




CITY OF HAMILTON
CORPORATE SERVICES DEPARTMENT
Financial Planning, Administration and Policy Division

TO:	Chair and Members Audit, Finance and Administration Committee
COMMITTEE DATE:	October 17, 2024
SUBJECT/REPORT NO:	2024 Mid-Year Budget Adjustments (FCS24047) (City Wide)
WARD(S) AFFECTED:	City Wide
PREPARED BY:	Duncan Robertson (905) 546-2424 Ext. 1310
SUBMITTED BY:	Kirk Weaver Acting Director, Financial Planning, Administration and Policy Corporate Services Department
SIGNATURE:	

RECOMMENDATION(S)

- (a) That, in accordance with the “Budgeted Complement Control Policy”, the extensions of temporary positions with 24-month terms or greater, with no impact to the net for tax levy, as outlined in Appendix “A” to Report FCS24047, be approved;
- (b) That, in accordance with the “Budgeted Complement Control Policy”, the staff complement transfers from one department / division to another or a change in complement type, with no impact to the net for tax levy, as outlined in Appendix “B” to Report FCS24047, be approved;
- (c) That the proposed budget appropriations of \$250,000 or greater and reserve contributions to capital projects, as outlined in Appendix “C” to Report FCS24047, be approved.
- (e) That the proposed financing plan amendments resulting from Provincial approval of the City of Hamilton’s Building Faster Fund Investment Plan and Housing-Enabling Water Systems Fund application, outlined in Appendix “D” to Report FCS24047, be approved.

EXECUTIVE SUMMARY

The 2024 Mid-Year Budget Adjustments Report recommends routine budget adjustments that would be performed quarterly during a typical year of operations. The cybersecurity incident has disrupted the budget performance reporting schedule in 2024 and the opportunities for staff to recommend budget adjustments permitted through the Budget Control, Budgeted Complement Control, Capital Closing, Capital Budget Appropriation and Work-in-Progress Transfer and General Reserve Policies.

In accordance with the “Budget Control Policy” and “Budgeted Complement Control Policy”, staff recommend six temporary contract extensions and five complement transfers for Council’s consideration through Appendices “A” and “B” to Report FCS24047 respectively.

Additionally, there is a single capital budget appropriation that requires Council’s approval in accordance with the Capital Budget Appropriation Policy (greater than \$250 thousand), detailed in Appendix “C” to Report FCS24047, and several recommended financing plan adjustments to capital projects resulting from Provincial approval of the City’s Building Faster Fund Investment Plan and Housing-Enabling Water Systems Fund application, which are detailed in Appendix “D” to Report FCS24047.

Alternatives for Consideration – Not Applicable

FINANCIAL – STAFFING – LEGAL IMPLICATIONS

Financial: Financial impacts of the recommendations are detailed in Appendices “A” through “D” to Report FCS24047. In accordance with financial policies, all recommended mid-year budget adjustments have no impact to the net for tax levy.

Staffing: Staffing implications of Report FCS24047 are detailed in Appendices “A” and “B”, which outline extensions of temporary positions and staff complement transfers from one department / division to another or a change in complement type with no impact to the net for tax levy.

Legal: N/A

HISTORICAL BACKGROUND

During the course of normal operations, staff provides Council with three budget variance reports during the fiscal year, as well as three capital project status and closing reports. Through these reports, staff have the opportunity to recommend budget amendments in accordance with financial policies.

POLICY IMPLICATIONS AND LEGISLATED REQUIREMENTS

Budget Control Policy (Appendix 1 to FCS12010, CBP – 2). The purpose of this Policy is to ensure that City staff have appropriate authority to manage budget resources to ensure programs and services are delivered in an effective and efficient manner. Council also requires assurance that budget resources are used for the purpose intended through the approval of the annual budget.

Budget Complement Control Policy (Appendix “A” to FCS16024, CBP – 1). The purpose of this Policy is to ensure that the City’s staff complement is managed in an effective and efficient manner. The Policy provides guidance on transferring complement, increasing, or decreasing complement and changing complement type.

The City’s Capital Projects Budget Appropriation and Work-in-Progress Transfer Policy states that approval authority for the appropriation of funds coincide with the City’s Procurement Policy:

1. Council must approve appropriations of \$250,000 or greater
2. City Manager or designate must approve appropriations greater than \$100,000 and less than \$250,000
3. General Managers or delegated staff be authorized to approve appropriations up to \$100,000

RELEVANT CONSULTATION

Staff in all City of Hamilton departments were consulted to form the recommendations in Report FCS24047.

ANALYSIS AND RATIONALE FOR RECOMMENDATION(S)

Due to the disruption of regular budget performance reporting in 2024 because of the cybersecurity incident, Corporate Services staff consulted with all City departments to develop the recommendations in Report FCS24047 and capture mid-year budget amendments required to carry out operations in a consolidated report for Council’s consideration.

Corporate Services staff reviewed all submissions for consistency and adherence to applicable financial policies. The recommendations in Report FCS24047 do not have an impact on the City’s net for tax levy.

ALTERNATIVES FOR CONSIDERATION

N/A

APPENDICES AND SCHEDULES ATTACHED

Appendix “A” to Report FCS24047 – Temporary Complement Extension Schedule

Appendix “B” to Report FCS24047 – Budgeted Complement Amendment Schedule

Appendix “C” to Report FCS24047 – Capital Projects Budget Appropriations of \$250,000 or greater and Capital Project Reserve Funding Requiring Council Approval

Appendix “D” to Report FCS24047 – Capital Projects Requiring a Change in Funding Source