

Southgate Staff

Review of Staff, Growth, Demand and the future...

Southgate New Taxation Growth History

Year	Tax % Increase	Growth Tax \$	Growth % Total Taxes
2018	1.84%	\$215k	3.79%
2019	4.65%	\$145k	2.40%
2020	4.00%	\$285k	4.28%
2021	1.50%	\$267k	3.51%
4 Year Total		\$912k	
4 Year Average		\$228k	3.50%

Note: This is only new growth and not impacted by increases in assessments.

Southgate's Growth - Recent History

New Single Family Dwellings:

- ▶ 2019: 112
 - ▶ 2020: 170
 - ▶ 2021: 163 (to date)
 - ▶ 2021 Estimated: 210
-
- ▶ Total over last 3 years: 492 new homes in Southgate with majority of those being in Dundalk plus Flato Edgewood Suits which consists of 80 units.
 - ▶ Average over the 3 years is 164 new homes.
 - ▶ These are permanent homes and new residents.

Dundalk Projected Growth

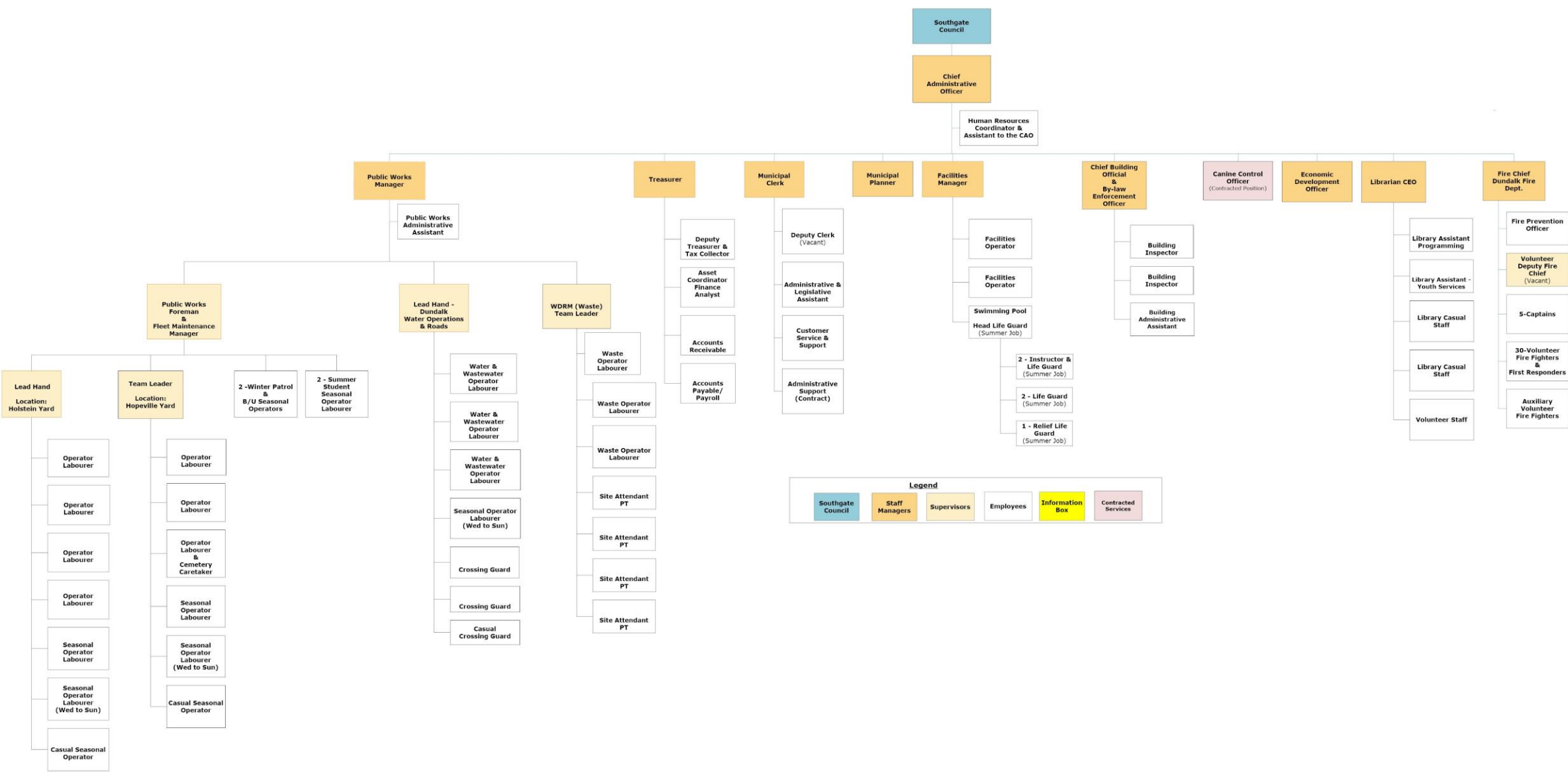
Residential Development

Year	Residential Development	Res Units	Population (2.5 /unit)
2021	<ul style="list-style-type: none"> Building Permits issued YTD Flato North Phase 6 Flato Glenelg Phase 1 	95 units 20 units 90 units	
	2021 Total	210 units	525
2022	<ul style="list-style-type: none"> Flato East Phase 7, 8 & 10 Flato Glenelg Phase 1 White Rose Phase 3 	90 units 93 units 30 units	
	2022 Total	213 units	532
2023	<ul style="list-style-type: none"> Flato East Phase 9 Flato East Phase 11, 12 & 13 White Rose Phase 3 	47 units 227 units 30 units	
	2023 Total	304 units	760
2024	<ul style="list-style-type: none"> Flato Glenelg Phase II White Rose Phase 3 	152 units 41 units	
	2024 Total	193 units	482
2025	<ul style="list-style-type: none"> Flato Ida Street Apartments Flato Eco Park 	250 units 75 units	
	2025 Total	325 units	812
	5 Year Total	1,245 units	3,111
	5 Year Average	249 units	622

Staffing

Southgate Staffing						
Departments	2018	2019	2020	2021	2022 Proposed	Notes
Administration (CAO, HR)	1	1	2	2	2.3	2020: HR/CAO Asst Added 2022: 0.3 admin (Fin/By-Law,Admin) addition
EDO	0.7	0.7	0	1	1	No EDO in 2020, then added back as FTE in 2021
By-Law	0.7	0.7	0.9	1.2	1.5	2018-2019: 2 inspectors at 0.3 each, 1 admin at 0.1 2020: admin increased to 0.3 2021: part time admin, 3 part time inspectors 2022: 1 FTE, 0.3 admin, 0.2 CBO
Finance	3.8	3.8	4.3	4.3	4.6	2018-2019: 0.7 AR to water/wastewater 2020 lost 0.5 admin, gained 1 fte asset coordinator 2022: 0.4 admin addition. 0.1 admin to water/wastewater
Clerks	3	3	3	2.5	2.5	2021: 0.5 Clerks to Planning
Planning	1	1	1	1.5	1.5	2021: 0.5 Clerks to Planning
Public Works - Admin	1.3	1.3	1.3	1.3	1.3	PW Admin & Manager 0.65 each (0.35 water/wastewater)
Public Works - Roads	11.7	11.7	11.7	14.2	15.2	2018: Cemetery/Lab added, 9 FTE, 3 Seasonal 2021: FTE Brusher added, 3 seasonal added Wed-Sun 2022: FTE operator/labourer 4 FTE, 30% roads (rest water/wastewater)
Public Works - Waste	5	5	5	6	6	2018-2020: 3 FTE, 4 PT 2021: WRDM Team Leader added
Recreation	3	3	3	3	3	
Fire	1.5	1	2.5	2	2.5	2020: FPO and PT Deputy Chief added 2022: PT Deputy Fire Chief added back on from 2020
Library	2.5	3	3	3	4	2022: Digital Services FTE
Total Full Time Equivalent (FTE) Head Count	35.2	35.2	37.7	42	45.4	
Annual Staffing additions		0	2.5	4.3	3.4	
Cost of Employee Additions		\$ -	\$ 151,740	\$ 259,878	\$ 196,724	Wages & Benefits
Annual Tax Growth in Dollars	\$ 215,000	\$ 145,000	\$ 285,000	\$ 267,000	\$ 213,000	2022 Projected Tax Increase
Increased Tax Dollars for Department Use		\$ 145,000	\$ 133,260	\$ 7,122	\$ 16,276	
Non-Tax Revenue Supported Jobs						
Building	1.8	1.8	2.1	2.8	3.8	Remove By-Law from Building for admin and 2 inspectors, 0.1 CBO
Water & Wastewater	4.2	4.2	4.2	4.2	4.3	2 PW Admin @ 35%, 1 Fin admin @ 70%, 4 PW Dundalk at 70%
Township of Southgate Employee FTEs	41.2	41.2	44	49	53.5	
NOT INCLUDED: Summer Students, Casual, Contract						

Township of Southgate
Organizational Chart
November 2021



How does Growth Impact Operations?

For each new home in Southgate increases Administration & Services

- Tax bills/statements to be administered.
- Residents calling with inquiries.
- Waste Carts inquiries, to be administered in the system, billed and picked up.
- Recreation and facility uses.
- Use of the Library and its programs.
- Increased By-law complaints.
- Increased policing and fire services used.

For each new home in Dundalk, comes:

- Another water account to setup and billed.
- Another water meter to install, monitor and maintain.
- More water and wastewater inquiries and administration.

Tax Impacted Positions added in 2020

By-Law Admin

- 0.2 By-Law administrator added due to position becoming full time building/by-law (removed finance)

Full Time Asset Coordinator & Financial Analyst

- Due to Asset Management legislation
- Relieved tasks from Deputy Treasurer & Treasurer (budget help)
- Nets to 0.5 addition due to loss of 0.5 Building & Finance Admin

Full Time Fire Prevention Officer

- Assists fire chief with administrative tasks.
- Public education and training tasks.
- Need for fire safety inspections.

Full Time HR & Assistant to CAO

- Relieved tasks and responsibilities from CAO, Deputy Treasurer, Payroll, PW Admin (Health & Safety) and took on new tasks such IT and additional Human Resources

Volunteer Deputy Fire Chief

- Assists fire chief with administrative tasks.
- Acts as Fire Chief in his absence.

Total Tax Impact of All 2020 Proposed Positions

Position	Gross Budget	Offset by Shifting to User Fee / Loss of Position	NET TAX IMPACT	Job Increase/ Decrease
By-Law Admin	\$12,114			+0.2
Full Time Asset Coordinator & Financial Analyst	\$68,560			+1.0
Full Time Fire Prevention Officer	\$68,560			+1.0
Full Time HR Coordinator & Asst to CAO	\$68,560			+1.0
Volunteer Deputy Fire Chief	\$23,221			+0.5
EDO		(\$61,318)		-0.7
Finance Assistant		(\$27,955)		-0.5
TOTAL	\$241,015	(\$89,273)	\$151,742	2.5

Tax Impacted Positions added in 2021

By-Law

- Part time added due to hiring of building inspector hire.

Full Time EDO

- Was previously 25 hours per week (0.7), added additional 0.3 to accommodate increased Economic Development activity.

Full Time Operator/Labourer

- To run brusher year round and full time

Full Time WRDM Team Leader

- To supervise Waste department staff and operations.

Seasonal Operator/Labourers (3)

- Required for snow removal
- Lessened overtime hours during winter operations by using a Wednesday to Sunday shift

Total Tax Impact of All 2021 Proposed Positions

Position	Gross Budget	Offset by Shifting to User Fee	NET TAX IMPACT	Job Increase/ Decrease
By-Law	\$17,955		\$17,955	+0.3
Full Time EDO	\$75,013		\$75,013	+1.0
Full Time Operator/Labourer	\$69,862	-	\$69,862	+1.0
Full Time WRDM Team Leader	\$62,550		\$62,550	+1.0
Seasonal Operator/Labourer (3)	\$57,720		\$57,720	+1.5
Deputy Fire Chief		(\$23,221)		-0.5
TOTAL	\$283,100	(\$23,221)	\$259,879	4.3

Proposed Tax Impacted Positions for 2022 Budget Consideration

Administrative, Finance & By-Law Assistant

- ▶ During 2021 Administrative Support Contract position assisted where needed.
- ▶ Additional help is needed in the following areas:
 - ▶ Accounts Receivable (Facilities, Canine, General Receivables)
 - ▶ By-Law Administration (Receiving, tracking complaints)
 - ▶ Customer Service (answering calls live opposed to auto-attendant, tracking incoming calls)
- ▶ Tax Impact
 - ▶ Wages & Benefits for position \$59,027
 - ▶ Tax wages/benefits removed from Accounts receivable to Water: \$6,278 (10% moved to Water/Wastewater)
 - ▶ Tax wages/benefits removed from Building Admin to Building: \$19,631 (30% moved to Building)
 - ▶ NET FINANCIAL IMPACT TO TAXES: \$33,118

Assistant Librarian & Digital Services

► Reasons for need:

- Increase in demand for technology assistance within the library (from patrons) and online presence
- Maintain and develop library databases
- Develop a technology plan for the library
- Manage and enhance the Imagination Stations
- Provide programming and outreach regarding library technology and digital spaces. Virtual programming will continue to be a regular part of library service.
 - Develop seniors technology training
 - Increase kids and youth STEAM programs including coding and robotics (Science, Technology, Engineering, Arts, and Math)
- Librarian CEO backup.

► Tax Impact

- Wages & Benefits for position: \$57,707

By-Law Enforcement Officer

- ▶ Reasons for need:
 - ▶ Increase in by-laws and by-law complaints.
 - ▶ Building Department's legislated timelines take priority over by-law.
 - ▶ Will assist canine, fire department, planning (zoning compliance), public works (parking violations and waste dumping).
- ▶ Tax Impact
 - ▶ Wages & Benefits for position: \$77,815
 - ▶ Tax wages removed from 2 Building Inspector wages and 10% CBO and moved to Building budget: (\$68,303)
 - ▶ NET TAX IMPACT: \$9,512

Operator / Labourer

► Reasons for Need:

- Addition of Operator/Labourer in Dundalk to assist with the increase in local infrastructure.
- PW Water has been increasing with the growth including more water valves to exercise yearly, hydrants to flush, maintenance programs, etc.
- Locating has increased 48% from 2020; mainly in Dundalk.
- Second sidewalk machine added to Dundalk last year which needs an operator.
- During 2021, a staff member returned from leave and proved there is a need for this additional staff in Dundalk permanently.

► Tax Impact:

- Wages & Benefits: \$65,952

Total Tax Impact of All 2022 Proposed Positions

Position	Gross Budget	Offset by Shifting to User Fee	NET TAX IMPACT	Job Increase /Decrease	Blended Tax Rate
Full Time Administrative, Finance & By-Law Assistant	\$59,027	(\$25,909)	\$33,118	+0.6	0.25%
Full Time Assistant Librarian & Digital Services	\$57,707	\$0	\$57,707	+1.0	0.45%
Full Time By-Law Enforcement Officer	\$77,815	(\$68,303)	\$9,512	+0.3	0.7%
Full Time Operator/Labourer	\$65,952		\$65,952	+1	0.5%
Deputy Fire Chief (0.5)	\$30,437		\$30,437	+0.5	0.23%
TOTAL	\$290,938	(\$94,212)	\$196,726	+3.4	1.5%

Projected Tax Increase for 2022 due to 2021 growth: \$213,000