



**SUBJECT: 2019 Proposed Budget and Tax Levy for the Burlington
Downtown Business Improvement Area**

TO: Committee of the Whole

FROM: Finance Department

Report Number: F-10-19

Wards Affected: 2

File Numbers: 415-05-4

Date to Committee: April 1, 2019

Date to Council: April 23, 2019

Recommendation:

Approve the 2019 proposed budget for the Burlington Downtown Business Improvement Area (BIA) as presented in Appendix A of finance department report F-10-19 incorporating a Burlington Downtown BIA members' levy of \$792,300; and

Authorize the Director of Finance to incorporate the resulting Burlington Downtown BIA tax rates into the 2019 Tax Levy By-Law.

Purpose:

Delete those statements that are n/a and then click and type here to describe your choices.

An Engaging City

- Good Governance
- Community Building through Arts and Culture via Community Activities

Background and Discussion:

This report presents an overview of the 2019 Burlington Downtown Business Improvement Area (BIA) proposed budget and resultant Members' Levy for approval by Committee and Council in keeping with the requirements of the *Municipal Act, 2001*.

The BIA is a Board separate from the City of Burlington. Through the Municipal Act, the municipality shall annually raise the levy amount required for the purposes of the BIA.

Strategy/process

Appendix A provides details of the 2019 proposed budget as approved by the Burlington Downtown Board of Management at its meeting on January 16, 2019. In accordance with the Municipal Act, the 2019 budget will be presented to its membership at the Annual General Meeting to be held on April 17, 2019.

The Downtown BIA's 2018 expenditures were \$59,500 less than their 2018 budget. The main factors attributing to this difference is lower general office expenses (\$30,000), a delay in planned on-line digital and mass mailing marketing initiatives (\$14,000) and a savings in their gateway landscaping and maintenance contract of Christmas decorations (\$14,000). Their contribution of \$48,000 from their reserve fund will be returned as it was not required.

The proposed members' levy totals \$792,300, an increase of \$33,900 or 4.5% over 2018. Overall, expenses have increased by \$67,900 or 7.9%.

The Board has identified the following areas that will see increased programming in 2019 (Administration, Customer Attraction- Events, Stakeholder Relations, and Member Engagement). Human resources costs of \$14,500 is to extend a part-time staff to full time. The BIA has new programming for the Elgin Street Promenade and an event focusing on retailers planned for the third quarter in 2019. Stakeholder relations include a renewal of a contract for member engagement services, as well as funding for a 2019 Retail and Office Study prepared by Deloitte.

Appendix B provides a summary of the applicable assessments in the Burlington Downtown BIA and the 2019 tax rates required to generate the levy.

Financial Matters:

The proposed members' levy results in a tax rate increase of 6.58%, which equates to \$13.33 increase for each \$100,000 of Current Value Assessment (CVA). The 2019 Burlington Downtown BIA levy will be included as part of the final tax billing.

Public Engagement Matters:

N/A

Conclusion:

This report presents the 2019 proposed Burlington Downtown BIA budget and tax levy for approval by Committee and Council. The proposed budget is summarized in Appendix A. The approved Burlington Downtown BIA levy will be incorporated into the 2019 Tax Levy By-Law.

Respectfully submitted,

Sandra Chau

Assessment Analyst

905-335-7600 ext. 7754

Appendices: (if none delete section)

- A. Proposed 2019 Budget and Tax Levy
- B. 2019 Levy and Tax Rate Calculations

Report Approval:

All reports are reviewed and/or approved by Department Director, Director of Finance and Director of Legal. Final approval is by the City Manager.