



**Budget by Service**  
**Department Name:** Public Works  
**Budget Code:** 1040  
**Staff:** Two Supervisors

**Section:** Roads Administration  
**FTE:** 2.0

**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                                                          |            |            |            |            |  |           |
|-----------------------------------------------------------------------------------|------------|------------|------------|------------|--|-----------|
|                                                                                   |            |            |            |            |  |           |
| 2017 Budget (Actual \$461,364.69 to Sept 2017)                                    |            |            |            |            |  | \$844,208 |
| Past & Projected (1%)                                                             |            | 0.01       |            |            |  |           |
| 2016                                                                              | 2017       | 2018       | 2019       | 2020       |  |           |
| \$769,381                                                                         | \$ 844,208 | \$ 771,478 | \$ 779,193 | \$ 786,985 |  |           |
|                                                                                   |            |            |            |            |  |           |
| Budget Initiatives                                                                |            |            |            |            |  |           |
| 1. Remove Gravel Pit Allocation, Increase County Snow Removal, Parking Lot Rental |            |            |            |            |  | \$15,800  |
| 2. Decrease Wages and Benefits (Postpone Director Replacement)                    |            |            |            |            |  | -\$58,000 |
| 3. Decrease Training and Legal Costs                                              |            |            |            |            |  | -\$5,000  |
| 4. Decrease Heat Expense                                                          |            |            |            |            |  | -\$2,000  |
| 5. Remove Gravel Pit Reserve transfer due to sale                                 |            |            |            |            |  | -\$22,316 |
| 6. Reconcile Various Expenses                                                     |            |            |            |            |  | -\$1,214  |
| Proposed 2017 Budget                                                              |            |            |            |            |  | \$771,478 |
|                                                                                   |            |            |            |            |  |           |

### Budget to Actual Issues

This budget should be slightly overspent in 2017 once debenture payments are made. The sale of the Town gravel pit for \$250,000 saves \$22,316 annual expenses and opens up \$368,000 in reserves for future capital.

### Issues for 2018 and Beyond

This budget is reduced in 2018 to recognized departure of the Public Works Director. Other amounts are recommended to be removed from water and sewer budgets. A report on this will be provided in January 2018 staff will suggest the position be reconsidered in 2019 by the new Council. The Department will have one or two more retirements in the next three years. The

Succession Plan calls for on-going training in this Department to prepare staff to assume more responsible positions and take on greater roles. Allowing time before replacing the Director provides more opportunity for such training. In addition there is an Operator in Training on placement with the Town who will return to school in January. When his term is complete in spring 2018 staff recommends his return on a one year contract at an OIT into 2019 when a decision on the Director position is made.

This year the reserve for vehicle replacement is not increased. Council approved a revised winter control plan for 2017-18 which may eliminate need to replace two plow trucks. This will change the vehicle replacement plan for Public Works. At the 2019 budget Council can evaluate how much more reserve contribution will be needed to implement full replacement on Public Works vehicles.



Figure 1



Figure 2



## Service Measures

### C.A.O. Clerk Recommendation

That the 2018 budget proposed for Roads Administration be approved at \$771,478

| 2018 OPERATING BUDGET       |                                      |                                  |                   |                   |                                  |                   |
|-----------------------------|--------------------------------------|----------------------------------|-------------------|-------------------|----------------------------------|-------------------|
| Account                     | Description                          | 2016<br>YTD Actual<br>Sept 30/16 | 2016<br>Actual    | 2017<br>Budget    | 2017<br>YTD Actual<br>Sept 30/17 | 2018<br>Budget    |
| <b>ROADS ADMINISTRATION</b> |                                      |                                  |                   |                   |                                  |                   |
| <b>Roads Department</b>     |                                      |                                  |                   |                   |                                  |                   |
| 1040-00-5120                | AMP Grants                           | 0.00                             | 10,000.00         | 15,000.00         | 0.00                             | 15,000.00         |
| 1040-00-5130                | Gravel Pit Revenue                   | 0.00                             | 0.00              | 25,000.00         | 0.00                             | 0.00              |
| 1040-00-5132                | Entrance Permit to Town Roads        | 1,230.00                         | 1,230.00          | 500.00            | 1,500.00                         | 500.00            |
| 1040-00-5133                | Revenue for Service                  | 113,251.46                       | 113,251.46        | 108,000.00        | 123,700.58                       | 115,200.00        |
| 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                     | 3,546.35                         | 3,833.85          | 3,500.00          | 5,866.00                         | 5,500.00          |
| 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             | 39,257.50                        | 58,407.50         | 40,000.00         | 35,427.50                        | 40,000.00         |
| 1040-00-5150                | Gravel Pit Royalties                 | 21,462.36                        | 21,462.36         | 20,000.00         | 15,999.62                        | 20,000.00         |
| 1040-00-5520                | Green Municipal Fund                 | 0.00                             | 0.00              | 0.00              |                                  | 0.00              |
| 1040-00-5780                | IPM Revenue                          | 0.00                             | 0.00              | 0.00              |                                  | 0.00              |
| 1040-00-5850                | Roads Other Revenue                  | 6,485.60                         | 9,895.65          | 15,000.00         | 12,334.26                        | 15,000.00         |
| 1040-00-5862                | Federal Gas Tax (for debt servicing) | 153,000.00                       | 153,000.00        | 153,000.00        | 153,000.00                       | 153,000.00        |
| 1040-00-5899                | Transfers from Reserves              | 0.00                             | 0.00              | 0.00              | 0.00                             | 0.00              |
|                             | <b>Total Revenue</b>                 | <b>338,233.27</b>                | <b>371,080.82</b> | <b>380,000.00</b> | <b>347,827.96</b>                | <b>364,200.00</b> |
| 1040-00-6010                | Salaries & Wages - Full Time         | 216,703.64                       | 283,795.03        | 272,870.40        | 200,085.90                       | 228,870.40        |
| 1040-00-6011                | Salaries & Wages - Part Time         | 1,060.85                         | 1,170.78          | 6,240.00          | 1,842.82                         | 6,240.00          |
| 1040-00-6020                | Benefits - Full Time                 | 69,209.68                        | 91,841.82         | 79,560.00         | 62,577.32                        | 65,560.00         |
| 1040-00-6021                | Benefits - Part Time                 | 130.65                           | 143.42            | 750.00            | 213.07                           | 750.00            |
| 1040-00-6040                | Conferences & Meetings               | 2,853.62                         | 4,174.16          | 5,500.00          | 3,780.73                         | 5,500.00          |
| 1040-00-6050                | Training                             | 7,474.44                         | 8,944.40          | 18,000.00         | 4,839.50                         | 14,000.00         |
| 1040-00-6060                | Mileage                              | 327.01                           | 348.56            | 600.00            | 303.12                           | 600.00            |
| 1040-00-6070                | Administration Allocation            | 0.00                             | 0.00              | 0.00              |                                  | 0.00              |
| 1040-00-6110                | Legal Services                       | 26.28                            | 5,104.42          | 3,000.00          |                                  | 2,000.00          |
| 1040-00-6140                | Engineering Services                 | 9,452.68                         | 13,958.55         | 10,000.00         | 17,686.17                        | 10,000.00         |
| 1040-00-6150                | Special Consulting Services          | 25,440.00                        | 26,435.20         | 25,000.00         | 15,340.03                        | 25,000.00         |
| 1040-00-6152                | Integrated Community Sustainabili    | 0.00                             | 0.00              | 0.00              |                                  | 0.00              |
| 1040-00-6160                | Professional Memberships             | 1,314.66                         | 2,139.20          | 2,000.00          | 500.00                           | 2,000.00          |
| 1040-00-6210                | Annual Insurance Coverage            | 74,544.35                        | 74,544.35         | 77,693.69         | 74,452.15                        | 77,693.69         |
| 1040-00-6220                | Risk Management                      | 6,039.72                         | 12,622.77         | 10,000.00         | 18,688.03                        | 10,000.00         |
| 1040-00-6280                | Property Tax Expense                 | 67.00                            | 151.32            | 300.00            | 162.95                           | 300.00            |
| 1040-00-6300                | Energy Conservation                  | 0.00                             | 0.00              | 1,000.00          |                                  | 1,000.00          |
| 1040-00-6310                | Hydro/Water                          | 16,169.41                        | 22,987.27         | 18,000.00         | 12,442.34                        | 18,000.00         |
| 1040-00-6315                | Water/ Sewer                         | 2,364.31                         | 3,583.16          | 1,600.00          | 1,529.77                         | 1,600.00          |
| 1040-00-6320                | Heat                                 | 9,061.87                         | 13,102.48         | 24,000.00         | 12,164.90                        | 22,000.00         |
| 1040-00-6340                | Cleaning Services                    | 625.63                           | 1,043.16          | 1,000.00          | 928.29                           | 1,000.00          |
| 1040-00-6350                | Cleaning Supplies                    | 1,013.99                         | 1,048.02          | 1,500.00          | 505.33                           | 1,500.00          |
| 1040-00-6360                | Washroom Supplies                    | 1,011.85                         | 1,304.31          | 500.00            | 94.89                            | 500.00            |
| 1040-00-6370                | Grounds Maintenance - Winter         | 0.00                             | 0.00              | 0.00              | 407.04                           | 0.00              |
| 1040-00-6371                | Grounds Maintenance - Summer         | 0.00                             | 0.00              | 600.00            |                                  | 600.00            |
| 1040-00-6372                | Urban Beautification                 | 0.00                             | 0.00              | 0.00              |                                  | 0.00              |
| 1040-00-6380                | Building Maintenance                 | 13,263.44                        | 16,370.41         | 10,000.00         | 12,663.31                        | 10,000.00         |
| 1040-00-6410                | Office Supplies/Maintenance          | 2,757.24                         | 3,687.61          | 2,200.00          | 996.07                           | 2,200.00          |
| 1040-00-6450                | Computer Software/Hardware           | 120.32                           | 298.40            | 3,000.00          | 344.76                           | 3,000.00          |
| 1040-00-6470                | Principal Debt Repayments            | 18,920.00                        | 171,920.00        | 239,041.90        | 239,041.90                       | 242,215.05        |
| 1040-00-6480                | Interest on Long Term Debt           | 22,298.41                        | 38,637.36         | 48,487.09         | 48,487.09                        | 44,999.74         |
| 1040-00-6482                | Accrued Interest on LT DEI           | 0.00                             | -3,031.17         |                   |                                  |                   |
| 1040-00-6510                | Publications & Info Received         | 189.08                           | 189.08            | 150.00            |                                  | 150.00            |
| 1040-00-6520                | Advertising & Promotions             | 2,044.09                         | 2,859.60          | 5,000.00          | 1,357.63                         | 4,000.00          |
| 1040-00-6530                | Telephone Services & Charges         | 4,813.56                         | 6,053.01          | 6,000.00          | 3,452.00                         | 5,000.00          |
| 1040-00-6550                | Pager/Radio Services & Main.         | 1,522.33                         | 1,522.33          | 2,400.00          | 2,573.11                         | 3,500.00          |
| 1040-00-6610                | Fuel & Supplies                      | 4,114.67                         | 5,351.88          | 6,500.00          | 3,000.25                         | 6,000.00          |
| 1040-00-6630                | Licenses & Permits                   | 229.00                           | 229.00            | 500.00            | 983.24                           | 500.00            |

|              |                                               |                    |                      |                     |                     |                     |
|--------------|-----------------------------------------------|--------------------|----------------------|---------------------|---------------------|---------------------|
| 1040-00-6640 | Equipment Rental                              | 0.00               | 0.00                 | 500.00              |                     | 500.00              |
| 1040-00-6700 | Roads - Trs to Capital                        | 0.00               | 293,481.19           | 0.00                |                     | 0.00                |
| 1040-00-6701 | Bad Debts - Roadways                          | 0.00               | 0.00                 | 0.00                |                     | 0.00                |
| 1040-00-6710 | Small Tools & Parts                           | 6,654.06           | 7,388.86             | 7,000.00            | 3,117.14            | 7,000.00            |
| 1040-00-6720 | Equipment Repair & Maintenance                | 14,877.74          | 16,595.51            | 16,000.00           | 29,379.52           | 16,000.00           |
| 1040-00-6730 | Safety Equipment                              | 8,579.86           | 8,624.59             | 10,000.00           | 10,370.40           | 10,000.00           |
| 1040-00-6732 | Safety Clothing                               | 2,049.34           | 2,049.34             | 2,500.00            | 3,271.68            | 3,000.00            |
| 1040-00-6740 | Christmas Decorations                         | 2,519.65           | 8,283.48             | 3,000.00            | 4,182.52            | 3,000.00            |
| 1040-00-6780 | IPM Expenses                                  | 66,817.89          | 84,365.39            | 0.00                | 897.50              | 0.00                |
| 1040-00-6800 | Transfers to Reserves                         | 200,000.00         | 200,000.00           | 240,000.00          | 240,000.00          | 220,000.00          |
| 1040-00-6810 | Admin Truck Time Expense                      | 10,160.00          | 13,160.00            | 12,000.00           | 2,660.00            | 12,000.00           |
| 1040-00-6850 | Miscellaneous Expenses                        | 0.00               | 0.00                 | 500.00              |                     | 500.00              |
|              | <b>Total Expenditures</b>                     | <b>826,822.32</b>  | <b>1,446,478.25</b>  | <b>1,174,493.08</b> | <b>1,035,322.47</b> | <b>1,088,278.88</b> |
|              | <b>Excess Revenue over/under Expenditures</b> | <b>-488,589.05</b> | <b>-1,075,397.43</b> | <b>-794,493.08</b>  | <b>-687,494.51</b>  | <b>-724,078.88</b>  |
|              | <b>Equipment Repairs</b>                      |                    |                      |                     |                     |                     |
| 1040-10-6010 | Salaries & Wages                              | 3,661.85           | 4,238.23             | 26,265.00           | 4,613.45            | 26,265.00           |
| 1040-10-6020 | Benefits                                      | 982.83             | 1,132.51             | 6,242.40            | 1,303.45            | 6,242.40            |
|              | <b>Garbage</b>                                |                    |                      |                     |                     |                     |
| 1040-20-6010 | Salaries & Wages                              | 7,265.97           | 8,958.71             | 4,386.00            | 4,728.19            | 4,386.00            |
| 1040-20-6020 | Benefits                                      | 2,085.15           | 2,505.33             | 1,295.40            | 1,258.62            | 1,295.40            |
|              | <b>Total Expenditures</b>                     | <b>13,995.80</b>   | <b>16,834.78</b>     | <b>38,188.80</b>    | <b>11,903.71</b>    | <b>38,188.80</b>    |
| 1040-20-5810 | Wellington Country Contract                   | 0.00               | 0.00                 | 0.00                | 0.00                | 0.00                |
|              | <b>Total Revenue</b>                          | <b>0.00</b>        | <b>0.00</b>          | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>         |
|              | <b>Minto Gravel Pit</b>                       |                    |                      |                     |                     |                     |
| 1040-30-5130 | Allocation of Gravel                          |                    |                      |                     |                     |                     |
| 1040-30-6010 | Salaries & Wages                              | 24.87              | 24.87                | 510.00              | 0.00                | 0.00                |
| 1040-30-6020 | Benefits                                      | 7.91               | 7.91                 | 306.00              | 0.00                | 0.00                |
| 1040-30-6630 | Licenses                                      | 0.00               | 400.00               | 1,500.00            | 0.00                | 0.00                |
| 1040-30-6650 | Contractor                                    | 0.00               | 0.00                 | 0.00                | 0.00                | 0.00                |
|              | <b>Total Expenditures</b>                     | <b>32.78</b>       | <b>432.78</b>        | <b>2,316.00</b>     | <b>0.00</b>         | <b>0.00</b>         |
|              | <b>Miscellaneous</b>                          |                    |                      |                     |                     |                     |
| 1040-40-6010 | Salaries & Wages                              | 1,813.00           | 2,293.52             | 7,425.60            | 2,370.98            | 7,425.60            |
| 1040-40-6020 | Benefits                                      | 548.67             | 676.98               | 1,785.00            | 665.27              | 1,785.00            |
|              | <b>Total Expenditures</b>                     | <b>2,361.67</b>    | <b>2,970.50</b>      | <b>9,210.60</b>     | <b>3,036.25</b>     | <b>9,210.60</b>     |
|              | <b>TOTALS</b>                                 | <b>-504,979.30</b> | <b>-1,095,635.49</b> | <b>-844,208.48</b>  | <b>-702,434.47</b>  | <b>-771,478.28</b>  |