



CITY OF NORTH BAY
2020
FINAL
WATER &
WASTEWATER
OPERATING BUDGET



City of North Bay Report to Council

Report No: CORP 2019 – 123 **Date:** October 01, 2019
Originator: Laura Boissonneault
Business Unit: Corporate Services **Department:** Financial Services
Subject: 2020 Water and Wastewater Operating Budget
Closed Session: yes no

Recommendation

That Report to Council CORP 2019-123 regarding the 2020 Water & Wastewater Operating Budget be received and referred to a Special Committee Meeting – 2020 Water and Wastewater Operating Budget and Water Rates, to be held on October 23, 2019.

Background

During September and October, the City Engineer – Infrastructure & Operations and associated management team members met with the Chief Administrative Officer, Chief Financial Officer, and finance staff to review the Preliminary Water & Wastewater Operating Budget submissions. The proposed 2020 Water and Wastewater Operating Budget is attached to this report as Appendix A.

Financial/Legal Implications

Drinking water system owners are required to prepare a financial plan for their drinking water system as part of the new Municipal drinking Water Licensing Program as set out in Part V of the Safe Drinking Water Act (SDWA). The financial plan must be prepared in accordance with the Ministry of Environment Financial Plans Regulation 453/07.

Regulation 453/07 requires the following:

- The financial plan be approved by resolution of Council that specifies that the drinking water system is financially viable;
- Full-cost accounting be utilized to determine the true cost of the drinking water system; and
- Projections be at least six years, but recommends a longer term plan.

The City of North Bay Water Financial Plan was prepared by City staff and encompass years 2016-2025. This plan was endorsed by Council Resolution No. 2016-46 in January 2016 and a copy was provided to the Ministry of the Environment, Conservation and Parks (MECP). The principles laid out in the approved financial plan were used in setting the preliminary 2020 Water and Wastewater Operating Budget and ensures the drinking water system remains financially viable.

Corporate Strategic Plan

- | | |
|---|--|
| <input type="checkbox"/> Natural North and Near | <input type="checkbox"/> Economic Prosperity |
| <input checked="" type="checkbox"/> Affordable Balanced Growth | <input type="checkbox"/> Spirited Safe Community |
| <input checked="" type="checkbox"/> Responsible and Responsive Government | |

Specific Objectives

- Provide smart, cost effective services and programs to residents and businesses.
 - Ensure that Council and staff have a shared perception of goals.
-

Options Analysis

Budget Guidelines – The 2020 Water & Wastewater Operating Budget was prepared with the following guidelines:

Service Delivery – The preliminary budget was prepared with Management’s projections and cost estimates to deliver existing service levels to the ratepayers. Suggestions that provide Council with options to change the current level of service have been included in the Service Level section of Appendix A.

Expenditures – These represent Management’s best estimates to deliver current levels of services. Management’s estimates include items such as:

- Annualized approved Council initiatives
- Inclusion of contractual agreements
- Legislated changes that came into effect

Utility Costs – Budget estimates take into consideration the prior year’s data, projected actual billings, as well as expected future trends. Calculations include such items as the benefit of energy efficiencies gained through capital investments and enhanced education programs to improve energy conservation. The enclosed budget assumes hydro costs will increase by 1% and natural gas by 1.3% from the 2019 projected year-end actuals.

Fuel – Fuel costs are estimated based on the anticipated usage for 2020 and the 9-month average fuel rate of \$1.02 per litre. In addition, \$0.022 per litre was added to the fuel rate for the phase-in of the federal carbon tax. The federal carbon tax on fuels came into effect on April 1, 2019. Therefore, the overall projected 2020 fuel rate is estimated at \$1.042 per litre.

Other Revenue Estimates – These estimates are based on trends, historical data, current rates, approved rate increases, and any known revenue reductions.

Staff Complement – All staffing costs and Full Time Equivalent (FTE), including positions grant funded or directly related to Capital, are reported in the personnel costs with any associated offsetting revenues being recorded accordingly.

Fringe Benefits - Staff benefit costs have been updated by the Finance Department and are reflected within the departments that individuals are assigned. Benefits include items such as Employment Insurance, Canada Pension Plan, WSIB, OMERS, EHT, LTD, Life, AD&D, dental and major medical. Not all 2020 benefit rates were known at the date of this report

which may lead to 2020 operational variances. However, new information received will be brought forward to Council during the Special Budget Committee Meetings.

Insurance – The City’s insurance period is from May to April. Therefore, the first 4 months of 2020 is known and any risk of variance is applicable to the remaining 8 months. The insurance premiums for 2020 were not confirmed as at the date of this report. The enclosed 2020 budget has been prepared with no change in insurance premiums over the 2019 budget. However, any new information received regarding the 2020 premiums will be brought forward to Council during the Special Budget Committee Meetings.

Capital Levy – The capital levy is the annual funding contribution from the City’s Water and Wastewater Operating Budget that is used to finance projects within the City’s Water and Wastewater Capital Budget. The City’s Long-Term Capital & Funding Policy outlines the formula to be used to calculate the amount of the levy. One component of the calculation is to add an inflationary adjustment (CPI) to the prior year’s levy amount when calculating the current year’s levy. After reviewing the preliminary water and wastewater capital projects identified for 2020, staff is recommending that the CPI adjustment be removed from the calculation for the 2020 budget only as there are sufficient funds available without the addition of the CPI to support projects identified. This recommendation has been incorporated into the presented budget attached as Appendix A and results in a reduction of (\$289,978) in costs to the 2020 Operating Budget from what the policy formula otherwise would have required. The CPI adjustment will be maintained as part of the funding formula for the remainder of the 10 year capital budget plan.

Debenture Financing – As per the City’s Long Term Capital Funding Policy, the annual funding allowance for the Water and Wastewater Capital Budget includes \$3 million in debt financing to support capital projects. Principal and interest payments are budgeted within the Water and Wastewater Operating Budget.

Risks – As with any budget, there are risks associated with forecasting expenditures and revenues. Many water and wastewater expenditures are non-discretionary. Factors such as water and sewer line breaks, emergencies, fuel costs, insurance rates, utilities, etc. may significantly impact actual net Water and Wastewater operating costs resulting in budget to actual variances. Revenues are volatile due to the fact they are dependent upon the volume being consumed by users. Water and Wastewater operations are also highly contingent on weather and economic conditions. The tabled Budget does not contain any contingency to mitigate any of the aforementioned risks.

Reserves – The establishment of reserves provides some ability to respond to emergencies and to absorb some operational deficits. The balance in the associated Operating Reserves as at October 1, 2019 is as follows:

• Water Operating (99576R):	\$333,915
• Sewer Operating (99577R):	<u>\$3,590,449</u>
Total Operating Reserves	\$3,924,364

The combined Water and Wastewater Operating Reserves represent funds available to mitigate the ongoing operational risks, including risks associated with operating a metered billing system or any unforeseen circumstances. As per the City's Reserve Policy, the Water and Wastewater Stabilization Reserve target is 10% to 15% of budgeted expenditures. Accordingly, with 2020 gross Water Operating Budgeted expenditures of \$13.4 million, the Water Operating Reserve should ideally be in the range of approximately \$1.3 million to \$2 million. Based on 2020 gross Wastewater Operating Budgeted expenditures of approximately \$10.8 million, the Sanitary Sewer Operating Reserve should be in the range of \$1.1 million to \$1.6 million. The Water Operating Reserve remains well below the policy target while the Sanitary Sewer Operating Reserve is above the policy range. Note that the above reserve balances are subject to year-end accruals and allocations. Should future deficits exceed the water and sewer reserves, departments would need to obtain Council approval to borrow from the City's other reserves.

A separate reserve, 'Water Treatment Surcharge', Reserve No. 99580R, is available to offset any shortfalls in the Water Filtration Charge should actual revenues be lower than budgeted. This reserve was established with surplus funds from the Water Treatment Capital Project No. 2592WS and is intended to be applied against the principal and interest on debt issued for the Water Treatment Facility. The balance in this Reserve as at the date of this report is \$1,341,893. During the 2019 Water and Wastewater Operating Budget deliberations, staff recommended that the reserve be drawn down on an annual basis to offset a portion of the principal and interest costs on the Water Treatment Plant loan until the loan is fully repaid. Accordingly, the presented budget includes a transfer from the Water Treatment Surcharge reserve in the amount of \$164,100. This recommendation will assist in reducing the costs that need to be recovered from customers through the Water Filtration Surcharge. The loan will be fully repaid in 2027.

Water Rates – Water rates are calculated on a full cost recovery model. The enclosed Water and Wastewater Operating Budget will be used as a basis for calculating the 2020 Water and Wastewater rates. The calculated rates will be presented to Council under a separate report.

Recommendation

That Report to Council CORP 2019-123 regarding the 2020 Water & Wastewater Operating Budget be received and referred to a Special Committee Meeting – 2020 Water and Wastewater Operating Budget and Water Rates, to be held on October 23, 2019.

Respectfully submitted,

Laura Boissonneault, BBA, CPA, CGA
Manager of Financial Services

We concur in this report and recommendation.

John Severino, P.Eng., MBA
City Engineer, Infrastructure &
Operations

Margaret Karpenko, CPA, CMA
Chief Financial Officer / Treasurer

David Euler, P.Eng., PMP
Chief Administrative Officer

Personnel designated for continuance: Chief Financial Officer/Treasurer
Attachments: Appendix A – 2020 Water and Wastewater Operating Budget



Water and Wastewater Operating Budget Summary

Budget Year: 2020

YTD End Date: December 2019

Execution Date: February 6, 2020

	2018 Actuals	2019 Actuals YTD *	2019 Budget	2020 Approved	Variance Increase/ (Decrease)	Change %
Wastewater System						
SANITARY SEWER DISTRIBUTION	(1,982,691)	(1,667,088)	8,023,817	8,389,937	366,120	4.56 %
SANITARY SEWER PLANT	1,982,691	2,250,755	1,878,177	2,002,361	124,184	6.61 %
Total Wastewater System:	0	583,667	9,901,994	10,392,298	490,304	4.95 %
Water System						
WATER DISTRIBUTION	(1,864,624)	(736,579)	10,381,190	10,568,809	187,619	1.81 %
WATER PLANT	1,864,624	2,049,783	1,812,972	1,867,794	54,822	3.02 %
Total Water System:	0	1,313,204	12,194,162	12,436,603	242,441	1.99 %
Water and Wastewater Total:	0	1,896,871	22,096,156	22,828,901	732,745	3.32 %

* "2019 Actuals YTD" amounts do not represent final balances for 2019 and are subject to year-end adjustments and accruals.

** Totals may vary slightly from computer generated budget reports due to rounding



City of North Bay Report to Council

Report No: 2019-135

Date: October 11, 2019

Originator: Marc A. Gauthier

Business Unit:

Corporate Services

Department:

Financial Services Department

Subject:

2020 Preliminary Water and Wastewater Calculated Rates

Closed Session: yes no

Recommendation

1. That Report to Council CORP 2019-135 2020 Preliminary Water and Wastewater Calculated Rates be received and referred to the Special Committee Meeting – 2020 Water and Wastewater Operating Budget and Water Rates on October 23rd, 2019;
2. That Council hold a public meeting on November 18th, 2019 with respect to the calculated rates for Water, Wastewater Surcharge and Water Filtration Charges as per Appendix A to Report to Council CORP 2019-135; and
3. That City Council continue to support the residential low-flow toilet replacement rebate program, and maintain the per account limit at two (2) toilets until such time as the \$100,000 initial program funding is spent.

Background

User rates are calculated on a full cost recovery model based on consumption and meter size. The 2020 rates are based on the expenditures contained within the preliminary 2020 Water and Wastewater Operating Budget as per Report to Council No. CORP 2019-123. Should changes occur to the preliminary Water and Wastewater Operating Budget during budget deliberations, then the preliminary rates outlined in Appendix A will need to be updated accordingly.

Financial/Legal Implications

See Options/Analysis for Financial Implications.

Full cost recovery principles used to calculate rates is consistent with Provincial legislation and formed the basis of the City's Water Financial Plan that was endorsed by Council Resolution No. 2016-46 in January 2016 to meet the requirements of the City's water operating license.

Corporate Strategic Plan

- | | |
|---|--|
| <input type="checkbox"/> Natural North and Near | <input type="checkbox"/> Economic Prosperity |
| <input checked="" type="checkbox"/> Affordable Balanced Growth | <input type="checkbox"/> Spirited Safe Community |
| <input checked="" type="checkbox"/> Responsible and Responsive Government | |

Specific Objectives

- Provide smart, cost effective services and programs to residents and businesses
- Ensure that Council and staff have a shared perception of goals

Options/Analysis

The City's water and wastewater systems are driven by demand placed on the systems by its consumers. The following are key highlights of the systems:

- In 2020 it is anticipated that the City will bill 16,618 connections for water services.
- Not all users connected to the municipal Water System receive wastewater services therefore the number of wastewater customers is marginally lower at 16,478 connections.
- The water and wastewater general operation and maintenance costs used in the rate calculations are based on the 2020 Water & Wastewater Operating Budget as submitted in Report to Council CORP 2019-123. The total net budget for the Water System is projected to be approximately \$12.4 million and the total net budget for the Wastewater System is approximately \$10.36 million. The calculated rates also include the full cost of the service level changes proposed as part of the 2020 Operating Budget. These service level changes are subject to Council approval.
- Monthly average household consumption has remained in the range of 14 to 15 cubic meters since inception of the metered system despite fluctuations experienced on a yearly basis due to changes in weather conditions. The attached 2020 rates have been calculated using the average residential consumption of

2017 and 2018 of 2.53 million cubic meters since these two years represent two opposite peaks in residential consumption behavior.

- In 2019 ICI (Industrial, Commercial, and Institutional) customers continued to demonstrate consistent consumption and as such the rates have been calculated using a projected consumption of 2 million cubic meters.
- Since 2017 the rate structure for variable and fixed components has been billed at 50% fixed / 50% variable. Due to the fact that our consumption forecasts are currently based on limited historical trending data, and that the Water Operating Reserve balance is currently well below the 10-15% reserve benchmark as explained in Report to Council No. CORP 2019-123; staff is recommending that the fixed / variable weighting remains with the 50% / 50% model.
- Effective January 1, 2016 Council approved a Residential Low-flow Toilet Replacement Rebate Program. The rebate of \$50.00 per replacement of a WaterSense low-flow toilet or efficiency toilet is available to residential units located within the City of North Bay that are connected to the municipal water system. A limit of one rebate per account was also implemented with the rebate being in the form of a credit on the water account. Council approved a reserve transfer of up to \$100,000 to support this initiative. This program was continued in 2018, and increased the limit to two rebates per account. At the time of the writing this report, \$60,625 has been applied as credits to various accounts. Administration is recommending that the program continue until the \$100,000 is applied and is also recommending that the per account limit be maintained at two low-flow toilets. This program assists customers with conservation and helps to prevent unexpected high water bills.
- In accordance with the 2020 Budget Timelines as per Report to Council CORP 2019-110, the goal is to have the 2020 Water and Wastewater Rates approved in November and come into effect on January 1, 2020 so that no annualization is required.

Recommendation

1. That Report to Council CORP 2019-135 2020 Preliminary Water and Wastewater Calculated Rates be received and referred to the Special Committee Meeting – 2020 Water and Wastewater Operating Budget and Water Rates on October 23rd, 2019;
2. That Council hold a public meeting on November 18th, 2019 with respect to the calculated rates for Water, Wastewater Surcharge and Water Filtration Charges as per Appendix A to Report to Council CORP 2019-135; and
3. That City Council continue to support the residential low-flow toilet replacement rebate program, and maintain the per account limit at two (2) toilets until such time as the \$100,000 initial program funding is spent.

Respectfully submitted,

Marc A. Gauthier, CPA, CMA
Manager of Revenues and Taxation

Margaret Karpenko, CPA, CMA
Chief Financial Officer

John Severino, P.Eng., MBA
City Engineer, Infrastructure &
Operations

I concur with this report and recommendation.

David Euler, P.Eng., PMP
Chief Administrative Officer

Attachment: Appendix A - 2020 Water and Wastewater Rates 50% Fixed / 50% Variable
Appendix B - Sample invoice projections

Appendix A
2020 Water and Wastewater Rates

50.0%	Fixed
50.0%	Variable

Monthly Fixed Rate	2019 Approved	2020 Calculated at 50% Fixed, 50% Variable	Difference
Meter Size			
5/8X3/4	24.84	25.47	0.63
5/8 INCH	24.84	25.47	0.63
3/4 INCH	24.84	25.47	0.63
1 INCH	64.58	66.22	1.64
1.5 INCH	129.16	132.45	3.29
2 INCH	206.17	211.40	5.23
3 INCH	412.33	422.81	10.48
4 INCH	643.34	659.68	16.34
6 INCH	1,286.68	1,319.36	32.68

Water Filtration Surcharge

Meter Size			
5/8X3/4	1.58	1.54	(0.04)
5/8 INCH	1.58	1.54	(0.04)
3/4 INCH	1.58	1.54	(0.04)
1 INCH	4.73	4.61	(0.12)
1.5 INCH	7.88	7.69	(0.19)
2 INCH	12.60	12.30	(0.30)
3 INCH	26.78	26.14	(0.64)
4 INCH	40.96	39.98	(0.98)
6 INCH	81.93	79.96	(1.97)

Variable Rate	1.38	1.37	(0.01)
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Wastewater Surcharge	82.58%	83.56%	0.98%
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APPENDIX B

2019 Approved Rates

Basic Customer Bill with Water and Sanitary usage

Fixed / Variable Split:

<u>Fixed</u>	<u>Variable</u>
50%	50%

Monthly Consumption (m3)		14	16	20
		m3	m3	m3
Fixed rate		\$ 24.84	\$ 24.84	\$ 24.84
Variable	\$ 1.38	\$ 19.32	\$ 22.08	\$ 27.60
Water cost		\$ 44.16	\$ 46.92	\$ 52.44
Wastewater Rate	82.58%	\$ 36.47	\$ 38.75	\$ 43.30
Filtration Plant		\$ 1.58	\$ 1.58	\$ 1.58
Total Monthly Invoice		\$ 82.21	\$ 87.25	\$ 97.32
Total Yearly Fixed and Variable		\$ 986.52	\$ 1,047.00	\$ 1,167.84

2020 Preliminary Rates

Basic Customer Bill with Water and Sanitary usage

Fixed / Variable Split:

<u>Fixed</u>	<u>Variable</u>
50%	50%

Monthly Consumption (m3)		14	16	20
		m3	m3	m3
Fixed rate		\$ 25.47	\$ 25.47	\$ 25.47
Variable	\$ 1.37	\$ 19.18	\$ 21.92	\$ 27.40
Water cost		\$ 44.65	\$ 47.39	\$ 52.87
Wastewater Rate	83.56%	\$ 37.31	\$ 39.60	\$ 44.18
Filtration Plant		\$ 1.54	\$ 1.54	\$ 1.54
Total Monthly Invoice		\$ 83.50	\$ 88.53	\$ 98.59
Monthly Dollar Change		\$ 1.29	\$ 1.28	\$ 1.27
Percentage Change		1.57%	1.47%	1.30%
Total Yearly Fixed and Variable		\$ 1,002.00	\$ 1,062.36	\$ 1,183.08



FINAL APPROVALS

2020

WATER &

WASTEWATER

OPERATING BUDGET

General Government Committee Report No. 2019-14

November 19, 2019

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The General Government Committee presents Report No. 2019-14 and recommends:

- "That 1) in accordance with Provincial Legislation and the City's Sustainable Financial Plan for Water and Wastewater Systems approved by Council, the current policy of recovering all Water and Wastewater operating, capital and financial costs from user rates be maintained;
- 2) the Water and Wastewater Calculated Rates, as per Appendix "A" to Report to Council CORP 2019-135, be approved by Council effective January 1st, 2020, and that a by-law be presented to Council for three (3) readings on December 3rd, 2019; and
- 3) Council continue to support the residential low-flow toilet replacement rebate program, and maintain the per account limit at two (2) toilets until such time as the \$100,000 initial program funding is spent.

All of which is respectfully submitted.

Appendix A
2020 Water and Wastewater Rates

50.0%	Fixed
50.0%	Variable

Monthly Fixed Rate	2020		Difference
	2019 Approved	Calculated at 50% Fixed, 50% Variable	
Meter Size			
5/8X3/4	24.84	25.47	0.63
5/8 INCH	24.84	25.47	0.63
3/4 INCH	24.84	25.47	0.63
1 INCH	64.58	66.22	1.64
1.5 INCH	129.16	132.45	3.29
2 INCH	206.17	211.40	5.23
3 INCH	412.33	422.81	10.48
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6 INCH	1,286.68	1,319.36	32.68

Water Filtration Surcharge

Meter Size			
5/8X3/4	1.58	1.54	(0.04)
5/8 INCH	1.58	1.54	(0.04)
3/4 INCH	1.58	1.54	(0.04)
1 INCH	4.73	4.61	(0.12)
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2 INCH	12.60	12.30	(0.30)
3 INCH	26.78	26.14	(0.64)
4 INCH	40.96	39.98	(0.98)
6 INCH	81.93	79.96	(1.97)

Variable Rate align="right">1.38 align="right">1.37 align="right">(0.01)

Wastewater Surcharge align="right">82.58% align="right">83.56% align="right">0.98%

Res. #2019-435: Moved by Councillor Mayne, seconded by Councillor Tignanelli
That Engineering and Works Committee Report No. 2019-03 relating
to:
- 2020 Water and Wastewater Operating Budget
be adopted as presented.

Record of Vote (*Upon request from Councillor Bain*)

Yeas: Councillors Bain, Robertson, Mendicino, Brousseau, Tignanelli, Mayne, King, Mayor McDonald

Nays: Councillor Anthony

"Carried"

Engineering and Works Committee Report No. 2019-03

November 5, 2019

To The Council
Of The Corporation
Of The City Of North Bay

Your Worship and Councillors:

The Engineering and Works Committee presents Report No. 2019-03 and recommends:

1. "That Council approve the 2020 Water and Wastewater Operating Budget in the net amount of \$22,828,901.00, as per attached Appendix " A " " .

All of which is respectfully submitted.

Assents

Mayne

Tignanelli

Mayor McDonald

Dissents

Anthony

Appendix A



Water and Wastewater Operating Budget Summary

Budget Year: 2020

YTD End Date: October 2019

Execution Date: October 24, 2019

	2018 Actuals	2019 Actuals YTD *	2019 Budget	2020 Council Review	Variance Increase /(Decrease)	Change %
Wastewater System						
SANITARY SEWER DISTRIBUTION	(1,982,691)	(749,776)	8,023,817	8,389,937	366,120	4.56%
SANITARY SEWER PLANT	1,982,691	1,813,327	1,878,177	2,002,361	124,184	6.61%
Total Wastewater System:	0	1,063,551	9,901,994	10,392,298	490,304	4.95%
Water System						
WATER DISTRIBUTION	(1,864,624)	367,578	10,381,191	10,568,809	187,618	1.81%
WATER PLANT	1,864,624	1,620,250	1,812,972	1,867,794	54,822	3.02%
Total Water System:	0	1,987,828	12,194,163	12,436,603	242,440	1.99%
Water and Wastewater Total:	0	3,051,379	22,096,157	22,828,901	732,744	3.32%

* Actuals subject to year-end adjustments and accrual

** Totals may vary slightly from computer generated budget reports due to rounding



BUDGET INFORMATION

2020

WATER &

WASTEWATER

OPERATING BUDGET



Water and Wastewater Operating Budget Summary

Budget Year: 2020

YTD End Date: December 2019

Execution Date: February 6, 2020

	2018 Actuals	2019 Actuals YTD *	2019 Budget	2020 Approved	Variance Increase/ (Decrease)	Change %
Wastewater System						
SANITARY SEWER DISTRIBUTION	(1,982,691)	(1,667,088)	8,023,817	8,389,937	366,120	4.56 %
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Water and Wastewater Total:	0	1,896,871	22,096,156	22,828,901	732,745	3.32 %

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Activity Summary Overview - 2020 Budget

Water & Wastewater

The enclosed Water & Wastewater Budget represents the requirement to provide for the operation and maintenance of the water treatment plant and the water distribution system to ensure the sourcing and delivery of clean, safe, drinking water to the citizens of North Bay, as well as to provide for the operation and maintenance of the sanitary sewer collection system and the sewage treatment plant to ensure safe transportation and disposal of sewage. These services are highly regulated and are provided in accordance with Provincial regulations and guidelines.

Recent capital investment in water and wastewater assets is helping to mitigate increases in operating repairs. Spending less time on emergency repairs allows staff to focus on more preventive maintenance and other activities that further improve the sustainability of the system.

Water Distribution Systems:

The water distribution system, including mains, valves, hydrants, and services contains approximately 15,500 service connections, approximately 304 kilometers of water main and 2,500 valves.

In 2018, the department repaired 50 broken water mains and 40 service leaks. As of September 5th, 2019, staff had repaired 47 broken water mains and 29 service leaks. In addition to repairs, the major duties include: water on/off's, water locates, new servicing, dead end flushing, water sampling, replacement of valves, various appurtenances and conducting preventative maintenance.

Wastewater System:

The wastewater system including sanitary mains, 17 lift stations, manholes, force mains, and services contain approximately 270 kilometers of sanitary main, 15,000 services and 3,500 sanitary maintenance holes.

In 2018, the department serviced 41 sanitary main back-ups and 103 sanitary service back-ups. As of September 5th, 2019, staff had attended to 24 sanitary main back-ups and 45 sanitary service back-ups.

Other major duties include: repair and replacement of sanitary sewer connections, sewer locates, sanitary main cleaning, service and main repairs, lift station repair and maintenance, manhole repairs, new servicing, and sewer camera inspections.

Water and Wastewater Facilities:

The City of North Bay Water Treatment System is classified as a "Large Municipal Residential" Class 3 Drinking-Water System. The Ministry of the Environment, Conservation and Parks Permit to Take Water allows the City to consume up to 79,500 cubic meters per day.

The water distribution facilities consist of the following: Ellendale Reservoir, High Lift Pump Station & Re-chlorination Facility; CFB Reservoir; Cedar Heights Pumping Station & Standpipe; Judge Avenue Valve Chamber & Re-chlorination Station; Birch's Road Standpipe

and Re-chlorination Station; and Airport Road Standpipe, Booster Pumping Station and Re-chlorination Facility.

The membrane filtration water treatment plant is SCADA controlled with ultraviolet and chlorine disinfection systems. The plant also includes fluoride addition along with corrosion control addition prior to delivery to the distribution system.

The City of North Bay Wastewater Treatment System has a design capacity of 54,500 m³/day and is a Class 4 Wastewater System (highest class possible in Ontario). The conventional activated sludge facility uses biological oxidation, anaerobic digestions and centrifugation.

The major duties for the water and wastewater facilities department include:

- a. Regulatory monitoring and recording and reporting of operational data of plants and remote facilities.
- b. Adjusting process parameters and procedures to ensure efficient operations.
- c. Responding to SCADA alarms and other emergencies within the water and wastewater facilities.
- d. Performing preventative and emergency maintenance.
- e. Managing capital projects at existing facilities as well as assisting with design and inspection for new facilities within the water and wastewater system.
- f. Operators and maintenance personnel assist other departments as required (leachate facilities, lift stations, etc.).

Water and Wastewater Positions:

Below are the Full Time Equivalent (FTE) of staff who deliver water and wastewater services. FTE is used to measure a worker's involvement in the service and indicates the workload of an employed person in a way that makes workloads comparable across various contexts.

Therefore, an FTE of 1.0 means that the person is equal to a full-time worker, while an FTE of 0.5 signals that the worker is only allocated to the service half the time. Throughout the City's budget, one staff may be allocated to several services.

Water and Wastewater Positions	2019 FTE	2020 FTE
Senior Facilities & Env. Engineer	0.50	0.50
Operations Manager, Water & Wastewater Facilities	1.00	1.00
Operations Supervisor, Water & Wastewater Facilities	1.00	1.00
WWTP Clerk	1.00	1.00
WWF Operator In Training	1.00	1.00
WWF Operator 1	3.00	3.00
WWF Scada Tech	1.00	1.00
WWF Industrial Millwright	3.00	3.00
WWF Operator II	1.00	1.00
Scada Electrician*	1.00	1.00
Managing Director	0.40	0.40
Director of Public Works	0.45	0.45
Manager of Operations	0.90	0.90
Supervisor	2.70	2.70
Supervisor Summer Construction *	0.48	0.48
Operator 1 Summer Construction *	3.36	2.40**
Chargehand	7.20	7.20
Operator 1**	12.12	14.12

Water and Wastewater Positions	2019 FTE	2020 FTE
Loader Backhoe Excavator	0.45	0.45
Certified Sewer Cleaner/Flusher	2.70	2.70
Mechanic (Lift Stations)	1.00	1.00
Truck Driver	2.70	2.70
Excavator Operator	1.80	1.80
Backhoe Operator	0.90	0.90
Clerk	0.90	0.90
Students *	3.41	3.41
Water Meter Clerk	2.00	2.00
Administrative Supervisor	0.45	0.45
Engineering Tech I*	0.50	1.00
Operator 1 – Water Meter Maintenance	0.50	1.00
Totals	58.42	60.46

**Note: Of the total Facility Plants, (1) Scada Electrician is allocated to capital as approved in prior years. Of the total Water & Wastewater Distribution complement, (1) Supervisor Summer Construction, (7) Operator 1 Summer Construction, (1) Engineering Tech I, and (3.5) students are funded through capital.*

*** Service Level Change*

Notable Adjustments - 2020 Budget

Water and Wastewater

Item #	Description	Dollar Amount
1.	1001 to 1802 – Personnel Costs – Anticipated contractual salary and benefits as well as 2019 Service Level Change phase-in. Partially offset with line #0460 – Transfer from Capital Fund.	\$346,103
2.	2020 – Sewer/water Pipe & Parts – Reduce budget to reflect actuals.	(\$19,722)
3.	2055 – Materials – Increase budget to reflect projected actuals. New chemical contract with increased costs.	\$35,000
4.	2977 – Laboratory Consumables - To reflect projected requirements.	\$15,000
5.	3426 – Patching – Increase budget to reflect actual costs.	\$16,254
6.	3445 – Snow Removal Contract – Requirements to be completed internally.	(\$12,000)
7.	4015 – Debenture Principal – As per the Long-Term Capital Funding Policy.	\$100,338
8.	4020 – Debenture Interest – As per the Long-Term Capital Funding Policy.	\$13,077
9.	5101 – Capital Levy – As per the Long-Term Capital Funding Policy, as well as a staff recommended one-time reduction in CPI.	\$317,241
10.	7001 – Vehicle & Equipment Usage Fee – Increase budget to reflect projected actuals.	\$62,859
11.	0460 – Transfer From Capital Fund – Reflects internal transfers for work completed for capital reconstruction. Offsets lines #1001-1802 – Personnel Costs.	\$162,705

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Wastewater System, Water System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT, WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	2,533,830	2,585,442	3,335,078	3,593,469	258,391	7.75 %
1002 TEMPORARY SALARIES	58,787	79,890	18,054	18,054	0	0.00 %
1003 SHIFT PREMIUM	3,643	3,391	4,647	4,747	100	2.15 %
1004 OTHER/STANDBY	84,028	100,574	102,280	96,542	(5,738)	-5.61 %
1010 MODIFIED/ACCOMMODATED	3,547	1,283	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	388,701	389,966	1,265	0.33 %
1101 OVERTIME FULLTIME	263,191	354,719	238,000	242,057	4,057	1.70 %
1102 OVERTIME PART TIME	460	286	0	0	0	0.00 %
1202 VACATION	259,779	290,107	3,971	3,971	0	0.00 %
1203 COMPASSIONATE LEAVE	5,382	1,381	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	110,751	123,465	0	0	0	0.00 %
1207 SICK LEAVE	119,017	119,546	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	342	531	0	0	0	0.00 %
1301 WSIB LEAVE	(468)	(12,910)	0	0	0	0.00 %
1401 TRAINING & SAFETY	44,984	28,619	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	2,146	2,563	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	1,001,081	1,123,225	1,146,690	1,233,390	86,700	7.56 %
1802 FRINGE BENEFITS-PARTTIME	12,291	11,990	11,771	13,099	1,328	11.28 %
PERSONNEL TOTAL	4,502,791	4,814,102	5,249,192	5,595,295	346,103	6.59 %
GOODS & SERVICES						
2002 SALT	0	42	0	0	0	0.00 %
2006 ASPHALT - COLD MIX	10,723	28,443	21,000	21,000	0	0.00 %
2008 CEMENT	1,073	0	4,000	4,000	0	0.00 %
2009 METALS	0	191	0	0	0	0.00 %
2010 TRAFFIC SUPPLIES	0	110	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	160,340	118,613	165,722	146,000	(19,722)	-11.90 %
2030 GRAVEL	92,407	67,733	88,500	88,500	0	0.00 %
2055 MATERIALS	395,669	519,156	383,000	418,000	35,000	9.14 %
2099 MISC. MATERIALS	6,848	21,819	4,000	4,000	0	0.00 %
2401 GAS FUEL	36,637	37,801	34,607	36,430	1,823	5.27 %
2405 DIESEL FUEL	107,528	104,334	105,489	98,399	(7,090)	-6.72 %
2407 COLOURED/DYED DIESEL	37,067	46,372	43,075	51,191	8,116	18.84 %
2410 PROPANE	9	0	0	0	0	0.00 %
2415 LUBRICANTS	8,582	7,100	4,500	6,000	1,500	33.33 %
2425 REPAIR PARTS	8,587	28,602	2,800	4,800	2,000	71.43 %
2430 MECHANIC SHOP SUPPLIES	5,933	7,174	3,500	4,500	1,000	28.57 %
2435 TOOLS	31,414	36,521	34,068	34,068	0	0.00 %
2440 MAINTENANCE SUPPLIES	1,006	9,374	200	4,085	3,885	1,942.50 %
2601 OFFICE SUPPLIES	17,944	15,499	9,900	10,400	500	5.05 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Wastewater System, Water System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT, WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
2615 JANITORIAL SUPPLIES	636	3,626	1,050	6,200	5,150	490.48 %
2625 BUILDING MAINT SUPPLIES	5,553	3,111	2,150	2,150	0	0.00 %
2650 CLOTHING / UNIFORM	16,329	17,286	23,980	21,475	(2,505)	-10.45 %
2655 SAFETY SUPPLIES	51,236	46,806	47,981	45,481	(2,500)	-5.21 %
2660 SAFETY BOOT ALLOWANCE	8,615	6,748	11,997	11,997	0	0.00 %
2690 ELECTRONIC MATERIALS	822	196	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	6,342	69	2,500	1,500	(1,000)	-40.00 %
2701 HYDRO	1,255,722	1,353,220	1,284,679	1,278,118	(6,561)	-0.51 %
2702 GAS	74	0	0	0	0	0.00 %
2705 NATURAL GAS	69,743	82,129	74,571	76,515	1,944	2.61 %
2715 WATER	20,658	18,858	14,807	20,276	5,469	36.94 %
2720 MUNICIPAL TAXES	227,233	230,007	236,323	239,208	2,885	1.22 %
2975 LAB TESTING	39,923	38,675	30,000	30,000	0	0.00 %
2977 LABORATORY CONSUMABLES	3,375	18,573	0	15,000	15,000	100.00 %
2980 INSTRUMENTATION	13,289	17,810	8,000	14,000	6,000	75.00 %
2985 LAB EQUIPMENT	2,828	760	4,000	2,000	(2,000)	-50.00 %
2987 ELECTRICAL SUPPLIES	4,881	3,106	1,250	1,500	250	20.00 %
2999 MISCELLANEOUS SUPPLIES	393	0	0	0	0	0.00 %
3001 POSTAGE	125,907	123,653	129,600	129,600	0	0.00 %
3005 COURIER & DELIVERY	2,106	2,001	2,000	2,000	0	0.00 %
3007 ONTARIO 1 CALL CENTER	5,263	5,154	8,000	6,000	(2,000)	-25.00 %
3010 TELEPHONE	50,182	49,794	47,960	45,500	(2,460)	-5.13 %
3030 TRAVEL	337	689	0	0	0	0.00 %
3035 MILEAGE	8,305	7,550	6,250	6,500	250	4.00 %
3055 MEETING COSTS	1,442	1,072	0	0	0	0.00 %
3060 MEALS	0	81	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	4,087	5,542	7,375	5,137	(2,238)	-30.35 %
3070 TRAINING COURSES - OUT	0	8,680	0	0	0	0.00 %
3075 TRAINING COURSES- IN	42,841	28,709	55,000	53,000	(2,000)	-3.64 %
3088 REBATES/REFUNDS	9,240	6,230	10,000	10,000	0	0.00 %
3089 CONSUMPTION CREDITS	18,429	17,951	17,500	17,500	0	0.00 %
3099 MISC ADMIN EXPENSES	0	9	0	0	0	0.00 %
3115 ENGINEERING FEES	0	1,505	0	0	0	0.00 %
3130 CONSULTANT FEES	0	750	0	0	0	0.00 %
3170 LEGAL SEARCHES	0	452	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	1,956	2,601	525	2,545	2,020	384.76 %
3205 VEHICLE LEASE/RENTAL	22,221	1,601	17,000	10,000	(7,000)	-41.18 %
3207 EQUIPMENT LEASE	0	612	0	0	0	0.00 %
3299 MISC LEASES & RENTS	585	0	0	0	0	0.00 %
3301 RADIO MAINTENANCE	56,509	68,431	62,470	67,470	5,000	8.00 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Wastewater System, Water System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT, WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
3305 BUILDING MAINTENANCE	231	0	0	0	0	0.00 %
3325 WATER METER MAINTENANCE	12,974	14,261	40,000	40,000	0	0.00 %
3340 SOFTWARE MAINTENANCE	91,606	97,124	95,940	98,640	2,700	2.81 %
3350 DRY CLEANING/LAUNDERING	728	566	1,000	1,000	0	0.00 %
3412 INTERNET FEES	2,028	3,389	1,924	2,000	76	3.95 %
3425 CONSTRUCTION CONTRACT	96,218	334,591	126,315	135,315	9,000	7.13 %
3426 PATCHING	503,083	581,477	541,830	558,084	16,254	3.00 %
3427 HYDROSEEDING	36,297	28,412	33,940	34,957	1,017	3.00 %
3428 CONCRETE RESTORATION	17,868	11,598	38,000	39,140	1,140	3.00 %
3445 SNOW REMOVAL CONTRACT	15,605	11,066	12,000	0	(12,000)	-100.00 %
3489 CONTRACT/OUTSIDE SERVICES	73,785	57,802	40,000	40,000	0	0.00 %
3499 MISC CONTRACTS	426	0	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	162,217	160,007	157,527	157,527	0	0.00 %
3969 SLUDGE DISPOSAL	98,102	130,969	100,000	100,000	0	0.00 %
GOODS & SERVICES TOTAL	4,109,997	4,654,193	4,199,805	4,258,708	58,903	1.40 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	2,710,751	2,411,088	2,711,088	2,811,426	100,338	3.70 %
4020 DEBENTURE INTEREST	410,746	343,340	445,531	458,608	13,077	2.94 %
FINANCIAL EXPENSES TOTAL	3,121,497	2,754,428	3,156,619	3,270,034	113,415	3.59 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	46,645	0	0	0	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	340	3,507	0	500	500	100.00 %
5020 WATER METERS	10,621	6,903	50,000	50,000	0	0.00 %
5101 CAPITAL LEVY	7,854,924	8,547,187	8,547,187	8,864,428	317,241	3.71 %
5115 TRANSFER TO RESERVE FUND	1,287,336	300,000	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	9,199,866	8,857,597	8,597,187	8,914,928	317,741	3.70 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	594,993	628,117	694,146	757,005	62,859	9.06 %
7010 ADMINISTRATON & OVERHEAD	1,532,611	1,548,322	1,548,080	1,540,344	(7,736)	-0.50 %
7050 FLEET CHARGEBACK CHARGES	18,427	22,976	0	0	0	0.00 %
EXPENSE TOTAL	23,080,182	23,279,735	23,445,029	24,336,314	891,285	3.80 %
REVENUE						
0175 DIRECT WATER BILLINGS	12,270,782	11,251,816	0	0	0	0.00 %
0177 FILTRATION PLANT LEVY	662,856	407,525	386,692	375,425	(11,267)	-2.91 %
0178 CONSTRUCTION WATER	14,007	15,761	10,000	10,000	0	0.00 %
0180 SEWER SURCHARGE	9,746,506	9,079,149	0	0	0	0.00 %
0426 MISAPPLIED PAYMENTS	18	0	0	0	0	0.00 %
0431 PENALTIES/WATER ACCOUNTS	49,026	53,419	47,000	47,000	0	0.00 %
0456 SALE OF SCRAP METALS	4,138	3,031	5,000	5,000	0	0.00 %
0459 OTHER SALES	0	193	0	0	0	0.00 %



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Wastewater System, Water System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT, WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
0460 TRANSFER FRM CAPITAL FUND	0	0	487,783	650,488	162,705	33.36 %
0468 METER REPLACEMENT	4,907	5,601	4,300	4,300	0	0.00 %
0470 TSF FROM RESERVE FUND	0	164,100	164,100	164,100	0	0.00 %
0472 REIMB - CUPE BENEFITS	2,837	5,403	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	7,506	16,357	0	0	0	0.00 %
0480 SUNDRY REVENUE	13,852	12,077	15,000	15,000	0	0.00 %
0856 RETURN CHEQUE CHARGE	7,679	6,861	7,000	7,000	0	0.00 %
0860 ACCOUNT ADJ./METER READS	36,846	32,788	36,000	36,000	0	0.00 %
0861 OFFICIAL RECEIPTS	83	58	0	100	100	100.00 %
0873 SANITARY SEWER CONNECTION	12,621	7,500	10,000	10,000	0	0.00 %
0874 SEWER RODDINGS	31,700	17,614	25,000	25,000	0	0.00 %
0876 WATER CONNECTIONS	40,133	39,126	15,000	20,000	5,000	33.33 %
0877 WATER THAWS	4,330	5,692	3,000	3,000	0	0.00 %
0878 WATER TURN ON/OFF	32,260	39,705	25,000	25,000	0	0.00 %
0897 PATTON BULK WATER	22,299	36,288	10,000	15,000	5,000	50.00 %
0899 OTHER SERVICE CHARGES	55,877	120,776	40,000	45,000	5,000	12.50 %
0985 SEPTAGE TREATMENT	59,924	62,027	58,000	50,000	(8,000)	-13.79 %
REVENUE TOTAL	23,080,187	21,382,867	1,348,875	1,507,413	158,538	11.75 %
GRAND TOTAL:	(5)	1,896,868	22,096,154	22,828,901	732,747	3.32 %



WATER

2020 OPERATING BUDGET



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Water System

Division(s): WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,508,056	1,533,714	1,779,469	1,927,839	148,370	8.34 %
1002 TEMPORARY SALARIES	41,871	38,003	0	0	0	0.00 %
1003 SHIFT PREMIUM	2,524	2,372	3,547	3,647	100	2.82 %
1004 OTHER/STANDBY	62,376	65,771	55,308	53,857	(1,451)	-2.62 %
1010 MODIFIED/ACCOMMODATED	3,389	504	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	168,353	168,506	153	0.09 %
1101 OVERTIME FULLTIME	161,067	228,859	141,000	143,857	2,857	2.03 %
1102 OVERTIME PART TIME	18	0	0	0	0	0.00 %
1202 VACATION	226,742	239,382	1,677	1,677	0	0.00 %
1203 COMPASSIONATE LEAVE	5,382	966	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	94,681	105,841	0	0	0	0.00 %
1207 SICK LEAVE	106,889	109,558	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	342	404	0	0	0	0.00 %
1301 WSIB LEAVE	(468)	(12,755)	0	0	0	0.00 %
1401 TRAINING & SAFETY	42,807	28,619	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	1,103	1,803	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	669,926	852,603	603,561	651,249	47,688	7.90 %
1802 FRINGE BENEFITS-PARTTIME	7,551	9,499	4,971	5,531	560	11.27 %
PERSONNEL TOTAL	2,934,256	3,205,143	2,757,886	2,956,163	198,277	7.19 %
GOODS & SERVICES						
2006 ASPHALT - COLD MIX	7,834	26,023	16,000	16,000	0	0.00 %
2008 CEMENT	0	0	1,000	1,000	0	0.00 %
2010 TRAFFIC SUPPLIES	0	110	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	112,464	100,731	100,722	91,000	(9,722)	-9.65 %
2030 GRAVEL	74,679	52,013	69,900	69,900	0	0.00 %
2055 MATERIALS	192,119	334,155	190,500	225,500	35,000	18.37 %
2099 MISC. MATERIALS	1,379	797	2,000	2,000	0	0.00 %
2401 GAS FUEL	15,674	16,258	14,600	14,754	154	1.05 %
2405 DIESEL FUEL	59,794	62,195	58,605	54,666	(3,939)	-6.72 %
2407 COLOURED/DYED DIESEL	23,166	27,741	28,175	32,495	4,320	15.33 %
2410 PROPANE	9	0	0	0	0	0.00 %
2415 LUBRICANTS	5,970	2,803	2,500	3,000	500	20.00 %
2425 REPAIR PARTS	2,433	15,311	1,300	1,300	0	0.00 %
2430 MECHANIC SHOP SUPPLIES	777	507	500	500	0	0.00 %
2435 TOOLS	16,708	16,406	18,038	18,038	0	0.00 %
2440 MAINTENANCE SUPPLIES	550	1,403	0	3,085	3,085	100.00 %
2601 OFFICE SUPPLIES	12,994	12,820	7,400	7,400	0	0.00 %
2615 JANITORIAL SUPPLIES	142	1,743	200	5,200	5,000	2,500.00 %
2625 BUILDING MAINT SUPPLIES	2,542	77	500	500	0	0.00 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Water System

Division(s): WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
2650 CLOTHING / UNIFORM	6,888	6,971	11,500	8,845	(2,655)	-23.09 %
2655 SAFETY SUPPLIES	30,581	22,785	20,823	20,823	0	0.00 %
2660 SAFETY BOOT ALLOWANCE	4,197	2,594	5,415	5,415	0	0.00 %
2699 MISC GENERAL SUPPLIES	4,104	0	1,000	1,000	0	0.00 %
2701 HYDRO	730,844	782,498	746,698	732,282	(14,416)	-1.93 %
2705 NATURAL GAS	9,525	12,956	10,571	11,091	520	4.92 %
2715 WATER	14,873	17,347	12,846	18,577	5,731	44.61 %
2720 MUNICIPAL TAXES	135,312	136,964	140,725	142,443	1,718	1.22 %
2975 LAB TESTING	24,544	22,998	20,000	20,000	0	0.00 %
2977 LABORATORY CONSUMABLES	1,708	12,735	0	9,000	9,000	100.00 %
2980 INSTRUMENTATION	4,452	7,571	6,000	6,000	0	0.00 %
2985 LAB EQUIPMENT	1,811	760	3,000	2,000	(1,000)	-33.33 %
2987 ELECTRICAL SUPPLIES	584	1,038	250	0	(250)	-100.00 %
3001 POSTAGE	125,907	123,653	129,600	129,600	0	0.00 %
3005 COURIER & DELIVERY	12	0	0	0	0	0.00 %
3007 ONTARIO 1 CALL CENTER	3,156	2,863	8,000	6,000	(2,000)	-25.00 %
3010 TELEPHONE	15,197	15,144	18,124	15,000	(3,124)	-17.24 %
3030 TRAVEL	337	689	0	0	0	0.00 %
3035 MILEAGE	4,617	3,094	3,750	4,000	250	6.67 %
3055 MEETING COSTS	643	272	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	2,365	3,392	6,625	5,137	(1,488)	-22.46 %
3070 TRAINING COURSES - OUT	0	8,380	0	0	0	0.00 %
3075 TRAINING COURSES- IN	29,030	18,322	34,000	34,000	0	0.00 %
3088 REBATES/REFUNDS	9,240	6,230	10,000	10,000	0	0.00 %
3089 CONSUMPTION CREDITS	10,404	10,324	10,000	10,000	0	0.00 %
3099 MISC ADMIN EXPENSES	0	5	0	0	0	0.00 %
3115 ENGINEERING FEES	0	1,505	0	0	0	0.00 %
3130 CONSULTANT FEES	0	750	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	879	1,462	525	1,255	730	139.05 %
3205 VEHICLE LEASE/RENTAL	11,121	889	10,000	10,000	0	0.00 %
3207 EQUIPMENT LEASE	0	612	0	0	0	0.00 %
3299 MISC LEASES & RENTS	39	0	0	0	0	0.00 %
3301 RADIO MAINTENANCE	54,821	63,520	60,400	62,470	2,070	3.43 %
3305 BUILDING MAINTENANCE	231	0	0	0	0	0.00 %
3325 WATER METER MAINTENANCE	12,974	14,261	40,000	40,000	0	0.00 %
3340 SOFTWARE MAINTENANCE	48,091	50,990	50,080	51,800	1,720	3.43 %
3350 DRY CLEANING/LAUNDERING	404	224	1,000	1,000	0	0.00 %
3412 INTERNET FEES	1,547	1,787	1,424	1,500	76	5.34 %
3425 CONSTRUCTION CONTRACT	42,186	62,659	70,175	70,175	0	0.00 %
3426 PATCHING	209,914	230,762	311,128	320,461	9,333	3.00 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Water System

Division(s): WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
3427 HYDROSEEDING	14,068	15,169	20,282	20,890	608	3.00 %
3428 CONCRETE RESTORATION	8,200	4,596	30,000	30,900	900	3.00 %
3445 SNOW REMOVAL CONTRACT	9,113	6,595	7,500	0	(7,500)	-100.00 %
3489 CONTRACT/OUTSIDE SERVICES	30,070	29,845	15,000	15,000	0	0.00 %
3601 INSURANCE PREMIUMS	60,650	61,175	58,803	58,803	0	0.00 %
GOODS & SERVICES TOTAL	2,203,873	2,437,479	2,387,184	2,421,805	34,621	1.45 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	1,940,073	1,640,410	1,750,410	1,695,748	(54,662)	-3.12 %
4020 DEBENTURE INTEREST	270,525	219,867	257,493	252,765	(4,728)	-1.84 %
FINANCIAL EXPENSES TOTAL	2,210,598	1,860,277	2,007,903	1,948,513	(59,390)	-2.96 %
CAPITAL/RESERVE TRANSACTIONS						
5020 WATER METERS	10,621	6,903	50,000	50,000	0	0.00 %
5101 CAPITAL LEVY	4,320,208	4,700,953	4,700,953	4,875,435	174,482	3.71 %
5115 TRANSFER TO RESERVE FUND	340,275	110,000	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,671,104	4,817,856	4,750,953	4,925,435	174,482	3.67 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	268,716	313,378	368,041	397,246	29,205	7.94 %
7010 ADMINISTRATON & OVERHEAD	878,954	845,516	845,274	831,801	(13,473)	-1.59 %
7050 FLEET CHARGEBACK CHARGES	10,000	22,832	0	0	0	0.00 %
EXPENSE TOTAL	13,177,501	13,502,481	13,117,241	13,480,963	363,722	2.77 %
REVENUE						
0175 DIRECT WATER BILLINGS	12,270,782	11,251,816	0	0	0	0.00 %
0177 FILTRATION PLANT LEVY	662,856	407,525	386,692	375,425	(11,267)	-2.91 %
0178 CONSTRUCTION WATER	14,007	15,761	10,000	10,000	0	0.00 %
0426 MISAPPLIED PAYMENTS	18	0	0	0	0	0.00 %
0431 PENALTIES/WATER ACCOUNTS	24,504	53,419	23,500	23,500	0	0.00 %
0456 SALE OF SCRAP METALS	409	1,796	0	0	0	0.00 %
0459 OTHER SALES	0	193	0	0	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	208,487	325,936	117,449	56.33 %
0468 METER REPLACEMENT	4,907	5,601	4,300	4,300	0	0.00 %
0470 TSF FROM RESERVE FUND	0	164,100	164,100	164,100	0	0.00 %
0472 REIMB - CUPE BENEFITS	2,837	4,958	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	7,506	15,352	0	0	0	0.00 %
0480 SUNDRY REVENUE	13,253	11,279	15,000	15,000	0	0.00 %
0856 RETURN CHEQUE CHARGE	7,679	6,861	7,000	7,000	0	0.00 %
0860 ACCOUNT ADJ./METER READS	36,846	32,788	36,000	36,000	0	0.00 %
0861 OFFICIAL RECEIPTS	83	58	0	100	100	100.00 %
0874 SEWER RODDINGS	0	297	0	0	0	0.00 %
0876 WATER CONNECTIONS	40,133	39,126	15,000	20,000	5,000	33.33 %
0877 WATER THAWS	4,330	5,692	3,000	3,000	0	0.00 %



Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Water System

Division(s): WATER DISTRIBUTION, WATER FINANCE ADMIN, WATER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
0878 WATER TURN ON/OFF	32,260	39,705	25,000	25,000	0	0.00 %
0897 PATTON BULK WATER	22,299	36,288	10,000	15,000	5,000	50.00 %
0899 OTHER SERVICE CHARGES	32,793	96,666	15,000	20,000	5,000	33.33 %
REVENUE TOTAL	13,177,502	12,189,281	923,079	1,044,361	121,282	13.14 %
GRAND TOTAL:	(1)	1,313,200	12,194,162	12,436,602	242,440	1.99 %



WASTEWATER

2020 OPERATING BUDGET

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Wastewater System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
PERSONNEL						
1001 REGULAR SALARIES	1,025,774	1,051,728	1,555,609	1,665,630	110,021	7.07 %
1002 TEMPORARY SALARIES	16,916	41,887	18,054	18,054	0	0.00 %
1003 SHIFT PREMIUM	1,119	1,019	1,100	1,100	0	0.00 %
1004 OTHER/STANDBY	21,652	34,803	46,972	42,685	(4,287)	-9.13 %
1010 MODIFIED/ACCOMMODATED	158	779	0	0	0	0.00 %
1011 SALARIES CAPITAL/Special Projects	0	0	220,348	221,460	1,112	0.50 %
1101 OVERTIME FULLTIME	102,124	125,860	97,000	98,200	1,200	1.24 %
1102 OVERTIME PART TIME	442	286	0	0	0	0.00 %
1202 VACATION	33,037	50,725	2,294	2,294	0	0.00 %
1203 COMPASSIONATE LEAVE	0	415	0	0	0	0.00 %
1204 STATUTORY HOLIDAYS	16,070	17,624	0	0	0	0.00 %
1207 SICK LEAVE	12,128	9,988	0	0	0	0.00 %
1299 OTHER LABOUR COSTS	0	127	0	0	0	0.00 %
1301 WSIB LEAVE	0	(155)	0	0	0	0.00 %
1401 TRAINING & SAFETY	2,177	0	0	0	0	0.00 %
1499 OTHER EMP ALLOWANCES	1,043	760	0	0	0	0.00 %
1801 FRINGE BENEFITS-FULLTIME	331,155	270,622	543,129	582,141	39,012	7.18 %
1802 FRINGE BENEFITS-PARTTIME	4,740	2,491	6,800	7,568	768	11.29 %
PERSONNEL TOTAL	1,568,535	1,608,959	2,491,306	2,639,132	147,826	5.93 %
GOODS & SERVICES						
2002 SALT	0	42	0	0	0	0.00 %
2006 ASPHALT - COLD MIX	2,889	2,420	5,000	5,000	0	0.00 %
2008 CEMENT	1,073	0	3,000	3,000	0	0.00 %
2009 METALS	0	191	0	0	0	0.00 %
2020 SEWER/WATER PIPE & PARTS	47,876	17,882	65,000	55,000	(10,000)	-15.38 %
2030 GRAVEL	17,728	15,720	18,600	18,600	0	0.00 %
2055 MATERIALS	203,550	185,001	192,500	192,500	0	0.00 %
2099 MISC. MATERIALS	5,469	21,022	2,000	2,000	0	0.00 %
2401 GAS FUEL	20,963	21,543	20,007	21,676	1,669	8.34 %
2405 DIESEL FUEL	47,734	42,139	46,884	43,733	(3,151)	-6.72 %
2407 COLOURED/DYED DIESEL	13,901	18,631	14,900	18,696	3,796	25.48 %
2415 LUBRICANTS	2,612	4,297	2,000	3,000	1,000	50.00 %
2425 REPAIR PARTS	6,154	13,291	1,500	3,500	2,000	133.33 %
2430 MECHANIC SHOP SUPPLIES	5,156	6,667	3,000	4,000	1,000	33.33 %
2435 TOOLS	14,706	20,115	16,030	16,030	0	0.00 %
2440 MAINTENANCE SUPPLIES	456	7,971	200	1,000	800	400.00 %
2601 OFFICE SUPPLIES	4,950	2,679	2,500	3,000	500	20.00 %
2615 JANITORIAL SUPPLIES	494	1,883	850	1,000	150	17.65 %
2625 BUILDING MAINT SUPPLIES	3,011	3,034	1,650	1,650	0	0.00 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Wastewater System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
2650 CLOTHING / UNIFORM	9,441	10,315	12,480	12,630	150	1.20 %
2655 SAFETY SUPPLIES	20,655	24,021	27,158	24,658	(2,500)	-9.21 %
2660 SAFETY BOOT ALLOWANCE	4,418	4,154	6,582	6,582	0	0.00 %
2690 ELECTRONIC MATERIALS	822	196	0	0	0	0.00 %
2699 MISC GENERAL SUPPLIES	2,238	69	1,500	500	(1,000)	-66.67 %
2701 HYDRO	524,878	570,722	537,981	545,836	7,855	1.46 %
2702 GAS	74	0	0	0	0	0.00 %
2705 NATURAL GAS	60,218	69,173	64,000	65,424	1,424	2.23 %
2715 WATER	5,785	1,511	1,961	1,699	(262)	-13.36 %
2720 MUNICIPAL TAXES	91,921	93,043	95,598	96,765	1,167	1.22 %
2975 LAB TESTING	15,379	15,677	10,000	10,000	0	0.00 %
2977 LABORATORY CONSUMABLES	1,667	5,838	0	6,000	6,000	100.00 %
2980 INSTRUMENTATION	8,837	10,239	2,000	8,000	6,000	300.00 %
2985 LAB EQUIPMENT	1,017	0	1,000	0	(1,000)	-100.00 %
2987 ELECTRICAL SUPPLIES	4,297	2,068	1,000	1,500	500	50.00 %
2999 MISCELLANEOUS SUPPLIES	393	0	0	0	0	0.00 %
3005 COURIER & DELIVERY	2,094	2,001	2,000	2,000	0	0.00 %
3007 ONTARIO 1 CALL CENTER	2,107	2,291	0	0	0	0.00 %
3010 TELEPHONE	34,985	34,650	29,836	30,500	664	2.23 %
3035 MILEAGE	3,688	4,456	2,500	2,500	0	0.00 %
3055 MEETING COSTS	799	800	0	0	0	0.00 %
3060 MEALS	0	81	0	0	0	0.00 %
3065 MEMBERSHIPS/LICENSES/CERTIFICATIONS	1,722	2,150	750	0	(750)	-100.00 %
3070 TRAINING COURSES - OUT	0	300	0	0	0	0.00 %
3075 TRAINING COURSES- IN	13,811	10,387	21,000	19,000	(2,000)	-9.52 %
3089 CONSUMPTION CREDITS	8,025	7,627	7,500	7,500	0	0.00 %
3099 MISC ADMIN EXPENSES	0	4	0	0	0	0.00 %
3170 LEGAL SEARCHES	0	452	0	0	0	0.00 %
3199 MISC PROFESSIONAL FEES	1,077	1,139	0	1,290	1,290	100.00 %
3205 VEHICLE LEASE/RENTAL	11,100	712	7,000	0	(7,000)	-100.00 %
3299 MISC LEASES & RENTS	546	0	0	0	0	0.00 %
3301 RADIO MAINTENANCE	1,688	4,911	2,070	5,000	2,930	141.55 %
3340 SOFTWARE MAINTENANCE	43,515	46,134	45,860	46,840	980	2.14 %
3350 DRY CLEANING/LAUNDERING	324	342	0	0	0	0.00 %
3412 INTERNET FEES	481	1,602	500	500	0	0.00 %
3425 CONSTRUCTION CONTRACT	54,032	271,932	56,140	65,140	9,000	16.03 %
3426 PATCHING	293,169	350,715	230,702	237,623	6,921	3.00 %
3427 HYDROSEEDING	22,229	13,243	13,658	14,067	409	2.99 %
3428 CONCRETE RESTORATION	9,668	7,002	8,000	8,240	240	3.00 %
3445 SNOW REMOVAL CONTRACT	6,492	4,471	4,500	0	(4,500)	-100.00 %

Executive Report

Budget Year: 2020; YTD End Date: December 2019

Department(s): Wastewater System

Division(s): SANITARY SEWER DISTRIBUTION, SANITARY SEWER PLANT

	2018 Actuals	2019 Actuals YTD	2019 Budget	2020 Approved	Variance	Variance %
3489 CONTRACT/OUTSIDE SERVICES	43,715	27,957	25,000	25,000	0	0.00 %
3499 MISC CONTRACTS	426	0	0	0	0	0.00 %
3601 INSURANCE PREMIUMS	101,567	98,832	98,724	98,724	0	0.00 %
3969 SLUDGE DISPOSAL	98,102	130,969	100,000	100,000	0	0.00 %
GOODS & SERVICES TOTAL	1,906,124	2,216,714	1,812,621	1,836,903	24,282	1.34 %
FINANCIAL EXPENSES						
4015 DEBENTURE PRINCIPAL	770,678	770,678	960,678	1,115,678	155,000	16.13 %
4020 DEBENTURE INTEREST	140,221	123,473	188,038	205,843	17,805	9.47 %
FINANCIAL EXPENSES TOTAL	910,899	894,151	1,148,716	1,321,521	172,805	15.04 %
CAPITAL/RESERVE TRANSACTIONS						
5010 MACHINERY & EQUIPMENT	46,645	0	0	0	0	0.00 %
5015 OFFICE FURNITURE & EQUIP	340	3,507	0	500	500	100.00 %
5101 CAPITAL LEVY	3,534,716	3,846,234	3,846,234	3,988,993	142,759	3.71 %
5115 TRANSFER TO RESERVE FUND	947,061	190,000	0	0	0	0.00 %
CAPITAL/RESERVE TRANSACTIONS TOTAL	4,528,762	4,039,741	3,846,234	3,989,493	143,259	3.72 %
INTERNAL TRANSFERS						
7001 VEH & EQUIPMENT USAGE FEE	326,277	314,739	326,105	359,759	33,654	10.32 %
7010 ADMINISTRATON & OVERHEAD	653,657	702,806	702,806	708,543	5,737	0.82 %
7050 FLEET CHARGEBACK CHARGES	8,427	144	0	0	0	0.00 %
EXPENSE TOTAL	9,902,681	9,777,254	10,327,788	10,855,351	527,563	5.11 %
REVENUE						
0180 SEWER SURCHARGE	9,746,506	9,079,149	0	0	0	0.00 %
0431 PENALTIES/WATER ACCOUNTS	24,522	0	23,500	23,500	0	0.00 %
0456 SALE OF SCRAP METALS	3,729	1,235	5,000	5,000	0	0.00 %
0460 TRANSFER FRM CAPITAL FUND	0	0	279,296	324,552	45,256	16.20 %
0472 REIMB - CUPE BENEFITS	0	445	0	0	0	0.00 %
0476 REIMBURSEMENT-CUPE WAGES	0	1,005	0	0	0	0.00 %
0480 SUNDRY REVENUE	599	798	0	0	0	0.00 %
0873 SANITARY SEWER CONNECTION	12,621	7,500	10,000	10,000	0	0.00 %
0874 SEWER RODDINGS	31,700	17,317	25,000	25,000	0	0.00 %
0899 OTHER SERVICE CHARGES	23,084	24,110	25,000	25,000	0	0.00 %
0985 SEPTAGE TREATMENT	59,924	62,027	58,000	50,000	(8,000)	-13.79 %
REVENUE TOTAL	9,902,685	9,193,586	425,796	463,052	37,256	8.75 %
GRAND TOTAL:	(4)	583,668	9,901,992	10,392,299	490,307	4.95 %