



Subject: 2022 Fourth Quarter Operations and Development Services

Report Number: OPD 23-26

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 1, 2022 through to December 31, 2022 project and task updates inclusive of project and/or tasks that may have carried over to 2023 as “*In Progress*” whereby highlighting operational and financial results for the Operations and Development Department.

DISCUSSION

2022 Business Objectives and Capital Projects:

Table 1: 2022 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
Airport Website redesign	Q3	Completed
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
Finalize Engineering Design Criteria & Standard Drawings	Q3	Completed Pending By-Law
Asset Management Plan Update – Core Assets	Q2	Completed

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Lincoln Street Reconstruction Detailed Design	Q4 2022 Shifted to 2024	Work in Progress
Townline Road Reconstruction Detailed Design	Q4	Complete
Goshen Street Reconstruction Detailed Design	Q4	Complete

Table 2: 2022 Capital Business Plan

Objective	Target Date	Q4 Project Status
Kinsmen Bridge Upgrade Design	Q4 2022 On-going	In Progress Awarded to Planmac
Facilities Asset Management	Q3	Completed
2022 Asphalt Resurfacing Program	Q3	Completed
Woodcock Drive and Pheasant Crt – Design	Q3 2022 Q2 2023	In progress
2022 Sidewalk Inspection Program	Q4	Completed
Cranberry Rd - Design	Q3 2022 Q2 2023	In progress Project 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
Lindsay St Reconstruction	Q3	Completed
Frances St Reconstruction	Q3	Completed
3D Lidar – Manhole Condition Assessment	Q4	Completed
Stoney Creek Sanitary Trunk Main Repair	Q4	Completed

2020 CFWD - Young Street Storm Outlet Class Environmental Assessment (Design)	Q4	Completed
<u>Light Duty Vehicles</u>		
2021 CFWD - Water unit #28 – Replace pickup truck	Q3 2021	Completed/Ordered Delivery Q3 2023
2021 CFWD - Fire unit #37 – Replace pickup truck	Q4 2021	Completed
2021 CFWD – Fire unit #38 – Replace SUV	Q3 2021	Completed/Ordered Delivery Q3 2023
2021 CFWD - Hydro unit #65 – Replace pickup truck	Q3 2021	Completed/Ordered Delivery Q3 2023
2021 CFWD - New Parks/Facilities unit - mini cargo van	Q3 2021	Completed/Ordered Delivery Q2/3 2023
<u>Heavy Duty Vehicles</u>		
Roads unit #80 – Replace loader	Q4	Completed
Roads unit #63 – Replace snowplow/sander	Q2	Completed/Ordered Delivery Q2 2024
<u>Off Road Equipment</u>		
Roads unit #203 – Replace zero turn mower	Q4	Completed
Roads unit #98 - Replace trackless flail mower	Q3	Completed
Roads unit #135 - Replace trackless boom flail	Q3	Completed
New sidewalk plow for Roads	Q3	Completed

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	2022	2021	2020	2019	2018	2017	2016	2015
Roads (Lane km)	276	242.3	238.3	235.4	234.1	233.6	229.4	226.8
Sidewalks (km)	135	117.1	107.6	98.6	97.4	96.6	94.2	91.6

GOALS FOR NEXT QUARTER

- Renegotiations of Water Distribution and Wastewater Collection Agreement with Oxford County
- Continue renegotiation of boundary road agreement

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

The consolidated 2022 Operations and Development Department overall variance is summarized in the table below:

Department/Service Area	Surplus / (Deficit)
Operations Administration	6,097
Engineering Services	150,256
Public Works	(28,594)
Municipal Parking	(215)
Airport Operations	(23,735)
Waste Management	(41,294)
Fleet Services	39,130
Transit Services (In-Town)	(6,513)
Total Variance	\$95,132 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 23-26 - 2022 Fourth Quarter Operations and Development Services

<div>  <div> Financial Plan Operating Plan - Cost Code Summary OPS Admin As of December 31, 2022 </div> </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Total Revenues					
Expenditures					
Labour	273,200	273,622	(422)	(0%)	
Purchases	13,100	6,585	6,515	(50%)	
Interfunctional Adjustments	(24,500)	(24,504)	4	(0%)	
Total Expenditures	261,800	255,703	6,097		
Total Net Levy	(261,800)	(255,703)	6,097		
Notes					
1 Training Exp under \$3,800					


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<div>  <div> Financial Plan Operating Plan - Cost Code Summary Engineering As of December 31, 2022 </div> </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	70,000	67,696	(2,304)	(3%)	
User Charges	151,000	189,612	38,612	(26%)	1
Contribution from Reserves		2,800	2,800		
Total Revenues	221,000	260,108	39,108		
Expenditures					
Labour	640,300	553,054	87,246	(14%)	2
Purchases	99,800	103,838	(4,038)	(4%)	
Contracted Services	50,000	22,052	27,948	(56%)	3
Interfunctional Adjustments	(212,600)	(212,592)	(8)	(0%)	
Total Expenditures	577,500	466,352	111,148		
Total Net Levy	(356,500)	(206,244)	150,256		
Notes					
1 Additional Site Plan & Sub Division Reviews -\$35,500					
2 FT labour under \$79,600 - Vacancies; FT OT under \$7,800					
3GIS Services from the County under					


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 <div> Financial Plan Operating Plan - Cost Code Summary Public Works As of December 31, 2022 </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	135,200	101,981	(33,219)	(25%)	1
User Charges		1,500	1,500		
Contribution from Reserves	24,000		(24,000)	(100%)	2
Total Revenues	159,200	103,481	(55,719)		
Expenditures					
Labour	1,101,400	1,136,268	(34,868)	(3%)	3
Purchases	674,800	603,550	71,250	(11%)	4
Contracted Services	299,300	308,509	(9,209)	(3%)	
Interfunctional Adjustments	507,900	507,936	(36)	(0%)	
Debt Principal & Interest	543,454	543,466	(12)	(0%)	
Total Expenditures	3,126,854	3,099,729	27,125		
Total Net Levy	(2,967,654)	(2,996,248)	(28,594)		
Notes					
1 Oxford County - Annual Urban Roads Contract					
2 One-time costs					
3 FT Overtime over \$53,000; FT under \$16,900 -Staff Allocations					
3 Supplies Exp under \$45,600; HLW under \$35,200					


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 <div> Financial Plan Operating Plan - Cost Code Summary Parking As of December 31, 2022 </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Levy, PILS	146,600	146,719	119	(0%)	
Total Revenues	146,600	146,719	119		
Expenditures					
Labour	32,200	9,157	23,043	(72%)	1
Purchases	12,500	21,969	(9,469)	(76%)	2
Contracted Services	35,000	25,608	9,392	(27%)	3
Contribution to Reserves	8,000	31,270	(23,270)	(291%)	4
Interfunctional Adjustments	46,100	46,104	(4)	(0%)	
Debt Principal & Interest	12,800	12,826	(26)	(0%)	
Total Expenditures	146,600	146,934	(334)		
Total Net Levy		(215)	(215)		
Notes					
1 Allocation of staff time					
2 Supplies Expense over \$6,800 - Snow Removal					
3 Subcontractor Snow Clearing Expense under					
4 Surplus allocated to Downtown Parking Reserve					


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 <div> Financial Plan Operating Plan - Cost Code Summary Airport As of December 31, 2022 </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants		20,000	20,000		1
User Charges	385,800	507,977	122,177	(32%)	2
Other Revenue		90	90		
Contribution from Reserves		16,460	16,460		3
Total Revenues	385,800	544,527	158,727		
Expenditures					
Labour		(664)	664		
Purchases	253,300	432,358	(179,058)	(71%)	4
Contracted Services	153,500	157,351	(3,851)	(3%)	
Interfunctional Adjustments	13,700	13,932	(232)	(2%)	
Debt Principal & Interest	5,300	5,285	15	(0%)	
Total Expenditures	425,800	608,262	(182,462)		
Total Net Levy	(40,000)	(63,735)	(23,735)	1	
Notes					
1 City of Woodstock Grant					
2 Fuel Sales over \$122,200					
3 Fibreline - 50% of cost					
4 Fuel purchases over \$138,500; External Tax Payment over \$,19,300, Special Events Exp - \$16,500 - Fibreline 50% costs					


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 <div> Financial Plan Operating Plan - Cost Code Summary Waste Management As of December 31, 2022 </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	167,700	110,927	(56,773)	(34%)	1
User Charges	131,400	80,233	(51,167)	(39%)	2
Contribution from Reserves	35,000		(35,000)	(100%)	3
Total Revenues	334,100	191,160	(142,940)		
Expenditures					
Labour	84,100	126,187	(42,087)	(50%)	4
Purchases	212,100	44,355	167,745	(79%)	5
Contracted Services	107,000	131,024	(24,024)	(22%)	6
Interfunctional Adjustments	134,400	134,388	12	(0%)	
Total Expenditures	537,600	435,954	101,646		
Total Net Levy	(203,500)	(244,794)	(41,294)		
Notes					
1 Modernization funding projects deferred - Strategic Plan project \$65,000					
2 Bag Tag sales under \$75,200; Misc Revenue over \$24,000 -scrap metal					
3 Modernization funding projects deferred - Strategic Plan project \$35,000					
4 -FT labour over- staff allocations \$27,200; FT OT over \$13,000					
5 Bag Tag Inventory purchases under \$69,400; Modernization Funding Project under - \$100,000					
4 Large Item Bins \$26,000 over - Transfer Station					

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 <div> Financial Plan Operating Plan - Cost Code Summary Fleet As of December 31, 2022 </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
User Charges	1,552,400	1,563,840	11,440	(1%)	
Total Revenues	1,552,400	1,563,840	11,440		
Expenditures					
Labour	343,900	270,591	73,309	(21%)	1
Purchases	608,900	649,024	(40,124)	(7%)	2
Contracted Services	8,500	12,070	(3,570)	(42%)	
Contribution to Reserves	55,000	55,000		0%	
Interfunctional Adjustments	9,500	9,504	(4)	(0%)	
Debt Principal & Interest	498,300	500,221	(1,921)	(0%)	
Total Expenditures	1,524,100	1,496,410	27,690		
Total Net Levy	28,300	67,430	39,130		
Notes					
1 FT Labour - Vacant position					
2 Equipment Rental Expense under \$11,800; Fuel & Oil Expense over \$27,000; Equipment Supplies & Repairs Expense over \$6,100; Supplies Exp over \$16,100; Lease Payments over \$10,200					

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 <div> Financial Plan Operating Plan - Cost Code Summary Transit Services As of December 31, 2022 </div>					
	2022	2022	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
Revenues					
Grants	552,000	496,551	(55,449)	(10%)	1
User Charges	36,200	46,671	10,471	(29%)	2
Total Revenues	588,200	543,222	(44,978)		
Expenditures					
Labour	82,700	84,356	(1,656)	(2%)	
Purchases	43,500	14,050	29,450	(68%)	3
Contracted Services	601,800	591,125	10,675	(2%)	
Interfunctional Adjustments	8,900	8,904	(4)	(0%)	
Total Expenditures	736,900	698,435	38,465		
Total Net Levy	(148,700)	(155,213)	(6,513)		
Notes					
1 Provincial Grants- Inter-community					
2 Misc Revenue - Fares					
3 - Special Projects under \$29,000- Transit Consultant IBI					