



Subject: 2023 First Quarter Operations and Development Services

Report Number: OPD 23-29

Department: Operations and Development Department

Submitted by: Jonathon Graham, Director of Operation and Development

Meeting Type: Council Meeting

Meeting Date: Monday, June 26, 2023

RECOMMENDATION

Report recommendation contained within the omnibus motion for all Department results reports.

BACKGROUND

To provide Council with a January 1st through to March 31st, 2023 project and task updates inclusive of project and/or tasks that may have carried over from 2022 identified as “*In Progress*” whereby highlighting operational and financial results for the Operations and Development Department.

DISCUSSION

2023 Business Objectives and Capital Projects:

Table 1: 2023 Operating Business Plan

Objective	Target Date	Q4 Project Status
Renegotiations of Westtown Line Boundary Road Agreement	Q4	In progress
Renegotiations of Water Distribution and Wastewater Collection Agreement with Oxford County	Q3-2022 Q3 2023	In progress
Renegotiations of the Traffic Signal/Streetlights maintenance Agreement	Q3-2022 Q3 2023	In progress
Investigate Private Woodlot East of Runway 08-26 Removal Options	Q4-2022 Q3 2023	In progress
Lincoln Street Reconstruction Detailed Design	Q4-2022 Shifted to 2024	In progress
Streetlights and Fixtures – Van Norman Heights Subdivision	Q3	In progress
Airport Apron Extension	Pending Funding	

Consolidated Linear Asset – ECA Application	Q3	In progress
Municipal Drain Decommissioning	Q4	In progress

Table 2: 2023 Capital Business Plan

Objective	Target Date	Q4 Project Status
Kinsmen Bridge Upgrade Design	Q4 2022 On-going	In Progress Awarded to Planmac
Woodcock Drive and Pheasant Crt – Design	Q3 2022 Q2 2023	In progress Awarded to GMBLue Plan
Cranberry Rd - Design	Q3 2022 Q2 2023	In progress Awarded to CJDL Engineering
Beech Blvd and Stoney Creek – Retaining Walls Reconstruction	Q3 2022 Q3 2023	In progress
Stoney Creek Sanitary Sewer Retaining Walls - Design	Q4 2022 Q3 2023	In progress Awarded to Matrix Solutions
Charlotte & Clarence Street - Design	Q4	In progress Awarded RJBurnside
Townline Reconstruction	Q3	In progress Awarded Russel Construction
Quarter Town Line (at Stoney Creek)	Q4	In progress Awarded Planmac
Quarter Town Line (Beech Blvd.)	Q4	In progress Awarded Planmac
Young Street Reconstruction	Q3	In progress Awarded Froese Excavating Ltd.
Bayham Line Reconstruction	Q2	In progress Awarded BrantCo. Construction
Annual Bridges & Culvert Inspection	Q2	In progress Awarded GMBLue Plan
RFP – Traffic Master Plan	Q4	In progress Background assigned to Staff

<u>Light & Medium Duty Vehicles</u>		
Ford Escape Hybrid (Building/ByLaw)	Q3	In progress (Enterprise Fleet Lease)
Light Duty Pickup with Topper (Building/ByLaw)	Q3	In progress (Enterprise Fleet Lease)
SUV (Building/ByLaw)	Q3	In progress (Enterprise Fleet Lease)
Light Duty Pickup (Water/Wastewater)	Q3	In progress (Enterprise Fleet Lease)
Light Duty Pickup (Water/Wastewater)	Q3	In progress (Enterprise Fleet Lease)
#33 Ram 250with Alum Dump Body (RCP)	Q4	In progress
#37 F250 Pickup Truck (RCP)	Q3	In progress
4300 Hybrid Bucket Truck (Hydro)	Q4	In progress
Note: Enterprise fleet leases are subject to further analysis/review including the evaluation of key performance indicators (KPIs).		
<u>Heavy Duty Vehicles</u>		
Tandem Axle Plow with Wing	2025/ 2026	In progress (proposed Kinetic GPO purchase)
<u>Attachment</u>		
Tractor Mower Deck	2024	TBD
Tractor Flail Brusher	2024	TBD
Tractor Snow Pusher Blade	2024	TBD
Trackless Attachment (Ribbon Blower)	Q4	In progress
Trackless Attachment (Rotary Broom)	Q4	In progress
P/U Attachment	Q3	In progress
Tack Coat Sprayer Unit	Q3	In progress

<u>Off Road Equipment</u>		
Tractor (Airport)	TBD	
Z-Force	Q2	Completed
MT6 Sidewalk Machine	Q4	In progress
<u>Other</u>		
Trailer	Q3	In progress

Key indicators measure growth in terms of infrastructure i.e. Roads, Sewers, Watermain, Sidewalk, etc. and the associated maintenance level of service. The Towns ability to mitigate the associated incremental costs to maintain the additional infrastructures demonstrates the efficiencies of continuous internal improvement.

Table 3: Key Indicators

Key Indicators	2023	2022	2021	2020	2019	2018	2017	2016
Roads (Lane km)	276	276	242.3	238.3	235.4	234.1	233.6	229.4
Sidewalks (km)	135	135	117.1	107.6	98.6	97.4	96.6	94.2

GOALS FOR NEXT QUARTER

- Renegotiations of Water Distribution and Wastewater Collection Agreement with Oxford County
- Continue renegotiation of boundary road agreement
- Tender Traffic Master Plan RFP
- Investigate and prepare working plans for known abandon Oil Wells

CONSULTATION

The following staff/resources have been consulted for this report:

- Senior Analyst/Deputy Treasurer
- Manager of Public Works
- Manager of Engineering

FINANCIAL IMPACT/FUNDING SOURCE

For the period of January 1st through to March 31st, 2023 the consolidated Operations and Development Department overall variance is summarized in the table below:

Department/Service Area	Surplus / (Deficit)
Operations Administration	4,546
Engineering Services	40,349
Public Works	64,910
Municipal Parking	27,209
Airport Operations	18,687
Waste Management	52,688
Fleet Services	19,551
Transit Services (In-Town)	(16,023)
Total Variance	\$211,917 Surplus

CORPORATE GOALS

How does this report support the corporate goals identified in the Community Strategic Plan?

- ☐ Lifestyle and amenities
- ☒ Customer service, communication and engagement
- ☐ Business attraction, retention and expansion
- ☐ Community growth
- ☐ Connectivity and transportation
- ☐ Not Applicable

Does this report relate to a specific strategic direction or project identified in the Community Strategic Plan? Please indicate section number and/or any priority projects identified in the plan.

Goal – The Town of Tillsonburg will strive for excellence and accountability in government, providing effective and efficient services, information, and opportunities to shape municipal initiatives.


Strategic Direction – Develop a communications strategy to increase awareness of Council decisions and municipal programs, projects and services.

Priority Project – N/A


ATTACHMENTS:

Appendix A – Operating Summaries


OPD 23-29 - 2023 First Quarter Operations and Development Services

<div>  <div> Financial Plan Operating Plan - Cost Code Summary OPS Admin As of March 31, 2023 </div> </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Total Revenues					
Expenditures					
Labour	64,387	60,113	4,274	(7%)	
Purchases	2,725	2,453	272	(10%)	
Interfunctional Adjustments	{6,054}	{6,054}		0%	
Total Expenditures	61,058	56,512	4,546		
Total Net Levy	{61,058}	{56,512}	4,546		


OPD 23-29 - 2023 First Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary Engineering As of March 31, 2023 </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	2,865	18,255	15,390	(537%)	1
Total Revenues	2,865	18,255	15,390		
Expenditures					
Labour	151,120	128,945	22,175	(15%)	2
Purchases	11,287	8,503	2,784	(25%)	
Interfunctional Adjustments	(55,221)	(55,221)		0%	
Total Expenditures	107,186	82,227	24,959		
Total Net Levy	{104,321}	{63,972}	40,349		
Notes					
1 Additional Subdivision Review Revenue - \$11,500					
2 FT labour under \$22,200 - Vacant position					


OPD 23-29 - 2023 First Quarter Operations and Development Services

<div>  <div> Financial Plan Operating Plan - Cost Code Summary Public Works As of March 31, 2023 </div> </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Total Revenues					
Expenditures					
Labour	384,600	359,241	25,359	(7%)	1
Purchases	212,784	174,411	38,373	(18%)	2
Contracted Services	29,026	28,194	832	(3%)	
Interfunctional Adjustments	133,044	133,035	9	(0%)	
Debt Principal & Interest	44,119	43,782	337	(1%)	
Total Expenditures	803,573	738,663	64,910		
Total Net Levy	(803,573)	(738,663)	64,910		
Notes					
1 FT Overtime over \$9,100 -Winter Maintenance; FT regular under \$34,400 - Vacancy					
2 Supplies Exp under \$19,800 - Winter Maintenance; HWL under \$11,400					


OPD 23-29 - 2023 First Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary Parking As of March 31, 2023 </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Levy, PILS	71,223	72,889	1,666	(2%)	
Total Revenues	71,223	72,889	1,666		
Expenditures					
Labour	9,983	5,847	4,136	(41%)	
Purchases	6,250	5,817	433	(7%)	
Contracted Services	24,500	3,526	20,974	(86%)	1
Interfunctional Adjustments	12,018	12,018		0%	
Total Expenditures	52,751	27,208	25,543		
Total Net Levy	18,472	45,681	27,209		
Notes					
1 Subcontractor Snow Clearing Expense under					


OPD 23-29 - 2023 First Quarter Operations and Development Services

<div>  <div> Financial Plan Operating Plan - Cost Code Summary Airport As of March 31, 2023 </div> </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	25,285	48,827	23,542	(93%)	1
Total Revenues	25,285	48,827	23,542		
Expenditures					
Purchases	51,576	68,707	(17,131)	(33%)	1
Contracted Services	51,075	38,799	12,276	(24%)	2
Interfunctional Adjustments	3,822	3,822		0%	
Total Expenditures	106,473	111,328	(4,855)		
Total Net Levy	(81,188)	(62,501)	18,687		
Notes					
1 Fuel Sales/purchases					
2 Subcontractor Snow Clearing Expense under \$8,600					


OPD 23-29 - 2023 First Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary Waste Management As of March 31, 2023 </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants		46,301	46,301		1
User Charges	25,919	19,632	(6,287)	(24%)	2
Total Revenues	25,919	65,933	40,014		
Expenditures					
Labour	5,050	8,176	(3,126)	(62%)	
Purchases	26,229	10,248	15,981	(61%)	2
Contracted Services	11,303	11,484	(181)	(2%)	
Interfunctional Adjustments	35,022	35,022		0%	
Total Expenditures	77,604	64,930	12,674		
Total Net Levy	(51,685)	1,003	52,688		
Notes					
1 CFWD modernization grant funding from 2022 -Wastemanagment Service Review					
2 Bag Tag sales/inventory purchases					

OPD 23-29 - 2023 First Quarter Operations and Development Services

<div>  <div> Financial Plan Operating Plan - Cost Code Summary Fleet As of March 31, 2023 </div> </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	404,615	419,344	14,729	(4%)	
Total Revenues	404,615	419,344	14,729		
Expenditures					
Labour	54,232	51,061	3,171	(6%)	
Purchases	179,086	178,728	358	(0%)	
Contracted Services	1,304		1,304	(100%)	
Interfunctional Adjustments	2,724	2,724		0%	
Debt Principal & Interest	3,707	3,718	(11)	(0%)	
Total Expenditures	241,053	236,231	4,822		
Total Net Levy	163,562	183,113	19,551		

OPD 23-29 - 2023 First Quarter Operations and Development Services

 <div> Financial Plan Operating Plan - Cost Code Summary Transit Services As of March 31, 2023 </div>					
	2023	2023	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	122,402	94,791	(27,611)	(23%)	1
User Charges	7,949	9,914	1,965	(25%)	
Total Revenues	130,351	104,705	(25,646)		
Expenditures					
Labour	26,152	21,280	4,872	(19%)	
Purchases	4,067	831	3,236	(80%)	
Contracted Services	95,583	94,068	1,515	(2%)	
Interfunctional Adjustments	2,352	2,352		0%	
Total Expenditures	128,154	118,531	9,623		
Total Net Levy	2,197	(13,826)	(16,023)		
Notes					
1 Provincial Grant revenue under \$27,600					