

To: David Creery, Chief Administrative Officer

From: Diane Campbell, Director of Administrative Services

Re: 2024 Budget Approval

AIM

To obtain Council approval of the 2024 Revenue Fund Budget.

BACKGROUND

The Revenue Fund budget has been reviewed at three meetings. During the process, various recommendations, including additions to the budget have been presented to Council, but nothing formal has been approved.

COMMENTS

A list of motions has been prepared and is attached for Council's consideration. If the list of motions related to the additions presented in the 2024 preliminary Revenue Fund budget are approved (excluding any transit options), the average home will see an increase of \$ 230.30 or 8.25% over 2023. The levy increase would be 10.10% and the residential tax rate increases by 8.25%.

The motion approving the budget is at the end of the list. Members of Council are free to propose any additional motions for consideration.

RECOMMENDATION

Refer to motions.

Authored by: Diane Campbell, CPA, CA, Director of Administrative Services

Approved by: David Creery, MBA, P. Eng., Chief Administrative Officer

Suggested Motions for the 2024 Revenue Fund Budget

Suggested Motions from Staff Recommendations

The following motions are written in the context of Council approving the item. The items numbered 1-32 were included in the preliminary budget as presented. Unless otherwise noted, funding for the various motions will be the tax levy. Council may choose whether to move or revise each motion.

Suggested Financial and Asset Sustainability Additions to Base Budget

1. That the annual contribution to the Asphalt Resurfacing Reserve be increased by \$200,000 to \$800,000.
2. That an annual contribution to a new Bridge Reconstruction Reserve in the amount of \$400,000 be approved.
3. That an annual contribution to a new Road Reconstruction Reserve in the amount of \$400,000 for 2024 be approved.
4. That an annual contribution to a new Community Improvement Program Reserve in the amount of \$50,000 be approved.
5. That an annual contribution to the Street Lighting Reserve Fund in the amount of \$50,000 be approved.

Suggested Staffing Related Additions to Base Budget

6. That the staffing request from the Administrative Services Department for a full-time Accounting Coordinator in the amount of \$54,720 be approved.
7. That the staffing request from the Administrative Services Department to convert the part-time Taxation Clerk to a full-time Taxation Clerk with a net cost of \$21,000 be approved.
8. That the staffing request from the Engineering Department for a full-time Manager of Bylaw Enforcement in the amount of \$62,865 be approved,

And further that \$3,000 for Information Technology equipment be approved.
9. That the staffing request from the Parks and Recreation Department for one full-time Horticultural Technician (Downtown) in the amount of \$50,120 be approved.

10. That the staffing request from the Parks and Recreation Department for one seasonal full-time Skilled Labourer in the amount of \$40,430 be approved.
11. That the staffing request from the Parks and Recreation Department for one full-time Skilled Labourer (Cowan Fields) in the amount of \$45,100 be approved.
12. That the staffing request from the Parks and Recreation Department to convert one part-time Cowan Park Sportsplex Custodian to a full-time Cowan Park Sportsplex Custodian with a net cost of \$5,640 be approved.
13. That the staffing request from the Parks and Recreation Department to convert one part-time Arena Labourer to a full-time Arena Labourer with a net cost of \$5,740 be approved.
14. That the staffing request from the Public Works Department for one full-time Fleet Preventive Maintenance Technician in the amount of \$41,510 be approved.
15. That the staffing request from the Public Works Department for one full-time Skilled Labourer (Roads) in the amount of \$43,710 be approved.
16. That the staffing request from the Public Works Department for two full-time Water Operators, financed from County of Oxford water rates, be approved,
17. That the staffing request from the Clerks Department for one full-time Manager of Legislative Services in the amount of \$57,275 be approved.
18. That the staffing request from the Cultural Services Department for a full-time Custodian to be shared by the Market Centre (west end), Woodstock Art Gallery and Woodstock Museum with a net cost of \$12,500 be approved.
19. That the staffing request from the Cultural Services Department for a full-time Facility Rentals and Special Events Coordinator to be shared by the Market Theatre and the Woodstock Art Gallery in the amount of \$33,710 be approved.
20. That the staffing request from the Cultural Services Department for one part-time Art Installation Technician at the Woodstock Art Gallery with a zero net cost be approved.

21. That the staffing request from the Woodstock Fire Department for four Fire Suppression staff plus a portion of the required uniforms and personal protection equipment in the amount of \$204,400 be approved,

And further that a portion of the required uniforms and personal protection equipment in the amount of \$15,600 financed from the Fire Protection Development Charge Reserve Fund be approved.

22. That the staffing request from the Information Technology Department for one full-time Service Desk Analyst in the amount of \$45,825 be approved.

23. That the staffing request from the Human Resources Department for one Health and Safety Summer Student with a zero net cost be approved.

24. That the staffing request from the Woodstock Public Library for one full-time Technical Services Supervisor in the amount of \$68,275 be approved.

The remaining two staff addition requests from the Engineering department for a full-time Facilities Supervisor, in the amount of \$60,500, with \$3,000 in Information Technology equipment and \$40,000 for a vehicle and from the Fire department for a full-time Business and Emergency Planning Coordinator, in the amount of \$54,720, are recommended to be deferred until 2025. No motions are required. Should Council wish to recommend either or both of these additions, motions can be provided by staff.

Suggested Miscellaneous Additions to Base Budget

25. That fees for the use of the Southside Aquatics Centre Wading Pool in the amount of \$22,000 be waived for 2024.

26. That the request of the Economic Development Department (Physician Recruitment) for academic support programs, including student scholarships and preceptor stipends, in the amount of \$14,000 be approved.

27. That the request of the City Clerk department for software to manage Freedom of Information requests in the amount of \$11,000 be approved,

28. That the request from the Communications and Marketing division for one Summer Student for preparatory work related to the 2025 Website and Microsite refresh in the amount of \$15,000 be approved.

The following motion is only required if Motions 6 and/or 17 are approved:

29. That Council approve the purchase of office furnishings to facilitate the relocation of the Economic Development Department from City Hall to the West End of the Market Building in the amount of \$70,000.

Suggested Service Level Improvements to Base Budget

30. That the staffing request from the Parks and Recreation Department for two full-time Skilled Labourers for Encampment Response at a net cost of \$90,400 be approved,

And further that Council approve the purchase of a new vehicle with a slide dump box at a cost of \$200,000,

And further that Council approve the purchase of a Trail electric utility vehicle at a cost of \$30,000,

And further that Council approve additional expenditures for communications, equipment, personal protective equipment, training and waste management in the amount of \$26,000.

31. That the joint request of the Information Technology Department and the Woodstock Public Library to share an Information Technology Staff resource, on a 30/70 percent basis respectively, at an increased cost to the Woodstock Public Library of \$ 65,000 and a reduced cost to the Information Technology department of \$85,000 in 2024 be approved,

And further that the request of the Information Technology Department for an Information Technology Service Desk Analyst in the amount of \$60,000 be approved.

32. That Council approve Option _____ for improvements to Transit/Paratransit Service.

a. Increase service by 2 hours on Monday to Friday to provide service from 5:00 a.m. to 11:00 p.m. at a cost of \$153,500.

b. Increase service by 4 hours on Saturday to provide service from 6:00 a.m. to 12:00 a.m. at a cost of \$115,045.

c. Add 9 new hours on Sundays and Statutory holidays at a cost of \$195,500.

- d. Increase service by 2 hours on Monday to Friday to provide service from 5:00 a.m. to 11:00 p.m. and increase service by 4 hours on Saturday to provide service from 6:00 a.m. to 12:00 a.m. at a cost of \$291,725.
- e. Increase service by 2 hours on Monday to Friday to provide service from 5:00 a.m. to 11:00 p.m., increase service by 4 hours on Saturday to provide service from 6:00 a.m. to 12:00 a.m. and add 9 new hours on Sundays and Statutory holidays at a cost of \$558,195.

Please note that the above transit motions provide an estimate of the 6-month cost related to the improved levels of service.

Suggested Motion if Option 3 is selected in relation to the Downtown Woodstock Streetscape Master Plan Implementation Report

- 33. That an annual contribution in the amount of \$ _____ to the Downtown Redevelopment Reserve Fund, to be committed to the Downtown Woodstock Streetscape Master Plan project, be approved.

Motions by Council

- 34. Motion – Councillor Leatherbarrow:

That Council approve improvements to transit/paratransit service effective July 2024 by increasing Monday to Friday service by 2 hours to provide service from 5:00 a.m. to 11:00 p.m., by an addition of 9 new hours on Sundays and by the addition of regular week day service on Easter Monday (beginning in 2025) at a cost of \$173,500.

- 35. Motion – Councillor Leatherbarrow:

That Council approve a one-time transfer from the Cannabis Legalization Reserve in the amount of \$ 68,409 to offset the increasing cost of policing.

Motion Related to the Final Approval of the Budget

Once all of the amendments to the Revenue Fund Budget have been made, the recommended motion is:

That Woodstock City Council approve the 2024 Revenue Fund Budget as amended and that the Director of Administrative Services be directed to prepare the necessary by-law for Council consideration.