

To: David Creery, Chief Administrative Officer

From: Diane Campbell, Director of Administrative Services

Re: Items to be carried over year-end

AIM

To obtain Council's approval to carry certain items over the year end.

BACKGROUND

It has been our practice to seek Council's approval to set aside unspent funds that were budgeted for a specific purpose in order to use them in a following year. These can include both revenue and capital budget items.

Generally, these are projects that have been started but will not be completed before the year end, equipment that has been ordered but will not be received until the following year or projects that require additional budget funds in order to be completed. This list continues to be quite lengthy and an explanation as to the need for the carryover is included in the comments column.

Funds being carried over for projects are recorded as committed in the appropriate reserves and reserve funds. These projects do not have to be re-budgeted and in the case of projects that are underway, this process avoids a delay in completion pending budget approval.

A resolution of Council is required in order to carry these funds over the year end.

COMMENTS

Each department provided a list and rationale for funds they wish to have carried over. These requests are included on the attached schedule. It is anticipated that the majority of these projects will be completed in 2025.

RECOMMENDATION

That Council approve the requests to carry funds over the year end as listed for various capital and revenue fund projects and that these funds be recognized as a prior year commitment or a reserve contribution as appropriate.

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

Approved by: David Creery, M.B.A., P. Eng., Chief Administrative Officer

2024 CARRY OVER REQUESTS

0300 - Fleet

| Project Number | Project Name | Budget | Carry-Over Amount | Comments |
|------------------|---------------------------------------|-----------|-------------------|--|
| EQU00005 (13603) | PW-Replace Garbage Trucks | \$940,000 | Remaining balance | Delivery date now estimated to be 2025 (chassis-Feb, body-Nov) |
| EQU00009 (13753) | Engineering - Replace van | \$50,000 | Remaining balance | Tender is almost ready to publish |
| EQU00028 (13612) | PW-Replace Sewer Lateral Cameras | \$20,000 | Remaining balance | |
| EQU00069 (11302) | Parks Dept - Replace Mower | \$75,000 | Remaining balance | |
| EQU00076 (13925) | Parks-New Pickup | \$110,000 | Remaining balance | Remaining funds to be used for final outfitting of vehicles |
| EQU00083 (11303) | PW-New 1/2 Ton Truck | \$55,000 | Remaining balance | Remaining funds to be used for final outfitting of vehicle |
| EQU00090 (11305) | Parks-Replace Rotary Mower Attachment | \$51,000 | Remaining balance | |
| EQU00092 (11307) | PW-Front Loader Trackless Attachment | \$15,000 | Remaining balance | Reviewing options with respect to this attachment |

0303 - Infrastructure

| Project Number | Project Name | Budget | Carry-Over Amount | Comments |
|------------------|----------------------------|-------------|-------------------|--|
| INF00004 (13170) | Bridge Rehab & Inspections | \$100,000 | Remaining balance | Butler Street bridge in design stage |
| INF00009 (13526) | Southside Pond Cleanout | \$500,000 | Remaining balance | Project commenced fall 2024, to be completed in spring of 2025. |
| INF00021 (12506) | Roads Needs Study | \$30,000 | Remaining balance | Field work being completed in 2024 with final report early in 2025. |
| INF00025 (11238) | Asphalt Resurfacing | \$1,760,000 | Remaining balance | Project largely completed, 3 streets expected to be paved in spring 2025 |
| INF00026 (11239) | Surface Asphalt | \$420,000 | Remaining balance | Project largely completed, final allocations once remaining 3 streets completed in spring 2025 |

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|------------------|-------------------------------------|-------------|-------------------|--|
| INF00032 (11019) | Active Sump Remediation | \$80,000 | Remaining balance | Viewcon has begun but not finished as of Sept 2024. Work should be completed in 2024 |
| INF00051 (11309) | Rathbourne St Reconstruction | \$850,000 | Remaining balance | Some Bell relocations to finalize, early 2025 |
| INF00058 (11311) | Walter St Reconstruction | \$560,000 | Remaining balance | Some Bell relocations to finalize, early 2025 |
| INF00065 (12016) | Southside Park Road | \$150,000 | Remaining balance | Project commenced fall 2024, to be completed in spring of 2025. |
| INF00054 (11242) | Transportation Master Plan (update) | \$25,000 | Remaining balance | Project is on-going - Additional Council approval - Aug 15/24 |
| INF00138 (11247) | Downtown Revitalization | \$2,760,000 | Remaining balance | Project on-going, still in design phase (March 21/24 Council approval) |

0308 - Street Lighting

| Project Number | Project Name | Budget | Carry-Over Amount | Comments |
|------------------|---------------------------------------|-----------|-------------------|--|
| STL00009 (11314) | Replace Underground Street Light Wire | \$140,000 | Remaining balance | Project nearing completion, funds required for engineering street light designs for 2025 projects and Elizabeth St in 2025 |

0309 - Development Costs

| Project Number | Project Name | Budget | Carry-Over Amount | Comments |
|------------------|--|-------------|-------------------|---|
| DEV00017 (12508) | Housers Lane Surface Works | \$90,000 | Remaining balance | Project included in 2024 Asphalt contract, contractor actively working on it as of November 2024 |
| DEV00019 (12423) | Commerce Way Industrial Park Surface Asphalt | \$600,000 | Remaining balance | Work to be completed as part of outstanding Asphalt Contracts which will extend into 2025 |
| DEV00022 (11026) | Northeast Industrial Park (Corlett) | \$1,395,000 | Remaining balance | Project is ongoing |
| DEV00025 (11185) | Woodstock Meadows-Road Widening | \$280,000 | Remaining balance | Phase 1 may be registered near end of 2024, funds will be required once registered |
| DEV00042 (11356) | 433 Griffin Way Buyback | \$340,000 | Remaining balance | City is still planning to repurchase property, may not be settled in 2024. Council Approval March 7, 2024 |

0310 - New Buildings, Repairs & Maintenance

| Project Number | Project Name | Budget | Carry-Over Amount | Comments |
|------------------|--|--|-------------------|--|
| BLD00074 (11318) | 944 James - Roof Replacement - Main Building | \$350,000 + \$159,000 add'l approval | Remaining balance | Project will be completed in 2025. Council approval for additional funds May 2, 2024 |
| BLD00076 (11123) | Museum-Cupola Restoration | \$335,000 | Remaining balance | Project will be completed in 2025 |
| BLD00114 (11262) | PW-Office Addition & Renovation | \$1,500,000 + \$525,000 add'l approval | Remaining balance | Work is in progress. Council approval for additional funds Sept 5, 2024 |
| BLD00117 (11319) | Cowan Sportsplex New Backup Generator | \$150,000 | Remaining balance | Work is in progress |
| BLD00118 (11320) | Complex Electrical System Review | \$25,000 | Remaining balance | Work is in progress |
| BLD00126 (11321) | PW-Garage Flooring Repairs | \$120,000 | Remaining balance | Work will be completed in 2025 |
| BLD00128 (11322) | SAC - Roof Replacement | \$175,000 | Remaining balance | Work will be completed in 2025 |
| BLD00130 (11324) | Complex-Special Events Office | \$100,000 | Remaining balance | Furnishings to be purchased in 2025 |
| BLD00132 (11325) | PW-Perimeter Fencing Installation | \$40,000 | Remaining balance | Work is in progress |
| BLD00133 (11326) | Market-Replace Theatre Marquee Sign | \$40,000 | Remaining balance | Work is in progress |
| BLD00134 (11327) | Museum Storage Expansion Study | \$50,000 | Remaining balance | Work is in progress |

0400 - Fire

| Project Number | Project Name | Budget | Carry-Over Amount | Comments |
|------------------|---------------------------------------|----------|-------------------|--|
| FIR00041 (11330) | Master Plan/Community Risk Assessment | \$90,000 | Remaining balance | Started in 2024, to be completed in April 2025 |
| FIR00043 (11331) | Firefighter LODD Memorial/Flagpole | \$35,000 | Remaining balance | Started in 2024, due to weather, completion may not be until spring 2025 |

0701 - Parks

| Project Number | Project Name | Budget | Carry-Over Amount | Comments |
|-----------------------|--|---------------|--------------------------|---|
| PKS00001 (12062) | Park Drives Repairs | \$50,000 | Remaining balance | Work should be completed by end of 2024 |
| PKS00003 (12978) | Park Furnishings (various parks) | \$22,000 | Remaining balance | Bleachers to be purchased before year end with delivery in 2025 |
| PKS00005 (12906) | Park Signage | \$10,000 | Remaining balance | Work will be completed in 2025 |
| PKS00022 (13746) | Park Access Barriers | \$25,000 | Remaining balance | Work is ongoing |
| PKS00044 (11053) | Homer Brown Park Revitalization | \$195,000 | Remaining balance | Project is in progress, expected to complete in July 2025 |
| PKS00050 (11059) | Winter Lights - New Decorations/Lights | \$75,000 | Remaining balance | Delivery delayed due to postal disruption |
| PKS00062 (11200) | Pavilion Replacement | \$500,000 | Remaining balance | 2 new pavilions approved with a change in funding source approved at Nov 7/24 Council meeting |
| PKS00083 (11222) | Park Development-Kingsmen S/D Phase 4 | \$530,000 | Remaining balance | Project to be completed Spring 2025 |
| PKS00101 (11334) | Southside Park Expansion | \$350,000 | Remaining balance | Project is ongoing |
| PKS00113 (11274) | Downtown & Southside Park Banners | \$5,000 | Remaining balance | |
| PKS00115 (11335) | Sportsfield Surfacing Upgrade (Cowan Fields) | \$50,000 | Remaining balance | Project to be completed Spring 2025 |
| PKS00116 (11336) | Sportsfield Safety Netting (Jack Dunn) | \$60,000 | Remaining balance | Project to be completed Summer 2025 |
| PKS00118 (11338) | SSE, SSW Bull Pen Concrete | \$25,000 | Remaining balance | Project should be completed by year end |

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|------------------|--|-----------|-------------------|---|
| PKS00119 (11339) | Cowan Fields - Subdivision Development | \$200,000 | Remaining balance | Funds to be included with 2025 project DEV00028 |
| PKS00121 (11340) | Parks Master Plan | \$35,000 | Remaining balance | Work is ongoing - will be completed mid-2025 |
| PKS00122 (11341) | Replace Poles & Fixtures - Complex Parking Lot | \$350,000 | Remaining balance | Work will be completed Summer 2025 |
| PKS00123 (11342) | New Complex Spray Pad | \$160,000 | Remaining balance | Project is ongoing |

0705 - Aquatics

| Project Number | Project Name | Budget | Carry-Over Amount | Comments |
|------------------|--------------------------------|-----------|-------------------|--|
| AQU00015 (11344) | Change Room/Facility Expansion | \$50,000 | Remaining balance | Design phase - project is on-going |
| AQU00020 (11345) | Pool Pump Check & Repair | \$15,000 | Remaining balance | Project on-going |
| AQU00027 (11211) | Pool Basin Repairs | \$260,000 | Remaining balance | Amount to supplement 2025 capital budget request |
| AQU00034 (11347) | Spray Pad Fencing | \$60,000 | Remaining balance | Project to be completed in 2025 |
| AQU00035 (11348) | Spray Pad Pavilion | \$200,000 | Remaining balance | Project to be completed in 2025 |

0708 - Arenas

| Project Number | Project Name | Budget | Carry-Over Amount | Comments |
|------------------|--------------------------|----------|-------------------|---|
| ARE00008 (13985) | Complex Door Replacement | \$10,000 | Remaining balance | Door replacements are on-going due to age of building |
| ARE00017 (11279) | Goff Hall Renovation | \$30,000 | Remaining balance | Project to be completed in 2025 |
| ARE00022 (11349) | Used Genie Boom | \$30,000 | Remaining balance | |
| ARE00025 (11350) | New Arena | \$50,000 | Remaining balance | Studies are ongoing |

0713 - Cowan Sportsplex

| Project Number | Project Name | Budget | Carry-Over Amount | Comments |
|-----------------------|--|---------------|--------------------------|--|
| CWN00012 (11353) | Indoor Turf Replacement | \$10,000 | Remaining balance | Amount to supplement 2025 capital budget request |
| CWN00013 (11284) | Facility Redevelopment | \$350,000 | Remaining balance | Project is continuing into 2025 |
| CWN00021 (11287) | Bathroom Counters & Sinks | \$15,000 | Remaining balance | |
| CWN00027 (11289) | Accessible Sliding Doors-Main Entrance | \$30,000 | Remaining balance | |

1000 - Woodstock Public Library

| Project Number | Project Name | Budget | Carry-Over Amount | Comments |
|-----------------------|-----------------------------------|---------------|--------------------------|-------------------------------|
| LIB00014 (11354) | Library Strategic Plan Consultant | \$40,000 | Remaining balance | Project is nearing completion |

Operating Budget

| Account Number | Account Name | Budget | Carry-Over Amount | Comments |
|-----------------------|--|---------------|--------------------------|---|
| 0200-71231-0000 | Boundary Adjustment - Norwich | | | Financing for 2024 boundary adjustment expenses if required - contingency reserve |
| 0200-71234-0000 | Boundary Adjustment - Southwest Oxford | \$120,350 | \$60,000 | Represents portion of joint prosperity based on number of units within registered plan of subdivision |
| 0202-71220-0201/0202 | Dundas St Properties Debt Servicing | \$191,550 | \$132,725 | Represents principal & interest repayment estimate not required in 2024 |
| 0204-83747-0000 | Community Grant Program | \$140,490 | Remaining balance | Carryover of unspent funds requested by Community Grants Committee |
| 0303-74210-0384 | Engineering-Asset Management Studies | \$40,000 | Remaining balance | Building study project is on-going. Next Asset Management Plan due July 1, 2025 |
| 0711-83713-0487 | WAG-Public Sculpture Commission | \$80,000 | Remaining balance | Work to be completed on 2nd public art installation in 2025 |
| 0800-84235-0315 | Physician Recruitment-Advertising | \$31,400 | Remaining balance | Academic Support portion of budget is \$14,000 - payments in process |
| 0802-84236-0319 | SBC - Core - Moving Expenses | \$5,000 | Remaining balance | To be used for additional outfitting of Market Centre once Engineering vacates |
| 0802-84236-0310 | SBC - Core - New Equipment | \$10,000 | Remaining balance | To be used for board room furniture in 2025 |
| 0802-84236-0650 | SBC - Events- Special Events | \$6,000 | Remaining balance | To have additional Small Business events in 2025 |