



2021 Division Road North
Kingsville, Ontario N9Y 2Y9
(519) 733-2305
www.kingsville.ca
kingsvilleworks@kingsville.ca

Date: November 29, 2017

To: Mayor and Council

Author: Sandra Zwiers, Director of Financial Services

RE: 2017 Year End Capital Project Carry Overs and Reserve Transfers

Report No.: FS-2017-25

AIM

To provide a summary of the forecasted status of 2017 capital projects and to make recommendations to transfer certain unspent funds relating to projects that will carry over into 2018 to the appropriate reserves.

BACKGROUND

Transfers to and from reserve require consent from council. The 2017 tax rate was set to fund certain capital projects within the budget year. Due to various controllable and uncontrollable circumstances, some capital projects remain incomplete at year end and administration is recommending the tax funds raised in 2017 for these projects be set aside to fund these projects in the next budget cycle.

When determining which projects to seek reserve transfer approval for, the following factors were considered:

- Commitments to legislative or contractual obligations
- Uncontrollable factors impeding project completion
- Strategic goals of the municipality
- Non tax related funding sources related to the project (eg. Grants, reserves)
- Stability of tax rate increases independent of prior year surplus/deficit reconciliation

DISCUSSION

A summary of the projects administration is seeking transfer to reserve for is below.

Project Name	Budget	Request to Transfer
GEN ADMIN – Diamond Enhancements	\$7,000	\$7,000 to 31044
GEN ADMIN – Non Union Pay Equity	\$5,000	\$5,000 to 31044
GEN ADMIN – Union Pay Equity	\$5,000	Unspent funds to 31044
GEN ADMIN – Physician Recruitment	\$65,000	\$26,856 to 39113

GEN ADMIN – Legal Operating Budget	\$108,000	Unspent funds to 31060
GEN ADMIN – Insurance Deductible	\$175,650	Unspent funds to 31060
GEN ADMIN – Investment Income	\$60,000	Actual returns exceed \$120,000 of which a portion relates to income earned on DC's and gas tax grant receipts received but not yet spent. Transfer DC and grant investment income to 39075 and 39068 respectively
TEDC – Tourism EDC Conference	Unbudgeted	Deficit approx. \$9,000 from 39104
PW – Road 2 W Bridge #28	\$700,000	\$88,775 to 39068
PW – CWATS Kings 13B (Phase 2 of 3)	\$361,144	Unspent funds to 39068
PW – Lakeview Ave Completion	\$100,000	Unspent funds to 39068
PW – Park Street Reconstruction	\$1,496,000	Unspent OCIF funds to 39068 and unspent taxation to 39068
PW – Bridge #14 – Rd 10 over Paterson	\$33,000	Unspent funds to 39068
PW – Bridge #30 – Rd 5W over WTwnle	\$57,000	Unspent funds to 39068
PW – Land Acquisition Jasperson	\$60,500	Unspent funds to 39068
PW – Bridge & Culvert Study	\$15,000	Actual costs were \$25,000 and project was eligible for Transfer from DC \$16,750 from 39209
PW – 10 Ton Plow with Dump	\$170,000	Per approved staff report transfer \$22,991 from sale of surplus vehicles and \$31,570 from winter control to 39072
ARENA - Generator	\$105,000	Unspent funds to 31055
PARKS – Lakeside Park Box Culvert	\$25,000	Unspent funds to 39119
PARKS – Heritage Shoreline Improvements	\$15,000	\$15,000 to 39068
BIA – Town Clock	Unbudgeted	Mtce and Capital from 31053
WATER – Water Rate Study	\$25,000	\$25,000 to 39070
COTTAM – OCWA Lagoon Capital	\$53,000	Unspent funds to 39080

LINK TO STRATEGIC PLAN

Effectively manage corporate resources and maximize performance in day-to-day operations.

FINANCIAL CONSIDERATIONS

The transfers to and from reserve outlined in this report are intended to recognize ongoing projects in accordance with council approved commitments and to ensure future tax rate decisions are not impacted by previously approved capital projects.

CONSULTATIONS

Senior Administration Team

RECOMMENDATION

That council approves the transfers to and from reserves as outlined in the table in report FS-2017-25.

Sandra Zwiers

Sandra Zwiers MAcc, CPA, CA
Director of Financial Services

Peggy Van Mierlo-West

Peggy Van Mierlo-West, C.E.T.
Chief Administrative Officer