



REPORT

REPORT TO: Community and Corporate Affairs Committee

REPORT FROM: Duncan Robertson, CPA, CMA
Budgets & Financial Reporting Supervisor

DATE: November 20, 2018

REPORT NO.: CORPSERV-2018-0051

RE: Capital Budget Status as at September 30, 2018

RECOMMENDATION:

THAT Report No. CORPSERV-2018-0051 dated November 20, 2018 regarding Capital Budget Status as at September 30, 2018 be received;

AND FURTHER THAT staff be authorized to transfer \$45,000 of unused funds from the Health and Safety Monitoring Software project to the Payroll System Upgrade project;

AND FURTHER THAT staff be authorized to transfer \$8,000 from the Capital Replacement Reserve to the Post 2031 Intensification Study project;

AND FURTHER THAT staff be authorized to transfer \$5,088 from the Capital Replacement Reserve to the Planning, Development and Sustainability User Fee Update project;

AND FURTHER THAT staff be authorized to transfer \$9,988 of unused funds from the Asset Management Plan project to the Levels of Service Phase 1 project;

AND FURTHER THAT staff be authorized to transfer \$5,556 from the Capital Replacement Reserve to the Splash Pad Repairs project;

AND FURTHER THAT staff be authorized to transfer \$9,274 of unused funds from the Acton Library Bridge project to the Acton Rotary Park Bridge Replacement project.

BACKGROUND:

The purpose of this report is to provide information as at September 30, 2018 on the status of the Capital Budget.

The Life-to-Date Capital Project Status Report in Appendix A shows total funding, total expenditure and the September 30, 2018 balance by department, as well as a detailed project listing with comments from the project manager on all open capital projects.

COMMENTS:

Comments on all open capital projects at the end of September 30, 2018 are provided in Appendix A.

At the end of the third quarter, it has been determined that:

- The Health and Safety Monitoring Software project can be rolled in with the Payroll System Upgrade project due to the ability of the new payroll system to track health and safety training and incidents. Part of the \$45,000 in funds initially set out in the project will be used to cover overages in implementation of the new payroll system, as a result of purchasing an extra biometric clock and additional unbudgeted cabling expenses (\$14,602). Remaining funds will be used to explore potential use of additional health and safety modules in the new payroll software.
- An additional \$8,000 is needed to complete the Post 2031 Intensification Study project. Staff is seeking approval for the transfer of \$8,000 of funding from the Capital Replacement Reserve.
- The Planning, Development and Sustainability User Fee Update project has been completed and was \$5,088 over budget. Staff is recommending that the overage be funded with a transfer from the Capital Replacement Reserve.
- The Levels of Service Phase 1 project has been completed and all funding received from FCM. FCM has contributed funding equal to 80% of total project expenses, with the Town required to cover the remaining 20% (\$9,988). Staff is recommending that the remaining \$9,988 be covered through a transfer from the remaining unused funds in the Asset Management Plan project.
- The Splash Pad Repairs project is complete and is \$5,556 over budget. Staff is recommending that the overage be funded with a transfer from the Capital Replacement Reserve.
- Both the Acton Library Bridge and Acton Rotary Park Bridge Replacement projects have been completed. The Acton Library Bridge was completed with \$10,375 remaining in the budget, while the Acton Rotary Park Bridge Replacement project went over budget by \$9,274. Staff is recommending that the overage in Acton Rotary Park Bridge Replacement project be funded from the unused funds in the Acton Library Bridge project and the remaining \$1,101 be returned to the Capital Replacement Reserve.

RELATIONSHIP TO STRATEGIC PLAN:

This report supports the following strategic objectives:

- Establish sustainable financing, asset management and master plans to acquire, operate, maintain, renew and replace infrastructure.
- Continue to provide timely and transparent communications with the Town's residents and business owners.

FINANCIAL IMPACT:

Appendix B provides the financial implications of completed capital projects, summarizing amounts to be returned to reserves, funded from reserves and directed to open capital projects.

CONSULTATION:

All project managers were consulted on the status and progress of open projects.

PUBLIC ENGAGEMENT:

No public engagement required in reference to this report.

SUSTAINABILITY IMPLICATIONS:

The sustainability implications of the recommendations of the report were reviewed against the requirements of the Town's Sustainability Implications Worksheet. The Worksheet is completed for substantial non-administrative reports, major projects, studies, policies and initiatives that are relevant to advancing the Town's economic, cultural, environmental and social wellbeing, and quality of life. Since this report is none of the latter, the Sustainability Implications section is not applicable.

COMMUNICATIONS:

There is no communications impact.

CONCLUSION:

Appendix A provides an informational update on Life-to-Date spending on open capital projects as at September 30, 2018.

Reviewed and Approved by,



Moya Jane Leighton, Manager of Accounting and Town Treasurer



Jane Diamanti, Commissioner of Corporate Services



Brent Marshall, CAO