

DATE OF MEETING FEBRUARY 19, 2025  
AUTHORED BY COLIN DAL-SANTO, PROJECT ACCOUNTANT  
SUBJECT QUARTERLY BUDGET TRANSFER REPORT

## **OVERVIEW**

### **Purpose of Report:**

To advise the Finance and Audit Committee of any budget transfers requiring disclosure for the period 2024-OCT-01 to 2024-DEC-31.

## **BACKGROUND**

The City's budget transfer policy requires disclosure of budget transfers that result in a new project over \$75,000 and at the discretion of the Director, Finance disclosure of budget transfers over \$100,000, budget transfers that result in a greater than 10% budget increase, or budget transfers that result in the delay or cancellation of a project over \$100,000.

This report covers Q4 of 2024. |

## **DISCUSSION**

### **Rotary Bowl Throwing Cage Pads**

The Rotary Bowl throwing cage pads required a budget transfer of \$168,877 to cover additional work caused by discovered contaminated soils and an extended timeline due to overlap with the track and field season. The additional budget was covered by cancelling the parking lot fencing at Serausmen Sports Field and the Rotary Bowl irrigation system with the remainder of the funds coming from under-budget completed projects. The parking lot fencing was determined to be able to be rebudgeted in a future year with the possibility of completing the work at a lower cost using some readily available boulders. The irrigation project was cancelled as the existing budget was significantly lower than what was required to complete the scope of work. The work has been rebudgeted in 2025.

### **Westwood Lake Improvements**

A budget transfer of \$52,546 was completed to supplement the Westwood Lake Improvements project's budget; of which, \$24,685 was from the Parks Accessibility fund. The accessibility funds will be used for the beach access ramp and accessible deck at Westwood Lake.

### **Stadium District Parking Lot**

The Stadium District Parking Lot required a budget transfer of \$200,000 in order to cover the additional amenity improvements that were not accounted for in the original scope of the project from 2020. These include a more extensive storm water management system, and increased

pedestrian safety measures such as raised crosswalks. The budget transfer was taken from a complete project that had come in under-budget.

### **City Hall and SARC Fencing**

A budget transfer of \$112,000 was done to set up a new project for safety fencing around City Hall and SARC. The fencing was needed to help promote employee safety in the nearby parking lots, and to help reduce instances of trespass and property damage. The budget transfer came from complete projects that were under-budget.

### **Fire Master Plan Implementation**

The pricing for the fire station renovations required for the new firefighters came in higher than had been budgeted. A budget transfer of \$460,124 was completed to cover the work to be done. While the scope of the work has not increased, the bids for the work were much higher than was expected. The budget transfers came from projects that were completed under-budget.

### **Transportation Model Recalibration**

The City maintains a transportation demand Model which is used to predict mobility needs across the City. Historically, this model has been maintained internally; however, staffing changes have triggered a need to engage a specialized consultant to support the update and maintenance of the model. A budget transfer of \$35,000 from the general project contingency was required to cover the increased costs of this work.

### **Fleet Upfitting Units #276, #319, and #416**

Upfitting for fleet units #276, #319, and #416 came in significantly higher than expected which required a cumulative budget transfer of \$181,321 in order to complete the work. Despite the quote used to originally budget the work being from April 2023, fleet services saw more than a 50% increase in the total price to upfit the three units by November 2024. The budget transfer was completed by cancelling fleet units #108, #117, and #151. These units were determined to be in sufficient condition to delay their replacements until they can be budgeted for again in a future year.

### **Stewart Ave Sewer**

A budget transfer totalling \$84,860 was completed to set up a new project for sewer site servicing at 1361 and 1371 Stewart Ave. The work was completed in unison with the property being built at 1371 Stewart Ave. The budget transfer was completed from the sanitary contingency fund.

### **Midtown Water Supply**

While working on the Midtown Water Supply project, a 25-meter section of faulty pipe was discovered at the Bowen and East Wellington intersection that had not been previously flagged to be replaced. A budget transfer of \$81,450 was completed so that the pipe could be replaced while the work was being performed in the area. The budget transfer was completed from a completed project that was under-budget.

### **Water Fill Station Point of Sale System Replacement**

In order to replace the existing POS system which was causing frustrations with customers, a more robust and user-friendly system is being implemented at the Duke Point and Labieux Rd water fill stations. The new system allows customers to pay via credit-card as opposed to a prepaid FOB which in turn reduces the staff time required to manage customer accounts. A budget transfer of \$90,000 from the water supply contingency fund was completed to fund the new project. |

## **FINANCIAL CONSIDERATIONS**

The additional funding for the above projects was funded by reallocating resources within the approved 2024 - 2028 Financial Plan.

### **SUMMARY POINTS**

- Budget transfer funding was found within the approved 2024 budget.

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