

THE 2008 WATER & WASTEWATER BUDGETS**Recommendation**

The City Manager, The Deputy City Manager/Commissioner of Finance & Corporate Services, The Commissioner of Engineering and Public Works, The Director of Public Works and the Director of Financial Services recommends:

- 1) That the following report be received;
- 2) That the consumption rates for Water and Wastewater in Schedule "A" of By-Law 12-74 and 167-73 be amended to reflect the Regional rate increase, City operating and capital requirements, Attachment 1; and
 - (a) The City's water rate be increased from 88.5¢ to 92.4¢ per cubic meter effective in June 2008 the day after approval of the Water By-law is adopted; and
 - (b) The City wastewater rate be increased from 84.0¢ to 91.1¢ per cubic meter effective in June 2008 the day after the Wastewater By-law is adopted; and
- 3) That the complement in the Water division be increased by 5.0 FTE's and wastewater be increased by 4.5 FTE's (attachment #3) as recommended in the report, at an annual cost of \$553,572 for service and administration positions in Public Works; and
- 4) That bank interest be allocated to the Water & Wastewater fund and be phased in over three years commencing in 2009; and
- 5) That the recommendation from the Budget Committee be forwarded to Council on June 23, 2008 for public input and that deputations be permitted; and
- 6) That the appropriate notification be provided in accordance with the notice By-Law 394-2002.

Economic Impact

The proposed budgets will provide funds for the operation of the Water and Wastewater system and its renewal by generating \$6.5 million to the water reserve and \$2.8 million to the wastewater reserve thereby providing the necessary funds to maintain a financially sustainable Water & Wastewater system.

The combined increase in the Water & Wastewater rate is 6.4% with an annual residential impact of \$37 based on a typical average household consumption rate of 340 cubic meters of water per year.

Communications Plan

The approved Water & Wastewater rates will be advertised per City policy in the local newspapers and the City's web site.

Purpose

To adopt the water and wastewater operating budgets and the corresponding consumption rates. The recommended annual water rate increase is 4.4% and wastewater rate increase is 8.4% both rates incorporating Regional and City component increases.

Background Analysis and Options

2008 WATER AND WASTEWATER PROPOSED CONSUMPTION RATES

The major source of revenue for water and wastewater operations are consumption rates, totalling \$68.7 million for 2008. The consumption rate revenues net of operating costs are transferred to the respective Water and Wastewater reserves. These funds provide for the delivery of clean potable water and wastewater services and includes administration, financing, maintenance of the water and wastewater infrastructure and a contribution to the reserves.

The proposed 2008 Water and Wastewater budgets are attached including the unaudited 2007 actuals for information purposes. Water and wastewater operations, capital expenditures and reserves form part of the City's consolidated Financial Statements.

The following is a synopsis of the proposed 2008 water and wastewater budgets including the unaudited 2007 Actuals, Attachment No. 1, the Municipal Rate Comparison, Attachment No. 2, and Full Time Employee Complement Request, Attachment 3.

Annual Residential Impact

The 2008 budget includes an annual rate increase of 4.4% for water and a 8.4% increase for wastewater for a combined increase of 6.4%.

The overall rationale for the rate increases are outlined below:

- To reflect the Regional increase in the cost to purchase potable water 2.5% and increase in the treatment of wastewater, 10.0%. This increase is due to Regional water and wastewater reserve adequacy.
- Increase in funding for the City's future Capital infrastructure requirements.
- To offset the impact of inflationary pressures.
- Increase in expenditures overall.

2008 COMBINED RATE INCREASE 6.4%

Potable Water & Wastewater Purchased Services	3.9%
Unmetered Water	0.8%
Maintenance	(0.8%)
Administration & Finance	0.1%
Joint Services	0.3%
Infrastructure Contribution	2.1%
2008 Increase	6.4%

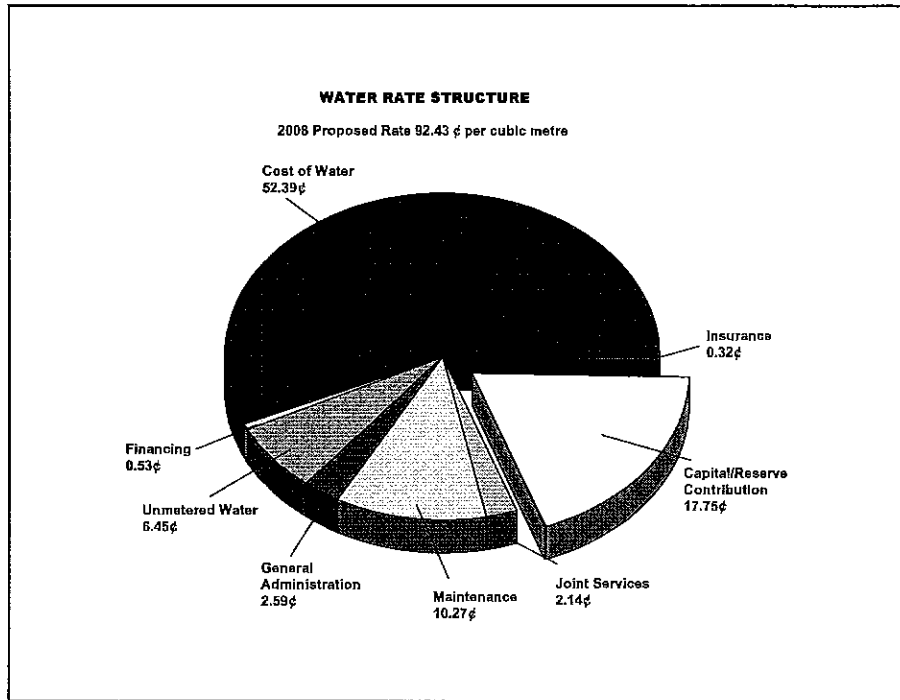
The impact on a residential customer with a consumption of 340 cubic meters of water per annum will see an impact of \$37 or 6.4% per year. The combined increase for Water & Wastewater represents a \$3.11 per month increase.

For further details on the proposed rate increases, see the following 2008 Budget highlights.

Consumption Rate Component

The proposed water rate for 2008 is 92.4¢ per cubic metre and wastewater 91.1¢ per cubic metre. To assist in understanding the make up of the proposed consumption rates the following chart for water is provided. There are three basic components of the City's rate structure:

- 1) Cost of potable water & wastewater service
- 2) Operational, Administration and Financing costs
- 3) Contribution for Future Capital works



The largest component of the consumption rate is the purchase of potable water and wastewater services from the Region and is directly related to consumption of water by the consumer. The most important component of the Water and Wastewater consumption rate is transferred to the reserves each year. This key component of the rate structure pays for the future water & wastewater infrastructure cost. This reserve component of the rate will be substantiated as part of the RFP consumption rate study that has been recently issued and will also address the requirement of the Safe Drinking Water Act referred to in the next paragraph. This study will provide the appropriate consumption rates so as to provide sufficient funds for the City's future Water and Wastewater Capital works.

The proposed wastewater rate is 91.1 ¢ per cubic meter and the components are as follows:

Wastewater Services	59.4 ¢
Maintenance	12.2
Other	3.4
Capital/Contribution to Reserves	<u>16.1</u>
	91.1 ¢

SDWA – Licensing Requirements

The Safe Drinking Water Act (SDWA) is comprehensive in its legislative requirements and was enacted to place all legislation and regulations relating to the treatment and distribution of drinking water into one Act. The SDWA expands on existing policy and practices and introduces new regulations to protect drinking water. It includes certification of drinking water system operators

and analysts and puts in place certain financial reporting requirements and the need for municipalities to develop financially sustainable water treatment and distribution systems.

As previously indicated the City has recently issued an RFP for consulting services to undertake a consumption rate study that will first determine future annual operating costs and Capital infrastructure costs for a period of 25 years and then develop the appropriate consumption rates for the future. This study will develop an appropriate reserve contribution component that will maintain a financially sustainable system.

Bank Interest

The Water & Wastewater funds currently earn bank interest, however these funds are apportioned to the operating fund. With the enactment of the SDWA and the requirement to transition to full cost recovery, the bank interest should be re-allocated to the Water & Wastewater reserves. However, to minimize the impact on the operating budget, the bank interest should be phased in over a three year period beginning in 2009.

Conservation Efforts

The Water for Tomorrow program undertaken by the Region of York continues to provide programs and initiatives to reduce the consumption and loss of drinking water. As part of the Region's Water Efficiency Master Plan Update, there are three major initiatives that have been adopted. These initiatives include a rebate program to encourage replacement towards more efficient water fixtures, continued use of industrial and commercial water audits and a distribution base detection program on the Region's distribution system. The above initiatives represent a number of ways that will assist in saving drinking water.

Public Works is continuing with the development of the large water meter calibration program to examine and adjust the City's 2500 Industrial/Commercial water meters to ensure that the large volume users of water continue to be accurately billed for their water consumption.

An anode protection program was initiated in 2005 to reduce the corrosion of iron water mains. This program seems to have played a significant role in decreasing the number of water main breaks to the system. Since 2003, there has been a 50% decrease in the number of water main breaks per 100 kilometers of water distribution pipe. Public Works also continues to investigate the system for leaks, unmetered by-passes and water meter malfunctions.

2008 Proposed Water and Wastewater Budget – Highlights

Proposed Increase in Staff Complement

Significant legislation governing the delivery of Water & Wastewater services over the past number of years in Ontario has increased the complexity of the delivery of safe potable water. Since the Walkerton Enquiry, the Ontario government has introduced numerous pieces of legislation, including: the Safe Drinking Water Act, 2002 (SDWA); the Sustainable Water and Sewage Systems Act, 2002; the Nutrient Management Act 2002; and, the Clean Water Act. Numerous Regulations have also been passed under each Act, resulting in sweeping changes in the management and operation of drinking water systems across the province, including the operation and maintenance of Vaughan's drinking water systems. Regulations concerning the maintenance, testing, sampling, flushing and reporting have increased, and as a result of the impacts of this legislation, the requirements for additional staff to operate and manage the drinking water systems continues to increase.

In addition to the increasing regulatory requirements concerning the maintenance and operation of the City's drinking water systems, the City's systems have increased by almost 120 km of water main since 2003. In that same period the sanitary sewer system has increased by approximately

115 kilometers, and the storm sewer system by 100 kilometers. In addition, 20 storm water management ponds have been assumed and 52 ponds in development areas will be added to the system over the next few years. Not included in the total length of pipe and the number of ponds, are the thousands of individual water, sanitary and storm services and appurtenances such as valves, curb boxes, hydrants, water meters, maintenance holes, catch basins, inlet and outlet grates and channels etc. associated with this infrastructure which require regular maintenance and repair. With the growth and the additional users of the water and sewage systems comes hundreds of additional phone inquiries and concerns regarding water quality, water metering, sewer odours, sewer backups, storm flooding, grate cleaning etc., and work orders must be created to investigate and address these concerns.

The current staffing levels in the Water, Wastewater, and Drainage sections needs to be increased in order to ensure that the City meets its regulatory standard of care, and to ensure the residents continue to receive a high quality standard of care. Staff are being requested for 2008 as shown below.

To assist both Public Works and Finance meet the growing demands, it is recommended that the following additional complement be approved, and filled as soon as possible:

½ Administration Supervisor (50% funding previously approved in the 2008 Operating Budget),
1 Clerk "C"
1 Water Account Analyst
1 Environmental & Technical Assistant
2 Water Servicepersons
2 Wastewater Servicepersons
2 Drainage Servicepersons

The details of the 9.5 FTE's staffing request for Water Wastewater and Drainage is shown in Attachment 3. The 2008 cost for salaries, benefits and equipment is \$220,024 including office equipment. The full year cost, including wages and benefits is \$553,572.

Unmetered Water Consumption

Unmetered water usage takes place through: fire suppression and fire training, irrigating sports fields, main flushing and maintenance, street sweeping, water main breaks and service leaks, testing and flushing water mains in new developments due to Provincial water regulations, water used by builders in the construction of new homes, etc.

In some instances unmetered water is recovered through the City's development agreements and is also billed and recovered internally for City purposes; such as recreation's swimming pools, and consumption in the many building's and facilities throughout the City.

2008 Proposed Budget – Unmetered Water

The 2008 unmetered water is budgeted at 11% up 2% from last years 9%. This increase is the result of the flushing program in areas where there are new sub-divisions. Flushing maintains the City's ability to provide potable water thereby meeting Ministry of Environment requirements. Some of the cost is recovered from fees in the sub-division agreements. The actual unmetered water over the past number of years, ranges from 9.3% to 13.4% reflecting the growth of the City. The National Drinking Water Clearinghouse in the USA has indicated that unaccounted for water in the 10-20% range is normal, while the National Research Council of Canada reported in 1998, that the range is anywhere from 25-30%.

Update 2000 – Unmetered Water

As reported previously to Council, the 2000 actual unmetered water was significantly higher than normal coming in at an adjusted 16.0%. City Engineering and Finance staff have met on several occasions with Regional Engineering staff, and in addition, have had a number of discussions and meetings with staff of the City of Toronto on potential metering issues. The water infrastructure system is large and the metering system is complex. In 2002 the Region hired a consultant with the cost being shared with the City however the resulting report was inclusive in its determination of the cause.

We understand that Regional staff will be reporting to their committee on a proposed settlement shortly. We can expect to receive details following ratification by Regional Council.

Jane Street & Highway 7 – Watermain, Road & Sewer Repairs

At its meeting of February 13, 2006, Council was advised of the emergency situation at the intersection of Jane Street and Highway 7 and the status of the repairs to the watermain, road and sewers. Subsequently Council approved the recommendation to retain the contractors and consultants necessary to stabilize the area impacted by the emergency situation associated with the major settlement of the roadway and underground services. To carryout repairs, deep wells were placed to lower the water table and pumps were installed to by pass the sewer. The site was excavated to a depth of 30 feet to allow the subgrade to be stabilized with pressure grout; the unstable and unsuitable soil to be removed and replaced with unshrinkable fill and other suitable material; the watermain, sanitary sewer and storm sewer replaced and the road base, curbs, islands, pavement and traffic signals affected by the repairs were reconstructed.

The total cost of this project including both City and Regional costs as at December 31, 2007 is \$10.8 million. The Region paid \$0.4 million directly and the City paid \$10.4 million. The \$10.4 million was funded from the Water and Wastewater reserves. A report has been approved by Council whereby the Region of York is requested to pay \$3.2 million as their share of these costs.

Water-Revenue & Expenditures Highlights

The budgeted water billings in 2008 are expected to be \$35.2 million with expected water purchases from the Region of \$22.6 million resulting in a gross margin of \$12.6 million. The budgeted 2008 water billing revenue includes a 3.25% residential, 2% commercial growth factor. The volumes are based on an estimated average season in terms of weather.

Actual 2007 total Water billings of \$31.8 million over budget by \$0.6 million as a result of higher than expected demand by Residential users due to a dryer than expected summer period. Residential billing totalled \$19.4 million, up by 4.8%. Commercial and Industrial actual billings totalled \$12.2 million down slightly by 1.6% compared to a budget of \$12.3 million.

2008 Budgeted expenditures total \$7.3 million covering general annual maintenance, administration, financing and other costs. The largest component maintenance is budgeted at \$5.1 million. Actual maintenance expenditures come in \$4.2 million and is under budget significantly, this is due to the budgeted amount each year being based on providing extra funds in case of emergency work. The balance of the administration and other costs are coming in at approximately last year budget level.

Reserve Contribution

In 2007 through water operations, \$5.6 million or 17.8% was transferred to the water reserve fund. The 2008-budgeted transfer from water operations to the water reserve is expected to be at \$6.5 million or 18.5%.

Budgeted transfers to the Capital Fund in 2008 for water related budgeted infrastructure needs are expected to be \$0.3 million, \$6.4 million has been committed from previous years. The total budgeted and committed cost for water reserve fund projects may not be spent at the end of year 2008. A water recovery of \$1.6 million was booked in 2007 based on a proposed cost sharing arrangement with the Region of York for the Jane/Hwy 7 major repair.

The water reserve fund including commitments has been decreasing over the past few years due to the increasing need to renew the water infrastructure, however, the rate study project related to the SDWA will develop the appropriate rates necessary to provide sustainability. The budgeted reserve balance at the end of 2008 is projected to be \$16.5 million after all committed capital projects and operating costs.

Wastewater-Revenue & Expenditures Highlights

Wastewater billings are based on the cubic meters of water used for each property. The wastewater rate is then applied to the amount of water consumed. The volume of wastewater is not metered.

The current wastewater rate is discounted by approximately 2.0% when compared to water so as to reflect that not all water is returned to the wastewater system. The differential between the water rate and wastewater rate has been diminishing over the past few years. This is due to the Regional wastewater rate component, increasing over 5 years by 10%, the City has no choice but to flow that cost to the consumer. As a result the current differential between rates at 2.0 % will disappear altogether next year.

The sanitary wastewater billings in 2008 are expected to reach \$33.5 million. The wastewater increase is a reflection of the increase in water consumption as a result of an estimated 3.25% residential and 2% commercial growth factor and a normal season of weather. The cost of wastewater disposal service from the Region includes a 10.0% increase and the total 2008 treatment cost is estimated at \$24.7 million. The Region's treatment cost for wastewater is based on potable water purchased by the City. The 2008 local improvement revenue is budgeted at \$213,200 and is offset by the cost of debentures of \$213,200. Installation and service fees are budgeted at \$137,000, the same level as 2007 budget.

Budgeted expenditures for 2008 are at \$6.2 million, an increase over the 2007 budget. This is due to increased costs associated with lateral repairs, sanitary lateral installations, flushing/cleaning and other general repairs, maintenance, servicing and joint service costs. Storm sewer expenditures are budgeted at \$2.0 million similar to last years budget. Balance of the expenditures are budgeted approximately at last years levels.

Reserve Contribution

In 2008, through the operation of the sanitary wastewater operations, \$2.8 million or 8.6% is expected to be transferred to the reserve. For 2007, the budgeted transfer to reserve totaled of \$2.0 million or 7.2%. The 2007 actual transfer to reserve was \$3.6 million or 12.7%.

Budgeted transfers to the 2008 Capital Fund for wastewater infrastructure is proposed to be \$68,750. In addition a transfer to the operating fund for overhead cost is \$0.4 million. The total committed cost for wastewater reserve fund capital projects may not be spent at the end of year 2008. A recovery of \$1.6 million wastewater share was booked in 2007 based on a proposed cost sharing arrangement with the Region of York for the Jane/Hwy 7 major repair.

The sanitary wastewater reserve ending balance for 2008 is forecasted to be \$10.1 million, and reflects all current and previous committed projects.

Relationship to Vaughan Vision 2020

This report is consistent with the priorities previously set by Council under Safeguarding our Environment and the necessary resources are being requested.

Regional Implications

No Implications

Conclusion

Both the Water and Wastewater reserves have been declining, however, Public Works, Engineering and Finance staff have jointly issued an RFP for a rate study to ensure that the future water/wastewater rate recommendations include an appropriate strategy to fund future operations and infrastructure renewals. This study will provide the consumption rates necessary to meet the requirements of SDWA including full cost recovery.

The combined annual impact of the proposed rate increases is 6.4% on residential users which consumes 340 cubic meters per year will be \$37.40 or \$3.11 per month.

It is therefore recommended that the City's water rate be increased to 92.4 cents per cubic meter and that the wastewater rate be increased to 91.1 cents per cubic meter both effective June 2008 as outlined below.

Attachments

- Attachment No. 1: The 2008 Water and Wastewater Budgets including 2007 unaudited Water and Wastewater Actuals
- Attachment No. 2: 2008 Water and Wastewater Municipal Rate Comparison
- Attachment No. 3: New Complement Request Summary and Supporting Schedules
- Attachment No. 4: Water, Wastewater & Drainage 2008 Business Plan

Report prepared by:

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Respectfully submitted,

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City Manager

Clayton D. Harris, CA
Deputy City Manager / Commissioner of Finance & Corporate Services

Bill Robinson, P. Eng.
Commissioner of Engineering & Public Works

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Director of Public Works

Barry E. Jackson, CGA
Director of Financial Services

The Corporation of the City of Vaughan

WATER RESERVE FUND

Statement Of Operations

For The Year Ending December 31, 2007

Description	2008 Annual Budget	% of Sales	2007 Annual Budget	% of Sales	2007 Year End Actual	% of Sales
REVENUE						
Water Revenue - Residential	\$21,242,000		\$18,520,000		\$19,433,257	
- General Service	13,687,000		12,394,000		12,249,603	
- Other	342,000		334,000		213,572	
Total	\$35,271,000		\$31,248,000		\$31,896,432	
PURCHASES						
Metered Water Purchases	\$20,123,798		\$18,345,838		\$19,043,595	
Unmetered Water	2,488,202	11.00%	1,815,162	9.00%	2,957,590	13.44%
TOTAL WATER PURCHASES	\$22,612,000		\$20,161,000		\$22,001,185	
GROSS MARGIN	\$12,659,000	35.89%	\$11,087,000	35.48%	\$9,895,247	31.02%
OTHER REVENUES						
Local Improvements	\$0		\$0		\$0	
Installation and Service Fees	1,200,000		1,240,000		1,852,790	
TOTAL	\$1,200,000	3.40%	\$1,240,000	3.97%	\$1,852,790	5.81%
EXPENDITURES						
Maintenance & Installation Cost	\$5,166,000		\$5,152,000		\$4,243,141	
General Administration	801,000		683,000		577,998	
Joint Service Costs	825,690		674,000		681,828	
Debtenture Payments	202,790		203,000		202,648	
Administration Overhead	229,520		237,000		237,000	
Insurance Allocation	122,550		127,650		127,650	
TOTAL	\$7,347,550	20.83%	\$7,076,650	22.65%	\$6,070,265	19.03%
CONTRIBUTION TO RESERVE	\$6,511,450	18.46%	\$5,250,350	16.80%	\$5,677,772	17.80%

Statement Of Continuity of Water Reserve

Description	2008 Annual Budget	2007 Annual Budget	2007 Year End Actual
Reserve Balance - Beginning - Actual	\$10,994,395	\$14,067,271	\$14,067,271
Contribution from Water Operations	6,511,450	5,250,350	5,677,772
Capital Fund Transfer - Year End Actual	-	-	-2,481,415
- Hwy 7/Jane	-	-	-751,860
- Hwy 7/Jane York Reg. Recovery	-	-	1,644,568
- Yearly Budget	-315,850	-1,408,500	-
- Committed	-	-7,726,684	-6,433,941
Revenue Fund Transfer - Year End Actual	-	-	-728,000
- Yearly Budget	-728,000	-728,000	-
Reserve Balance - Ending - Committed / Actual	\$16,461,995	\$9,454,437	\$10,994,395

The Corporation of the City of Vaughan

WASTE WATER RESERVE FUND

Statement Of Operations

For The Year Ending December 31, 2007

Description	2008 Annual Budget	% of Sales	2007 Annual Budget	% of Sales	2007 Year End Actual	% of Sales
REVENUE						
Waste Water Billings						
- Residential	\$20,315,000		\$17,169,000		\$17,938,249	
- General Service	13,152,000		11,524,000		11,502,200	
- Other	39,000		37,000		199,733	
Total	\$33,506,000		\$28,730,000		\$29,640,182	
PURCHASES						
Regional Waste Water Treatment Charges	\$24,754,000	73.88%	\$20,993,000	73.07%	\$22,007,432	74.25%
TOTAL						
GROSS MARGIN	\$8,752,000	26.12%	\$7,737,000	26.93%	\$7,632,750	25.75%
OTHER REVENUES						
Local Improvements	\$213,200		\$80,000		\$213,086	
Installation and Service Fees	137,000		137,000		309,753	
Sundry Waste Water Revenue	0		0		13,677	
TOTAL	\$350,200	1.05%	\$217,000	0.76%	\$536,516	1.81%
EXPENDITURES						
Maintenance & Installation Cost	\$2,932,000		\$2,877,000		\$2,384,661	
General Administration	229,000		249,000		216,156	
Storm Sewer Maintenance	2,002,000		1,940,000		973,030	
Joint Service Costs	550,460		428,000		454,552	
Debtenture Payments	213,200		80,000		213,086	
Administration Overhead	150,480		155,000		155,000	
Insurance Allocation	129,170		134,550		134,550	
TOTAL	\$6,206,310	18.52%	\$5,863,550	20.41%	\$4,531,035	15.29%
CONTRIBUTION TO RESERVE	\$2,895,890	8.64%	\$2,090,450	7.28%	\$3,638,231	12.27%

Statement Of Continuity of Waste Water Reserve

Description	2008 Annual Budget	2007 Annual Budget	2007 Year End Actual
Reserve Balance - Beginning - Actual	\$7,704,736	\$5,583,207	\$5,583,207
Contribution from Sewer Operations	2,895,890	2,090,450	3,638,231
Capital Fund Transfer			
- Year End Actual	-	-	-128,429
- Yearly Budget	-68,750	-797,300	-
- Hwy 7/Jane	-	-	-751,860
- Hwy 7/Jane York Reg. Recovery	-	-	1,644,568
- Committed	-	-1,518,481	-1,888,981
Revenue Fund Transfer			
- Year End Actual	-	-	-392,000
- Yearly Budget	-392,000	-392,000	-
Reserve Balance - Ending - Committed / Actual	\$10,139,876	\$4,965,876	\$7,704,736

**WATER AND WASTEWATER RATE COMPARISON
BASED ON AVERAGE CONSUMPTION - 340 CUBIC METRES**

		YOY CHANGE			
		2008	2007	AMOUNT	%
1)	REGION OF PEEL	\$ 427	\$ 392	\$ 35	9.0%
2)	MARKHAM	\$ 601	\$ 538	\$ 62	11.6%
3)	VAUGHAN	\$ 624	\$ 587	\$ 37	6.4%
4)	RICHMOND HILL	\$ 630	\$ 579	\$ 50	8.7%
5)	AURORA	\$ 675	\$ 629	\$ 46	7.4%
6)	DURHAM REGION	\$ 727	\$ 663	\$ 64	9.6%
7)	NEWMARKET	\$ 799	\$ 749	\$ 51	6.8%
8)	BARRIE	N/A	* \$ 623	N/A	N/A

* 2008 rates currently not available

CITY OF VAUGHAN
2008 Operating Budget
Maintain Service Level Requests
Associated New Complement Detail

Department	Position Description	Status	Full Comp.	2008 Salary	2008 Benefits	2008 Other	Offsetting Reductions	Annual Budget Impact	2008 Budget Impact \$	2008 Budget Impact FTE	
Water - Administration	Supvr. Public Works Admin.		0.5	27,269	7,081	30,250		34,350	41,700	0.17 (1)	
Water	Clerk Typist - Water & WW		1.0	38,328	9,774			48,102	16,034	0.33	
Water & Wastewater	Environmental & Tech. Assistant		1.0	54,776	13,968	5,250		68,744	28,165	0.33	
Water	Water Account Clerk Analyst		1.0	40,445	10,313			50,758	16,919	0.33	
Water	Serviceperson I - Water		2.0	93,392	23,814			117,206	39,069	0.67	
Wastewater	Serviceperson I - WW Sanitary		2.0	93,392	23,814			117,206	39,069	0.67	
Wastewater	Serviceperson I - WW Storm		2.0	93,392	23,814			117,206	39,069	0.67	
TOTAL NEW COMPLEMENTS FOR COUNCIL APPROVAL									553,572	220,024	3.17

(1) .50 FTE has been approved and funded through taxation

COMPLEMENT REQUEST

FOR ALL FULL-TIME & PART-TIME CLERICAL & TECHNICAL

(To support Schedule M - Additional Resource Request)

DO NOT INCLUDE IN BASE BUDGET

POSITION TITLE:		Supervisor of Public Works Administration
BRIEF JOB DESCRIPTION:	Supervise the activities of the 12 staff in the clerical section, provide timely instruction to problems and situations, ensure equitable distribution of work and permit the manager to manage the section more effectively.	
POSITION DETAILS - please check off or complete		
Full-Time	<input checked="" type="checkbox"/>	Part-Time <input type="checkbox"/> Contract (Y/N) <input type="checkbox"/> # of FTE's <u>1/2</u>
Management/Non-Union	<input checked="" type="checkbox"/>	Union <input type="checkbox"/> Grade/Level <u> </u> Step <u> </u>
FINANCIAL DETAILS		2008 BUDGET IMPACT
2008 BUDGETED SALARY	(1/2 funded from Taxation; 1/2 funded from Reserve)	\$27,269
OVERTIME	Eligible (Y/N) <input type="checkbox"/> N	
BENEFITS (Full-time 25.5 % Part-time 13.3%)		7,081
COMPUTER EQUIPMENT		2,150
OFFICE EQUIPMENT AND FURNITURE		3,000
OTHER EXPENSES (e.g. Training, Memberships, etc)		100
SUB - TOTAL EXPENSES		\$39,600
OFFSETS		
REVENUE IMPLICATIONS		\$0
STAFF REDUCTIONS	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> # of FTE's <u> </u>	
ACCOUNT REDUCTIONS (e.g. Prof. Fees)	Desc. <u> </u>	
OTHER		
SUB - TOTAL OFFSETS		\$0
TOTAL NET BUDGETED IMPACT FOR 2008		\$39,600

Business Unit #	<u>2340000</u>	Department:	<u>Public Works - WATER</u>
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COMMISSIONER APPROVAL: _____



**CITY OF VAUGHAN
2008 OPERATING BUDGET**

Schedule M

ADDITIONAL RESOURCE REQUEST

Business Unit #:

Business Unit Name:

2340001.721

Public Works Department - Water

Request Classification (Select one of the appropriate request)

Maintain Service Level
(outside guidelines) New Initiative

Regulatory Requirement

 Existing Service Level Enhancement

Please indicate if the request requires a complement

Yes No

Please specify number of staff required

Full-time _____

Part-time _____

* For requests involving a complement addition/conversion, please complete & attach the new complement form

1) Description of Request

Funds are required to rearrange the Public Works office area to accommodate the new Supervisor of Compliance and Training and the Compliance and Training Coordinator in the Water Section.

2) Relationship to Vaughan Vision Goals/Objectives/Initiatives**A) Describe how the request links with the Vaughan Vision Goals, Objectives and Initiatives**

A-2 Enhance and Ensure Community Safety, Health & Wellness

B) Identify the specific initiative that the resource request relates to and under the appropriate Goal indicate to what degree the additional resource request relates to the specific Vaughan Vision InitiativeSpecific Initiative Create offices for the new compliments in the Water Section.**Service Excellence** None - Unrelated/no correlation Slight - Low priority or indirectly supports strategic goals/objectives/initiatives Moderate - Medium priority or has a connection to strategic goals/objectives/initiatives Strong - High priority or key ingredient supporting strategic goals/objectives/initiatives**Staff Excellence** None - Unrelated/no correlation Slight - Low priority or indirectly supports strategic goals/objectives/initiatives Moderate - Medium priority or has a connection to strategic goals/objectives/initiatives Strong - High priority or key ingredient supporting strategic goals/objectives/initiatives**Management Excellence** None - Unrelated/no correlation Slight - Low priority or indirectly supports strategic goals/objectives/initiatives Moderate - Medium priority or has a connection to strategic goals/objectives/initiatives Strong - High priority or key ingredient supporting strategic goals/objectives/initiatives



**CITY OF VAUGHAN
2008 OPERATING BUDGET**

Schedule M

ADDITIONAL RESOURCE REQUEST

Business Unit #:

Business Unit Name:

2340001.721

Public Works Department - Water

3) Stakeholder Impact

Indicate internal and external stakeholders that are impacted

The office spaces are required to provide work areas for the supervisor and coordinator. These positions interact with staff, the public and government agencies such as the Ministry of the Environment.

4) Economic Impact - Costs**Costs Description****(\$ dollars)**

2008 Operating Costs (Separately indicate one-time & continuous expense)

1 Office Equipment & Furniture	25,000.00
2	
3	
4	
5	
6	
7	
8	
9	
Subtotal	\$ 25,000

Potential Saving Costs/Offsets (Separately indicate one-time & continuous savings)

1	
2	
3	
4	
5	
6	
7	
8	
9	
Subtotal	\$ -

Total 2008 Operating Impact**Grand Total:****\$ 25,000****Other Considerations:****(\$ dollars)**

2009 Future year impacts and savings

1 This is a one time request for funding.	
2	
3	
Subtotal	\$ -

Associated Capital Costs

1	
2	
3	
Subtotal	\$ -

5) Benefits Analysis

Describe the benefits of the request. (E.g. Cost savings, revenues, improved service and efficiencies, etc.) Conclude how the benefits outweigh the costs of the request and why it is beneficial to act on the request.

Office space is required to permit staff to conduct their work activities.

ADDITIONAL RESOURCE REQUEST

Business Unit #:

Business Unit Name:

2340001.721

Public Works Department - Water

6) Implications/Consequences

A) Briefly illustrate the impacts/consequences if the request is not approved

Staff are engaged in administering regulatory programs with potential health benefits for the residents of the City.

B) Please check off how the request relates to the following:

Health & Safety

- None
- Low - Minor issue & require monitoring
- Moderate - Potential consequences & attention is required as soon as possible
- Serious- Dangerous/severe issue, immediate attention required

Legislative Requirement (excludes City By-Laws)

- None
- Low- Little consequence of non compliance
- Medium - Some consequences of non compliance
- High - Significant Repercussion

Probability of Litigation

- None
- Low - Unlikely or likely with minor outcomes/consequences
- Medium - Probable significant outcomes/consequences
- High- Definite significant outcomes/consequences

Core City Service Disruption

- None
- Low - Minor internal issues-slight inconvenience- service provided
- Medium - external impacts-frustration experience- some public/client complaints- intermittent service level
- High- Service failure-service levels breached-frequent public/client complaints/aggression



CITY OF VAUGHAN
2008 OPERATING BUDGET

Schedule M

ADDITIONAL RESOURCE REQUEST

Business Unit #:

Business Unit Name:

2340001.721

Public Works Department - Water

7) Business Plan Link & Performance Indicators

A) Detail how the request links to department's business plan and performance measures

Staff are engaged in administering regulatory programs with potential health benefits for the residents of the City.

B) Detail the indicators/performance measures which will illustrate the success of the request.

Performance is measured through compliance with all applicable regulations.

8) Timeline/Milestones

Offices must be completed by June 2008.



**CITY OF VAUGHAN
2008 OPERATING BUDGET**

Schedule M

ADDITIONAL RESOURCE REQUEST

Business Unit #:

Business Unit Name:

2300001.7010

Public Works - ADMINISTRATION

Request Classification (Select one of the appropriate request)Maintain Service Level
(outside guidelines) New Initiative

Regulatory Requirement

 Existing Service Level Enhancement

Please indicate if the request requires a complement

Yes No

Please specify number of staff required

1/2 Full-time _____

Part-time _____

* For requests involving a complement addition/conversion, please complete & attach the new complement form

1) Description of Request

Public Works is requesting that a permanent full time position of Supervisor of Public Works Administration be created to oversee the activities of the clerical section. The proposed source of funding for this position would be 50% from taxation and 50% from the Water and Wastewater Reserves.

2) Relationship to Vaughan Vision Goals/Objectives/Initiatives

A) Describe how the request links with the Vaughan Vision Goals, Objectives and Initiatives

Citizens first through service excellence. 1.3 Provide effective and efficient delivery of services.

B) Identify the specific initiative that the resource request relates to and under the appropriate Goal indicate to what degree the additional resource request relates to the specific Vaughan Vision Initiative

Specific Initiative

N/A**Service Excellence** None - Unrelated/no correlation Slight - Low priority or indirectly supports strategic goals/objectives/initiatives Moderate - Medium priority or has a connection to strategic goals/objectives/initiatives Strong - High priority or key ingredient supporting strategic goals/objectives/initiatives**Staff Excellence** None - Unrelated/no correlation Slight - Low priority or indirectly supports strategic goals/objectives/initiatives Moderate - Medium priority or has a connection to strategic goals/objectives/initiatives Strong - High priority or key ingredient supporting strategic goals/objectives/initiatives**Management Excellence** None - Unrelated/no correlation Slight - Low priority or indirectly supports strategic goals/objectives/initiatives Moderate - Medium priority or has a connection to strategic goals/objectives/initiatives Strong - High priority or key ingredient supporting strategic goals/objectives/initiatives



**CITY OF VAUGHAN
2008 OPERATING BUDGET**

Schedule M

ADDITIONAL RESOURCE REQUEST

Business Unit #:

Business Unit Name:

2300001.7010

Public Works - ADMINISTRATION

3) Stakeholder Impact

Indicate internal and external stakeholders that are impacted

Internal: clerical staff, manager, department External: Public, Access Vaughan, Engineering, By-Law, Powerstream, Regulatory Agencies, Emergency Services

4) Economic Impact - Costs**Costs Description**

(\$ dollars)

2008 Operating Costs (Separately indicate one-time & continuous expense)

1 50% salary (remainder funded from Water/Wastewater Reserve)	\$27,269
2 Benefits	\$7,081
3 Computer equipment & software	\$2,150
4 Office equipment and furniture	\$3,000
5 Phone	-500.00
6 Sundry	100.00
7	
8	
9	
Subtotal	\$ 40,100

Potential Saving Costs/Offsets (Separately indicate one-time & continuous savings)

1 The creation of this position will result in increased administrative efficiencies that will provide future savings or reduced requests for additional resources	
2	
3	
4	
5	
6	
7	
8	
9	
Subtotal	\$ -

Total 2008 Operating Impact	Grand Total:	\$ 40,100
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Other Considerations:

(\$ dollars)

2009 Future year impacts and savings

1 Salary (1/2)	27,269.00
2 Benefits	7,081.00
3	
Subtotal	\$ 34,350

Associated Capital Costs

1	
2	
3	
Subtotal	\$ -

5) Benefits Analysis

Describe the benefits of the request. (E.g. Cost savings, revenues, improved service and efficiencies, etc.) Conclude how the benefits outweigh the costs of the request and why it is beneficial to act on the request.

The creation of this position will enable the Manager of Environmental & Technical Services to focus more on Water and Wastewater legislative changes and issues. The Supervisor will permit review of workloads and develop efficiencies through changes in work practices, and will reduce the number of direct reports that the manager must currently deal with. With DWQMS a mandatory requirement in order to obtain a Drinking Water License, it is more important than ever to effect structural changes in the department to allow more attention to be given to key service delivery initiatives, such as drinking water, and front line service to the public.

**CITY OF VAUGHAN
2008 OPERATING BUDGET**

Schedule M

ADDITIONAL RESOURCE REQUEST

Business Unit #:

Business Unit Name:

2300001.7010

Public Works - ADMINISTRATION

6) Implications/Consequences

A) Briefly illustrate the impacts/consequences if the request is not approved

The impact of not approving this position will be the continued diversion of the Manager's attention from the more important issues of ensuring compliance with regulatory requirements of the water and wastewater systems for the City, and obtaining and maintaining the mandatory Drinking Water License the City needs to continue to provide water to its residential and ICI customers. The potential impact of not approving this position may result in a workload that is not possible to maintain, and potentially impact the City's ability to continue to deliver water to the public. The other operational impact of this position not being approved would be in reduced efficiencies in the administrative area, which has a direct impact on front line service to the public.

B) Please check off how the request relates to the following:

Health & Safety

- None
- Low - Minor issue & require monitoring
- Moderate - Potential consequences & attention is required as soon as possible
- Serious- Dangerous/severe issue, immediate attention required

Legislative Requirement (excludes City By-Laws)

- None
- Low- Little consequence of non compliance
- Medium - Some consequences of non compliance
- High - Significant Repercussion

Probability of Litigation

- None
- Low - Unlikely or likely with minor outcomes/consequences
- Medium - Probable significant outcomes/consequences
- High- Definite significant outcomes/consequences

Core City Service Disruption

- None
- Low - Minor internal issues-slight inconvenience- service provided
- Medium - external impacts-frustration experience- some public/client complaints- intermittent service level
- High- Service failure-service levels breached-frequent public/client complaints/aggression



CITY OF VAUGHAN
2008 OPERATING BUDGET

Schedule M

ADDITIONAL RESOURCE REQUEST

Business Unit #:

Business Unit Name:

2300001.7010

Public Works - ADMINISTRATION

7) Business Plan Link & Performance Indicators

A) Detail how the request links to department's business plan and performance measures

Effective and efficient delivery of services.

B) Detail the indicators/performance measures which will illustrate the success of the request.

Fewer unanswered calls; smaller service counter lineups; prompter responded to the Complaints Tracking System providing operation to Council

8) Timeline/Milestones

Recruitment for the position will commence immediately following budget approval.

COMPLEMENT REQUEST

FOR ALL FULL-TIME & PART-TIME CLERICAL & TECHNICAL

(To support Schedule M - Additional Resource Request)

DO NOT INCLUDE IN BASE BUDGET

POSITION TITLE: Clerk "C"		
BRIEF JOB DESCRIPTION: Respond to phone inquiries from residents regarding water quality, account issues and counter sales of water meters. Schedule appointment with residents to investigate water complains, water meter repairs and investigations.		
POSITION DETAILS - please check off or complete		
Full-Time <input checked="" type="checkbox"/>	Part-Time <input type="checkbox"/>	Contract (Y/N) <input type="checkbox"/> # of FTE's _____
Management/Non-Union <input type="checkbox"/>	Union <input type="checkbox"/>	Grade/Level ____ Step _____
FINANCIAL DETAILS		2008 BUDGET IMPACT
2008 BUDGETED SALARY		\$38,328
OVERTIME	Eligible (Y/N) <input checked="" type="checkbox"/>	
BENEFITS (Full-time 25.5 % Part-time 13.3%)		9,774
COMPUTER EQUIPMENT		
OFFICE EQUIPMENT AND FURNITURE		
OTHER EXPENSES (e.g. Training, Memberships, etc)		
SUB - TOTAL EXPENSES		\$48,102
OFFSETS		
REVENUE IMPLICATIONS		\$0
STAFF REDUCTIONS	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> # of FTE's _____	
ACCOUNT REDUCTIONS (e.g. Prof. Fees) Desc. _____		
OTHER		
SUB - TOTAL OFFSETS		\$0
TOTAL NET BUDGETED IMPACT FOR 2008		\$48,102

Business Unit # _____	2340001	Department: _____	Public Works - Water
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COMMISSIONER APPROVAL: _____

COMPLEMENT REQUEST

FOR ALL FULL-TIME & PART-TIME CLERICAL & TECHNICAL

(To support Schedule M - Additional Resource Request)

DO NOT INCLUDE IN BASE BUDGET

POSITION TITLE:		Environmental & Technical Assistant	
BRIEF JOB DESCRIPTION:		Provide assistance to the water and wastewater operation by mapping preventative maintenance activities such as anode protection, hydrant painting, valve turning, watermain and sewermain flushing, camera investigations etc.	
POSITION DETAILS - please check off or complete			
Full-Time	<input checked="" type="checkbox"/>	Part-Time	<input type="checkbox"/>
Contract (Y/N)	<input type="checkbox"/>	# of FTE's	<u>1/2</u>
Management/Non-Union	<input checked="" type="checkbox"/>	Union	<input type="checkbox"/>
Grade/Level	___	Step	___
FINANCIAL DETAILS			2008 BUDGET IMPACT
2008 BUDGETED SALARY	(1/2 funded from Taxation; 1/2 funded from Reserve)	Tax. Funded	\$27,388
OVERTIME	Eligible (Y/N) <input checked="" type="checkbox"/>		
BENEFITS (Full-time 25.5 % Part-time 13.3%)			6,984
COMPUTER EQUIPMENT			
OFFICE EQUIPMENT AND FURNITURE			
OTHER EXPENSES (e.g. Training, Memberships, etc)			
SUB - TOTAL EXPENSES			\$34,372
OFFSETS			
REVENUE IMPLICATIONS			\$0
STAFF REDUCTIONS	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/>	# of FTE's	___
ACCOUNT REDUCTIONS (e.g. Prof. Fees)	Desc. _____		
OTHER			
SUB - TOTAL OFFSETS			\$0
TOTAL NET BUDGETED IMPACT FOR 2008			\$34,372

Business Unit #	<u>2350000</u>	Department:	<u>Public Works - WASTEWATER</u>
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COMMISSIONER APPROVAL: _____

COMPLEMENT REQUEST

FOR ALL FULL-TIME & PART-TIME CLERICAL & TECHNICAL

(To support Schedule M - Additional Resource Request)

DO NOT INCLUDE IN BASE BUDGET

POSITION TITLE: Water Account Clerk Analyst	
BRIEF JOB DESCRIPTION: Analyze and reconcile customer accounts, prepare and submit notices to customers regarding water meter installations, place accounts on estimated billing rates for customers without water meters	
POSITION DETAILS - please check off or complete	
Full-Time <input checked="" type="checkbox"/>	Part-Time <input type="checkbox"/> Contract (Y/N) <input type="checkbox"/> # of FTE's _____
Management/Non-Union <input type="checkbox"/>	Union <input type="checkbox"/> Grade/Level ____ Step _____
FINANCIAL DETAILS	2008 BUDGET IMPACT
2008 BUDGETED SALARY	\$40,445
OVERTIME Eligible (Y/N) <input checked="" type="checkbox"/>	
BENEFITS (Full-time 25.5 % Part-time 13.3%)	10,313
COMPUTER EQUIPMENT	
OFFICE EQUIPMENT AND FURNITURE	
OTHER EXPENSES (e.g. Training, Memberships, etc)	
SUB - TOTAL EXPENSES	\$50,758
OFFSETS	
REVENUE IMPLICATIONS	\$0
STAFF REDUCTIONS Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> # of FTE's _____	
ACCOUNT REDUCTIONS (e.g. Prof. Fees) Desc. _____	
OTHER	
SUB - TOTAL OFFSETS	\$0
TOTAL NET BUDGETED IMPACT FOR 2008	\$50,758

Business Unit # 2340001	Department: Public Works - Water
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COMMISSIONER APPROVAL: _____

COMPLEMENT REQUEST

FOR ALL FULL-TIME & PART-TIME CLERICAL & TECHNICAL

(To support Schedule M - Additional Resource Request)

DO NOT INCLUDE IN BASE BUDGET

POSITION TITLE: Serviceperson I - Water	
BRIEF JOB DESCRIPTION: Maintain and repair waterworks infrastructure including valves, pumps, hydrants, meters, chambers and other appurtances.	
POSITION DETAILS - please check off or complete	
Full-Time <input checked="" type="checkbox"/>	Part-Time <input type="checkbox"/> Contract (Y/N) <input type="checkbox"/> # of FTE's _____
Management/Non-Union <input type="checkbox"/>	Union <input type="checkbox"/> Grade/Level ____ Step _____
FINANCIAL DETAILS	2008 BUDGET IMPACT
2008 BUDGETED SALARY	\$46,696
OVERTIME Eligible (Y/N) <input checked="" type="checkbox"/>	
BENEFITS (Full-time 25.5 % Part-time 13.3%)	11,907
COMPUTER EQUIPMENT	
OFFICE EQUIPMENT AND FURNITURE	
OTHER EXPENSES (e.g. Training, Memberships, etc)	
SUB - TOTAL EXPENSES	\$58,603
OFFSETS	
REVENUE IMPLICATIONS	\$0
STAFF REDUCTIONS Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> # of FTE's _____	
ACCOUNT REDUCTIONS (e.g. Prof. Fees) Desc. _____	
OTHER	
SUB - TOTAL OFFSETS	\$0
TOTAL NET BUDGETED IMPACT FOR 2008	\$58,603

Business Unit # _____	2340001	Department: _____	Public Works - Water
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COMMISSIONER APPROVAL: _____

COMPLEMENT REQUEST

FOR ALL FULL-TIME & PART-TIME CLERICAL & TECHNICAL

(To support Schedule M - Additional Resource Request)

DO NOT INCLUDE IN BASE BUDGET

POSITION TITLE: Serviceperson I - Water	
BRIEF JOB DESCRIPTION: Maintain and repair waterworks infrastructure including valves, pumps, hydrants, meters, chambers and other appurtances.	
POSITION DETAILS - please check off or complete	
Full-Time <input checked="" type="checkbox"/>	Part-Time <input type="checkbox"/> Contract (Y/N) <input type="checkbox"/> # of FTE's _____
Management/Non-Union <input type="checkbox"/>	Union <input type="checkbox"/> Grade/Level ____ Step _____
FINANCIAL DETAILS	2008 BUDGET IMPACT
2008 BUDGETED SALARY	\$46,696
OVERTIME Eligible (Y/N) <input checked="" type="checkbox"/>	
BENEFITS (Full-time 25.5 % Part-time 13.3%)	11,907
COMPUTER EQUIPMENT	
OFFICE EQUIPMENT AND FURNITURE	
OTHER EXPENSES (e.g. Training, Memberships, etc)	
SUB - TOTAL EXPENSES	\$58,603
OFFSETS	
REVENUE IMPLICATIONS	\$0
STAFF REDUCTIONS Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> # of FTE's _____	
ACCOUNT REDUCTIONS (e.g. Prof. Fees) Desc. _____	
OTHER	
SUB - TOTAL OFFSETS	\$0
TOTAL NET BUDGETED IMPACT FOR 2008	\$58,603

Business Unit # 2340001	Department: Public Works - Water
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COMMISSIONER APPROVAL: _____

COMPLEMENT REQUEST

FOR ALL FULL-TIME & PART-TIME CLERICAL & TECHNICAL

(To support Schedule M - Additional Resource Request)

DO NOT INCLUDE IN BASE BUDGET

POSITION TITLE: Serviceperson I - Wastewater Sanitary	
BRIEF JOB DESCRIPTION: Maintain and repair sanitary sewer infrastructure including pipes, maintenance holes, service connections, pumping stations and other appurtances.	
POSITION DETAILS - please check off or complete	
Full-Time <input checked="" type="checkbox"/>	Part-Time <input type="checkbox"/> Contract (Y/N) <input type="checkbox"/> # of FTE's _____
Management/Non-Union <input type="checkbox"/>	Union <input type="checkbox"/> Grade/Level ____ Step _____
FINANCIAL DETAILS	2008 BUDGET IMPACT
2008 BUDGETED SALARY	\$46,696
OVERTIME Eligible (Y/N) <input checked="" type="checkbox"/>	
BENEFITS (Full-time 25.5 % Part-time 13.3%)	11,907
COMPUTER EQUIPMENT	
OFFICE EQUIPMENT AND FURNITURE	
OTHER EXPENSES (e.g. Training, Memberships, etc)	
SUB - TOTAL EXPENSES	\$58,603
OFFSETS	
REVENUE IMPLICATIONS	\$0
STAFF REDUCTIONS Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> # of FTE's _____	
ACCOUNT REDUCTIONS (e.g. Prof. Fees) Desc. _____	
OTHER	
SUB - TOTAL OFFSETS	\$0
TOTAL NET BUDGETED IMPACT FOR 2008	\$58,603

Business Unit # _____ 2350001	Department: _____ Public Works - Wastewater Sanitary
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COMMISSIONER APPROVAL: _____

COMPLEMENT REQUEST

FOR ALL FULL-TIME & PART-TIME CLERICAL & TECHNICAL

(To support Schedule M - Additional Resource Request)

DO NOT INCLUDE IN BASE BUDGET

POSITION TITLE:	Serviceperson I - Wastewater Sanitary		
BRIEF JOB DESCRIPTION:	Maintain and repair sanitary sewer infrastructure including pipes, maintenance holes, service connections, pumping stations and other appurtances.		
POSITION DETAILS - please check off or complete			
Full-Time	<input checked="" type="checkbox"/>	Part-Time	<input type="checkbox"/>
Contract (Y/N)	<input type="checkbox"/>	# of FTE's	_____
Management/Non-Union	<input type="checkbox"/>	Union	<input type="checkbox"/>
Grade/Level	___	Step	_____
FINANCIAL DETAILS			2008 BUDGET IMPACT
2008 BUDGETED SALARY			\$46,696
OVERTIME	Eligible (Y/N)	<input checked="" type="checkbox"/>	
BENEFITS (Full-time 25.5 % Part-time 13.3%)			11,907
COMPUTER EQUIPMENT			
OFFICE EQUIPMENT AND FURNITURE			
OTHER EXPENSES (e.g. Training, Memberships, etc)			
SUB - TOTAL EXPENSES			\$58,603
OFFSETS			
REVENUE IMPLICATIONS			\$0
STAFF REDUCTIONS	Full-Time	<input type="checkbox"/>	Part-Time
		<input type="checkbox"/>	# of FTE's _____
ACCOUNT REDUCTIONS (e.g. Prof. Fees)	Desc.	_____	
OTHER			
SUB - TOTAL OFFSETS			\$0
TOTAL NET BUDGETED IMPACT FOR 2008			\$58,603

Business Unit #	2350001	Department:	Public Works - Wastewater Sanitary
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COMMISSIONER APPROVAL: _____

COMPLEMENT REQUEST

FOR ALL FULL-TIME & PART-TIME CLERICAL & TECHNICAL

(To support Schedule M - Additional Resource Request)

DO NOT INCLUDE IN BASE BUDGET

POSITION TITLE: Serviceperson I - Wastewater Storm		
BRIEF JOB DESCRIPTION: Maintain and repair storm sewer infrastructure including pipes, maintenance holes, catchbasins, grates, channels, stormwater management ponds and other appurtances.		
POSITION DETAILS - please check off or complete		
Full-Time <input checked="" type="checkbox"/>	Part-Time <input type="checkbox"/>	Contract (Y/N) <input type="checkbox"/> # of FTE's _____
Management/Non-Union <input type="checkbox"/>	Union <input type="checkbox"/>	Grade/Level ____ Step _____
FINANCIAL DETAILS		2008 BUDGET IMPACT
2008 BUDGETED SALARY		\$46,696
OVERTIME	Eligible (Y/N) <input checked="" type="checkbox"/>	
BENEFITS (Full-time 25.5 % Part-time 13.3%)		11,907
COMPUTER EQUIPMENT		
OFFICE EQUIPMENT AND FURNITURE		
OTHER EXPENSES (e.g. Training, Memberships, etc)		
SUB - TOTAL EXPENSES		\$58,603
OFFSETS		
REVENUE IMPLICATIONS		\$0
STAFF REDUCTIONS	Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> # of FTE's _____	
ACCOUNT REDUCTIONS (e.g. Prof. Fees)	Desc. _____	
OTHER		
SUB - TOTAL OFFSETS		\$0
TOTAL NET BUDGETED IMPACT FOR 2008		\$58,603

Business Unit # _____	2360001	Department: _____	Public Works - Wastewater Storm
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COMMISSIONER APPROVAL: _____

COMPLEMENT REQUEST

FOR ALL FULL-TIME & PART-TIME CLERICAL & TECHNICAL

(To support Schedule M - Additional Resource Request)

DO NOT INCLUDE IN BASE BUDGET

POSITION TITLE: Serviceperson I - Wastewater Storm	
BRIEF JOB DESCRIPTION: Maintain and repair storm sewer infrastructure including pipes, maintenance holes, catchbasins, grates, channels, stormwater management ponds and other appurtances.	
POSITION DETAILS - please check off or complete	
Full-Time <input checked="" type="checkbox"/>	Part-Time <input type="checkbox"/> Contract (Y/N) <input type="checkbox"/> # of FTE's _____
Management/Non-Union <input type="checkbox"/>	Union <input type="checkbox"/> Grade/Level ____ Step _____
FINANCIAL DETAILS	2008 BUDGET IMPACT
2008 BUDGETED SALARY	\$46,696
OVERTIME Eligible (Y/N) <input checked="" type="checkbox"/>	
BENEFITS (Full-time 25.5 % Part-time 13.3%)	11,907
COMPUTER EQUIPMENT	
OFFICE EQUIPMENT AND FURNITURE	
OTHER EXPENSES (e.g. Training, Memberships, etc)	
SUB - TOTAL EXPENSES	\$58,603
OFFSETS	
REVENUE IMPLICATIONS	\$0
STAFF REDUCTIONS Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> # of FTE's _____	
ACCOUNT REDUCTIONS (e.g. Prof. Fees) Desc. _____	
OTHER	
SUB - TOTAL OFFSETS	\$0
TOTAL NET BUDGETED IMPACT FOR 2008	\$58,603

Business Unit # _____	236001	Department: _____	Public Works - Wastewater Storm
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COMMISSIONER APPROVAL: _____

2008 Business Plan

Water, Waste Water & Drainage

BUSINESS OVERVIEW

Service Statement:

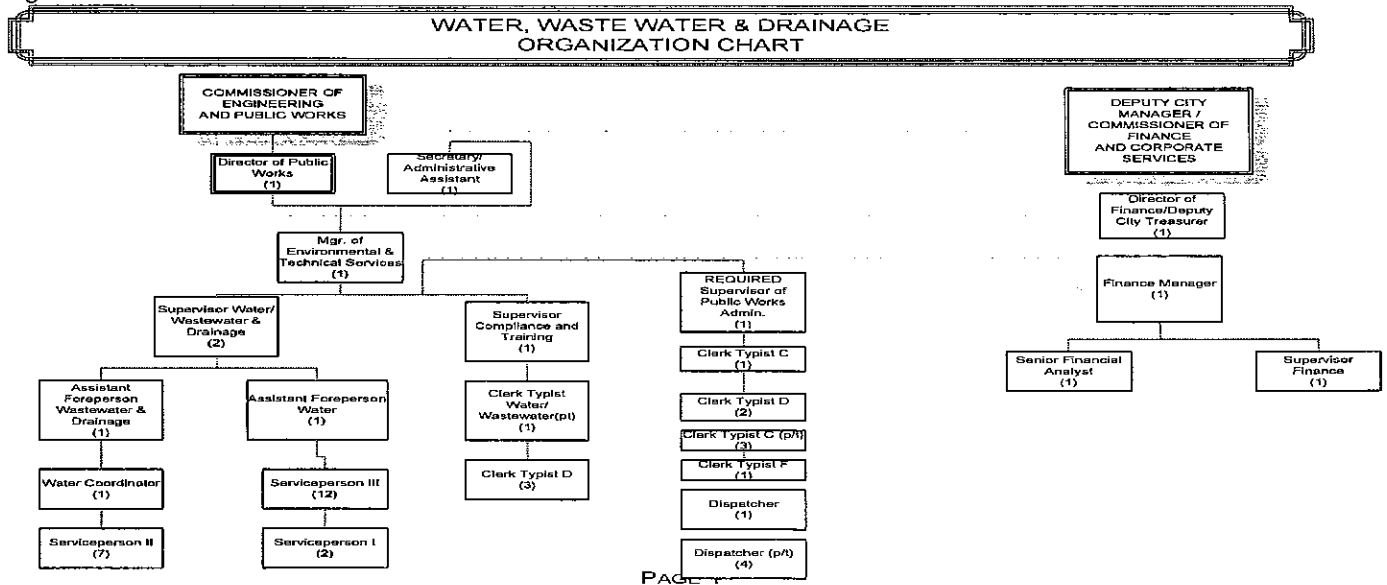
The Water Division is committed to the distribution of safe, potable drinking water to all City of Vaughan residents through compliance with Provincial legislation and regulations as well as the continuous improvement of effective and efficient service in response to growth.

The Waste Water and Drainage Division is responsible for the maintenance of waste water and drainage collection infrastructure and the control of environmental hazards through compliance with Provincial legislation and regulations as well as the continuous improvement of effective and efficient services in response to growth.

The Finance Department coordinates with Public Works in providing revenue and cost projections for water and wastewater activities, user rates and financial reporting. As well, the Finance department coordinates with Powerstream regarding billing and collection of water and wastewater accounts.

Service Profile:

Organizational structure



FTE Count:

	2003	2004	2005	2006	2007
Full Time	20	24	27	30	30
Part Time/Contract	0.93	0.93	1.63	1.63	1.72
Overtime	\$ 101,374.00	\$ 101,902.00	\$ 101,902.00	\$ 134,790.00	\$ 138,389.00

Note: In the 2006 Budget, the staff compliment increased by 3 existing FTE's transferred from taxation to reserve.

Key Stakeholders:

- | | |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Citizens and Businesses of Vaughan • York Region • Conservation Authority | <ul style="list-style-type: none"> • Mayor and Council • Ministry of the Environment • Powerstream |
|-------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|

2008 Business Plan

Water, Waste Water & Drainage

Work Plan:

Link To Vaughan Vision:

- Pursue Excellence in Service Delivery
- Enhance and Ensure Community Safety, Health & Wellness
- Lead and Promote Environmental Sustainability
- Support the Professional Development of Staff
- Maintain Assets & Infrastructure
- Ensure Financial Sustainability

2007 Business Plan Objectives/Accomplishments:

	Status	Measurement
1. Request for Proposal on evaluation of underground assets and appropriate rate setting to maintain reserves	Q2'08	RFP completed
2. PSAB process in partnership with Public Works, Engineering, and Capital Finance	Q1'09	In compliance with legislation
3. Develop and implement the Drinking Water Quality Management System	Q1'09	System implemented
4. Research and discuss smart meter issue	Q4'08	Research completed
5. Complete lead testing	Q4'08	First year completed ongoing depending on results
6. Develop a six year financial forecast-licensing-SWDA	Q2'09	Forecast completed

Key Performance Indicators

1. Operating cost per kilometre of water distribution system
2. Operating cost per kilometre of wastewater collection system
3. Operating cost per kilometre of storm collection system
4. Operating cost per kilometre of rural storm collection system
5. Number of watermain breaks per 100 kilometres of distribution pipe
6. Number of adverse samples vs total number of samples
7. Number of kilometres of sewermain flushed per year

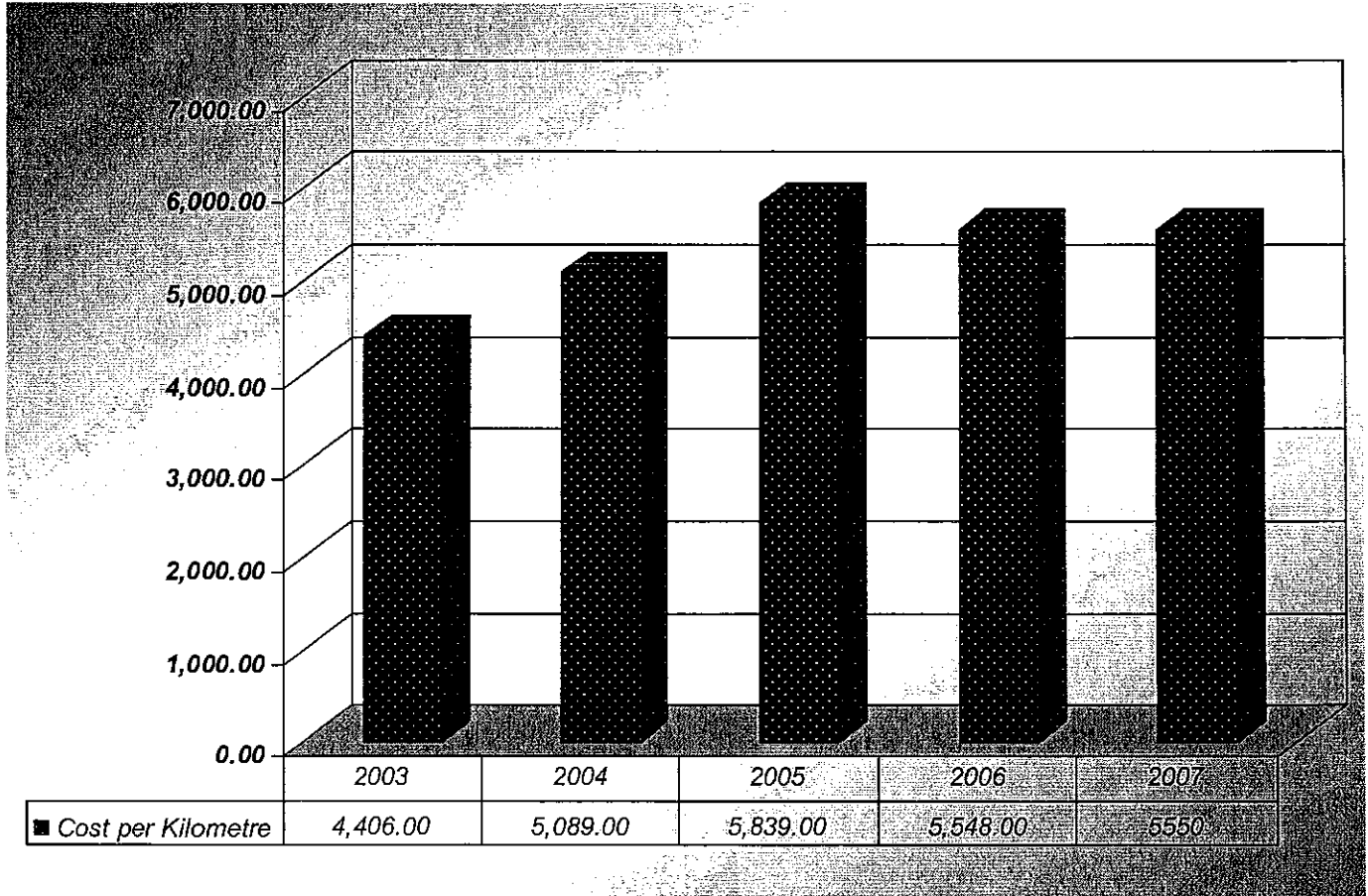
2008 Business Plan

Water, Waste Water & Drainage

BUSINESS OVERVIEW

Measure: Operating Cost per Kilometre of Water Distribution System

Definition:



Key Conclusion:

For 2006 vs 2007 the cost per kilometer of water distribution system has remained stable.

Notes about the Measure:

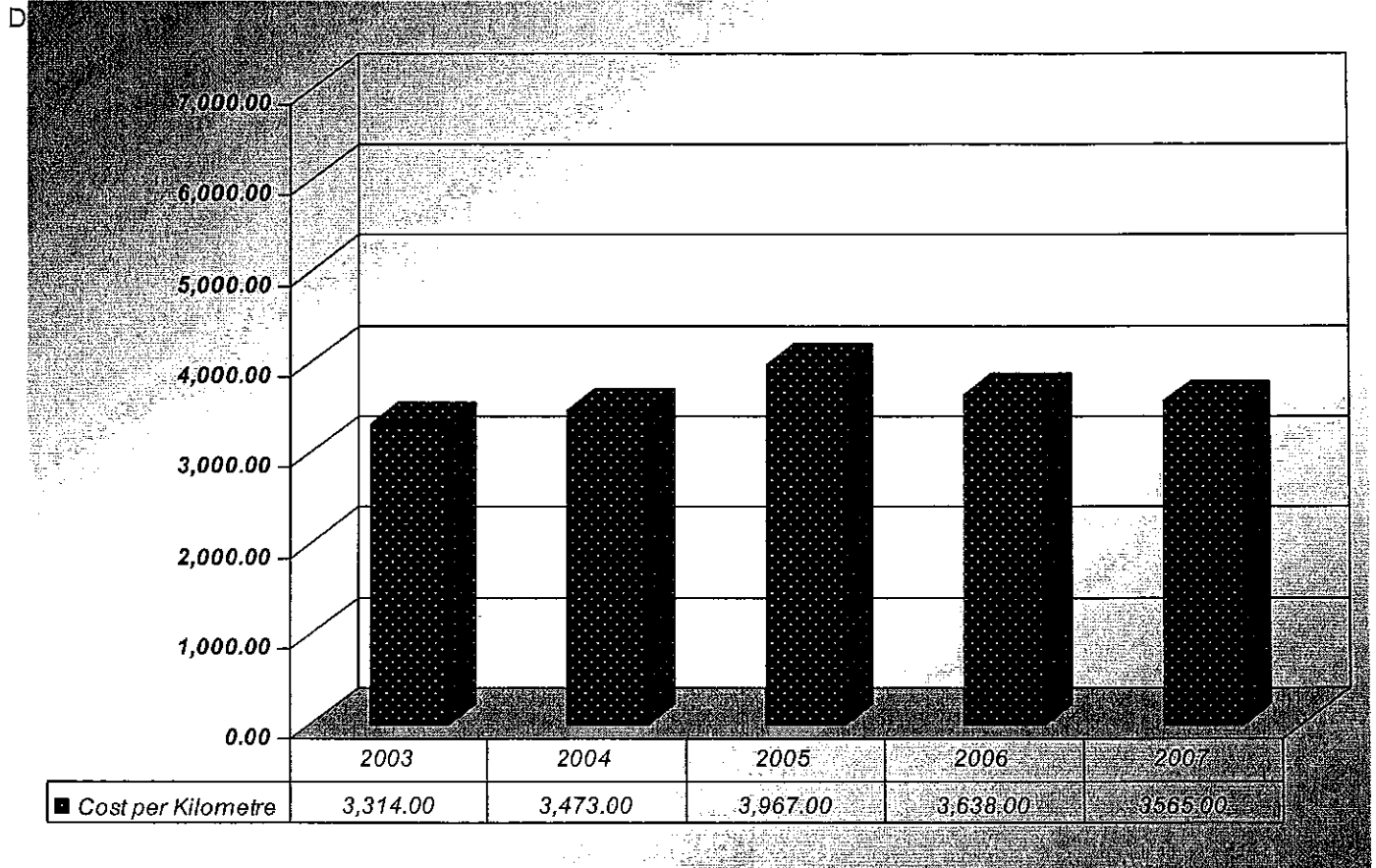
The Province changed the costing methodology in 2006 and thus the year to year comparison is impacted.

2008 Business Plan

Water, Waste Water & Drainage

BUSINESS OVERVIEW

Measure: Operating Cost per Kilometre of Wastewater Collection System



Key Conclusion:

For 2006 vs 2007 the cost per kilometer of wastewater collection system has decreased slightly by 2%.

Notes about the Measure:

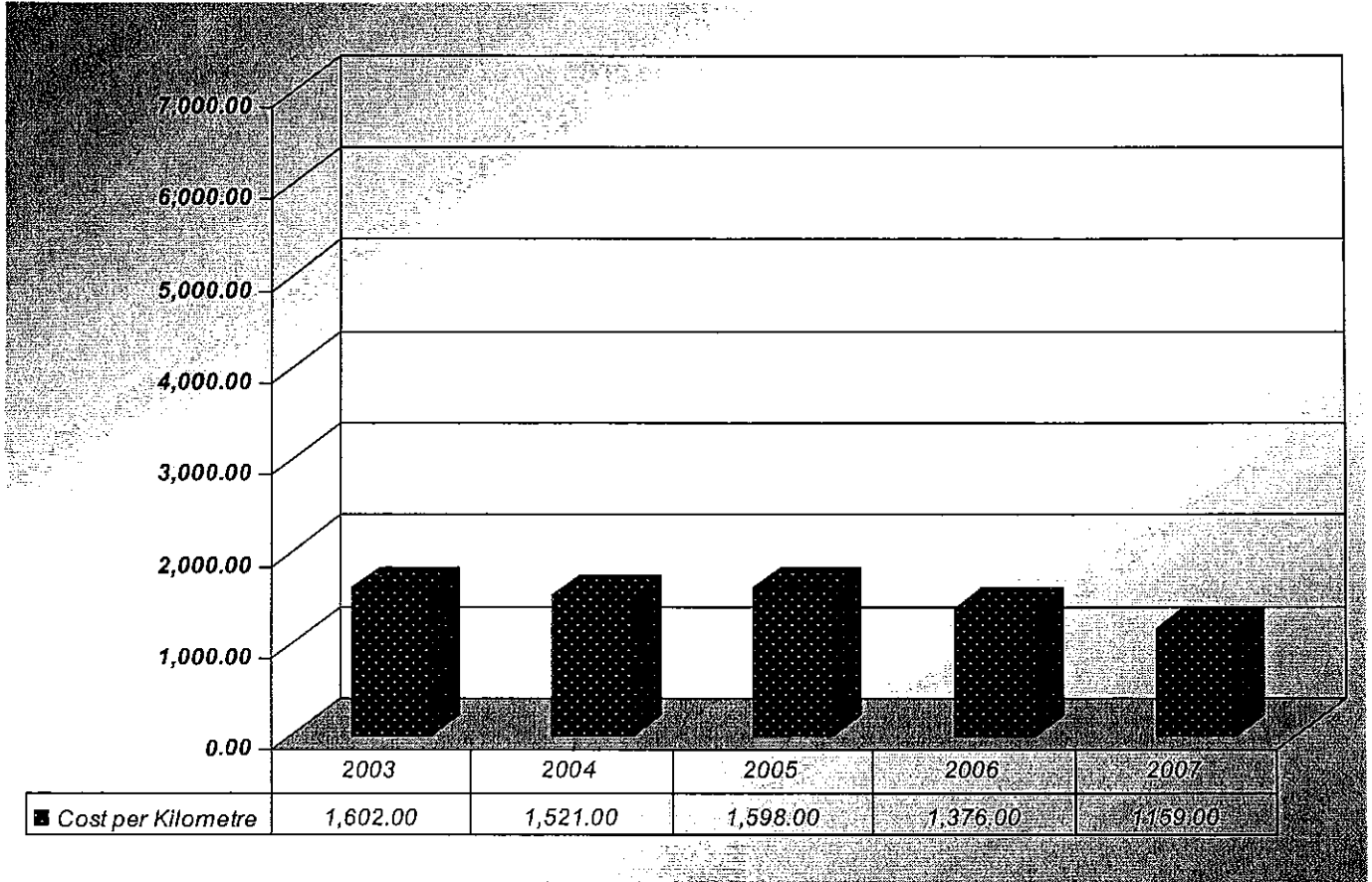
The Province changed the costing methodology in 2006 and thus the year to year comparison is impacted.

Water, Waste Water & Drainage

BUSINESS OVERVIEW

Measure: Operating Cost per Kilometre of Storm Collection System

Definition:



Key Conclusion:

For 2006 vs 2007 there has been a 16% decrease in cost per kilometer of storm collection system.

Notes about the Measure:

The Province changed the costing methodology in 2006 and thus the year to year comparison is impacted.

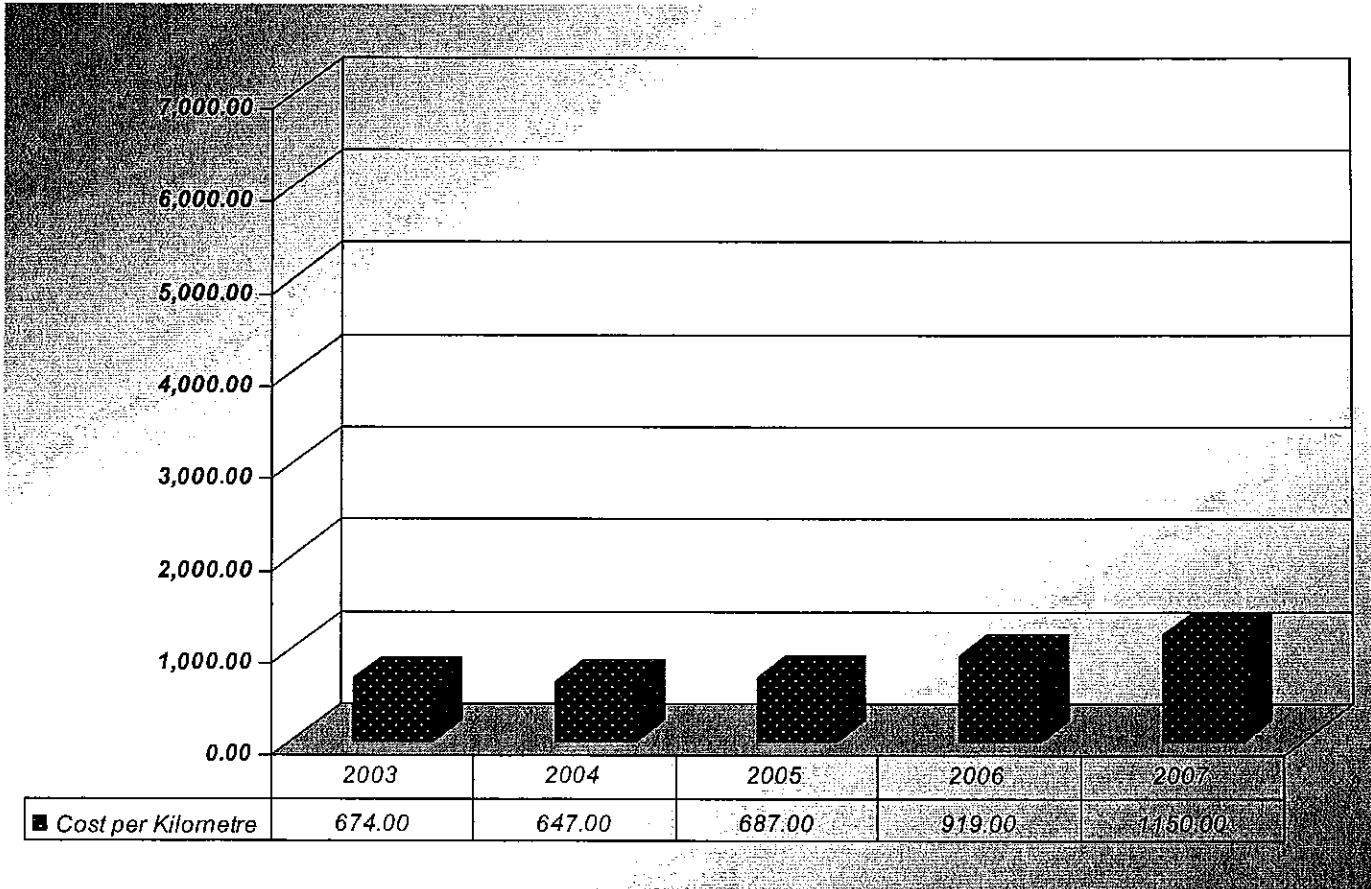
2008 Business Plan

Water, Waste Water & Drainage

BUSINESS OVERVIEW

Measure: Operating Cost per Kilometre of Rural Storm Collection System

Definition:



Key Conclusion:

Since 2005 there has been a 33% increase in cost per kilometer of rural storm collection system.

Notes about the Measure:

The amount of maintenance activity on the rural storm collection system has increased since 2005 due to higher intensity rain storm conditions.

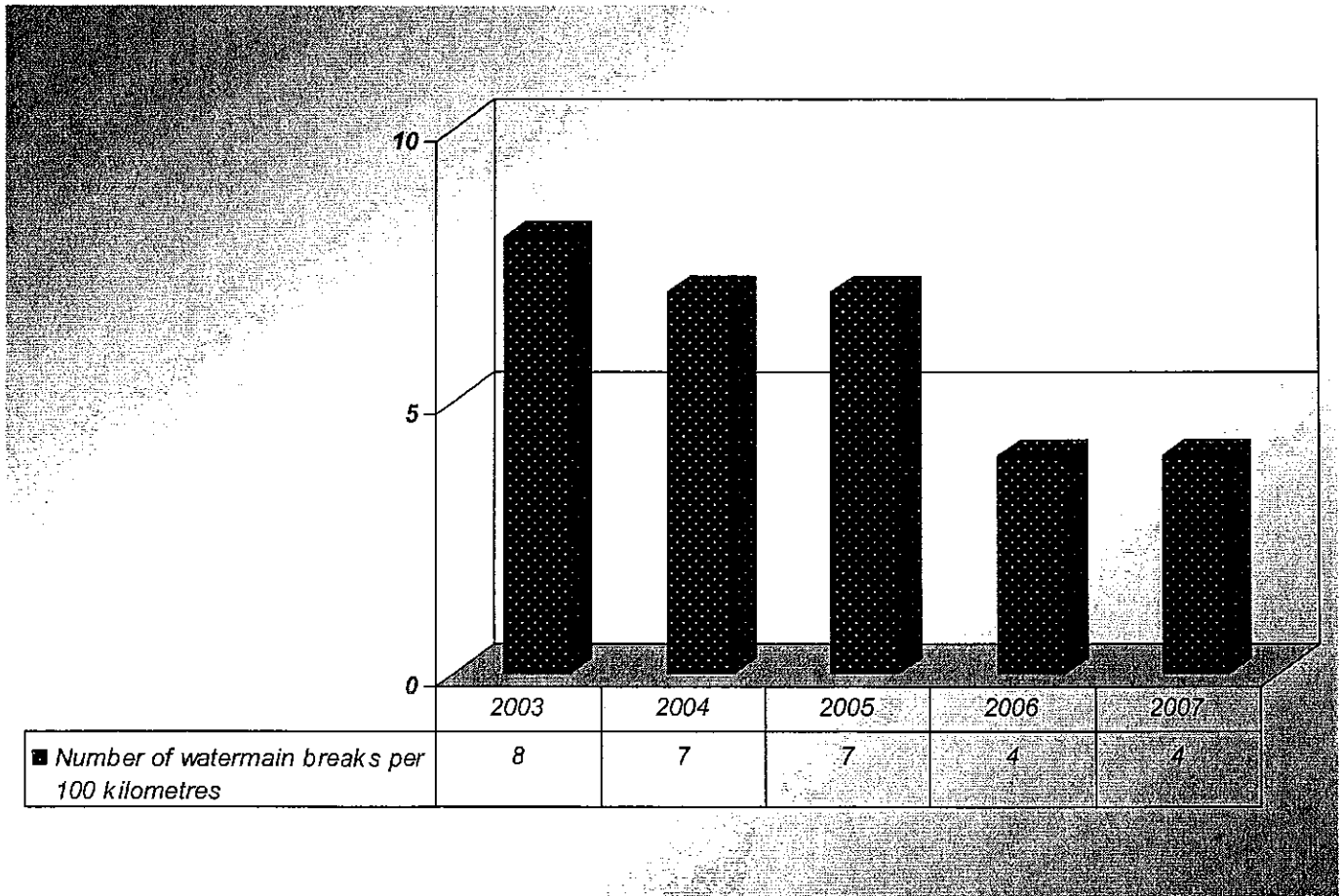
2008 Business Plan

Water, Waste Water & Drainage

BUSINESS OVERVIEW

Measure: Number of Watermain Breaks per 100 Kilometres of Distribution Pipe

Definition:



Key Conclusion:

Since 2003 there has been a 50% decrease in the number of watermain breaks per 100 kilometers of water distribution pipe.

Notes about the Measure:

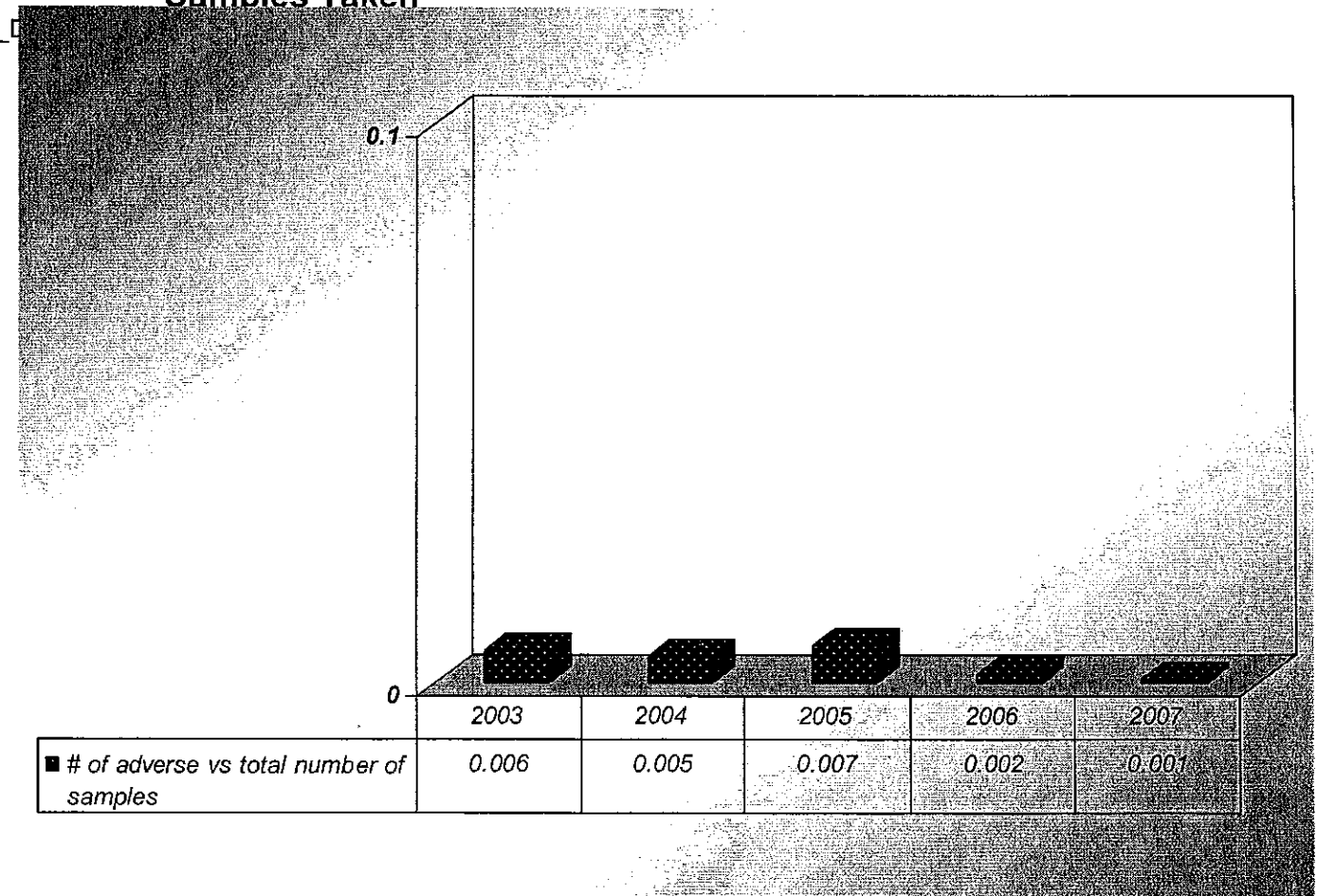
The decrease is due to the success of the anoda protection which has been applied to the watermain thus slowing down the corrosion process. Further, weather patterns impact the number of watermain breaks and plastic piping has been used for replacement infrastructure.

2008 Business Plan

Water, Waste Water & Drainage

BUSINESS OVERVIEW

Measure: Number of Adverse Water Samples vs Total Number of Water Samples Taken



■ # of adverse vs total number of samples

Key Conclusion:

There has been a 86% decrease in the number of adverse vs total water samples from 2005-2007.

Notes about the Measure

In June 2005 the City mandated a flushing and testing program for all new developments within the City. As well, new locations were added to the existing flushing program for dead end watermains the result of assumed subdivisions. These changes were in response to O. Reg. 170/03 of the Safe Drinking Water Act. The decrease in the number of adverse samples is to the direct result to the increase in flushing programs.

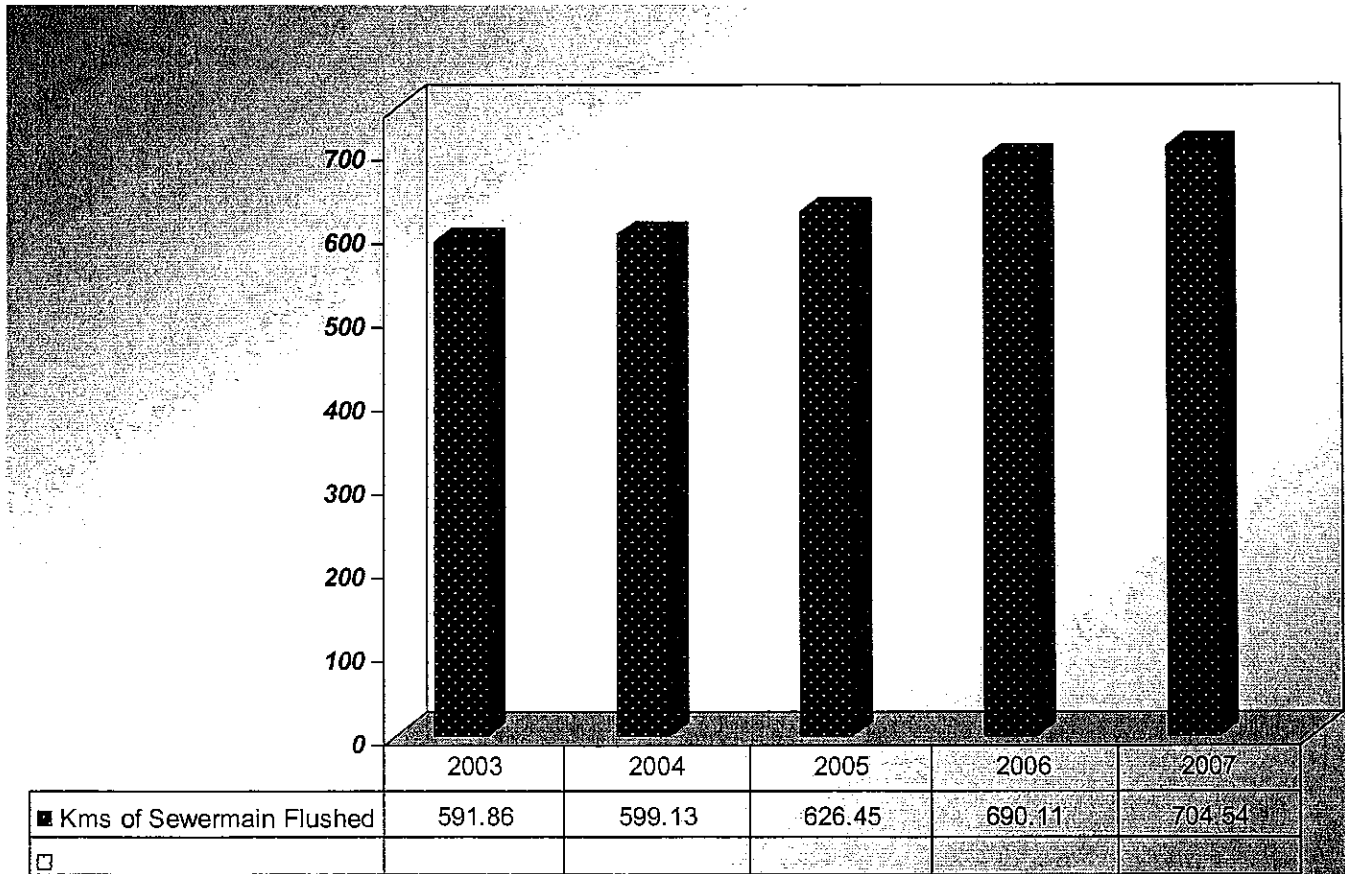
2008 Business Plan

Water, Waste Water & Drainage

BUSINESS OVERVIEW

Measure: Number of Kilometres of Sewermain Flushed per Year

Definition:



Key Conclusion:

There has been a 19% increase in the number of kilometers of sewermain flushed per year from 2003 to 2007.

Notes about the Measure:

The increase is due to the growth of the system from development activities.