

**To:** Mayor and Members of Council

**From:** Lori Jivan  
Manager of Budgets & Policy  
Finance Department

**Date:** June 13, 2024

**Re:** Committee of the Whole, June 10, 2024  
2024 Financial Forecast Report F-25-24 – Follow-up Questions

During and subsequent to the Committee of the Whole meeting of June 10<sup>th</sup>, 2024, questions were asked in relation to the 2025 Financial Forecast report and presentation (F-25-24) which staff committed to providing a response to in advance of the Council meeting of June 18<sup>th</sup>, 2024. The following is a consolidation of those questions and responses.

### Questions

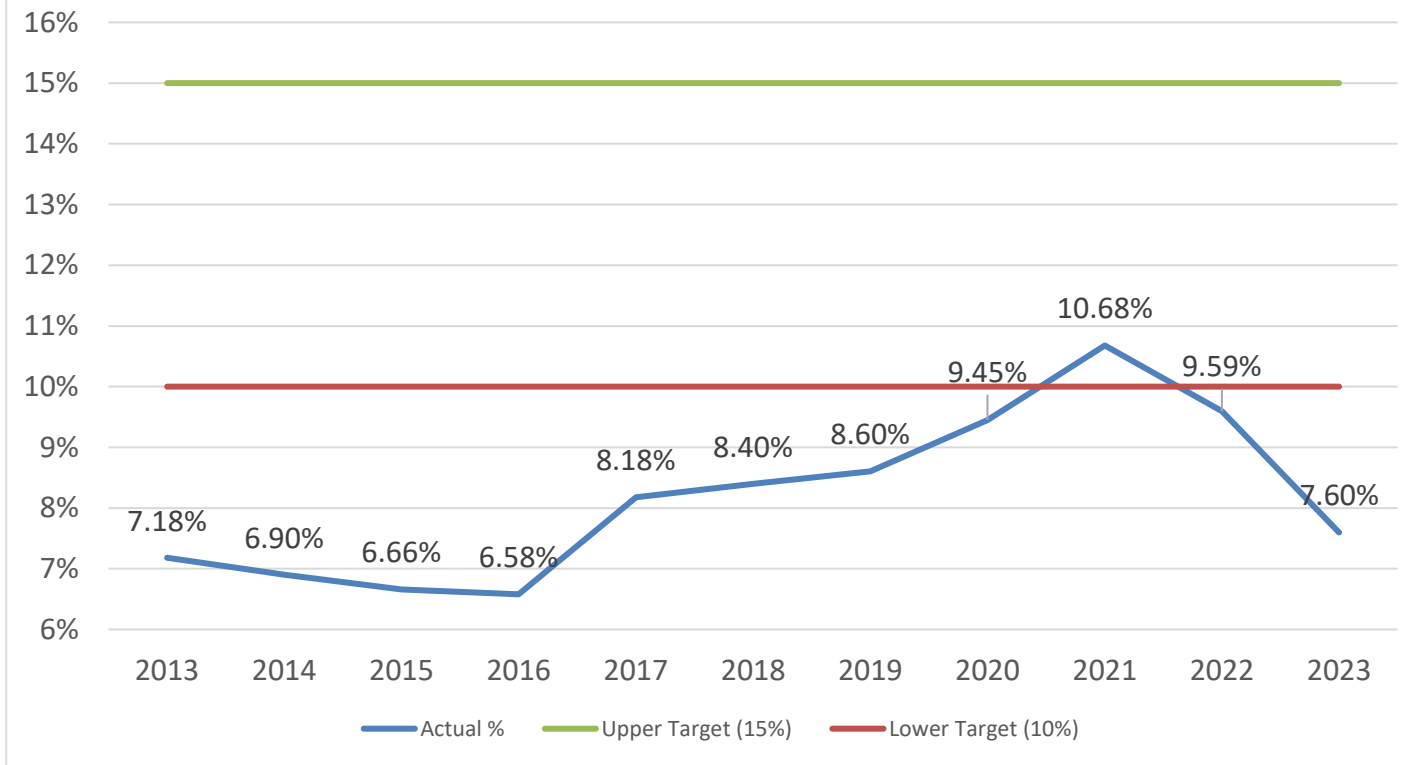
**Item:** History of Stabilization Reserve Fund Target Balances

**Question:** Provide a summary of the actual historical (2013 to present) consolidated reserve fund balances as a % of the City's own source revenues in relation to the target (10-15%).

**Response:** The following table and chart summarize the actual year-end results vs. target from 2013-2023.

Year	Actual % of Prior Year Own Source Revenues
2013	7.18%
2014	6.90%
2015	6.66%
2016	6.58%
2017	8.18%
2018	8.40%
2019	8.60%
2020	9.45%
2021	10.68%
2022	9.59%
2023	7.60%

Stabilization Reserve Fund (Uncommitted) as a % of Prior Year Own Revenues 2013-2023



Item: **Key Investments**

Question: Provide a financial breakdown of the Key Investments included in the 2025 Financial Forecast under Sustaining City Operations and Enhancing Services

Response: All values listed below are in thousands (000s)

Sustaining City Operations, Financial Oversight and Risk Mitigation	Net Impact
Improved investments in Forestry Service in the areas of tree planting and pest management and other RPF operations including ditch and culvert maintenance and grid pruning operations.	\$ 300
A placeholder for ongoing utility and maintenance costs of Freeman Station.	\$ 150
Enhanced financial oversight and support for senior government grant claims as well as accounting services provided to ABC partners to streamline processes, strengthen financial analysis and increase accountability.	\$ 135
Enhanced coordination and oversight of IT related vendor contracts, software licensing and inventory management	\$ 152

Enhanced coordination and oversight of facility maintenance activities and external maintenance providers to ensure facilities remain safe, compliant, and well-maintained for our community.	\$ 368
Enhanced support to mitigate the risk of the on-going threat of cyber security attacks.	\$ 152
Enhanced oversight, coordination and support for the city's HR recruitment function. This will ensure vacancies are filled in a timely manner to avoid negative impacts on service delivery.	\$ 165
Enhanced support to expand current digital marketing, and well as improve accuracy, governance, visualization and user interface experience on our websites (internal and external).	\$ 151
<b>Total</b>	<b>\$ 1,573</b>

<b>Enhancing Services</b>	<b>Net Impact</b>
The continued phased implementation of the By-law Compliance Department as outlined in Report BB-15-22 with the inclusion of additional support in front-line by-law enforcement resources. (Focus Area 2 Action G)	\$ 432
Additional phased resourcing to support the implementation of the Urban Forestry Master Plan including front line resources to enhance community outreach programs. (Focus Area 3 Action F)	\$ 113
Ongoing funding to support portable washroom facilities within a number of our parks. This creates a positive customer experience and promotes the use of our outdoor recreational amenities. (Focus Area 2 Action A)	\$ 90
Additional phased resourcing to support the implementation and recommendations of the Fire Master Plan. (Focus Area 1 Action E)	\$ 156
Resourcing to implement and maintain an Automated Speed Enforcement system. This is a key part of the Vision Zero framework. (Focus Area 1 Action A)	\$ -
Continued incremental phased funding for the Multi-Year Community Investment Plan in alignment with the recommendations of the financing plan. (Focus Area 1 Action I)	\$ 1,000
Expansion and Customer Experience in Community Gardens (deferred 2024 Budget item)	\$ 39
Solar Incentive Program (EICS-01-24)	\$ 16
Burlington Green Fee for Service model (EICS-02-24)	\$ 62
Better Homes Burlington Loan Program (EICS-10-24)	\$ 50
<b>Total</b>	<b>\$ 1,958</b>

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Item: Forecast assumptions

Question: Provide a summary of the assumptions included in the Financial Forecast.

Response: The following table summarizes the assumptions included in the 2025 Financial Forecast. (values in thousands)

Item	2025 % Assumption	2025 Dollar Impact	2026-2029 % Assumption
Human Resources	Various by Position Type	\$8,946	Various by Position Type
Assessment Growth	0.75%	\$1,830	1.0%
Commodities	4.0%	\$404	4.0%
Other Inflationary Impacts	3.0%	\$1,261	3.0%
User Fees	3.0%	\$(1,362)	3.0%

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