



**Subject: 2024 – 2<sup>nd</sup> Quarter Operations and Development Services Update**

**Report Number:** OPD -24-049

Department: Operations and Development Department

Submitted by: Jonathon Graham, Director of Operation and Development

Meeting Type: Council Meeting

Meeting Date: Monday, August 12, 2024

**RECOMMENDATION**

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

**BACKGROUND**

To provide Council with a January 1<sup>st</sup> through to June 30<sup>th</sup>, 2024 project and task updates inclusive of project and/or tasks that may have carried over from 2023 and as identified “*In Progress*”. This report highlights operational and financial results for the Operations and Development Department for the second quarter of 2024.

**DISCUSSION**

2024 Business Objectives and Capital Projects:

**Table 1: 2024 Operating Business Plan**

Objective	Target Date	Q2 Project Status
Renegotiations of Westtown Line Boundary Road Agreement	<del>Q2-2024</del> <del>Q4-2022</del> <del>Q4-2023</del> Q3 2024	In progress; Working Group Established
Renegotiations of the Traffic Signal/Streetlights maintenance Agreement	<del>Q3-2022</del> <del>Q3-2023</del> <del>Q4-2023</del> Q4 2024	In progress
Investigate Private Woodlot East of Runway 08-26 Removal Options	<del>Q3-2022</del> <del>Q3-2023</del> <del>Q4-2023</del> Q4 2024	In progress
Phase 2 Streetlights and Fixtures – Van Norman Heights Subdivision	Q4 2024	In progress

Airport Apron Extension	Pending Funding	
Engineering & Airport Design Manual/Standard(s) Review	Q3 2024	In progress
Meet O. Reg. 588/17 reporting obligations as per Asset Management Reg.; in partnership with Finance	July 2024 & July 2025	Inventory Control Underway
Municipal Drain Decommissioning	Continues Project	In progress
T:GO Intercommunity 2025 Program Refinement/Development	Q4 2024	In progress

**Table 2: 2024 Capital Business Plan**

Objective	Target Date	Q2 Project Status
Kinsmen Bridge Upgrade(s) – Tender Publication	<del>Q2 2021</del> <del>Q4 2022</del> Q4 2024 On-going	90% Engineering Design Completed
Cranberry Rd - Design	<del>Q4 2023</del> Q1 2024	In progress Awarded to CJDL Engineering 90% Detail Design Received
Charlotte & Clarence Street – Construction	Q4 2024 <del>Q2 2024</del>	In progress Awarded to RJBurnside <del>60% Detail Design Received</del>  Project <b>Canceled</b> for 2024
Quarter Town Line (at Stoney Creek)	<del>2020</del> <del>Q4 2022</del> <del>Q3 2023</del> Q3 2024	One all is continuing to be repaired in 2024
Quarter Town Line (Beech Blvd.)		
T:Go Bus Shelters	Q4 2024	Pending Tender Award
Ph 2. – Townline Rd. & Goshen St Construction	Q4 2024	In Progress
Devonshire Ave Culvert Replacement	Q3/Q4 2024	Tender Package to be published Q2/Q3 2024

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Sidewalk Connectivity - Tanager & Bobolink	Q3 2024	In progress Awarded to Dufferin Construction
Storm Pond Maintenance	Q4 2024	In progress pending Tender Package
Airport – OMAFRA RED Funding Program	Q4 2024	In progress
Annual Asphalt Program	Pending Council's 2024 Surplus Allocation	
Traffic Master Plan	Q4 2024 (final)	In progress
New Town Hall	On-Going	In progress and currently in Detail Design
<b><u>Light &amp; Medium Duty Vehicles</u></b>		
#33 Ram 250 with Alum Dump Body (RCP)	Q4	In progress
4300 Hybrid Bucket Truck (Hydro)	Q4 Q1/Q2 2024	In progress
Hydraulic Mower Lift	Q4	In progress
Scissor Lift	Q3/Q4	In progress
Skid Steer + Attachments	Q3/Q4	In progress (Kinetic GPO purchase)
<b><u>Heavy Duty Vehicles</u></b>		
Tandem Axle Plow with Wing (2023)	2025/ 2026	In progress (Kinetic GPO purchase)
Tandem Axle Plow with Wing (2024)	2026/ 2027	In progress (Kinetic GPO purchase)
<b><u>Attachment</u></b>		
Tractor Mower Deck	2024	TBD
Tractor Flail Brusher	2024	TBD
Trackless Attachment (Rotary Broom)	Q4	In progress (Kinetic GPO purchase)

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P/U Attachment	Q3	In progress (Kinetic GPO purchase)
Airflow Slide-in Sander	Q3	In progress
Box Blade Attachments	Q3	TBD
Sander/Plow Attachments	Q3	In progress (Kinetic GPO purchase)
<b><u>Off Road Equipment</u></b>		
Sidewalk Machine	Q2/Q3	In progress (Kinetic GPO purchase)
Boom Flail Mower	Q2/Q3	TBD
<b><u>Other</u></b>		
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 Town's 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	2024	2023	2022	2021	2020	2019	2018	2017	2016
Roads (Lane km)	276	276	276	242.3	238.3	235.4	234.1	233.6	229.4
Sidewalks (km)	138.5	135	135	117.1	107.6	98.6	97.4	96.6	94.2

**Table 4: Service Request/MESH Ticket(s)**

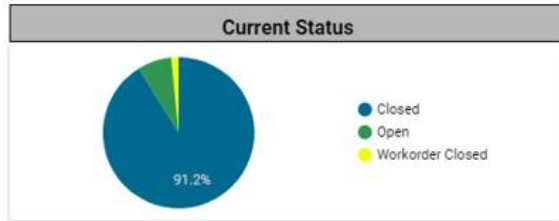
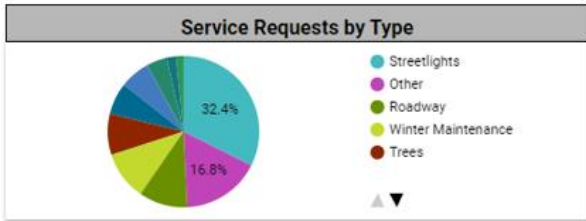
Through the Town of Tillsonburg's workflow management system (MESH), Town staff generate and created internal services request; furthermore, service tickets may also be created/requested from the general public using the *Report a Problem* function.

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**Roads Service Requests**

Number of Requests  
**250**

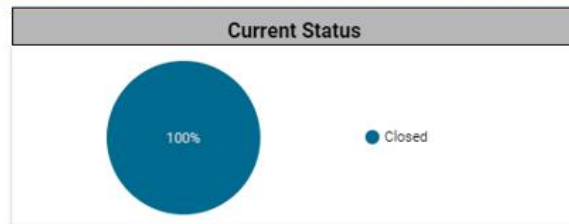
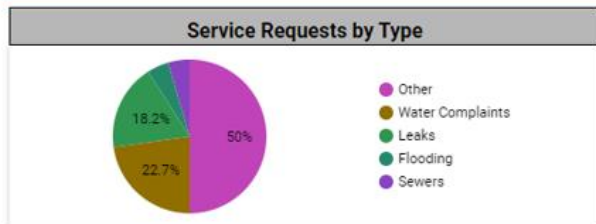
Request Type	Caller Name	Department
Request Sub Type	Status	Problem Location
Entered By	Expected Completion D...	Jan 1, 2024 - Jun 30, 2024



**Water/Wastewater Service Requests**

Number of Requests  
**22**

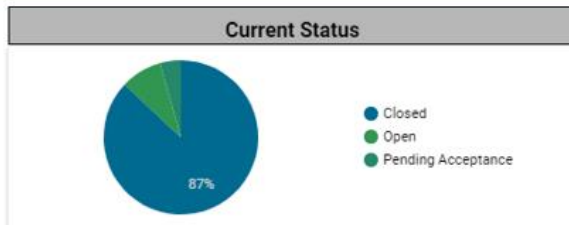
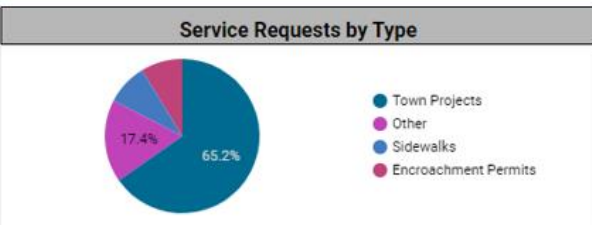
Request Type	Caller Name	Department
Request Sub Type	Status	Problem Location
Entered By	Expected Completion D...	Jan 1, 2024 - Jun 30, 2024



**Engineering Service Requests**

Number of Requests  
**23**

Request Type	Caller Name	Department
Request Sub Type	Status	Problem Location
Entered By	Expected Completion D...	Jan 1, 2024 - Jun 30, 2024



The following represents services tickets from January 1<sup>st</sup> through to June 30<sup>th</sup>, 2024:

**GOALS FOR NEXT QUARTER/2024**

- Continue renegotiation of boundary road agreement
- Investigate and prepare working plans for known abandon Oil Well(s)
- Clear Plan of Subdivision Assumption By-Laws

**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 1<sup>st</sup> through to June 30<sup>th</sup>, 2024 the consolidated Operations and Development Department overall variance is summarized in the table below:

<b>Department/Service Area</b>	<b>Surplus / (Deficit)</b>
Operations Administration	817
Engineering Services	69,805
Public Works	47,793
Municipal Parking	32,257
Airport Operations	7,115
Waste Management	(14,383)
Fleet Services	8,437
Transit Services (In-Town)	8,387
<b>Total Variance</b>	<b>\$160,228 Surplus</b>

**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 24-049 - 2024 2<sup>nd</sup> Quarter Operations and Development Services


	<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>OPS Admin</b> As of June 30, 2024				
		<b>2024</b>	<b>2024</b>	<b>Actual</b>	<b>%</b>
	<b>YTD Budget</b>	<b>YTD Actuals</b>	<b>Variance</b>	<b>Variance</b>	<b>Reference</b>
10 Gen					
<b>Revenues</b>					
<b>Total Revenues</b>					
<b>Expenditures</b>					
Labour	150,193	150,192	1		
Purchases	61,445	60,677	768	1%	
Interfunctional Adjustments	(32,880)	(32,928)	48		
<b>Total Expenditures</b>	<b>178,758</b>	<b>177,941</b>	<b>817</b>		
<b>Total Net Levy</b>	<b>(178,758)</b>	<b>(177,941)</b>	<b>817</b>		

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<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Engineering</b> As of June 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
User Charges	12,200	42,635	30,435	(249%)	(1)
<b>Total Revenues</b>	<b>12,200</b>	<b>42,635</b>	<b>30,435</b>		
<b>Expenditures</b>					
Labour	293,451	247,252	46,199	16%	2
Purchases	21,153	17,432	3,721	18%	
Contracted Services		9,574	(9,574)		3
Interfunctional Adjustments	(7,434)	(6,458)	(976)	13%	
<b>Total Expenditures</b>	<b>307,170</b>	<b>267,800</b>	<b>39,370</b>		
<b>Total Net Levy</b>	<b>(294,970)</b>	<b>(225,165)</b>	<b>69,805</b>		
<b>Notes</b>					
1 Additional Inspection Revenue - \$6,600; Site Plan & Subdivision Review revenue over \$18,600					
2 FT labour under \$47,800 - Vacant positions					
3 Legal Cost over \$9,600					




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<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Public Works</b> As of June 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
<b>Total Revenues</b>					
<b>Expenditures</b>					
Labour	664,045	682,556	(18,511)	3%	1
Purchases	376,634	319,456	57,178	15%	2
Contracted Services	102,688	92,279	10,409	10%	3
Interfunctional Adjustments	283,733	284,979	(1,246)		
Debt Principal & Interest	158,718	158,755	(37)		
<b>Total Expenditures</b>	<b>1,585,818</b>	<b>1,538,025</b>	<b>47,793</b>		
<b>Total Net Levy</b>	<b>(1,585,818)</b>	<b>(1,538,025)</b>	<b>47,793</b>		
<b>Notes</b>					
1 FT Overtime under \$11,400 -Winter Maintenance; FT regular over \$29,600 - Staff allocations					
2 Supplies Exp under 12,500 - Winter Maintenance; Heat-Light-Water under \$14,000; Building Repairs & Maintenance Exp under \$5,900					
3 Subcon Exp under - snow removal \$13,400;					


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<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Parking</b> As of June 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
Levy, PILS	72,216	74,023	1,807	(3%)	
User Charges		5,000	5,000		
<b>Total Revenues</b>	<b>72,216</b>	<b>79,023</b>	<b>6,807</b>		
<b>Expenditures</b>					
Labour	25,356	6,028	19,328	76%	1
Purchases	13,512	1,801	11,711	87%	2
Contracted Services	50,000	51,538	(1,538)	3%	
Interfunctional Adjustments	24,636	24,636			
Debt Principal & Interest	6,113	6,164	(51)	1%	
<b>Total Expenditures</b>	<b>119,617</b>	<b>90,167</b>	<b>29,450</b>		
<b>Total Net Levy</b>	<b>(47,401)</b>	<b>(11,144)</b>	<b>36,257</b>		
<b>Notes</b>					
1 FT labour under - staff allocations					
2 Snow removal supplies under					
<b>Any surplus at year end will be contributed into the Downtown Parking Lot Reserve</b>					


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<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Airport</b> As of June 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
User Charges	289,786	352,908	63,122	(22%)	(1)
Other Revenue		3,000	3,000		
<b>Total Revenues</b>	<b>289,786</b>	<b>355,908</b>	<b>66,122</b>		
<b>Expenditures</b>					
Purchases	115,163	187,568	(72,405)	63%	2
Contracted Services	149,450	136,080	13,370	9%	3
Interfunctional Adjustments	19,800	19,800			
Debt Principal & Interest	2,496	2,468	28	1%	
<b>Total Expenditures</b>	<b>286,909</b>	<b>345,916</b>	<b>(59,007)</b>		
<b>Total Net Levy</b>	<b>2,877</b>	<b>9,992</b>	<b>7,115</b>		
<b>Notes</b>					
1 Fuel Sales over \$69,300					
2 Fuel Purchases over \$45,400; Building Repairs & Maintenance over \$7,800; Equipment Supplies & Repairs Exp over \$9,300					
3 Subcon Exp under \$13,400					


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<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Waste Management</b> As of June 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
Grants	82,799	34,898	(47,901)	(58%)	(1)
User Charges	56,591	85,729	29,138	(51%)	(2)
<b>Total Revenues</b>	<b>139,390</b>	<b>120,627</b>	<b>(18,763)</b>		
<b>Expenditures</b>					
Labour	27,982	36,723	(8,741)	31%	3
Purchases	35,947	34,625	1,322	4%	
Contracted Services	33,629	21,830	11,799	35%	4
Interfunctional Adjustments	72,090	72,090			
<b>Total Expenditures</b>	<b>169,648</b>	<b>165,268</b>	<b>4,380</b>		
<b>Total Net Levy</b>	<b>(30,258)</b>	<b>(44,641)</b>	<b>(14,383)</b>		
<b>Notes</b>					
1 Grant revenue from Oxford County - timing of invoice relating to the agreement					
2 Tipping Fee Revenue over \$33,200					
3 PT labour over \$8,400					
4 Subcon Exp under \$14,100 - timing of invoices					

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		<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Fleet</b> As of June 30, 2024			
		2024	2024	Actual	%
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
User Charges	879,239	815,053	(64,186)	(7%)	(1)
<b>Total Revenues</b>	<b>879,239</b>	<b>815,053</b>	<b>(64,186)</b>		
<b>Expenditures</b>					
Labour	130,257	129,436	821	1%	
Purchases	381,985	320,736	61,249	16%	2
Contracted Services	10,287	2,010	8,277	80%	3
Interfunctional Adjustments	5,730	5,748	(18)		
Debt Principal & Interest	208,504	206,210	2,294	1%	
<b>Total Expenditures</b>	<b>736,763</b>	<b>664,140</b>	<b>72,623</b>		
<b>Total Net Levy</b>	<b>142,476</b>	<b>150,913</b>	<b>8,437</b>		
<b>Notes</b>					
1 Fleet Charges under - THI related					
2 Fuel & Oil Exp under \$ 42,600; Equipment Supply & Repairs Exp under \$26,700; Lease payments over \$14,100					
3 Subcon Exp under \$7,600					

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<b>Financial Plan</b> <b>Operating Plan - Cost Code Summary</b> <b>Transit Services</b> As of June 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
<b>Revenues</b>					
Grants	230,076	214,838	(15,238)	(7%)	(1)
User Charges	22,144	29,400	7,256	(33%)	(2)
<b>Total Revenues</b>	<b>252,220</b>	<b>244,238</b>	<b>(7,982)</b>		
<b>Expenditures</b>					
Labour	51,240	36,229	15,011	29%	3
Purchases	7,035	1,990	5,045	72%	4
Contracted Services	263,640	267,327	(3,687)	1%	
Interfunctional Adjustments	(22,050)	(22,050)			
<b>Total Expenditures</b>	<b>299,865</b>	<b>283,496</b>	<b>16,369</b>		
<b>Total Net Levy</b>	<b>(47,645)</b>	<b>(39,258)</b>	<b>8,387</b>		
<b>Notes</b>					
1 Provincial Grant revenue under \$15,200					
2 Fares Revenue over \$10,800					
3 FT labour under - vacant position					
4 Advertising Exp under \$3,000					