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**TO:** Mayor Kogon and Members of Council

**SUBMITTED BY:** Shelley Rector, CPA, CMA – Chief Financial Officer

**DATE:** March 18, 2019

**SUBJECT:** **Capital Budget Short List**

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**ORIGIN:** Budget Management Policy 03450-04.

**LEGISLATIVE AUTHORITY:** 37000-01 Procurement Policy and the MGA, Section 65 (z) Power to expend money states: *“The council may expend money required by the municipality for...acquisition of equipment, materials, vehicles, machinery, apparatus, implements and plant for a municipal purpose”.*

**RECOMMENDATION:** That the attached short list of capital projects be referred to the March 25, 2019 Regular Council Meeting for approval.

**BACKGROUND:** Each year Council is asked to approve projects for capital. This will be done during budget deliberations in April. Our goals for the capital budget this year are:

- a. To ensure infrastructure projects are well planned and completed in a timely manner.
- b. To ensure we obtain the best pricing possible in the procurement process.
- c. To decrease or eliminate the need for carry over projects for fiscal 2020/21.
- d. Ensuring there is appropriate time for advanced planning of current year and future year projects.
- e. Ensuring we have “shovel ready projects” should Federal funding become available.

**DISCUSSION:** To facilitate reaching the goals indicated above, we are proposing that Council approve these “short list” projects in advance of the overall budget approval process. Attached is a listing of the projects with the second page providing support as to why they are on the short list.

These projects have been prioritized using three things:

- a. Are they a medium or high priority per the Senior Management Team?
- b. Are there procurement timing implications? (ie long delivery timeline).
- c. Are there safety issues?

As you can see from the list examples of this would be:

- a. The new pumper truck will take 10-12 months for delivery after it is procured. This was rated as a medium priority and is required by the Fire Department.
- b. The TMR2 radio system ensure safety when dealing with emergency situations. This is rated as a high priority.



- c. The water backhoe lease has expired and we are currently leasing it on a month-to-month basis which is likely more costly than buying it outright. This was rated as a high priority.

**FINANCIAL IMPLICATIONS:** While the adoption of the recommended policy will not have any direct, immediate budget implications, we believe it will result in the best pricing for the Town both for these projects and upcoming projects.

**COMMUNITY ENGAGEMENT:** There is no community engagement anticipated at this time.

**ENVIRONMENTAL IMPLICATIONS:** None identified.

**SOCIAL JUSTICE IMPLICATIONS:** There are no social justice implications anticipated at this time.

**ALTERNATIVES:** Defer to the regular budget discussions.

**ATTACHMENTS:** Project Listing of short list, Short List Summary, RFDs for capital projects.

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Report prepared by: SG Rector, CPA,CMA - CFO  
Report and Financial approved by: