

MUNICIPALITY OF LEAMINGTON

2011 BUDGET

DEPARTMENT 502 COMMUNITY SERVICES -- ADMINISTRATION

FACILITY: TOWN HALL / LEAMINGTON KINSMEN RECREATION COMPLEX

DEPARTMENT DESCRIPTION

The Community Services Department has four Divisions:

- Public Works Operations (responsible for maintenance of roads, parks, trails, cemeteries, etc.);
- Culture and Recreation (responsible for the Leamington Kinsmen Recreation Complex, the Leamington Marina, and liaison with the sports and arts community);
- Engineering Services (responsible for all Municipal Engineering and Drainage activities, such as: construction of municipal infrastructure including roads, sidewalks, sewers, municipal drain maintenance, street lights, GIS, infrastructure asset inventory, and transit);
- Environmental Services (responsible for the Pollution Control Centre, Leamington Water Services, contract administration for Solid Waste, and liaison with the Union Water Supply System.)

Community Services is coordinated through the administrative division of the Department which is located at the Leamington Kinsmen Recreation Complex. The Director of Community Services heads the administration division from Town Hall, with the Manager of Operations, the Manager of Culture and Recreation Services, and four support staff located in the administrative office area at the LKRC. Specifically the area is responsible for providing departmental information, policy development, strategic planning, health and safety implementation, budget preparation, and clerical assistance to all divisions, and for responding to public inquiries and complaints.

The Community Services Budget is an "in/out" budget with management and administrative services being recovered from the other Divisions of the Community Services Department. It is identified in the Divisional budgets as Managerial Wages / Managerial Benefit Allocations. The allocation varies year-to-year and reflects as a best estimate the amount of time the director and support staff allocate to each division.

DEPARTMENT WORK OBJECTIVES

1. Environmental Services Division:

a. Pollution Control Centre:

- Pollution Control Expansion: The Pollution Control Centre will be commissioned in mid 2011. There will be overlapping costs while both plants operate for a short period of time until the new plant takes over completely. It is not anticipated that this will result in an increase in budget for 2011, due to reduced maintenance requirements for the old facility.
- The Environmental Surcharge (Wastewater or Sewer Surcharge) will be the subject of a report to council in 2011, following a study by Watson and Associates. It is expected that a rate increase will be required for sustainability.

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- b. Leamington Water Service:
 - In 2011, the Water division will continue the program of replacing old water mains on a prioritized basis, and will continue to co-ordinate with the Engineering program for upgrades where other road and sewer construction activities are undertaken. The prioritized projects have been grouped by area.
 - A revised water rate structure will be the result of a report to council in the near future, following a study by Watson and Associates. It is expected that a rate increase will be required for sustainability.
 - Co-ordination with Union Water will continue on the preparation of a 20 year Master Plan.
- c. Solid Waste
 - The 5 year contract with WDS commenced in January 2007 and will be complete at the end of 2011. A new long term tender will be issued in 2011.

2. Engineering Division:

- a. Phased implementation of the approved road and sewer capital programs will continue as funds permit, with priority given to:
 - the construction of the East Side Arterial Road (from Talbot to Seacliff) in co-operation with Essex county has recently been completed and put into service, and the resulting transfer of portions of County Roads 20 and 37 (from the ESAR to C Rd 34) to the Municipality, and of the ESAR to the County, can be completed in 2011;
 - Sewer separation and infrastructure improvements on Armstrong / Johnson under the approved Local Improvement were deferred to 2011 because of a high tender price; a continuation of the separation program in the Westmoreland area is next in line.
 - Infrastructure improvements on Foster can proceed subject to budget approval
 - Completion of engineering for the storm sewer outfall at the dock.
 - Reconstruction of the Erie / Oak St intersection is recommended as the top capital budget priority.
- b. Drain improvements will continue on identified priorities, including upgrades of the pumping stations in the Drainage Schemes in Southeast Leamington, and improvements to the outlet of Sturgeon Creek.
- c. Support will continue to Development Services in relation to infrastructure needs for rezoning, site plans and other development related matters.
- d. Work will continue on expanding the application of CAD and GIS technology.
- e. Administration of the Transit file was shifted to Engineering in 2010; an updated vehicle replacement program and service improvements are being reviewed.

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Public Works Operations Division:

- a. Road maintenance activities will continue with the addition of 22km of roads from former County Roads 20 and 37. This includes all maintenance on the Municipal right of ways including surface maintenance, shoulders, tree maintenance, signage, sidewalks etc.
- b. Phased implementation of the corporate fleet administration as approved by Council in 2006, will be completed, including the implementation of the computer support and administrative procedures. Corporate Fleet Maintenance/administration setup was completed in 2010. The Fleet no longer maintains police vehicles, manpower will be distributed through the Operations Department.
- c. The soccer complex was put into operation in 2009 and will continue in 2011. The new sprinkler system has been installed and will be in operation. Maintenance activities are being adjusted accordingly.
- d. Seacliff Park upgrades will be completed by June of 2011 and will be ready for booking of the picnic shelter.
- e. The Trail system continues to expand and maintenance activities are being adjusted accordingly.
- f. The 3 year Health and Safety training courses will continue, Phase 1 consisted of Snow plow training, loader and sidewalk snow clearing operations.
- g. Damage to the Municipal infrastructure due to the 2010 tornado will be ongoing, with repairs to Kinsmen Diamonds dugouts/fencing, Robson Road Park play structure and planting of trees and planting of trees on municipal boulevards in the affected area

3. Recreation and Culture Division:

- a. Marketing and promotion of all programs and activities will continue, supported by the implementation of the recently completed family change rooms and extending onto community trail/park system.
- b. Marketing the new docks, facility upgrades and enhancement will continue and the Federal Marina divestiture is expected to be completed in 2011.
- c. The sale of the BMO building was successful in late 2010. The focus will be on the stewardship of the properties located at 62-64 Talbot St. Additionally, upgrades to the roof at the Library and the OHSAsbestos assessment program will be implemented.
- d. Completion of plans for the renovation of the MCR station will be completed in 2011, as well as badly needed roof repairs.

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2011 BUDGET - DRAFT

DEPT - 502 COMMUNITY SERVICES OVERHEAD

ACCOUNT DESCRIPTION	2009	2010	2010	2011	BUDGET CHANGE	
	Y-T-D 06/03/10	BUDGET	Y-T-D 04/04/11	BUDGET	\$ +/-	% +/-
<u>REVENUE ACCOUNTS</u>						
INTER DEPARTMENT RECOVERY						
Recovery - Operations	-239,053	-254,472	-241,495	-262,301	7,829	3.08%
Recovery - Recreation	-214,743	-226,476	-215,154	-252,223	25,747	11.37%
Recovery - Engineering	-27,887	-29,748	-28,336	-30,517	769	2.59%
Recovery - PCC	-104,930	-116,915	-110,877	-120,707	3,792	3.24%
Recovery - Transit	-30,572	-32,583	-31,056	-7,643	-24,940	-76.54%
Recovery - Water	-102,017	-113,875	-108,041	-117,528	3,654	3.21%
Recovery - Sewer	-26,481	-28,303	-26,968	-29,016	713	2.52%
Recovery - Arts & Culture	-24,577	-26,380	-25,196	-25,736	-644	-2.44%
	<u>-770,260</u>	<u>-828,751</u>	<u>-787,123</u>	<u>-845,670</u>	<u>16,919</u>	<u>2.04%</u>
TOTAL REVENUES	<u>-770,260</u>	<u>-828,751</u>	<u>-787,123</u>	<u>-845,670</u>	<u>16,919</u>	<u>2.04%</u>
<u>EXPENDITURE ACCOUNTS</u>						
WAGES AND BENEFITS						
Salaried	545,102	560,840	534,585	571,370	10,530	1.88%
Part Time	1,185		768			
Part Time	29,681	29,100	29,352	29,920	820	2.82%
Honorarium	50	0	50	50	0	
Overtime	0	0	340	0	0	
Long service pay	740	740	600	600	-140	-18.92%
Vacation Pay	8,344	14,991	14,991	10,000	-4,991	-33.29%
Standby pay	48	0	48	0	0	
Vacation Pay Part Time	1,157	1,160	1,203	1,200	40	3.45%
Benefit burden - part time	178	0	115			
Stat Holiday pay	1,076	700	774	800	100	14.29%
Total Wages & Salaries	587,560	607,531	582,826	613,940	6,359	1.05%
CPP	14,852	15,020	16,720	15,520	500	3.33%
UIC	6,725	7,320	7,644	7,710	390	5.33%
EHT	10,892	10,940	10,801	11,140	200	1.83%
Extended Health	24,388	32,660	22,746	30,610	-2,050	-6.28%
Fitness memberships	835	900	0	900	0	0.00%
WSIB	8,368	8,050	8,608	9,960	1,910	23.73%
OMERS	25,521	43,580	23,280	49,980	6,400	14.69%
Life & LTD	10,427	17,510	11,618	19,970	2,460	14.05%
Benefits - Part time	5,045	4,940	5,272	5,490	550	11.13%
Total Benefits	<u>107,053</u>	<u>140,920</u>	<u>106,688</u>	<u>151,280</u>	<u>10,360</u>	<u>7.35%</u>
	<u>694,613</u>	<u>748,451</u>	<u>689,514</u>	<u>765,220</u>	<u>16,719</u>	<u>2.23%</u>

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RENTS AND SERVICES						
Office supplies	8,797	10,000	7,959	8,000	-2,000	-20.00%
Dues, membership & subscript.	2,120	2,500	1,463	2,000	-500	-20.00%
Travel and mileage	3,945	3,500	3,391	3,500	0	0.00%
Training	0	1,000	629	1,000	0	0.00%
Professional development	2,608	2,600	151	2,000	-600	-23.08%
Uniforms & clothing	124	0	0	0	0	
Small capital items	1,493	1,500	275	750	-750	-50.00%
Sundry	471	1,000	854	1,000	0	0.00%
	<u>19,560</u>	<u>22,100</u>	<u>14,721</u>	<u>18,250</u>	<u>-3,850</u>	<u>-17.42%</u>
OFFICE OVERHEAD						
Communications	8,774	9,600	8,676	10,000	400	4.17%
Advertising & Promotion	2,844	3,000	3,575	3,100	100	3.33%
Postage and Courier	3,137	5,000	4,364	5,000	0	0.00%
Internal - Office Rent	22,980	23,000	22,980	23,000	0	0.00%
	<u>37,735</u>	<u>40,600</u>	<u>39,595</u>	<u>41,100</u>	<u>500</u>	<u>1.23%</u>
OFFICE EQUIPMENT MAINTENANCE						
Office equipment lease	6,499	6,000	6,682	6,000	0	0.00%
Office equipment maintenance	4,893	4,500	5,784	6,000	1,500	33.33%
	<u>11,392</u>	<u>10,500</u>	<u>12,466</u>	<u>12,000</u>	<u>1,500</u>	<u>14.29%</u>
BUILDING MAINTENANCE						
Janitorial	6,960	7,100	7,021	9,100	2,000	28.17%
	<u>6,960</u>	<u>7,100</u>	<u>7,021</u>	<u>9,100</u>	<u>2,000</u>	<u>28.17%</u>
					<u>0</u>	
TOTAL EXPENDITURES	<u>770,260</u>	<u>828,751</u>	<u>763,317</u>	<u>845,670</u>	<u>16,869</u>	<u>2.04%</u>
NET OPERATIONAL COST	0	0	-23,806	0	0	
NET DEPARTMENTAL COST	0	0	-23,806	0	0	