

CITY OF BURLINGTON
2019 OPERATING BUDGET ACTION REQUEST FORM

Appendix 1 of F-02-19-03

Proposed Operating Budget Page #	Discussion Item	Councilor	Proposed Amendments	Gross Cost	One time funding	Tax Impact	Service
Base budget items (included in the 3.99% Proposed Budget)							
	Capital impact on Operating		Amendments to Capital Budget funding	\$ -	\$ -	\$ -	Corporate Expenditure
132	Corporate Management	Staff initiated	Corporate Management Amendmend	\$ (235,000)		\$ (235,000)	Corporate Management
144/145	Mayor and Council	Staff initiated	Housekeeping Amendments	\$ (40,983)		\$ (40,983)	Mayor and Council
161	Vacancy Rebate	Staff initiated	Eliminate remaining budget	\$ (100,000)		\$ (100,000)	Corporate Expenditure
161	Randle Reef	Staff initiated	Partial One-time funding provided to reduce annual provision	\$ (100,000)		\$ (100,000)	Corporate Expenditure
170	Road and Sidewalk Maintenance	Staff initiated	Housekeeping amendments - Bill 148 repeal	\$ (21,994)		\$ (21,994)	Road and Sidewalk Maintenance
	Staff Direction	Meed Ward	<p>Direct the City Manager to report back by May 31, 2019 with recommendations for addressing the following corporate priorities pertaining the services provided by the City Manager's Office:</p> <ul style="list-style-type: none"> •Enhanced focus on corporate strategic planning, management and strategy execution including ongoing implementation and reporting on City Council's 4 Year Workplan. •Establishment of Corporate Innovation and Performance Improvement function including but not limited to an ongoing continuous improvement program (e.g. Lean Six Sigma) •Development and Implementation of a City Manager led multi-year City Service Review Process focused on identifying and recommending for Council consideration in conjunction with the annual budget process, proposed changes to City services resulting in sustainable operational efficiencies and annual net budget savings. •Establishment of an Organizational Transformation Function focused on strategic oversight and execution of major strategic initiatives and projects including citizen-centred digital service delivery. •Development and implementation of regular corporate performance reporting on measurable outcomes related to major strategic initiatives and projects and ongoing service review efficiencies including cumulative net budget savings. <p>Direct the City Manager to undertake with the Director of Finance an internal review and realignment of 2019 proposed budget resources in the City Manager's Office to accommodate the above noted priorities while incorporating a net budget reduction of \$235,000.</p>				
161	Provision to VDRF	Meed Ward	Reduce provision to Vehicle Depreciation Reserve Fund from \$402,274 to \$302,274. Revise 4% annual contribution to reserve policy accordingly	\$ (100,000)		\$ (100,000)	Corporate Expenditure

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Recommended Business Cases (included in the 3.99% Proposed Budget)							
31	BC 2019-006 - Conventional Transit Operators	Sharman	Defer hiring 4 additional transit drivers in 2019 subject to approval of a thorough and complete Transportation Business Plan	\$ (352,631)	\$ -	\$ (352,631)	Transit
33	BC 2019-027 - Transfer of Provincial Gas Tax from Operating to Capital	Sharman	Change \$500,000 provincial gas tax transfer from Operating to Capital to \$167,000 (reduction of \$333,000)	\$ (333,000)	\$ -	\$ (333,000)	Transit
35	BC 2019-009 - ERP Project Team	Meed Ward	Maintain the ERP Strategic Review recommendations from (IT-01-13) - \$1.5 mil one time	\$ -	\$ -	\$ -	Information Technology
		Stolte	Defer the ERP Strategic Review recommendations from (IT-01-13) pending Provincial Review of Municipal govt structure - \$1.5 mil one time	\$(1,500,000)	\$1,500,000	\$ -	
38	BC 2019-029 - Integrated Transportation	Meed Ward	Maintain transportation planning study - \$300K one time	\$ -	\$ -	\$ -	Tranportation Network Planning
48	BC 2019-025 - City Wide Home Fire Safety Program	Meed Ward	Approve 5 year fire education program, allocate \$35,000 this year and direct staff to carry forward \$35,000 each year from surplus or hydro special dividend or other appropriate source for the remaining 4 years	\$ (140,000)	\$ 140,000	\$ -	Fire Prevention and Education
		Stolte	Remove \$140,000 from 2019 budget. One year pilot project commitment of \$35,000 only	\$ (140,000)	\$ 140,000	\$ -	
Additional Business Cases (not included in the 3.99% Proposed Budget)							
57	BC 2019-010 - Staffing for Joseph Brant Museum	Galbraith	Add to Budget	\$ 208,000	\$ (58,000)	\$ 150,000	Local Boards
		Kearns	Add to Budget	\$ 208,000	\$ (58,000)	\$ 150,000	
		Meed Ward	Authorize hiring of permanent staff, paid for in the first year from surplus/hydro reserve (please refer to Staff Direction #1 below)	\$ 208,000	\$ (208,000)	\$ -	
		Nisan	Support the business case. This amount should be supported for 12 months subject to renewal and pro-rated for 2019 based on the current opening date estimate.	\$ 208,000	\$ (208,000)	\$ -	
		Sharman	Fund new Joseph Brant Museum staffing requirement in 2019 + \$208,000.00 or one time	\$ 208,000	\$ (58,000)	\$ 150,000	

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60	BC 2019-026 - Emerald Ash Borer	Meed Ward	Support the business case at the revised amount and fund from the Forestry Reserve Fund (please refer to Staff Direction #2 below)	\$ 445,000	\$ (445,000)	\$ -	Tree Management
		Nisan	Support the business case at the revised amount, further to consultation with staff indicated the lower amount will be sufficient to undertake tree planting and woodlot removals	\$ 445,000		\$ 445,000	
		Sharman	Transfer tree maintenance annual operating funding and annual maintenance funding to the Forestry Reserve Fund and finance over multiple years rather than in year, same way as infrastructure renewal	\$ 620,000	\$ (620,000)	\$ -	
		Stolte	Commitment to addressing woodlot removal and clearing and fund one-time	\$ 445,000	\$ (445,000)	\$ -	
63	BC 2019-028 - Second Additional By Law Enforcement officer	Bentivegna	Move a parks and rec. enforcement officer to bylaw inforcement...no budget impact (please refer to Staff Direction #3 below)	\$ -		\$ -	By Law Enforcement
		Kearns	Add to budget	\$ 111,137		\$ 111,137	
		Meed Ward	Add to budget and fund from HR gapping (please refer to Staff Direction #4 below)	\$ -	\$ -	\$ -	
		Stolte	Add to budget the additional 2019 Business Case for 2nd Bylaw Officer to increase enforcement of Private Tree Bylaw	\$ 111,137		\$ 111,137	
73	BC 2019-033 - Service Growth Response Strategy for Adult/55+	Galbraith	Add to Budget	\$ 114,463	\$ -	\$ 114,463	Recreation
		Kearns	Add to Budget	\$ 114,463	\$ -	\$ 114,463	
		Meed Ward	Add seniors program position and fund from HR gapping	\$ -	\$ -	\$ -	
		Nisan	Support the business case	\$ 114,463	\$ -	\$ 114,463	
		Stolte	Add to budget the additional 2019 Business Case	\$ 114,463	\$ -	\$ 114,463	
Other Amendments (not included in the 3.99% Proposed Budget)							
117	Development application processing	Meed Ward	Contract external planning services of \$200,000 for development application processing to meet legislated time frames with funding from the Planning Fee Stabilization Reserve Fund (please refer to Staff Direction #5 below).	\$ 200,000	\$ (200,000)	\$ -	Community Design and Development Review

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117	Official Plan related work	Meed Ward	Fund \$600,000 from the Policy Initiatives Reserve Fund for Official Plan related work such as a housing strategy, subject to the Director of City Building reporting back with a progress update on the OP work plan.	\$ 600,000	\$ (600,000)	\$ -	Community Design and Development Review
		Stolte	Fund \$600,000 from the Policy Initiatives Reserve Fund for Official Plan related work such as a housing strategy, subject to the Director of City Building reporting back with a progress update on the OP work plan.	\$ 600,000	\$ (600,000)	\$ -	
92	Increase Burloak Park maintenance funding	Sharman	Add funding to provide maintenance of Burloak Park consistent with it's higher standard of park facilities versus others in the City	\$ 67,000	\$ -	\$ 67,000	Parks and Open Space Maintenance
		Meed Ward	Increase funding for Burloak Park maintenance	\$ 67,000	\$ -	\$ 67,000	
95	Forestry Master Plan	Stolte	Implement initiatives within the Forestry Master Plan with focus on tree canopy inventory and plan for tree canopy renewal	\$ 100,000		\$ 100,000	Tree Management
104	Transit - Free off-peak for Seniors	Kearns	Add to Budget - we need to do something diferent with transit that speaks to the community.	\$ 240,000	\$ (240,000)	\$ -	Transit
		Meed Ward	Introduce a pilot program free, off-peak transit for Seniors, Monday-Friday, 9:30-3:30 on conventional and Handivan for 2019, beginning May 1. \$300,000 plus \$60,000 annual divided by 8 months (May to Dec) .Monitor actual monthly impact on revenues and adjust transit balance to maintain projected revenues with top ups as necessary from the Tax Rate Stabilization Fund or other appropriate reserve (please refer to Staff Direction #7 below) .	\$ 240,000	\$ (240,000)	\$ -	
		Nisan	Free mid-day transit (10-3) for seniors	\$ 240,000	\$ (240,000)	\$ -	
104	Transit - Free for Seniors on Mondays	Galbraith	Add to budget - Free Transit for Seniors on Mondays one year pilot	\$ 80,000	\$ (80,000)	\$ -	Transit
		Stolte	Add to budget - Free Transit for Seniors on Mondays	\$ 80,000	\$ -	\$ 80,000	
104	Transit - Free off-peak for LICO	Kearns	Add to Budget - we need to do something diferent with transit that speaks to the community -TBD				Transit
		Nisan	Free mid-day transit (10-3) for for low-income individuals - TBD				
104	Transit - Free for LICO	Meed Ward	Make SPLIT pass free by covering the balance of costs (SPLIT pass is paid for by the Region - 50% reduction in fares. City would cover the other 50%)				
		Sharman	Make transit fares free to people who earn less than LICO free at all times - TBD				

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104	Transit - Free for Students	Meed Ward	Offer free transit for all students (not time limited)				Transit
	Transit - Free off peak for Students	Nisan	Free mid-day transit (10-3) for students - TBD				
104	Transit - Free off peak for all users	Meed Ward	Free mid-day transit (9:30-3) for all users - TBD				Transit
		Nisan	Free mid-day transit (10-3) for all users - TBD				
110	Burlington Arts and Culture Fund	Nisan	Increase funds available for arts and culture in Burlington given the large number of applications demonstrating a strong demand for this program. With \$106,000 in applications this year, adding the additional allocation means more qualified projects can receive full funding. Should there ever be an insufficient number of qualified projects, funds can be returned rather than spent.	\$ 25,000		\$ 25,000	Arts and Culture
		Sharman	Increase funds available for arts and culture in Burlington	\$ 25,000		\$ 25,000	
116		Sharman	Approve the extension of the plumbing permit fee grant program effective January 1 2019, to include cost of any such permits issued to time of approval, to offset the cost of plumbing permit fees for the installation of backwater valves, disconnection of foundation drains from the sewer system and the installation of sump pumps for homes qualifying under the Halton Region's Enhanced Basement Flooding Prevention Subsidy Program and the Home Flood Protection Program. The recommendation of approximately \$30,000 per annum is proposed to be funded from the Tax Rate Stabilization Reserve Fund for 2019 and as long as the Region maintains its current subsidy program	\$ 30,000	\$ (30,000)	\$ -	Building Code Permits and Inspection
	SOBI Bike program	Galbraith	Place holder for SOBI bike program - TBD (please refer to Staff Direction #9 below).				
		Kearns					
161	Provision to Randle Reef	Meed Ward	Remove \$130,000 for annual Randle Reef funding from the base. Fund \$130,000 for this year's payment from surplus.	\$ (130,000)		\$ (130,000)	Corporate Expenditure

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Item #	Staff Directions						
1	Burlington Museum	Meed Ward	Direct the Executive Director of the Burlington Museum to report back to council prior to 2020 budget process on the amount that can be raised from events to cover the staffing costs, and include the balance as a business case for the 2020 budget .				
2	Emerald Ash Borer	Meed Ward	Bring forward a business case for 2020 budget to reflect Option 1 needs for tree maintenance \$1.4m annually				
3	By-Law	Bentivegna	Direct City Manager to investigate efficiencies by consolidating Bylaw enforcement as one department & report to Council.				
4	By-Law	Meed Ward	Direct staff to examine consolidation of some bylaw services and bring back a go-forward proposal to council in time for 2020 budget discussions.				
5	Planning Fee Stabilization Reserve Fund	Meed Ward	Direct the Director of Finance to bring forward an amendment to the Planning Fee Stabilization Reserve Fund by-law to permit use of funds for surge in workload.				
6	Planning Fee Stabilization Reserve Fund	Sharman	Direct the Director of Finance to change the Planning Fee Stabilization Reserve Fund by-law to permit funding of increased staffing to process increase in building applications				
7	Transit	Meed Ward	Direct the Director of Transit to bring a report to council for 2020 budget discussions on participation in the free Transit pilot program and its impact on ridership and revenue.				
8	Transit	Sharman	Direct the Director of Transit to consider re-organization of Handi-van operations to provide increased service to older adults with respect integrating with wellness and health programming as the population of older adults over the age of 65 is expected to double in the next 20 years, peaking in 30 years, and as the population of older adults over the age of 80 is expected to quadruple in the next 20 years.				
9	SOBI Bike program	Meed Ward	Direct the Director of Transportation to review and report back to council as part of the integrated transportation plan an assessment of adding a bike share program in Burlington, and provide costing in time for 2020 budget discussions				
10		Bentivegna	Direct the City Manager to schedule a workshop focusing on how we Retool, Rethink, and Reinvent our Capital and Operating budget process, management and delivery at the City.				
11		Bentivegna	Direct the City Manager to investigate using an external consultant to review existing operations for efficiencies starting with Roads, Parks and Forestry department in 2019. Future reviews for other departments to follow.				

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12		Meed Ward	Direct the City Manager to investigate alternate space locations for the mobility hub staff team either before or at the end of the existing lease term to realize better pricing.				
13		Kearns	Direct the City Manager to implement Standard Operating Procedure which requires Council approval for any Consulting Engagement with an estimated Statement of Work of <\$100,000				
14		Kearns	Direct the City Manager to require Council approval for any new FT non union position.				
15		Meed Ward	Direct the Director of Finance to modify City policy regarding one-time funding spread over multiple years to provide the option of funding the entire amount in the first year, or funding the first year only and recording future payments as a liability/account payable against future years till the full funding is complete.				
16		Nisan	Direct the Director of Parks and Recreation to conduct a workshop for council that provides an overview of current practices and opportunities in recreation services with a primary focus on youth and people with special needs (children and adults), for the purpose of considering opportunities for programming in the 2020 Budget.				