

**Budget by Service****Department Name:** Public Works**Section:** Roads Administration**Budget Code:** 1040**FTE:** 3.0**Staff:** Director Public Works, Two Supervisors

Strategic Position: 11.0 Maintain and enhance infrastructure to protect public health and safety, prevent property damage, maintain high quality of life, and effectively manage financial resources to ensure Minto is an attractive and viable community for family living and business investment.

Actions: 11.3 road & bridge inventory 11.6 maintenance partnerships 5.6 asset management plan

Responsibility: Provides for the Public Works Director and other staffing costs, including training, consulting, Sustainability Plan, and general building, operational and grounds expenses. Includes Town owned gravel pit royalties, revenues and other transferred revenue from water and sewer.

Operating Budget Summary					
2016 Budget (Actual \$503,349 to Sept 2016)					\$769,381
Past & Projected (1%)		0.01			
2015	2016	2017	2018	2019	
\$739,907	\$769,381	\$ 849,208	\$ 857,700	\$ 866,277	
Budget Initiatives					
1. Increase Wages and Benefits					\$8,755
2. Increase Debt repayment					\$79,072
3. Reconcile revenue (remove IPM \$60,000 inflow)					\$12,000
4. Reconcile Expenses (remove IPM 2018 outflow)					-\$60,000
5. Increase Reserve Contribution (Vehicle Replacement Plan \$220,000)					\$40,000
Proposed 2017 Budget					\$849,208

Budget to Actual Issues

Gravel pit revenue not yet entered. Expenses appear on budget or below budget.

Issues for 2017 and Beyond

On its current projection about \$6.7 million in equipment is replaced over a 16 year period. The average annual cost to keep the Vehicle and Equipment Plan in place is estimated at \$482,000 split between \$102,000 water and sewer and \$380,000 from roads. Building maintenance issues on all public works buildings will start increasing due to age and deterioration.



Service Measures

C.A.O. Clerk and Director of Public Works Recommendation

That the 2017 budget proposed for Roads Administration be approved at \$849,208.

2017 OPERATING BUDGET					
Account	Description	2015 YTD Actual - Sept 30/15	2016 Budget	2016 YTD Actual - Sept 30/16	2017 Budget
ROADS ADMINISTRATION					
Roads Department					
1040-00-5120	AMP Grants	0.00	10,000.00	0.00	10,000.00
1040-00-5130	Gravel Pit Revenue	0.00	25,000.00	0.00	25,000.00
1040-00-5132	Entrance Permit to Town Roads	1,000.00	500.00	1,230.00	500.00
1040-00-5133	Revenue for Service	297.50	100,000.00	113,251.46	108,000.00
1040-00-5134	Top Soil Sales	0.00	0.00	0.00	0.00
1040-00-5135	Composter Sales	0.00	0.00	0.00	0.00
1040-00-5136	Parking Lot Rent	2,950.00	3,500.00	3,546.35	3,500.00
1040-00-5137	Tile Drainage Inspection Fee	0.00	0.00	0.00	0.00
1040-00-5138	Road Dept Tree Sales	0.00	0.00	0.00	0.00
1040-00-5139	Parking Lot Snow Removal	41,895.00	0.00	39,257.50	40,000.00
1040-00-5150	Gravel Pit Royalties	14,642.19	20,000.00	21,462.36	20,000.00
1040-00-5520	Green Municipal Fund	0.00	0.00	0.00	0.00
1040-00-5780	IPM Revenue	0.00	60,000.00	0.00	0.00
1040-00-5850	Roads Other Revenue	4,125.00	15,000.00	6,485.60	15,000.00
1040-00-5862	Federal Gas Tax (for debt servicing)	0.00	153,000.00	153,000.00	153,000.00
1040-00-5899	Transfers from Reserves	0.00	0.00	0.00	0.00
	Total Revenue	64,909.69	387,000.00	338,233.27	375,000.00
1040-00-6010	Salaries & Wages - Full Time	205,794.71	267,520.00	216,703.64	272,870.40
1040-00-6011	Salaries & Wages - Part Time	948.54	6,240.00	1,060.85	6,240.00
1040-00-6020	Benefits - Full Time	67,014.06	78,000.00	69,209.68	79,560.00
1040-00-6021	Benefits - Part Time	118.39	750.00	130.65	750.00
1040-00-6040	Conferences & Meetings	2,451.63	5,500.00	2,853.62	5,500.00
1040-00-6050	Training	9,425.71	18,000.00	7,474.44	18,000.00
1040-00-6060	Mileage	203.24	600.00	327.01	600.00
1040-00-6070	Administration Allocation	0.00	0.00	0.00	0.00
1040-00-6110	Legal Services	0.00	3,000.00	26.28	3,000.00
1040-00-6140	Engineering Services	4,545.01	10,000.00	8,770.71	10,000.00
1040-00-6150	Special Consulting Services	485.38	25,000.00	25,440.00	25,000.00
1040-00-6152	Integrated Community Sustainability	0.00	0.00	0.00	0.00
1040-00-6160	Professional Memberships	1,301.89	2,000.00	1,314.66	2,000.00
1040-00-6210	Annual Insurance Coverage	71,254.64	77,693.69	74,544.35	77,693.69
1040-00-6220	Risk Management	21,322.40	10,000.00	6,039.72	10,000.00
1040-00-6280	Property Tax Expense	135.46	300.00	67.00	300.00
1040-00-6300	Energy Conservation	0.00	1,000.00	0.00	1,000.00
1040-00-6310	Hydro/Water	18,881.43	17,500.00	15,865.78	17,100.00
1040-00-6315	Water/Sewer			2,364.31	2,500.00
1040-00-6320	Heat	12,416.00	24,000.00	9,011.74	24,000.00
1040-00-6340	Cleaning Services	0.00	100.00	625.63	1,000.00
1040-00-6350	Cleaning Supplies	480.78	1,500.00	1,013.99	1,500.00
1040-00-6360	Washroom Supplies	339.25	500.00	1,011.85	500.00
1040-00-6370	Grounds Maintenance - Winter	0.00	0.00	0.00	0.00
1040-00-6371	Grounds Maintenance - Summer	0.00	600.00	0.00	600.00
1040-00-6372	Urban Beautification	0.00	0.00	0.00	0.00
1040-00-6380	Building Maintenance	4,108.44	10,000.00	13,263.44	10,000.00

2017 OPERATING BUDGET					
Account	Description	2015	2016	2016	2017
		YTD Actual - Sept 30/15	Budget	YTD Actual - Sept 30/16	Budget
1040-00-6410	Office Supplies/Maintenance	1,809.77	2,200.00	2,734.37	2,200.00
1040-00-6450	Computer Software/Hardware	104.81	3,000.00	120.32	3,000.00
1040-00-6470	Principal Debt Repayments	18,260.00	171,920.00	18,920.00	239,041.90
1040-00-6480	Interest on Long Term Debt	7,841.19	38,637.36	22,298.41	48,487.09
1040-00-6482	Accrued Interest on LT DEI	0.00		0.00	
1040-00-6510	Publications & Info Received	759.45	150.00	189.08	150.00
1040-00-6520	Advertising & Promotions	4,984.08	5,000.00	2,044.09	5,000.00
1040-00-6530	Telephone Services & Charges	3,270.37	6,000.00	4,813.56	6,000.00
1040-00-6550	Pager/Radio Services & Main.	1,522.33	2,400.00	1,522.33	2,400.00
1040-00-6610	Fuel & Supplies	1,080.99	6,500.00	3,543.41	6,500.00
1040-00-6630	Licenses & Permits	200.00	500.00	229.00	500.00
1040-00-6640	Equipment Rental	0.00	500.00	0.00	500.00
1040-00-6700	Roads - Trs to Capital	0.00	0.00	0.00	0.00
1040-00-6701	Bad Debts - Roadways	20.00	0.00	0.00	0.00
1040-00-6710	Small Tools & Parts	3,564.60	7,000.00	6,654.06	7,000.00
1040-00-6720	Equipment Repair & Maintenance	8,449.99	16,000.00	14,877.74	16,000.00
1040-00-6730	Safety Equipment	6,880.61	10,000.00	8,579.86	10,000.00
1040-00-6732	Safety Clothing	2,333.51	2,500.00	2,049.34	2,500.00
1040-00-6740	Christmas Decorations	2,993.20	3,000.00	2,519.65	3,000.00
1040-00-6780	IPM Expenses	0.00	60,000.00	66,817.89	
1040-00-6800	Transfers to Reserves	170,000.00	200,000.00	200,000.00	240,000.00
1040-00-6810	Admin Truck Time Expense	10,387.50	12,000.00	10,160.00	12,000.00
1040-00-6830	Livestock Valuator	0.00	0.00	0.00	0.00
1040-00-6850	Miscellaneous Expenses	4.90	500.00	0.00	500.00
	Total Expenditures	665,694.26	1,107,611.05	825,192.46	1,174,493.08
	Excess Revenue over/under Expenditures	-600,784.57	-720,611.05	-486,959.19	-799,493.08
	Equipment Repairs				
1040-10-6010	Salaries & Wages	4,215.73	25,750.00	3,661.85	26,265.00
1040-10-6020	Benefits	1,275.16	6,120.00	982.83	6,242.40
1040-20-6010	Salaries & Wages	3,555.20	4,300.00	7,265.97	4,386.00
1040-20-6020	Benefits	1,102.83	1,270.00	2,085.15	1,295.40
	Total Expenditures	10,148.92	37,440.00	13,995.80	38,188.80
1040-20-5810	Wellington Country Contract	0.00	0.00	0.00	0.00
	Total Revenue	0.00	0.00	0.00	0.00
	Minto Gravel Pit				
1040-30-5130	Allocation of Gravel				
1040-30-6010	Salaries & Wages	0.00	500.00	24.87	510.00
1040-30-6020	Benefits	0.00	300.00	7.91	306.00
1040-30-6630	Licenses	0.00	1,500.00	0.00	1,500.00
1040-30-6650	Contractor	0.00	0.00	0.00	0.00
	Total Expenditures	0.00	2,300.00	32.78	2,316.00
	Miscellaneous				
1040-40-6010	Salaries & Wages	968.47	7,280.00	1,813.00	7,425.60
1040-40-6020	Benefits	308.41	1,750.00	548.67	1,785.00
	Total Expenditures	1,276.88	9,030.00	2,361.67	9,210.60
	TOTALS	-612,210.37	-769,381.05	-503,349.44	-849,208.48