



## INFORMATION UPDATE

<b>TO:</b>	Mayor and Members City Council
<b>DATE:</b>	February 22, 2021
<b>SUBJECT:</b>	Follow up Questions from Hamilton Farmers' Market Corporation Budget Day Presentation (CM21002) (City Wide)
<b>WARD(S) AFFECTED:</b>	City Wide
<b>SUBMITTED BY:</b>	Cyrus Tehrani Chief Digital Officer City Manager's Office
<b>SIGNATURE:</b>	

### INFORMATION

This report provides information in response to questions that were raised at the Hamilton Farmers' Market Corporation budget presentation on January 21, 2021.

#### **What is the historical city levy received by the market and well as operating performance of the market?**

Refer to pages 3-4 for the financial breakdown of the market operations between 2012 and 2019.

#### **What changed in 2017 to reduce the levy provided to the market compared to previous years?**

In 2017 the City secured a 5-year \$125,000 Sponsorship arrangement for the market which effectively reduced the levy contribution required by the City to the HFMC Budget.

#### **What is the historical turnover of stallholders at the market?**

Figured below represent estimated averages as departures and addition happen throughout the calendar.

	2016	2017	2018 <sup>3</sup>	2019 <sup>4</sup>	2020	2021 <sup>5</sup>
<b>Stallholder Departures</b>	9	2	5	8	5	6 <sup>6</sup>
<b>Stallholder Additions</b>	5	8	3	4	4	17
<b>Total Available Stalls<sup>1</sup></b>	56	57	57	56	55	55
<b>Total Occupied Stalls</b>	49	55	53	49	48	45
<b>Estimated Vacant Stalls</b>	7	2	4	7	7	11
<b>Estimated Vacancy Rate<sup>2</sup></b>	12.5%	3.5%	7.0%	12.5%	12.7%	18.2%

<sup>1</sup> Number of stalls fluctuates based on whether a stallholder occupies more than 1 stall (which for the purposes of this table reduces the number of available stalls)

<sup>2</sup> At the end of the year (with the exception of 2021)

<sup>3</sup> One bankruptcy

<sup>4</sup> Two stallholder contracts cancelled due to none fee payment.

<sup>5</sup> As of February 18, 2021

<sup>6</sup> Stallholders have opted to not continue operating into 2021 as January 31, 2021

<sup>7</sup> 1 signed new stallholder with 2 additional new stallholders in active interest discussion as of February 18, 2021

**What are the historical staffing levels at the market?**

	2015	2016	2017	2018	2019	2020
<b>FTE Count</b>	4.47	4.47	4.0	4.2	4.2	4.4

**What has been the historical staffing costs for the market?**

Refer to pages 3-4 for the financial breakdown of the total staffing costs between 2012 and 2019.

OUR Vision: To be the best place to raise a child and age successfully.

OUR Mission: To provide high quality cost conscious public services that contribute to a healthy, safe and prosperous community, in a sustainable manner.

OUR Culture: Collective Ownership, Steadfast Integrity, Courageous Change, Sensational Service, Engaged Empowered Employees.

**What does the staffing levels and costs cover?**

The current 2020 staffing costs cover 1 Market Manager, 1 part time Administrative Clerk, 1 part time Marketing Administrator and part time cleaners. In 2020 there were 3 part time cleaning staff.

**What in-kind supports does the city provide to the market that are not part of the HFMC budget?**

In-kind supports that are not part of HFMC budget include contract management, legal, billing, invoicing, accounting services, procurement, payment transaction processing for stallholder fees, facilities and project management and administration, graphic design supports and tourism and culture promotion.

**What are the historical financial details of the market budget and actuals?**

The table below provides a financial breakdown of the market operations between 2012 and 2019.

**Historical Financial Details of the Hamilton Farmers' Market Budget and Actuals  
Period: 2012 to 2019**

Cost Category	2012 Actuals	2012 Budget	2013 Actuals	2013 Budget	2014 Actuals	2014 Budget	2015 Actuals	2015 Budget	2016 Actuals	2016 Budget	2017 Actuals	2017 Budget	2018 Actuals	2018 Budget	2019 Actuals	2019 Budget
EMPLOYEE RELATED COST	397.6	359.9	306.8	327.0	321.5	315.6	314.9	328.9	338.4	281.4	279.1	310.4	310.3	327.5	328.8	322.0
MATERIAL AND SUPPLY	24.1	48.0	84.1	63.1	69.8	74.6	51.8	36.6	33.0	39.0	16.1	26.0	31.8	42.8	35.3	30.2
BUILDING AND GROUND	30.4	215.8	144.1	195.6	168.4	156.6	209.6	180.1	217.4	212.0	195.1	211.4	151.1	207.6	203.2	211.1
CONSULTING	-	-	0.4	-	7.0	-	9.0	-	-	-	-	-	4.3	-	-	-
CONTRACTUAL	60.5	92.2	88.9	94.6	91.3	89.6	96.8	73.2	76.1	59.8	48.6	56.8	82.5	103.4	62.3	94.2
RESERVES / RECOVERIES	2.0	58.9	59.2	59.2	159.1	60.7	193.2	103.2	31.7	72.7	99.0	72.7	108.9	102.8	135.1	108.4
COST ALLOCATIONS	1.3	0.5	0.5	0.5	-	0.5	1.0	-	58.8	30.2	43.0	30.2	65.7	36.5	75.9	46.2
FINANCIAL	0.0	1.7	0.6	1.7	0.2	1.7	0.5	1.7	9.3	-	10.1	-	10.8	8.6	11.7	9.5
CAPITAL FINANCING	0.1	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
CAPITAL EXPENDITURES	-	-	-	-	-	-	-	-	-	-	-	-	10.0	-	2.3	-
<b>TOTAL EXPENSES</b>	<b>516.1</b>	<b>777.0</b>	<b>684.5</b>	<b>741.6</b>	<b>817.2</b>	<b>699.2</b>	<b>876.9</b>	<b>723.7</b>	<b>764.9</b>	<b>695.0</b>	<b>691.1</b>	<b>707.5</b>	<b>775.2</b>	<b>829.2</b>	<b>854.6</b>	<b>821.5</b>
FEES AND GENERAL	- 481.7	- 541.6	- 520.5	- 551.9	- 507.7	- 527.9	- 542.5	- 556.0	- 505.9	- 587.5	- 651.2	- 598.1	- 703.6	- 718.1	- 688.3	- 708.7
RECOVERIES FROM CAPITAL	-	-	-	-	-	-	- 83.0	-	-	-	- 2.0	-	-	-	-	-
<b>TOTAL REVENUE</b>	<b>- 481.7</b>	<b>- 541.6</b>	<b>- 520.5</b>	<b>- 551.9</b>	<b>- 507.7</b>	<b>- 527.9</b>	<b>- 625.5</b>	<b>- 556.0</b>	<b>- 505.9</b>	<b>- 587.5</b>	<b>- 653.2</b>	<b>- 598.1</b>	<b>- 703.6</b>	<b>- 718.1</b>	<b>- 688.3</b>	<b>- 708.7</b>
	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>TOTAL NET LEVY</b>	<b>34.4</b>	<b>235.4</b>	<b>164.1</b>	<b>189.7</b>	<b>309.5</b>	<b>171.2</b>	<b>251.4</b>	<b>167.7</b>	<b>258.9</b>	<b>107.5</b>	<b>37.9</b>	<b>109.5</b>	<b>71.6</b>	<b>111.1</b>	<b>166.3</b>	<b>112.8</b>
<b>(Surplus)/Deficit</b>	<b>-</b>	<b>201.0</b>	<b>-</b>	<b>25.6</b>	<b>-</b>	<b>-138.2</b>	<b>-</b>	<b>- 83.7</b>	<b>-</b>	<b>-151.4</b>	<b>-</b>	<b>71.6</b>	<b>-</b>	<b>39.5</b>	<b>-</b>	<b>- 53.5</b>

All figures in table are in \$000's

**Notes:**

2012-2016 – City funded deficit of \$151.4K to balance the HFMC Year-end Budget  
 2017 – Hamilton Farmer’s Market reserve was established in 2017 and \$71.6K surplus was transferred to reserve  
 2018 – \$39.5K surplus was transferred to reserve  
 2019 – \$53.5K deficit was funded from the reserve. The audited financial statements show that \$58.1K was funded from the reserve due to a discrepancy where a \$4.6K accounts receivable write off was absorbed by the City.

A further break down of the Fees & General Account (Revenue) is provided below:

	2012 Actuals	2012 Budget	2013 Actuals	2013 Budget	2014 Actuals	2014 Budget	2015 Actuals	2015 Budget	2016 Actuals	2016 Budget	2017 Actuals	2017 Budget	2018 Actuals	2018 Budget	2019 Actuals	2019 Budget
Rentals	- 476.8	- 505.4	- 478.6	- 508.1	- 463.2	- 484.9	- 454.6	- 513.0	- 472.2	- 493.8	- 512.8	- 472.0	- 530.5	- 530.1	- 519.2	- 533.2
Sponsorships	-	-	-	-	-	-	-	-	-	-	- 93.8	-	- 125.0	- 125.0	- 125.0	- 125.0
Other Revenues	- 4.9	- 36.2	- 41.8	- 43.8	- 44.5	- 43.0	- 87.9	- 43.0	- 33.7	- 93.7	- 44.7	- 126.1	- 48.2	- 63.0	- 44.1	- 50.5
<b>Total Fees &amp; General</b>	<b>- 481.7</b>	<b>- 541.6</b>	<b>- 520.5</b>	<b>- 551.9</b>	<b>- 507.7</b>	<b>- 527.9</b>	<b>- 542.5</b>	<b>- 556.0</b>	<b>- 505.9</b>	<b>- 587.5</b>	<b>- 651.2</b>	<b>- 598.1</b>	<b>- 703.6</b>	<b>- 718.1</b>	<b>- 688.3</b>	<b>- 708.7</b>

**APPENDICES AND SCHEDULES ATTACHED**

N/A