



Subject: 2024 – 3rd Quarter Operations and Development Services Update

Report Number: OPD -24-060

Department: Operations and Development Department

Submitted by: Jonathon Graham, Director of Operation and Development

Meeting Type: Council Meeting

Meeting Date: Thursday, November 14, 2024

RECOMMENDATION

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

BACKGROUND

To provide Council with a January 1st through to September 30th, 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	Q2-2024 Q4-2022 Q4-2023 Q3 2024	In progress; Working Group Established
Renegotiations of the Traffic Signal/Streetlights maintenance Agreement	Q3-2022 Q3-2023 Q4-2023 Q4 2024	In progress (TMP evaluating)
Investigate Private Woodlot East of Runway 08-26 Removal Options	Q3-2022 Q3-2023 Q4-2023 Q4 2024	In progress
Phase 2 Streetlights and Fixtures – Van Norman Heights Subdivision	Q4-2024	Complete

Airport Apron Extension	Pending Funding	
Engineering & Airport Design Manual/Standard(s) Review	Q3 2024 Q1 2025	In progress Local Working Group Established
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	Q2 2021 Q4 2022 Q4 2024	90% Engineering Design Completed Proposed 2025 Capital
Cranberry Rd - Design	Q4 2023 Q1 2024	90% Engineering Design Completed Proposed 2025 Capital
Charlotte & Clarence Street – Construction	Q4 2024 Q2 2024	In progress Awarded to RJBurnside 60% Detail Design Received Project Canceled for 2024
Quarter Town Line (at Stoney Creek)	2020 Q4 2022 Q3 2023 Q3 2024	One all is continuing to be repaired in 2024
Quarter Town Line (Beech Blvd.)		
T:Go Bus Shelters	Q4 2024 Q2 2025	In Progress
Ph 2. – Townline Rd. & Goshen St Construction	Q4 2024	Completed Final Coat Asphalt 2025
Devonshire Ave Culvert Replacement	Q3/Q4 2024 Q3 2025	Tender Package to be published Q2/Q3 2024 Due to species at risk moved to

OPD 24-049 - 2024 3rd Quarter Operations and Development Services

		2025
Sidewalk Connectivity - Tanager & Bobolink	Q3 2024	Completed
Storm Pond Maintenance	On-Going	In progress pending Tender Package
Airport – OMAFRA RED Funding Program	Q4 2024	In progress
Annual Asphalt Program	Pending Council's 2024 Surplus Allocation Proposed for 2025	
Traffic Master Plan	Q4 2024	In progress
New Town Hall	On-Going	In progress and currently in Detail Design/Location Consideration
<u>Light & Medium Duty Vehicles</u>		
#33 Ram 250 with Alum Dump Body (RCP)	Q4	Canceled
4300 Hybrid Bucket Truck (Hydro)	Q4 Q1/Q2 2024	Canceled
Hydraulic Mower Lift	Q4	Canceled
Scissor Lift	Q3/Q4	In progress
Skid Steer + Attachments	Q3/Q4	Completed In progress (Kinetic GPO purchase)
<u>Heavy Duty Vehicles</u>		
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)
<u>Attachment</u>		
Tractor Mower Deck	2024	Canceled

Tractor Flail Brusher	2024	Canceled
Trackless Attachment (Rotary Broom)	Q4	In progress (Kinetic GPO purchase)
P/U Attachment	Q4	In progress (Kinetic GPO purchase)
Airflow Slide-in Sander	Q3	Completed
Box Blade Attachments	Q3	Completed
Sander/Plow Attachments	Q3	In progress (Kinetic GPO purchase)
<u>Off Road Equipment</u>		
Sidewalk Machine	Q2/Q3	Completed
Boom Flail Mower	Q2/Q3	TBD
<u>Other</u>		
Trailer	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	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

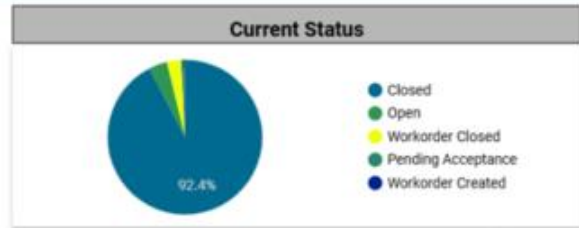
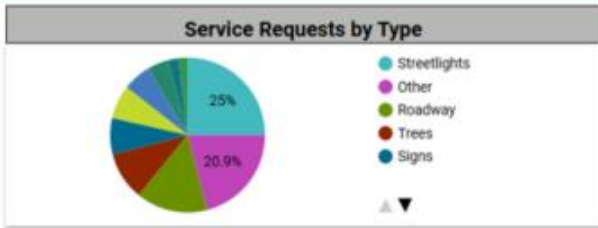
Table 4: Service Request/MESH Ticket(s)

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.

Roads Service Requests

Number of Requests
368

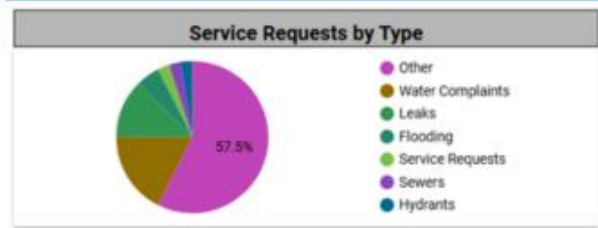
Request Type	Caller Name	Department
Request Sub Type	Status	Problem Location
Entered By	Expected Completion D...	Jan 1, 2024 - Sep 30, 2024



Water/Wastewater Service Requests

Number of Requests
40

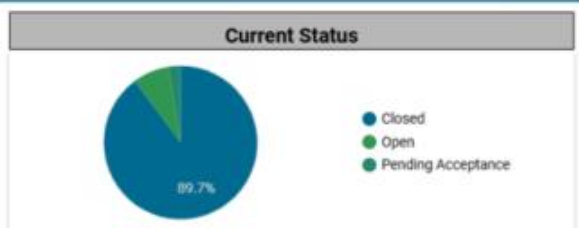
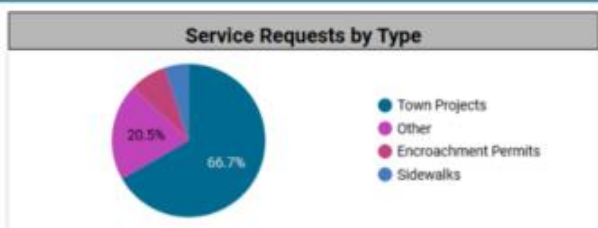
Request Type	Caller Name	Department
Request Sub Type	Status	Problem Location
Entered By	Expected Completion D...	Jan 1, 2024 - Sep 30, 2024



Engineering Service Requests

Number of Requests
39

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



The following represents services tickets from January 1st through to September 30th, 2024:

GOALS FOR NEXT QUARTER/2024

- Continue renegotiation of boundary road agreement
- 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 1st through to September 30th, 2024 the consolidated Operations and Development Department overall variance is summarized in the table below:

Department/Service Area	Surplus / (Deficit)
Operations Administration	7,556
Engineering Services	100,602
Public Works	136,991
Municipal Parking	44,494
Airport Operations	(18,933)
Waste Management	5,945
Fleet Services	66,459
Transit Services (In-Town)	47,644
Total Variance	\$390,758 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 24-049 - 2024 3rd Quarter Operations and Development Services


					
Financial Plan Operating Plan - Cost Code Summary OPS Admin As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
Revenues					
Contribution from Reserves	103,500	103,500			
Total Revenues	103,500	103,500			
Expenditures					
Labour	223,110	218,347	4,763	2%	
Purchases	142,498	139,777	2,721	2%	
Interfunctional Adjustments	(49,320)	(49,392)	72		
Total Expenditures	316,288	308,732	7,556		
Total Net Levy	(212,788)	(205,232)	7,556		

OPD 24-049 - 2024 3rd Quarter Operations and Development Services


	Financial Plan Operating Plan - Cost Code Summary Engineering As of September 30, 2024					
		2024	2024	Actual	%	Note
		YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen						
Revenues						
User Charges	12,800	60,086	47,286	(369%)	1	
Total Revenues	12,800	60,086	47,286			
Expenditures						
Labour	462,472	396,639	65,833	14%	2	
Purchases	32,981	22,358	10,623	32%	3	
Contracted Services		25,122	(25,122)		4	
Interfunctional Adjustments	(11,151)	(13,133)	1,982	18%		
Total Expenditures	484,302	430,986	53,316			
Total Net Levy	(471,502)	(370,900)	100,602			
Notes						
1 Additional Inspection Revenue - \$6,400; Site Plan & Subdivision Review revenue over \$12,100; Inspection Revenue over						
2 FT labour under \$65,800 - Vacant positions						
3 Supplies Exp under \$3,300						
4 Legal Cost over \$25,100 - To be recovered by applicants						

OPD 24-049 - 2024 3rd Quarter Operations and Development Services


					
Financial Plan Operating Plan - Cost Code Summary Public Works					
As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
Revenues					
Total Revenues					
Expenditures					
Labour	939,842	937,917	1,925	0%	
Purchases	552,460	456,855	95,605	17%	1
Contracted Services	227,541	187,195	40,346	18%	2
Interfunctional Adjustments	425,975	427,032	(1,057)		
Debt Principal & Interest	286,543	286,371	172		
Total Expenditures	2,432,361	2,295,370	136,991		
Total Net Levy	(2,432,361)	(2,295,370)	136,991		
Notes					
1 Supplies Exp under 32,600 - Winter Maintenance; Heat-Light-Water under \$34,100; Building Repairs & Maintenance Exp					
2 Subcon Exp under - snow removal \$20,700					

					
Financial Plan Operating Plan - Cost Code Summary Parking As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
Revenues					
Levy, PILS	163,559	164,824	1,265	(1%)	
User Charges		5,000	5,000		
Total Revenues	163,559	169,824	6,265		
Expenditures					
Labour	34,062	6,371	27,691	81%	1
Purchases	14,530	2,403	12,127	83%	2
Contracted Services	50,000	51,538	(1,538)	3%	
Interfunctional Adjustments	36,954	36,954			
Debt Principal & Interest	6,113	6,164	(51)	1%	
Total Expenditures	141,659	103,430	38,229		
Total Net Levy	21,900	66,394	44,494		
Notes					
1 FT labour under - staff allocations					
2 Snow removal supplies under					
Any surplus at year end will be contributed into the Downtown Parking Lot Reserve					


OPD 24-049 - 2024 3rd Quarter Operations and Development Services

					
Financial Plan Operating Plan - Cost Code Summary Airport As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
Revenues					
User Charges	408,287	540,558	132,271	(32%)	1
Other Revenue		5,100	5,100		
Total Revenues	408,287	545,658	137,371		
Expenditures					
Purchases	220,745	396,794	(176,049)	80%	2
Contracted Services	209,875	190,118	19,757	9%	3
Interfunctional Adjustments	29,700	29,740	(40)		
Debt Principal & Interest	2,496	2,468	28	1%	
Total Expenditures	462,816	619,120	(156,304)		
Total Net Levy	(54,529)	(73,462)	(18,933)		
Notes					
1 Fuel Sales over \$141,500					
2 Fuel Purchases over \$130,100; Building Repairs & Maintenance over \$11,400; Equipment Supplies & Repairs Exp over \$19,700					
3 Subcon Exp under \$19,800					


OPD 24-049 - 2024 3rd Quarter Operations and Development Services

					
Financial Plan Operating Plan - Cost Code Summary Waste Management As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
Revenues					
Grants	154,474	72,652	(81,822)	(53%)	1
User Charges	94,166	133,366	39,200	(42%)	2
Total Revenues	248,640	206,018	(42,622)		
Expenditures					
Labour	45,954	51,789	(5,835)	13%	3
Purchases	96,665	100,172	(3,507)	4%	
Contracted Services	79,621	21,712	57,909	73%	4
Interfunctional Adjustments	108,135	108,135			
Total Expenditures	330,375	281,808	48,567		
Total Net Levy	(81,735)	(75,790)	5,945		
Notes					
1 Grant revenue from Oxford County - timing of invoice relating to the agreement					
2 Tipping Fee Revenue over \$50,400					
3 PT labour over \$13,500; FT labour under \$7,800					
4 Subcon Exp under \$57,900 - timing of invoices for Large Items					

OPD 24-049 - 2024 3rd Quarter Operations and Development Services

					
Financial Plan Operating Plan - Cost Code Summary Fleet					
As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
Revenues					
User Charges	1,318,544	1,286,473	(32,071)	(2%)	
Total Revenues	1,318,544	1,286,473	(32,071)		
Expenditures					
Labour	185,858	190,143	(4,285)	2%	
Purchases	633,999	548,415	85,584	13%	1
Contracted Services	17,287	2,264	15,023	87%	2
Interfunctional Adjustments	8,613	8,622	(9)		
Debt Principal & Interest	245,875	243,658	2,217	1%	
Total Expenditures	1,091,632	993,102	98,530		
Total Net Levy	226,912	293,371	66,459		
Notes					
1 Fuel & Oil Exp under \$63,000; Equipment Supply & Repairs Exp under \$49,700; Lease payments over \$26,400					
2 Subcon Exp under \$15,00					

OPD 24-049 - 2024 3rd Quarter Operations and Development Services

					
Financial Plan Operating Plan - Cost Code Summary Transit Services As of September 30, 2024					
	2024	2024	Actual	%	Note
	YTD Budget	YTD Actuals	Variance	Variance	Reference
10 Gen					
Revenues					
Grants	445,439	447,411	1,972	(0%)	
User Charges	28,947	45,382	16,435	(57%)	1
Total Revenues	474,386	492,793	18,407		
Expenditures					
Labour	82,752	60,934	21,818	26%	2
Purchases	7,746	4,126	3,620	47%	
Contracted Services	430,114	426,315	3,799	1%	
Interfunctional Adjustments	(33,075)	(33,075)			
Total Expenditures	487,537	458,300	29,237		
Total Net Levy	(13,151)	34,493	47,644		
Notes					
1 Fares Revenue over \$20,600					
2 FT labour under - vacant position					