

Budget Request - Base
B1 - B69

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Plan Requests

Request	CAO.2019.013 OCIF Funding for Asset Management Team		
Department	Office of the Chief Administrative Officer	Prepared By	Cassandra Pacey
Division	Asset Management	Phone Number	519-747-8582
Section	Asset Management	Email	Cassandra.Pacey@waterloo.ca
		Date	July 04, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

IPPW2016-099 identified that internal resourcing of the AM analytical system is critical to the success of maintaining valuable asset management information for decision making. For 2017 and 2018 \$80,000 in Ontario Community Infrastructure Reserve Fund (OCIF) was used to help fund the AM internal resources. This is the maximum amount permitted by OCIF for AM staff. The purpose of this request is to utilize \$80,000 in 2019 OCIF funds to help fund the Asset Management Analysis section staff.

Strategic Plan Link Infrastructure Renewal

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The AM analytical system updates will be updated and reflected in the 2020 AMP and progress towards meeting the first O'Reg 588/17 milestone of a strategic asset management policy will be met.

Recommendations:

That Council approves an \$80,000 increase of one-time revenue in 2019 for OCIF funding transfer to Asset Management within the Asset Management division in the CAO department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Trsf fr Ont Community Infrastr*Default	(80,000)		(80,000)
	(80,000)		(80,000)
Net	(80,000)		(80,000)

Plan Requests

Request CAO.2019.017 Economic Development Fees and Charges Revenue
Department Office of the Chief Administrative Officer Prepared By Justin McFadden
Division Economic Development Phone Number 519-747-8539
Section EcDev Director Email justin.mcfadden@waterloo.ca
 Date July 11, 2018
Version CMT Approved **Budget Year** 2019

Description of Request:
 On June 18, 2018 Council approved CAO2018-017 - Office of the CAO (Economic Development & Legal Services) 2019 Fees and Charges Updates. This request is to approve the \$5,000 in increased revenue as a result of the proposed fee changes and to align the budget with the average (2014-2017) actual fee revenue achieved.

Strategic Plan Link Economic Development

Describe the risks related to this request if denied or deferred (likelihood and impact):
 The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area

What are the desired outcomes and how will the outcome be measured:
 The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:
 That Council approves a \$5,000 increase of ongoing revenue in 2019 for Economic Development Fees and Charges Revenue within the Economic Development division in the CAO department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Special Events*DEFAULT PROGRAM	(5,000)	(5,000)	
	(5,000)	(5,000)	
Net	(5,000)	(5,000)	

Plan Requests

Request	COMM.2019.001 Recreation Services Rental Revenue		
Department	Community Services	Prepared By	Leta Campbell
Division	Recreation Services	Phone Number	519-884-5363
Section	Business Services	Email	leta.campbell@waterloo.ca
		Date	June 28, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request reflects the anticipated adjustments to rental revenue based on the Council approved 2019 Fees and Charges by-law, with an effective date of September 1, 2019 as related to Community Services rental fees. The projections are based on both historical and 2017 actual rental data, incorporate competitive considerations, and assume current service levels will remain the same.

Strategic Plan Link Strong Community

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$36,715 increase of ongoing revenue in 2019 for Fees and Charges within the Recreation Services Division within Community Services department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Fees*SprtFields/Soccer Fields	(670)	(670)	
Hall/Floor/Track Rentals*DEFAULT	(1,048)	(1,048)	
Manulife Sports Centre-	(508)	(508)	
Ice Rental*DEFAULT PROGRAM	(14,559)	(14,559)	
Ice Rental*Manulife Sports Centre	(3,889)	(3,889)	
Field Rentals*DEFAULT PROGRAM	(5,034)	(5,034)	
Bechtel Ball Stadium - Field Rentals	(474)	(474)	
Bechtel Soccer - Field Rentals	(576)	(576)	
Hospitality/Picnic Shelt*DEFAULT	(410)	(410)	
Field House*Default Program	(3,671)	(3,671)	
Gym*Default Program	(5,876)	(5,876)	
	(36,715)	(36,715)	
Net	(36,715)	(36,715)	

Plan Requests

Request	COMM.2019.003 Recreation Services Program Admission Revenue		
Department	Community Services	Prepared By	Leta Campbell
Division	Recreation Services	Phone Number	519-884-5363
Section	Business Services	Email	leta.campbell@waterloo.ca
		Date	June 28, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request reflects the anticipated adjustments to program and admissions revenue based on the Council approved 2019 Fees and Charges by-law, with an effective date of September 1, 2019 as related to Recreation Services program and admission fees.

Strategic Plan Link Strong Community

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$20,275 increase of ongoing revenue in 2019 for Fees and Charges within the Recreation Services division in the Community Services department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Fees*Sport-Splash	(942)	(942)	
Fees*Fun Centre	(1,517)	(1,517)	
Fees*Power Skating	(450)	(450)	
Fees*Co-ed Indoor Volleyball League	(1,150)	(1,150)	
Fees*Adult Co-ed Ultimate Frisbee	(480)	(480)	
Fees*Adult Basketball League	(1,135)	(1,135)	
Fees*Adult Rec. Ice Hockey	(3,768)	(3,768)	
Fees*Men's Rec Ball (Floor) Hockey	(595)	(595)	
Fees*Men's Slo-Pitch	(2,354)	(2,354)	
Fees*Co-ed Slo-Pitch	(4,109)	(4,109)	
Fees*Co-ed Rec 6's Beach Volleyball	(908)	(908)	
Fees*March Break/PA Days	(268)	(268)	
Fees*Co-ed Full Field Indoor Soccer	(197)	(197)	
Fees*Agility Training	(961)	(961)	
Fees*Karate	(255)	(255)	
Fees*Yoga-Family	(332)	(332)	
Fees*Summer Survivor	(854)	(854)	
	(20,275)	(20,275)	
Net	(20,275)	(20,275)	

Plan Requests

Request	COMM.2019.008 Special Event Revenue Increase		
Department	Community Services	Prepared By	Jeff Silcox-Childs
Division	Environment & Parks	Phone Number	519-886-2310
Section	Waterloo Park	Email	jeff.silcox-childs@waterloo.ca
		Date	June 29, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to increase the budget due to the increase in the fees and charges for special events will result in additional revenues. The increase in fees was approved through Fees & Charges By-Law COM2018-018 on June 18, 2018.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

There is no real risk if this request is denied or deferred.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$10,000 increase of ongoing revenue in 2019 for increased permit rental fees in Waterloo Park within the Environment & Parks Services division in the Community Services department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Parks-Special Events Sup*DEFAULT	(10,000)	(10,000)	
	(10,000)	(10,000)	
Net	(10,000)	(10,000)	

Plan Requests

Request	COMM.2019.013 Municipal Enforcement Revenue Increase	Prepared By	Shayne Turner
Department	Community Services	Phone Number	519-747-8783
Division	Municipal Enforcement	Email	Shayne.Turner@waterloo.ca
Section	Compliance & Standards	Date	July 06, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to increase several revenue items as indicated in Community Services Fees and Charges 2019 staff report COM2018-018 approved on June 18, 2018.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

Not accepting this request will result in continued inaccurate revenue forecasting.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$58,200 increase of ongoing revenue in 2019 to adjust for historical trends within the Municipal Enforcement division in the Community Services department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Permanant Sign Permits*DEFAULT	(1,200)	(1,200)	
Traffic Violations*DEFAULT	(50,000)	(50,000)	
Land Development Agreements	(7,000)	(7,000)	
	<u>(58,200)</u>	<u>(58,200)</u>	
Net	(58,200)	(58,200)	

Plan Requests

Request	COMM.2019.019 Older Adult Program Revenue		
Department	Community Services	Prepared By	Jim Bowman
Division	Community Programming & Outreach	Phone Number	519-747-8748
Section	Senior Services	Email	jim.bowman@waterloo.ca
		Date	July 13, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is for an increase in Older Adult revenue budget as a result of the direction and implementation of the Older Adult Strategy. The development of new programs and experiencing a four year average increase in the revenues received for these programs, it is suggested that the revenue line for programs be increased by \$10,000 to align with actuals. Staff will continue to promote programs and to improve service for older adults in Waterloo. Staff will also look for ways to reduce expenses by offering services on a condensed level in summer months.

Strategic Plan Link Strong Community

Describe the risks related to this request if denied or deferred (likelihood and impact):

Denial or deferral of this request will limit the division's capacity to increase services and expand programs.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to implement new programs and expand existing programs as recommended by the Older Adult Strategy.

Recommendations:

That Council approves a \$10,000 increase of ongoing revenue in 2019 for alignment with actual's resulting from the implementation of the Older Adult Strategy within the Community Programming & Outreach Services division in the Community Services department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Registration Revenue*Active Living	(10,000)	(10,000)	
	(10,000)	(10,000)	
Net	(10,000)	(10,000)	

Plan Requests

Request	COMM.2019.025 Bell Small Cell Lease Agreement Revenue	Prepared By	Ryan Mounsey
Department	Community Services	Phone Number	519-747-8707
Division	Facility Design & Management Services	Email	ryan.mounsey@waterloo.ca
Section	Facilities	Date	July 26, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

On June 18, 2018 Council approved CAO2018-015 - Bell Small Cell Lease Agreement on city owned lands. This request is to approve the annual lease revenue of \$3,000 (for the duration of the lease / initial term of ten years).

Strategic Plan Link Economic Development

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$3,000 increase of ongoing revenue in 2019 for Bell Small Cell Lease within the Facility Design & Management Services division in the Community Services department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Rent-Municipal Property*DEFAULT	(3,000)	(3,000)	
	(3,000)	(3,000)	
Net	(3,000)	(3,000)	

Plan Requests

Request	TRAN.2019.004 Assessment Growth from 2018		
Department	Corporate Transactions	Prepared By	Paul Hettinga
Division	Other Corp Transactions	Phone Number	519-747-8765
Section	Other Corporate Transactions	Email	paul.hettinga@waterloo.ca
		Date	July 30, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

Each year the City of Waterloo receives new property tax revenue due to increased assessment growth. The projected assessment growth for 2019 is \$1,088,655 which is approximately 1.5% growth. Over the past ten years, assessment growth has varied from 0.91% to a high of 3.89%. Assessment growth and Supplemental taxes are discussed further in a budget issue paper included in the budget package.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

The city's budget will not adequately reflect the revenue that it receives from assessment growth

What are the desired outcomes and how will the outcome be measured:

The tax roll will be reviewed for evidence of growth.

Recommendations:

That Council approves a \$1,088,655 increase in ongoing revenue in 2019 for assessment growth from 2018 within the Corporate Transactions department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Miscellaneous Revenue*DEFAULT	(1,088,655)	(1,088,655)	
	(1,088,655)	(1,088,655)	
Net	(1,088,655)	(1,088,655)	

City of Waterloo

Plan Requests

Request	TRAN.2019.006 Additional Assessment Growth from 2017	Prepared By	Paul Hettinga
Department	Corporate Transactions	Phone Number	519-747-8765
Division	Other Corp Transactions	Email	paul.hettinga@waterloo.ca
Section	Other Corporate Transactions	Date	July 30, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to increase the 2019 budget for additional Assessment growth from 2017 in the amount of \$ 102,331. The 2018 budget was finalized through report CORP2018-089 which was approved on Nov. 20, 2018. At that time, 2017 assessment growth was reported at \$2,550,859. However, when the final 2017 tax roll was completed and approved on Apr. 16, 2018 (through CORP2018-024), the total was \$2,653,190, which is \$102,331 higher than the amount included in the 2018 final budget. Therefore, this additional \$102,331 of revenue is to be included in the 2019 budget.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

The city's revenue budget will be understated

What are the desired outcomes and how will the outcome be measured:

Recommendations:

That Council approves a \$102,331 increase of ongoing revenue in 2019 for additional assessment growth from 2017 within the Corporate Transactions department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Miscellaneous Revenue*DEFAULT	(102,331)	(102,331)	
	(102,331)	(102,331)	
Net	(102,331)	(102,331)	

Plan Requests

Request	TRAN.2019.001 Waterloo North Hydro Dividend Increase		
Department	Corporate Transactions	Prepared By	Kim Reger
Division	Other Corp Transactions	Phone Number	519-747-8750
Section	Other Corporate Transactions	Email	kim.reger@waterloo.ca
		Date	June 28, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

The Waterloo North Hydro (WNH) dividend budget was increased in 2015 by \$630K. Since that time the city has run an average annual surplus to budget of \$1.0 million dollars. By increasing the dividend budget by a sustainable amount of \$200K the City is using prudent fiscal management principles to ensure that operations have adequate funding while still ensuring that surplus funds if any, are available to support reserves. Any surplus WNH dividends are redirected to city's reserves between CRF (75%)/CIRRF (25%) as per city reserve policy. Additional contributions to CRF/CIRRF outside of this request are being made to ensure that future capital planning is sustainable.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

The city would have missed an opportunity to balance present operating needs with future capital planning.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit.

Recommendations:

That Council approves a \$200,000 increase of ongoing revenue in 2019 to right size the Waterloo North Hydro dividend budget within the Corporate Transactions department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Waterloo North Hydro Dividend	(200,000)	(200,000)	
	(200,000)	(200,000)	
Net	(200,000)	(200,000)	

Plan Requests

Request	TRAN.2019.012 Investment Income	Prepared By	Paul Hettinga
Department	Corporate Transactions	Phone Number	519-747-8765
Division	Other Corp Transactions	Email	paul.hettinga@waterloo.ca
Section	Other Corporate Transactions	Date	July 30, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to increase the budget for Investment Income by \$100,000 to reflect the increase in actual revenue received over the past few years that is exceeding budget. The projection is deemed sustainable based on the available principle to invest and an increasing trend in interest rates.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

This is an increase to the revenue target which is balancing the proposed tax increase. If this request is denied or deferred, then the tax increase will be higher.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$100,000 increase of ongoing revenue in 2019 for investment income within the Corporate Transactions department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Investment Income*DEFAULT	(100,000)	(100,000)	
	(100,000)	(100,000)	
Net	(100,000)	(100,000)	

Plan Requests

Request	TRAN.2019.013 Penalties and Interest Income	Prepared By	Paul Hettinga
Department	Corporate Transactions	Phone Number	519-747-8765
Division	Other Corp Transactions	Email	paul.hettinga@waterloo.ca
Section	Other Corporate Transactions	Date	July 30, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to increase the revenue budget for Penalties and Interest income by \$110,000. Based on analysis of the five year trend, this adjustment is sustainable. Tax arrears has remained fairly consistent over the last five years, ranging from 2.79% - 5.33% of current levy.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

This is an increase to the revenue target which is balancing the proposed tax increase. If this request is denied or deferred, then the tax increase will be higher.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$110,000 increase of ongoing revenue in 2019 for penalties and interest income within the Corporate Transactions department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Penalties & Interest on*DEFAULT	(110,000)	(110,000)	
	(110,000)	(110,000)	
Net	(110,000)	(110,000)	

Plan Requests

Request	TRAN.2019.014 Payments in Lieu (PILs) Revenue	Prepared By	Paul Hettinga
Department	Corporate Transactions	Phone Number	519-747-8765
Division	Other Corp Transactions	Email	paul.hettinga@waterloo.ca
Section	Other Corporate Transactions	Date	July 30, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to increase the revenue budget for Payments in Lieu (PILs), which are funds received from other levels of governments in lieu of property taxes. Actual revenue from the Region of Waterloo has increased due to a change in assessment for the landfill and the addition of the LRT Works Yard on Dutton Drive.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

This is an increase to the revenue target which is balancing the proposed tax increase. If this request is denied or deferred, then the tax increase will be higher.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$351,790 increase of ongoing revenue in 2019 for payments in lieu (PILs) income within the Corporate Transactions department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
PIL-CommTaxable Full,Sha*DEFAULT	(351,790)	(351,790)	
	(351,790)	(351,790)	
Net	(351,790)	(351,790)	

Plan Requests

Request	IPPW.2019.003 Fees & Charges Revenue	Prepared By	Christine Koehler
Department	Integrated Planning & Public Works	Phone Number	519-886-2310
Division	Transportation	Email	christine.loehler@waterloo.ca
Section	Traffic Operations	Date	June 28, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to increase revenue for increases in 2019 fees and charges within the Transportation division based on Fees and Charges By-Law IPPW2018-036 that was approved on June 18, 2018. The increase in the fees and charges for road occupancy permits, etc. will result in additional revenues of \$10,000.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

There is no real risk if this request is denied or deferred.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$10,000 increase of ongoing revenue in 2019 for increases in 2019 fees and charges within the Transportation division in the IPPW department.

		Request		
		Total	2019 Ongoing	2019 One Time
Revenue				
	Fees*Road Occupancy Permit	(10,000)	(10,000)	
		(10,000)	(10,000)	
	Net	(10,000)	(10,000)	

Plan Requests

Request	IPPW.2019.026 Planning Approvals - Increase Planning Revenue		
Department	Integrated Planning & Public Works	Prepared By	Joel Cotter
Division	Planning	Phone Number	519-747-8543
Section	Planning Approvals	Email	joel.cotter@waterloo.ca
		Date	July 04, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to increase the revenue budget in the Planning division by \$100,000 based on increased development application volumes, based on previous 5 year trend.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

No risks if denied or deferred. Note: Planning applications can be unpredictable, and if fewer applications are submitted, planning revenue targets may not be achieved creating a financial pressure.

What are the desired outcomes and how will the outcome be measured:

Better alignment of projected planning revenues against recent application volumes.

Recommendations:

That Council approves a \$100,000 increase of ongoing revenue in 2019 for Planning Revenue within the Planning division in the IPPW department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Planning Revenue*DEFAULT	(100,000)	(100,000)	
	(100,000)	(100,000)	
Net	(100,000)	(100,000)	

Plan Requests

Request CAO.2019.018 Waterloo Region Tourism Marketing Budget Reduction
Department Office of the Chief Administrative Officer Prepared By Justin McFadden
Division Economic Development Phone Number 519-747-8539
Section EcDev Director Email justin.mcfadden@waterloo.ca
 Date July 11, 2018
Version CMT Approved **Budget Year** 2019

Description of Request:
 This request is to reduce the Waterloo Region Tourism Marketing budget. Annual support for this program has been reduced from \$95,000 to \$90,000.

Strategic Plan Link Economic Development

Describe the risks related to this request if denied or deferred (likelihood and impact):
 The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area

What are the desired outcomes and how will the outcome be measured:
 The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:
 That Council approves a \$5,000 reduction of ongoing funding in 2019 for Waterloo Region Tourism Marketing within the Economic Development division in the CAO department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
K-W Tourism*DEFAULT PROGRAM	(5,000)	(5,000)	
	(5,000)	(5,000)	
Net	(5,000)	(5,000)	

Plan Requests

Request	CAO.2019.020 Passport to Success Program Elimination		
Department	Office of the Chief Administrative Officer	Prepared By	Justin McFadden
Division	Economic Development	Phone Number	519-747-8539
Section	EcDev Director	Email	justin.mcfadden@waterloo.ca
		Date	July 11, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to reduce the Passport to Success Program budget. This program has been cancelled.

Strategic Plan Link Economic Development

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actual's to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$4,000 reduction of ongoing funding in 2019 for the Passport to Success Program within the Economic Development division in the CAO department.

		Request	
		Total	2019 Ongoing
			2019 One Time
Expenditures			
	Passport to Success*DEFAULT	(4,000)	(4,000)
		(4,000)	(4,000)
	Net	(4,000)	(4,000)

Plan Requests

Request CAO.2019.021 Other Legal Expense Reduction
Department Office of the Chief Administrative Officer Prepared By Steve Ross
Division Legal Services Phone Number 519-747-8794
Section Legal Services Email steve.ross@waterloo.ca
 Date July 11, 2018
Version CMT Approved **Budget Year** 2019

Description of Request:
 This request is to reduce the Other Legal expense budget. Historically the Other Legal xpense budget has been under spent. Legal Services will continue to complete legal work in-house where possible, avoiding the need for external legal support (other legal).

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):
 The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:
 The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:
 That Council approves a \$25,000 reduction of ongoing funding in 2019 for Other Legal within the Legal Services division in the CAO department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Other Legal*DEFAULT PROGRAM	(25,000)	(25,000)	
	(25,000)	(25,000)	
Net	(25,000)	(25,000)	

Plan Requests

Request	COMM.2019.006 Recreation Services Miscellaneous Expense Reductions		
Department	Community Services	Prepared By	Steve Heldman
Division	Recreation Services	Phone Number	519-884-5363
Section	RS Director	Email	Steve.Heldman@waterloo.ca
		Date	June 28, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to reduce Recreation Services' miscellaneous expense budgets through adjustments to small tools/equipment related expenses, car/mileage allowance, part-time wages associated with program delivery and miscellaneous expenditure reductions.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

There is no risk should this requested be denied or deferred. There is a potential for some limited impacts to some programs should customer expectations exceed minor adjustments to service level standards.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to not impact service level standards via efficiencies realized throughout the division.

Recommendations:

That Council approves a \$20,000 reduction of ongoing funding in 2019 for program adjustments within the Recreation Services division in the Community Services department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Wages-Part Time*DEFAULT	(5,132)	(5,132)	
Benefits*DEFAULT PROGRAM	(868)	(868)	
Car Allowance*DEFAULT PROGRAM	(2,000)	(2,000)	
Copy*DEFAULT PROGRAM	(1,500)	(1,500)	
Rental*DEFAULT PROGRAM	(3,500)	(3,500)	
Small Tools*DEFAULT PROGRAM	(2,000)	(2,000)	
Miscellaneous Expenditur*DEFAULT	(2,000)	(2,000)	
Other Equipment*P/F Roads	(3,000)	(3,000)	
	(20,000)	(20,000)	
Net	(20,000)	(20,000)	

Plan Requests

Request	COMM.2019.020 Municipal Enforcement Expense Reduction	Prepared By	Shayne Turner
Department	Community Services	Phone Number	519-747-8783
Division	Municipal Enforcement	Email	shayne.turner@waterloo.ca
Section	Compliance & Standards	Date	July 16, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to make a reduction to the legal and prosecution expense budget within Municipal Enforcement Services.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

Denying this request will result in missing an assigned budget target.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to reduce expenses in identified areas, based on service delivery alternatives being available.

Recommendations:

That Council approves a \$20,000 reduction of ongoing funding in 2019 for reduction in prosecution services within the division in the department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Legal Prosecution*DEFAULT	(20,000)	(20,000)	
	(20,000)	(20,000)	
Net	(20,000)	(20,000)	

Plan Requests

Request COMM.2019.021 Officer Development

Department Community Services

Division Fire Rescue

Section Fire Operations & Training

Prepared By Richard Hepditch

Phone Number 519-884-2121

Email richard.hepditch@waterloo.ca

Date July 19, 2018

Version CMT Approved

Budget Year 2019

Description of Request:

This request is to contribute to the cooperate wide effort to contain operating costs in Fire Rescue Services by reducing its Officer Development operating budget. Going forward officer development will be funded through the existing operating budget account for training which historically has had a surplus.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$20,000 reduction of ongoing funding in 2019 for operating budget cost containment within the Fire Rescue Services division in the Community Services department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Officer Development*Default Program	(20,000)	(20,000)	
	(20,000)	(20,000)	
Net	(20,000)	(20,000)	

Plan Requests

Request	COMM.2019.022 Pump 12 Budget Reduction	Prepared By	Richard Hepditch
Department	Community Services	Phone Number	519-884-2121
Division	Fire Rescue	Email	richard.hepditch@waterloo.ca
Section	Fire Operations & Training	Date	July 19, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to contribute to the corporate wide effort to contain operating costs Fire Rescue Services is reducing its Pump 12 operating budget. Last budget cycle Council approved an operating budget increase for Pump 12 because it was the oldest truck in Fire Rescue Services fleet and required additional funding in an attempt to extend the life of the truck by 2 years. Pump 12 has since been approved for replacement in 2017 and as such Fire Rescue Services is returning the additional operating funds that are no longer required.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

If this budget request is denied or deferred Fire Rescue Services will not be contributing to the commitment to return a temporary operating budget increase and the overall contribution to cost containment of the operating budget corporate wide.

What are the desired outcomes and how will the outcome be measured:

Desired outcomes will contribute to the corporate wide effort to contain Fire Rescue Services operating costs in addition to the overall cooperate operating budget impacts. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$10,000 reduction of ongoing funding in 2019 for operating budget cost containment within the Fire Rescue Services division in the Community Services department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
City Fleet*DEFAULT PROGRAM	(10,000)	(10,000)	
	(10,000)	(10,000)	
Net	(10,000)	(10,000)	

Plan Requests

Request	COMM.2019.023 Pump 4 Budget Reduction	Prepared By	Richard Hepditch
Department	Community Services	Phone Number	519-884-2121
Division	Fire Rescue	Email	richard.hepditch@waterloo.ca
Section	Fire Operations & Training	Date	July 19, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to contribute to the corporate wide effort to contain operating costs; Fire Rescue Services is reducing its Pump 4 operating budget. Last budget cycle Council approved an operating budget increase for Pump 4 because it was the second oldest truck in Fire Rescue Services fleet and required additional funding in an attempt to extend the life of the truck by 2 years. Pump 4 is planned for replacement in 2019 and as such Fire Rescue Services is returning the additional operating funds that are no longer required.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

If this budget request is denied or deferred Fire Rescue Services will not be contributing to the commitment to return a temporary operating budget increase and the overall contribution to cost containment of the operating budget corporate wide.

What are the desired outcomes and how will the outcome be measured:

Desired outcomes will contribute to the corporate wide effort to contain Fire Rescue Services operating costs in addition to the overall cooperate operating budget impacts. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$15,000 reduction of ongoing funding in 2019 for operating budget cost containment within the Fire Rescue Services division in the Community Services department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
City Fleet*DEFAULT PROGRAM	(15,000)	(15,000)	
	(15,000)	(15,000)	
Net	(15,000)	(15,000)	

Plan Requests

Request	IPPW.2019.004 LED Streetlighting Electricity & Maintenance Savings		
Department	Integrated Planning & Public Works	Prepared By	Christine Koehler
Division	Transportation	Phone Number	519-886-2310
Section	Traffic Operations	Email	christine.koehler@waterloo.ca
		Date	June 28, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is for reduced operating funding as a result of the operational savings resulting from the LED streetlight change out project. The LED streetlight change out project was estimated to save 48% annually on streetlight electricity and 50% annually on streetlight maintenance. This amounts to total savings of \$420,000, with \$210,000 being realized in 2018 and the additional \$210,000 to be included in the 2019 budget.

Strategic Plan Link Environmental Leadership

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will increase pressure on the tax base.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$210,000 reduction of ongoing funding in 2019 for the decrease in LED streetlight maintenance and electricity within the Transportation division in the IPPW department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Utilities-Electricity &*DEFAULT	(164,000)	(164,000)	
Mtce Street Lights*DEFAULT	(46,000)	(46,000)	
	(210,000)	(210,000)	
Net	(210,000)	(210,000)	

Plan Requests

Request	IPPW.2019.005 Regional Overhead Recovery		
Department	Integrated Planning & Public Works	Prepared By	Christine Koehler
Division	Transportation	Phone Number	519-886-2310
Section	Transportation Operations	Email	christine.koehler@waterloo.ca
		Date	June 28, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to increase the Regional Overhead Recovery budget to align with the historical actuals. As part of the Regional Maintenance Agreement, the City recovers overhead from the Region with respect to city staff fringe benefits and supervisory time.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will increase pressure on the tax base.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$100,000 increase of ongoing revenue in 2019 for aligning the Regional Maintenance overhead & fringe recovery to correctly reflect revenue received within the Transportation division in the IPPW department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Overhead Recovery-Region*DEFAULT	(60,000)	(60,000)	
Fringe Recovery-Region*DEFAULT	(40,000)	(40,000)	
	(100,000)	(100,000)	
Net	(100,000)	(100,000)	

Plan Requests

Request CAO.2019.009 Parking General Government Overhead
Department Office of the Chief Administrative Officer Prepared By Christine Tettman
Division Economic Development Phone Number 519-886-2310
Section Parking Email Christine.Tettman@waterloo.ca
 Date July 04, 2018
Version CMT Approved **Budget Year** 2019

Description of Request:
 This request is for Parking General Government Overhead budget funding as approved by Council on October 16, 2017 through CAO2017-027 - 2018 Parking Rates. The Parking General Government Overhead budget request is for \$265,000 based on Parking's calculated share of Corporate Overhead. This funding will be transferred from the Parking Enterprise to the Tax Base for Parking's use of corporate resources.

Strategic Plan Link Economic Development

Describe the risks related to this request if denied or deferred (likelihood and impact):
 The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:
 The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:
 That Council approves a \$265,000 increase of ongoing funding in 2019 for Parking General Government Overhead within the Economic Development division in the CAO department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
General Government OH	(265,000)	(265,000)	
	<u>(265,000)</u>	<u>(265,000)</u>	
Expenditures			
General Government Overh*DEFAULT	265,000	265,000	
Trfr to Parking Res Fund*DEFAULT	(265,000)	(265,000)	
	<u>0</u>	<u>0</u>	
Net	(265,000)	(265,000)	

Plan Requests

Request CAO.2019.010 Parking 'No Charge' Parking Direct Cost Recovery
Department Office of the Chief Administrative Officer Prepared By Christine Tettman
Division Economic Development Phone Number 519-886-2310
Section Parking Email Christine.Tettman@waterloo.ca
 Date July 04, 2018
Version CMT Approved **Budget Year** 2019

Description of Request:
 This request is for 'No Charge' Parking Direct Cost Recovery as approved by Council on October 16, 2017 through CAO2017-027 - 2018 Parking Rates. The Parking Enterprise provides 'No Charge' (2 Hours FREE) parking in seven Uptown surface lots. This is a valued economic development investment in our Uptown Core encouraging all residents and visitors to come Uptown. The direct cost of providing 'No Charge' Parking is estimated to be \$270,000 based on average historical cost. This funding will be transferred from the Tax Base to the Parking Enterprise to cover the direct operating cost of 'No Charge' parking.

Strategic Plan Link Economic Development

Describe the risks related to this request if denied or deferred (likelihood and impact):
 The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:
 The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:
 That Council approves a \$270,000 increase of ongoing funding in 2019 for 'No Charge' Parking Direct Cost Recovery within the Economic Development division in the CAO department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Trfr to Parking Res Fund*DEFAULT	270,000	270,000	
	270,000	270,000	
Net	270,000	270,000	

Plan Requests

Request	CAO.2019.019 Communitech Budget Reduction		
Department	Office of the Chief Administrative Officer	Prepared By	Justin McFadden
Division	Economic Development	Phone Number	519-747-8539
Section	EcDev Director	Email	justin.mcfadden@waterloo.ca
		Date	July 11, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

On July 18, 2016 Council approved CAO2016-003 Communitech Data Hub. Waterloo City Council approved \$680,000 in funding over 2016-2018 to help launch the Communitech DataHub in Uptown Waterloo funded by the Economic Development Reserve. This request is to return the 2019 Communitech budget within the Economic Development division to \$35,350.

Strategic Plan Link Economic Development

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actual's to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$150,000 reduction of ongoing funding in 2019 for the Communitech Budget within the Economic Development division in the CAO department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Trf from Economic Dev Res*Default	150,000	150,000	
	150,000	150,000	
Expenditures			
Communitech*DEFAULT PROGRAM	(150,000)	(150,000)	
	(150,000)	(150,000)	
Net	0		

Plan Requests

Request CAO.2019.015 Kit-Wat FCM 2019 Board Meeting
Department Office of the Chief Administrative Officer Prepared By Adam Lauder
Division Strategic Initiatives Phone Number 519-747-8649
Section Director Email Adam.Lauder@waterloo.ca
 Date July 04, 2018
Version CMT Approved **Budget Year** 2019

Description of Request:
 On February 6, 2017 Council approved CAO2017-003 - Kitchener-Waterloo - Federation of Canadian Municipalities (FCM) 2019 Board Meeting Request for Proposal. Our proposal to host the FCM Board Meeting in September 2019 was successful. This request is for Waterloo's funding contribution of \$20,000 funded from the Economic Development Reserve.

Strategic Plan Link Economic Development

Describe the risks related to this request if denied or deferred (likelihood and impact):
 The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:
 The desired outcome is to showcase to the Federal Government and the FCM Board what Waterloo Region and the City of Waterloo has to offer.

Recommendations:
 That Council approves a \$20,000 increase of one-time funding in 2019 for FCM 2019 Board Meeting within the Strategic Initiatives division in the CAO department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Trf from Economic Dev Res*Default	(20,000)		(20,000)
	<u>(20,000)</u>		<u>(20,000)</u>
Expenditures			
Special Events Expense*DEFAULT	20,000		20,000
	<u>20,000</u>		<u>20,000</u>
Net			0

Plan Requests

Request	COMM.2019.014 Contract with KW Humane Society	Prepared By	Shayne Turner
Department	Community Services	Phone Number	519-747-8783
Division	Municipal Enforcement	Email	shayne.turner@waterloo.ca
Section	Licensing	Date	July 10, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to increase the budget amount payable to the KW Humane Society based on the agreed upon increase for 2019, by the amount of \$25,953, pursuant to the existing contract executed in 2014.

Strategic Plan Link Strong Community

Describe the risks related to this request if denied or deferred (likelihood and impact):

If this request is denied or deferred, it could result in a lower service level.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$25,953 increase of ongoing funding in 2019 for the existing approved contract within the Municipal Enforcement division in the Community Services department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Animal Control*DEFAULT PROGRAM	25,953	25,953	
	25,953	25,953	
Net	25,953	25,953	

Plan Requests

Request	TRAN.2019.003 In Camera	Prepared By	Dean Vieira
Department	Corporate Transactions	Phone Number	519-886-8779
Division	Other Corp Transactions	Email	dean.vieira@waterloo.ca
Section	Other Corporate Transactions	Date	July 27, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

In Camera

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

What are the desired outcomes and how will the outcome be measured:

Recommendations:

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Miscellaneous Expenditur*DEFAULT	2,067,834	2,067,834	
	2,067,834	2,067,834	
Net	2,067,834	2,067,834	

Plan Requests

Request	TRAN.2019.005 Contrib. to CRF and CIRRF from 2018 Assessment		
Department	Corporate Transactions	Prepared By	Filipa Reynolds
Division	Other Corp Transactions	Phone Number	519-747-8711
Section	Other Corporate Transactions	Email	filipa.reynolds@waterloo.ca
		Date	July 30, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This budget request is to transfer 10% of the 2018 assessment growth (\$1,088,655 see TRAN.2019.004) in the amount of \$108,865 to the Capital Reserve Fund (CRF) and 30% in the amount of \$326,597 to the Capital Infrastructure Reinvestment Reserve Fund (CIRRF).

Strategic Plan Link Infrastructure Renewal

Describe the risks related to this request if denied or deferred (likelihood and impact):

What are the desired outcomes and how will the outcome be measured:

NA

Recommendations:

That Council approves a \$108,865 increase of ongoing contributions in 2019 to the Capital Reserve Fund and a \$326,597 increase of ongoing contributions in 2019 to the Capital Infrastructure Reinvestment Reserve Fund from 2018 assessment.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Trans to Capital Res Fun*DEFAULT	108,865	108,865	
Tran to CapInfraReinvest*DEFAULT	326,597	326,597	
	435,462	435,462	
Net	435,462	435,462	

Plan Requests

Request	TRAN.2019.007 Contrib. to CRF and CIRRF from 2017 Assessment		
Department	Corporate Transactions	Prepared By	Filipa Reynolds
Division	Other Corp Transactions	Phone Number	519-747-8711
Section	Other Corporate Transactions	Email	filipa.reynolds@waterloo.ca
		Date	July 30, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This budget request is to transfer 10% of the 2017 additional assessment growth (\$102,331 see TRAN.2019.006) in the amount of \$10,233 to the Capital Reserve Fund (CRF) and 30% in the amount of \$30,699 to the Capital Infrastructure Reinvestment Reserve Fund (CIRRF).

Strategic Plan Link Infrastructure Renewal

Describe the risks related to this request if denied or deferred (likelihood and impact):

What are the desired outcomes and how will the outcome be measured:

NA

Recommendations:

That Council approves a \$10,233 increase of ongoing contributions in 2019 to the Capital Reserve Fund and a \$30,699 increase of ongoing contributions in 2019 to the Capital Infrastructure Reinvestment Reserve Fund from 2017 additional assessment growth.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Trans to Capital Res Fun*DEFAULT	10,233	10,233	
Tran to CapInfraReinvest*DEFAULT	30,699	30,699	
	40,932	40,932	
Net	40,932	40,932	

Plan Requests

Request	CAO.2019.014 Physician Recruitment		
Department	Office of the Chief Administrative Officer	Prepared By	Adam Lauder
Division	CAO Administration	Phone Number	519-747-8649
Section	CAO Administration	Email	adam.lauder@waterloo.ca
		Date	July 04, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to continue the city's commitment to the Greater Kitchener-Waterloo Chamber of Commerce for its request of \$20,000 per year in funding for physician recruitment; \$10,000 for family physician recruitment managed by the Chamber and \$10,000 for specialist recruitment managed by the hospitals. The city has been providing this level of annual support from Council's Community Priority and Contingency Reserve since 2009.

Strategic Plan Link Strong Community

Describe the risks related to this request if denied or deferred (likelihood and impact):

There may be a shortage of funds to attract new physicians to the area.

What are the desired outcomes and how will the outcome be measured:

Recruitment information and metrics to be provided by the Greater Kitchener-Waterloo Chamber of Commerce annually.

Recommendations:

That Council approves a \$20,000 increase of one-time funding in 2019 for Physician Recruitment Support within the CAO's Office division in the CAO department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Tran fr Oper Budgt Conti*DEFAULT	(20,000)		(20,000)
	<u>(20,000)</u>		<u>(20,000)</u>
Expenditures			
Special Projects*DEFAULT	20,000		20,000
	<u>20,000</u>		<u>20,000</u>
Net			0

Plan Requests

Request CAO.2019.016 SWR evolGREEN Funding Support
Department Office of the Chief Administrative Officer Prepared By Justin McFadden
Division Economic Development Phone Number 519-747-8539
Section EcDev Director Email justin.mcfadden@waterloo.ca
 Date July 11, 2018
Version CMT Approved **Budget Year** 2019

Description of Request:
 On June 25, 2018 Council approved CAO2018-020 SWR evolGREEN Funding Support. This report approved \$120,000 in 2018 funding from the Economic Development Reserve, to support the creation and ongoing operations of Sustainable Waterloo Region's evolGREEN hub. Additionally the report approved in principle an additional \$190,000 in 2019-2022 funding from the Economic Development Reserve, subject to Council's re-confirmation as part of the applicable budget process. This request is seeking Council approval for the 2019 funding support of \$55,000 as per CAO2018-020.

Strategic Plan Link Economic Development

Describe the risks related to this request if denied or deferred (likelihood and impact):
 The denial or deferral of this request will contribute to a budget deficit/pressure for SWR evolGREEN.

What are the desired outcomes and how will the outcome be measured:
 The desired outcome is to provide funding support for SWR evolGREEN, advancing the Clean Economy and clean tech start-ups.

Recommendations:
 That Council approves a \$55,000 increase of one-time funding in 2019 for SWR evolGREEN within the Economic Development division in the CAO department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Trf from Economic Dev Res*Default	(55,000)		(55,000)
	<u>(55,000)</u>		<u>(55,000)</u>
Expenditures			
Miscellaneous Expenditur*DEFAULT	55,000		55,000
	<u>55,000</u>		<u>55,000</u>
Net			0

City of Waterloo

Plan Requests

Request	COMM.2019.017 Fee Assistance Program Increase		
Department	Community Services	Prepared By	Jim Bowman
Division	Community Programming & Outreach	Phone Number	519-747-8748
Section	Community & Neighborhood Services	Email	jim.bowman@waterloo.ca
		Date	July 13, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is for an increase in operating funding to continue to support the City of Waterloo's Fee Assistance program. The Fee Assistance Program offers financial support to youth and seniors to support their participation in city programs. Each person who registers for the program must provide proof of need. Over the past few years the city has received funding support of \$12,000 from the Region and this support no longer exists. In addition the number of applicants continues to increase especially for newcomers to our city. The increase to \$25,000 will assist in supporting this program.

Strategic Plan Link Strong Community

Describe the risks related to this request if denied or deferred (likelihood and impact):

Denial or deferral of this request will limit the division's capacity to increase services and expand programs.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to implement fee assistance in order to meet the increase number of new applicants and expand opportunities for residents to participate in city programs. Provision to provide residents with tools needed to build a strong

Recommendations:

That Council approves a \$25,000 increase of ongoing funding in 2019 for Fee Assistance within the Community Programming & Outreach Services division in the Community Services department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Fee Assistance*DEFAULT PROGRAM	25,000	25,000	
	<hr/>	<hr/>	
Net	25,000	25,000	

Plan Requests

Request	CORP.2019.002 Fleet Customer Service position		
Department	Corporate Services	Prepared By	Sunda Siva
Division	Fleet & Procurement	Phone Number	519-886-2310
Section	Fleet Services	Email	sunda.siva@waterloo.ca
		Date	October 02, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is for a Fleet Customer Service position. The Customer Service position will fill a critical role within Fleet Services ensuring the smooth daily operation of Fleet Garage and providing front line communications with the other Divisions. The daily tasks of the Fleet Customer Service position is well knitted with many front line divisions, parts suppliers and regulatory agencies.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

That would lead to a break in the business process continuity. Risk of facing inefficiency to service vehicles to front line operation will be delayed which would not only cost high but also would impact service deliveries

What are the desired outcomes and how will the outcome be measured:

More desired outcome would be to run a smooth Fleet Operation that shows net zero cash flow.

Recommendations:

That Council approves a \$79,045 increase of ongoing funding in 2019 for a Fleet Customer Service position within the Fleet and Procurement division in the Corporate Services department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Salary-Full Time*DEFAULT	60,811	60,811	
Benefits*DEFAULT PROGRAM	18,081	18,081	
Association Memberships*DEFAULT	153	153	
	<u>79,045</u>	<u>79,045</u>	
Net	79,045	79,045	

Plan Requests

Request	CORP.2019.005 Human Resources Assistant		
Department	Corporate Services	Prepared By	Susan Farrelly
Division	Human Resources	Phone Number	519-747-8735
Section	Human Resources	Email	susan.farrelly@waterloo.ca
		Date	July 30, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

The HR Assistant will support the following areas; Health and Safety, Recruitment, Training and Development, Volunteer Services and will also be cross-trained to fully back-up the other HR Assistant whose functional areas are HRIS, Pension, Benefits and Administration. Responsibilities include: conducting Driver's Abstract checks, tracking, updating of Driver's files; assisting with position posting process, resume management, setting up interviews and related recruitment activities; assisting with set-up of Training and Development sessions and tracking of completion; assisting with Volunteer Services including entering into Better Impact database and related activities.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

By not having this position, it compromises the ability of HR and Volunteer Services to be strategic and resilient. Risks of not having this role in place may include slow response rates to both employees and public, possible delay in posting and filling roles, delay in employees' receiving pay; lack of HR staff members' ability to work on more strategic items such as policy development, legislative responsiveness, and corporate initiatives would also result.

What are the desired outcomes and how will the outcome be measured:

HR will be able to maintain the level of service that is needed for efficient service delivery. The HR Assistant will support the annual hiring of 200-300 employees, and all related activities. This will ensure service is uninterrupted during staff leaves and vacations.

Recommendations:

That Council approves a \$79,045 increase of ongoing funding in 2019 for an HR Assistant position within the Human Resources division in the Corporate Services department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Salary-Full Time*DEFAULT	60,811	60,811	
Benefits*DEFAULT PROGRAM	18,081	18,081	
Association Memberships*DEFAULT	153	153	
	<u>79,045</u>	<u>79,045</u>	
Net	79,045	79,045	

Plan Requests

Request	CORP.2019.010 Fleet & Equipment Operating Pressures		
Department	Corporate Services	Prepared By	Angela Schneider
Division	Facility Design & Management Services	Phone Number	519-747-8508
Section	Fleet Services	Email	angela.schneider@waterloo.ca
		Date	August 03, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

The City has over 350 vehicles and equipment in its Fleet. General operating costs, such as maintenance/repair and parts/service, continues to increase and exceed budget each year. Purchase prices for vehicles and equipment continues to increase due to inflation, foreign exchange and market pressures, increasing the need to set more aside each year for capital replacement. City growth has placed pressure on the need for expansion vehicles and equipment which creates more pressure on the operating budget. The 2015-2017 average fleet and equipment operating deficit is over \$400K. This request is for \$275K; \$115K has been approved through the LTFP for the pressure in Transportation-Winter Control.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

The fleet and equipment costs will continue to exceed budget or a reduction in service levels would need to occur.

What are the desired outcomes and how will the outcome be measured:

Operational areas (Parks, Transportation, Facilities and Recreation Services) will not be running deficits, reviewed monthly through surplus deficit reporting.

Recommendations:

That Council approves a \$275,000 increase of ongoing funding in 2019 for fleet and equipment expenses within the Parks division (\$125K); Fire Division (\$60K); Facilities division (\$65K); Municipal Enforcement division (\$20K) in the Community Services department and (\$5K) in the Economic Development division in the CAO Department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
City Fleet*DEFAULT PROGRAM	195,000	195,000	
Other Equipment*DEFAULT	80,000	80,000	
	275,000	275,000	
Net	275,000	275,000	

Plan Requests

Request	TRAN.2019.010 Additional Contribution to CRF		
Department	Corporate Transactions	Prepared By	Filipa Reynolds
Division	Other Corp Transactions	Phone Number	519-747-8711
Section	Other Corporate Transactions	Email	filipa.reynolds@waterloo.ca
		Date	July 30, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This budget request is to increase the annual contribution to the Capital Reserve Fund (CRF) by inflation, to account for inflationary costs in capital projects that are funded by CRF. Prior to 2019, a rate of 2% each year was used, however, in accordance with the DC by-law procedure, the Long Term Financial Plan (LTFP) is recommending that the Construction Price Index be used, which in 2019 would be a rate of 2.96%. This equates to an inflationary increase to the annual contribution to CRF in the amount of \$216,775. An inflationary increase of 2.96% has been built into the 2019 proposed capital budget and 2020-2028 proposed capital forecast.

Strategic Plan Link Infrastructure Renewal

Describe the risks related to this request if denied or deferred (likelihood and impact):

What are the desired outcomes and how will the outcome be measured:

Recommendations:

That Council approves a \$216,775 increase of ongoing contributions in 2019 to the Capital Reserve Fund (CRF) for inflationary costs of capital funded from CRF.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Trans to Capital Res Fun*DEFAULT	216,775	216,775	
	216,775	216,775	
Net	216,775	216,775	

Plan Requests

Request	TRAN.2019.011 Additional Contribution to CIRRF		
Department	Corporate Transactions	Prepared By	Filipa Reynolds
Division	Other Corp Transactions	Phone Number	519-747-8711
Section	Other Corporate Transactions	Email	filipa.reynolds@waterloo.ca
		Date	July 30, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This budget request is to increase the annual contribution to the Capital Infrastructure Reinvestment Reserve Fund (CIRRF) by inflation, to account for inflationary costs in capital projects funded by CIRRF. Prior to 2019, an increase for inflation was not applied, however, in accordance with the DC by-law procedure, the Long Term Financial Plan (LTFP) is recommending that the annual transfer be increased in the same manner applied to CRF (Capital Reserve Fund). In 2019, this would be adopting the Construction Price Index at a rate of 2.96%; which equates to \$119,000. An inflationary increase of 2.96% has been built into the 2019 proposed capital budget and 2020-2028 proposed capital forecast.

Strategic Plan Link Infrastructure Renewal

Describe the risks related to this request if denied or deferred (likelihood and impact):

What are the desired outcomes and how will the outcome be measured:

NA

Recommendations:

That Council approves a \$119,000 increase of ongoing contributions in 2019 to the Capital Infrastructure Reinvestment Reserve Fund (CIRRF) for inflationary costs of capital funded from CIRRF.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Tran to CapInfraReinvest*DEFAULT	119,000	119,000	
	119,000	119,000	
Net	119,000	119,000	

Plan Requests

Request	TRAN.2019.015 Commissioner Special Projects		
Department	Corporate Transactions	Prepared By	Angela Schneider
Division	Other Corp Transactions	Phone Number	519-747-8508
Section	Other Corporate Transactions	Email	angela.schneider@waterloo.ca
		Date	July 31, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to allocate \$125,000 from the annual step gapping amount (which is savings for staff positions, between actual costs compared to budget) to the CAO and three Commissioners, enabling each department to undertake special projects, staff development and to deliver on strategic initiatives. Each department will receive a proportionate share of the \$125,000 based on its average step gapping amount over the period 2016-2018. Step gapping savings are contributed to the Tax Rate Stabilization reserve and \$125,000 is approximately 12.5% of the annual amount.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

Key initiatives or special projects may be deferred

What are the desired outcomes and how will the outcome be measured:

That key projects can be undertaken and evaluated by the CAO and Commissioners.

Recommendations:

That Council approves a \$125,000 increase of one-time funding in 2019 for special projects from the annual step gapping contribution to the Tax Rate Stabilization reserve. The funding amounts are: CAO Dept-\$10,051 and the Commissioner area for each Dept: COMM-\$37,845; CORP-\$48,571; IPPW-\$28,533

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Trf fr Tax Rate Stab	(125,000)		(125,000)
	<u>(125,000)</u>		<u>(125,000)</u>
Expenditures			
Special Projects*Commissioner	125,000		125,000
	<u>125,000</u>		<u>125,000</u>
Net			0

City of Waterloo

Plan Requests

Request	IPPW.2019.025 Planning Approvals - Senior Planner		
Department	Integrated Planning & Public Works	Prepared By	Joel Cotter
Division	Planning	Phone Number	519-747-8543
Section	Planning Approvals	Email	joel.cotter@waterloo.ca
		Date	July 04, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

Due to increased development application volumes, combined with increased complexity of development files, pending LPAT appeals related to the new Zoning By-law, and necessary project work such as updating the City's Urban Design Manual, there is a need to add one senior planner.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

Overtime (and related expenses) will need to be authorized to meet the legislated timeframes to process development applications as specified in the Planning Act. The level of service related to development applications will decline. Outsides consultants will need to be retained for LPAT (OMB) appeals. Potential to impact staff retention, if burnout and pressures continues.

What are the desired outcomes and how will the outcome be measured:

Hire an experienced senior planner to evaluate complex development applications, and enhance the internal skills within the City's Planning Division. If possible, look to hire an individual with an urban design degree and related experience.

Recommendations:

That Council approves a \$132,000 increase of ongoing funding in 2019 for a Senior Planner within the Planning division in the IPPW department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Salary-Full Time*DEFAULT	101,757	101,757	
Benefits*DEFAULT PROGRAM	25,715	25,715	
Association Memberships*DEFAULT	2,556	2,556	
Training & Conferences*DEFAULT	1,972	1,972	
	<u>132,000</u>	<u>132,000</u>	
Net	132,000	132,000	

City of Waterloo

Plan Requests

Request	IPPW.2019.010 Stormwater Revenue - Commercial/Industrial - 2019		
Department	Integrated Planning & Public Works	Prepared By	Roy Garbotz
Division	City Utilities	Phone Number	519-886-2310
Section	Stormwater	Email	Roy.Garbotz@waterloo.ca
		Date	June 29, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is for increased stormwater revenue – commercial/industrial. City Utilities staff are recommending that the monthly stormwater rates for commercial/industrial increase by: \$1.87 (from \$28.73 to \$30.60) for commercial/industrial small, \$8.72 (from \$134.17 to \$142.89) for commercial/industrial medium, \$28.10 (from \$432.36 to \$460.46) for commercial/industrial large and \$71.18 (from \$1,095.13 to \$1,166.31) for commercial/industrial largest effective Feb 1, 2019. These rate increases along with commercial/industrial growth amount to a 2019 budgeted revenue increase of \$123,142.

Strategic Plan Link Environmental Leadership

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$123,142 increase of ongoing revenue in 2019 for Stormwater Revenue - Commercial/Industrial within the City Utilities division in the IPPW department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Commercial/Industrial SWM Fee	(123,142)	(123,142)	
	(123,142)	(123,142)	
Expenditures			
Transfer to Sewer or Wat*DEFAULT	123,142	123,142	
	123,142	123,142	
Net		0	

City of Waterloo

Plan Requests

Request	IPPW.2019.011 Stormwater Revenue - Institutional - 2019		
Department	Integrated Planning & Public Works	Prepared By	Roy Garbotz
Division	City Utilities	Phone Number	519-886-2310
Section	Stormwater	Email	Roy.Garbotz@waterloo.ca
		Date	June 29, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is for increased stormwater revenue – institutional. City Utilities staff are recommending that the monthly stormwater rates for institutional increase by: \$2.26 (from \$34.72 to \$36.98) for institutional small, \$6.10 (from \$93.83 to \$99.93) for institutional medium and \$12.49 (from \$192.14 to \$204.63) for institutional large effective Feb 1, 2019. These rate increases along with institutional growth amount to a 2019 budgeted revenue increase of \$11,590.

Strategic Plan Link Environmental Leadership

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves an \$11,590 increase of ongoing revenue in 2019 for Stormwater Revenue - Institutional within the City Utilities division in the IPPW department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Institutional SWM Fee*DEFAULT	(11,590)	(11,590)	
	(11,590)	(11,590)	
Expenditures			
Transfer to Sewer or Wat*DEFAULT	11,590	11,590	
	11,590	11,590	
Net	0		

City of Waterloo

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Plan Requests

Request	IPPW.2019.012 Stormwater Revenue - Multi-Residential - 2019		
Department	Integrated Planning & Public Works	Prepared By	Roy Garbotz
Division	City Utilities	Phone Number	519-886-2310
Section	Stormwater	Email	Roy.Garbotz@waterloo.ca
		Date	June 29, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is for increased stormwater revenue – multi-residential. City Utilities staff are recommending that the monthly stormwater rates for multi-residential increase by: \$1.39 (from \$21.42 to \$22.81) for multi-residential small, \$5.89 (from \$90.64 to \$96.53) for multi-residential medium and \$31.39 (from \$482.97 to \$514.36) for multi-residential large effective Feb 1, 2019. These rate increases along with multi-residential growth amount to a 2019 budgeted revenue increase of \$98,486.

Strategic Plan Link Environmental Leadership

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves an \$98,486 increase of ongoing revenue in 2019 for Stormwater Revenue - Multi-Residential within the City Utilities division in the IPPW department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Multi-Residential SWM Fee*DEFAULT	(98,486)	(98,486)	
	(98,486)	(98,486)	
Expenditures			
Transfer to Sewer or Wat*DEFAULT	98,486	98,486	
	98,486	98,486	
Net	0		

Plan Requests

Request	IPPW.2019.013 Stormwater Revenue - Residential - 2019		
Department	Integrated Planning & Public Works	Prepared By	Roy Garbotz
Division	City Utilities	Phone Number	519-886-2310
Section	Stormwater	Email	Roy.Garbotz@waterloo.ca
		Date	June 29, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is for increased stormwater revenue - residential. City Utilities staff is recommending that the monthly stormwater rates for residential increase by: \$0.48 (from \$7.46 to \$7.94) for residential small, \$0.73 (from \$11.19 to \$11.92) for residential medium, and \$0.00 (to stay at \$18.61) for residential large effective Feb 1, 2019. These rate increases, along with residential growth, amount to a 2019 budgeted revenue increase of \$194,361.

Strategic Plan Link Environmental Leadership

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$194,361 increase of ongoing revenue in 2019 for Stormwater Revenue - Residential within the City Utilities division in the IPPW department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Residential SWM Fee*DEFAULT	(194,361)	(194,361)	
	(194,361)	(194,361)	
Expenditures			
Transfer to Sewer or Wat*DEFAULT	194,361	194,361	
	194,361	194,361	
Net		0	

City of Waterloo

Plan Requests

Request	IPPW.2019.014 Sanitary Sewer Revenue - 2019		
Department	Integrated Planning & Public Works	Prepared By	Roy Garbotz
Division	City Utilities	Phone Number	519-886-2310
Section	Sewer	Email	Roy.Garbotz@waterloo.ca
		Date	June 29, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is for increased sanitary sewer revenue. Sanitary sewer revenues within the City Utilities division budget are based on a 5-year average of wastewater volumes as measured by metered water consumption. The revenue generated includes direct billing to City of Waterloo customers (residential and commercial), extra billing associated with cross border servicing agreements, and sewage rebates related to the landfill and Seagram flows. City Utilities staff are recommending that the sanitary sewer rate used for the collection system increase by \$.08 (from \$2.37 to \$2.45 per cubic meter) effective Feb 1, 2019. The associated revenue increase is \$1,246,283 for 2019.

Strategic Plan Link Infrastructure Renewal

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$1,246,283 increase of ongoing revenue in 2019 for Sanitary Sewer Revenue within the City Utilities division in the IPPW department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Sewage Treatment Rebate*DEFAULT	(19,000)	(19,000)	
Sewage Rev-Residential*DEFAULT	(426,433)	(426,433)	
Sewage Rev-Commercial/In*DEFAULT	(348,900)	(348,900)	
Sewage Rev-Extra Sewage*DEFAULT	(451,950)	(451,950)	
	(1,246,283)	(1,246,283)	
Expenditures			
Transfer to Sewer or Wat*DEFAULT	1,246,283	1,246,283	
	1,246,283	1,246,283	
Net		0	

Plan Requests

Request IPPW.2019.020 Water Revenue - 2019

Department Integrated Planning & Public Works

Division City Utilities

Section Water

Prepared By Roy Garbotz

Phone Number 519-886-2310

Email Roy.Garbotz@waterloo.ca

Date June 29, 2018

Version CMT Approved

Budget Year 2019

Description of Request:

This request is for increased water revenue. Water revenue within the City Utilities division budget is based on 5-year average metered water volumes distributed through the water distribution system. The revenue generated includes direct billing to City of Waterloo customers (residential and commercial), and extra billing associated with cross border servicing agreements. City Utilities staff are recommending that the water rate increase by \$0.13 (from \$1.79 to \$1.92 per cubic meter) effective Feb 1, 2019. The associated revenue increase is \$1,545,764 for 2019.

Strategic Plan Link Infrastructure Renewal

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$1,545,764 increase of ongoing revenue in 2019 for Water Revenue within the City Utilities division in the IPPW department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Water Sales-Residential*DEFAULT	(696,170)	(696,170)	
Water Sales-Commercial/I*DEFAULT	(569,594)	(569,594)	
Water Sales-Water Servic*DEFAULT	(280,000)	(280,000)	
	<u>(1,545,764)</u>	<u>(1,545,764)</u>	
Expenditures			
Transfer to Sewer or Wat*DEFAULT	1,545,764	1,545,764	
	<u>1,545,764</u>	<u>1,545,764</u>	
Net		0	

Plan Requests

Request	IPPW.2019.015 Sanitary Sewer Treatment - 2019		
Department	Integrated Planning & Public Works	Prepared By	Roy Garbotz
Division	City Utilities	Phone Number	519-883-2610
Section	Sewer	Email	Roy.Garbotz@waterloo.ca
		Date	June 29, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

Wastewater treatment costs are based on a 5-year average volume. City Utilities staff translates these volumes into dollars using the wastewater treatment rates provided by the Region of Waterloo during their 2018 budget process. The estimated cubic meter cost to have the Region of Waterloo treat wastewater is forecasted to increase from \$1.1750 to \$1.2560 per cubic meter for 2019. Combined with the 5-year average volumes, this translates into an increased cost to the City of Waterloo of \$789,447 for 2019.

Strategic Plan Link Environmental Leadership

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$789,447 increase of ongoing funding in 2019 for Sanitary Sewer Treatment within the City Utilities division in the IPPW department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Sewage Treatment Costs*DEFAULT	789,447	789,447	
Transfer to Sewer or Wat*DEFAULT	(789,447)	(789,447)	
	0	0	
Net		0	

Plan Requests

Request	IPPW.2019.021 Wholesale Water Purchases - 2019		
Department	Integrated Planning & Public Works	Prepared By	Roy Garbotz
Division	City Utilities	Phone Number	519-886-2310
Section	Water	Email	Roy.Garbotz@waterloo.ca
		Date	June 29, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

Wholesale water purchases are based on a 5-year average volume. City Utilities staff translates these volumes into dollars using the wholesale water rates provided by the Region of Waterloo during their 2018 budget process. The estimated cubic meter cost to purchase water from the Region of Waterloo is forecasted to increase from \$1.0446 to \$1.0749 per cubic meter for 2019. Combined with the 5-year average volumes, this translates into an increased cost to the City of Waterloo of \$522,132 for 2019.

Strategic Plan Link Environmental Leadership

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$522,132 increase of ongoing funding in 2019 for Wholesale Water Purchases within the City Utilities division in the IPPW department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Wholesale Water Purchase*DEFAULT	522,132	522,132	
Transfer to Sewer or Wat*DEFAULT	(522,132)	(522,132)	
	0	0	
Net	0	0	

Plan Requests

Request	IPPW.2019.002 Clean Water Initiatives - trf from Water to Stormwater		
Department	Integrated Planning & Public Works	Prepared By	Roy Garbotz
Division	City Utilities	Phone Number	519-886-2310
Section	Stormwater	Email	Roy.Garbotz@waterloo.ca
		Date	June 28, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to reduce the year end adjustment under the Clean Water Initiatives program. Water Services currently provides an annual transfer to Stormwater Services to account for the activities done from the Stormwater area to protect water quality. Starting in 2019, this transfer will be reduced and is to be phased out over time as the Stormwater Utility becomes a self-sustaining business unit.

Strategic Plan Link Environmental Leadership

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$30,000 reduction of ongoing revenue in 2019 for Clean Water Initiatives - transfer from Water to Stormwater within the City Utilities division in the IPPW department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Contrib fr Environm*Clean Water Initiat	30,000	30,000	
	30,000	30,000	
Expenditures			
Contrib to Environm*Clean Water	(30,000)	(30,000)	
	(30,000)	(30,000)	
Net	0		

Plan Requests

Request	IPPW.2019.006 Leaf Pickup Program - City Fleet Charges		
Department	Integrated Planning & Public Works	Prepared By	Roy Garbotz
Division	City Utilities	Phone Number	519-886-2310
Section	Stormwater	Email	Roy.Garbotz@waterloo.ca
		Date	June 29, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to move towards right sizing the City's leaf pickup budget to actual costs incurred. No changes to the leaf pickup program are being proposed. Increased City Fleet charges have been observed over the past few years to complete the City-wide leaf pickup in the fall. The additional requested budget will help close the deficit to budget gap and staff will review actuals to budget again for the 2020 budget and bring forward any further budget requests for Council's consideration at that time.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$25,000 increase of ongoing funding in 2019 for the Leaf Pickup Program within the City Utilities division in the IPPW department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Leaf Pickup - Trucks & Vacs	25,000	25,000	
Transfer to Sewer or Wat*DEFAULT	(25,000)	(25,000)	
	0	0	
Net		0	

Plan Requests

Request	IPPW.2019.007 Stormwater Credit Program Budget Adjustments		
Department	Integrated Planning & Public Works	Prepared By	Roy Garbotz
Division	City Utilities	Phone Number	519-886-2310
Section	Stormwater	Email	Roy.Garbotz@waterloo.ca
		Date	June 29, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to adjust the Stormwater Credit Program budget to better align with actual payouts observed. The credit program is an incentive based program that awards property owners who take actions to reduce their property's stormwater runoff into the City's system. As the program is still in its infancy, there is not much historical data on credits paid to property owners to review. This budget request is to increase the budget for residential properties and reduce the budget for commercial/industrial properties, with a net overall reduction of the program budget. This will better align actual payouts granted over the past 3 years to budgeted figures.

Strategic Plan Link Environmental Leadership

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$51,761 reduction of ongoing funding in 2019 for the Stormwater Credit Program Budget within the City Utilities division in the IPPW department.

Request

	Total	2019 Ongoing	2019 One Time
Expenditures			
Residential SWM Credit*SWM Credit	30,453	30,453	
Multi-Residential SWM Credit*SWM	(14,886)	(14,886)	
Institutional SWM Credit*SWM Credit	837	837	
Commercial/Industrial SWM	(68,165)	(68,165)	
Transfer to Sewer or Wat*DEFAULT	51,761	51,761	
	0	0	
Net		0	

Plan Requests

Request	IPPW.2019.016 Sewer Inspection Permit Fee Removal		
Department	Integrated Planning & Public Works	Prepared By	Roy Garbotz
Division	City Utilities	Phone Number	519-886-2310
Section	Sewer	Email	Roy.Garbotz@waterloo.ca
		Date	June 29, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to remove the budget for Sewer Inspection Permits. This fee is no longer charged and as such the budget needs to be removed accordingly.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$32,650 reduction of ongoing revenue in 2019 for Sewer Inspection Permit Fees within the City Utilities division in the IPPW department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Sewer Inspection Permits*DEFAULT	32,650	32,650	
	32,650	32,650	
Expenditures			
Transfer to Sewer or Wat*DEFAULT	(32,650)	(32,650)	
	(32,650)	(32,650)	
Net	0		

Plan Requests

Request	IPPW.2019.017 Backflow Prevention Funding Adjustment (water)		
Department	Integrated Planning & Public Works	Prepared By	Roy Garbotz
Division	City Utilities	Phone Number	519-886-2310
Section	Water	Email	Roy.Garbotz@waterloo.ca
		Date	June 29, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to increase the year end adjustment Water Services (in the City Utilities division) contributes under the Backflow Prevention program. Water Services covers the cost of the Backflow Prevention operations, net of any revenue it receives from fees collected, as Backflow Prevention helps preserve water quality. Historically, the fees collected by Backflow Prevention have been below budget, so Water Services has been contributing a higher amount than originally forecasted. This request reduces the revenue budget for the Backflow Prevention and brings the budgeted funding from Water Services in line with actual transfers seen over the past few years.

Strategic Plan Link Environmental Leadership

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$72,751 increase of ongoing funding in 2019 for Backflow Prevention within the City Utilities division in the IPPW department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Backflow Prevention Revenue	72,751	72,751	
Contrib fr Util to E*Backflow Prevention	(42,000)	(42,000)	
	30,751	30,751	
Expenditures			
Contrib to Environm*Backflow	42,000	42,000	
Transfer to Sewer or Wat*DEFAULT	(72,751)	(72,751)	
	(30,751)	(30,751)	
Net	0		

Plan Requests

Request	CAO.2019.004 Parking Permit Revenue Increase		
Department	Office of the Chief Administrative Officer	Prepared By	Christine Tettman
Division	Economic Development	Phone Number	519-886-2310
Section	Parking	Email	christine.tettman@waterloo.ca
		Date	July 04, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is for increased permit parking revenue as approved by Waterloo City Council on June 18, 2018 through CAO2018-019 - 2019 Parking Rate Report. For 2019 the monthly parking permit rates increased by 2.5% resulting in a projected permit revenue increase of \$86,695.

Strategic Plan Link Economic Development

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves an \$86,696 increase of ongoing revenue in 2019 for Parking Permit Revenue within the Economic Development division in the CAO department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Charge Parking Permits*DEFAULT	(86,695)	(86,695)	
	<u>(86,695)</u>	<u>(86,695)</u>	
Expenditures			
Trfr to Parking Res Fund*DEFAULT	86,695	86,695	
	<u>86,695</u>	<u>86,695</u>	
Net		0	

Plan Requests

Request	CAO.2019.006 Parking Hourly Revenue Increase		
Department	Office of the Chief Administrative Officer	Prepared By	Christine Tettman
Division	Economic Development	Phone Number	519-886-2310
Section	Parking	Email	Christine.Tettman@waterloo.ca
		Date	July 04, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is for increased hourly parking revenue as approved by Waterloo City Council on June 18, 2018 through CAO2018-019 - 2019 Parking Rate Report. For 2019 the hourly parking rates increased by \$0.25 resulting in a projected hourly revenue increase of \$17,830.

Strategic Plan Link Economic Development

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actual's to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$17,830 increase of ongoing revenue in 2019 for Parking Hourly Revenue within the Economic Development division in the CAO department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Meter Parking*DEFAULT PROGRAM	(17,830)	(17,830)	
	(17,830)	(17,830)	
Expenditures			
Trfr to Parking Res Fund*DEFAULT	17,830	17,830	
	17,830	17,830	
Net	0		

Plan Requests

Request	IPPW.2019.023 Building Permits - Increased Revenue		
Department	Integrated Planning & Public Works	Prepared By	Ralph Kaminski
Division	Building Standards	Phone Number	519-747-8782
Section	Building Standards	Email	ralph.kaminski@waterloo.ca
		Date	July 04, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is for increased Building permit revenue. Based on review of future projects, we are anticipating higher revenue than previously forecasted. For 2019 the Building permit revenue budget is projected to increase by \$199,046.

Strategic Plan Link Infrastructure Renewal

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$199,046 increase of ongoing revenue in 2019 for Building Permit Revenue within the Building Standards division in the IPPW department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Building Permits*DEFAULT	(199,046)	(199,046)	
Trf frm Bld Permit Res Fund	199,046	199,046	
	0	0	
Net		0	

Plan Requests

Request	COMM.2019.012 Expense Reduction in Rental Housing Enterprise	Prepared By	Shayne Turner
Department	Community Services	Phone Number	519-747-8783
Division	Municipal Enforcement	Email	shayne.turner@waterloo.ca
Section	Rental Housing	Date	July 06, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to reduce operating expenses related to legal services and administrative monetary penalties within the Rental Housing Enterprise.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

Not accepting this request will result in inaccurate budget forecasting.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves an \$110,000 reduction of ongoing funding in 2019 for expense reductions within the Municipal Enforcement division in the Community Services department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Legal Prosecution*DEFAULT	(80,000)	(80,000)	
Other Consulting Fees*DEFAULT	(30,000)	(30,000)	
Trf to Rental Housing Res*DEFAULT	110,000	110,000	
	0	0	
Net		0	

Plan Requests

Request	CAO.2019.003 Parking Property Tax Increase		
Department	Office of the Chief Administrative Officer	Prepared By	Christine Tettman
Division	Economic Development	Phone Number	519-886-2310
Section	Parking	Email	christine.tettman@waterloo.ca
		Date	July 03, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is for increased funding for property taxes to bring the budget in line with actual costs. For 2019 the Parking property tax budget increase is \$40,000.

Strategic Plan Link Economic Development

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$40,000 increase of ongoing funding in 2019 for Parking Property Tax within the Economic Development division in the CAO department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Property Tax*DEFAULT PROGRAM	40,000	40,000	
Trfr to Parking Res Fund*DEFAULT	(40,000)	(40,000)	
	0	0	
Net		0	

Plan Requests

Request	CAO.2019.005 Parking Lot Lighting	Prepared By	Christine Tettman
Department	Office of the Chief Administrative Officer	Phone Number	519-886-2310
Division	Economic Development	Email	christine.tettman@waterloo.ca
Section	Parking	Date	July 03, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to increase the budget for parking lot lighting to bring the budget in line with actual costs. For 2019 the Parking lot lighting budget increase is \$10,000.

Strategic Plan Link Economic Development

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$10,000 increase of ongoing funding in 2019 for Parking Lot Lighting within the Economic Development division in the CAO department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Utilities-Electricity &*DEFAULT	10,000	10,000	
Trfr to Parking Res Fund*DEFAULT	(10,000)	(10,000)	
	0	0	
Net		0	

Plan Requests

Request	CAO.2019.007 Parking Parkade Security Services Increase		
Department	Office of the Chief Administrative Officer	Prepared By	Christine Tettman
Division	Economic Development	Phone Number	519-886-2310
Section	Parking	Email	Christine.Tettman@waterloo.ca
		Date	July 04, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is for increased funding for Parkade security services to bring the budget in line with actual costs. For 2019 the Parkade security service budget increase is \$20,000. This increase will be funded 1/3 by the City and 2/3 by the Region of Waterloo as per the current City/Region Parkade agreement.

Strategic Plan Link Economic Development

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$20,000 increase of ongoing funding in 2019 for Parkade Security Services within the Economic Development division in the CAO department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Parkade Security Service*DEFAULT	20,000	20,000	
Trfr to Parking Res Fund*DEFAULT	(20,000)	(20,000)	
	0	0	
Net		0	

Plan Requests

Request CAO.2019.011 Parking HonkMobile Revenue and Expense Increase
Department Office of the Chief Administrative Officer Prepared By Christine Tettman
Division Economic Development Phone Number 519-886-2310
Section Parking Email christine.tettman@waterloo.ca
 Date July 04, 2018
Version CMT Approved **Budget Year** 2019

Description of Request:
 This request is for increased HonkMobile parking hourly revenue as approved by Waterloo City Council on July 24, 2017 through CAO2017-018 Longer Stay Paid Parking report. For 2019 the projected hourly revenue budget is \$10,000. This request is also for increased operating expenses for the software as a service provided by HonkMobile and approved by Council through CAO2017-018. The 2019 operating expense budget is \$10,000.

Strategic Plan Link Economic Development

Describe the risks related to this request if denied or deferred (likelihood and impact):
 The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:
 The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:
 That Council approves a \$10,000 increase of ongoing revenue in 2019 for HonkMobile Revenue and a \$10,000 increase of ongoing funding for HonkMobile Expense within the Economic Development division in the CAO department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Meter Parking*Honk Mobile	(10,000)	(10,000)	
	<u>(10,000)</u>	<u>(10,000)</u>	
Expenditures			
Software*Honk Mobile	10,000	10,000	
	<u>10,000</u>	<u>10,000</u>	
Net		0	

Plan Requests

Request	CAO.2019.022 Parking Lot Oil and Grit Separator Cleaning		
Department	Office of the Chief Administrative Officer	Prepared By	Christine Tettman
Division	Economic Development	Phone Number	519-886-2310
Section	Parking	Email	christine.tettman@waterloo.ca
		Date	July 13, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to budget funding for parking lot oil and grit separator cleaning. This work is anticipated to be required every 1-2 years. For 2019 the funding requested is \$2,000.

Strategic Plan Link Environmental Leadership

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will contribute to a budget deficit/pressure in the division's area.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$2,000 increase of ongoing funding in 2019 for Oil and Grit Separator Cleaning within the Economic Development division in the CAO department.

Request			
	Total	2019 Ongoing	2019 One Time
Expenditures			
Miscellaneous Exp*SWM Mtce Existing	2,000	2,000	
Trfr to Parking Res Fund*DEFAULT	(2,000)	(2,000)	
	0	0	
Net		0	

Plan Requests

Request	COMM.2019.002 Rental Housing Overhead Increase		
Department	Community Services	Prepared By	Shamir Mehta
Division	Municipal Enforcement	Phone Number	519-747-8557
Section	Rental Housing	Email	shamir.mehta@waterloo.ca
		Date	June 28, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:
 Incremental increase in overhead as per the revised corporate model.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):
 The denial or deferral of this request will mean that the rental housing enterprise is not paying their appropriate share of corporate overhead.

What are the desired outcomes and how will the outcome be measured:
 The desired outcome is to ensure that all enterprises are contributing to overhead expenditures as per the corporate model.

Recommendations:
 That Council approves a \$20,000 increase of ongoing funding in 2019 for overhead realignment within the Municipal Enforcement division in the Community Services department. This increase is offset with reduced contributions from other city enterprises resulting in a net zero impact.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Trf frm Bld Permit Res Fund	5,000	5,000	
	<u>5,000</u>	<u>5,000</u>	
Expenditures			
General Government Overh*DEFAULT	5,000	5,000	
OH-Contribution to Op Bu*DEFAULT	(5,000)	(5,000)	
Transfer to Sewer or Wat*DEFAULT	15,000	15,000	
Trf to Rental Housing Res*DEFAULT	(20,000)	(20,000)	
	<u>(5,000)</u>	<u>(5,000)</u>	
Net		0	

Plan Requests

Request	COMM.2019.004 Rental Housing Overhead Realignment	Prepared By	Shamir Mehta
Department	Community Services	Phone Number	519-747-8557
Division	Municipal Enforcement	Email	Shamir.Mehta@waterloo.ca
Section	Rental Housing	Date	June 28, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

This request is to realign rental housing overhead charges between IMTS - Rental housing to IMTS - Consulting and Technical Support and does not impact the tax base. This change will allocate IMTS overhead expense directly to the Municipal Enforcement Rental Housing division and increase corporate overhead revenue as the offsetting entry.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

The denial or deferral of this request will cause a double count of expenditure in the rental housing program.

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit.

Recommendations:

That Council approves a \$55,105 increase of ongoing funding in 2019 for overhead realignment within the Municipal Enforcement division in the Community Services department, with an offsetting increase of \$55,105 in ongoing revenue in 2019 for overhead realignment within the Corporate Transactions department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
General Government OH	(55,105)	(55,105)	
	<u>(55,105)</u>	<u>(55,105)</u>	
Expenditures			
General Government Overh*DEFAULT	55,105	55,105	
	<u>55,105</u>	<u>55,105</u>	
Net		0	

Plan Requests

Request	IPPW.2019.022 Junior Technology Administrator		
Department	Integrated Planning & Public Works	Prepared By	Ralph Kaminski
Division	Building Standards	Phone Number	519-747-8782
Section	Building Standards	Email	ralph.kaminski@waterloo.ca
		Date	July 04, 2018
Version	CMT Approved	Budget Year	2019

Description of Request:

As Building Standards advances with e-permitting the demands on technology support are increasing. We have reached capacity with current staff and need to bring on a Junior Technology Administrator to keep pace with increased permit volumes.

Strategic Plan Link Corporate Excellence

Describe the risks related to this request if denied or deferred (likelihood and impact):

Denial or deferral of this request will limit the division's capacity to increase services and expand programs

What are the desired outcomes and how will the outcome be measured:

The desired outcome is to align the operating budget with actuals to allow for a more accurate projection of an operating surplus/deficit. The operating budget is monitored on a monthly basis and reported quarterly.

Recommendations:

That Council approves a \$79,045 increase of ongoing funding in 2019 for Junior Technology Administrator within the Building Standards division in the IPPW department.

Request			
	Total	2019 Ongoing	2019 One Time
Revenue			
Trf frm Bld Permit Res Fund	(78,892)	(78,892)	
	(78,892)	(78,892)	
Expenditures			
Salary-Full Time*DEFAULT	60,811	60,811	
Benefits*DEFAULT PROGRAM	18,081	18,081	
	78,892	78,892	
Net	0		