

Town of Erin

Corporate Report



Date: 2018-11-09
 To: Mayor & Members of Council
 From: Ursula D'Angelo, Director of Finance

Report Number:
 2018-35F
 Meeting Date:
 2018-12-05

Subject

Third quarter Financial Report Ending September 30, 2018

Recommendation

That Council receives the Director of Finance's Report # 2018-35F for information purposes;

And that Council direct staff to fund the LED Streetlight project by overdrawing the Streetlight Reserve plus interest calculated annually at the December rate for High Interest Savings Account. Savings from hydro consumption will enable higher annual contributions and replenish the Streetlight Reserve until it is a positive balance of \$50,000. Once reached this balance, savings from hydro consumption will be passed on to properties with Special Area Charge.

Background

This report is to provide Council with financial results for the third quarter ending September 30, 2018 of the Operating (Appendix A) and Capital Budget (Appendix B).

OPERATING BUDGET RESULTS

The overall financial results for the Town of Erin is a surplus of \$331k for the third quarter ending September 30, 2018. There are big expenditures that will occur in fourth quarter such as an extra pay period and principal and interest loan payments in November. Program Net results were at 71% slightly lower than the anticipated 75% mainly due lower expenditures in various programs such as Council, Advisory Committees and Animal Control, in addition to lower spending in aggregate in larger programs such as Economic Development, Roads and Fire and Emergency Services that were within the variance explanation thresholds. Variance explanations will be

provided below for programs that had less than 65% or greater than 85% of budget or \$10,000 variance.

Advisory Committees - Net Operations Result \$43,709 or 61%

Net result variance was caused by Ballinafad Community Centre \$10k transfer that usually occurred at the end of the year which will not be completed because of the changes to operations. We are expecting at year end to meet budget because there will be an additional transfer of \$11,960 to East Wellington Community Services as per Council Resolution #18-299.

Planning – Net Operations Result of \$18,869 or 40%

The net operating results for the Planning Program were similar to second quarter due to revenues at 64% of budget and expenses at 78% instead of the 75%. There was not much activity in changes to zoning fees which is hard to predict. The largest variances are consulting services which were much lower than expected and supplies and materials as a result of lower activity.

Animal Control – Net Operations Result of \$13,257 or 47%

Revenues were lower in Miscellaneous Revenues which are hard to predict. Expenditures were lower than the anticipated 75% due to timing issues to process payment to Orangeville OSPCA.

Water - Net Operations Result is Nil

Revenues for the delivery of water services was at 76% of budget. Expenditures were at 76%, slightly higher than expected 75%. Ontario Clean Water Association (OCWA) began managing Town water systems on in June 2018 and costs were accrued in account grouping called Service Agreements. However, Labour costs continued until July 31. The OCWA agreement was expanded to include Hydro at the same budget amount and a performance bond was added as assurance.

Transfer to Water Lifecycle Reserve is trending lower if consumption for the fourth quarter is similar to last year. Revenues net of expenses directly affect contributions to Water Lifecycle Reserve.

CAPITAL BUDGET RESULTS

The total planned Capital spending for 2018 included projects from prior years carried forward. For the third quarter, \$1.5m was spent and procurement of several projects were awarded to vendors.

The following projects were completed:

- \$1.2m for 1 Shamrock Road property. \$1m was transferred to Infrastructure Reserve and \$130k was allocated to projects at Town Hall and Roads shop as per Council Resolution #18-160.
- Town Hall renovations that were budgeted in 2017 were completed within budget.

- Telephone system at Town Hall was replaced within budget with a small surplus of \$7,663.
- Fire and Emergency Services projects update below.
 - Computer aided dispatch system for \$13k was paid from the Operating Budget in 2017. The project was to be funded from Infrastructure Reserve, therefore, there will not be a withdrawal for the project.
 - Radio system upgrade and radio reception is complete and under budget by \$31k.
 - Completed the purchase of the hydraulic shears with a savings of \$1,798.
 - Computer aided dispatch was paid from operating in 2017. The capital project was to be paid from Infrastructure Renewal Reserve. Thus, there will not be a withdrawal in 2018 for this project.
- Environmental assessment was completed for Culvert 2045 (4th line) and project was completed before the end of September. Final invoices will be processed in fourth quarter.
- Rural reconstruction Station Street and surface treatment was completed with a savings of \$50k than revised budget of \$201k. No more invoices are expected.
- Road Shoulder reclaimer was purchased with a savings of \$4,756.
- Streetlights LED project was approved by Council on August 24 with Resolution #18-251. It directed staff to use \$150k from Streetlight Reserve and finance the remainder of the cost of the project. Before final sign off for the project, the vendor provided financing terms of 4% interest with payments from savings in hydro costs. Staff recommend that the project be funded internally from other reserves to reduce costs. Interest would still be accrued annually at the December rate in the High Interest Savings Account. This would allow for savings in hydro costs be passed on earlier to residents that are paying the Special Area Charge. It is forecasted to be paid completely within four years and rate payers may see a possible reduction in 2022.
- Water systems program purchased two generators, one for Well #8 and another for the Hillsburgh Heights Well to meet Technical Standards and Safety Authority (TSSA).
- Water Systems Operations capital purchase for two generators, for Well #8 and Hillsburgh Heights, was completed slightly under budget.
- Erin Rotary River Walk was postponed to 2019 due to a delay with approvals from the County of Wellington and the Ministry of the Environment.
- Outdoor Bottle Filling Station will be installed in 2019.
- Sports bleachers and fencing program was not completed because of funding shortfall. These projects are recommended to move forward to 2019 and will be presented to Council during the fourth quarter variance report.
- Community Improvement Plan was approved by Council on October 2 and final invoice was paid in fourth quarter.

Appendix B provides a summary and status updates for all Capital projects.

Financial Impact

In summary, the operating budget is trending a surplus of \$331k for the third quarter. However, there are big expenditures that will occur in fourth quarter such as an extra pay period in November, principal and interest loan payments. Appendix B lists the capital projects approved for 2018 Budget and prior year projects that were carried forward to 2018.

Conclusion

This report provides Council and the public accountability and transparency of financial activity for the Town of Erin for the third quarter. In addition, it provides explanations for any significant variances.

Attachments

Appendix A – 2018 Operating Budget to Actuals – September 30, 2018

Appendix B – 2018 Capital Projects Update – September 30, 2018

Appendix C – Reserve and Reserve Fund Forecast as of September 30, 2018



Third Quarter Statement of Operations - Ending September 30, 2018

	2018 Budget			3rd Quarter 2018 Actuals			
	Expenditures	Revenues	Net	Expenditures	Revenues	Net	% Budget
<u>Programs</u>							
Council	147,000	-	147,000	97,493	-	97,493	66%
Administration	2,012,000	658,100	1,353,900	1,477,725	461,012	1,016,714	75%
Economic Development	293,200	72,100	221,100	146,783	1,338	145,445	66%
Advisory Committees	100,550	28,400	72,150	64,667	20,958	43,709	61%
Building	338,900	335,500	3,400	176,233	176,233	-	0%
Planning	81,500	34,000	47,500	38,519	19,650	18,869	40%
Bylaw/Crossing Guards	73,050	1,000	72,050	81,017	22,048	58,969	82%
Conservation Authorities	179,800	-	179,800	128,044	-	128,044	71%
Animal Control	55,300	27,000	28,300	33,722	20,465	13,257	47%
Fire & Emergency Services	937,400	127,400	810,000	624,928	69,234	555,694	69%
Roads	2,760,500	125,000	2,635,500	1,942,839	122,827	1,820,012	69%
Streetlights	211,200	211,200	-	149,395	149,395	-	0%
Water	1,527,700	1,527,700	-	1,156,905	1,156,905	-	0%
Environmental Services	23,370	-	23,370	1,501	-	1,501	6%
Recreation & Parks	1,341,950	774,800	567,150	832,872	388,381	444,491	78%
Cemeteries	4,000	-	4,000	-	25	(25)	-1%
BIA	48,800	48,800	-	44,066	44,066	-	0%
Land Sale				1,200,000	1,200,000	-	0%
Infrastructure Renewal	559,600		559,600	419,700	-	419,700	75%
Sub-Total	10,695,820	3,971,000	6,724,820	8,616,411	3,852,538	4,763,874	71%
<u>Non-Program</u>							
Transfer for Capital Projects	521,000		521,000	390,750		390,750	75%
Tax Levy		6,619,920	(6,619,920)		4,964,940	(4,964,940)	75%
PILS and Supplementary taxes		122,500	(122,500)		91,875	(91,875)	75%
OMPF Allocation		593,400	(593,400)		445,050	(445,050)	75%
Tax Write/Offs		(90,000)	90,000		(15,702)	15,702	17%
From Tax Rate Stabilization		-	-		-	-	
Sub-Total	521,000	7,245,820	(6,724,820)	390,750	5,486,163	(5,095,413)	76%
Net Operating Results (Surplus)	11,216,820	11,216,820	-	9,007,161	9,338,700	(331,539)	

Town of Erin

3rd Quarter - Budget to Actuals (as of September 30, 2018)

Department >	Council			
	Annual Budget	3rd Quarter Actuals	% of Budget	Prior Year 3rd Quarter Actuals
Expense				
Labour Costs	123,000	84,598	69%	87,351
Other Expenses	23,500	10,076	43%	7,263
Insurance & Legal	500	2,819	564%	464
Inter Dept Expenses	0	0		735
Total Expense	147,000	97,493	66%	95,811

Town of Erin

3rd Quarter - Budget to Actuals (as of September 30, 2018)

Department >

Administration

	Annual Budget	3rd Quarter Actual	% of Budget	Prior Year 3rd Quarter Actuals
Revenue				
Tax Registration & Certificates	59,000	7,024	12%	10,299
Penalties/interest	360,000	228,799	64%	207,075
FCM Grant	50,000	50,000	100%	
Licenses	8,600	6,287	73%	8,078
Bank Interest	29,000	95,088	328%	4,755
Miscellaneous Revenue	11,000	48,668	442%	540
Transfer from Reserves	134,500	25,146	19%	0
Inter Dept Recovery	6,000	0		40,666
Total Revenue	658,100	461,012	70%	271,413
Expense				
Labour Costs	1,261,200	1,006,556	80%	844,115
Supplies & Material	79,900	55,206	69%	39,354
Consulting Services	185,500	74,564	40%	33,364
Legal and Audit Fees	50,000	78,123	156%	33,970
Service Agreements	38,000	26,236	69%	22,314
IT Services	115,000	68,209	59%	67,396
Utilities	27,500	17,672	64%	21,998
Equipment / Small Tools	0	0		2,589
Other Expenses	71,300	85,637	120%	63,779
Insurance & Deductibles	55,800	24,677	44%	59,398
Inter Dept Expenses	0	700		0
Contingency	47,100	0		0
Elections	74,000	25,147	34%	0
Transfers to Reserves	6,700	15,000		30,000
Total Expense	2,012,000	1,477,725	73%	1,218,276

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3rd Quarter - Budget to Actuals (as of September 30, 2018)

Department >

Economic Development

	Annual Budget	3rd Quarter Actual	% of Budget	Prior Year 3rd Quarter Actuals
Revenue				
Grant	25,000	1,311	5%	26,639
Miscellaneous Revenue	0	28		949
Transfer fm DC Reserve	47,100	0		35,325
Total Revenue	72,100	1,338	2%	62,913
Expense				
Labour Costs	114,700	87,001	76%	90,019
Supplies & Material	3,500	1,021	29%	1,643
Consulting & Service Agreements	48,000	3,424	7%	4,629
Ambassador Program	2,000	0		797
Arts & Culture	2,000	1,716	86%	1,153
Business Retention & Expansion	8,000	1,329	17%	2,500
Walk Feasibility Study	0	0		2,577
Community Profile	5,000	66	1%	1,028
Trails Dev	0	0		1,602
Indust/Equine	15,000	4,946	33%	5,452
Core/Four Seasons Strat	20,000	4,233	21%	6,984
Marketing materials	10,000	3,745	37%	9,653
Economic Dev-Project Leverage	20,000	11,059	55%	6,653
Advertising/Promo	17,900	17,125	96%	16,736
Other Expenses	27,100	7,524	28%	8,700
Inter Dept Expenses	0	0		500
Transfer to BIA	0	3,593		0
Total Expense	293,200	146,783	50%	160,624

Town of Erin

3rd Quarter - Budget to Actuals (as of September 30, 2018)

Department >

Advisory Committees

	Annual Budget	3rd Quarter Actual	% of Budget	Prior Year 3rd Quarter Actuals
Revenue				
LGHG Revenue	8,000	8,861	111%	11,405
Heritage Revenue	500	872		300
Celebrate Erin	0	1,625		0
Inter Dept Revenue				240
Trf from Operating	11,500	9,600	83%	0
Trf from Reserves	8,400	0		3,707
Total Revenue	28,400	20,958	74%	15,652
Expense				
Other Expenses	31,400	10,271	33%	57,694
Community Grants	35,050	31,296	89%	0
Inter Dept Expenses	0	0		0
Trfs to Res Advisory Cttees	34,100	23,100	68%	1,179
Total Expense	100,550	64,667	64%	58,874

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3rd Quarter - Budget to Actuals (as of September 30, 2018)

Department >	Building			Prior Year
	Annual Budget	3rd Quarter Actual	% of Budget	3rd Quarter Actuals
Revenue				
Building Permits	320,000	165,608	52%	253,937
Misc. Revenue	15,500	10,624	69%	14,713
Total Revenue	335,500	176,233	53%	268,650
Expense				
Labour Costs	262,700	175,966	67%	163,692
Supplies & Material	4,500	1,117	25%	2,807
Consulting	9,500	4,448	47%	21,302
Service Agreements	4,960	0		4,437
Utilities	2,700	1,192	44%	1,613
Vehicle Maintenance	2,000	1,088	54%	945
Other Expenses	11,900	3,441	29%	5,442
Insurance & Legal	2,500	7,444	298%	2,299
Inter Dept Expenses	7,000	0		19,373
Transfers to Reserves	31,140	-18,464		46,741
Total Expense	338,900	176,233	52%	268,650

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3rd Quarter - Budget to Actuals (as of September 30, 2018)

Department >	By-law/Crossing Guards/Conservation			
	Annual Budget	3rd Quarter Actual	% of Budget	Prior Year 3rd Quarter Actuals
Revenue				
Misc. Revenue	0	20,453		0
Vendor Permits	1,000	1,595	160%	750
Total Revenue	1,000	22,048	2205%	750
Expense				
Labour Costs	21,700	56,862	262%	38,695
Supplies & Material	1,700	1,277	75%	16,170
Legal Fees	7,800	1,353	17%	0
Service Agreement	35,000	1,665	5%	16,859
Other Expenses	6,850	19,159	280%	2,299
Insurance	0	701		450
Inter Dept Expense	0	0		2,037
Conservation Authorities	179,800	128,044	71%	127,132
Total Expense	252,850	209,061	83%	203,642

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3rd Quarter - Budget to Actuals (as of September 30, 2018)

Department >	Planning			
	Annual Budget	3rd Quarter Actual	% of Budget	Prior Year 3rd Quarter Actuals
Revenue				
Planning Zoning Fees	29,000	19,650	68%	13,000
Misc. Revenue	5,000	0		0
Total Revenue	34,000	19,650	58%	13,000
Expense				
Labour Costs	32,800	25,494	78%	22,393
Supplies & Material	5,700	640	11%	1,942
Consulting Services	40,700	7,098	17%	639
OMB Appeals	0	0		3,256
Other Expenses	2,300	4,817	209%	206
Insurance	0	471		450
Inter Dept Expense	0	0		2,037
Total Expense	81,500	38,519	47%	30,923

Town of Erin

3rd Quarter - Budget to Actuals (as of September 30, 2018)

Department >	Animal Control			
	Annual Budget	3rd Quarter Actual	% of Budget	Prior Year 3rd Quarter Actuals
Revenue				
Animal Control Revenues	0	0		0
Dog Tags	20,000	20,435	102%	20,756
Misc. Revenue	7,000	30	0%	648
Total Revenue	27,000	20,465	76%	21,404
Expense				
Labour Costs	0	372		250
Supplies & Material	0	0		0
Service Agreements	54,900	33,351	61%	31,113
Other Expenses	0	0		3
Insurance	400	0		375
Inter Dept Expenses	0	0		0
Transfers to Reserves	0	0		0
Total Expense	55,300	33,722	61%	31,741

Town of Erin

3rd Quarter - Budget to Actuals (as of September 30, 2018)

Department >

Fire & Emergency Services

	Annual Budget	3rd Quarter Actual	% of Budget	Prior Year 3rd Quarter Actuals
Revenue				
Burn Permits	26,000	25,513	98%	26,080
Lease Agreements	33,700	39,610	118%	25,059
Donations	500	2,200	440%	2,410
Miscellaneous Revenue	34,000	1,911	6%	31,612
Transfer from DC Reserves	33,200	0		0
Inter Dept Recovery	0	0		0
Total Revenue	127,400	69,234	54%	85,161
Expense				
Labour Costs	431,500	280,579	65%	291,041
Supplies & Material	56,500	39,867	71%	13,718
Legal Fees	9,000	2,013	22%	276
Service Agreements	45,200	19,756	44%	34,062
Utilities	23,700	24,747	104%	30,668
Equipment / Small Tools	10,000	6,047	60%	17,349
Vehicle Maintenance	32,400	22,195	69%	25,970
Other Expenses	41,600	34,573	83%	15,231
Insurance & Legal	16,000	18,853	118%	15,356
Debt Servicing	270,000	176,299	65%	229,262
Emergency Planning	1,500	0		56
Inter Dept Expenses	0	0		4,073
Transfers to Reserves	0	0		18,000
Total Expense	937,400	624,928	67%	695,060

Town of Erin

3rd Quarter - Budget to Actuals (as of September 30, 2018)

Department >	Roads			Prior Year
	Annual Budget	3rd Quarter Actual	% of Budget	3rd Quarter Actuals
Revenue				
Gravel Levy	110,000	97,288	88%	0
Other Grant	0	0		410
Miscellaneous Revenue	15,000	12,948	86%	13,679
Transfer from DC Reserves	0	0		0
Cost Recovery	0	12,591		10,610
Inter Dept Recovery	0	0		0
Total Revenue	125,000	122,827	98%	24,699
Expense				
Labour Costs	1,089,300	749,602	69%	806,640
Supplies & Material	34,300	13,610	40%	12,715
Gravel Surface	400,000	302,148	76%	455,651
Sanding	180,000	121,900	68%	103,109
Signs	10,000	5,707	57%	11,499
Calcium	195,000	157,998	81%	148,762
Purchased Services	15,000	15,008	100%	18,241
Resealing	80,000	0		0
Roads Maintenance	91,500	180,749	198%	83,208
Winter Control	5,000	21,771	435%	19,263
Utilities	59,400	14,486	24%	13,930
Equipment/small tools	6,000	1,340	22%	5,893
Vehicle Maintenance	186,100	186,279	100%	132,073
Vehicle Fuel	156,000	116,027	74%	92,932
Other Expenses	18,600	10,764	58%	12,899
Insurance & Legal	91,000	28,222	31%	21,438
Debt Servicing	137,300	17,230	13%	16,514
Inter Dept Expenses	6,000	0		4,073
Transfers to Reserves	0	0		0
Total Expense	2,760,500	1,942,839	70%	1,958,840

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3rd Quarter - Budget to Actuals (as of September 30, 2018)

Department >

Streetlights

	Annual Budget	3rd Quarter Actual	% of Budget	Prior Year 3rd Quarter Actuals
Revenue				
Special Area Charge	211,200	149,395	71%	147,310
Inter Dept Recovery	0	0		0
Total Revenue	211,200	149,395	71%	147,310
Expense				
Repairs	40,000	44,876	112%	15,309
Utilities	130,000	69,964	54%	92,732
Insurance & Legal	1,200	0		1,200
Transfers to Reserves	40,000	34,555	86%	38,069
Total Expense	211,200	149,395	71%	147,310

Town of Erin

3rd Quarter - Budget to Actuals (as of September 30, 2018)

Department >	Water			Prior Year
	Annual Budget	3rd Quarter Actual	% of Budget	3rd Quarter Actuals
Revenue				
Water Revenues	1,474,200	1,132,722	77%	680,085
Miscellaneous Revenue	48,500	24,184	50%	41,681
Inter Dept Recovery	5,000	0		0
Total Revenue	1,527,700	1,156,905	76%	721,766
Expense				
Labour Costs	542,500	350,048	65%	401,983
Supplies & Material	50,500	19,511	39%	23,196
Consulting	8,600	4,053	47%	8,396
Service Agreements	34,000	228,293	671%	22,905
General Maintenance	96,100	38,967	41%	37,094
Telephone & Mobile	8,000	4,433	55%	7,233
Hydro	119,100	64,206	54%	97,396
Natural Gas	2,300	1,681	73%	2,469
Equipment / Small Tools	6,000	12,322	205%	2,278
Vehicle Maintenance	11,200	3,392	30%	6,524
Other Expenses	21,800	7,101	33%	9,180
Insurance & Legal	16,800	18,496	110%	16,282
Debt Servicing	2,000	3,134	157%	3,526
Inter Dept Expenses	23,300	89	0%	9,073
Transfers to Reserves	585,500	401,180	0%	74,231
Total Expense	1,527,700	1,156,905	76%	721,766

Town of Erin

3rd Quarter - Budget to Actuals (as of September 30, 2018)

Department >

Environmental Services

	Annual Budget	3rd Quarter Actual	% of Budget	Prior Year 3rd Quarter Actuals
Revenue				
Grant	0	0		6,639
Miscellaneous Revenue	0	0		0
Total Revenue	0	0		6,639
Expense				
Service Agreements	15,000	0		0
Consulting Services	5,000	0		0
Source Water Protection	0	0		6,123
Maintenance	3,370	1,501	45%	2,402
Total Expense	23,370	1,501	6%	8,524

Town of Erin

3rd Quarter - Budget to Actuals (as of September 30, 2018)

Department >

Recreation

	Annual Budget	3rd Quarter Actual	% of Budget	Prior Year 3rd Quarter Actuals
Revenue				
Capital Surcharge	6,000	21,393	357%	6,260
Ice Rental	497,805	206,282	41%	197,178
Rentals	135,965	87,295	64%	62,394
Baseball	22,705	13,166	58%	5,504
Soccer	24,775	22,171	89%	4,908
Advertising	8,050	325	4%	748
Donations & Fundraising	2,800	15,000	536%	606
Grant	6,500	2,610	40%	0
Micro Fit Solar	0	4,167		7,346
Miscellaneous Revenue	27,200	15,972	59%	1,389
Inter Dept Revenue	0	0		500
Transfers fm Reserves	43,000	0		0
Total Revenue	774,800	388,381	50%	286,833
Expense				
Labour Costs	539,400	438,688	81%	507,301
Supplies & Material	148,970	29,057	20%	53,673
Service Agreements	14,400	45,580	317%	13,677
General Maintenance	66,200	23,915	36%	49,248
Winter Control	19,500	4,313	22%	8,189
Telephone & Mobile	14,200	5,140	36%	3,741
Hydro	222,050	113,398	51%	131,863
Natural Gas	47,200	30,917	66%	34,139
Water & Sewage	47,650	52,013	109%	35,681
Equipment / Small Tools	84,250	0		46,695
Vehicle Maintenance	3,400	787	23%	785
Other Expenses	53,840	14,056	26%	5,341
Insurance & Legal	23,800	29,418	124%	23,389
Debt Servicing	26,500	0		0
Transfers to Reserves	30,590	45,590	149%	0
Total Expense	1,341,950	832,872	62%	913,722

Town of Erin

3rd Quarter - Budget to Actuals (as of September 30, 2018)

Department >

Cemeteries

	Annual Budget	3rd Quarter Actual	% of Budget	Prior Year 3rd Quarter Actuals
Revenue				
Miscellaneous Revenue	0	25		0
Transfer fm Reserve	0	0		0
Total Revenue	0	25		0
 Expense				
General Maintenance	4,000	0		2,761
Transfers to Reserves	0	0		0
Total Expense	4,000	0		2,761




Town of Erin

3rd Quarter - Budget to Actuals (as of September 30, 2018)






Department >	BIA			Prior Year
	Annual	3rd Quarter	%	3rd Quarter
	Budget	Actual	of Budget	Actuals
Revenue				
Special Levy	17,200	17,200	100%	17,200
Miscellaneous Revenue	18,100	9,772	54%	15,227
Transfer fm Operating	13,500	13,500	100%	0
Trf fm Economic Development	0	3,593		0
Total Revenue	48,800	44,066	90%	32,427
Expense				
Supplies & Material	13,200	5,706	43%	3,709
Advertising/Promo	32,700	20,148	62%	23,741
Other Expenses	2,900	1,335	46%	1,228
Inter Dept Expenses	0	0		740
Transfers to Reserves	0	16,876		0
Total Expense	48,800	44,066	90%	29,418

**2015 / 2016 / 2017 / 2018 Capital Projects
Third Quarter 'Budget vs. Actuals' as of September 30, 2018**

Status

<i>Project completed</i>	
<i>In Progress</i>	
<i>Project complications/delays being encountered</i>	

Corporate Services

Original Budget Year	#	Project Title	Description	Status	Status Description	Total Budget	Amount Spent In Prior Years	Amount Spent In 2018 (as of September 30, 2018)	Remaining Budget Available For Project	Approved Sources of Funding	Keystone GL Account
2018	2	Server Room A/C	Includes standalone unit to keep servers from overheating, drain routing to remove condensation		Final invoice to be received and paid.	12,000	-	2,193	9,807	Taxation (\$12,000)	20-8102-7030
2017	3	Municipal Office – Renovations	Address numerous deficiencies within Town Hall, especially AODA requirements 2017 Budget Carryforward: \$151,500		Town renovation complete. Grant application was not successful. Council approved to move forward with Town's portion of funding.	151,500	137,156	14,526	183	Taxation (\$51,500) Admin Office Reserve (\$100,000)	20-8102-7000
2018	4	Replace telephone system			Project complete.	30,000	-	22,337	7,663	Taxation (\$20,000) Admin - Phone Reserves (\$10,000)	20-8102-7040
2018	5	Municipal building security	Includes security camera installation and card readers installation		Card reader implementation complete with some work pending over the auto door closers. Security camera installation pending.	25,000	-	20,098	4,902	Infrastructure Renewal Reserve (\$25,000)	20-8102-7040
2018	6	Elevator	Townhall to meet accessibility regulations in Ontario		RFP was re-issued. Elevator was purchased. Construction project will be early 2019.	250,000	-	8,700	241,300	Debt (\$250,000)	20-8102-7000
Total >						598,500	137,156	71,768	385,094		

Project completed
 In Progress
 Project complications/delays being encountered

Fire & Emergency Services Program

Original Budget Year	#	Project Title	Project Description	Status	Status Description	Total Budget	Amount Spent In Prior Years	Amount Spent In 2018 (as of September 30, 2018)	Remaining Budget Available For Project	Approved Sources of Funding	Keystone GL Account
2015	7	Pumper 11 Replacement - Erin Station 10	2015 Budget Carryforward: \$264,000 2016 Budget Carryforward: \$257,000		RFP has been issued to assess lease vs buy options.	521,000	106,848	-	414,152	Debt (\$521,000)	20-8200-5624
2017	8	Radio System Upgrade and Radio Reception	Two repeaters for Pumpers 11 and 52 2017 Budget Carryforward: \$20,000 2018 Budget Addition: \$100,000		Project Complete	120,000	-	89,153	30,847	Taxation (\$20,000) Infrastructure Renewal Reserve (\$100,000)	20-8201-7040
2018	9	Hydraulic Shears	2 heavy duty cutters		Project Complete	35,000	-	33,204	1,796	Infrastructure Renewal Reserve (\$35,000)	20-8300-7040
2018	10	Contribution to Replace Water Tanker - 1990 International	Resolution #17-405 approves a transfer from working capital reserve to fire truck reserve for 2018		Entry will be completed in Q4.	75,000	-	-	75,000	Working Capital Reserve to Fire Truck Reserve (\$75,000)	
2018	11	Computer aided dispatch			Completed in 2017 utilizing operating budget. There will be not be a withdrawal from Infrastructure Renewal Reserve.	13,000	-	-	13,000	Infrastructure Renewal Reserve (\$13,000)	10-3000-5375
Total >						764,000	106,848	122,357	534,795		

Roads Program

Original Budget Year	#	Project Title	Project Description	Status	Status Description	Total Budget	Amount Spent In Prior Years	Amount Spent In 2018 (as of September 30, 2018)	Remaining Budget Available For Project	Approved Sources of Funding	GL Account
2017	12	Station St. Rehabilitation	Bridge, Dam, & Sidewalk replacement 2017 Budget Carryforward: \$1,221,154		Received OCIF grant. Infrastructure Ontario loan application approved. Town will not draw on loan until RFP process has been approved by Council. Remaining budget will be determined in 2019 once the tender is completed.	1,221,154	57,573	19,373	1,144,208	Debt	20-8400-7000 20-8400-7010
2016	13	Urban Reconstruct - Daniel St (Ross to south of Church)	2015 Budget Carryforward to 2017: \$78,120 Expenses came in 2018. Funded from Roads Capital Reserve		Storm study complete. Base plan survey complete. Waiting for final invoice. Delayed until waste water environmental assessment is finalized.	78,120	-	24,161	53,959	Roads Capital Reserve (\$46,555) Remainder from DC Reserves	20-8401-7000 20-8401-7010
2015	14	Replace Bridge 2045 (4 th line) - Design only	2016 Budget Carryforward: \$28,438		Environmental Assessment complete. No more invoices.	28,438	6,248	-	22,190	Roads Capital Reserve	20-8410-7000
2018	15	Culvert 2045 Replacement-Fourth Line	Council Resolution #18-117 approved a transfer from the Surface Treatment project surplus to the Culvert 2045 Replacement project of \$133,000		Project has been tendered and awarded. Successful proponent is expected to complete all work by September 28, 2018. Final invoices will be entered before the end year.	758,600	-	373,646	384,954	OCIF (\$164,408) Gas Tax (\$236,192) Debt (\$225,000) Taxation (\$133,000)	20-8410-7000 20-8410-7010
2017	16	Sidewalk Program	Miscellaneous sidewalk replacement including Barker Street sidewalk. Council Resolution #17-455 approved a \$32,000 increase to the 2018 Sidewalk program funded from the Sidewalk reserve. 2017 Budget Carryforward: \$60,000 2018 Budget Addition: \$60,000 + \$32,000		Project has been tendered and awarded. Successful proponent is expected to complete all work by Q3 2018.	152,000	-	-	152,000	Gas Tax (\$60,000) Taxation (\$60,000) Sidewalk Reserve (\$32,000)	20-8403-7000
2018	17	Dundas St.	Pulverize and resurface (from Erin Heights to Bridge at Carberry)		Project has been tendered and awarded. Successful proponent is expected to complete all work by Q3 2018.	85,000	-	72,102	12,898	Taxation (\$85,000)	20-8414-7000
2018	18	Rural Reconstruction SR 27 "Moonshine Mountain"	Excavate a significant portion of the hillside gravel to realign the road to provide a wider road surface and improved drainage and roadside safety		Project has been tendered and awarded. Successful proponent is expected to complete all work by Q3 2018.	50,000	-	55,982	5,982	Debt (\$50,000)	20-8415-7000

Project completed
 In Progress
 Project complications/delays being encountered

Roads Program

Original Budget Year	#	Project Title	Project Description	Status	Status Description	Total Budget	Amount Spent In Prior Years	Amount Spent In 2018 (as of September 30, 2018)	Remaining Budget Available For Project	Approved Sources of Funding	GL Account
2018	19	Rural Reconstruction Station Street and Surface Treatment	Reconstruction of station street from the Hillsburgh Library to the 6th Line- pulverize and resurface treat including in house drainage improvements. Surface treatment for 8th Line, Dundas to 17SR, parts of 2nd Line, and misc. repairs. 2018 Budget was \$380k. Council Resolution #18-117 approved these projects to be awarded to Norjohn Contracting and the surplus of funds to be reallocated to the Replacement of Structure 2045 project (\$133k) and the Main Street Pedestrian Crosswalk project (\$46k)	Project Complete	Project Complete. No more invoices.	201,000	-	151,253	49,747	Debt (\$200,000) Infrastructure Reserve (\$1,000)	20-8416-7000
2017	20	Bridge & Culvert major maintenance	As per OSIM structure inspections 2017 Budget Carryforward: \$606,700	In Progress	Project has been tendered and awarded. Successful proponent is expected to complete all work by Q4 2018.	606,700	58,773	141,778	406,148	Gas Tax (\$170,700) Roads Capital Reserve (\$217,756) Infrastructure Reserve (\$218,244)	20-8407-7000
2017	21	Crosswalk - Main St, Erin	Council Resolution #18-117 approved a transfer from the Surface Treatment project surplus to the Crosswalk - Main St, Erin project of \$46,000 2017 Budget Carryforward: \$50,000 2018 Budget Addition: \$46,000	In Progress	Project has been tendered and awarded. Successful proponent is expected to complete all work by Q3 2018.	96,000	3,987	23,088	68,924	Infrastructure Reserve (\$50,000) Taxation (\$46,000)	20-8408-7000
2018	22	LED Streetlights	Conversion of LED Streetlights. Resolution #18-251	In Progress	RFQ - awarded to vendor	389,459				Streetlight Reserve (\$150k) remainder loan from Infrastructure Reserve.	20-8417-7040
2018	23	Single Axle Dump Truck/Winter Sadner	This unit will allow the Tractor (unit 41) to retire from winter service and be retained for roadside mowing and shoulder retrieval. The new truck will be able to provide winter service the Towns in a fraction of the time it currently takes	In Progress	Project has been tendered and awarded. Truck is ordered and on the way. Delivery is expected early 2019.	240,000	-	-	240,000	Debt (\$240,000)	20-8404-7035
2018	24	Road Shoulder Reclaimer	In an attempt to reduce maintenance gravel costs an increased effort is to be made to reclaim shoulder gravel reducing material costs and improving drainage.	Project Complete	Project Complete	20,000	-	15,244	4,756	Taxation (\$20,000)	20-8404-7040
Total >						3,926,471	126,581	876,629	2,533,802		

Project completed
 In Progress
 Project complications/delays being encountered

Water Program

Original Budget Year	#	Project Title	Project Description	Status	Status Description	Total Budget	Amount Spent In Prior Years	Amount Spent In 2018 (as of September 30, 2018)	Remaining Budget Available For Project	Approved Sources of Funding	GL Account
2017	25	Well #8 Generator upgrade	To meet the new TSSA refueling regulations. The Technical Standards and Safety Authority has implemented to new standards for fixed generators.		Project complete	36,000	\$ 8,597	29,655	- 2,252	Water Life Cycle Reserve (\$36,000)	20-8503-7040
2018	26	Hillsburgh Heights Generator	Upgrades to meet the new TSSA re-fueling regulations. See above		Project complete	25,000	\$ -	27,279	- 2,279	Water Life Cycle Reserve (\$25,000)	20-8510-7040
2018	27	New Security Camera at all Water Facilities	To enhance safety and to protect the Municipalities Assets/Infrastructure (Erin Well # 7 Security Cameras completed in 2016-2017, other facilities to be done in 2018)		Cameras have been ordered and installation will be completed by Q3	10,000	\$ -	2,441	7,559	Water Life Cycle Reserve (\$10,000)	20-8511-7040
2018	28	Fire Hydrant Rehabilitation/Replacement Program	Ensures hydrants are operable for emergency use, as well as enhancing aesthetics.		Project on hold	16,000	\$ -	-	16,000	Water Life Cycle Reserve (\$16,000)	20-8506-7040
2018	29	Meter Replacement Program	Continue to replace older-style mechanical meters (residential, commercial, industrial) with new-style radio-frequency mechanical meters.		Project on hold	11,000	\$ -	-	11,000	Water Life Cycle Reserve (\$11,000)	20-8507-7040
2018	30	Replace all Chlorine (Cl2) Analyzer Units at all 4 Well House Facilities	Two chlorine analyzers are past operable life expectancy; all units are +15 years in age, and are due for replacement as per Manufacturer recommendations to ensure consistent and accurate measurement of Chlorine readings.		Two Cl2 will be replaced and will assist with eliminating weekend well checks in 2019.	25,000	\$ -	-	25,000	Water Life Cycle Reserve (\$25,000)	20-8511-7030
Total >						123,000	8,597	59,375	55,028		

Project completed
 In Progress
 Project complications/delays being encountered

Environmental Services

Original Budget Year	#	Project Title	Project Description	Status	Status Description	Total Budget	Amount Spent In Prior Years	Amount Spent In 2018 (as of September 30, 2018)	Remaining Budget Available For Project	Approved Sources of Funding	GL Account
2015	31	New Water Supply - Erin Production Well			Part of Water EA project	120,000	-	-	120,000		20-8520
2015/2016	32	SSMP - Environmental Assessment > Waste Water	2015 Budget Carryforward: \$145,865 2016 Budget Carryforward: \$200,000 2017 Budget Carryforward: \$693,388		Resolution 18-103 Remainder funded 3 equally between Infrastructure Reserve, Water Lifecycle Reserve and DC-Administration Reserve. Waiting for final invoices.	1,039,253	814,293	177,727	224,960	1/3 Infrastructure Reserve 1/3 Water Lifecycle Reserve 1/3 Development Charges - Administration	20-8501-7010 20-8501-7023
2015	33	SSMP - Environmental Assessment > Water	Council Resolution #18-094 approved an increase of \$604,000 to advance exploratory wells to production wells funded 90% through DC Water and 10% through Water LifeCycle Reserves		Resolution 18-094 Increase by \$604k funded by 90% DC Water and 10% Water LifeCycle. Driling was completed in the fall and continue in the spring 2019. Awaiting invoices.	806,290	182,563	84,657	623,727	\$604k = 90% DC Water and 10% Water LifeCycle	20-8500-XXXX
2015	34	SSMP - Environmental Assessment > Combined				5,665	5,829	-	164		
Total >						1,971,208	1,002,685	262,384	968,523		

Recreation

Original Budget Year	#	Project Title	Project Description	Status	Status Description	Total Budget	Amount Spent In Prior Years	Amount Spent In 2018 (as of September 30, 2018)	Remaining Budget Available For Project	Approved Sources of Funding	GL Account
2018	35	Erin Community Centre Brine pump and motor			Replacement is required and can only be done off season in 2019. Project recommended to be carried forward to 2019	18,000	-	-	18,000	Taxation (\$18,000)	20-8703-7040
2018	36	Centre 2000-sewage treatment plant agreement Upper Grand District School Board			Complete	20,000	-	20,000	-	Taxation (\$20,000)	20-8703-7040
2018	37	Centre 2000- Future Emergency Response Centre			Transfer to be completed at the end of the year	50,000	-	-	50,000	Taxation (\$50,000)	20-8703-5955
2018	38	Playground equipment program	Equipment for Barbour Field.		Project recommended to moved forward to 2019.	10,000	-	-	10,000	Taxation (\$10,000)	20-8711-7040
2018	39	Barbour Field septic system			Completed. Fencing is outstanding will be completed in spring 2019. Remaiing funds recommended to be carried forward to 2019.	50,000	-	30,574	19,426	Barbour Field Septic Syst Reserve (\$25,000) Taxation (\$25,000)	20-8702-7000
2018	40	Sports bleachers program	Bleachers for Barbour Field.		Recommended funding to be carried forward to 2019.	11,000	-	-	11,000	Taxation (\$11,000)	20-8704-7040
2018	41	Sports fencing program	Fencing for Barbour Field.		Recommended funding to be carried forward to 2019.	11,000	-	-	11,000	Taxation (\$11,000)	20-8704-7040
2017	42	Erin Rotary River Walk			"Phase 1" in progress. Contractor is working on final deficiencies list. Waiting on County and Ministry of Enviroment approvals to initiate "Phase 2" - Design. Phase 2 will is recommended to be carried forward to 2019.	390,000	64,428	25,440	300,132	County of Wellington Grant (\$45,000) Water Levy (\$5k) Taxation (\$45k) Cash in Lieu of Parkland Reserve (\$295k)	20-8900-7020
2017	43	Walking Trails	Annual Program		Final invoices to be received and paid.	10,000	1,232	-	8,768	County of Wellington Grant (\$5,000) Taxation (\$5,000)	20-8902-7021
2017	44	Waste & Recycling Bins (Canadian Beverage Association)	Resolution #17-330 \$36,134.67 funded from the Voluntary Water Levy		Payment were processed in November.	36,135	-	-	-	Voluntary Water Levy Reserve	20-8903
2018	45	Voluntary Water Levy Projects	Resolution #18-159 direction was to allocate \$10,700 for Outdoor Bottle Filling Station; \$2,000 Osprey nest; \$8,000 dog park fence		Osprey nest has been installed. Waiting for invoices. Water Filling Station was purchased and will be installed 2019. Dog park fence was submitted as a 2020 Capital Request and will be reviewed with the Recreation Masterplan.	20,700	-	5,913	14,787	Voluntary Water Levy Reserve	20-8903
2018	46	MacMillan Park Revitalization	Revitalization of MacMaillan Park for Holiday celebrations. Res#18-159 and 18-234		Installation was completed on November 16. Waiting for final invoice.	62,337	-	-	62,337	Voluntary Water Levy Reserve (\$12,337) CIL Parks Reserve \$50,000	20-8712-7040 20-8903-7040
						689,172	65,660	81,927	505,449		

Project completed
 In Progress
 Project complications/delays being encountered

Economic Development Program

Original Budget Year	#	Project Title	Project Description	Status	Status Description	Total Budget	Amount Spent In Prior Years	Amount Spent In 2018 (as of September 30, 2018)	Remaining Budget Available For Project	Approved Sources of Funding	GL Account
2017	47	Community Improvement Plan	2017 Budget Carryforward: \$20,000		CIP in progress - Invoice was processed in fourth quarter.	20,000	15,189	4,654	157	Taxation	20-8901-7020
Total >						20,000	15,189	4,654	157		
						8,092,351	1,462,717	1,479,094	4,982,848		

RESERVES & RESERVE FUND Forecast 2018 to 2022

DEPARTMENT	Combined Reserves & Reserve Funds		Projected	2018 TRANSACTIONS		Projected
			BALANCE @ DEC 31 2017	ADDITIONS	DISBURSEMENTS	BALANCE @ DEC 31 2018
Unallocated	RESERVES	WORKING CAPITAL	278,760.61		75,000	203,761
Unallocated	RESERVES	TAX STABILIZATION RESERVE	250,948.58			250,949
Unallocated	RESERVES	INFRASTRUCTURE RENEWAL	1,066,574.13	1,592,907	519,232	2,140,249
Unallocated	RESERVE FUND	GAS TAX REVENUE FUND	431,814.90	343,035	466,892	307,958
Unallocated	RESERVE FUND	Special Water Levy (Nestle)	41,134.67			18,700
Unallocated	RESERVE FUND	OCIF Top Up Grant	-	867,343		867,343
Unallocated	RESERVES	OCIF FORMULA	-	164,408	164,408	-
TOTAL Unallocated			2,069,233			3,788,959
Admin	RESERVES	ELECTION EXPENSE	57,596.66			57,597
Admin	RESERVES	COMPUTER UPGRADES	19,865.37	15,000		34,865
Admin	RESERVES	ADMIN FILE MANAGEMENT	87,571.31			87,571
Admin	RESERVES	ADMIN OFFICE RENO RESERVES	18,450.89	891	14,526	4,816
Admin	RESERVES	ADMIN-PHONE RESERVE	10,891.04		10,000	891
Admin	RESERVES	INSURANCE CONTINGENCY	15,573.29			15,573
Admin	RESERVE FUND	ADMINISTRATION DC	11,540.92	50,000	114,533	76,074
TOTAL Admin			198,408			125,240
Building	RESERVE FUND	BUILDING DEPT REVENUE FUND	137,572.41	1,012		138,584
Building	RESERVES	BUILDING DEPT CAPITAL	1,012.02		1,012	-
TOTAL Building			138,584			138,584
Econ Dev	RESERVES	ECONOMIC DEVELOPMENT RESERVES	36,737.11	4,035		40,773
Econ Dev	RESERVES	DOCTOR RECRUITMENT	4,035.40		4,035	-
TOTAL Econ Dev			40,773			40,773
Enviro	RESERVE FUND	Water EA STUDY	35,468.57			35,469
Enviro	RESERVES	EA WATER/WASTEWATER RESERVES	-			-
TOTAL Enviro			35,469			35,469
Fire	RESERVE FUND	FIRE SERVICES DC	195,731.01	100,000	33,200	262,531
Fire	RESERVES	FIRE CAPITAL	95,301.85	1,781		97,083
Fire	RESERVES	FIREHALL RESERVE	71,580.90	21,470		93,051
Fire	RESERVES	FIRE DEFIBRILLATION	1,781.11		1,781	-
Fire	RESERVES	FIRE WAGE CONTINGENCY	121,583.79			121,584
Fire	RESERVES	FIRE VEHICLE RESERVE	84,939.03	75,000		159,939
Fire	RESERVES	COMBINED FIRE STATION RESERVES	21,469.79		21,470	-
TOTAL Fire			592,387			734,187
Recreation	RESERVES	CENTRE 2000 CAPITAL	137,357.78			137,358
Recreation	RESERVES	Barbour Field Septic System	54,851.36	25,000	25,000	54,851
Recreation	RESERVES	HILLSBURGH ARENA CAPITAL	25,253.04			25,253
Recreation	RESERVES	BALLINAFAD COMM CENTRE	13,354.67			13,355
Recreation	RESERVES	ERIN TENNIS CLUB	11,384.36			11,384
Recreation	RESERVES	EMERGENCY RESPONSE CENTRE	50,000.00	50,000		100,000
Recreation	RESERVE FUND	CASH IN LIEU OF PARKLAND FUND	859,541.76		300,000	559,542
Recreation	RESERVE FUND	PARKS & RECREATION SERVICES DC	266,045.99	75,000		341,046
TOTAL Recreation			1,417,789			1,242,789
TOTAL Rental	RESERVES	RENTAL FACILITIES RESERVES (Erin Hydro)	33,907.14		33,907	-
Roads	RESERVES	ROADS CAPITAL	308,590.21		263,856	44,734
Roads	RESERVES	SIDEWALK REPLACEMENTS	154,226.98		32,000	122,227
Roads	RESERVES	STREETLIGHTS	207,522.92			207,523
Roads	RESERVE FUND	SIDEWALK RESERVE Tim Hortons	127,524.43			127,524
Roads	RESERVE FUND	CASH IN LIEU OF PARKING FUND	8,875.99			8,876
Roads	RESERVE FUND	DRAINAGE LEVY FUND	16,024.82			16,025
Roads	RESERVE FUND	TRANSPORTATION SERVICES DC	978,176.28	280,000		1,258,176
TOTAL Roads			1,800,942			1,785,086
Water	RESERVES	WATER LIFECYCLE	2,128,159.72	592,300	237,533	2,482,927
Water	RESERVE FUND	TOWN WATER RESERVE FUND	125,746.06			41,089
Water	RESERVE FUND	WATER DC	318,720.36	28,000	84,657	346,720
TOTAL Water			2,572,626			2,870,736
Committee	RESERVES	CEMETERY CAPITAL	92,454.85			92,455
Committee	RESERVES	ERIN PIONEER CEMETERY RESERVES	8,247.14			8,247
Committee	RESERVES	STREETSCAPE	5,065.97			5,066
Committee	RESERVES	HERITAGE RESERVES	14,776.43			14,776
Committee	RESERVES	LGHG COMMITTEE	19,702.05			19,702
Committee	RESERVE FUND	CELEBRATE ERIN RESERVE FUND	7,277.95			7,278
Committee	RESERVE FUND	BIA IMPROVEMENT	8,254.36			8,254
TOTAL Committee			155,779			155,779

NOTE: DC Contributions are estimates based on 2017. Disbursements are based on 2018 Capital and Operating Budget

9,055,896	4,320,220	2,403,042	10,917,602
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