed using a software package called Synchro, which produces signal timing recommendations that are based on the principle of minimizing intersection delay across the entire road network.</p> <p>In recent years, traffic coordination on arterial streets has become a major concern – the public expects that when they progress along a main street, they will be conveyed to their destination quickly and with minimal disruption. Multiple stops within a short spatial distance are seen as highly undesirable.</p> <p>Consequently, the City now wishes to implement signal timing plans that provide optimum traffic progression for major arterial corridors. The City retained Associated Engineering in May of 2011 to review its signal timing plans and provide recommendations for improvement. The PASSER II software package has been recommended for this purpose by the consultant in their recent Corridor Level Traffic Signal Coordination Study.</p> <p>Funding Source: To be determined</p>	85,000		
C3-06	One (1) Set of Four Column Wheel Lifts	Capital	Reserve	Externally Funded
	<p>Detail: A portable set of four wheel lifts for large trucks and buses.</p> <p>Purpose: The shop needs a second set of wheel lifts for lifting buses and large trucks. Currently we have a bottle neck in the shop when services or major repairs are required on large trucks or inspections of the transit buses. The shop has one set of wheel lifts that were purchased in 2005. These lifts are used steadily and with the inspections on transit buses it has been a challenge to service the cities equipment and to get the buses up in the air to inspect. Normal life is 15 years on a set of lifts currently these lifts are 15 years old and with current usage will need to be replaced in 2021. A second set of lifts will help us stretch the life to 20 years plus depending on parts availability.</p> <p>Funding Source: To be determined</p>	65,000		



C3-07	Gary Anderson Way - Roadway Widening	Capital	Reserve	Externally Funded
	<p>Detail: Widening of Gary Anderson Way at the intersection of 6th Avenue East.</p> <p>Purpose: During special events at the Art Hauser Center and Prime Minister's Park traffic congestion occurs when traffic is exiting. The current width of Gary Anderson way is narrow to allow three lanes of traffic especially in the winter months when snow build up is prevalent. The widening of Gary Anderson Way for a length of 70 meters would allow for three lanes; 1. Eastbound lane, 2. West/Southbound lane and 3. Northbound lane.</p> <p>Funding Source: To be determined</p>	30,000		
C3-08	Replace Ten (10) Two Way Radios	Capital	Reserve	Externally Funded
	<p>Detail: These are two way radios for motor vehicles and construction equipment.</p> <p>Purpose: At present we have a combination of old analog radios and digital radios. The two types of technology do not communicate well between each other as it can result in a time lag that could cause safety issues. To improve our radio system we need to upgrade all radios to digital. Presently when a new piece of equipment is purchased a new digital radio is installed. To speed up the process an additional 10 to 12 radios will need to be purchased a year until all units have been replaced. The present method will take another 15 years to change out all the radios, an addition of 10 to 12 a year will reduce the time frame to approximately 7 years.</p> <p>Funding Source: To be determined</p>	15,000		

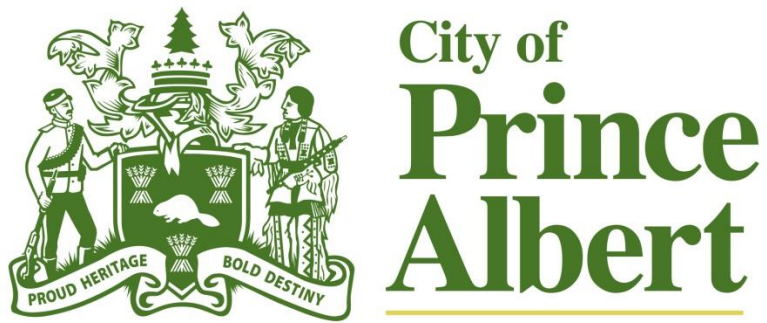
C3-09	MSC New Building Expansion and Upgrades	Capital	Reserve	Externally Funded
	<p>Detail: To build new facilities at the Municipal Service Centre (MSC) to relocate all Public Works and Community Services staff, presently at the Old City Yards, to MSC.</p> <p>Purpose: Old City Yards includes a number buildings dating back to 1940. No major renovations have been completed in the past 30 years and none of the buildings meet National Building Codes. Sign Shop, Parks Shop, Wash Bay and Vehicle Storage are recommended for demolition. Building new facilities is the only option.</p> <p>The scope of the project includes an addition to MSC garages and offices renovations. Construction of a new MSC building for Parks, Sign, Roadways garages, staff and equipment. The Existing Stores Storage Building would be upgraded to have a concrete floor. The existing Parks and Public Works Storage Building would also be upgraded to have a concrete floor, insulation and heating. The parking lot would be increased from 45 stalls to 111 stalls to handle all the winter and summer staff. Asphaltting the parking lot and internal roadways around the buildings would also be completed.</p> <p>Funding Source: Debt Financing</p>			8,800,000
C3-10	MSC Salt and Sand Storage Building	Capital	Reserve	Externally Funded
	<p>Detail: Construction of a 2nd Salt Storage Coverall Building.</p> <p>Purpose: In 2013 a 325 m2 Salt Storage Cover-All building was constructed at the Municipal Service Centre (MSC). This building is used to store approximately 50% of the winter salt and sand requirements. It has proven to reduce the loss of product, improve operations and reduce cost by purchasing product in larger bulk loads. A new second Salt Storage Coverall would be constructed for Public Works to protect all the sand and salt needed for an entire winter from moisture and freezing. In the summer, these two Cover-All buildings would allow Community Services to protect all the top soil and landscape material from moisture and rain, making operations more efficient for the two departments.</p> <p>Funding Source: Debt Financing</p>			170,000



C3-11	MSC Weigh Scale	Capital	Reserve	Externally Funded
	<p>Detail: To relocate the Weigh Scale from the landfill to the Municipal Service Centre (MSC) providing quality control for City's Materials.</p> <p>Purpose: The City operations currently do not have the ability to quantify the assets of base gravel, millings, black dirt etc. that is brought in to the MSC and then utilized in the City's operations.</p> <p>In 2019 the Landfill Kiosk and Scale project included the construction of a new scale kiosk and 2 new weigh scales.</p> <p>The project includes the relocation, installation and calibration of the old scale from the landfill to the MSC.</p> <p>Funding Source: Debt Financing</p>			100,000
PUBLIC WORKS TOTAL		795,000	-	9,070,000

Total of All Capital Items Considered but not Included	985,000	-	9,070,000
Grand Total of All Unfunded Capital Requests		10,055,000	

SECTION EIGHTEEN – SUPPORTING DOCUMENTS SEE BINDER #2



Note: The Supporting Documents include Budget Reports referred to in the Budget Document and External Agency Submissions