

# Committee Working Session Draft 2020 Budget

## Department Highlights Summary

# Draft Budget Book Navigation

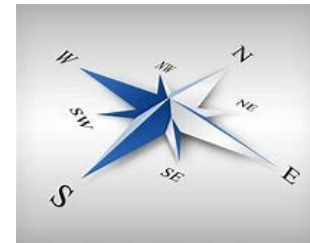
## Front Section (Pg. 1-29)

- Consolidated Highlights

## Department Overviews (Pg. 30-247)

### Department Sections Consist of 4 Elements

- Department Summary
  - 2019 achievements, 2020 initiatives, Budget Highlights)
- Operating Budget Financial Summary
- Operating Service Enhancement Request Summary (SER)
  - Individual Service Enhancement Requests
- Capital Project Summary
  - Capital Project Sheets



# Council & Council Admin

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
Council	31	\$436,759	\$498,835	\$62,076	14.21%
Council Admin	31	\$312,100	\$292,300	(\$19,800)	-6.34%
<b>Total</b>		<b>\$748,859</b>	<b>\$791,135</b>	<b>\$42,276</b>	<b>5.65%</b>

## Financial Highlights

Council: Budget increased largely as a result of compensation, COLA and benefit adjustments.

Council Administration:

- Scholarship reserve funding adjusted down \$5K .
- Agency and Board Payments have decreased by (\$54K) due to the completion of one-time 2019 donations to the Matthew House Hospice and Alliston Legion.
- Professional Services have increased by \$20K to accommodate a trending increase in legal costs.
- Other minor increases in admin expenses, cost of service, etc.

# Council & Council Admin

	<b>2019 Budget</b>	<b>2020 Budget</b>	<b>\$ Change</b>
Agency & Board Payments	308,300	254,300	(54,000)
2576 - LEARNING SCHOLARSHIP PROGRAM	29,000	29,000	0
3118 - COMMUNITY EVENTS	30,500	30,500	0
3127 - BIA CONTRIBUTION	10,000	10,000	0
3149 - ARTS CULTURE & TOURISM	100,000	100,000	0
3160 - COMMUNITY GRANTS PROGRAM	37,000	37,000	0
3161 - MATTHEW HOUSE HOSPICE DONATION	27,000	0	(27,000)
3162 - GOOD SHEPARD FOOD BANK DONATION	16,800	16,800	0
3164 - SIR FREDERICK BANTING LEGACY FOUNDATION DONATION	20,000	21,000	1,000
3166 - ALLISTON LEGION DONATION	25,000	0	(25,000)
3457 - NT STREAMS COMMITTEE	3,000	0	(3,000)
3900 - PHYSICIAN RECRUITMENT	10,000	10,000	0

# CAO

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
CAO	37	\$462,569	\$528,826	\$66,257	14.32%

## Financial Highlights

- Administration increased largely for Leadership Development Costs \$15K
- Professional fees were reduced in Legal and Consulting. \$20K
- Salaries and Benefits increased \$29K
  - SER for an Assistant to Mayor and Council \$59K
  - Regular compensation adj. offset by the removal of a retirement allowance

# CAO

**Town of New Tecumseth  
Operating Change Request Summary Report  
Budget Year 2020**

Request Details					Operating Expenses				Taxation	
Department	Change Request Number	Project Name	Type	Corp Priority	Salary & Contracte Benefits	Admin d Servies Expenses	All Other	Total	Cal. \$	
<b>CAO</b>										
160 - CAO DEPARTMENT	CAO-2020-001	Assistant to Mayor and Council	Service Enhancement Request (SER)	High	59,342	-	3,510	-	62,852	62,852
<b>CAO Sub-Total</b>					<b>59,342</b>	<b>-</b>	<b>3,510</b>	<b>-</b>	<b>62,852</b>	<b>62,852</b>
<b>Grand Total</b>					<b>59,342</b>	<b>-</b>	<b>3,510</b>	<b>-</b>	<b>62,852</b>	<b>62,852</b>

# CAO Division – Communications

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
Communications	40	\$147,593	\$278,611	\$131,017	88.8%

## Financial Highlights

- Revenue increase: Due to a \$40K transfer from Eco Dev. Reserve
- Professional Service Increase: SER \$62K for a centralized communication and marketing strategy (incl. the Eco. Dev. Marketing Strategy & \$40K reserve funding).
- Cost of service increase: \$20K to centralize advertising & promotion (PRC Transfer).
- Salaries and Benefits increased \$83K:
  - SER communications coordinator plus position conversion \$70K
  - Regular compensation adj.

# CAO Division – Communications

Town of New Tecumseth  
 Operating Change Request Summary Report  
 Budget Year 2020

Request Details						Operating Expenses				Non-Taxation Funding		Taxation
Department	Change Request Number	Project Name	Type	Depart Priority	Corp Priority	Salary & Benefits	Profess. Services	Admin Expenses	Total	Reserves	Total	Cal. \$
<b>Economic Development &amp; Communications</b>												
173 - COMMUNICATIONS	CAO-2020-002	Communications Coordinator	Service Enhancement Request (SER)		High	70,084	-	5,810	75,894	-	-	75,894
173 - COMMUNICATIONS	COMM-2020-001	Corporate communications & marketing strategy	Service Enhancement Request (SER)	001	High	-	62,000	-	62,000	40,000	40,000	22,000
<b>Economic Development &amp; Communications Sub-Total</b>						<b>70,084</b>	<b>62,000</b>	<b>5,810</b>	<b>137,894</b>	<b>40,000</b>	<b>40,000</b>	<b>97,894</b>
<b>Grand Total</b>						<b>70,084</b>	<b>62,000</b>	<b>5,810</b>	<b>137,894</b>	<b>40,000</b>	<b>40,000</b>	<b>97,894</b>



# CAO Division – Economic Development

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
Eco. Development	48	\$128,127	\$134,112	\$5,985	4.7%

## Financial Highlights

- Cost of Service delivery increased: \$52K the Main Street Revitalization initiative program offset by County of Simcoe Economic Development Funding.
- Salaries and benefits increased due to compensation adjustments, \$5.5K.

# Fire & Rescue

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
Fire and Rescue	53	\$2,768,583	\$2,988,387	\$219,804	7.9%

## Financial Highlights

- Salaries increased \$216K due to:
  - SER - Fire Prevention Officer (\$73K) .
  - Senior/Duty Officer On-Call requirements (\$16K) .
  - Volunteer/Paid On Call Firefighters – Compensation Study
- Cost of Service Delivery Increased \$48K:
  - Building maintenance for all 3 Fire Stations \$38K
  - Dispatch Contract adjustment \$8K
- Financing Costs decreased \$55K: Debt retirement for a fire apparatus

# Fire & Rescue

**Town of New Tecumseth  
Operating Change Request Summary Report  
Budget Year 2020**

Request Details						Operating Expenses			Taxation	Capital	
Department	Change Request Number	Project Name	Type	Depart Priority	Corp Priority	Salary & Benefits	Admin Expenses	Total	Cal. \$	Exp. \$	Ref. #
<b>Fire</b>											
215 - FIRE ADMINISTRATION DEPT	FIRE 2020-001	Fire Prevention Officer	Service Enhancement Request (SER)	100	High	73,275	3,000	76,275	76,275	38,000	Fire 2020-006
<b>Fire Sub-Total</b>						<b>73,275</b>	<b>3,000</b>	<b>76,275</b>	<b>76,275</b>	<b>38,000</b>	
<b>Grand Total</b>						<b>73,275</b>	<b>3,000</b>	<b>76,275</b>	<b>76,275</b>	<b>38,000</b>	

# Fire & Rescue

## 2020 Capital Project List



Project #	Title	2020 Expense	PG Ref.
**Fire 316108.1	Station #2 Pumper	690,000	61
**Fire 317040.1	Station #4-Pumper Rescue	690,000	62
**Fire 317042.1	Station #4-Tanker Pumper	425,000	63
Fire-2020-001	Fire Communications - Radio Link	24,500	64
Fire-2020-002	Recruit Firefighter PPE / Equipment	58,200	65
Fire-2020-003	Firefighter Personal Protective Equipment - Replacement	42,000	66
Fire-2020-004	Fire Rescue Equipment - Replacement	55,000	67
Fire-2020-005	Exhaust Extraction - Station 3	15,000	68
Fire-2020-006	Fire Prevention Officer - Vehicle	38,000	69
Fire-2020-007	Fire Administration Vehicle Replacement	60,000	70
	<b>Total</b>	<b>2,097,700</b>	

\*\* - Updated costing

# Conservation Authorities

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
Conservation Authorities	72	\$375,536	\$399,889	\$24,353	6.5%

## Financial Highlights

- Nottawasaga Valley Conservation Authority (NVCA) increase \$21.7K or 6.35%.
  - Capital Levy increase of \$3K or 17.8%
  - Operating Levy Increase of \$16.6K or 5.74%.
- Lake Simcoe Regional Conservation Authority (LSRCA) increase \$2.6K or 7.9%.
  - Capital Levy increase of \$1.6K or 11.4%
  - Operating Levy decrease of \$0.9K or 5.11%.

Funding is apportioned to municipalities based on CVA (Current Value Assessment).

# Police Service Board (PSB) & Policing

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
PSB	73	\$0	\$0	\$0	0.0%
Policing	74	\$5,724,661	\$5,827,542	\$102,881	1.8%
<b>Total</b>		<b>\$5,724,661</b>	<b>\$5,827,542</b>	<b>\$102,881</b>	<b>1.8%</b>

## Financial Highlights

### Police Service Board (PSB):

- Decrease in expenses and reserve funding relates to the purchase of a Trailer planned in 2019.

### Policing Contract:

- Rev. decreased by \$30K due to the final phase out of the 1000 officers grant.
- The OPP Policing contract increased by \$72K or 1.23%

# Library

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
Library Services	75	\$1,746,685	\$1,859,747	\$113,062	6.5%

## Financial Highlights

- Revenue increased \$283K: DC Resv. Funding for the Tottenham Library debenture payments.
- Expenses increased \$396K:
  - \$316K relates to Tottenham Library Financing Payments.
  - Agency & Board Payments increased \$71K for salary and library service delivery items.
  - Remaining balance relates to library facility maintenance performed by the Town.

# Corporate Services

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
GM Corp. Services	77	\$463,042	\$463,197	\$155	0.03%

## Financial Highlights

Revenues increased by \$2.5K or 10.2%, minor adj. to better align Asset Management DC allocations.

Expenditures increased \$2.6K or 0.53% as outlined below:

- Professional & Administrative Expenses decreased by \$14K & \$9K, respectively, as a result of reduced requirements for consulting services & office equipment costs.
- Salaries and Benefits increased \$26K, largely due to standard cost of living, compensation and benefit adjustments.



# Information Technology

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
Info. Technology	83	\$834,386	\$996,251	\$161,865	19.40%

## Financial Highlights

Expenditures increased \$156K:

- Administration expenses increased \$49K for CityView and AMS systems annual costs.
- Cost of Service Delivery increased \$22K for network bandwidth services and network communications to satellite facilities.
- Pro. Services decreased \$15K: Removal of 2019 IT Security Review & Risk Assessment.
- Salaries and Benefits increased by \$100K:
  - SERs for 2FT IT technicians, partially offset by IT student and a part-time costs (\$73K).
  - Compensation adjustments .

# Information Technology

**Town of New Tecumseth  
Service Enhancement Request Summary Report  
Budget Year 2020**

Request Details		Operating Expenses						Taxation
Department	Project Name	Salary & Benefits	Profess. Services	Contracted Servies	Admin Expenses	All Other	Total	Cal. \$
<b>Information Technology</b>								
163 - INFORMATION TECHNOLOGY	L5-S5 Part Time IT Technician to L1-S1 Full Time IT Technician	18,896	-	-	-	-	18,896	18,896
163 - INFORMATION TECHNOLOGY	New Full Time IT Technician Position - Discontinue Summer Student	52,487	-	-	-	-	52,487	52,487
<b>Grand Total</b>		<b>71,383</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>71,383</b>	<b>71,383</b>

# Information Technology

## 2020 Capital Project List

<b>Project #</b>	<b>Title</b>	<b>2020 Expense</b>	<b>PG. Ref.</b>
IT-2020-1	Phone System	445,000	92
IT-2020-2	Application Tracking System - Bldg. Plan. Eng. Bylaw.	350,000	94
IT-2020-3	Workstation Replacement 2020	77,000	95
IT-2020-8	Administration Building Network Switch Replacement	34,900	96
	<b>Total</b>	<b>906,900</b>	

# Administration Services

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
Administration	97	\$1,750,082	\$1,963,683	\$213,601	12.21%

## Financial Highlights

Revenues increased \$25K due to effective use of the new parking software and equipment & fee adj.

Expenditures increased \$238K:

- Admin. expenses increased \$42K due to staff dev. costs, postage/copier costs, and live streaming.
- Cost of service delivery increased \$9K to reflect actuals in corporate insurance, etc.
- Salaries & benefits increased by \$180K due to step progressions, cola, etc. and a SER for increased customer service hours (\$22K)

# Administration Services

**Town of New Tecumseth  
Service Enhancement Request Summary Report  
Budget Year 2020**

Request Details		Operating Expenses						Taxation
Department	Project Name	Salary & Benefits	Profess. Services	Contracted Servies	Admin Expenses	All Other	Total	Cal. \$
<b>Administration</b>								
171 - ADMINISTRATION DEPARTMENT	Casual Relief Customer Service Increased Hours	21,837	-	-	-	-	21,837	21,837
<b>Grand Total</b>		<b>21,837</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21,837</b>	<b>21,837</b>

# Financial Services

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
Financial Services	104	\$433,289	\$367,149	(\$66,140)	-15.26%

## Financial Highlights

Revenues Increased \$427K

- Penalties increased \$100K to align with actuals
- Investment income adjusted by \$75K to align with trends
- Reserve funding increased by \$233K to support procurement and Bill 108 SERs

Expenditures increased \$361K

- Admin. expenses increased \$25K due to staff development and annual software licensing
- Professional services increased \$119K, as a result of corporate initiatives
  - SER Procurement Enhancements funded by modernization funds \$105K
  - Bill 108 legislation (joint project) funded through DCs \$40K
  - Partially offset by removal of 2019 professional service costs
- Salaries and Benefits increased \$221K
  - SER Manager of Purchasing (\$112K) to support service delivery and key initiatives
  - Compensation related adjustments e.g. staff progressions, cola, etc.

# Financial Services

**Town of New Tecumseth  
Service Enhancement Request Summary Report  
Budget Year 2020**

Request Details		Operating Expenses						Non-Taxation Funding						Taxation
Department	Project Name	Salary & Benefits	Profess. Services	Contracted Services	Admin Expenses	All Other	Total	Fees & Charges	Grants	Reserves	Recovery	Misc.	Total	Cal. \$
<b>Finance</b>														
161 - FINANCE DEPARTMENT	Manager of Procurement	92,545	-	-	19,450	-	111,995	-	-	-	-	-	-	111,995
161 - FINANCE DEPARTMENT	Procurement Service Delivery Enhancements	-	105,000	-	-	-	105,000	-	-	105,000	-	-	105,000	-
161 - FINANCE DEPARTMENT	Bill 108 DC Adjustments	-	40,000	-	-	-	40,000	-	-	40,000	-	-	40,000	-
<b>Grand Total</b>		<b>92,545</b>	<b>145,000</b>	<b>-</b>	<b>19,450</b>	<b>-</b>	<b>256,995</b>	<b>-</b>	<b>-</b>	<b>145,000</b>	<b>-</b>	<b>-</b>	<b>145,000</b>	<b>111,995</b>

# Human Resources

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
Human Resources	114	\$1,368,124	\$1,268,509	(\$99,615)	-7.28%

## Financial Highlights

Expenditures decreased \$102K:

- Admin. expenses increased \$38K for annual licensing for learning & time mgmt. software, etc.
- Consulting Services decreased \$62K for removal of 2019 initiatives i.e. health & safety audit, employee engagement survey, compensation review, executive recruitment etc.
- Reserve contributions for Vacation & Retirement Allowance Reserve was reduced by \$125K
- Salaries & Benefits have increased overall by 5.21% and includes compensation adjustments and a SER for an HR student.



# Human Resources

**Town of New Tecumseth  
Service Enhancement Request Summary Report  
Budget Year 2020**

Request Details		Operating Expenses						Taxation
Department	Project Name	Salary & Benefits	Profess. Services	Contracted Servies	Admin Expenses	All Other	Total	Cal. \$
<b>Human Resources</b>								
191 - HUMAN RESOURCES DEPARTMENT	Summer Student	11,497	-	-	3,100	-	14,597	14,597
<b>Grand Total</b>		<b>11,497</b>	<b>-</b>	<b>-</b>	<b>3,100</b>	<b>-</b>	<b>14,597</b>	<b>14,597</b>

# Non-Specific

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
Non-Specific	124	\$2,304,120	\$1,797,230	(\$506,890)	-22.00%

## Financial Highlights

Revenues decreased \$62K, related to adjustments in grant funding (i.e. OMPF, etc.) and misc. revenues to better match revenue associated with the solar arrangement on municipal buildings.

Expenditures decreased \$569K:

- Corporate salary gapping provision to account for position vacancies (\$300K)
- Tax Rate Stabilization Reserve reduction (\$607K) as benchmark is being achieved.
- \$400,000 increase to the Asset Replacement Resv. contribution to help reduce the infrastructure funding gap.

# Taxation

Net Operating	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
Taxation	125	\$36,126,528	\$35,826,528	(\$300,000)	-0.83%

## Financial Highlights

Revenues decreased \$339K :

- Supplementary tax decreased \$300K from \$1.2M to \$900K to correspond with development activity.
- Reserve funding decreased \$39K to reflect 2020 BIA downtown revitalization request

Expenditures decreased \$39K to align with BIA payment for downtown revitalization request

# GM Infrastructure and Development

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
GM Infra/Dev.	127	\$147,539	\$124,635	(\$22,904)	-15.52%

## Financial Highlights

- Professional Services decreased by \$20K as a result of reduced consulting services due to the completion of 2019 User Fees Study and Official Plan Update.
- Administration expenses increased \$1.5K for training and leadership initiatives.
- Salaries & benefits dropped to slightly to reflect interim measures.

# Parks, Recreation & Culture (PRC)

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
Parks & Rec.	130	\$5,099,373	\$5,942,583	\$843,211	16.54%
Build & Property	130/167	\$468,773	\$478,890	\$10,116	2.16%
<b>Total</b>		<b>\$5,568,146</b>	<b>\$6,421,473</b>	<b>\$853,327</b>	<b>15.33%</b>

## Financial Highlights

PRC Revenues decreased \$88K :

- Fees and charges increased \$27K due to user fee increases, partial offset by adj. to reflect actual trends.
- Resv. funding decreased \$104K due to the completion of the Beeton Forest and Beeton Heritage District and retirement allowance requirements.

# Parks, Recreation & Culture

## Financial Highlights

PRC Expenditures increased \$755K :

- Admin expenses incr. \$13K primarily related to staff development, computer licensing, bank charges, etc.
- Facility expenses incr. \$21K due to resurfacing of playground surfaces and sports field top dressing.
- Financing expenses increased \$191K due to the completion of the TCFC arena floor replacement project.
- Salaries and benefits increased \$553K. There is an SER to convert the Gardner to full time (\$20K increase). The balance is a result of compensation adjustments ( COLA, progressions, benefits etc.).

Buildings & Property Expenditures increased \$10K :

- Cost of Service Delivery increased by \$25K to reflect actual repair and maintenance costs, offset by a reduction of \$25K in utility expenses due to increased efficiency initiatives.
- Salaries and Benefits have increased \$10K. This is largely a result of compensation adjustments.

# Parks, Recreation & Culture

## Town of New Tecumseth Service Enhancement Request Summary Report Budget Year 2020

Request Details		Operating Expenses						Taxation	Capital	
Department	Project Name	Salary & Benefits	Profess. Services	Contracted Servies	Admin Expenses	All Other	Total	Cal. \$	Exp. \$	Ref. #
<b>Parks, Recreation &amp; Culture</b>										
732 - PARKS	Gardener	20,993	-	-	-	-	20,993	20,993	42,500	PRC-2020-016
<b>Grand Total</b>		<b>20,993</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>20,993</b>	<b>20,993</b>	<b>42,500</b>	

# Parks, Recreation & Culture

## 2020 Capital Project List

<b>Project #</b>	<b>Title</b>	<b>2020 Expense</b>	<b>PG. Ref.</b>
*PRC 319039.1	Rotary Playground Play-Structures Replacement - Riverdale Park	389,720	140
PRC-2020-001	Park and Cemetery Signage	20,000	141
PRC-2020-005	Fitness equipment	76,000	142
PRC-2020-007	Sports Hall of Fame	17,500	143
PRC-2020-008	Hydro box and panels at PPG Park	30,000	144
PRC-2020-009	Sidewalk Connection at NTRC - Jones St.	17,500	145
PRC-2020-010	Health & Safety Identified Issues	10,000	146
PRC-2020-012	Resurfacing of the Alliston Tennis Courts	22,000	147
PRC-2020-013	Design and Tender of All Wheels Park in New Tecumseth	69,000	148
PRC-2020-014	In-ground waste containers	15,000	149
PRC-2020-015	Perfect Mind Software Phase 2	47,647	150
PRC-2020-016	Pick-up 1 ton for Gardener Position and watering program	42,500	151
PRC-2020-017	Self Watering Hanging Baskets and Planters	17,000	152
PRC-2020-041	JOC equipment coverall	100,000	153
PRC-2020-042	Additional Netting at Gibson Diamond	12,500	154



# Parks, Recreation & Culture

<b>Project #</b>	<b>Title</b>	<b>2020 Expense</b>	<b>PG. Ref.</b>
FAC-2020-001	NTRC Generator - above ground fuel storage tank	18,500	155
FAC-2020-002	NTRC Lighting upgrade - PAD 1	55,000	156
FAC-2020-003	NTRC Board Re-Skinning- PAD 1	15,000	157
FAC-2020-005	Portable Generator - Administration Building - IT back-up	12,500	158
FAC-2020-006	Fire Station 3 - Lighting Upgrades	12,000	159
FAC-2020-007	Banting Homestead - Various Repairs and Upgrades	27,000	160
FAC-2020-008	Building Condition and Accessibility Assessment	87,500	161
FAC-2020-009	Ice Resurfer Laser Leveling System	75,000	162
FAC-2020-012	TCFC Washroom accessibility and fixtures upgrade	24,000	163
FAC-2020-019	TCFC Generator	175,000	164
FAC-2020-022	Accessibility Upgrade Projects	22,500	165
PRC-2020-040	Museum Log Cabin Construction Continuation	225,000	166
		<b><u>1,635,367</u></b>	

# Planning & Building Standards

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
Planning & Bld Std	168	\$318,402	\$217,446	(\$100,956)	-31.71%

## Financial Highlights

Revenues increased \$253K:

- Building Standards is projecting an increase of \$654K in construction permits due increased volumes and fee structure adjustments to include HVAC and plumbing services
- Decrease in planning application volumes for sub-divisions and site rezoning - \$12K
- Reserve transfers from the Bill 124 were removed due to increased & new revenues

Expenditures increased \$152K:

- Professional Services increased by \$46K due a SER to support the Town's OP LPAT Defense (\$25K) and \$19K to align budgets with historical performance.
- Reserve contributions to Bill 124 were added due to increased & new revenues (\$42K)
- Salaries increased \$51K largely a result of compensation adjustments.

# Planning & Building Standards

Town of New Tecumseth  
 Operating Change Request Summary Report  
 Budget Year 2020

Request Details					Operating Expenses			Taxation
Department	Change Request Number	Project Name	Type	Depart Priority	Corp Priority	Profess. Services	Total	Cal. \$
<b>Planning</b>								
811 - PLANNING AND DEVELOPMENT DEPARTMENT	PLA-2020-0001	Official Plan Review - LPAT Defence	Service Enhancement Request (SER)	1	High	25,000	25,000	25,000
<b>Planning Sub-Total</b>						<b>25,000</b>	<b>25,000</b>	<b>25,000</b>
<b>Grand Total</b>						<b>25,000</b>	<b>25,000</b>	<b>25,000</b>

# Engineering

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
Engineering	174	\$1,068,698	\$1,011,278	(\$57,420)	-5.37%

Revenue increased \$230K:

- Fees and charges declined \$26K as due to development applications dropping \$51K and partially offset by the implementation of new fee structures \$25K
- Reserve funding increased by \$256K due to carry forward project funding and an increase in Tottenham Airfield Corporation (TAC) revenue to cover expenditures.

Expenditures increased \$172K:

- Cost of service delivery increased \$76K due to expenses associated with TAC.
- Profession services decreased by \$51K due to the partial completion of 2019 studies.
- Salaries and Benefits increased by \$153K due to a SER for an Admin. Assistant (\$53K) and the balance is related to compensation adjustments .

# Engineering

Town of New Tecumseth  
 Operating Change Request Summary Report  
 Budget Year 2020

Request Details						Operating Expenses			Taxation
Department	Change Request Number	Project Name	Type	Depart Priority	Corp Priority	Salary & Benefits	Admin Expenses	Total	Cal. \$
<b>Engineering</b>									
272 - ENGINEERING DEPARTMENT	ENG-2020-0001	Admin. Assistant	Service Enhancement Request (SER)	3	High	53,319	5,110	58,429	58,429
<b>Engineering Sub-Total</b>						<b>53,319</b>	<b>5,110</b>	<b>58,429</b>	<b>58,429</b>
<b>Grand Total</b>						<b>53,319</b>	<b>5,110</b>	<b>58,429</b>	<b>58,429</b>

# Engineering

## 2020 Capital Project List



<b>Project #</b>	<b>Title</b>	<b>2020 Expense</b>	<b>PG Ref.</b>
*ENG 317009.1	Tottenham Transmission Main & Mill Street Reservoir Improvements - Construction	16,385,000	183
*ENG 317010.1	New Well Development Schedule "B" EA - Alliston	825,000	184
*ENG 318070.1	12th Line Bridge #12004 Replacement - Utility Relocations and Land Acquisitions	385,000	185
*ENG 318087.1	Transit Implementation Strategy	68,000	186
*ENG 319004.1	7th Line Road Improvements - SR10 to SR15 - Utility Relocation and Land Acquisition	256,100	187
*ENG 319010.1	Drainage Master Plan - Phase 2A and 2B	800,000	188
*ENG 319013.1	Collingwood WTP Upgrades	1,500,000	189
*ENG 319014.1	Beattie Bridge Creek Crossing - Water and Wastewater Utility Relocation - Design	109,000	190
*ENG 319017.1	Town Surplus Land - Phase 2 Environmental Site Assessment (ESA)	60,000	191

# Engineering



Project #	Title	2020 Expense	PG Ref.
*ENG 319021.1	Beeton Audible Pedestrian Signals	62,000	192
ENG 2020-001	Queen Street Watermain Upgrades (Tottenham)	1,159,000	193
ENG 2020-002	Municipal Structures Inventory and Inspection Update	60,000	194
ENG 2020-003	Ground Water Well Optimization and Investigation - Preliminary Investigation and Design	295,000	195
ENG 2020-004	Dayfoot Street Urbanization - Design	79,900	196
ENG 2020-005	Townwide Sanitary Sewer Master Plan & Modelling	148,700	197
ENG 2020-007	New Groundwater Well(s) - Phase 3	7,352,600	198
ENG 2020-008	New Pick-up Truck Engineering Dept	38,000	199
<b>Total</b>		<b>29,583,300</b>	

\* Multi-Year Budget see Capital Sheets for full Budget details.

Carry forward projects: 19 carried forward, 10 multi-year, 16 related to OS warranty or DC arrangements

# Public Works

Net Subsidy	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
Public Works	200	\$9,768,085	\$10,508,389	\$740,304	7.58%

Revenue increased by \$4.6K :

- User Fees decr. by \$16K & related to in house developer reviews and road occupancy permit trends due to development activity.
- Reserve funding increased \$32K due to funding related to carry forward repair projects.

Expenditures increased by \$744K:

- Admin. costs increased \$56K due AVL licensing fees (\$63K) partially offset by minor adj. to accounts.
- Cost of Service Delivery increased by \$296K largely due to sub-contracting :
  - SER for River Edge SWM Pond sediment removal \$100K
  - SERs for Asphalt Surface Maintenance \$30K and Brushing \$36K .
  - Mid year 2019 approval for Tottenham Dept 3 structural engineering + R&M \$101K
  - The balance is related to multiple accounts machine time, asphalt, etc.



# Public Works (continued)

- Financing expenses incr. a net \$60K for the 2019 Road Program and debt retirement.
- Professional fees increased \$10K for a Public Works Facilities Study.
- Transfer to the Vehicle Reserve increased \$52K to reflect lifecycle needs.
- Salaries and Benefits increased \$295K
  - SERs for a Maintenance Patroller full-time conversion + a Summer Student (\$19K)
  - The balance relating compensation adj. (COLA, progressions, benefits, etc.)

# Public Works

Town of New Tecumseth  
 Operating Change Request Summary Report  
 Budget Year 2020

Request Details					Operating Expenses					Taxation
Department	Change Request Number	Project Name	Type	Depart Priority	Corp Priority	Salary & Benefits	Admin Expenses	All Other	Total	Cal. \$
<b>Public Works</b>										
311 - PUBLIC WORKS DEPARTMENT	PWR-2020-002	Maintenance Patroller	Service Enhancement Request (SER)	2	Medium	6,244	2,000	1,480	9,724	9,724
311 - PUBLIC WORKS DEPARTMENT	PWR-2020-003	Public Works Student #1	Service Enhancement Request (SER)	3	High	12,959	-	-	12,959	12,959
321 - PUBLIC WORKS OPERATIONS	PWR-2020-005	Storm Water Management Pond Cleanout - River Edge Phase 1	Service Enhancement Request (SER)	5	High	-	-	100,000	100,000	100,000
321 - PUBLIC WORKS OPERATIONS	PWR-2020-006	Brushing, Tree Trim & Removal	Service Enhancement Request (SER)	6	Medium	-	-	36,000	36,000	36,000
321 - PUBLIC WORKS OPERATIONS	PWR-2020-009	Asphalt Surface Maintenance	Service Enhancement Request (SER)	9	High	-	-	30,000	30,000	30,000
<b>Public Works Sub-Total</b>						<b>19,203</b>	<b>2,000</b>	<b>167,480</b>	<b>188,683</b>	<b>188,683</b>
<b>Grand Total</b>						<b>19,203</b>	<b>2,000</b>	<b>167,480</b>	<b>188,683</b>	<b>188,683</b>

# Public Works

## 2020 Capital Project List



<b>Project #</b>	<b>Title</b>	<b>2020 Expense</b>	<b>PG Ref.</b>
Roads 2020-01	Grader Mounted Packer - Two (2)	66,000	213
Roads 2020-02	2020 Road Improvement Program	3,340,000	214
Roads 2020-03	Boom Flail Mower	50,000	215
Roads 2020-04	Diesel Plate Tamper	16,000	216
Roads 2020-05	Retrofit Storage Containers	19,000	217
Roads 2020-06	Depot 1 - Fence Expansion	65,000	219
Roads 2020-07	Gravel Road Upgrade - 2020	484,000	220
Fleet 2020-01	Back Up Cameras - Class 2 & 3 Vehicles	65,000	221
Fleet 2020-02	AC Repair Station	7,700	222
Fleet 2020-03	Single Axle Combination Dump/Plow - Unit 1126	240,000	223
Fleet 2020-04	Single Axle Combination Dump/Plow - Unit 1223	240,000	224
Fleet 2020-05	Hot Box Asphalt Carrier - Unit 12309	45,000	225
Fleet 2020-06	Articulated Tractor Sidewalk Plow/Salter - Unit 1105	170,000	226
Fleet 2020-07	Compact Car - Unit 12106	30,000	227
Fleet 2020-08	1/2 Ton Pickup Truck - Unit 1056	38,000	228
Fleet 2020-09	Shop Hoist Replacement	29,000	229
	<b>Total</b>	<b><u>4,904,700</u></b>	

# Water & Wastewater

Net Operating	Pg.	2019 Budget	2020 Budget	\$ Change	% Change
W&WW Revenue	232	\$16,339,013	\$18,455,240	\$2,116,227	12.95%
W&WW Expense	232	\$16,339,013	\$18,455,240	\$2,116,227	12.95%
<b>Total</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>-</b>

## Financial Highlights

Revenue increased by \$2.1M :

- Fees and Charges increased by \$1.9M due the following:
  - Adjustments required to align budgets with actual billing performance, \$1.2M
  - Anticipated growth water consumption, \$225K
  - The full year impact of 2019 rates effective April 2019, \$77K
  - A 3% increase in rates \$282K to support future asset replacement
- Misc. revenue increased by \$218K related to user fee adjustments for service activities such as leak investigation, meter installs, unplanned readings etc.
- Reserve funding decreased by \$58K due to adjustments for DC funded projects

# Water & Wastewater

Expenditures increased by \$2.1M :

- Cost of Service Delivery budget was reduced by \$87K, largely due to multiple changes in subcontracting. Budget adjustments due to swabbing cycle timing created room to absorb increases in chemicals (\$19K), painting (\$25K), the SER for Beeton watermain swabbing (\$103K), etc.
- Facility Expense budget declined \$244K.
  - Gas and hydro budgets were adjusted based on a 3-year average. The \$153K reduction is attributed to energy conservation initiatives, primarily the installation of a of a Magnetic Bearing Blower.
  - Building maintenance was also adjusted down \$113K to reflect actuals.
- Net debt principal and interest payments have decreased by \$11.5K.
- Professional Services was reduced by \$25K to align with actual performance.
- The largest increase in expenses relates to a \$2.2M change in Reserve transfers to support future infrastructure renewal. This was achieved through increased revenue generated by consumption trends, 3% rate adjustment, and minor operational savings.
- Salaries and Benefits increased \$286K, \$72K relates to a SER for a Senior Water Operator and the remaining balance is related to compensation progressions and benefit adjustments.

# Water & Wastewater

**Town of New Tecumseth  
Service Enhancement Request Summary Report  
Budget Year 2020**

Request Details		Operating Expenses						Taxation	Capital	
Department	Project Name	Salary & Benefits	Profess. Services	Contracted Servies	Admin Expenses	All Other	Total	Cal. \$	Exp. \$	Ref. #
<b>Water</b>										
413 - WATER OPERATIONS	Water Senior OP	68,117	-	-	2,000	1,480	71,597	71,597	38,000	WWW-2020-0001
413 - WATER OPERATIONS	Beeton Water Main Sw abbing	-	-	-	-	102,079	102,079	102,079	-	
<b>Water / Wastewater Grand Total</b>		<b>68,117</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2,000</b>	<b>103,559</b>	<b>173,676</b>	<b>173,676</b>	<b>38,000</b>

# Water & Wastewater

## 2020 Capital Project List

<b>Project #</b>	<b>Title</b>	<b>2020 Expense</b>	<b>PG. Ref.</b>
WWW-2020-0001	New Vehicle - Senior Operator	38,000	243
WWW-2020-0002	Church Street Sewage Pumping Station	63,000	244
WWW-2020-0003	Industrial Parkway Sewage Pumping Station	43,000	245
WWW-2020-0004	Tottenham WWTP Aeration Blower Replacement	405,000	246
WWW-2020-0005	SCADA Reporting Software	80,000	247
	<b>Total</b>	<b><u>629,000</u></b>	