

BUDGET ADVISORY COMMITTEE
2003 CAPITAL AND OPERATING BUDGETS
AGENDA

Date of Meeting:	Thursday, January 30, 2003	Enquiry: Betty Henderson
Time:	9:30 a.m.	Administrator
Location:	Committee Room 1	416-392-8088
	City Hall	bhender1@toronto.ca
	100 Queen Street West	

**DECLARATIONS OF INTEREST PURSUANT TO
THE MUNICIPAL CONFLICT OF INTEREST ACT**

COMMUNICATIONS/REPORTS

1.35 SERVICE IMPROVEMENT AND INNOVATION (OPERATING)

(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)

1.36 FLEET MANAGEMENT SERVICES (CAPITAL AND OPERATING)

(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)

1.36(a) FLEET MAINTENANCE SAVINGS REALIZED THROUGH ACCELERATED VEHICLE REPLACEMENT

Source: Commissioner of Corporate Services
(January 17, 2003)

Reporting, as requested by City Council, to the Budget Advisory Committee on how much has been saved as a result of new vehicle purchases, based on warranties and less maintenance required; and recommending that this report be received for information.

1.36(b) STATUS UPDATE ON FLEET SERVICES GARAGE CONSOLIDATION AND REORGANIZATION IMPLEMENTATION

Source: Commissioner of Corporate Services
(January 17, 2003)

Reporting, as requested by the Budget Advisory Committee, on the status of garage consolidation and the Fleet Future Plan re-organization; and recommending that this report be received for information.

1.37 FACILITIES AND REAL ESTATE (CAPITAL AND OPERATING)

(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)

1.38 INFORMATION AND TECHNOLOGY (CAPITAL AND OPERATING)

(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)

1.39 CITY CLERK'S (CAPITAL AND OPERATING)

(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)

1.40 CORPORATE COMMUNICATIONS (CAPITAL AND OPERATING)

(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)

1.40(a) BRIEFING NOTE - CORPORATE COMMUNICATIONS

Source: Director, Corporate Communications
(January 22, 2003)

Reporting, as requested by the Administration Committee, at its meeting of January 17, 2003, on what steps can be taken to limit the growth in net expenditures for corporate communications to 3 percent.

1.41 COURT SERVICES (CAPITAL AND OPERATING)

(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)

1.41(a) BRIEFING NOTE - COURT SERVICES

Source: Director, Court Services
(January 20, 2003)

Reporting, as requested by the Administration Committee, at its meeting of December 17, 2002, outlining the impact on Court Services should the Toronto Police Service request for additional traffic enforcement officers be approved.

1.42 HUMAN RESOURCES (OPERATING)

(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)

1.43 LEGAL (OPERATING)

(REFER TO THE BUDGET BINDERS PREVIOUSLY DISTRIBUTED TO ALL MEMBERS OF COUNCIL)

1.44 2003-2012 CAPITAL BUDGET - ADMINISTRATION COMMITTEE

Source: City Clerk
(January 17, 2003)

The Administration Committee on January 10 and 17, 2003, reviewed the 2003-2012 Capital Budget for the Administration Committee and took the following action in regard thereto:

(I) Corporate Services Department:

(A) City Clerk' Office:

Recommended to the Budget Advisory Committee the adoption of the 2003-2012 EMT recommended Capital Budget respecting the City Clerk's Office.

(B) Corporate Communications :

Recommended to the Budget Advisory Committee the adoption of the 2003-2012 EMT recommended Capital Budget respecting the Corporate Communications Division.

(C) Court Services:

Recommended to the Budget Advisory Committee the adoption of the 2003-2012 EMT recommended Capital Budget respecting the Court Services Division.

(D) Facilities and Real Estate:

Recommended to the Budget Advisory Committee:

- (1) the adoption of the 2003-2012 EMT recommended Capital Budget respecting Facilities and Real Estate; and
- (2) approval of MAP Capital Project, CAPTOR FAC 906173-1 and -3 with the exception of sub project 2003-8 (277 Victoria Street) and defer to 2004 \$2.571M of the \$2.671 funding request.

(E) Fleet Services:

Recommended to the Budget Advisory Committee the adoption of the 2003-2012 EMT recommended Capital Budget respecting Fleet Services.

(F) Information Technology:

Recommended to the Budget Advisory Committee the adoption of the 2003-2012 EMT recommended Capital Budget respecting the Information Technology Division.

(II) Chief Administrator's Office:

Recommended to the Budget Advisory Committee the adoption of the 2003-2012 EMT recommended Capital Budget respecting the Chief Administrator's Office.

(III) Finance:

Recommended to the Budget Advisory Committee the adoption of the 2003-2012 EMT recommended Capital Budget respecting the Finance Department.

1.45 2003 OPERATING BUDGET - ADMINISTRATION COMMITTEE

Source: City Clerk
(January 17, 2003)

Advising that the Administration Committee on January 10 and 17, 2003, reviewed the 2003 Operating Budget for the Administration Committee and took the following action in regard thereto:

(I) Corporate Services Department:

(A) City Clerk's Office:

Recommended to the Budget Advisory Committee the adoption of the 2003 EMT recommended Operating Budget respecting the City Clerks Office, subject to transferring four Customer Service staff to the Mayor's Office together with the appropriate funding in the amount of \$205,185.00.

(B) Corporate Communications :

Recommended to the Budget Advisory Committee the adoption of the 2003 EMT recommended Operating Budget respecting Corporate Communications.

(C) Court Services:

Recommended to the Budget Advisory Committee the adoption of the 2003 EMT recommended Operating Budget respecting Court Services.

(D) Facilities and Real Estate:

Recommended to the Budget Advisory Committee:

- (1) the adoption of the 2003 EMT recommended 2003 Operating Budget respecting Facilities and Real Estate, subject to reducing the building maintenance contract staff (FA-Z018) from seven to five positions to achieve savings of \$145,000.00; and
- (2) the adoption of the 2003 New and Enhanced requests respecting the Facilities and Real Estate.

(E) Fleet Services:

Recommended to the Budget Advisory Committee the adoption of the 2003 EMT recommended Operating Budget respecting Fleet Services, subject to increasing gapping by 0.75 percent up to 1.75 percent for a savings of \$100,000.00.

(F) Human Resources:

Recommended to the Budget Advisory Committee:

- (1) the adoption of the 2003 EMT recommended Operating Budget respecting the Human Resources Division; and
- (2) approval of funds in the 2003 Operating New/Enhanced Services Budget respecting the Human Resources Division, for the hiring of an additional five employees for a period of two years only; and that the Executive Director of Human Resources be requested to submit a report to the Personnel Sub-Committee on the backlog of grievances every six months until the conclusion of the two year period.

(G) Information Technology:

Recommended to the Budget Advisory Committee the adoption of the 2003 EMT recommended Operating Budget respecting the Information and Technology Division, subject to increasing gapping from 1.45 percent to 2.0 percent resulting in an increase of gapping from \$305,300.00 to \$420,850.00, being a savings of \$115,500.00.

(H) Legal Services:

Recommended to the Budget Advisory Committee:

- (1) the adoption of the 2003 EMT recommended Operating Budget respecting the Legal Services Division; and
- (2) the adoption of the 2003 EMT New and Enhanced requests respecting Legal Services.

(I) Service Improvement and Innovation:

Recommended to the Budget Advisory Committee:

- (1) the adoption of the 2003 EMT recommended Operating Budget respecting the Service Improvement and Innovation Division; and
- (2) the adoption of the 2003 New and Enhanced requests respecting the Service Improvement and Innovations Division.

(II) Finance:

Recommended to the Budget Advisory Committee:

- (1) the adoption of the 2003 EMT recommended Operating Budget respecting the Finance Department, subject to:
 - (i) Parking Tag Administration being reduced by \$30,000.00;
 - (ii) closure of the North York stationery store (FS-Z014);
 - (iii) Accounting Services salaries budget being increased by \$75,000.00 to enable the Finance Department (Accounting Services Division) to employ an individual, on a temporary contract basis, at the level of a Senior Financial Analyst to oversee various commodity tax functions;
 - (iv) the Interdepartmental Recovery's (IDR's) in the Accounting Services budget being increased by \$75,000.00 representing a transfer from non-program expenditures;
 - (v) non-programs – other revenues budget being increased by \$75,000.00 (based on anticipated commodity tax savings); and

- (vi) the Interdepartmental charges (IDE's) in the non program budget being increased by \$75,000.00 representing the transfer to the Accounting Services budget, which results in a net zero impact to the 2003 Finance Department budget; and
- (2) that staff be authorized to issue a Request for Proposal in order to engage a firm of tax specialists to perform a commodity tax audit for the City to identify, initiate and secure refunds of Goods and Services Tax and/or Provincial Sales Tax, if applicable and to recommend any necessary changes in the manner that the City currently processes transactions in order to maximize commodity tax savings.

(III) Chief Administrator's Office:

Recommended to the Budget Advisory Committee:

- (1) the adoption of the 2003 EMT recommended Operating Budget respecting the Chief Administrator's Office;
- (2) approval of the business case and the EMT recommended operating base budget for the Internal Audit Function subject to:
 - (i) hiring only four positions;
 - (ii) reflecting gross expenditures of \$450,000.00; and
 - (iii) working in consultation with the Chief of Police to provide internal audit services to the Toronto Police Services.

(IV) Council:

Recommended to the Budget Advisory Committee:

- (1) the adoption of the 2003 EMT recommended Operating Budget respecting the Council Budget subject to:
 - (i) each Councillor's Global Office Budget being reduced from \$53,100.00 to \$45,000.00 for a reduction of \$356,400.00; and
 - (ii) the Food Services Budget being reduced by 50 percent to \$50,000.00;
- (2) that the Council policy be amended such that all staff salary, benefit and lieu time payments be charged against a Councillor's salary budget; and where the staff salary budget is exhausted, salary, benefit and lieu time payment be charged against the Councillor's Global Office Budget;

- (3) that the salaries and benefits for three staff to which every Member of Council is entitled, be transferred from the Council Budget to the Mayor's Office Budget together with the appropriate funds totalling \$213,179.00;
- (4) that the Human Rights, Harassment and Hate Activity Policy adopted by Council on December 16 and 17, 1998, be amended to provide that when a Councillor or Councillors cannot agree and outside legal services and counselling services have to be obtained, that such costs be borne by the individual councillor or councillors from their personal funds, not taxpayers money;
- (5) that a Members Services Committee be established comprised of Members of Council; and that the City Clerk be requested to submit a report to the Administration Committee on the Terms of Reference for the aforementioned Committee; and
- (6) that each Member of Council and their staff be required to pay for personal long distance telephone calls.

(V) Mayor's Office:

Recommended to the Budget Advisory Committee:

- (1) the adoption of the 2003 EMT recommended Operating Budget respecting the Mayor's Office;
- (2) that the four Mayor's staff that are currently part of the staff complement in the City Clerk's Office (Customer Service) be transferred to the Mayor's Office together with the appropriate funds totalling \$205,185.00;
- (3) that three staff positions be transferred from the Council Budget to the Mayor's Office Budget, totalling \$213,179.00; and
- (4) that no expenses of the Mayor or his staff be paid out of any other departmental budget.