

CITY OF RICHMOND HILL

2020 Draft Budget

ENVIRONMENT & INFRASTRUCTURE SERVICES DEPARTMENT

2020 Draft Budget Submitted and Reviewed by:



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Commissioner of Environment & Infrastructure Services



David Dexter
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CITY OF RICHMOND HILL

2020 Draft Budget

ENVIRONMENT & INFRASTRUCTURE SERVICES

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ENVIRONMENT & INFRASTRUCTURE SERVICES – DEPARTMENTAL SUMMARY

OVERVIEW

The Environment & Infrastructure Services department is focused on long-term corporate asset management planning, delivery of major capital projects related to linear assets, parks, facilities as well as environment services. These functions include long-term strategic planning for the City's infrastructure including green assets together with the delivery of the City's capital projects and supporting programs.

The delivery of these services is organized into three Divisions:

- **Corporate Asset Management and Environment Services** - long term planning for the sustainable management of the City's infrastructure, as well as policies, projects, and programs to protect green assets through the management of energy, waste, water resources and the natural environment.
- **Infrastructure Delivery Services** - is responsible for the capital programming and forecasting of the annual budget for the City's municipal and parks infrastructure programs; the Division also provides the function of the Project Management Office for the department to support capital delivery as well as third party engineering reviews and inspection.
- **Facility Design, Construction and Maintenance Services** – is responsible for the City's vertical infrastructure including the design, construction and maintaining all City Facilities.

The 2019 ACCOMPLISHMENTS for the Environment Services & Infrastructure Department are as follows:

Infrastructure Delivery Services

- Coons Road – Design Complete
- Lake to Lake Intersections Improvements – Design Complete
- Powell and Wright Street – Design Complete
- Church Street Drainage - Assessment Complete
- East Beaver Creek Pond Rehabilitation (28-1)– Construction Complete
- Montiel Road Reconstruction – Laverock to Driscoll - Construction Complete
- Tampico Road Reconstruction – Laverock to Driscoll – Construction Complete
- Lake to Lake Multi-Use Path – Phase 2 - Construction Complete
- Elgin Mills Greenway Pond – Construction Complete
- Elgin East Channel Rehabilitation – Construction Complete
- Kings College Park – Construction Complete
- Richvale Bridge 27-1 Replacement (Bathurst & Major Mackenzie) – Construction Complete
- Ritter Park Play Structure Replacement – Construction Complete
- Headwaters Tennis Replacement – Construction Complete
- Briggs Parkette – Construction Complete
- Lake Wilcox Youth Park – Construction Complete
- Bradstock Park Revitalization – Construction Complete
- Westview Parkette and Pomono Creek Channel Work – Construction Complete
- Trans Richmond/Gamble Glen Trail – Construction Complete
- 2019 Miscellaneous Illumination Upgrades – Construction Complete

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OVERVIEW - Continued

Facility Design, Construction and Maintenance Services

- Completion of construction of Oak Ridges Library
- Construction of Ed Sackfield Arena Twinning
- Completion of Operations Centre exterior mechanical/electrical system equipment life cycle replacement
- Completion of Rouge Woods Bocce Court repurposing
- Completion of Tom Graham Arena over ice lighting retrofit
- Completion of Fire Station 8-2 & 8-3 mechanical systems replacement
- Completion of Richvale Library and Richmond Green Library exterior digital signage
- Completion of well installations at Phyllis Rawlinson Park
- Completion of Bayview Hill Community Centre reception reconstruction
- Completion of Bayview Hill Community Centre natatorium painting and glazing wall replacement
- Completion of Richmond Hill Centre for the Performing Arts wall assembly repairs
- Completion of design for Ed Sackfield Arena rink slab replacement
- Completion of design for Elgin Barrow Arena mechanical systems replacement
- Completion of design/engineering for DDO building envelope restoration
- Completion of Richvale Community Centre roof replacement

Corporate Asset Management and Environment Services

- Completed the development of an Asset Management Policy, Strategy and Governance Structure in keeping with O.Reg.588/17
- Initiated development of a City-wide 'Enterprise Asset Management System'
- Created a decision-support methodology to help prioritize the 2020 Capital Budget
- Updated the City's five-year Energy Plan; identified priority projects, cost savings and environmental benefits
- Completed the conversion of 1,000 park and parking lot lights to LED and secured \$1.27 M in grant funding
- Updated the City's Waste Development Standards and Waste By-Law.
- Transitioned to a new waste collection contract. Completed site visits to all 105 multi-residential properties receiving municipal collection to update site information and educational materials.
- Lake Wilcox Management Plan complete
- Stormwater network model underway
- Completed DDO Phase 1 Woodlot Restoration Project & initiated Phase 2 Woodlot Restoration Plan
- Together with funding partners, hosted more than 45 public restoration and outreach events involving approx. 2200 volunteers/participants
- Forrester House collective garden opened at Phyllis Rawlins Park

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OVERVIEW - Continued

The 2020 PRIORITIES for the Environment Services & Infrastructure Department are as follows:

Infrastructure Delivery Services

- Bethesda Sideroad Road Reconstruction – Anchusa Drive to Leslie Street - Design
- Bethesda Sideroad Road Reconstruction – Leslie Street to Highway 4040 - Design
- King Road Watermain Replacement – Yonge Street to Kingshill Road - Design
- Water Distribution Infrastructure Network Modelling – Citywide
- Sanitary Waste Collection Infrastructure Network Modelling – Citywide
- Watermain & Sanitary Replacements – Muirhead Crescent - Design
- Watermain Replacements - Major Mackenzie and Shaver Street – Design
- Storm Water Management – Twickenham Pond 16-4 - Design
- Valley land Restoration - German Mills Creek GM1 - Design
- Bayview Hill Park Revitalization – Design
- Russell Farm Play Structure Replacement – Design
- Horner Play Structure Replacement – Design
- Rumble Pond South Area Walkway and Play Structure Replacement - Design
- Humber Flats Mallard Marsh, Windham, Fulton and Phillips Parkette - Play Structure Replacements – Design
- Amos Wright Park Structure Replacement – Construction
- Lennox Park Revitalization – Design and Construction
- Harding Park Revitalization – Design
- Briar Nine Reserve & Trail Expansion – Design and Construction
- Rockwell Parkette – Design and Construction
- West Beaver Creek Pond A:27-2 – Pond Rehabilitation
- Yonge St.& Estate Garden Dr. - Construction
- Mitchell Pond 8-3 DF4 A/B – Pond Rehabilitation
- East Beaver Creek Rd.& Highway 7 - Construction
- Church Street Drainage and Road Rehabilitation
- Centre Street to Major Mackenzie - Construction
- Richmond Green Play Structure Replacement – Construction
- Powell Street Reconstruction – Wright Street to Mill Street -Construction
- Wright Street Reconstruction – Hall Street to Powell Street - Construction
- Lake Wilcox Boardwalk - Construction
- David Hamilton Park Revitalization - Construction
- Leslie Street Lake to Lake Walkway – Phase 3 – Construction
- Leslie Street Lake to Lake Walkway – Phase 3 – Intersection Improvements - Construction
- 2019 Various Sidewalk and Illumination Projects – Construction
- Various Parks Bridge and Culvert Repairs - Construction

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OVERVIEW – Continued

Facility Design, Construction and Maintenance Services

- Completion of construction of Ed Sackfield Arena Twinning
- Completion of Richvale Library washroom renovations
- Complete construction of DDO building envelope restoration
- Complete construction of Elgin West Community Centre mechanical and pool systems upgrade
- Complete construction of Bond Lake Arena roof structure reinforcement
- Complete construction of Bond Lake Arena rink board replacement
- Complete construction of Operations Centre roof replacement
- Complete construction of Municipal Offices Phase 3 mechanical upgrades
- Complete construction of Elgin West Community Centre natatorium window replacement
- Complete construction of Elgin Barrow Arena mechanical systems replacement
- Complete design/engineering for Central Library mechanical, electrical and life safety systems replacement
- Complete design/engineering for Rouge Woods Community Centre mechanical and electrical systems replacement

Corporate Asset Management and Environment Services

- Begin implementation of a City-wide 'Enterprise Asset Management System'
- Initiate a series of technical studies for core infrastructure (lifecycle strategies, level of service studies and risk strategies) to develop an Asset Management Plan compliant with O.Reg.588/17
- Develop energy efficiency targets/standards for corporate buildings
- Assist in the implementation of top priority energy conservation projects and pursue incentive funding.
- Prepare for transition to Full Producer Responsibility for the Blue Box program
- Report to Council on options/approaches for single use plastics reduction strategy
- Stormwater network model calibration, constraint mapping and optimization analysis
- Richvale valleyland rehabilitation works ongoing
- Finalize Urban Forest Management Plan
- Initiate DDO Phase 2 Woodlot Restoration project

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ENVIRONMENT & INFRASTRUCTURE SERVICES – DEPARTMENTAL SUMMARY

OVERVIEW – Continued

Full-Time Complement

	<u>2019</u> <u>Approved</u>	<u>2020</u> <u>Draft Budget</u>
Administration	3	3
Infrastructure Delivery Services		
- Design	16	16
- Construction	12	12
- Parks Design	9	9
Facility Design, Construction and Maintenance Services		
- Administration	5	5
- Facility Operations	9	9
- Facility Systems & Technical Systems	9	9
Corporate Asset Management and Environment Services		
- Administration	2	2
- Energy & Waste	4	4
- Water Resources	4	4
- Natural Environment	4	4
- Environment Strategy		
- Corporate Asset Management	3	4
	<hr/>	<hr/>
Sub-total	80	81
New Full Time Staffing Requests	1	0
	<hr/>	<hr/>
Total	81	81

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ENVIRONMENT & INFRASTRUCTURE SERVICES – DEPARTMENTAL SUMMARY

OVERVIEW – Continued

2020 Departmental Budget Highlights

	Actuals as of <u>31-Dec-18</u>	Preliminary 31-Oct-19 <u>Actuals</u>	2019 Approved <u>Budget</u>	2020 Draft <u>Budget</u>	Variance (Favourable Unfavourable)	%
Expenditures						
Personnel - Full-Time	\$8,930,325	\$7,731,330	\$10,491,200	\$10,762,900	\$271,700	
Personnel - Casual	367,234	376,105	390,600	386,800	(3,800)	
Contract / Services	1,407,433	607,907	1,582,400	1,396,000	(186,400)	
Materials / Supplies	10,477,899	7,210,597	10,462,400	10,610,900	148,500	
Other Expenditures	120,448	91,647	145,200	146,500	1,300	
Transfers to Other Funds	367,000	232,500	382,500	383,500	1,000	
Total Expenditures	21,670,33	16,250,086	23,454,300	23,686,600	232,30	1.0%
Revenues						
User Fees	(5,859)	(4,472)	(3,600)	(3,600)	-	
Grants / Donations	(83,092)	(1,148)	(80,000)	(80,000)	-	
Reserves and Reserve Funds	(1,686,109)	(815,497)	(2,056,600)	(1,928,600)	128,000	
Other internal Sources	(335,100)	(441,000)	(465,700)	(545,400)	(79,700)	
Other Revenues	(794,811)	(520,981)	(768,200)	(779,300)	(11,100)	
Total Revenues	(2,904,97)	(1,783,098)	(3,374,100)	(3,336,900)	37,20	1.1%
Net Budget	\$18,765,36	\$14,466,987	\$20,080,200	\$20,349,700	\$269,50	1.3%

	<u>Base</u>	<u>Legislated</u>	<u>Annualization</u>	<u>New / Growth Staff & Programs</u>	<u>2020 Draft Budget</u>
Expenditures					
Personnel - Full-Time	\$161,400	\$ -	\$110,300	\$ -	\$10,762,900
Personnel - Casual	(3,800)	-	-	-	386,800
Contract / Services	(186,400)	-	-	-	1,396,000
Materials / Supplies	(32,000)	-	180,500	-	10,610,900
Other Expenditures	1,300	-	-	-	146,500
Transfers to Other Funds	1,000	-	-	-	383,500
Total Expenditures	58,500	-	290,800	-	23,686,600
Revenues					
User Fees	-	-	-	-	(3,600)
Grants / Donations	-	-	-	-	(80,000)
Reserves and Reserve Funds	128,000	-	-	-	(1,928,600)
Other Internal Sources	(56,600)	-	(23,100)	-	(545,400)
Other Revenues	(11,100)	-	-	-	(779,300)
Total Revenues	0,300	-	(23,100)	-	(3,336,900)
Net Levy Requirements	\$ -	\$267,700	\$ -	\$20,349,700	

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ENVIRONMENT & INFRASTRUCTURE SERVICES – DEPARTMENTAL SUMMARY

OVERVIEW – Continued

2020 Departmental Budget Summary - By Division

	<u>Actuals as of 31-Dec-18</u>	<u>Preliminary 31-Oct-19 Actuals</u>	<u>2019 Approved Budget</u>	<u>200 Drft Budet</u>	<u>Variance (Favourable) Unfavourable</u>	%
Administration	\$518,610	\$414,114	\$546,600	\$49,000	\$2,400	
Infrastructure Delivery Services						
- Design	1,288,913	930,431	1,534,600	1,500,400		
- Construction	742,871	561,631	970,800	990,800		
- Parks Design	979,555	844,787	1,054,200	1,088,200		
	<u>3,011,339</u>	<u>2,336,849</u>	<u>3,559,600</u>	<u>3,626,400</u>		
Facility Design, Construction and Maintenance Services						
- Administration	2,136,970	2,159,110	2,511,700	2,550,400		
- Facilities	10,387,880	7,170,173	10,509,500	40,604,200		
	<u>12,524,851</u>	<u>9,329,283</u>	<u>13,021,200</u>	<u>35,466,600</u>		
Corporate Asset Management and Environment Services						
- Administration	325,910	253,763	320,100	320,700		
- Energy & Waste	665,446	548,560	750,900	750,400		
- Water Resources	546,707	510,326	590,800	501,600		
- Natural Environment	856,934	725,157	892,900	890,400		
- Corporate Asset Management	315,571	348,934	398,100	658,000		
	<u>2,710,569</u>	<u>2,386,741</u>	<u>2,952,800</u>	<u>3,908,700</u>		
Total Budget	<u><u>\$18,765,368</u></u>	<u><u>\$14,466,987</u></u>	<u><u>\$20,080,200</u></u>	<u><u>\$20,349,700</u></u>	<u><u>\$269,500</u></u>	1.3%

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ENVIRONMENT & INFRASTRUCTURE SERVICES – DEPARTMENTAL SUMMARY

OVERVIEW – Continued

2020 Departmental Budget Highlights

	<u>Actuals as of 31-Dec-18</u>	<u>Preliminary 31-Oct-19 Actuals</u>	<u>2019 Approved Budget</u>	<u>2020 Draft Budget</u>	<u>Variance (Favorable) Unfavorable</u>	%
<u>Expenditures</u>						
Administration	\$518,610	\$414,114	\$546,600	\$549,000	2,400	
Infrastructure Delivery Services						
- Design	1,850,047	1,421,941	2,211,200	2,224,400	13,200	
- Construction	1,277,592	1,091,231	1,483,300	1,504,300	21,000	
- Parks Design	1,219,055	992,187	1,285,900	1,312,200	26,300	
	<u>4,346,694</u>	<u>3,505,359</u>	<u>4,980,400</u>	<u>5,040,900</u>	<u>60,500</u>	
Facility Design, Construction and Maintenance Services						
- Administration	3,035,811	2,460,007	3,642,900	3,672,000	29,100	
- Facilities	10,689,801	7,373,984	10,735,100	10,829,800	94,700	
	<u>13,725,612</u>	<u>9,833,991</u>	<u>14,378,000</u>	<u>14,501,800</u>	<u>123,800</u>	
Corporate Asset Management and Environment Services						
- Administration	330,610	256,063	322,400	322,700	300	
- Energy & Waste	765,238	558,008	839,200	833,400	(5,800)	
- Water Resources	657,454	512,126	846,600	778,500	(68,100)	
- Natural Environment	967,256	749,090	975,400	980,400	5,000	
- Corporate Asset Management	358,864	421,334	565,700	679,900	114,200	
	<u>3,079,423</u>	<u>2,496,621</u>	<u>3,549,300</u>	<u>3,594,900</u>	<u>45,600</u>	
Total Expenditures	<u>21,670,339</u>	<u>16,250,086</u>	<u>23,454,300</u>	<u>23,686,600</u>	<u>23,300</u>	1.0%
<u>Revenues</u>						
Infrastructure Delivery Services						
- Design	(561,135)	(491,510)	(676,600)	(684,000)	(7,400)	
- Construction	(534,721)	(529,600)	(512,500)	(507,500)	5,000	
- Parks Design	(239,500)	(147,400)	(231,700)	(224,000)	7,700	
	<u>(1,335,356)</u>	<u>(1,168,510)</u>	<u>(1,420,800)</u>	<u>(1,415,500)</u>	<u>5,300</u>	
Facility Design, Construction and Maintenance Services						
- Administration	(898,841)	(300,897)	(1,131,200)	(1,119,600)	11,600	
- Facilities	(301,920)	(203,811)	(225,600)	(225,600)	-	
	<u>(1,200,761)</u>	<u>(504,708)</u>	<u>(1,356,800)</u>	<u>(1,345,200)</u>	<u>11,600</u>	
Corporate Asset Management and Environment Services						
- Administration	(4,700)	(2,300)	(2,300)	0	2,300	
- Energy & Waste	(99,792)	(9,448)	(88,300)	(80,000)	8,300	
- Water Resources	(110,747)	(1,800)	(255,800)	(186,900)	68,900	
- Natural Environment	(110,322)	(23,932)	(82,500)	(84,000)	(1,500)	
- Corporate Asset Management	(43,293)	(72,400)	(167,600)	(225,300)	(57,700)	
	<u>(368,854)</u>	<u>(109,880)</u>	<u>(596,500)</u>	<u>(576,200)</u>	<u>20,300</u>	
Total Revenues	<u>(2,904,971)</u>	<u>(1,783,098)</u>	<u>(3,374,100)</u>	<u>(3,336,900)</u>	<u>37,200</u>	1.1%
Total Budget	<u>\$18,765,368</u>	<u>\$14,466,987</u>	<u>\$20,080,200</u>	<u>\$20,349,700</u>	<u>269,500</u>	1.3%

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ENVIRONMENT & INFRASTRUCTURE SERVICES – DEPARTMENTAL SUMMARY

OVERVIEW – Continued

Budget Variance Explanation

Department: Environment & Infrastructure Services					
Budget Change Explanations	2019 Base Budget	2020 Base Budget	Incremental Change	% Change over Prior Year	Variance Explanation
Prior Year's Net Budget			\$ 20,080,200		
Expenditures					
<u>Personnel Expenditures</u>					
Personnel - Full time	10,491,200	10,652,600	161,900	1.5%	- Increase as a result of step level increases and personnel benefits savings
Personnel - Casual	390,600	386,800	(3,800)	(1.0%)	- reduced casual wages to meet 2% savings
	10,881,800	11,039,400	158,100	1.5%	
<u>Materials / Supplies</u>					
<u>Administration - General</u>	84,200	86,400	2,200		-Increased conference (\$5400) and external training (\$300) for prior year approved positions. -Reduced Office Supplies (\$3500) to meet 2% reduction
<u>Infrastructure Delivery Services</u>					
Design	19,900	17,400	(2,500)		-Reduced Office Supplies (\$1500) and Training (\$1000) meet budget guideline of 2%
Construction	38,900	34,800	(4,100)		-Reduced Office Supplies (\$600) and Printing (\$500) and Equipment Maintenance (\$3000) to meet budget guideline of 2%
<u>Facility Design, Construction & Maintenance Services</u>					
Facilities Mte - Building Repairs, Life Safety Systems & Building Rental	3,973,500	3,953,700	(19,800)		-Decrease due to savings from Oak Ridges building rental, how ever savings offset by increased in maintenance costs.
Utilities - Hydro, heating & water	5,808,000	5,801,600	(6,400)		-Hydro savings offset by increased heating costs
Wages - Other	382,500	383,500	1,000		-Shared Wage salary increase
<u>Corporate Asset Management & Environment Services</u>					
Energy and Waste	16,300	16,000	(300)		-Reduced training
Corporate Asset Management	5,100	4,000	(1,100)		-Conference transfer to General Admin
<u>Contracts / Services</u>					
<u>Infrastructure Delivery Services</u>					
Parks Design	25,000	20,000	(5,000)		-Reduced consulting to meet budget guideline of 2% savings
<u>Facility Design, Construction & Maintenance Services</u>					
Security Contracts - Administration	160,200	116,200	(44,000)		-Realize new tender savings
Security Contracts - Facilities	467,100	406,500	(60,600)		-Realize new tender savings
<u>Corporate Asset Management & Environment Services</u>					
<u>Energy Waste</u>					
Consulting Contracts	34,700	32,700	(2,000)		-Reduced curbside audit
Public Materials	49,700	48,500	(1,200)		-Reduced educational material
<u>Water Resources</u>					
Consulting - Monitoring	211,600	140,000	(71,600)		-Completion of Salt water Vulnerability Study (60K), reduction is offset by reduced water quality reserve draw
Public Materials	2,000	500	(1,500)		-Reduced educational material
<u>Natural Environment</u>					
Consulting Contracts	312,700	310,700	(2,000)		- Adjust to Wildlife Management contracts
<u>Transfers to Other Funds</u>					
<u>Facility Design, Construction & Maintenance Services</u>					
Transfer for R&R (Depreciation) & Wages Shared	382,500	383,500	1,000		-Increased as a result of increased personnel costs.
<u>Other Expenditures</u>					
<u>Corporate Asset Management & Environment Services</u>					
Natural Environment - Minor Capital	2,700	4,000	1,300		
Total Expenditures			(58,500)	(0.3%)	

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ENVIRONMENT & INFRASTRUCTURE SERVICES – DEPARTMENTAL SUMMARY

OVERVIEW – Continued

Budget Variance Explanation – continued

Budget Change Explanations	2019 Base Budget	2020 Base Budget	Incremental Change	% Change over P Prior Year	Variance Explanation
Revenues					
<u>Reserves and Reserve Funds</u>					
<u>Infrastructure Delivery Services</u>					
Transfer from Inspection Reserve Fund	(499,300)	(517,900)	(18,600)		-Increased draw s on the Inspection Reserve to recover overhead costs.
Transfer from Tax Rate Stabilization Reserves	(40,100)	0	40,100		-Decrease funding for compensation review , final year in 2019
<u>Facility Design & Maintenance Services</u>					
Transfer from Capital	(425,000)	(449,900)	(24,900)		-Increase DC Draw to compensate for eligible personnel costs and benefits chargeable to the reserve fund
Transfer from Tax Rate Stabilization Reserves	(37,500)	0	37,500		-Reduce funding for compensation review , final year in 2019
<u>Corporate Asset Management & Environment Services</u>					
<u>Administration, Water Resources, Nat. Environment, Energy & Waste & Corporate Asset Mgt</u>					
Transfer from Tax Rate Stabilization Reserves	(33,400)	0	33,400		-Reduce funding for compensation review , final year in 2019
<u>Water Resources</u>					
Transfer from Lake Wilcox Remediation	(3,000)	(2,500)	500		-The decrease is due to lower draw s on the Lake Wilcox Remediation Reserve Fund. This reduces reliance on the reserve to fund operating activities as the balance nears depletion.
Transfer from Water Quality Protection Reserves	(60,000)	0	60,000		-Salt Vulnerability Area Analysis Complete
<u>Other Internal Sources</u>					
<u>Infrastructure Delivery Services</u>					
Recovery from Water Fund	(349,400)	(365,600)	(16,200)		-Increase in revenue as a result of the compensation review and Water Rate Study.
<u>Corporate Asset Management & Environment Services</u>					
Recovery from Water Fund	(116,300)	(156,700)	(40,400)		-Increase in recovery rate from Water Fund due to the complexity of asset valuations in the Water & Wastewater Infrastructures
<u>Other Revenues</u>					
<u>Facility Design, Construction & Maintenance Services</u>					
EBC (21) Management Fee & Recovery	(368,700)	(369,700)	(1,000)		-Minor increase in operating costs chargeback to the tenants.
<u>Asset Management Planning & Environment Services</u>					
<u>Natural Environment</u>					
Healthy Yard Recovery & Lease of Community Garden	(23,900)	(34,000)	(10,100)		-Increase due to fee review
Total Revenue			60,300	0.3%	
Base Budget			1,800	0.0%	
Annualization					
<u>Facility Design, Construction & Maintenance Services - Facility</u>					
Ed Sackfield Arena and Fitness Centre	406,800	587,300	180,500		-Expansion complete, increased utilities and maintenance cost
<u>Corporate Asset Management & Environment Services</u>					
<u>Corporate Asset Management</u>					
Asset Management PM Salary and Benefits	14,600	101,800	87,200		- Annualization of 2019 New Staff
Total Annualization			267,700	1.3%	
Incremental Increase			269,500	1.3%	
Net Budget			20,349,700		

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ENVIRONMENT & INFRASTRUCTURE SERVICES DEPARTMENT

GENERAL ADMINISTRATION

Program Description

The general administration of the Department includes the planning and co-ordination of all engineering and infrastructure related activities of the three divisions:

- Corporate Asset Management and Environment Services
- Infrastructure Delivery Services
- Facility Design, Construction and Maintenance Services

In addition, day to day office management activities for Environment Infrastructure Services located at 225 East Beaver Creek such as reception, supplies & support staff co-ordination fall within the responsibility of this area.

The scope of the work includes:

- Initiating and developing programs to improve services to the public.
- Ensure legislated obligations are satisfactorily addressed.
- Assess benchmarks and performance standards to encourage a culture of continuous improvement.
- Ensuring that adequate funding and resources are available to complete approved programs.
- Providing professional advice to the other Departments, Committees and Council.
- Co-ordination of timely responses to public enquires.

General Administration Divisional Summary

2020 Budget Highlights

	<u>Actuals as of 31-Dec-18</u>	<u>Preliminary 31-Oct-19 Actuals</u>	<u>2019 Approved Budget</u>	<u>2020 Draft Budget</u>	<u>Variance (Favourable) Unfavourable</u>	%
Expenditures						
Personnel - Full-Time	\$461,112	\$391,066	\$462,400	\$462,600	\$200	
Contract / Services	-	-	1,400	1,400	-	
Materials / Supplies	57,498	23,048	82,800	85,000	2,200	
Total Expenditures	518,610	414,114	546,600	549,000		0.4%

	<u>2019 Approved Budget</u>	<u>Base</u>	<u>Legislated</u>	<u>Annualization</u>	<u>New / Growth Staff & Programs</u>	<u>2020 Draft Budget</u>
Expenditures						
Personnel - Full-Time	\$462,400	\$200	\$ -	\$ -	\$ -	\$462,600
Contract / Services	1,400	-	-	-	-	1,400
Materials / Supplies	82,800	2,200	-	-	-	85,000
Total Expenditures	46,600	2,400	-	-	-	549,000

Base Expenditures

- Base expenditures increased by \$2,400 due to allocation of Conference and Training Costs related to new and upgraded staff.

CITY OF RICHMOND HILL

2020 Draft Budget

ENVIRONMENT & INFRASTRUCTURE SERVICES DEPARTMENT

INFRASTRUCTURE DELIVERY SERVICES

Program Description

A core service review for the division responsible for the delivery of linear and parks infrastructure within EIS was undertaken for the effectiveness of its clients and subsequently reorganised to build on past successes and adapt to changing environments. The new delivery model will provides clearer lines of accountability while promoting collaboration between stakeholders and ensure effective project delivery.

The three sections remain within the division and were restructured as follows:

- Capital Infrastructure Planning & PMO
- Design and Construction
- Field Services

The Capital Infrastructure Planning & PMO Section will be responsible for the capital planning and programming of linear and parks infrastructure as well as providing leadership for the development of the annual capital budget and forecast. The section also has the mandate to lead the development and deployment of the Project Management Office within the EIS Department related to all systems, policies, procedures and best practices.

The Design and Construction Section's key mandate is to deliver the approved capital program from concept development, pre-design, detailed design, construction, through to project closure with a single point of accountability.

The Field Services Section comprises of municipal inspection services for infrastructure delivered through the City's capital program as well as through the development process. These quality assurance and control services are critical to both the design engineering and construction stage of project delivery to ensure fiscal responsibility and to ensure all infrastructure received by the City meets municipal Standards.

Infrastructure Delivery Services Divisional Summary

2020 Budget Highlights

	<u>Actuals as f</u> <u>31-Dec-1</u>	<u>Preliminary</u> <u>31-Oct-19</u> <u>Actuals</u>	<u>2019</u> <u>Approved</u> <u>Budget</u>	<u>2020</u> <u>Draft</u> <u>Budget</u>	<u>Variance</u> <u>(Favourable)</u> <u>Unfavourable</u>	<u>%</u>
Expenditures						
Personnel - Full-Time	\$4,080,895	\$3,405,680	\$4,689,800	\$4,761,900	\$72,100	
Personnel - Casual	12,672	-	13,600	13,600	-	
Contract / Services	191,160	84,428	195,000	190,000	(5,000)	
Materials / Supplies	51,810	14,831	82,000	75,400	(6,600)	
Other Expenditures	10,158	420	-	-	-	
Total Expenditures	4,346,64	3,505,359	4,980,400	5,000,900		1.2%
Revenues						
User Fees	(5,859)	(4,472)	(3,600)	(3,600)	-	
Reserves and Reserve Funds	(862,469)	(705,000)	(917,800)	(896,300)	21,500	
Other internal Sources	(324,900)	(382,800)	(349,400)	(365,600)	(16,200)	
Other Revenues	(142,128)	(76,238)	(150,000)	(150,000)	-	
Total Revenues	(1,335,36)	(1,168,510)	(1,420,800)	(3,001,500)		0.4%
Net Budget	\$3,011,39	\$2,336,849	\$3,559,600	\$3,625,400	\$5,800	1.8%

CITY OF RICHMOND HILL

2020 Draft Budget

ENVIRONMENT & INFRASTRUCTURE SERVICES DEPARTMENT

INFRASTRUCTURE DELIVERY SERVICES

Infrastructure Delivery Services Divisional Summary - Continued

	2019 Approved Budget	Base	Legislated	Annualization	New / Growth Staff & Programs	2020 Draft Budget
Expenditures						
Personnel - Full-Time	\$4,689,800	\$72,100	\$ -	\$ -	\$ -	\$4,761,900
Personnel - Casual	13,600	-	-	-	-	13,600
Contract / Services	195,000	(5,000)	-	-	-	190,000
Materials / Supplies	82,000	(6,600)	-	-	-	75,400
Total Expenditures	4,980,400	60,500	-	-	-	5,040,900
Revenues						
User Fees	(3,600)	-	-	-	-	(3,600)
Reserves and Reserve Funds	(917,800)	21,500	-	-	-	(896,300)
Other internal Sources	(349,400)	(16,200)	-	-	-	(365,600)
Other Revenues	(150,000)	-	-	-	-	(150,000)
Total Revenues	(1,420,800)	5,300	-	-	-	(1,415,500)
Net Budget	\$3,559,600	\$65,800	\$ -	\$ -	\$ -	\$3,625,400

Infrastructure Delivery Services Divisional by Programs

2020 Budget Highlights

Capital Infrastructure Planning & PMO (formerly Design)

	Actuals of 31-Dec-18	Preliminary 31-Oct-19 Actuals	2019 Approved Budget	2020 Draft Budget	Variance (Favourabl) Unfavourable	%
Expenditures						
Personnel - Full-Time	\$1,638,146	\$1,333,412	\$2,007,700	\$2,023,400	\$15,700	
Personnel - Casual	12,672	-	13,600	13,600	-	
Contract / Services	180,084	82,613	170,000	170,000	-	
Materials / Supplies	8,988	5,917	19,900	17,400	(2,500)	
Other Expenditures	10,158	-	-	-	-	
Total Expenditures	1,85,047	1,421,941	2,211,200	2,224,400	13200	0.6%
Revenues						
User Fees	(5,859)	(4,472)	(3,600)	(3,600)	-	
Reserves and Reserve Funds	(140,948)	(80,700)	(226,300)	(217,500)	8,800	
Other Internal Sources	(272,200)	(330,100)	(296,700)	(312,900)	(16,200)	
Other Revenues	(142,128)	(76,238)	(150,000)	(150,000)	-	
Total Revenues	(56,135)	(491,510)	(676,600)	(684,000)	(7400)	-1.1%
Net Budget	\$1,28,913	\$930,431	\$1,534,600	\$1,540,400	\$5800	0.4%

CITY OF RICHMOND HILL

2020 Draft Budget

ENVIRONMENT & INFRASTRUCTURE SERVICES DEPARTMENT

INFRASTRUCTURE DELIVERY SERVICES

Infrastructure Delivery Services Divisional by Programs - Continued

Field Services (formerly Construction)

	Actuals as of 31-Dec-18	Preliminary 31-Oct-19 Actuals	2019 Approved Budget	2020 Draft Budget	Variance (Favorable) Unfavorable	%
Expenditures						
Personnel - Full-Time	\$1,257,959	\$1,083,581	\$1,444,400	\$1,469,500	\$25,100	
Materials / Supplies	19,633	7,231	38,900	34,800	(4,100)	
Total Expenditures	1,277,59	1,091,231	1,483,300	1,504,300		1.4%
Revenues						
Reserves and Reserve Funds	(482,021)	(476,900)	(459,800)	(454,800)	5,000	
Other internal Sources	(52,700)	(52,700)	(52,700)	(52,700)	-	
Other Revenues	-	-	-	-	-	
Total Revenues	(534,72)	(529,600)	(512,500)	(507,500)		1.0%
Net Budget	\$742,87	\$561,631	\$970,800	\$996,800	26,000	2.7%

Design and Construction (formerly Parks Design)

	Actuals as of 31-Dec-1	Preliminary 31-Oct-19 Actuals	2019 Approved Budget	2020 Draft Budget	Variance (Favorable) Unfavorable	%
Expenditures						
Personnel - Full-Time	\$1,184,790	\$988,688	\$1,237,700	\$1,269,000	\$31,300	
Contract / Services	11,076	1,815	25,000	20,000	(5,000)	
Materials / Supplies	23,189	1,684	23,200	23,200	-	
Total Expenditures	1,219,05	992,187	1,285,900	1,312,200		2.0%
Revenues						
Reserves and Reserve Funds	(239,500)	(147,400)	(231,700)	(224,000)	7,700	
Total Revenues	(239,50)	(147,400)	(231,700)	(224,000)		3.3%
Net Budget	\$979,55	\$844,787	\$1,054,200	\$1,088,200	34,000	3.2%

Base Expenditures

- Base expenditures increased by \$65,800 due to step increases for staff. The division has reduced non-personnel costs to offset some of the increases.

Base Revenues

- Base revenues decreased by \$5,300 due to phase out of Tax Rate Stabilization Reserves funding for compensation review. The decrease is offset by increasing recovery from the Water & Wastewater Reserve Fund through Water Rate Study and increasing Inspection Reserves recoveries to capture overhead costs.

CITY OF RICHMOND HILL

2020 Draft Budget

ENVIRONMENT & INFRASTRUCTURE SERVICES DEPARTMENT

FACILITY DESIGN, CONSTRUCTION AND MAINTENANCE SERVICES DIVISION

Program Description

The Facility Design, Construction and Maintenance Services Division provides' the planning and administration of all programs required to maintain and operate 60 City facilities. This division is responsible for building maintenance, security, utilities and life safety for all City facilities. This division also develops strategies and establishes programs to ensure City facilities are maintained to industry standards. This division plays a leadership role in the area of energy conservation and greenhouse gas emissions reduction by implementing recommendations in the City's Energy Conservation and Demand Management Plan (CDM). This division also provides project management services for design and construction of major renovations and new facilities for all City departments.

2020 Budget Highlights

Facility Design, Construction and Maintenance Services Divisional Summary

	<u>Actuals as of 31-Dec-18</u>	<u>Preliminary 31-Oct-19 Actuals</u>	<u>2019 Approved Budget</u>	<u>2020 Draft Budget</u>	<u>Variance (Favorable) Unfavorable</u>	%
Expenditures						
Personnel - Full-Time	\$2,394,341	\$2,123,604	\$2,943,200	\$3,016,300	\$73,100	
Personnel - Casual	7,876	51,434	-	-	-	
Contract / Services	607,531	247,989	731,300	626,700	(104,600)	
Materials / Supplies	10,251,717	7,091,431	10,195,000	10,349,300	154,300	
Other Expenditures	97,148	87,032	126,000	126,000	-	
Transfers to Other Funds	367,000	232,500	382,500	383,500	1,000	
Total Expenditures	13,725,612	9,833,991	14,378,000	23,800,800		0.9%
Revenues						
Reserves and Reserve Funds	(617,000)	(75,297)	(762,500)	(749,900)	12,600	
Other internal Sources	-	-	-	-	-	
Other Revenues	(583,761)	(429,411)	(594,300)	(595,300)	(1,000)	
Total Revenues	(1,200,761)	(504,708)	(1,356,800)	(1,940,500)		0.9%
Net Budget	\$12,524,851	\$9,329,283	\$13,021,200	\$13,156,600	135,400	1.0%
219						
	Approved Budget	Base	Legislated	Annualization	New / Growth Staff & Programs	2020 Draft Budget
Expenditures						
Personnel - Full-Time	\$2,943,200	\$73,100	\$ -	\$ -	\$ -	\$3,016,300
Personnel - Casual	-	-	-	-	-	-
Contract / Services	731,300	(104,600)	-	-	-	626,700
Materials / Supplies	10,195,000	(26,200)	-	180,500	-	10,349,300
Other Expenditures	126,000	-	-	-	-	126,000
Transfers to Other Funds	382,500	1,000	-	-	-	383,500
Total Expenditures	14,78,000	(56,700)	-	180,500	-	14,501,800
Revenues						
Reserves and Reserve Funds	(762,500)	12,600	-	-	-	(749,900)
Other internal Sources	-	-	-	-	-	-
Other Revenues	(594,300)	(1,000)	-	-	-	(595,300)
Total Revenues	(1,56,800)	11,600	-	-	-	(1,345,200)
Net Budget	\$13,21,200	\$(45,100)	\$ -	\$180,500	\$ -	\$13,156,600

CITY OF RICHMOND HILL

2020 Draft Budget

ENVIRONMENT & INFRASTRUCTURE SERVICES DEPARTMENT

FACILITY DESIGN, CONSTRUCTION AND MAINTENANCE SERVICES DIVISION - Continued

Facility Design, Construction and Maintenance Services by Programs

2020 Budget Highlights

Administration

	<u>Actuals as of</u> <u>31-Dec-18</u>	<u>Preliminary</u> <u>31-Oct-19</u> <u>Actuals</u>	<u>2019</u> <u>Approved</u> <u>Budget</u>	<u>2020</u> <u>Draft</u> <u>Budget</u>	<u>Variance</u> <u>(Favourable)</u> <u>Unfavourable</u>	%
Expenditures						
Personnel - Full-Time	\$2,394,341	\$2,123,604	\$2,943,200	\$3,016,300	\$73,100	
Personnel - Casual	7,876	51,434	-	-	-	
Contract / Services	87,209	8,686	160,200	116,200	(44,000)	
Materials / Supplies	449,237	189,251	413,500	413,500	-	
Other Expenditures	97,148	87,032	126,000	126,000	-	
					-	
Total Expenditures	3,035,81	2,460,007	3,642,900	3,672,000		0.8%
Revenues						
Reserves and Reserve Funds	(617,000)	(75,297)	(762,500)	(749,900)	12,600	
Other Revenues	(281,841)	(225,600)	(368,700)	(369,700)	(1,000)	
	-	-	-	-	-	
Total Revenues	(898,84)	(300,897)	(1,131,200)	(1,809,600)		1.0%
Net Budget	\$2,136,97	\$2,159,110	\$2,511,700	\$2,552,400	40,700	1.6%

Facility Design, Construction and Maintenance Services – Facilities

	<u>Actuals as of</u> <u>31-Dec-18</u>	<u>Preliminary</u> <u>30-Jun-19</u> <u>Actuals</u>	<u>2019</u> <u>Approved</u> <u>Budget</u>	<u>2020</u> <u>Draft</u> <u>Budget</u>	<u>Variance</u> <u>(Favourable)</u> <u>Unfavourable</u>	%
Facility by Type						
Town Administration	\$2,655,119	\$1,771,396	\$2,767,400	\$2,669,100	\$(98,300)	
Recreation	3,689,589	2,611,653	3,833,000	3,833,900	900	
Arenas	1,770,205	1,031,090	1,747,300	2,053,500	306,200	
Fire Stations	293,384	174,308	368,600	356,700	(11,900)	
Libraries	1,177,025	965,451	1,068,700	895,900	(172,800)	
Heritage	699,913	525,577	680,100	719,100	39,000	
Other	102,645	90,698	44,400	76,000	31,600	
Net Expenditures	10,38,880	7,170,173	10,509,500	10,750,200		0.9%

CITY OF RICHMOND HILL

2020 Draft Budget

ENVIRONMENT & INFRASTRUCTURE SERVICES DEPARTMENT

FACILITY DESIGN, CONSTRUCTION AND MAINTENANCE SERVICES DIVISION - Continued

Facility Design, Construction and Maintenance Services – Facilities

	Actuals as of <u>31-Dec-18</u>	Preliminary 30-Jun-19 <u>Actuals</u>	2019 Approved <u>Budget</u>	200 Drft <u>Budet</u>	Variance (Favourable) <u>Unfavourable</u>	%
<u>Expenditure by Category</u>						
Contract / Services	\$520,321	\$239,304	\$571,100	\$510,500(60,600)		
Materials /Supplies						
Hydro	3,639,100	2,688,046	4,075,200	4,032,700	(42,500)	
Heating Fuel	883,530	514,495	864,800	1,003,900	139,100	
Water	839,405	771,581	868,000	931,100	63,100	
Total Material/Supplies Utilities	<u>5,362,035</u>	<u>3,974,122</u>	<u>5,808,000</u>	<u>5,967,700</u>	<u>159,700</u>	
Material/Supplies - Janitorial, HVAC, Plumbing, Building Repairs, 225 EBC, Electrical						
Material/Supplies (Various)	4,440,445	2,928,058	3,973,500	3,968,100	(5,400)	
Total Materials/Supplies	<u>9,802,479</u>	<u>6,902,180</u>	<u>9,781,500</u>	<u>9,935,800</u>	<u>54,300</u>	
Transfers to Other Funds	367,000	232,500	382,500	383,500	1,000	
Total Expenditures	<u>10,689,801</u>	<u>7,373,984</u>	<u>10,735,100</u>	<u>10,89,800</u>	<u>94,700</u>	0.9%
Revenues						
Other Revenues	(301,920)	(203,811)	(225,600)	(225,600)	-	
Net Budget	<u>\$10,387,880</u>	<u>\$7,170,173</u>	<u>\$10,509,500</u>	<u>\$10,64,200</u>	<u>\$94,700</u>	0.9%

Base Expenditures

Base expenditures increased by \$94,700 due to:

- Increased personnel costs \$73,100 as a result step increases.
- Contract / services including security is lower due to realization of new tender contract.
- Decrease in hydro costs due to conservation efforts, however savings is offset by bringing online a larger Oak Ridges Library.
- Increase heating costs \$139,100 due to expected carbon tax impact of \$3.91 cents per cubic metre (m3).
- Increase in water \$63,100 as a result of 9% wholesale rate increases.

Base Revenues

Base revenues decrease by \$11,600 due to:

- Phase out of Tax Rate Stabilization Reserves funding for compensation review of \$37,500.
- The decrease is offset by increase draw from Development Charges Projects (\$24,900) to compensate for eligible personnel costs and benefits chargeable to the reserve fund.

Annualization

Annualization increased by \$180,500 due to:

- The full year impact of bringing online Ed Sackfield and Fitness Centre. These cost include increased hydro cost to operate the Arena at \$145,200 as well as other technical maintenance activities \$35,300.

CITY OF RICHMOND HILL

2020 Draft Budget

ENVIRONMENT & INFRASTRUCTURE SERVICES DEPARTMENT

CORPORATE ASSET MANAGEMENT AND ENVIRONMENT SERVICES DIVISION

Program Description

The Corporate Asset Management and Environment Services Division carries out long term planning for the sustainable management of the City's built infrastructure as well as delivering policies, projects and programs to protect Richmond Hill's green assets. The Energy/Waste section supports programs to reduce energy use and greenhouse gas emissions, as well as guiding the City's waste management policy and collection programs. The Water Resources section monitors our stormwater network and addresses flood control and water quality through capital projects to rehabilitate stormwater management facilities and valleylands. The Natural Environment section oversees management of the City's urban forest, community gardens and the Community Stewardship Program. Finally, the Corporate Asset Management section is responsible for planning the long-term management and replacement of the City's infrastructure assets, as well as leading the City's ISO14001 Environmental Management System.

Corporate Asset Management and Environment Services Summary

2020 Budget Highlights

	<u>Actuals as of 31-Dec18</u>	<u>Preliminary 31-Oct-19 Actuals</u>	<u>2019 Approved Budget</u>	<u>2020 Draft Budget</u>	<u>Variance (Favourable) Unfavourable</u>	%
Expenditures						
Personnel - Full-Time	\$1,993,977	\$1,810,980	\$2,395,800	\$2,522,100	\$126,300	
Personnel - Casual	346,686	324,670	377,000	373,200	(3,800)	
Contract / Services	608,742	275,490	654,700	577,900	(76,800)	
Materials / Supplies	116,875	81,287	102,600	101,200	(1,400)	
Other Expenditures	13,142	4,194	19,200	20,500	1,300	
Transfers to Other Funds	-	-	-	-	-	
Total Expenditures	3,07,423	2,496,621	3,549,300	3,590,900		1.3%
Revenues						
Grants / Donations	(83,092)	(1,148)	(80,000)	(80,000)	-	
Reserves and Reserve Funds	(206,640)	(35,200)	(376,300)	(282,400)	93,900	
Other internal Sources	(10,200)	(58,200)	(116,300)	(179,800)	(63,500)	
Other Revenues	(68,922)	(15,332)	(23,900)	(34,000)	(10,100)	
				-		
Total Revenues	(36,854)	(109,880)	(596,500)	(530,200)		3.4%
Net Budget	\$2,71,569	\$2,386,741	\$2,952,800	\$3,018,700	65,900	2.2%

CITY OF RICHMOND HILL

2020 Draft Budget

ENVIRONMENT & INFRASTRUCTURE SERVICES DEPARTMENT

CORPORATE ASSET MANAGEMENT AND ENVIRONMENT SERVICES DIVISION – Continued

	2019 Approved <u>Bdget</u>	<u>Base</u>	<u>Legislated</u>	<u>Annualization</u>	New / Growth Staff & Programs	2020 Draft <u>Budget</u>
Expenditures						
Personnel - Full-Time	\$2,395,800	\$16,000	\$ -	\$110,300	\$ -	\$2,522,100
Personnel - Casual	377,000	(3,800)	-	-	-	373,200
Contract / Services	654,700	(76,800)	-	-	-	577,900
Materials / Supplies	102,600	(1,400)	-	-	-	101,200
Other Expenditures	19,200	1,300	-	-	-	20,500
Transfers to Other Funds	-	-	-	-	-	-
Total Expenditures	3549,300	(64,700)	-	110,300	-	3,594,900
Revenues						
Grants / Donations	(80,000)	-	-	-	-	(80,000)
Reserves and Reserve Funds	(376,300)	93,900	-	-	-	(282,400)
Other internal Sources	(116,300)	(40,400)	-	(23,100)	-	(179,800)
Other Revenues	(23,900)	(10,100)	-	-	-	(34,000)
Total Revenues	596,500	43,400	-	(23,100)	-	(576,200)
Net Budget	\$2952,800	\$(21,300)	\$ -	\$87,200	\$ -	\$3,018,700

CITY OF RICHMOND HILL

2020 Draft Budget

ENVIRONMENT & INFRASTRUCTURE SERVICES DEPARTMENT

CORPORATE ASSET MANAGEMENT AND ENVIRONMENT SERVICES DIVISION - Continued

Corporate Asset Management and Environment Services by Programs

2020 Budget Highlights

Administration

	Actuals as o 31-Dec-18	Preliminary 31-Oct-19 Actuals	2019 Approved Budget	2020 Draft Budget	Variance (Favourable) Unfavourable	%
Expenditures						
Personnel - Full-Time	\$322,955	\$252,987	\$316,800	\$317,100	\$300	
Personnel - Casual	-	-	-	-	-	
Contract / Services	-	45	500	500	-	
Materials / Supplies	7,655	3,032	5,100	5,100	-	
Total Expenditures	330,61	256,063	322,400	322,700		0.1%
Revenues						
Reserves and Reserve Funds	(4,700)	(2,300)	(2,300)	-	2,300	
Total Revenues	(4,70)	(2,300)	(2,300)	-	2300	100.0%
Net Budget	\$325,91	\$253,763	\$320,100	\$322,700	\$2600	0.8%

Energy and Waste

	Actuals as o 31-Dec-18	Preliminary 31-Oct-19 Actuals	2019 Approved Budget	2020 Draft Budget	Variance (Favourable) Unfavourable	%
Expenditures						
Personnel - Full-Time	\$472,859	\$340,612	\$527,900	\$525,600	\$(2,300)	
Personnel - Casual	179,358	181,915	206,100	206,100	-	
Contract / Services	76,101	15,406	84,400	81,200	(3,200)	
Materials / Supplies	33,499	20,057	16,300	16,000	(300)	
Other Expenditures	3,421	18	4,500	4,500	-	
Total Expenditures	765,23	558,008	839,200	833,400	(5800)	-0.7%
Revenues						
Grants / Donations	(83,092)	(1,148)	(80,000)	(80,000)	-	
Reserves and Reserve Funds	(16,700)	(8,300)	(8,300)	-	8,300	
Total Revenues	(99,79)	(9,448)	(88,300)	(80,000)	8300	9.4%
Net Budget	\$665,44	\$548,560	\$750,900	\$753,400	\$2500	0.3%

CITY OF RICHMOND HILL

2020 Draft Budget

ENVIRONMENT & INFRASTRUCTURE SERVICES DEPARTMENT

CORPORATE ASSET MANAGEMENT AND ENVIRONMENT SERVICES DIVISION - Continued

Corporate Asset Management and Environment Services by Programs

Water Resources

	Actuals as of <u>31-Dec-18</u>	Preliminary 31-Oct-19 <u>Actuals</u>	2019 Approved <u>Budget</u>	2020 Draft <u>Budget</u>	Variante (Favourble) <u>Unfavourable</u>	%
Expenditures						
Personnel - Full-Time	\$467,460	\$444,013	\$557,100	\$564,400	\$7,300	
Personnel - Casual	37,935	33,122	49,700	45,900	(3,800)	
Contract / Services	125,873	28,283	211,600	140,000	(71,600)	
Materials / Supplies	21,551	5,662	24,200	24,200	-	
Other Expenditures	4,634	1,046	4,000	4,000	-	
Total Expenditures	657,454	512,126	846,60	778,500	(6,100)	-8.0%
Revenues						
Reserves and Reserve Funds	(110,747)	(1,800)	(255,800)	(186,900)	68,900	
Total Revenues	(110,747)	(1,800)	(255,80)	(186,900)	6,900	26.9%
Net Budget	\$546,707	\$510,326	\$590,80	\$591,600800	0.1%	

Natural Environment

	Actuals as f <u>31-Dec-18</u>	Preliminary 31-Oct-19 <u>Actuals</u>	2019 Approved <u>Budget</u>	2020 Draft <u>Budget</u>	Varianc (Favourale) <u>Unfavourble</u>	%
Expenditures						
Personnel - Full-Time	\$507,127	\$404,746	\$533,300	\$539,000	\$5,700	
Personnel - Casual	80,722	69,030	74,800	74,800	-	
Contract / Services	323,685	222,350	312,700	310,700	(2,000)	
Materials / Supplies	53,305	51,257	51,900	51,900	-	
Other Expenditures	2,417	1,707	2,700	4,000	1,300	
Total Expenditures	967,25	749,090	975,400	980,400	5000	0.5%
Revenues						
Reserves and Reserve Funds	(41,400)	(8,600)	(58,600)	(50,000)	8,600	
Other Revenues	(68,922)	(15,332)	(23,900)	(34,000)	(10,100)	
Total Revenues	(110,32)	(23,932)	(82,500)	(84,000)	(1500)	-1.8%
Net Budget	\$856,93	\$725,157	\$892,900	\$896,400	\$3500	0.4%

CITY OF RICHMOND HILL

2020 Draft Budget

ENVIRONMENT & INFRASTRUCTURE SERVICES DEPARTMENT

CORPORATE ASSET MANAGEMENT AND ENVIRONMENT SERVICES DIVISION – Continued

Corporate Asset Management and Environment Services by Programs

Corporate Asset Management

	Actuals as of <u>31-Dc-18</u>	Preliminary 31-Oct-19 <u>Actuals</u>	2019 Approved <u>Budget</u>	2020 Draft <u>Budget</u>	Variance (Favourable) <u>Unfavourable</u>	%
Expenditures						
Personnel - Full-Time	\$223,576	\$368,623	\$460,700	\$576,000	\$115,300	
Personnel - Casual	48,671	40,603	46,400	46,400	-	
Contract / Services	83,083	9,406	45,500	45,500	-	
Materials / Supplies	865	1,279	5,100	4,000	(1,100)	
Other Expenditures	2,670	1,423	8,000	8,000	-	
					-	
Total Expenditures	58,864	421,334	565,700	679,900	114,20	20.2%
Revenues						
Reserves and Reserve Funds	(33,093)	(14,200)	(51,300)	(45,500)	5,800	
Other internal Sources	(10,200)	(58,200)	(116,300)	(179,800)	(63,500)	
					-	
Total Revenues	43,293	(72,400)	(167,600)	(225,300)	(57,70)	-34.4%
Net Budget	\$15,571	\$348,934	\$398,100	\$454,600	\$56,50	14.2%

Base Expenditures

Base expenditures decrease by \$64,700 due to:

- Contract / Services expenditures have been reduced in 2020 due to the removal of one-time Salt Vulnerability Analysis (\$71,600).
- Reduced casual staffing (\$3,800), reduced scope of various contracts (\$4,000) and reduced public material distribution (\$2,700) through efficiency opportunities. The total reductions are offset by increased personnel costs of \$16,000 in the division due to staff step increases.

Base Revenues

Base revenues increased by \$43,400 due to:

- Increase recovery of Corporate Asset Management personnel costs from the Water Wastewater fund to 30% for the complexity of asset valuations in the Water & Wastewater Infrastructures;
- Phase out of Tax Rate Stabilization Reserves funding for compensation review of \$37,500

Annualization

- Annualization of new staff in Corporate Asset Management approved in 2019 resulting in an increase net increase of \$87,200