



Budget by Service

Department Name: Public Works

Budget Code: 1051

Staff:

Section: Sewage Treatment & Distribution

FTE: ORO Mark Robertson

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: 11.1 Financial Plans, 11.2 Protect Public Health

Responsibility: Cost recovery budget for sewage treatment and distribution in Clifford, Harriston and Palmerston. Includes debt servicing for past capital projects and reserve contributions for capital asset management.

Operating Budget Summary					
Sanitary Sewer Overhead					
2017 Budget					\$55,080
Past & Projected (1%)		0.01			
2016	2017	2018	2019	2020	
\$675,132	\$55,080	\$127,149	\$128,420	\$128,420	
Budget Initiatives					
1. Reallocate wages and benefits from each system					\$73,021
2. Increase charge from other Departments and Council					\$12,000
3. Reduction in Operating Expenses					-\$12,952
4. Reallocate Vehicle Cost and Machine time					\$0
Proposed Changes to 2018 Budget					\$127,149

Sanitary Sewer Overhead

	Revenues	Expenses	Net (Overhead/Reserves/Capital)
2015	\$0	\$766,672	\$766,672
2016	\$7,000	\$ 97,092	\$675,132
2017	\$5,000	\$60,080	\$55,080
2018	\$5,000	\$132,150	\$127,150

Operating Budget Summary					
<i>Clifford Lagoons</i>					
2017 Budget					\$0
		0.01			
2016	2017	2018	2019	2020	
\$0	\$0	\$ -	\$ -	\$ -	
Budget Initiatives					
1. Increase Revenues					-\$7,000
2. Reallocate Wages and benefits					-\$12,360
3. Increase property tax					\$5,000
4. Increase machine time					\$6,000
5. Adjust interest and other expenses					-\$579
6. Reduce reserve transfer					-\$16,317
Proposed Changes to 2017 Budget					-\$25,256
Reserve offset					\$0

	Revenues	Expenses	Net (Overhead/Reserves/Capital)
2015	\$224,000	\$138,300	(\$85,700)
2016	\$185,000	\$184,731	(\$ 269)
2017	\$237,000	\$189,782	(\$30,191)
2018	\$244,000	\$187,841	(\$13,775)



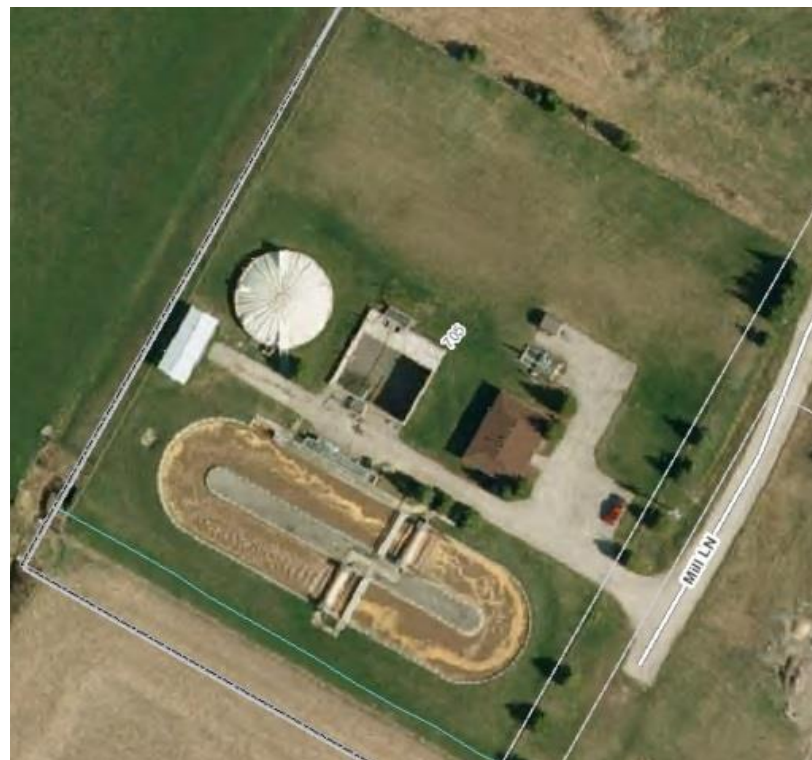
Operating Budget Summary						
Harriston Lagoons						
2017 Budget						\$0
Past & Projected (1%)		0.01				
2016	2017	2018	2019	2020		
\$0	\$0	\$0	\$ -	\$ -		
Budget Initiatives						
1. Increase Revenues						-\$35,000
2. Increase Property Taxes						\$3,000
3. Increase Machine Time Charge						\$7,000
4. Various Adjustments						-\$748
5. Increase Reserve Contribution						\$6,391
6. Decrease video inspection and equipment						-\$6,000
Proposed Changes to 2017 Budget						-\$25,357
Reserve offset						\$0

	Revenues	Expenses	Net (Overhead/Reserves/Capital)
2015	\$679,000	\$485,003	(\$193,996)
2016	\$622,800	\$484,381	(\$138,418)
2017	\$757,800	\$496,762	(\$244,011)
2018	\$792,800	\$500,014	(\$250,402)



Operating Budget Summary					
Palmerston Wastewater Plant					
2017 Budget					\$0
Past & Projected (1%)		0.01			
2016	2017	2018	2019	2020	
\$0	\$0	\$0	\$ -	\$ -	
Budget Initiatives					
1. Reconcile Revenue					\$16,000
2. Decrease Engineering Costs					-\$2,500
3. Increase in Utilities and Taxes					\$25,500
4. Decrease in Operating Expenses					-\$4,652
5. Decrease contributions to reserves					-\$59,703
Proposed Changes to 2017 Budget					-\$25,355
Reserve offset					\$0

	Revenues	Expenses	Net (Overhead/Reserves/Capital)
2015	\$868,000	\$364,664	(\$503,336)
2016	\$833,000	\$471,862	(\$361,137)
2017	\$878,000	\$546,559	(\$314,414)
2018	\$862,000	\$564,905	(\$254,711)



Budget to Actual Issues

Overall revenue less expenses is trending within budget. Revenues from all three systems exceed expenses. Interest and service charge revenue is not included as revenue in budget at this time. As it has been difficult to predict it is used to help any revenue or expense changes. There are extra wage charges due to added time allocated to sewage system during the June 23 flood. The Town completed its third year operating their wastewater systems with no outside resources.

Issues for 2018 and Beyond

The Town has a strong trained staff that supports sewage operations, and is cross trained in water systems. Proper camera inspection of Clifford system showed the system is in good shape with limited inflow and infiltration. The ultra-rib piping has performed reasonably well given the depth of the installation, but where development occurs and multiple connections needed the collection mains will need to be replaced with new product.

Flow in the Palmerston system has been reduced through Inflow and Infiltration programs and infrastructure replacement. The Town expects to be able to amend its Sewage Use Bylaw in Palmerston to increase the number of available units. Harriston has had some Inflow and Infiltration work done and is in need of more. The Town will be going to tender on this work having tested one additional contractor in this service and identified others that can competitively bid on this work. Despite significant growth there remains capacity in all three systems although plant equipment in Palmerston will need upgrading over time to continue to meet growth projections.

Service Measures

	Harriston	Palmerston	Clifford	Total
2016 Customers	956	1250	357	2,563
2017 Customers	966	1256	372	2594

	Overhead	Clifford	Harriston	Palmerston	Net (Reserves/Capital)			
2016	\$ 90,092		-\$ 129,776	-\$ 374,884	-\$ 414,568			
2017	\$ 55,090	-\$ 17,026	-\$ 17,026	-\$ 17,026	\$ 4,012			
2018	\$ 127,149	-\$ 42,383	-\$ 42,383	-\$ 42,383	\$ -			
2019					\$ -			
	Reserve Contribution							
	Overhead	Clifford	Harriston	Palmerston	Net			
2017	\$0	\$30,191	\$244,011	\$314,414	\$588,616			
2018	\$0	\$13,775	\$250,402	\$254,711	\$518,888			
2019								

C.A.O. Clerk and Water and Sewer Foreman Recommendation

That the 2018 budget proposed for Sewage Treatment and Distribution be approved.

2018 OPERATING BUDGET						
Account	Description	2016	2016	2017	2017	2018
		YTD Actual Sept 30/16	Actual	Budget	YTD Actual Sept 30/17	Budget
1051-00-6636	Inspections & Licenses	366.49	575.49	200.00	0.00	0.00
1051-00-6696	Machine Time Allocation \$15	-45,413.25	-59,947.00	-36,000.00	-41,238.75	0.00
1051-00-6608	#8 Ford 4x4 F150 - 2015					
1051-00-6618	Fuel & Supplies	1,928.59	2,635.68	4,200.00	1,598.00	4,200.00
1051-00-6628	Repairs & Maintenance	71.22	142.44	2,500.00	154.87	2,500.00
1051-00-6638	Inspections & Licenses	127.14	247.14	200.00	0.00	200.00
1051-00-6698	Machine Time Allocation \$15	-44,519.50	-54,923.25	-36,000.00	-25,222.50	-36,000.00
1051-00-6699	Machine Time Allocation \$15	-2,700.00	-3,600.00	0.00	-600.00	0.00
	Total Expenditure	75,895.68	684,548.41	60,080.80	65,722.68	132,150.00
Excess Revenue over/under Expenditures		-62,468.92	-658,566.09	-55,080.80	-53,126.94	-127,150.00
Clifford Sewer System						
1051-01-5010	Sanitary Sewer Billing Charge	159,210.79	199,355.32	230,000.00	171,995.66	237,000.00
1051-01-5020	Per Unit Charge	4,867.01	5,842.01	6,000.00	4,883.26	6,000.00
1051-01-5030	Vacant Minimum Bill	0.00	0.00	0.00	0.00	0.00
1051-01-5810	Sanitary Sewer Frontage Charge	0.00	0.00	0.00	0.00	0.00
1051-01-5850	Sanitary Sewer Other Revenue	222,441.86	2,027.00	1,000.00	0.00	1,000.00
1051-01-5860	Wellington North Sludge Fees	0.00	0.00	0.00	0.00	0.00
1051-01-5999	Transfer from Reserves	0.00	222,441.86		0.00	0.00
	Total Revenue	386,519.66	429,666.19	237,000.00	176,878.92	244,000.00
1051-01-6010	Salaries & Wages - Full Time	14,400.80	20,311.49	37,500.00	17,098.68	27,500.00
1051-01-6011	Wages - Part Time	0.00	0.00	0.00	1,840.80	0.00
1051-01-6020	Benefits - Full Time	4,049.92	5,448.77	9,360.00	4,640.51	7,000.00
1051-01-6021	Benefits - Part Time	0.00	0.00	0.00	214.55	0.00
1051-01-6070	Administration Allocation	0.00				0.00
1051-01-6071	Billing Services - Minto Hydro	0.00	0.00	0.00	0.00	0.00
1051-01-6140	Engineering Services	5,569.71	7,821.04	2,500.00	2,805.83	2,500.00
1051-01-6150	Special Consulting Services	0.00	450.27	500.00	9,477.04	500.00
1051-01-6210	Annual Insurance Coverage	2,493.40	2,493.40	3,000.00	2,552.37	3,000.00
1051-01-6220	Risk Management		0.00	1,000.00	0.00	1,000.00
1051-01-6280	Annual Property Taxes	14,096.00	31,661.89	30,000.00	34,582.43	35,000.00
1051-01-6310	Hydro/Heat	16,815.65	21,653.94	21,800.00	14,471.25	21,800.00
1051-01-6315	Water/Sewer	268.29	423.78	600.00	310.74	600.00
1051-01-6350	Cleaning Services		0.00	0.00		0.00
1051-01-6370	Grounds Maintenance	1,247.86	1,747.86	2,000.00	925.00	2,000.00
1051-01-6380	Building Maintenance	360.09	360.09	4,000.00	86.86	4,000.00
1051-01-6410	Safety Supplies		1,023.71	1,000.00	227.84	1,000.00
1051-01-6420	Interest on Deposits		0.00	500.00	0.00	500.00
1051-01-6470	Principal Debt Repayments		0.00	13,250.00	0.00	13,250.00
1051-01-6480	Interest on Long Term Debt	280.42	665.52	7,981.19	816.53	7,651.60
1051-01-6482	Accrued Interest on LT Debt		-1,171.03	0.00	0.00	0.00
1051-01-6520	Long Term Debt Repayments		0.00	0.00	0.00	0.00
1051-01-6560	Alarm System			0.00	0.00	0.00
1051-01-6580	Machine Time Charge	18,480.00	25,208.75	14,000.00	14,993.75	20,000.00
LAGOON SYSTEM						
1051-01-6610	Fuel & Supplies		0.00	750.00	0.00	500.00
1051-01-6620	Repairs & Maintenance	4,072.08	6,664.85	15,000.00	2,104.29	15,000.00
1051-01-6630	Inspections & Licenses	613.49	613.49	0.00	880.80	1,000.00
1051-01-6640	Rental Equipment		0.00	250.00	0.00	250.00
1051-01-6650	Wastewater Testing	4,802.97	7,588.77	3,000.00	3,624.37	5,000.00
1051-01-6660	Wastewater Treatment	5,140.72	5,140.72	6,000.00	0.00	6,000.00
1051-01-6680	Sludge Removal	2,849.28	2,849.28	3,200.00	0.00	3,200.00

2018 OPERATING BUDGET						
Account	Description	2016	2016	2017	2017	2018
		YTD Actual Sept 30/16	Actual	Budget	YTD Actual Sept 30/17	Budget
SANITARY SEWER PUMPS						
1051-01-6710	Fuel & Supplies		0.00	0.00	0.00	0.00
1051-01-6720	Repairs & Maintenance	1,195.68	1,205.31	5,090.00	0.00	5,090.00
1051-01-6730	Inspections		0.00	0.00	0.00	0.00
1051-01-6740	Rental Equipment		0.00	0.00	0.00	0.00
1051-01-6750	Transfer to Capital		0.00	0.00	0.00	0.00
1051-01-6802	Transfer to Reserve		0.00	30,191.88	30,191.88	13,775.07
SANITARY SEWER MAINS						
1051-01-6810	Supplies	493.72	1,199.29	1,500.00	865.11	1,500.00
1051-01-6820	Repairs & Maintenance		0.00	1,000.00	1,191.79	1,000.00
1051-01-6830	Inspections/Camera		0.00	3,000.00	0.00	1,000.00
1051-01-6840	Rental Equipment		0.00	2,000.00	447.74	1,000.00
1051-01-6850	Minto Street Sewer Town Share		0.00	0.00	0.00	0.00
1051-01-6860	Contractor/Sublet		0.00	0.00	0.00	0.00
	Total Expenditure	97,230.08	143,361.19	219,973.07	144,350.16	201,616.67
Excess Revenue over/under Expenditures Harriston Sewer System		289,289.58	286,305.00	17,026.93	32,528.76	42,383.33
1051-02-5010	Sanitary Sewer Billing Charge	508,726.24	632,559.99	740,000.00	567,535.75	775,000.00
1051-02-5020	Per Unit Charge	14,265.99	17,154.00	16,800.00	14,301.99	16,800.00
1051-02-5030	Vacant Minimum Bill		0.00	0.00	0.00	0.00
1051-02-5810	Sanitary Sewer Surcharge		0.00	0.00	0.00	0.00
1051-02-5850	Sanitary Sewer Other Revenue	20.00	-20.00	1,000.00	0.00	1,000.00
1051-02-5999	Transfers from Reserves	84,294.84	84,294.84		0.00	0.00
	Total Revenue	607,307.07	733,988.83	757,800.00	581,837.74	792,800.00
1051-02-6010	Salaries & Wages - Full Time	37,725.67	50,463.24	48,847.00	35,797.43	48,847.00
1051-02-6011	Wages - Part Time		0.00	0.00	2,912.00	0.00
1051-02-6020	Benefits - Full Time	10,607.03	13,602.63	12,729.60	9,676.57	12,729.60
1051-02-6021	Benefits - Part Time		0.00	0.00	339.32	0.00
1051-02-6070	Administration Allocation		0.00	0.00	0.00	0.00
1051-02-6071	Billing Services - Minto Hydro		0.00	0.00	0.00	0.00
1051-02-6140	Engineering Services	18,505.31	19,261.98	3,500.00	0.00	3,500.00
1051-02-6150	Special Consulting Services	7,470.87	7,470.87	1,000.00	0.00	1,000.00
1051-02-6210	Annual Insurance Coverage	4,306.77	4,306.77	4,500.00	4,408.63	4,500.00
1051-02-6220	Risk Management		0.00	1,000.00	0.00	1,000.00
1051-02-6280	Annual Property Taxes	6,791.00	13,718.24	14,000.00	16,775.32	17,000.00
1051-02-6310	Hydro/Heat	61,644.91	88,241.35	81,160.00	56,186.18	81,160.00
1051-02-6315	Water/Sewer	286.91	438.91	600.00	312.05	600.00
1051-02-6350	Cleaning Supplies		0.00	0.00	0.00	0.00
1051-02-6370	Grounds Maintenance-Summer	2,931.52	2,947.80	3,000.00	239.68	3,000.00
1051-02-6380	Building Maintenance	1,067.12	1,100.15	500.00	0.00	500.00
1051-02-6410	Office Supplies		0.00	1,000.00	0.00	500.00
1051-02-6420	Interest on Deposits		0.00	0.00	0.00	0.00
1051-02-6460	Alarm System	3,823.22	4,738.59	2,000.00	873.75	2,000.00
1051-02-6470	Principal Debt Repayments	24,080.00	172,268.78	179,161.52	25,060.00	186,290.17
1051-02-6480	Interest on Long Term Debt	7,584.78	70,132.39	63,063.81	6,428.94	55,687.22
1051-02-6482	Accrued Interest on Long Term Debt		-1,500.27	0.00	0.00	0.00
1051-02-6580	Machine Time Charge	41,427.50	51,926.25	14,000.00	36,510.00	21,000.00
LAGOON SYSTEM						
1051-02-6610	Fuel & Supplies	676.41	1,032.82	1,000.00	1,752.77	1,500.00
1051-02-6620	Repairs & Maintenance	9,684.43	11,202.22	12,000.00	5,613.16	12,000.00
1051-02-6630	Inspections & Licences		0.00	0.00	285.50	0.00
1051-02-6640	Rental Equipment	1,447.08	1,447.08	500.00	0.00	500.00
1051-02-6650	Wastewater Testing	8,281.09	11,338.53	6,000.00	4,375.63	6,000.00
1051-02-6660	Wastewater Treatment	10,285.90	15,491.55	20,000.00	16,026.20	20,000.00
1051-02-6680	Sludge Removal	2,849.28	2,849.28	3,200.00	0.00	3,200.00
SANITARY SEWER PUMPS						
1051-02-6720	Repairs & Maintenance	5,468.62	5,702.41	5,000.00	1,742.90	5,000.00
1051-02-6730	Inspections	372.23	372.23	1,000.00	0.00	1,000.00
1051-02-6740	Equipment Rental		0.00	1,500.00	0.00	1,000.00
1051-02-6750	Transfers to Capital		0.00	0.00	0.00	0.00
1051-02-6802	Transfers to Reserves		0.00	244,011.14	244,011.14	250,402.68

2018 OPERATING BUDGET						
Account	Description	2016	2016	2017	2017	2018
		YTD Actual Sept 30/16	Actual	Budget	YTD Actual Sept 30/17	Budget
SANITARY SEWER MAINS						
1051-02-6810	Supplies	894.73	899.94	1,000.00	367.12	1,000.00
1051-02-6820	Repairs & Maintenance	975.86	2,833.98	5,000.00	2,651.57	5,000.00
1051-02-6830	Inspections/Camera	5,403.18	5,403.18	6,000.00	0.00	1,000.00
1051-02-6840	Equipment Rental	39.58	39.58	1,500.00	0.00	500.00
1051-02-6845	Flood Control Expenses		0.00	3,000.00	0.00	3,000.00
	Total Expenditure	274,631.00	557,730.48	740,773.07	472,345.86	750,416.67
Excess Revenue over/under Expenditures		332,676.07	176,258.35	17,026.93	109,491.88	42,383.33
Palmerston Sewer System						
1051-03-5010	Sanitary Sewer Billing Charge	519,864.23	805,358.53	870,000.00	533,032.87	840,000.00
1051-03-5020	Per Unit Charge	17,854.09	26,859.67	5,000.00	18,009.98	20,000.00
1051-03-5030	Vacant Minimum Bill		0.00	1,500.00	0.00	0.00
1051-03-5126	Sanitary Rodding Charge		0.00	0.00	0.00	0.00
1051-03-5810	Sanitary Sewer Surcharge		0.00	0.00	1,305.00	0.00
1051-03-5850	Sanitary Sewer Other Revenue	54.00	54.00	1,500.00	1,801.00	2,000.00
1051-03-5870	Palm Sewer - Tfrs from Capital		0.00	0.00	0.00	0.00
1051-03-5998	Transfers from Reserves		0.00		0.00	
	Total Revenue	537,772.32	832,272.20	878,000.00	554,148.85	862,000.00
1051-03-6010	Salaries & Wages - Full Time	45,019.37	59,787.17	71,174.00	57,118.93	71,174.00
1051-03-6011	Wages - Part Time		0.00	0.00	0.00	0.00
1051-03-6020	Benefits - Full Time	12,696.77	16,207.29	19,094.40	14,826.21	19,094.40
1051-03-6021	Benefits - Part Time		0.00	0.00	0.00	0.00
1051-03-6070	Administration Allocation		0.00	0.00	0.00	0.00
1051-03-6071	Billing Services - Minto Hydro		0.00	0.00	0.00	0.00
1051-03-6140	Engineering Services	3,553.64	3,553.64	7,500.00	2,325.62	5,000.00
1051-03-6150	Special Consulting Services		0.00	1,500.00	0.00	1,500.00
1051-03-6210	Annual Insurance Coverage	4,533.43	4,533.43	4,800.00	4,640.66	4,800.00
1051-03-6220	Risk Management		0.00	5,000.00	0.00	5,000.00
1051-03-6280	Annual Property Taxes	2,156.00	4,339.59	4,500.00	4,678.59	5,000.00
1051-03-6310	Hydro/Water	61,030.68	83,632.12	65,000.00	62,890.08	85,000.00
1051-03-6315	Water/Sewer	28,545.00	38,506.35	33,000.00	27,454.78	38,000.00
1051-03-6370	Grounds Maintenance - Winter	1,950.14	2,662.08	3,000.00	2,112.32	3,000.00
1051-03-6380	Building Maintenance	347.20	347.20	1,000.00	1,643.72	1,000.00
1051-03-6410	Office Supplies		0.00	500.00	0.00	500.00
1051-03-6420	Interest on Deposits		0.00	0.00	0.00	0.00
1051-03-6460	Alarm System	1,465.53	1,954.75	2,000.00	1,062.75	2,000.00
1051-03-6470	Principal Debt Repayments	109,736.84	109,736.84	141,557.57	0.00	146,511.37
1051-03-6480	Interest on Long Term Debt	33,877.68	34,297.77	37,932.18	17,372.13	32,325.51
1051-03-6482	Accrued Interest on LT DEI		-6,039.28	0.00	0.00	0.00
1051-03-6560	Alarm System		0.00	0.00	0.00	0.00
1051-03-6580	Machine Time Charge	43,469.00	57,132.75	46,000.00	41,921.25	46,000.00
1051-03-6590	Installation Sewer Services		0.00	0.00	0.00	0.00
1051-03-6610	Fuel & Supplies	1,164.85	1,164.85	1,500.00	428.73	1,500.00
1051-03-6620	Repairs & Maintenance	25,233.22	28,054.09	30,000.00	13,947.20	30,000.00
1051-03-6630	Inspections & Licenses	613.49	613.49		880.81	0.00
1051-03-6640	Rental Equipment		0.00	1,000.00	0.00	1,000.00
1051-03-6650	Wastewater Testing	10,485.79	13,267.93	10,000.00	5,938.46	10,000.00
1051-03-6660	Wastewater Treatment	10,512.05	11,326.13	20,000.00	17,159.29	20,000.00
1051-03-6680	Sludge Removal	18,214.72	21,578.91	22,000.00	11,248.96	22,000.00
1051-03-6720	Repairs & Maintenance	839.52	839.52	5,000.00	1,871.87	2,500.00
1051-03-6802	Transfers to Reserves	138,426.62	138,426.62	314,414.92	314,414.92	254,711.37
SANITARY SEWER MAINS						
1051-03-6810	Supplies	1,465.69	2,133.92	2,500.00	676.87	2,000.00
1051-03-6820	Repairs & Maintenance	6,872.61	7,387.77	7,000.00	1,756.56	7,000.00
1051-03-6830	Inspections/Camera	824.53	824.53	2,000.00	0.00	1,000.00
1051-03-6840	Rental Equipment		0.00	0.00	0.00	0.00
1051-03-6860	Contractor/Sublet		0.00	2,000.00	0.00	2,000.00
	Total Expenditure	563,034.37	636,269.46	860,973.07	606,370.71	819,616.65
Excess Revenue over/under Expenditures		-25,262.05	196,002.73	17,026.93	-52,221.87	42,383.34
		534,234.68	-0.01	-4,000.01	36,671.83	0.00